



DEPARTMENT OF THE ARMY
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAFC-FS

26 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Managing Official Travel

This memorandum expires in 1 year.

1. References:

a. Joint Federal Travel Regulations/Joint Travel Regulations, appendix O, Temporary Duty (TDY) Travel Entitlements.

b. DOD Financial Management Regulation, volume 9, Travel Policy and Procedures, October 2003.

c. AR 1-211, Attendance of Military and Civilian Personnel at Private Organization Meetings, 1 December 1983; and USAREUR Supplement 1, 14 February 2001.

d. AR 600-8-105, Military Orders, 28 October 1994.

e. Memorandum, Office of the Assistant Secretary of the Army for Financial Management and Comptroller, 7 July 2004, subject: Improper Payments and Unused Airline Tickets.

2. A recent Government Accountability Office audit found that over \$39M had been spent on unused airline tickets, and that 27,000 questionable travel settlements were made for airline tickets that had been purchased using centrally billed travel accounts (ref 1e). Leaders at all levels must be vigilant to ensure that official travel is managed, scrutinized, and authorized only when necessary to meet mission requirements.

3. To prevent unauthorized and unnecessary travel expenses, the following areas require our immediate attention:

a. The approval process for official travel.

b. The issue of blanket and group travel orders.

c. The return of unused airline tickets.

d. Personal reimbursement for Government-issued airline tickets.

4. Each of the areas listed above is addressed below. HQ USAREUR/7A staff principals and commanders of USAREUR commands will ensure that they and members of their organizations are diligent in each of these areas.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.

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5. Controlling the travel-order process requires the involvement of two key individuals:

a. The approving official. This individual must be familiar with the TDY mission, is usually the official directing the travel, and is usually at least one level in the chain of command above the individual requesting the travel.

b. The authorizing official. This official should be the individual who controls the mission, authorizes the trip, and has overall responsibility for and control of unit funds. The authorizing official is responsible for ensuring that the TDY travel supports the unit mission.

6. Travel regulations allow for great flexibility when appointing approving and authorizing officials who best meet operational needs. Leaders, however, must ensure that their approving and authorizing processes provide for adequate internal controls and separation of duties to prevent unauthorized and unnecessary travel expenses within their mission domain. Leaders must also ensure that travel is not routinely approved, and that each trip is properly authorized according to mission requirements.

a. Staff principals and commanders should establish and distribute guidance to ensure all personnel obtain approval for travel through the appropriate chain of command, whether using manual (paper copy) or automated (Defense Travel System - Limited (DTS-L)) travel orders.

b. Staff principals and commanders who fall under the direct chain of command of the USAREUR Command Group will obtain approval for travel by e-mail before completing orders through the DTS-L. Manual orders must be submitted for signature approval.

c. Because of how the DTS-L was implemented in USAREUR, printed copies of travel orders from the DTS-L include the signature block of the organization budget analyst instead of the approving official. Within the next 6 months, the full Defense Travel System (DTS) will be implemented in USAREUR, after which the approving and authorizing officials will be clearly annotated on orders. In the interim and when the DTS is fielded, unit DTS-L administrators must maintain a current database of personnel who have been assigned approval authority. References 1a, b, and d provide guidelines for the approval chain.

d. USAREUR Supplement 1 to AR 1-211 currently allows the following general officers to approve travel to events sponsored by private organizations: (1) the DCG/CofS, USAREUR/7A; (2) the CG, V Corps; (3) the CG, 21st TSC; (4) the CG, 1ID; and (5) the CG, 1AD. In addition, the USAREUR G1, the USAREUR G3, and the CG, USASETAF, would have authority to approve this travel if they were major generals.

7. The use of blanket and group travel orders results in a commitment of Government funds outside the normal travel-approval process that is very difficult to manage and reconcile. Blanket and group travel orders will normally not be used except under special circumstances. I will approve the use of blanket and group travel orders on a case-by-case basis. A staff action

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summary (SAS) must be coordinated through the USAREUR G8 and sent to my office to request authorization for blanket or group travel orders. The SAS must state the effect on the command and the traveler if the request is disapproved.

