



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 4600.3
COMPT
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AIR STATION ORDER 4600.3

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: TEMPORARY DUTY (TDY) AND LOCAL TRAVEL

Ref: (a) JTR
(b) MCO 4650.39A

Encl: (1) Local Travel Reimbursement Examples

1. Situation. This Order pertains to all travel categories that expend MCAS Cherry Point funding. This Order does not apply to permissive temporary additional duty (PTAD), non-funded orders, or travel funded by other commands.

2. Cancellation. AirStaO 7220.1B and Policy Letter 001-14.

3. Mission. To establish policies and procedures for military and civilian personnel conducting official travel, define the local travel vicinity, and to establish the boundaries wherein reimbursement for local transportation expenses may be authorized.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers and Directors shall ensure travel is planned and executed judiciously to ensure maximum benefit and efficient use of available funds.

(2) Concept of Operations

(a) Approval of temporary duty (TDY), to include local and medical travel, is delegated to Squadron Commanding Officers and Staff Directors. All Defense Travel System (DTS) authorizations and vouchers will contain an acknowledgment or pre-approval by the traveler's Squadron Commanding Officer or Staff Director. Travel requirements previously approved and funded in the unit's annual budget only require acknowledgment by the traveler's Squadron Commanding Officer or Staff Director. Travel requirements not already funded by the budget require pre-approval of the traveler's Squadron Commanding Officer or Staff Director.

(b) The following areas have been designated by the Commanding Officer, Marine Corps Air Station (MCAS) Cherry Point, as the boundaries for local vicinity/local travel. The local travel area includes Carteret, Craven, Jones, Onslow, and Pamlico counties. All areas of Marine Corps Base (MCB) Camp Lejeune, Camp Johnson, and MCAS New River are located within this designated area.

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b. Coordinating Instructions

(1) All TDY and Local Travel

(a) Mode of Transportation. Approving Officials (AOs) are responsible for approving the transportation mode that is most advantageous to the government. The traveler must use the transportation mode approved by the AO. Additional cost resulting from use of a transportation mode other than required by regulation is the traveler's responsibility.

(b) Travel Voucher Submission. Travelers are required to submit travel vouchers within five working days upon completion of TDY to ensure prompt payment/split disbursement to the traveler and the Government Travel Charge Card (GTCC).

(2) Local Vicinity/Local Travel

(a) Travelers must coordinate government transportation with the Motor Transportation Department at least two days in advance of the local travel requirement. Documentation regarding the availability of government transportation must be submitted to the respective Squadron Commanding Officer or Staff Director prior to their acknowledgment/approval, and must be uploaded in DTS.

(b) When government transportation is not available, a Personally Owned Conveyance (POC) may be authorized, but AOs will ensure that the traveler has included a Statement of Non-Availability. In accordance with reference (a), if the traveler departs/returns from/to their residence, reimbursement is limited to the mileage in excess of their normal commuting mileage. The enclosure contains Local Travel Reimbursement Examples.

(c) Personal preference/minor inconvenience is not a basis for Squadron Commanding Officers or Staff Directors to authorize/approve POC use instead of government furnished transportation. Travelers will obtain authorization from their Squadron Commanding Officer or Staff Director prior to using their POC for official requirements. If a POC is authorized/approved in lieu of available government transportation, the reduced rate mileage expense "POV Used When Gov't Vehicle Avail" will be selected in DTS. Travelers must electronically upload written approval to use POC (e-mail minimum) to the local voucher in DTS.

(d) Per diem is not authorized for travel performed within the local vicinity unless overnight lodging is required to accomplish the mission, as determined by the Squadron Commanding Officer or Staff Director.

(e) The GTCC is not to be used for travel within the local vicinity.

(3) Travel within MCAS Cherry Point. Personnel conducting official business aboard MCAS Cherry Point, the air range complex, or its outlying landing fields must inquire about the availability of government transportation. If government transportation is available, mileage will not be reimbursed.

