



DEPARTMENT OF THE ARMY
IDAHO ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4040 West Guard Street, Bldg. 600
Boise, Idaho 83705-5004

NGID-COS-G

1 August 2014

MEMORANDUM FOR All Idaho Army Active Guard and Reserve (AGR), Federal Technicians, and Traditional Soldiers (M-Day)

SUBJECT: Policy and Procedures in Requesting a Special Conveyance or Privately Owned Conveyance (POC) in Conjunction with TDY Travel

1. References.

- a. Joint Travel Regulation (JTR) Vol 2, Chapter 4.
- b. Joint Federal Travel Regulation (JFTR), Chapter 3.
- c. USPFO Pamphlet 37-106, Idaho Army National Guard Travel Pay Program, dated 1 May 2013.

2. As part of the ongoing effort to reduce costs and provide good stewardship of government funds, the policy for requesting a special conveyance or privately owned conveyance for TDY travel is updated.

a. Effective 1 August 2014, all requests for special conveyances (rental cars or a personal conveyance) for TDY travel will be submitted using the attached request form.

b. Requests for use of a POC (in-state) require a statement of non-availability of a GSA vehicle from the GSA Manager (an e-mail response from the GSA Manager is acceptable), supervisor, and G3 or HRO approval as appropriate.

3. The Joint Travel Regulation (JTR) and the Joint Federal Travel Regulation (JFTR) authorize a special conveyance when advantageous to the government during official TDY travel.

a. Travel must be accomplished by the most expeditious and practicable transportation mode that meets mission requirements. Use of common carriers (e.g., public transportation, taxis, shuttles, etc.) is presumed to be the most efficient and least costly means of transportation. Justification for the reason of nonuse of a transportation mode that is to the government's advantage is necessary for travel reimbursement.

b. Personal preference or minor inconvenience will not be the basis for authorizing/ approving a special conveyance.

This policy supersedes HR Policy Letter 12-004, subject: HR Policy Letter 12-004 Requesting Special Conveyance for TDY Travel, dated 9 February 2012, and any G3 Special Conveyance policies that were published before 1 Aug 14.

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c. If a traveler elects to use a POC instead of the authorized transportation mode (other than government), reimbursement must be limited to the authorized transportation mode constructive cost, which is the sum of per diem and the transportation cost the government would have incurred if travel was performed by the authorized transportation mode. **No other costs are added to the computation. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.**

d. A traveler who elects to travel by other than an authorized transportation mode is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

4. When the use of a rental car is authorized, **it is a mandatory policy that a traveler uses an available CTO to obtain a rental vehicle.** Travelers must provide a government credit card (GOVCC) number to make the reservation. When a rental vehicle is procured from another source, reimbursement shall be limited to the cost of a vehicle arranged through DTS, by the CTO, or the actual cost of the rental vehicle, whichever is less.

5. Travelers are responsible for making sure the rental agency records the date and time, mileage, and any prior damage on the rental contract at the time the car is issued to the traveler. If fuel gauges don't record full, the traveler should require the agency to fill it prior to issue. Before the car is returned, the traveler will refuel the car at a service station not associated with the rental car agency. Record this cost as a reimbursement upon return to home station. Receipts are required for all fuel expenses associated with the rental car and must be submitted with the travel voucher for reimbursement. **Pre-paid fuel options or fuel service from the rental car agency is not an authorized reimbursable expense.** When the car is returned, travelers are to ensure that the agency records the date and time, mileage, and damages (if any) on the contract.

6. A member may be reimbursed for personal funds paid to car rental agencies for damages sustained to a properly rented automobile that is damaged in performance of official business. Direct payment for the full amount of the damage sustained may be made by the government to car rental agencies not to the member. Reimbursement of personal funds paid for damage sustained by a rental automobile while being used on other than official business is prohibited.

7. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, PAI (Personal Accident Insurance), etc.) is reimbursable **only if:** (1) the insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile outside the United States; or (2) the Secretarial Process authorizes/approves reimbursement of non-require insurance for

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certain classified operations. No other conditions justify insurance reimbursement.

8. A traveler who combines official travel with leisure travel in the same trip will only be reimbursed for the amount it would cost to rent the vehicle, on a daily basis, for the number of days of official travel. Costs associated with personal use will not be reimbursed. Example: the TDY location is Orlando, FL, for two weeks and there is no scheduled training for two days during that period. The traveler utilizes those two days to go to Daytona Beach, FL, 66 miles away. Cost of the rental vehicle, insurance, mileage, fuel, and any damage cost would be personal expense--not reimbursable.

9. By signing and authorizing the special conveyance request form, the supervisor has justified that it is cost efficient and no other means of transportation are available.

10. Effective 1 August 2014, all requests for special conveyance (rental car or POC) for TDY travel will be submitted using the attached request form.

a. The traveler will scan the completed request and upload it into the Defense Travel System (DTS) authorization as a Substantiating Record under the Expenses Tab prior to signature. Contact the DTS help desk at 272-2600 if assistance is required with the upload procedure.

b. DTS authorizations without the special conveyance request or POC request uploaded as substantiating documentation will be returned to the traveler.

c. DTS authorizations with special conveyance or POC requests that have inadequate information, justification, or are lacking a supervisor's and a G3 or HRO approval signature will also be returned to the traveler.

11. The POC for special conveyance requests is the G3 or HRO, as appropriate.

FOR THE COMMANDER:

Encl
Request for Special Conveyance


MICHAEL J. GARSHAK
COL, AV, IDARNG
Chief of Staff

Request for Special Conveyance

1.
 - a. Requestor's name:
 - b. Pay Status/Grade:
 - c. Duty assignment:
 - d. Purpose for TDY travel:
 - e. Dates of travel:
 - f. TDY city:
 - g. Number/Name of passengers:
2.
 - a. Cost of car rental in DTS:
 - b. Estimated fuel expenses:
 - c. Estimated parking expenses:
3.
 - a. Estimated mileage for POC:
 - b. Estimated parking expenses:
 - c. Attached statement of non-availability (email acceptable) of GSA (in-state travel only):
4. Information on requestor's TDY activity (e.g., conference, school, seminar, site visit, etc.)
 - a. Name of hotel/lodging:
 - b. Location of activity:
 - c. Distance between hotel/lodging and activity:
 - d. Distance between airport and hotel/lodging:
 - e. Is shuttle, bus service, etc., available: Yes No
5. Detailed narrative providing justification for approving the additional expense of special conveyance (car rental or POC) in DTS authorization:

Requestor's Supervisor:
Supervisor's extension:

Supervisor/Commander's Signature

Program Manager's Approval/Denial