NAVCURTDISTPORTLANDINST 1320.2L

SUBPO
22 Oct 13

NAVCURTDIST PORTLAND INSTRUCTION 1320.2L

Subj: TEMPORARY ADDITIONAL DUTY (TAD) ORDERS AND GOVERNMENT VISA CARD PROGRAM

Ref: (a) COMNAVCURTDISTCOMINST 4400.1 series (LSO Manual)
(b) NAVCOMPTINST 4650.8
(c) JFTR Volume I

Encl: (1) CNRC Travel Request (NAVCURT 7130/2 Rev. 2-96)
(2) Travel Authorization (Sample)
(3) Lost Receipt Certificate (Sample)

1. Purpose. To establish administrative procedures for Navy Recruiting District (NRD) Portland personnel for requesting and preparing Temporary Additional Duty (TAD) orders, for preparing and submitting travel claims, and for Visa Card program management, as directed per references (a) through (d).

2. Cancellation. NAVCURTDISTPORTLANDINST 1320.2K.

3. Background. Under the provisions of references (a) through (d), all TAD orders must be approved by the Commanding Officer (CO) via the chain of command prior to executing TAD. In the case of routine travel, the Executive Officer (XO) is delegated as an approving authority in an "Acting" capacity. In case of emergency or short-fuse travel requirements, verbal authorization may be granted by the CO via a Department Head or the Command Duty Officer (CDO).

4. Discussion. Travel orders shall be issued through the Defense Travel System (DTS) for all services members, General Service civilian personnel, and all other civilian travelers (with the exception of enlisted applicants and NRD contract employees) when any portion of official travel is performed outside NRD Portland's area of responsibility and/or the period of travel away from the designated duty station area exceeds 12 hours.
5. Action.

a. Lead-time. All DTS authorizations should be input by the traveler a minimum of 10 days prior to date of departure. This allows time for the authorizing, reviewing and approving officials to process the request prior to commencement of the travel. The traveler is responsible for ensuring that the DTS authorization has been approved prior to commencing travel.

b. Travel requests for enlisted applicants which require commercial airline tickets should be submitted on enclosure (1) a minimum of four working days prior to date of travel to allow the Supply Department and CWTSatoTravel time to make the reservations, prepare the orders and process the airline tickets. Supply will assign tango numbers and accounting data, verify order numbers and prepare the official travel orders (enclosure 2) for approval and signature. All official travel orders must be signed by a command representative designated in writing by the CO.

c. Cancellation or modification of orders. If projected travel is cancelled, the travel orders must be cancelled in DTS to avoid airfare or “no show” lodging charges. Necessary modifications (change in dates, destinations, etc.) to orders shall be coordinated through Supply. Changes to the dates, location, or duration of TAD travel must be approved by the CO via the chain of command. When such permission has been granted, the authorizing official shall call or otherwise notify Supply so the orders and/or voucher may be modified.

d. Airline Tickets. All civilian traveler airline tickets will be handled through Supply. Under no circumstances shall an individual make airline reservations or purchase airline tickets without going through Supply and CWTSatoTravel, Bangor, WA. If problems occur with airline tickets, the traveler must contact Supply or the CWTSatoTravel Help Desk at 1-800-359-9999.

e. Travel Voucher Claims. Within five calendar days upon completion of TAD, personnel shall submit a voucher through DTS with all receipts for all reimbursable expenses. In case of a lost receipt, enclosure (3) must be submitted in lieu of the original receipt. Government Visa cardholders will be
reimbursed for authorized and allowable expenses in accordance with the provisions of references (a) through (d). Split disbursement of funds: payment to the Government Travel Credit Card (GTCC) is mandatory for any charges on the GTCC while on travel (including ATM withdrawals). Funds will be paid to cardholder’s Government Visa prior to any electronic transfer to member’s savings/checking account, thereby avoiding delinquency of payment to Government Visa.

f. Falsification of Claims. Willfully making a false claim against the government is punishable under the UCMJ and U.S. Title Codes. The penalty for willfully making a false claim is a maximum fine of $10,000.00 and/or maximum imprisonment of five years. (U.S. Code Title 118, section 287, formerly section 80).

6. Visa Government Credit Card. The purpose of the Government Credit Card is to simplify TAD travel and to allow frequent travelers to charge major expenses while on official travel. Government accounts are exempt from annual fees and interest charges. The Visa Government Credit Card shall not be used in conjunction with a Permanent Change of Station (PCS) move.

a. Responsibility. The cardholder is responsible for paying the account balance in full at the end of each billing cycle. Failure to pay the current balance when due will be grounds for cancellation or suspension of credit card privileges and punitive action. Delinquent accounts will be reported to the command and to credit reporting agencies.

