

SHARP ACADEMY TRAVEL/FUNDING INFORMATION

FUNDING INFORMATION:

Department of the Army Civilians and Active Duty Military members are funded by the SHARP Academy. DECA employees, term and temporary employees, and non-Department of the Army employees are funded through their own organizations.

DEFENSE TRAVEL SYSTEM (DTS) TRAVEL AUTHORIZATION/ORDERS FOR STUDENTS FUNDED BY SHARP:

Step 1: CREATE your authorization in DTS. Your TDY location is **Fort Leavenworth, Kansas.**

Step 2: Ensure your DTS profile is correct and current in regards to your organization, personal information, bank account number, government travel card number and expiration date, and Electronic Funds Transfer (EFT) information. When you receive your partial payment, to ensure payment is dispersed to the correct bank account ensure your information is correct.

Step 3: Mode of Travel

- Airfare and any applicable CTO fee. All transportation arrangements (airfare/rail*) should be reserved using the DTS reservation module. You will fly into the Kansas City International Airport (hub code MCI). For rail travel in Germany, please use www.bahn.com to reserve rail transportation.
- If you choose to drive, your reimbursement is limited to constructive travel cost reimbursement as indicated in the JTR. (See instructions for cost comparison on page 5 of this document.)

Step 4: Rental Car

- **Rental cars are not authorized under the SHARP Academy's Line of Accounting (LOA).** If your organization is funding a rental car and funds have been received for FY 16, you must completely fill out the **SHARP Academy Rental Car Statement** and upload it to the substantiating records section located under the expense tab of your authorization. In the accounting tab of the orders, **your organization's LOA must be selected for the expense associated to the rental car and gasoline.** **IF YOU HAVE SELECTED A RENTAL CAR AND DID NOT UPLOAD THE RENTAL CAR STATEMENT OR INCLUDE YOUR ORGANIZATIONS LOA IN THE ACCOUNTING SECTION OF YOUR DTS AUTHORIZATION, YOUR AUTHORIZATION WILL BE RETURNED FOR CORRECTION.**
- See the rental car form below.



(If you are unable to open the embedded attachment, the form is also located on the SHARP Academy website, Student Registration Information page: <http://usacac.army.mil/schools-and-centers/sharp-academy>)

Step 5: Travel to/from the airport (on both ends of travel)

- Taxi/shuttle should be the preferred method. Travelers cannot be directed to drive POV or rental car. It is approximately 20 miles from the Kansas City International Airport to Fort Leavenworth.
- If you plan to use the airport shuttle service from the airport in Kansas City to Fort Leavenworth, the cost is approximately \$35 – \$45 one way depending on which service you use. To ensure the airport shuttle is at the airport to pick you up, you must call 24 hours in advance to make your shuttle reservation. The following shuttle services are available for this area:

**Five Guys Shuttle: 816-891-9999 or <http://www.fiveguysshuttle.com>

**Rick's Airport Express: 800-331-6796 or 913-651-4649

**Magic Shuttle: 816-589-8499

Step 6: Lodging Expense

- Do not make your hotel reservation through DTS. The SHARP Academy has reserved a block of rooms at the Fort Leavenworth Holiday Inn Express (formerly IHG Army Hotel, Hoge Barracks).
- Lodging is funded by the SHARP Academy and is paid for under contract. On your travel authorization, **you must ZERO out lodging expense**. You will not be charged or receive an invoice for lodging; however, the hotel will ask for your credit card information upon check in for any incidental expenses that you might charge to your room.
- If your unit is funding your TDY please contact me directly to discuss lodging expenses.
- Rooms have been reserved at the Fort Leavenworth Holiday Inn Express under the group name SHARP. **There is no need** for students coming from CONUS to call the hotel to confirm your reservation. Students coming from OCONUS **must call** to confirm your arrival and departure dates. The number for the Fort Leavenworth Holiday Inn Express is 913-684-4091, choose option #3 for the front desk.
- If you would like to have mail sent to the hotel the address is Holiday Inn Express, 214 Grant Avenue, Ft. Leavenworth, KS 66027. Mail cannot be received at the hotel until the weekend students arrive.

