COURSE SYLLABUS

Travel Regulations for Defense Agencies, JTR Course (TDY and PCS)

Master the Joint Travel Regulations (JTR) for both temporary duty (TDY) and permanent change of station (PCS) travel in the Department of Defense.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/travel-regulations-for-defense-agencies-jtr-tdy-and-pcs-package



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Course Outline

This package includes these courses

- Travel Regulations for Defense Agencies, JTR Course (TDY Only) (24 Hours)
- Travel Regulations for Defense Agencies, JTR Course (PCS Only) (24 Hours)

Travel Regulations for Defense Agencies, JTR Course (TDY Only)

Learn the rules and regulations governing TDY travel for uniformed and civilian personnel in the Department of Defense. This course covers travel authorizations, per diem calculations, and resolving complex travel issues with hands-on exercises.

- Understanding and applying Joint Travel Regulations (JTR) for TDY travel.
- Calculating per diem, reimbursable expenses, and allowances for domestic and international travel.
- Managing travel authorizations, Government Travel Charge Cards (GTCC), and settlement vouchers.
- Addressing special circumstances like mixed travel, deductible meals, and actual expense allowances.
- Resolving complex travel problems and ensuring compliance with DoD policies.

Travel Regulations for Defense Agencies, JTR Course (PCS Only)

Learn the essential rules and regulations for PCS travel under the Joint Travel Regulations (JTR) for Department of Defense civilian employees. This course provides practical guidance on allowances, entitlements, and compliance for smooth relocations.

- Understand PCS travel authorizations, service agreements, and travel rules.
- Calculate per diem, transportation allowances, and reimbursable expenses.
- Learn about house-hunting trips, temporary quarters subsistence expense, and household goods movement.
- Explore regulations for shipping and storing privately owned vehicles (POVs).
- Address relocation income tax allowances and miscellaneous expense allowances.

- Gain expertise in resolving complex travel-related issues for civilian employees.
- Apply JTR requirements to ensure compliance and accurate reimbursements.