

Travel Regulations for Uniformed Personnel & Civilian employee,
JFTR & JTR (TDY only)
(SAID:45300)

DATE / TIME:	3 – 5 September 2014 (0800-1600)
COST:	\$650.8 per person /minimum 15 (Additional will be the same cost up to 20)
NOMINATION DEADLINE:	17 July 2014
DESCRIPTION:	<p>Overview: Get updated on the current rules and regulations of temporary duty (TDY) travel for military personnel and civilian employees covered by the JFTR-Volume 1 and JTR-Volume 2. Learn the rules for actual and reduced expense allowances, contract airfares, deductible meals and government mess use/availability, miscellaneous reimbursable expenses, per diem allowances, travel authorizations, use of travel cards, international travel and more.</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Comply with current Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR) • Define, describe travel orders and the requirements for moving uniformed service personnel and civilian employees who are performing TDY • Compute allowances for official travel for uniformed service personnel and civilian employees • Identify and compute allowances and entitlements for uniformed service personnel and civilian employees who are performing TDY • Determine when per diem allowance is authorized and under what circumstances allowance is not authorized • Calculate per diem entitlements, reimbursable expenses and allowances for TDY reimbursements both domestic and worldwide • Determine subsistence entitlement in conjunction with leave • Identify and compute allowances using special rules for mixed travel (per diem and actual expense) • Provide assistance to uniformed service and civilian employees to resolve complex travel problems
CREDIT	3 Days 1.8 CEU
TARGET AUDIENCE:	All individuals who are involved with processing or certifying temporary duty travel (TDY) orders, claims for per diem travel, transportation allowances, and certain other allowances of DoD uniformed service members (including regular and reserve components), and civilian employees. Anyone who is an Approving Official or Certifying Officer should attend this course.
VENDOR:	Graduate School USA 1314 So. Averill Avenue San Pedro, CA 90732 Office: (310) 755-8567 Fax: (424) 772-6084 Email: customersupport@graduateschool.edu
LOCATION:	Bldg A-20, 2F Classroom, Yokosuka Naval Base
POC:	Commander, Navy Region Japan (CNRJ), Regional Workforce Development (RWD) at 243-7328/7079

<p>NOINATION PROCEDURES:</p>	<p>You must have supervisory authority first. To confirm your seat, you MUST submit a completed SF-182 form to by the deadline. To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-7328. If SF-182 form is not received by that date your reservation will be cancelled.</p>
<p>PAYMENT METHODS:</p>	<p>DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. Please put the statement “Payment by government purchase card,” in Section B, Block 19, of the SF182. <u>For security reasons, do not put card information on the SF182.</u> The payment issues should be discussed with the vendor directly.</p> <p>RWD will send a confirmation email just after the nomination deadline. Subsequently, the cardholder at your activity needs to provide the card information directly to the vendor promptly after receiving RWD’s confirmation.</p> <p>PAYMENT WILL BE PROCESSED PRIOR TO CLASS COMMENCING.</p>
<p>NOTE:</p>	<ul style="list-style-type: none"> • Cancellations after the nomination deadline date are liable for payment. • For SF-182, Training Type Code is (01) and Sub Type Code is (06). • No PII information should be provided (SSN, Date of birth, etc). • Only legal names should be provided on SF-182 forms (no nick names). <p>RWD will process student completions in DCPDS.</p>