

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 65-103**

26 OCTOBER 2017

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Financial Management

FINANCIAL MANAGEMENT POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Richard Bailey)

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. The purpose of this publication is to publish United States Air Force Academy (USAFA) Financial Management (FM) policy and procedures guidance. This publication covers various pay and travel situations unique to USAFA. This instruction applies to all USAFA personnel. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the Director, Financial Management and Comptroller, United States Air Force Academy (HQ USAFA/FM). Ensure 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 (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updates to the Commander, Air Force Space Command (AFSPC/CC) definition of local area for official travel, removal of the proportional per diem guidance, removal of the TDY request worksheet, updates to the constructive travel cost comparison guidance and worksheet removal, updates to wire transfer guidance – funds outgoing to foreign countries, add wire transfer guidance – funds in coming to USAFA, add new regulation references, update changed regulation references and delete obsolete regulation references.

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1. Receipts required for Temporary Duty (TDY) settlement vouchers at USAFA. (T-0).

1.1. USAFA TDY travelers and approving officials shall ensure receipts, regardless of amount, are attached to the Defense Travel System (DTS) or manual settlement vouchers for lodging, airline, rental car and registration fees. In addition, receipts for all other reimbursable expenses of \$75 or more shall be attached to the DTS or manual settlement voucher. To be considered a valid receipt it must contain the name of the entity providing the good(s)/service, the date(s) that the good(s)/service was/were provided/purchased, the price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.

2. Reduced rate of Per Diem for sports teams and club travel. (T-0).

2.1. On 4 Sep 2008, the Secretary of the Air Force for Force Management and Personnel (SAF/MRM) approved a USAFA request to eliminate the incidental expense portion of per diem payable to USAFA personnel traveling as a group in a “members traveling together” status when transportation, meals and lodging are provided to travelers without charge. The reduction was established for USAFA appropriated fund (APF) and nonappropriated fund (NAF) sports team and cadet club travel. See Attachment 2, Figure A2.1. for the SAF/MRM approval memorandum.

3. Local area travel. (T-0).

3.1. AFSPC/CC memorandum, dated 27 August 2014, defined the boundaries for official local area travel in accordance with the Department of Defense Financial Management Regulation (DoDFMR), Volume 9, **Chapter 4**, Paragraph 040701. The DoDFMR states “when two or more installations are in close proximity, the senior commander or senior service commander should determine the local area.” The boundaries of the local commuting area United States Air Force Academy, Cheyenne Mountain Air Force Station (AFS), Peterson Air Force Base (AFB) and Schriever AFB are defined on the map at Attachment 3, Figure A3.1. The map highlights the roads which establish the boundaries of the local travel area. USAFA personnel traveling beyond the defined boundaries for local travel must be on official travel orders.

3.1.1. As stewards of taxpayer dollars, it is our duty to ensure accountability and disciplined use of our resources. Funding is provided each year to the 10th Logistics Readiness Squadron (LRS) to provide transportation support to USAFA (organizational vehicles, base taxi and U- Drive-It). It is fiscally irresponsible for organizations to reimburse mileage when these government transportation assets are available.

3.1.2. The voluntary use of a privately owned vehicle (POV) on a reimbursable basis shall not be allowed until after a Department of Defense (DoD) owned, rented or leased motor vehicle is determined to be unavailable. Instances where mileage is reimbursed due to the non-availability of government transportation should be extremely rare and necessary for mission accomplishment. Several USAFA organizations have one or more government vehicles assigned that should always be utilized first before contacting vehicle operations. After the commander, director or deputy determines an organizational assigned vehicle is not available, the traveler contacts USAFA vehicle operations at 333-2230 to request government transportation (base taxi or U-Drive-It).

Vehicle operations will issue an email non-availability statement when government transportation is not available.

4. Subsistence of USAFA cadets while TDY to other Air Force installations. (T-1).

4.1. USAFA cadets on TDY orders authorizing government meals without charge in Air Force appropriated fund dining facilities will be treated as meal card holders. HQ Air Force Services Agency, Air Force Food Service Branch (AFSVA/SVOHF) and Financial Management Policy, United States Air Force Academy (HQ USAFA/FMP) memorandum dated 16 January 2013 applies. See Attachment 4, Figure A4.1.

5. USAFA Form 128 – *Constructive Travel Cost Comparison Worksheet – Authorization, used when traveling out of Denver instead of Colorado Springs.* (T-0).

