

## 4th Estate Civilian Student Travel Policy

### I. Who this policy applies to

This policy applies to civilian students that will be traveling to attend DAU training that used the ACQTAS System (<https://www.atrrs.army.mil/channels/acqtas>) for course registration and are employed by Defense Agencies (or other components outside of the Military Departments).

Agency	How DAU Travel Funding is Used	Which Sections of this Policy Apply?
DAU (Faculty and Staff), DCAA, DTRA	These agencies do not use centralized DAU travel funding to pay for student travel. Students should use local agency procedures to make travel arrangements and this policy does not apply to them.	None
NSA & NGA	These agencies receive direct funding from DAU to pay for student travel. Students use local travel procedures to prepare travel orders for DAU travel.	Section II
All Other Agencies	All other agencies use centralized DAU travel funding and travel orders are processed directly in the ACQTAS system.	Section II & III

### II. General Travel Procedures

#### When is DAU travel funding authorized for attending training?

- When students select a cost effective location (CEL) for training attendance (or provide justification for an alternate training location that is approved).
- DAU travel funding is only provided for non-local travel. Local travel funds are approved, as appropriate, at the discretion of each component.
- Students approved as a Priority 1 or 2 for training (as defined below) are authorized for DAU travel funding, Priority 3 and 4 students should seek travel funding through their agency:
  - **Priority 1:** Employees in acquisition-coded positions for which training is:
    - Mandatory for certification at the required level for their current position certification requirements as noted in the current [DAU iCatalog](#), or
    - A mandatory assignment-specific course required for the position.
  - **Priority 2:** Employees in acquisition-coded positions for which training is:
    - Required for certification at a higher level than required by the position in the same career field.

- **Priority 3:** Employees in acquisition-coded positions who desire certification in a career field other than that required for their current position.
- **Priority 4:** Employees in non-acquisition coded positions.

## **What expenses can be authorized for travel funded by DAU?**

All travel orders should be prepared in accordance with the Joint Travel Regulations (JTR). Two specific policies that pertain to DAU travel funding include:

### **Government Lodging Policy**

- **When students travel to attend DAU training on an installation, if government quarters are available, students will be paid only the government quarters rate.**
  - Students can choose to stay in commercial lodging, though the full cost may not be reimbursed.
- **For planning purposes, 30 days prior to the class start date, students must determine if government lodging is available. If government lodging availability is not verified by that date, students will be reimbursed at the government lodging rate.**
  - If available, a reservation must be made; or if there is no availability, a valid BOQ non-availability number must be issued to be authorized for the commercial lodging per diem rates.
  - Students are not required to validate this at Wright Patterson Air Force Base at Kettering, OH and can make commercial lodging arrangements if desired.
  - To facilitate students' determination of government quarters availability, there is a link available on the travel worksheet in ACQTAS that will show a list of BOQs and their phone numbers.

### **Rental Cars and Public Transportation**

- **Rental cars authorized using DAU travel funds will be approved only when determined to be the most advantageous and cost-effective method of transportation.**
  - Students are required to provide cost comparison documentation on their travel worksheets to demonstrate that rental car authorization would be cost-advantageous when compared to public transportation.
  - Rental cars are not authorized at San Diego, California. While on post dining is no longer available, several eating establishments are located within close proximity to the training installation.
  - Rental cars are authorized for students with medical profiles that justify the need. Medical profile must be dated within one year of the travel date.
  - Due to the length of PMT 352B, only shared rental cars are authorized.

