



NATIONAL GUARD BUREAU
Office of the United States Property and Fiscal Officer, Idaho
3489 West Harvard Street
Boise, Idaho 83705-6512

NGID-PFO-Z

07 May 2019

MEMORANDUM FOR Idaho National Guard Department of Defense (DoD) Employees

SUBJECT: Personal Travel and Leave in Conjunction with Official Travel Policy

1. Reference:

- a. Joint Travel Regulation, DoD, 1 March 2019, Uniformed Service Members and DoD Civilian Employees
- b. Air Force Instruction 34-101, 28 April 2017, Transportation Passenger Movements
- c. Financial Management Regulation 7000.14-R Volume 9, Chapter 5, DoD, June 2017, Temporary Duty Travel (TDY)

2. Purpose: The Joint Travel Regulation (JTR) stipulates requirements for employees to have personal travel or take leave combined with official travel. This policy explains the requirements listed in the JTR and clarifies the authorization process to be eligible for reimbursement.

3. For personal travel or leave combined with official travel, employees will need to arrange personal travel at their own expense. Official travel related expenses will be booked in the Defense Travel System (DTS), all personal expenses will not be booked in DTS. When combining personal travel with official travel, use of the government travel card, government contract airfares and other government fares are prohibited to and from leave points. If personal travel is the same location as the TDY location, government fares may be booked in DTS.

4. To be eligible for reimbursement, the employee will need to complete the process outlined in this policy. When personal travel or leave has been authorized in conjunction with official travel, personal travel expenses will be reimbursed up to the amount official travel would have cost. If official travel expenses would have been more than self-procured travel expenses, reimbursement is authorized for the actual cost of self-procured travel. The Leave-In-Conjunction with Official Travel (LICWO) must be approved and uploaded before travel occurs to accurately capture relevant costs.

5. Authorization Process:

a. Contact your respective finance offices. Your finance office will provide you with instructions to receive authorized reimbursement for expenses incurred. You will need to complete the following:

(1) Determine your TDY location and location of personal travel.

(2) Go to the GSA City Pair web page <http://www.gsa.gov/portal/content/100021> to find the authorized fare. If a City Pair Fare does not exist, call SATO at 1-855-794-4927.

(3) Complete the Leave-In-Conjunction with Official Travel (LICWO) memo you were given by your finance office.

(4) Sign your LICWO memo and ensure your respective TMO verifies accuracy by signing their portion of the memo. Your TMO will retain a copy and you will keep the original to upload in your DTS authorization.

(5) For reimbursement of self-procured travel expenses, your original LICWO memo will need to be uploaded in 'Substantiating Documents' when you file your travel voucher.

6. Questions regarding this policy should be directed to the respective Air/Army Finance offices.

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