5.1. The USAFA Form 128, shall be used by all TDY travelers requesting departure or return from the Denver Airport. This cost comparison shall be approved by the unit TDY approving official (AO) before input of the travel request into DTS. If the AO approves the USAFA Form 128 as cost effective, the traveler shall attach the form to the DTS TDY request. On manual orders and vouchers, the USAFA Form 128 is attached to the TDY travel request and the settlement voucher.

5.1.1. Travelers will only be allowed to travel out of the Denver Airport when the total cost is cheaper than the total cost for travel out of the Colorado Springs Airport. The determination as to whether travel out of the Denver Airport is more cost-effective is made by the AO, and not the local Travel Management Company (TMC). The TMC will make reservations based on the traveler's DTS submission, approved by the TDY AO. The AO is responsible to ensure the cost criteria are met and any request not cost effective or properly supported shall be returned to the traveler. The AO may also deny reimbursement of the additional travel costs and/or TMC booking fee costs incurred by the traveler due to a traveler's non-compliance with this instruction.

5.1.2. Colorado Springs is the servicing terminal for USAFA. Denver is not a servicing terminal for USAFA and is not in the defined local area. A traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports, parking fees and tolls). In contrast, a traveler may not be required to use a nearby airport that is not a servicing airport even though the more distant airport provides a less costly airfare.

6. TDY cost comparison guidance. (T-0).

6.1. Leave in conjunction with official travel (LICWO) – Travel by commercial air for TDY with leave en route. Compare actual airline cost (include leave en route cost) to the government General Services Administration (GSA) City Pair Fare cost for the official authorized travel, pay the lesser of the two. Per diem is only allowed for the ordered travel. The AF DTS business rules, [chapter 7](#), contain the detailed information for input into DTS. Obtain the government air fare cost by using the GSA City Pair Fare website at <https://cpsearch.fas.gsa.gov/>, use the discounted unrestricted fare (YCA) rate. If no GSA City Pair Fare exists in the market, obtain the airfare cost in the DTS booking module or by calling the TMC.

6.1.1. Privately owned vehicle (POV) travel for the traveler's personal convenience – The only per diem authorized for the travel days is the one (1) day of travel to and from the TDY point (a total of two travel days which are paid ¾ day per diem each). **Chapter 8** of the AF DTS business rules has detailed information and examples on completing the constructive cost worksheet. Obtain the official mileage from the Defense Table of Distances (DTOD) by logging into DTS, Administrative>Calculate Distance. Obtain the air fare cost by using the GSA City Pair Fare website at <https://cpsearch.fas.gsa.gov/>, use the YCA rate. If no GSA City Pair Fare exists in the market, obtain the airfare cost in the DTS booking module or by calling the TMC.

6.1.2. Mixed Mode transportation is explained in **Chapter 2** of the JTR. When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip, the travel is “mixed mode.” Reimbursement depends upon whether or not use of the POV was more advantageous to the Government. **Chapter 8** of the AF DTS business rules provides guidance on POV travel for personal convenience and POV travel that is more advantageous to the Government.

7. Reduced Rate of Per Diem USAFA Combat Survival Training (Saylor Park). (T-0).

7.1. IAW the provision of paragraph 020308 of the JTR, a reduced per diem rate is established for the 366th Training Group instructors and support personnel performing temporary duty to remote field survival training courses at current and future off station training areas to include Combat Survival Training at USAFA. The daily rate of per diem for meals and incidentals is \$29. See SAF/MRM Memorandum dated 25 August 2008 at Attachment 5, Figure A5.1.

8. Wire Transfer Guidance – Funds In Coming to USAFA. (T-3).

8.1. Follow this guidance when a wire transfer option is used to receive funds for a USAFA organization from an external, non DoD business or organization.

8.1.1. Provide detailed information regarding the transfer to USAFA.FM@us.af.mil to Include:

8.1.1.1. The dollar amount;

8.1.1.2. Identifying information to include the bill or Cooperative Research and Development Agreements (CRADA) number;

8.1.1.3. POC to include name, telephone number and email address;

8.1.1.4. Date wire transfer is expected to be received.

8.2. Provide the following wire transfer information to the POC identified in paragraph 8.1.1.3:

8.2.1. Bank Information:

8.2.1.1. Bank Name: TREAS NYC, NEW YORK, NY US

8.2.1.2. Society for Worldwide Interbank Financial Telecommunication (SWIFT) Identifier code: CITIUS33 (Routing # for funds from a Non-American bank)

8.2.1.3. American Bankers Association (ABA) routing#: 021030004 or ACH routing# 051036706 (Routing # for funds dependent on vendor bank preference)