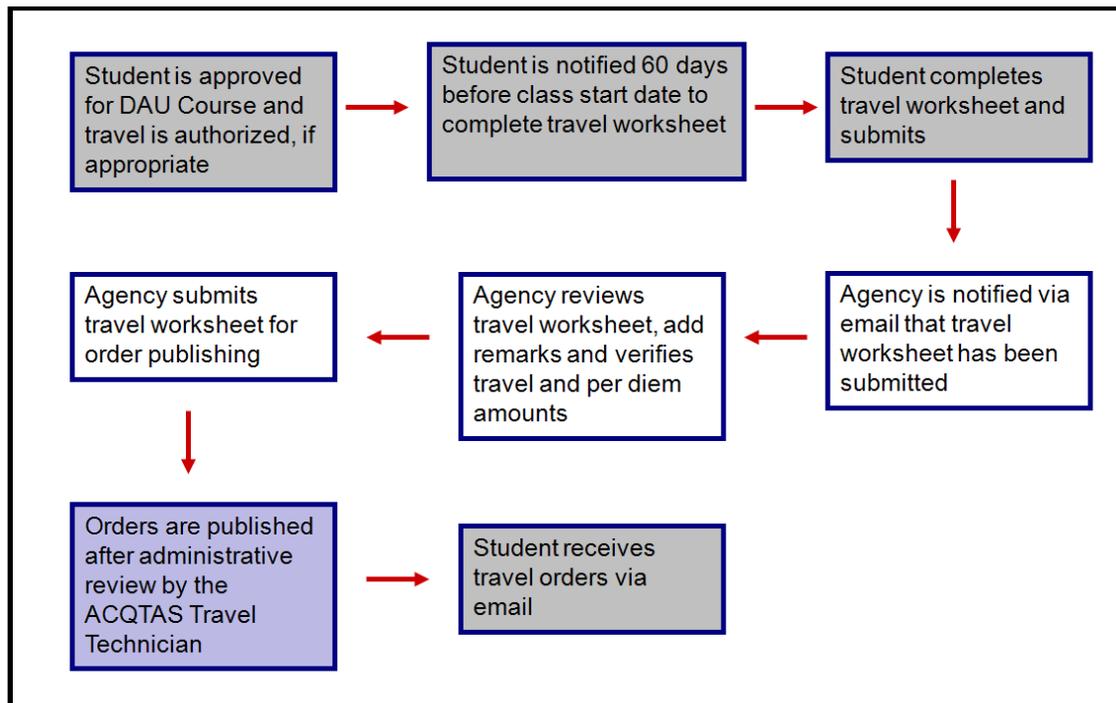
### III. Using ACQTAS to Prepare Travel Orders.

#### How do students prepare travel orders using the ACQTAS system?

- Students who are authorized for DAU travel funding should receive an email with instructions for preparing a travel worksheet 60 days prior to the class start date.
- Completing the travel worksheet in the system initiates your travel request and this **must be completed 30 calendar days prior to the class start date** to allow time for processing and approval.
  - Students that receive reservations after the submission deadlines, must complete a travel worksheet with 48 hours.
  - 4th Estate DACM travel funds will ONLY be provided when the above timelines are met.
- Tutorials for using this system are available after students log into the system (<https://www.atrrs.army.mil/channels/acqtas/>), under the 'Help' menu on the left side of the screen.

#### How is my travel request approved and processed.

The flowchart below outlines the steps in the process for creating travel orders in the ACQTAS system.



## **When does my travel worksheet need to be submitted in ACQTAS to travel to DAU training?**

Travel worksheets *must be submitted 30 calendar days prior to the class start date* to allow for processing and approval.

## **What Information should I include on my Travel Worksheet?**

- A. How are you traveling to class?
  - 1. Flying (what is the requested Air Fare cost)?
  - 2. Driving POV (what is the requested mileage)?
  - 3. Rental Car (what is the requested amount)?
  - 4. Passenger of another Vehicle
- B. What is your lodging information?
  - 1. Are you staying in BOQ (what is the Confirmation Number)
  - 2. Are you staying at a local hotel (what is the BOQ non-availability number)?
  - 3. What is the nightly cost for BOQ/Hotel?
  - 4. Are you staying with family/friends?
- C. How are you traveling while at class?
  - 1. Driving POV
  - 2. Rental Car
  - 3. Passenger of another vehicle
  - 4. Local Conveyance
- D. Are there additional expenses that you would like to request?
  - 1. Laundry
  - 2. Telephone Calls
  - 3. Hotel Taxes / Parking
  - 4. Airport/Hotel Shuttle
  - 5. Tolls
- E. Do you have a Government Purchase Card?
- F. Are there any special circumstances that need to be addressed?
  - 1. Authorized leave in conjunction with travel
  - 2. Authorized to travel home on the weekends
  - 3. Authorized additional lodging at class location

## **Who makes my travel/lodging arrangements?**

You are required to make your own travel/lodging arrangements. You may do so by contacting your local Contract Travel Office.

