COURSE SYLLABUS

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

Master the Federal Travel Regulations (FTR) for temporary duty (TDY) travel, including allowances, reimbursements, and compliance for non-DoD agencies.

> 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-nondefense-agencies-ftr-tdy-only



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Course Outline

Module 1: Introduction to FTR

- Define and explain the purpose and authority of the FTR.
- Describe and utilize the FTR paragraph numbering system.
- Obtain and utilize the FTR amendments from the General Services Administration (GSA) website.
- Define Approving Officer's responsibilities.
- Define application of the FTR.
- Identify justifiable TDY travel assignments.
- Explain and utilize a TMC to arrange official travel.

Module 2: TDY Travel Orders

- Define travel orders as used for the reimbursement of per diem, transportation, and reimbursable expenses.
- Describe the four purposes for travel orders.
- Define the three types of orders.
- List the relevant information needed for all travel orders.
- Explain travel order amendments.
- Define blanket travel orders.
- Define invitational travel orders.

Module 3: Government Travel Charge Card and TDY Advances

- Define the policy for use of the GTCC by all federal government employees.
- Define the different types of GTCCs.
- List the types of expenses and circumstances when a contractor-issued travel card is used.
- List exemptions from the mandatory use of travel charge cards.
- Describe the regulations for travel advances and the expenses that are covered.
- Explain the four situations that allow travel advances for non-cash transaction expenses.

Module 4: TDY Per Diem Rules

- Explain and utilize the per diem rules for TDY travel.
- Describe the TDY rules and exceptions for CONUS and OCONUS travel.
- Evaluate travelers' claims for allowances and entitlements based on a wide variety of TDY travel circumstances.
- Calculate TDY travel entitlements for 24 hours or less.
- Calculate TDY travel entitlements for more than 24 hours.

Module 5: Transportation by Airplane

- Describe and explain the different modes of transportation.
- Identify and describe the three required categories for using airlines.
- Identify who may authorize/approve "other than economy/coach" accommodations.
- Describe coach-class service, and identify the requirements when business-class or first-class service is authorized.
- Describe U.S. Certified Air Carriers (flag air carrier or ship service), and identify the requirements when use of foreign air carrier or ship service can be authorized.
- Describe GSA city-pair airfares, and identify the requirements when non-city-pair airfares can be authorized.

Module 6: Transportation by Other Modes

- Describe and explain the different modes of transportation.
- Describe and explain the regulations governing the use of government conveyance on TDY.
- Describe and explain the regulations for special conveyances.
- Describe and explain the regulations for using a privately owned conveyance.
- Compute a traveler's privately owned conveyance mileage reimbursement.
- Calculate cost considerations for using a traveler's privately owned conveyance in lieu of a common carrier.

Module 7: Miscellaneous Expenses

- List and describe allowable miscellaneous reimbursable expenses.
- Compute per diem allowances and miscellaneous travel expenses for CONUS TDY travel.
- Compute per diem allowances and miscellaneous travel expenses for OCONUS TDY travel.
- Compute per diem allowances and miscellaneous travel expenses for mixed TDY CONUS/OCONUS travel.
- Compute miscellaneous expenses allowances.

Module 8: Deductible Meals and Staying in Government Lodging

- List and describe sources for deductible meals.
- Compute per diem allowances after subtracting deductible meals.
- Compute the incidental expenses when lodging is government quality.

Module 9: TDY Options and Exceptions

- Compute per diem allowances and reimbursable expenses when voluntary returns to PDS/residence occur on non-workdays.
- Compute per diem allowances and reimbursable returns to PDS/residence on a daily basis.
- Describe and explain how to use the International Date Line to interpret per diem allowances.
- Apply appropriate travel regulations when a TDY trip is canceled, curtailed, or interrupted.

Module 10: Conferences, Time, and Leave Limits on TDY

- Describe reimbursable expenses at conferences.
- Describe and explain when light refreshments at an official conference are authorized.
- Describe and explain the effect of leave on per diem for civilian employees.

Module 11: Actual Expense Allowance

- Define and explain an actual expense allowance.
- Compute the actual expense allowance for a TDY trip.
- Describe the TDY assignments that warrant an actual expense allowance.

Module 12: Emergency Travel While TDY

- Describe the official definition and conditions for emergency travel.
- Define family as used for emergency travel situations.
- List the allowable expenses payable to employees and their families as a result of emergency travel.
- Describe conditions when expenses for emergency travel are not allowable.