8.2.2. Beneficiary Information:

8.2.2.1. Account Name: TREAS NYC, NEW YORK, NY US

8.2.2.2. Account Number: 800003801117

8.2.2.3. PAYMENT DETAILS:

8.2.2.3.1. The vendor MUST include a POC at the Agency claiming the funds (i.e. DFAS-Limestone Accounts Receivable POC, Columbus Accountants receivable POC, Limestone Accounts Maintenance and Control, etc). The vendor must also include the contract number for which the overpayment is being returned, bill/invoice number they are paying, and any other specific payment reasons. If this information is not included, the funds will be returned to the vendor.

8.3. FRB receives funds and notifies DFAS. DFAS notifies USAFA/FM provided proper identification is included. USAFA/FM notifies the POC who prepares a collection voucher. The POC will then forward the collection voucher to USAFA/FM. USAFA/FM receives Deposit Ticket from DFAS and collection voucher from POC and completes collection action. **NOTE:** If the funds are not collected within 10 business days they will be returned to the vendor.

9. Wire Transfer Guidance – Funds Outgoing to Foreign Countries. (T-3).

9.1. Follow this guidance when a wire transfer option is being requested by a USAFA organization through USAFA/FM for disbursement of funds to a foreign country. This support is limited to transportation, meals, lodging, registration fees or other required fees for cadets and the military or civilian sponsors traveling with cadets under a language immersion or similar program on DTS TDY orders.

9.1.1. The requesting USAFA organization shall prepare a Standard Form (SF) 1034, *Public Voucher for Purchase and Services other than Personal*, providing the disbursement information, and support documentation to HQ USAFA Financial Management Analysis (FMA) and the HQ USAFA Deputy Disbursing Officer (DDO) seven (7) working days prior to the requested date of payment. The SF 1034 completed by the USAFA organization shall include:

9.1.1.1. The bank name and complete mailing address;

9.1.1.2. The American Bankers Association (ABA) number or

9.1.1.3. If applicable, the SWIFT identifier code

9.1.1.3.1. The account number to include the name of the account holder.

9.2. The following support documentation shall be attached to or included on the SF 1034:

9.2.1. The TDY orders from DTS for all travelers involved:

9.2.2. An itemized invoice, translated in English, from the provider of the services in the foreign country;

9.2.3. A copy of the documentation from the vendor which shows the bank name and address, ABA number/routing number, SWIFT code (if applicable) and account number;

9.2.4. A detailed itemized receiving report matching the invoice of the services provided;

9.2.5. The AF Form 406, *Miscellaneous Obligation/Reimbursement Document* (MORD), referenced in the 'Appropriation' block and in the 'Contract Number and Date' block of the SF 1034;

9.3. The requesting USAFA organization shall identify if the payment will be made in United States (US) dollars or a foreign currency. At the top of the 'Payee's Name and Address' block show "International Treasury Services (ITS) WIRE – U.S. Dollars" or the appropriate currency, if not dollars, to transfer by ITS wire.

9.4. Contact HQ USAFA DDO if you need an example of a properly prepared SF 1034. The ITS wire references are in the DoDFMR Volume 5, **Chapters 11** and 13.

10. Conference Registration Fees. (T-0).

10.1. TDY travelers and approving officials shall ensure the travel orders and travel settlement claims indicate the number of meals and nights lodging that were provided in a conference registration fee and the specific days they were provided. In DTS this can be accomplished by explaining what was included in the registration or conference fee under the Review/Sign tab and "other Authorizations." Select "Other (See remarks below)." **Example:** Conference registration fee approved in the amount of \$400 which covers the cost of breakfast and lunch on 5/22/17 through 5/24/17, no evening meal provided and no lodging was included in the conference registration fee. The conference registration fee references are AFI 65-103, *Temporary Duty Orders*, **Chapter 2**; *Joint Travel Regulations Appendix I – Travel Orders* and *Joint Travel Regulations Appendix R – Conferences*.

11. Centrally Billed Account (CBA) Unit Travel Card Policy and Procedures. (T-0).

11.1. The following is the USAFA specific CBA policy and procedure guidance and supplements the DoDI 5154.31, *Government Travel Charge Card Regulations*, Volume regarding CBAs. Within the CBA structure there are two types of accounts: Transportation Accounts and Unit Travel Cards.

11.1.1. CBA – Transportation Accounts. Transportation travel card accounts are issued to government transportation offices for use in purchasing transportation, including airline tickets, bus tickets, and rail tickets.