Step 7: Meals and Incidental Expenses (M&IE)

- Per JTR, par. 4250, effective 1 Nov 2014, a reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location). Long-term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75%).
- **Department of the Army Civilian students are authorized the flat rate per diem for meals and incidental expense (M&IE)**. The flat rate per diem for Fort Leavenworth is currently \$48.00 per day.
- **Military members are authorized the Government Meal Rate (GMR) plus incidental expenses for a total of \$18.85 per day.**

- Note: The flat rate M&IE is entered as a “special rate” and the GMR is entered as “meals available.” See pages 3 – 6 of the following embedded document for instructions. If you are unable to open the embedded document it is also located on the SHARP Academy website at:



<http://usacac.army.mil/schools-and-centers/sharp-academy>

Step 8: Non-Mileage Expenses:

- **Baggage.** Travelers are authorized two bags, not to exceed 50 pounds per bag, and must be within airline regulations for standard bag rate. Oversized/overweight charges will not be reimbursed. Do not use the “Excess Baggage” option in the drop down menu – type in “Baggage Expense” instead.
- **Parking.** Taxi/Shuttle should be the preferred method for travel to/from the airport. Terminal parking fees (while TDY) NTE the cost of taxi fares for one round-trip to the terminal is authorized, reference JTR, par. 4780, C. In order to claim reimbursement for terminal parking you must add two taxi fare quotes (we will only consider the lowest quote for comparison) AND the airport’s ECONOMY rate for long term parking plus mileage to the airport to your DTS Authorization for comparison. The SHARP Academy will only fund the lesser of the two costs.

Step 9: Adding the Line of Accounting (LOA):

- The SHARP LOA will not be made available until 6 weeks prior to the course start date. Note: Students cannot create the orders any earlier than 6 weeks prior to the course start date.
- To add the SHARP LOA – **16 SHARP 323 ST** – select the accounting tab located at the top of the authorization. You will then select the SHARP LOA from the **Cross Org. LOA** dropdown option.
- If your organization has authorized a rental car, make sure you add their LOA to your authorization. The LOA must match the LOA noted on the SHARP Academy Rental Car Statement and the Rental Car Statement must be uploaded to the substantiating records section.

Step 10: Mandatory Statement Required:

- Every authorization is required to have the following statement in the **Other Authorizations** section or in the Comments field: **“Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficient to accomplish travel objectives.”**

Step 11: Digitally sign your authorization:

- When you are ready to “Submit this document as: SIGNED”, you will need to click the down arrow on the “Routing List:” and choose “**LEAV-SHARP**” to send the authorization through our routing. (The routing will read LEAV-SHARP only after you’ve selected the SHARP LOA.) See an example below.



- Once you complete and sign your authorization it must route to Fort Leavenworth's Resource Management Office to certify and then to the SHARP Academy for approval.
- The Resource Management Office **will schedule partial payments-** a 30-day (split disbursement) payment will go to your government travel card and to your EFT account listed in your DTS profile.

Step 12: Print your approved authorization:

- Once you receive an email notification that your authorization has been approved, go back into DTS to **print three copies** (one copy for personal use, one copy for lodging, one copy for your instructor) of your travel authorization/orders.
- Review your authorization and ensure all information is correct, travel dates are correct, lodging and M&IE rate is correct, etc.
- Within 72 hours of your departure date, you should receive an email confirmation from the Carlson/Sato Travel Office regarding your flights. **If you do not receive an email, you must call your travel office to inquire on the status of your tickets.**
- If you do not know the telephone number for your Carlson/Sato Office, it can be found on your travel itinerary or on the following website: <https://www.cwtsatotravel.com>

ADDITIONAL INFORMATION:

Please Note: We **DO NOT FUND** rental cars, laundry, fuel, gratuity/tips, in/around mileage or transportation at the TDY site, phone calls, or internet connection fees under the SHARP Academy Line of Accounting. **YOU MUST RECEIVE FUNDS APPROVAL FROM YOUR COMMAND FOR RENTAL CARS or ANY ADDITIONAL EXPENSES NOT COVERED BY THE SHARP ACADEMY BEFORE SIGNING YOUR AUTHORIZATION. PLEASE ENSURE YOU HAVE UPLOADED ANY NECESSARY SUPPORTING DOCUMENTS TO THE SUBSTANTIATING RECORDS LOCATED UNDER THE EXPENSE TAB OF YOUR AUTHORIZATION.**

