

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P.O. Box 2870
Portland, Oregon 97208-2870

CENWD-MR-LM
Regulation
No. 55-1-1

1 March 2000

Transportation and Travel
TRAVEL MANAGEMENT

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FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

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20 November 1998

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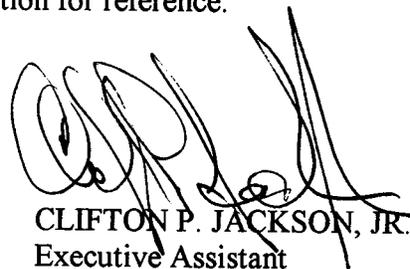
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History. This issue is a new NWDR and supersedes MRD-R 55-1-4, 1 Dec 96, and NPD Suppl 1 to ER55-1-2, 30 Jul 93.

Summary. This regulation establishes the temporary duty travel eligibility and approval procedures for the Northwestern Division (NWD).

1. PURPOSE. This regulation establishes policy, procedures, and responsibilities for the control of specific aspects of official travel in support of the mission of the Northwestern Division. The references cited in paragraph 3. a. (1) and (2), should be consulted for information relating to travel matters not addressed in this publication. Northwestern Division Districts will publish guidance regarding travel policy unique to their organization and not addressed by this or other applicable regulations. A copy of such guidance will be provided to Commander, Northwestern Division, ATTN: CENWD-MR-LM, 12565 West Center Road, Omaha, Nebraska 68144.

2. APPLICABILITY. This regulation is applicable to all elements of the Northwestern Division.

3. REFERENCES.

a. Required Publications.

(1) Joint Travel Regulations, Vol. I & II. Regulation. Referred to in paragraphs 1, and 7.b.

(2) ER 55-1-2, Transportation and Travel, Travel Management. Referred to in paragraphs 1, and 8.d.

b. Related Publication. AR 55-355, Defense Travel Management.

*This regulation supersedes MRD-R 55-1-4, 1 Dec 96 and NPD Suppl 1 to ER 55-1-2, 30 Jul 93.

4. POLICY. The proper administration and control of personnel travel is a command, management, and supervisory responsibility. This regulation prescribes policy for the control and administration of specific aspects of Temporary Duty (TDY) travel in the Northwestern Division, and must be used in conjunction with references 3.a - b. above and with other applicable DOD and DA regulations for a full understanding of the Army travel program.

5. RESPONSIBILITIES. TDY Travel Approval Authorities. The Corps of Engineers Financial Management System (CEFMS), recognizes those individuals who have been assigned varying levels of authorities for management of the travel function. These CEFMS authorities or permissions, can only be altered by the organization CEFMS data base coordinator. Based on CEFMS authorities, each TDY travel order must be processed in a specified procedural sequence with the following authorizations:

a. Requesting Official. Individual travelers may be designated as Travel Requesting Officials for routine TDY travel. Travel Requesting Officials are responsible for ensuring that travel is required, and that all entitlements and special authorizations are fully justifiable and essential to the mission.

b. Funds Approving Official. Responsible for providing the complete accounting classification for an approved travel request or amendment thereof. Approval by this individual will create, approve, and certify a purchase request against the funded work items cited on the travel order. This person may be the same as the travel Approving Official.

c. Approving Official. Approving officials are responsible for all aspects of TDY travel within their area of authority. Travel approval authority must be in the traveler's chain of command. Subordinates will not be granted CEFMS approval authority for their supervisors. The primary functions of the approving official are:

(1) Review and approve/disapprove all requests for TDY travel generated within their area of responsibility.

(2) Ensure that all requests for special authorizations are required and justified.

(3) Attest that all travel for which reimbursement is claimed was performed as authorized, and that expenses are reasonable and necessary and supported by documentary evidence when required.

d. Order Issuing Official/Order Authenticating Official. The Division Commander and District Commanders are authorized TDY travel order issuing authorities. This authority may be delegated as required for operational necessity. Delegation normally includes the organization Transportation Officer. The Order Issuing/Authenticating Official is responsible for ensuring the technical correctness of travel orders, and for all matters of coordination and distribution of orders.

6. TRAVEL ORDERS.

a. Blanket Travel Orders. Blanket travel orders must be approved by the Division Commander. This authority cannot be delegated. Blanket travel orders will be held to a minimum and used only when necessary to meet mission requirements.