8. Unused paper and e-tickets, whether from canceled trips or changed itineraries, must be returned to the commercial travel office (CTO) so that the cost of the tickets may be refunded to the U.S. Government. Travelers may not claim reimbursement for tickets they receive from the CTO, because these tickets are paid for by the U.S. Government. Staff principals and commanders will ensure that officials responsible for reviewing claims—

a. Recoup funds from unused tickets by ensuring travelers are aware of and comply with the requirement to return unused tickets to the CTO.

b. Review travel vouchers thoroughly and disallow claims for reimbursement for any expense that is not properly substantiated.

9. Management controls must be initiated to ensure the procedures outlined in this memorandum are followed. Our efforts to reduce unnecessary travel expenses and to return unused airline tickets translate directly to additional funding available for the Global War on Terrorism and other critical Army requirements.

10. Staff principals and commanders should give a copy of the enclosed memorandum (ref 1e) to all employees, supervisors, and managers; they should also ensure that travelers notify the appropriate resource management office of canceled travel orders.

11. The POC is Colonel Dyson, Staff Finance and Accounting Officer, DSN 379-5101.

FOR THE COMMANDER:

Encl



WILLIAM E. WARD
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:

Commanders, USAREUR MSCs
HQ USAREUR/7A Staff Principals



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

JUL 07 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Improper Payments and Unused Airline Tickets

Commanders:

A recent General Accounting Office audit revealed over \$39 million in unused airline tickets that were not returned by travelers and 27,000 travel claims suspected of improper payments. The improper payments resulted from individuals claiming reimbursement for airline tickets on their travel voucher when the ticket was purchased with the centrally billed travel account.

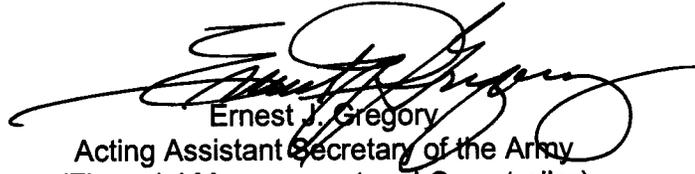
The Department of Defense is working with the contracted Commercial Travel Offices and the airlines to recover the monies from the unused tickets and the Defense Finance and Accounting Service (DFAS) is researching travel records to determine if improper payments occurred. DFAS will request payment from individuals where improper payments are discovered and if not paid, will begin collection action. Incidents of suspected fraud will be forwarded to Army criminal investigators for review.

To prevent similar occurrences in the future:

- Commanders and supervisors must notify personnel to return all unused tickets and not to claim reimbursement for airline tickets if the ticket is purchased with a centrally billed account.
- Travel voucher reviewing officials must verify receipts for transportation charges and ensure the return of any unused tickets prior to certification of the claim. In addition, reviewers should verify:
 - Travel claims include all receipts for expenses over \$75.00
 - All lodging and rental car receipts
 - Itinerary is complete and agrees with travel orders
 - Split disbursement is checked for military and the amount entered is reasonable for the claimed expenses
 - Civilian travelers have made a payment selection in Block 1 of the DD Form 1351-2.
- Organizational Budget Officers should review Unliquidated Obligations to ensure actual expenses are reasonable with respect to estimates.
- Budget Officers should follow-up to ensure unused tickets were returned.

In addition, commanders can use their Internal Review Office for periodic reviews to prevent improper payments and loss of the use of funds due to failure to return unused tickets.

For questions contact Mr. Frank Rago, Army Travel Card Program Manager, (703) 693-3396, francis.rago@hqda.army.mil.



Ernest J. Gregory
Acting Assistant Secretary of the Army
(Financial Management and Comptroller)

*The actions you take will
save your funding for your
missions.*

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