11.1.2. CBA – Unit Travel Cards. DoD components may use unit travel cards for group travel requirements only when it is cost effective and in the best interest of the mission. Categories of travelers whose travel expenses may be charged to unit travel cards include, but are not limited to, new recruits and employees who do not yet have travel cards, prisoners, and DoD group travelers, foreign nationals participating in support of official DoD sponsored programs or activities. The unit account coordinator also is responsible for filing any disputes with the travel card contractor. Once the billing statement is validated, the unit account coordinator shall obtain fund certification from the cognizant resource management office before forwarding certified billing statements, with any required supporting documentation, to the designated disbursing office. Should the costs exceed published travel and per diem rates, the AO approves the higher amount using an authorization memorandum or collects the excess amount from the traveler. Retain records of each travel charge card transaction (including records on associated contracts,

reports, accounts, and invoices) in accordance DoDFMR Volume 1, **Chapter 9** and the Air Force Records Information Management System Records Disposition Schedule.

11.1.3. The APF Unit Travel Card may be used to charge travel, lodging, and/or meals. SAF/MRM approved a USAFA recommendation to eliminate the incidental expense portion of per diem payable to USAFA personnel traveling as a group in a "members traveling together" status when transportation, meals and lodging are provided to travelers without charge. This change was effective 4 September 2008. The following guidance eliminates the requirement to complete a manual travel settlement voucher or a DTS claim when traveling under these circumstances.

11.1.3.1. When traveling in a "members traveling together" status and transportation, meals and lodging are provided without charge, normally using the unit CBA, prepare manual TDY orders. The orders may cover the entire fiscal year or individual trips. Insert the following statement in place of the accounting citation in the TDY orders: "Appropriated Funds are obligated for this travel using AF Form 406, Miscellaneous Obligation/Reimbursement Document (MORD) #. Per diem or transportation expenses are not reimbursable to the traveler IAW SAF/MRM letter dated 4 Sep 2008, Subject: Recommendation to Establish a Reduced Per Diem Rate." HQ USAFA/FMA personnel will not certify fund availability or sign the TDY order as funds will not be obligated in the accounting system under the TDY order. Authority is AFI 65-103, item 19 b. (2) on page 27. The funding for these TDY trips will be on the AF Form 406 and obligated in the accounting system to cover the unit CBA payments. Completion of travel vouchers are not required when transportation, meals and lodging are provided without charge to any traveler. The incidental expense portion of per diem is not payable.

11.1.3.2. When not traveling in a "members traveling together" status, DTS shall be used to pay the appropriate per diem entitlements for travel days. In addition, per diem is payable on any other days where all meals and the lodging cost are not provided without charge. The meal and incidental portion of per diem and other miscellaneous travel expenses are paid on an individual travel voucher in DTS.

11.2. For airline reservations, provide the TDY order to the TMC for booking the travel arrangements and charging the unit CBA. IAW JTR Appendix P, any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMC upon booking is not a mandatory user of the Government's contract city-pair fares. A movement of less than 10 passengers traveling as a group falls under the GSA Airfares City-Pair Program contract and is a mandatory user of the City-Pair Program. The only City-Pair Program exceptions are listed in JTR Appendix P. Selection of other than the city-pair rates or selection of city-pair rates on groups of 10 or more passengers may result in a financial cost to your organization if the airline tickets are cancelled. There are restrictions that typically go along with lower commercial airfares or group travel of 10 or more passengers. Restrictions on discounted commercial airfares usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. The Joint Travel Regulations requires the mandatory use of the TMC to arrange official travel even when the City-Pair fares cannot be used.

11.2.1. Support documentation must be attached to the unit retained copy of the CBA payment and include the TDY order, airline ticket receipts, lodging receipts and meal receipts if paid using the CBA.

11.2.2. On APF travel, DTS shall be used to reimburse a traveler for an expense that is not covered by the unit CBA. In these situations, the DTS claim is submitted after travel has been completed. Manual travel vouchers will not be accepted for payment.

11.3. Unit Travel Cardholder Responsibilities: The unit travel card is always issued to an individual and will create additional workload for that individual as the unit cardholder. Unit cardholders must be designated in writing by the commander/director and are accountable for all charges on the unit travel charge card issued in their name. The unit travel cardholder is responsible for reconciling and verifying the validity of all travel card charges and promptly providing a validated statement to the unit account coordinator, normally the unit resource advisor (RA). The cardholder is also responsible for providing the unit account coordinator supporting documents (legible receipts) for all charges on the unit card. The unit cardholder is legally responsible for all charges to the unit travel card and/or collection of erroneous and/or unauthorized charges, e.g. unofficial telephone calls, movies and any other unauthorized charges. When an unauthorized charge is discovered, immediately collect personal funds from the individual making the unauthorized charge. The cardholder will advise the commander/director who evaluates the situation and considers counseling or administrative action that may be appropriate.

