

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

**JOINT FEDERAL TRAVEL REGULATION
VOLUME 1 KEESLER AIR FORCE BASE
Supplement**



**11 MAY 2005
Certified Current 22 September 2016**

Financial Management

**LOCAL TRAVEL IN AND AROUND PDS OR
TDY STATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 81 TRW/FMF

Certified by: 81 TRW/FM
(Maj Richard W. Fogg)

Pages: 2

Joint Federal Travel Regulation, Part F, 1 August 2001, is supplemented as follows.

This supplement establishes the 81st Training Wing policy and procedures for use in conjunction with the basic publication. This supplement applies to all assigned, attached and/or associate units supported by the 81st Training Wing at Keesler AFB MS, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

U3500 B-2. The local area in which transportation expenses may be authorized or approved for conducting one day official business trips without TDY orders is defined as follows:

- a. Southwest: New Orleans LA
- b. West-Northwest: Liberty MS

- c. North: Laurel MS
- d. Northeast: Thomasville AL
- e. East: Florida State Line
- f. Southeast: Gulf Shores AL

Note: For repeated travel or travel of more than one day, TDY orders are required.

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