## **What process should I follow if I need to receive new authorizations while I am TDY?**

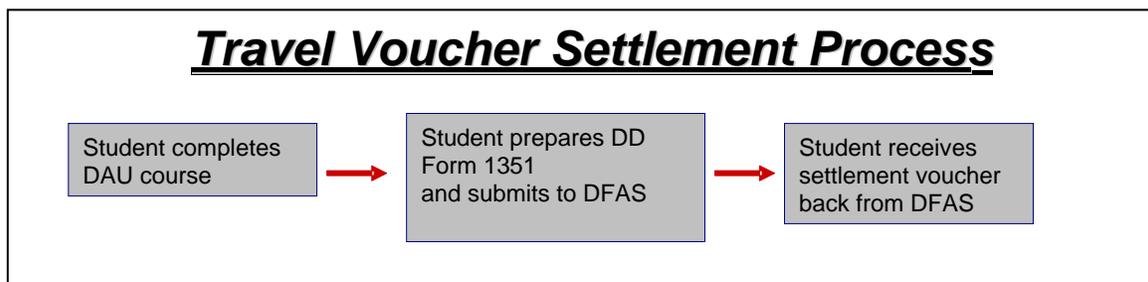
If, due to unforeseen circumstances, (i.e. missed flights, change of lodging facilities, additional night of Per Diem, etc) you need additional authorizations while you are TDY you should first contact your local agency travel manager for approval. This will ensure that you will be reimbursed for expenses incurred.

Once you receive approval from your travel manager they will contact the ACQTAS Travel office and request amendments. These amendments can be retrieved upon your return from TDY, or steps can be taken to ensure that you receive them while you are TDY. In the event where your local travel manager cannot be reached you may contact the ACQTAS Travel office for assistance.

### **If I prepared my travel orders using ACQTAS, how do I file my travel voucher?**

Paperwork for completing travel vouchers are sent to students with their travel orders. Within five days after completion of travel, students are required to send their voucher by fax (preferred) or email to the contacts listed below:

- DFAS-Rome  
Fax: (317)275-0335  
DSN: (510) 366-0335  
E-Mail (for Scanned Voucher): TravelOpns@dfas.mil  
Interactive Voice Response System (IVRS): (888) 332-7366 or  
DSN: 699-0300(Requires SSN and MyPay Pin Number)
- DFAS-Indianapolis  
Fax: (317)275-0150  
DSN: (510) 366-0150  
E-Mail (for Scanned Voucher): dfasintravelcolumbus@dfas.mil  
Interactive Voice Response System (IVRS): (888) 332-7366 or  
DSN: 699-0300(Requires SSN and MyPay Pin Number)



### **Travel Voucher Recommendations**

- Include copies of your orders, receipts, and any amended orders in addition to your original set of orders
- Keep copies of everything you send to DFAS for your records as backup documentation.
- If DFAS disapproves your request, it will be returned to the address listed on the address section of DD Form 1351, please ensure this address is accurate.

### **DFAS Recommendations for Avoiding Travel Voucher Returns**

**Your travel voucher will be returned unpaid unless you provide:**

- Traveler Signature
- Reviewer Signature

- Travel Orders (All Pages)
- Amendments / Manifests (If Necessary)
- Completed Itinerary And Traveler Info

## DoD Travel Contact Lists

Areas of Concern	Office	Contact Information
Problems processing travel orders or amendments	ACQTAS Travel	Email: <a href="mailto:acqtastravel@asmr.com">acqtastravel@asmr.com</a> Phone: 703-645-0161 Available: Monday through Friday 7:30 a.m. through 5:30 p.m. EST
Problems with filling out travel voucher or settlement	DFAS Travel Customer Help Desk	Phone: 888-332-7366 DSN: 699-0300 Available: Monday through Friday 7 a.m through 6 p.m. EST
Technical Problems with ACQTAS System	ACQTAS Help Desk	Email: <a href="mailto:acqtashelp@asmr.com">acqtashelp@asmr.com</a> Phone: 703-645-0161 Available: Monday through Friday 7:30 a.m. through 5:30 p.m. EST