11.3.1. After completion of travel, the unit travel cardholder collects any unauthorized charges from the appropriate individuals and turns in any excess Automated Teller Machine (ATM) funds to the unit RA. Retain the copies of the ATM withdrawal slips and all receipts for which the money is used. Any cash withdrawals must be accounted for by receipts and/or refunds to the RA. Any excess cash funds must be returned to the RA via a Department of Defense (DD) Form 1131, *Cash Collection Voucher*. The unit travel cardholder also prepares a group travel voucher, DD Form 1351-2, *Travel Voucher or Subvoucher*, showing the complete itinerary with attached DD Form 1351-6, *Multiple Payments List*, signed by all travelers. Travel vouchers must be completed for all TDY trips on routine funded TDY orders regardless if there is or is not an entitlement due to the traveler(s).

11.3.2. Unit RA Responsibilities: The unit RA will have access and is expected to use the Electronic Access System (EAS) for viewing charges, printing invoices and ensuring payments are posted. The unit RA must complete AF Form 406 and submit with the initial CBA application request. Funds shall be certified by HQ USAFA/FMA before any charges are allowed on the unit card(s). This initial AF Form 406 should identify the total dollar amount you anticipate spending on all of your unit cards quarterly each fiscal year. The initial AF Form 406 is then used as the call register to track payments and any necessary increases. Upon receipt of the invoice from Citi Bank, the unit account coordinator reconciles and certifies the charges appearing on the summary account monthly statement, which is a composite (rollup) of all charges from all cards and accounts assigned to that organization. Immediately forward the certified invoice and the receiving report to the HQ USAFA/FMA Office. HQ USAFA/FMA will forward the invoice to the Defense Finance and Accounting Service (DFAS) field site for payment. Certified copies of the invoices and supporting documentation must be retained at the

unit level for audit purposes. Always pay the current charges less any credits on the invoice received from the travel card contractor. The unit account coordinator then disputes any erroneous charges with the travel card contractor (currently Citi Bank). Reconciling the invoices after the bill certification rather than before certification speeds up the payment process and helps prevent prompt payment act interest penalty payments. In addition, any erroneous and/or unauthorized charges made to the card, (e.g., movie rental in hotel room, unauthorized phone calls, long distance surcharges, etc.), and any excess ATM advance monies must be collected from the appropriate individual immediately. Each trip must be finalized for audit purposes. Excess monies from one trip cannot be used or carried forward for use on a future trip. The DD Form 1131 is used to record the collection using the same appropriation cited on the AF Form 406 held by HQ USAFA/FMA. The unit RA will make deposits with the USAFA Armed Forces Bank. Supporting documentation (itemized receipts, bank invoices, expense summaries, travel orders and travel vouchers) must be maintained at the unit level for audit purposes. The unit coordinator will retain records in accordance with DoDFMR Volume 1, **Chapter 9** and the Air Force Records Information Management System Records Disposition Schedule.

11.4. The unit commander/director appoints a unit cardholder in writing and has them sign this policy and procedures guidance acknowledging their responsibilities. Retain the signed acknowledgement on file with the appointment letter. Unit commanders must also ensure the unit card invoices are properly validated and paid promptly. Interest penalties incurred due to the fault of the unit will be charged to the unit. Unit commanders should consider appropriate disciplinary action on any unauthorized charges or misuse of the unit travel card.

CHRISTOPHER D. CARROLL, Lt Col, USAF
Director, Financial Management and Comptroller

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 65-1, *Management of Financial Services*, 1 July 1996

DoDFMR, *Department of Defense Financial Management Regulations*, 1 August 2017

DoDI 5154.31, *Government Travel Charge Card Regulations*, 1 June 2017

Joint Travel Regulations, 1 August 2017

Prescribed Forms

USAFA Form 128, *Constructive Travel Cost Comparison Worksheet – Authorization*

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1131, *Cash Collection Voucher*

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 1351-6, *Multiple Payment List*

SF 1034, *Public Voucher for Purchase and Services other than Personal*

Abbreviations and Acronyms

ABA—American Bankers Association **AF**—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AFS—Air Force Station