NOTE: On-time payment of your GTCC bill is critically important, as it is closely monitored from Secretary of Defense down, via the chain of command. Commander, Navy Recruiting Command (CNRC) reports monthly on each command’s status of delinquent payments. It behooves each member of NRD Portland to pay his/her bill promptly, since if it is not paid on time, loss of GTCC card privileges can occur at the command’s discretion.

b. Use of the Visa Travel Card. The Visa travel card is authorized only for official travel from the service member's permanent duty station. Purchases with the government card are limited to cash advances, lodging, transportation, car rental,
meals, and other necessary incidental and miscellaneous expenses in connection with government travel orders only. **Cards used for purchasing anything that does not support the TAD mission is not authorized, and is punishable under the UCMJ.**

c. **Visa Card Travel Advance.** In the execution of official travel orders, card holders may use the card to obtain authorized travel advances from an Automated Teller Machine (ATM); however, travelers shall avoid unnecessary advances in the interest of controlling costs. An ATM usage fee is an authorized reimbursable expense on the travel claim.

d. **Transfer/Separation.** The Supply Department shall use the Prospective Gains/Prospective Losses tickler provided by the Administrative Officer to determine effective date of deactivation/cancellation. Prior to a member’s transfer, the Supply Officer (SUPPO) shall review GTCC reports to determine if a balance exists on the card. If so, the member shall pay the balance prior to transferring. Afterwards, the card shall be deactivated. Prior to a member’s separation from naval service, the SUPPO shall review GTCC reports to determine if a balance exists on the card. If so, the member shall pay the balance prior to commencing PTDY househunting/separation leave. Afterwards, the card shall be closed. The member is responsible for destroying the GTCC. Under no circumstances shall the GTCC be turned into the Supply Department.

e. **Government Travel Card Limitations.** Limitations include: a cash advance limit of $665.00 per billing cycle from an ATM, not to exceed 80% of what is authorized on the TAD orders.

f. **Misuse of the Government Credit Card.** The government travel card is for official travel expenses only. Misuse or abuse of the card is a violation punishable under the UCMJ, and may result in administrative or disciplinary action. Card abuse includes unauthorized purchases, delinquent payments, and ATM cash advances for other-than-official travel. **Payments for Out-of-Pocket Expense and mini-Delayed Entry Program events are not authorized using the government travel card.** The government travel card is closely monitored by Commander, Navy Recruiting Command; Commander, Navy Recruiting Region WEST and Commanding Officer, Navy Recruiting District Portland for possible misuse.
Citibank, the card-issuing organization, may suspend or cancel the card if the cardholder is delinquent and may also notify credit bureaus if the travel card accounts remain delinquent for over 120 days. Citibank may also forward delinquent accounts to credit bureaus for collection or file a lawsuit against the delinquent cardholder to garnish his/her wages.

7. **Forms.** All forms can be obtained from the Supply Department.

T. D. BODE

**Distribution:**
NAVCRUITDIST PORTLAND INST 5216.1U
Lists A, B, C, and D
**CNRC TRAVEL REQUEST**

1. **FULL NAME OF TRAVELER**

2. **RANK/RATE**

3. **SSN**

4. **Date of Birth**

5. **PURPOSE**

   - GOV □
   -POV □
   - COM AIR □
   -GOV AIR □
   -RENTAL VEHICLE □
   -TAXI □
   -GOV MESS □
   -GOV BERTH □
   -REGISTRATION FEE $ __________
   -# of People __________

6. **ITINERARY**

<table>
<thead>
<tr>
<th>DEPART</th>
<th>TIME</th>
<th>LOCATION</th>
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   **Suggested lodging:**

   - FREQUENT TRAVELER YES □ NO □
   - REQUEST ADVANCE PER DIEM YES □ NO □

7. **PER DIEM**

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<tr>
<th>MI &amp; E</th>
<th>LODGING</th>
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   **TOTAL:**

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**FOR SUPPLY USE ONLY**

8. **# DAYS:** ________

   **# NIGHTS:** ________

   **SATO:** ________

   **MAX LDG:** ________

   **POV:** $ ________

   **PER DIEM:** $ ________

   **MISC:** $ ________

   **TOTAL AA:** $ ________

   - ADVANCE TOTAL: $ ________ = ________%

   **FLT:** $ ________

   **TOTAL AB:** $ ________

   - OTHER GTR □
   - DIST GTR #: ________

   **TOTAL COST THIS TRAVEL:** $ ________

9. **DH APPROVAL**

   - YES □
   - NO □

   **SIGNATURE:** ____________

   **Date:** ____________

   **XO APPROVAL**

   - YES □
   - NO □

   **SIGNATURE:** ____________

   **Date:** ____________

   **CO APPROVAL**

   - YES □
   - NO □

   **SIGNATURE:** ____________

   **Date:** ____________

**NOTE:** CO MUST APPROVE ALL TRAVEL REQUESTS OR ORDERS

**LSO:** ____________

**DATE:** ____________

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**ACCOUNTING DATA**

- **FUNDS AVAILABLE:** ________ YES □ NO □
- **JON:** ________
- **REIMBURSE NO □ YES □**
- **SOURCE:**

<table>
<thead>
<tr>
<th>SDN:</th>
<th>N624299 TO4</th>
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<th>TANGO #: TO4</th>
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</table>

