

Logistics

Management Office

Transportation and Travel Branch

Frequently Asked Questions

Q. How often are TDY Travel Orders authenticated?

A. Orders are authenticated every hour.

Q. Can I drive my POV on TDY instead of flying?

A. Yes, but you will be reimbursed limited to constructive travel

Q. Can I rent a car in lieu of driving my POV on TDY?

A. Yes. Reimbursement of rental car will be limited to the cost of you flying.

Q. Do I have to call the Lodging Success Program if the hotel is within the Per Diem Rate?

A. Yes, anytime you're traveling to the areas that has LSP we are required to call (1- 800-GO-ARMY -1)

Q. Parking at the airport.

A. If you are going to be gone more that 2 days you can park in the long term parking (which is cheaper per day). If you are gone only 1 or 2 days short term parking is more advantageous.

Note: When parking at the airport reimbursement will be limited to the cost of a round trip shuttle. Cost will include the mileage to and from the airport.

Q. What does PCS and TDY mean?

A. PCS is Permanent Change of Station and TDY means Temporary Duty Station

Q. What is the max amount of House Hold Goods I'm authorized?

A. 18,000 **lbs max**

Q. Can I move myself?

A. Yes. Self move will be paid Actual Expense only, unless the move is with \$100.00 of the GBL cost.

Q. What forms do I fill out for reimbursement of expenses for PCS?

A. DD 1351-2 Travel Voucher, DD 1705 for Real Estate reimbursement, and ENG 4743 for TOSE itemization.

Q. How do I cancel my reservations and airline ticket if my travel plans change?

A. When Corps employees originate travel orders and make reservations with the Carlson Travel office and their plans change, the traveler or the person making the arrangements for the traveler will need to communicate with the travel office to cancel reservations. The travel order needs to be canceled in CEFMS or amended **immediately**. If the mode of transportation is being changed make sure you correct the funding cost. Example. If a traveler was originally going TDY by "TP" and decided to go by "PA" you will need to zero

out the amount under "Government Transportation" (for ticketing purposes) and cost against the correct line.

Travelers with blanket travel orders would need to communicate with Carlson Travel Office for canceling reservations, and notify the Logistics, Transportation Assistant, Leslie Pruitt, of the changes.

These actions will prevent funds being used for a trip that wasn't taken.