USE OF GOVERNMENT TRAVEL CARD:

- DOD policy in support of the Travel and Transportation Reform Act (TTRA) of 1998 states that **all federal employees (including military personnel) must use the government travel charge card for Official travel expenses arising from government travel which is outlined in the FMR, Volume 9, Chapter 3.**
- Please note that at a minimum, the GOVCC must be used for airfare, lodging and rental car. Travelers are encouraged to use the government travel card whenever possible for TDY expenses while TDY. The **ONLY** exception is leave in conjunction with TDY when the leave location is not at the TDY location or at an enroute airport location using Contract City Pair flight. The government travel card cannot be used while in a leave status.

TRAVEL EXPENSE – TRAVELERS WHO WISH TO DRIVE POV INSTEAD OF FLY:

- The authorized mode of transportation is Air Travel (JTR par. 4715). The Per Diem, Travel and Transportation Allowance Committee has determined the POC use in TDY is to Government's advantage for TDY to locations within 800 miles of the PDS (round trip) as determined from the DTOD (for DOD) or from appropriate distance sources (non DoD Services). POC use for TDY travel of 800 miles or less, round trip (400 miles one way) may be authorized at the Commander's discretion. There is no requirement for any cost comparison.
- Effective 1 October 2014, the constructed transportation cost for a traveler authorized a specific transportation mode is limited to ONLY the cost of the authorized transportation (JTR par. 4735, B). This would exclude any 'anticipated' costs in the computation when an alternate mode of transportation is used by the traveler. Reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the government would have paid for the authorized transportation mode and/or route. No other costs are added to the computation. The traveler is paid whichever (actual or constructed) is less. No longer can baggage fees, shuttle costs, etc. be included in the cost comparison.
- If you plan to drive POV instead of fly, complete the DTS Constructed Travel Comparison Worksheet (embedded below). Upload the worksheet to the Substantiating Records section located under the expense tab. **FAILURE TO DO SO WILL RESULT IN YOUR AUTHORIZATION BEING RETURNED FOR CORRECTION.**



If you are not able to open the embedded document, you can also find it on the SHARP Academy website at:

<http://usacac.army.mil/schools-and-centers/sharp-academy>

- The cost comparison includes tolls if the toll fees are known.
- The cost comparison mileage is always the most direct route. Google maps, Rand McNally or MapQuest cannot be used for the cost comparison. The mileage calculator in DTS or at the Defense Table of Distance website must be used.
- Use the following cost comparison formula and annotate the cost comparison in the Comments to the Approving Official field. Cost construct formula: Contracted airfare rate (located at Fedtravel.com or TRAX) plus CTO fee **VERSUS** round trip mileage + tolls.

LEAVE IN CONJUNCTION WITH TDY:

- When Leave in Conjunction is not at the TDY location or authorized layover location, the traveler must make their airfare arrangements outside of DTS/CTO. Government fares cannot be used to fly to/from a leave location not at the TDY location.
- The traveler's authorization must indicate a Personally Procured Ticket with Comments to the Approving official annotating the one way Government fare and that the traveler is reimbursed either the Government fare or full amount of the personally procured ticket whichever is the lesser.
- A copy of the Personally Procured ITINERARY must be attached to the travel authorization.
- A copy of the Personally Procured AIRFARE RECEIPT must be attached to the travel voucher submission to validate which is cheaper to the Government.
- **DO NOT use your government travel charge card for a personally procured ticket!**

Any questions should be directed to the SHARP Academy Registrar's Office:

SHARP ACADEMY CONTACT INFORMATION

Registrar's Office: usarmy.leavenworth.CAC.mbx.sharp-registrar-email-box@mail.mil

Registrar/Student Services, LaCresha Snow 913-684-6882; DSN: 552 & Rebecca Sims 913-684-7842

Website: <http://usacac.army.mil/schools-and-centers/sharp-academy>