COURSE SYLLABUS

Travel Regulations for Non-Defense Agencies, FTR Course (TDY and PCS)

Learn federal travel rules governing both temporary duty (TDY) and permanent change of station (PCS) for civilian travel under FTR Chapters 300–304.

> 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-non-defense-agencies-ftr-tdy-and-pcs-package

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Course Outline

This package includes these courses

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

Travel Regulations for Non-Defense Agencies, FTR Course (TDY Only)

Learn the rules and procedures for TDY travel, covering travel authorizations, per diem calculations, and reimbursable expenses. This course provides practical knowledge to assist civilian personnel in resolving complex travel issues.

- Complying with Federal Travel Regulations (FTR) for TDY travel.
- Defining requirements for travel orders and settlement vouchers.
- Calculating per diem entitlements, reimbursable expenses, and allowances.
- Applying special rules for mixed travel and actual expense allowances.
- Resolving complex travel problems for non-DoD civilian personnel.

Travel Regulations for Non-Defense Agencies, FTR Course (PCS Only)

Gain the knowledge needed to process and audit TDY and PCS travel authorizations, claims, and reimbursements following the Federal Travel Regulation (FTR) in Title 41 CFR, chapters 300–304. Understand how to calculate per diem, transportation allowances, moving expenses, and use of the Government Travel Charge Card (GTCC) for both domestic and international relocations.

- Learn to authorize and audit TDY and PCS travel orders and settlement vouchers.
- Calculate per diem, reimbursable expenses, city-pair airfares, actual expense allowances, and contract lodging rates.
- Apply FTR rules for PCS relocation: service agreements, house hunting trips, TQSE, household goods shipment, POV transport, relocation income tax allowance, and miscellaneous expenses.

- Resolve complex travel issues, manage authorizations, and support approving officers and reviewers.