(4) Local Travel Specific to Uniformed Service Members. Uniformed service members on official travel within the local vicinity for consecutive days are directed to utilize government barracks, transportation, and messing,

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if available. When unavailable, Statements of Non-Availability are required. Reimbursement will be based on non-availability statements and Squadron Commanding Officer/Staff Director acknowledgment/pre-approval.

(5) Medical Travel (Uniformed Service Members Only)

(a) In addition to Squadron Commanding Officer or Staff Director approval of medical travel, an authorization is required from a military medical facility. Both documents must be uploaded in DTS under substantiating records. If there are subsequent appointments, the documentation from the military medical facility must support the appointment dates.

(b) Medical travel at the government's expense includes a member ordered to a medical facility for physical examination, to obtain a medical diagnosis and/or treatment, or ordered to attend additional visits as part of the required initial physical examination.

(c) Military members who voluntarily travel to a medical facility to obtain a medical diagnosis or treatment are not on official business, therefore reimbursement for transportation is not authorized.

(d) A medical attendant/escort is authorized travel and transportation allowances when designated by a competent medical authority or Squadron Commanding Officer.

(6) Travel Funding and Planning. Travel will be per each Squadron and Directorate's financial plan within approved funding levels. With the Station Executive Officer's approval, each Squadron/Directorate may fund travel requirements by realigning funds internally. Without approval, any travel requirement not included in the Squadron or Directorate's financial plan must be submitted for additional funding as an unfunded deficiency.

c. Tasks

(1) Traveler

(a) For local vicinity travel, obtain all availability/non-availability statements (i.e., government transportation, messing, and barracks). All documentation must be provided to the Squadron Commanding Officer or Staff Director prior to their acknowledgment/pre-approval of the travel requirement. Ensure required documentation is uploaded to the authorization and local voucher within DTS.

(b) Obtain and upload the Squadron Commanding Officer or Staff Director acknowledgment/pre-approval to authorizations and local vouchers in DTS.

(c) Per references (a) and (b), travelers are must submit travel vouchers within five working days upon completion of TDY.

(2) Squadron Commanding Officers and Staff Directors

(a) Identify, plan, and incorporate mission critical travel into annual budgets. Emergent or unscheduled travel will be added to the plan at the time of discovery; unplanned travel should be brought to the Installation Command's attention to seek additional funding.

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(b) Acknowledge/pre-approve all travel (TDY and local vicinity travel) by providing a statement in writing.

(c) Execute prudence when making acknowledgment/approval for mission critical travel.

(d) Review documentation regarding availability/non-availability for local vicinity travel prior to acknowledgment/pre-approval.

(e) Provide authorization to use POC when government transportation is not available or when deemed necessary to accomplish the mission.

(3) Authorizing Official (AO)

(a) Review and approve or disapprove travel authorizations/vouchers based on trip data, estimated costs, the balance in the budgets, Squadron Commanding Officer/Staff Director input, and exceptions to DoD travel policy.

(b) Review and approve or disapprove expenses not included in the approved authorization.

(4) Comptroller. Review authorizations/vouchers to ensure the following criteria are met before assigning the financial approval designation:

(a) CO/Director acknowledgment/pre-approval is included.

(b) Funding is dedicated, available, and in place.

(c) Proper accounting codes have been assigned.

(d) Travel is per the approved financial plan.

(e) Coordinate with the requesting organization in the event the authorization/voucher does not meet the above requirements.

5. Administration and Logistics. Questions pertaining to this Order should be directed to the Comptroller Directorate, MCAS Cherry Point.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point and its subordinate commands.

b. Signal. This Order is effective the date signed.


C. PAPPAS III

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Local Travel Reimbursement Examples

1. If the traveler departs and/or returns from/to the residence, normal commuting mileage from the residence to the primary duty station (PDS) is subtracted from the TDY location mileage, both ways.
2. If the traveler departs and/or returns from/to the residence, and the normal commuting mileage from the residence to the PDS is more than the TDY location mileage, a local voucher is not submitted.
3. If the traveler departs and/or returns from/to the PDS, normal commuting mileage is not subtracted from TDY location mileage.