(1) Justification. Individuals requesting blanket travel orders will prepare a justification memorandum for signature by the District Commander (or Director or Office Chief if within NWD), addressed THRU: CENWD-MR-LM, TO: CENWD-DE. Justifications must address the following points:

(a) The nature of the function to be supported by the blanket travel authorization.

(b) The geographic limits of the blanket travel authorization, or a statement indicating no limitation.

(c) The reasons individual travel orders, or repeat travel orders will not meet mission requirements.

(2) Prior to forwarding requests for blanket travel orders to the Division Commander, the Director, Logistics Management will review the request for compliance with JTR, JFTR, and command policies regarding eligibility and controls applicable to blanket travel, and obtain staff coordination for each request as follows:

- HQNWD counterpart to office requesting blanket travel. Review for mission essentiality and propriety for the use of blanket travel versus individual trip orders.
- Deputy Division Commander. Review staff comments. Forward to the Division Commander for approval/disapproval.
- **Division Commander. Approve or disapprove request and return memorandum to the Director of Logistics Management. The Director of Logistics Management will return the memo to the respective District Transportation Officer, who in turn will return to the requestor.**

(3) Providing the request has been approved, a request for travel orders may then be initiated by the requestor in the Corps of Engineers Financial Management System (CEFMS) for approval and authentication at the District level. The justification memo becomes a part of the permanent record of authorization for the use of blanket travel orders during the period specified on the authenticated travel order.

(4) Amendments to blanket travel orders. Amendments to blanket travel orders are restricted to funding levels and special requirements only. District Commanders are delegated authority to approve amendments to these items. Blanket travel orders will not be amended to reflect new or expanded geographic limits, or changes in effective dates.

b. Long Term TDY Orders - Civilian Personnel. Prior to approving long term TDY, travel approving officials must compare the costs of the TDY versus PCS relocation. Whenever periodic return trips home are permitted during extended TDY, that cost will be included in the analysis.

7. Travel by Privately Owned Vehicle.

a. The use of a privately owned vehicle (POV) in the performance of official Corps of Engineers business may be permitted when it is requested by the traveler, and when determined to be advantageous to the government. Considerations in regard to such a determination must be preceded by a determination that government furnished, or commercial transportation is either not available, or is not advantageous to the government. The following factors must be evaluated in the determination process:

- (1) The comparative cost of POV versus other transportation modes.
- (2) The impact of productive time related to the travel time involved.
- (3) Cost advantage when there are accompanying passengers under official travel orders in the same POV.
- (4) The salary cost represented by any additional travel time.

b. Use of POV as a Matter of Personal Preference. When an employee uses a POV for the performance of official travel as a personal preference, the reimbursement for such travel, including per diem will not exceed the total constructive cost of the common carrier mode that would have normally been provided by the transportation officer. Before selecting the use of POV for official travel, employees should consult Joint Travel Regulations (JTR) Vol. II, paragraph C2152, in order to determine actual reimbursement rates.

8. Foreign travel.

a. The Division Commander, Deputy Division Commanders, and District Commanders may approve the following categories of civil funded foreign travel:

- (1) Activities involved in the coordination of hydropower responsibilities, fish monitoring, and snow surveys.
- (2) The Columbia River Treaty.
- (3) The International Boundary and Water Commission.
- (4) The International Joint Commission.
- (5) The Joint Canada/US Technical Task Force regarding flooding problems.

b. Funding. The Office of the Assistant Secretary of the Army (CW), has established an annual ceiling of funds that can be expended during the fiscal year for civil funded foreign travel. Headquarters, USACE will impose an annual ceiling on NWD which in turn will be suballocated to NWD districts and Headquarters elements, based on historical needs. District Commanders are authorized to approve funds up to the allocated total. Annual expenditure totals will not be exceeded without the Division Commander's approval. Reallocations between districts or Headquarters elements, if required and possible, will be coordinated by the Director of Logistics.

c. Approval procedures. ENG Form 4960 (Request and Approval of Foreign Travel) will be used for all foreign travel requirements, and must be signed by a Deputy Division Commander, District Commander, or Acting Commander when so designated. One copy of approved ENG Form 4960 will be forwarded to the Director of Logistics, CENWD-MR-LM, for review 30 days prior to the start of the TDY.

d. Nonroutine foreign travel. All foreign travel not included in the categories outlined in paragraph 7.a., above must be submitted through the Director of Logistics to the appropriate authority designated in chapter 5 of ER 55-1-2, Transportation and Travel, Travel Management, 1 May 1993.