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFS—Air Force Station

AFSPC—Air Force Space Command

AFSVA—Air Force Services Agency

ANG—Air National Guard

AO—Approving Official

APF—Appropriated Fund

ATM—Automated Teller Machine **CBA**—Centrally Billed Account **CC**—Commander

CRADA—Cooperative Research and Development Agreements

DD—Defense Department

DDO—Deputy Disbursing Officer

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

DoDFMR—Department of Defense Financial Management Regulation

DTOD—Defense Table of Distances **DTS**—Defense Travel System

FM—Financial Management

FMA—Financial Management Analysis

FMP—Financial Management Policy

FRB—Federal Reserve Bank

GSA—General Services Administration **HQ**—Headquarters

IAW—In Accordance With

ITS—International Treasury Services **JFTR**—Joint Federal Travel Regulations **JTR**—Joint Travel Regulation

LICWO—Leave in conjunction with official travel

LRS—Logistics Readiness Squadron

MORD—Miscellaneous Obligation/Reimbursement Document

MRM—Force Management and Personnel

NAF—Nonappropriated Fund

OPR—Office of Primary Responsibility **POV**—Privately Owned Vehicle

RA—Resource Advisor

RDS—Records Disposition Schedule **SAF**—Secretary of the Air Force

SF—Standard Form

SWIFT—Society for Worldwide Interbank Financial Telecommunication

TDY—Temporary Duty

TMC—Travel Management Company

US—United States


USAFA—United States Air Force Academy

YCA—Discounted Unrestricted Fare

Attachment 2

REDUCED RATE OF PER DIEM FOR SPORTS TEAMS AND CLUB TRAVEL

Figure A2.1. SAF/MRM Approval of Special Rate of Per Diem.



DEPARTMENT OF THE AIR FORCE
WASHINGTON, D.C. 20330-1000

OFFICE OF THE ASSISTANT SECRETARY


MEMORANDUM FOR AF/A1S SEP 04 2008

FROM: SAF/MRM

SUBJECT: Recommendation to Establish a Reduced Per Diem Rate

In accordance with the provision of paragraph U4177 of the Joint Federal Travel Regulations (JFTR), Volume 1, a reduced per diem rate of "zero" is established for United States Air Force Academy official appropriated and non-appropriated funded sports team and Cadet Club travel. This reduction from \$3 to zero applies for all personnel traveling as a group in a "members traveling together" status with all transportation, meals and lodging provided without charge. This change is effective upon the date of this memorandum.

The new reduced per diem rate will remain in effect unless a different rate is subsequently approved by this office or it is superseded by the Per Diem, Travel and Transportation Allowance Committee.


BARBARA J. BARGER
Deputy Assistant Secretary
(Force Management Integration)

Attachment:
HQ USAFA/CC memo, 24 July 08

cc:
HQ USAFA/CC
SAF/FMPC

Attachment 3
LOCAL AREA TRAVEL

Figure A3.1. AFSPC/CC Definition of Local Area for Official Travel, 27 Aug 14.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND


27 Aug 14

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFSPC/CC
150 Vandenberg Street, Suite 1105
Peterson AFB CO 80914-4020

SUBJECT: Definition of Local Area for Official Travel

1. As the senior Service Commander, in accordance with the Department of Defense Financial Management Regulation (DoDFMR), Vol 9, I've defined the boundaries of the local commuting area (United States Air Force Academy, Cheyenne Mountain AFS, Peterson AFB, and Schriever AFB) as illustrated on the attached map. The map highlights the roads which establish the boundaries of the local travel area. Travel authorization Approving Officials will use the map (Atch 2) to make the determination as to whether the location of travel is inside or outside of the local travel area.
2. Personnel traveling beyond the defined boundaries for local travel must be on official travel orders unless it is known that the travel claim involves only privately owned conveyance mileage reimbursement (trips less than 12 hours in duration). In this case the traveler can file a local voucher within the Defense Travel System.
3. This letter supersedes HQ AFSPC/CC letter, same subject, dated 3 March 2014.
4. If you have any questions, please contact Mr. Jeff Weston, HQ AFSPC/FMPF, 554-6796.


