

Travel Regulations for Defense Agencies, JTR Course (TDY Only)

Master the Joint Travel Regulations (JTR) for temporary duty (TDY) travel, including allowances, reimbursements, and compliance for Department of Defense personnel.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/travel-regulations-for-defense-agencies-itr-tdy-only>



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Course Outline

Module 1: Introduction to Joint Travel Regulations (JTR)

- Understand the purpose, authority, and applicability of the Joint Travel Regulations.
- Learn the structure and key sections of the JTR relevant to TDY travel.
- Identify agency responsibilities for compliance with JTR policies.

Module 2: TDY Travel Orders

- Review the requirements for authorizing and issuing TDY orders.
- Identify necessary details and approvals for valid travel authorizations.
- Apply procedures for amending, canceling, or reissuing TDY orders.

Module 3: Government Travel Charge Card and TDY Advances

- Understand mandatory use requirements for the Government Travel Charge Card (GTCC).
- Learn procedures for obtaining, managing, and reconciling travel advances.
- Recognize responsibilities for proper GTCC use and repayment.

Module 4: TDY Per Diem Rules

- Calculate per diem allowances for lodging, meals, and incidental expenses.
- Apply rate adjustments for partial days, special situations, and foreign travel.
- Understand factors that can reduce or increase per diem rates.

Module 5: Transportation by Airplane

- Review JTR requirements for air travel reservations and ticketing.
- Apply rules for mandatory contract city-pair fares and authorized exceptions.
- Understand policies for baggage, upgrades, and class of service.

Module 6: Transportation by Other Modes

- Understand policies for travel by train, bus, ship, and privately owned vehicle (POV).

- Apply mileage reimbursement rates and requirements for parking and tolls.
- Review rental vehicle policies and when other modes are authorized.

Module 7: Reimbursable Expenses

- Identify allowable expenses for reimbursement during TDY.
- Distinguish between reimbursable and non-reimbursable costs under the JTR.
- Apply documentation and justification requirements for claims.

Module 8: Deductible Meals and Staying in Government Lodging

- Apply M&IE deduction rules when meals are provided.
- Understand requirements for using government quarters and lodging programs.
- Recognize exceptions and special circumstances affecting lodging policies.

Module 9: TDY Options and Exceptions

- Review travel options such as local travel, long-term TDY, or multiple TDY points.
- Apply rules for deviations, alternate travel arrangements, and personal convenience travel.
- Understand the approval process for exceptions to standard policy.

Module 10: Conferences, Time, and Leave Limits on TDY

- Understand conference attendance rules under JTR guidelines.
- Apply policies for integrating leave with TDY travel.
- Recognize limitations on TDY duration and combining official and personal travel.

Module 11: Actual Expense Allowance (AEA)

- Identify situations where AEA may be authorized and applicable limits.
- Learn the process for requesting and justifying AEA.
- Document allowable costs and comply with approval requirements.

Module 12: Emergency Travel While TDY

- Understand authorization and funding rules for emergency travel during TDY.
- Apply procedures for illness, injury, or family emergencies.
- Review requirements for returning to duty or resuming TDY after emergencies.