9. Actual Expense Allowance (AEA). AEA may be authorized for travel to an area where the standard reimbursement rate is inadequate, or to an area where the standard rate has become inadequate due to temporary conditions such as special events, or natural disasters.

a. Rates. The standard maximum rate is 150% of the established per diem rate for the area rounded up to the nearest dollar. Daily maximums in an amount not to exceed 300% of the per diem rate prescribed for an OCONUS TDY location may be authorized/approved if required to meet the expenses associated with the mission.

b. Approvals.

(1) Travel approving officials are authorized to approve maximum daily rates of 150% of the standard per diem rate. 150% is the maximum rate for CONUS locations.

(2) General Officers and SES personnel are authorized to approve AEA rates to a maximum of 300% of the rate prescribed in Appendix B of the JTR (OCONUS) for their own travel and travel of those under their supervision. This authority will not be further delegated.

10. Local Travel Area.

a. The local travel area for the North Pacific Region Headquarters is established as Portland, Oregon, (including the counties of Multnomah, Clackamas, Columbia, and Washington) and Vancouver, Washington (including Clark County). The Missouri River Region Headquarters local travel area is Omaha, Nebraska (including the counties of Douglas, Lanacaster, Washington, Saunders and Sarpy) and Council Bluffs, Iowa (including Pottawattamie and Mills counties).

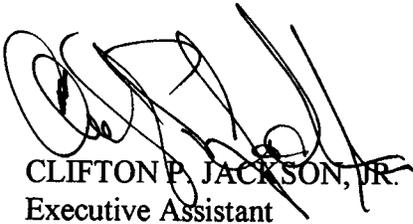
b. Northwestern Division District commands will establish a local travel area defined by specific geographic boundaries for each duty location in the district.

11. Rental car authorization for training and conference attendance. Normally, training courses and conferences are conducted in facilities where attendees are both lodged and performance of duty (class/conference attendance) is accomplished, or the sponsoring organization provides the required transportation. In these cases rental cars are not authorized unless extenuating

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circumstances exist. In those cases where the training or conference site and the lodging site are geographically separated and no transportation is provided by the sponsoring organization, rental cars are permissible.

FOR THE COMMANDER:



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Appendix
App A – Computations and
Justification for Actual Expense
Allowance

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APPENDIX A

COMPUTATIONS AND JUSTIFICATION FOR ACTUAL EXPENSE ALLOWANCE

1. **JUSTIFICATION.** Each of the following eleven points **MUST** be addressed prior to approval of actual expense allowance for each AEA authorizing order issued:
 - a. The specific reason for travel.
 - b. Whether meetings with technical, professional, or scientific organizations are involved.
 - c. Whether international conferences or meetings are involved.
 - d. Identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of service.
 - e. Names and titles of foreign government contacts, if any.
 - f. Roster of other employees or members of the Uniformed Services who also are performing the travel or TDY involved including grade, full name, SSN, and branch of service.
 - g. Proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and the inclusive dates of travel.
 - h. Information as to any special arrangements which have been made such as provisions for use of special government quarters, messes, open messes, motels, restaurants, etc.
 - i. Any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice.
 - j. Reasons normal accommodations within the prescribed per diem allowance don't suffice.
 - k. Name and phone number of individual who may be contacted concerning this request.

2. **Computation procedures for 150% threshold allowance.** Use the entire per diem rate (lodging plus M& IE), even though the approval, in most cases, will be for lodging only. **EXAMPLE:** Lodging - \$124.00, M&IE, \$38.00, Total - \$162.00.

Step 1. Multiply the total per diem amount by 150%: $162 \times 1.5 = \$243.00$. Round up to the nearest dollar if necessary.

Step 2. Subtract the M&IE rate (\$38) from the answer in step 1: $\$243.00 - 38.00 = \205.00 .

\$205.00 is the maximum amount allowed for lodging based on an actual expense allowance of 150%.