JOHN E. HYTEN
General, USAF
Commander

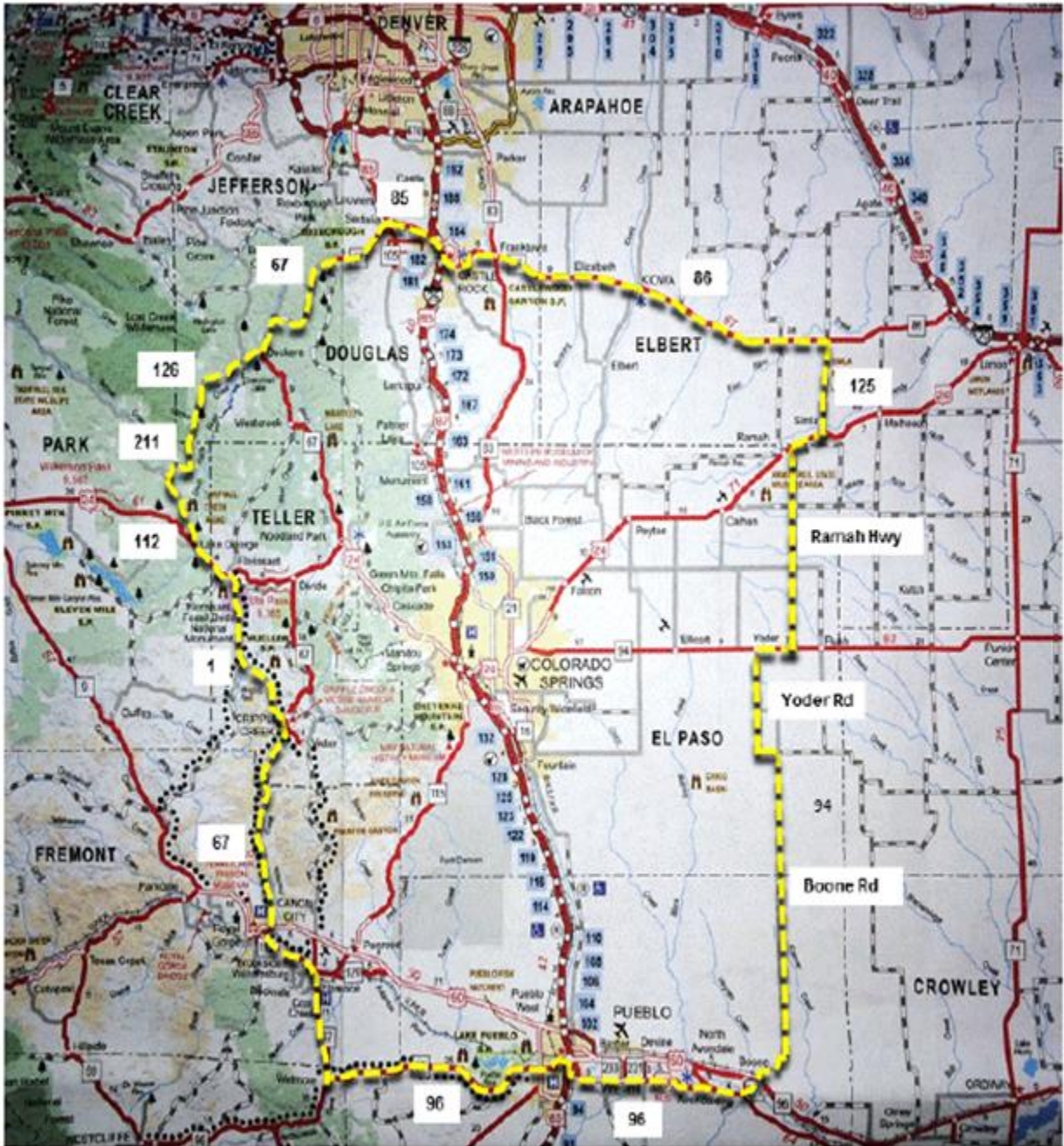
Attachments:

1. Distribution List
2. Local Travel Area Boundary Map

DISTRIBUTION LIST

USAFA/CC
21 SW/CC
302 AW/CC
50 SW/CC
21 CPTS/CC
50 CPTS/CC
USAFA/FM

Local Travel Area Boundary Map



Note: Travel Approving/Directing Official has the final determination.