   **AA17 1804.22N5 / 210 /65715 /0 /88888 /2D / 04 __________ E 62429 W __________**

   **AB17 1804.22N5 / 210 /65715 /0 /88888 /2D / 04 __________ E 62429 W __________**

**ENCLOSURE(1)**
TRAVEL AUTHORIZATION

AUTHORIZATION NUMBER: O40012

TYPE: AUTHORIZATION: INVITATIONAL

T. NAME: Ships at Roll

OE: 2CMAR88

SSN: 000-12-2555

GRADE/RANK: CIV

ORGANIZATION/STREET: NAVY RECRUITING DISTRICT, PORTLAND

BASE/CITY/STATE/ZIP CODE: PORTLAND, OR 97218-2813

PHONE: (503) 258-2017

NOT A GOVERNMENT TRAVEL CARD HOLDER

The above traveler is directed to perform travel in accordance with the following instructions. You are hereby authorized to depart on November 7, 2012 for a period of 1 days, from Portland, OR and perform travel as listed below:

<table>
<thead>
<tr>
<th>TDY LOCATIONS</th>
<th>P/D RATE</th>
<th>NO.</th>
<th>MODE</th>
<th>RENTAL</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medford, OR</td>
<td>$0/$0</td>
<td>1</td>
<td>CP</td>
<td>N</td>
<td>N/A</td>
</tr>
</tbody>
</table>

RETURNING TO: N/A

REASON for TRAVEL: OTHER: Return to Residence

E. ESTIMATED COST: PER DiEM: $0 TRANSPORTATION: $79.80 OTHER: $0

TOTAL: $79.80 ATM ADVANCE AUTHORIZED: $0

REMARKS:

[General Remarks] TRANSPORTATION TICKETS ARE PURCHASED USING A CENTRALLY FULLED ACCOUNT. DISTRIBUTING OFFICERS MAKING PAYMENT PROMPTLY A COPY OF TRAVEL VOUCHER SUMMARY TO MED PORTLAND. UPON COMPLETION RETURN TO PRESENT DUTY STATION AND RESUME REGULAR DUTIES.6.11 THESE ORDERS ARE ISSUED WITH THE UNDERSTANDING THAT YOU ARE NOT ENTITLED TO REIMBURSEMENT FOR TRAVEL, PER DIEM, OR MAIE. YOU MAY CHOOSE NOT TO EXECUTE THESE ORDERS.

[Travel Computation Unit] Information Not Available.

Secure Video Teleconference (SVTC) or other web-based communication are not sufficient to accomplish travel objectives.

ACCOUNTING CITATION(S):

FUNDING APPROVAL: /s/  /s/

ORDERS APPROVING/AUTHENTICATION OFFICIAL(Signature & Title): /s/ LSC, USN

LSC
NP'Y RECRUITING DISTRICT, PORTLAND

This form contains information subject to the Privacy Act of 1974, as amended. This replaces DD Form 1610.
LOST RECEIPT CERTIFICATE

NAME: ___________________ SSN: ___________ RATE/GRADE: ________

COMMAND NAME: ______________________ REPORT DATE: ________

I certify that the following receipt(s) have been lost, destroyed or are unobtainable and that all the information I am providing is true and correct to the best of my knowledge.

( ) Lodging Receipt: Hotel/Motel: _____________________________
                           City & State: _____________________________
                           Daily SINGLE OCCUPANCY rate $ ________
                           Dates of Travel: _____________________________

( ) Airline Ticket: Name of Airline: _____________________________
                           From (City/State): _____________________________
                           To (City/State): _____________________________
                           Total Cost: $ _____________________________

( ) Car Rental/Taxi: Rental Company: _____________________________
                           Location: _____________________________
                           From: _____________________________
                           To: _____________________________
                           Daily Rate: $ _____________________________
                           Total Amount Paid: $ _____________________________

( ) Other (Specify): _______________________________________
                           _______________________________________
                           _______________________________________

This is to certify that this statement is true to the best of my knowledge and that if the original receipt is found, no additional claim will be filed.

__________________________________________
Signature

__________________________________________
Date

PENALTY

The penalty for willfully making a false claim is: A maximum fine of $10,000 or maximum imprisonment of 5 years or both. (U.S. Code Title 18, Section 287, Formerly Section 80).