

TIPS FOR SUCCESSFUL FTD STUDENT TRAVEL

****NOTE:** This document is not in any way a legal document and cannot be used to justify the approval or disapproval of any FTD related entitlements. All entitlements are approved at the discretion of the 982 TRG.

- 1) Upon notification of FTD course (J4) selection, student (or RA/Training Manager) must submit cross-org line of accounting request to 982TRG.CCR.mailbox@sheppard.af.mil. X-org request must include student name, full SSN, course dates, and statement if training required for current job or upcoming PCS (if for PCS, what gaining MAJCOM).
- 2) Submit DTS orders in timely manner. Orders must be submitted at least 10 business days prior to course start date.
- 3) Type 4, Field Training reporting instructions comply with AFI36-2201, Attach 19. See [HTTPS://ETCA.RANDOLPH.AF.MIL](https://ETCA.RANDOLPH.AF.MIL) General Information (Field Training) page for further information.
- 4) Ensure DTS profile is updated with correct email address and GOVCC info. This will help ensure travel entitlements process correctly and you receive DTS email notifications for document approval status.
- 5) To minimize TSL requests, please give accurate estimate of travel costs (include estimates for terminal transportation from PDS and TDY location and correct lodging/per diem –especially if lodged off base).
- 6) Ensure orders are routing to “982 FTD Student Travel” for approval.
- 7) If taking leave enroute (military), you are required to process your leave requests through Leave Web and upload a copy of the approved member’s copy (Part II) to substantiating records.
- 8) Airline reservations must be booked thru DTS or with base CTO. Self-procured airfare requires LICWO memo if flying to/from leave location to/from training location.
- 9) Reserve on base lodging immediately upon notification of training (cannot reserve military lodging thru DTS). Students issued non-Availability memo from base lodging may book commercial hotel thru DTS.
- 10) Non-availability documentation is required when off-base lodging is utilized, upload in substantiating records, or military will only be reimbursed the on-base lodging amount. Lodging differential for civilians without a Non-A will be unit funded. NOTE: Only the single-room rate will be reimbursed for on-base and off-base lodging.
- 11) Approving Official will authorize/approve POC travel only if it is to the Government’s advantage when compared to travel by Gov’t conveyance or commercial carrier, and not solely for member’s convenience. Examples for authorizing POC as more advantageous are listed below:
 - a) Its use is more efficient, or economical, or results in a more expeditiously accomplished mission.
 - b) There is no practical commercial transportation
 - c) Common carrier use would be so time consuming it would delay the mission

NOTE: This list is not all inclusive. The AO makes the final determination based on the facts in each case and approves/denies POC travel which must be reflected on the member’s orders. Another consideration is loss productivity at the home station.

QUICK FACTS

FTD -REIMBURSABLE EXPENSES

- Taxi or shuttle to/from Terminal
- Taxi when billeted off base (must have non-A documentation)
- Airport parking (POV mileage to/from terminal and parking NTE cost of taxi [roundtrip])
- Checked Baggage (civilians only - one piece baggage/50 lbs auth each way)
- GTC/CSA ATM Service Fees
- Laundry/Dry-cleaning (\$2/day-for TDYs 7+ days for military or 4+ days civilian)
- POV Mileage to/from Terminal (only for vehicles you own/operate)
- POV Mileage to/from TDY location (up to the cost of the common carrier)
- *****NOTE:** All expenses are approved directly by the 982 TRG and at the discretion of the 982 TRG. Items listed or not listed on this page are up to the discretion of the 982 TRG for approval.

UNIT-FUNDED EXPENSES

- Rental Car/Fuel (Enroutes contact gaining unit for rental authorization)
- Lodging differential if lodged off-base without Non-Availability memo (civilians only)
- Excess Baggage
- Valet Parking

- GTC/CSA Card Shipping Cost (\$20.00)
- Late-Checkout Fees
- Internet Service
- GPS on Rental Cars
- Phone Calls (official)
- Passport Fees
- ***NOTE: All expenses are approved directly by the 982 TRG and at the discretion of the 982 TRG. Items listed or not listed on this page are up to the discretion of the 982 TRG for approval.

WHAT YOU SHOULD KNOW ABOUT RECEIPTS

- Receipts required for all reimbursable expenses (airfare, lodging, car rental, fuel, taxi, parking, etc).
- Airfare receipts must show proof of payment (IBA or Centrally Billed Account) & ticketing information at the bottom. Keep all emails from the CTO.
- Self-procured airline tickets must be accompanied by a Leave in conjunction with Official Travel (LICWO) letter signed by TMO.
- Lodging receipts must be itemized (room charges/taxes per day) and must show payment (\$0 balance due).
- The rental car receipt must show payment made. It cannot be the one issued at pick-up.

IMPORTANT WEBSITES

- DTS Link:
<http://www.defensetravel.osd.mil/dts/site/index.jsp>
- DoD Air Force Lodging:
<http://www.dodlodging.net/>
- Education & Training Course Announcements (ETCA)
<https://etca.randolph.af.mil>
- GSA Airline City Pair Program Search
<http://www.gsa.gov/portal/content/100021>
- Per Diem Rates
<https://www.defensetravel.dod.mil/site/perdiem.cfm>
- Air Force Controlled Spend Account (CSA) info and training
<http://www.citibank.com/transactionservices/home/sa/2010q3/csa/index.jsp>
[CSA page on Air Force Portal](#)

IMPORTANT GUIDES

- AFI 65-103
- AFI 36-2201(Attach 19)
- JFTR/JFTR Appendix G (Military)
- JTR (for civilian travelers)

ACRONYM:

CBA: Centrally Billed Accounts	FTD: Field Training Detachment
CGD: Class Grad date	GOVCC: Government Credit Card
CSD: Class Start Date	IBA: Individually Billed Account
CSA: Controlled Spending Account	JFTR: Joint Federal Travel Regulation
CTO: Commercial Travel Office	JTR: Joint Travel Regulation (civilian)
CTW: Constructive Travel Worksheet	LICWO: Leave in conjunction with Official Travel
ETCA: Education & Training Course Announcement	LOA: Line of Accounting