Attachment 4

**SUBSISTENCE OF USAFA CADETS WHILE TDY TO OTHER AIR FORCE
INSTALLATIONS**

Figure A4.1. USAFA Cadets Authorized to Eat Without Charge in AF Dining Facilities.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY**

16 January 2013

MEMORANDUM FOR SERVICES COMMANDER

FROM: AFPC/SVOFA and HQ USAFA/FMP

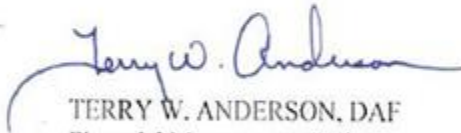
SUBJECT: USAFA Cadets Treated as Meal Card Holders at Air Force Dining Facilities

1. USAFA cadets on TDY orders will be treated as meal card holders and provided meals without charge in Air Force appropriated fund (APF) dining facilities. USAFA cadets will receive meals "in lieu of" the meal portion of per diem and only receive reimbursement for the incidental portion of per diem IAW the Joint Federal Travel Regulation (JFTR) paragraph U4165-B(4) and C. Upon arrival at the TDY location, the cadet-in-charge provides the dining facility a copy of the TDY orders for updating the corporate food service (CFS) frequent buyer program. USAFA cadets are required to swipe their common access card (CAC) when using the dining facility. No other support documentation is required. *This procedure only applies to USAFA cadets, not AFROTC cadets.*
2. Air Force dining facilities will obtain a copy of the applicable TDY order(s) from the cadet-in-charge to update the CFS frequent buyer program. Dining facilities will input USAFA cadets under a standard unit name of "USAFA Cadets." This allows AFSVA/SVOFS to track the cost of meals provided to USAFA cadets across the Air Force and seek reimbursement from USAFA/FMF. For installations in the local Colorado Springs area (Schriever, Peterson and USAFA) please update frequent buyer using an advance listing or the cadet CAC, since TDY orders are not published for local area travel. A basic allowance for subsistence (BAS) is not payable to cadets on any day when all meals are provided without charge, including travel days when traveling in a "members traveling together" status. Cadets in a leave status must pay for their meals as cadets receive BAS for periods of leave.
3. HQ USAFA/FMF reimburses the Air Force centrally managed allotment (CMA) account based on published TDY orders. However, with all USAF dining facilities identifying the USAFA cadets eating in their facilities, including those not on TDY orders, AFPC/SVOFA may seek additional reimbursement from HQ USAFA/FMF. These procedures also provide an audit trail for all "official travel" meals which cadets eat in APF dining facilities.
4. This memorandum supersedes USAFA/FMP Memorandum, Subject: USAFA Cadets Now Treated as Meal Card Holders at Air Force Dining Facilities dated 1 Oct 2007 and memorandum, subject: Additional Guidance - USAFA Cadets Now Treated as Meal Card Holders at Air Force Dining Facilities dated 2 Oct 2007.

5. If you have any questions or require additional information, please contact Mr. William Spencer, AFPC/SVOFA at DSN 969-7788 or Mr. Terry Anderson, HQ USAFA/FMP, DSN 333-6950.



WILLIAM J. SPENCER, DAF
Chief, APF Food & Beverage Operations
Air Force Personnel Center



TERRY W. ANDERSON, DAF
Financial Management Policy
Directorate of Financial Management
United States Air Force Academy


cc:

HQ ACC/A1S
HQ AETC/A1S
HQ AFSPC/A1S
HQ AFMC/A1S
HQ AFPC/SVO
HQ AMC/A1S
HQ PACAF/A1S
HQ USAFE/A1S

Attachment 5

REDUCED RATE OF PER DIEM USAFA COMBAT SURVIVAL TRAINING (SAYLOR PARK)

Figure A5.1. SAF/MRM Approval of Special Rate of Per Diem.



DEPARTMENT OF THE AIR FORCE
WASHINGTON, D.C. 20330-1000

OFFICE OF THE ASSISTANT SECRETARY

AUG 25 2008


MEMORANDUM FOR AF/AIS

FROM: SAF/MRM

SUBJECT: Recommendation to Increase a Reduced Per Diem Rate

In accordance with the provision of paragraph U4177 of the Joint Federal Travel Regulations (JFTR), Volume 1, a reduced per diem rate is established for the 366th Training Group instructors and support personnel performing temporary duty to *remote field survival training* courses at current and future off station training areas to include Combat Survival Training at the USAF Academy. Due to the rate of inflation over the past 10 years, the daily rate of per diem for meals and incidentals is increased from \$22.00 to \$29.00. This change is effective upon the date of this memorandum.

The new reduced per diem rate will remain in effect unless a different rate is subsequently approved by this office or it is superseded by the Per Diem, Travel and Transportation Allowance Committee.


BARBARA J. BARGER
Deputy Assistant Secretary
(Force Management Integration)

Attachment:
HQ AETC/FM memo, 16 May 08

cc;
HQ AETC/FM
HQ AMC/FM
SAF/FMPC