

**MILITARY TRAINING SPECIFIC
ALLOTMENT**

HANDBOOK

May 2014

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Chapter 1. Introduction

1-1. Purpose

This publication is to assist in the management of the Military Training Specific Allotment (MTSA) financial management account. This publication provides all relevant information into one document. Per AR 350-1, the Office of the Deputy Chief of Staff (ODCS), G-3/5/7, Headquarters Department of the Army (HQDA) is the proponent for training travel funds and sets the policy and business rules governing their use except for those funded/administered by Office of the Surgeon General, ODCS, G-1, ODCS, G-2 and U.S. Army Special Operations Command. Guidance issued by the ODCS, G-3/5/7 will supplement this publication. This handbook will be periodically reviewed and updated, as required.

1-2. Background

a. In 1997, the Office of the Assistant Secretary of the Army for Financial Management and Comptroller (ASA (FM&C)) directed the transition of the ODCS, G-3/5/7 Military Training Open Allotment (MTOA) training travel account to the Army Commands for fiscal management. Open allotments (essentially an open checkbook) are extremely flexible and easy to use, but there is no capability for front end control over the funds and limited opportunities for financial analysis at the end of the process. In other words, the individual fiscal stations/users citing the fund cite/line of accounting don't know how much money is used, how much is in the account, or have any incentive to constrain the use of the funds. Likewise the Army has no definitive means to determine how much is spent until after the money is disbursed.

b. The decision to transition to a decentralized financial management process did not change personnel, training, or travel management responsibilities. The goal remains to gain financial control of training travel funds while continuing to provide training and leader development to Active Component Soldiers. The change in funds control remains transparent to the Soldier.

1-3. Overview

a. This section provides a summary of the procedures. Refer to subsequent chapters, as required, to obtain more detailed information.

b. Course inclusion under the purview of MTSA is not automatic. It is the responsibility of the course proponent to seek inclusion through the chain of command during the Program Objective Memorandum (POM) process. Requests by memorandum must be submitted not later than 15 September of each year for POM review and subsequent approval/disapproval.

c. Proponents considering a new course outside of the POM process must follow the same process outlined in paragraph 1-3b concurrently with the Training Resources Arbitration Panel (TRAP) request. Memorandums will be address to Headquarters

Department of the Army, ODCS, G-3/5/7, ATTN: DAMO-TRI, 450 Army Pentagon, Washington, DC 20310-0450.

d. **Commander, Human Resources Command (HRC) selects, reserves training seats (quotas) and directs Active Component Soldiers to attend training** (e.g., Initial Military Training, Professional Development Education, Skill Training (e.g., Additional Skill Identifier (ASI); Skill Identifier (SI) and Special Qualification Identifier (SQI)) under the purview of MTSA, **unless otherwise authorized by the G-3/5/7.**

e. The **use of MTSA funds requires Soldiers to have a valid Army Training Requirements and Resources System (ATRRS) training seat "R" reservation, under the purview of HRC quota source before training travel orders are issued except when training is conducted outside of the Department of Defense (DoD) (e.g., FACT).** A wait "W" status reservation does not constitute a training seat reservation. Training travel orders will not be issued for Soldiers in a wait reservation status.

f. **Funds are allocated to Headquarters, Department of the Army (HQDA), Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs) and selected Combatant Commands (COCOMs) based on identified requirements, historical execution and known force and/or policy changes. Funds do not support the travel of Department of Army Civilians or Reserve Components Soldiers.**

g. There are **two orders produced when a Soldier goes TDY en route to training. One is the Permanent Change of Station (PCS) movement order and the second is the TDY order to school.** The U.S. Military Academy (USMA) and U.S. Army Cadet Command (USACC) will include TDY funding and authorization requirements on the officer accession order using Format 400.

h. Based on a reserved training seat, the Soldier's unit/assigned command/activity will initiate and approve temporary duty travel orders to attend institutional training.

i. Military Training Specific Allotment funds may not be used to attend the following:

- (1) Medical Specific Training
- (2) Special Forces (SF) Specific Training
- (3) Student or Instructor Mobile Training Teams
- (4) Cadet Summer Training (USMA or USACC)
- (5) Fellowship Training
- (6) Foreign Area Officer Training
- (7) Orientation and Seminar Training
- (8) Enlisted Initial Military Training (BCT/OSUT and AIT)
- (9) Recruiter Training
- (10) Troop Schools
- (11) SHARP Training
- (12) Advanced Military Studies Program
- (13) Army War College Fellowship Program
- (14) Schools of Other Nations
- (15) Defense Acquisition University

(16) Language Training

Chapter 2. Responsibilities

2-1. Headquarters, Department of the Army and Commander, Human Resources Command

a. Assistant Secretary of the Army (Financial Management & Comptroller)

(1) Issues funding to HQDA, ACOMs, ASCCs, DRUs and selected COCOMs subject to availability of funds and in accordance with approved funding targets.

(2) Facilitate the transfer of MTSA funds between HQDA, ACOMs, ASCC's, DRUs and selected COCOMs as per the request of G-3/5/7.

b. Office of the Deputy Chief of Staff, G-3/5/7

(1) Serve as the HQDA proponent for the Army's Institutional Training Travel Program except for those funded/administered by OTSG, ODCS, G-1, ODCS, G-2 and USASOC, etc.

(2) Determine course inclusion under MTSA.

(3) Maintain course listing in the G-37/TRI Institutional Training Resource Model and the ODCS, G-37/TR Web Site.

(4) Program temporary duty funds to support attendance to training and professional development education during the Army's Program Objective Management (POM) process in Management Decision Package (MDEP) TTDY. Determine fund distribution for use by HQDA, ACOMs, ASCCs, DRUs and selected COCOMs.

(5) Update Appendix A (course list) on a yearly basis or as required. Post changes to <https://www.g357extranet.army.pentagon.mil/ako/ittg/default.htm>.

(6) Establish policy on appropriate charges to MTSA.

(7) Track overall execution of MTSA funds.

c. Office of the Deputy Chief of Staff, G-1

(1) Maintain ATRRS.

(2) Supervise Human Resources Command (HRC) in managing the professional development of Active Component Soldiers.

d. **Commander, HRC**

(1) **Select and direct Soldiers to career development and required duty position required training en route to assignments or to authorized courses TDY and return.**

(2) Reserve school seats in ATRRS.

(3) Ensure the Request for Orders (RFO) and Enlisted Assignment Instruction (EAI) includes all applicable training. Requirement ensures correct designation of funding appropriation (MPA or OMA) and minimizes assignment instruction and temporary duty (TDY) amendments.

(4) Ensure RFO/EAI do not direct/reflect TDY to School travel guidance or entitlements.

(5) Ensure phased training is scheduled consecutively.

(6) Ensure multiple/phased courses of instruction at one location 20 weeks or more is directed in a PCS status.

(7) Schedule Intermediate Level Education (ILE) and Functional Area (FA) training taught at same location in a PCS status except when ILE is scheduled through Distributed Learning.

2-2. Headquarters, Department of the Army, ACOMs, ASCCs, DRUs and COCOMs

(a) Program and budgets MTSA funds like other mission accounts. Commands and COCOMs who receive direct funding from HQDA are responsible for funding required training for their Soldiers.

(b) Ensure sufficient annual funding program (AFP and allocation are provided each fiscal year for the processing of TDY orders).

(c) Determine allocation of MTSA funds to subordinate activities in support of Soldiers under their purview. Responsibilities include equitable distribution of funds and realignment of funds, as required, to meet training travel requirements.

(d) Monitor MTSA obligations and expenses.

(e) Manage funds per guidance issued from DA, ODCS, G-3/5/7.

(f) Provide policy guidance to subordinate organizations/activities on authorized expenditures (e.g., lodging, meals, rental cars and approval/disapproval of in and around mileage when Soldier elects to use privately owned conveyance) when going TDY to school.

(g) Ensure MTSA funds are only used to support training attendance to authorized institutional training courses.

(h) Prioritize the use of available MTSA funds, in accordance with the authorized course list and HQDA guidance. Commands may deny TDY on the basis of shortage of funds. Denying training will be done as a last resort and only after ODCS, G-3/5/7 (DAMO-TRI) is notified.

(i) Ensure training travel policy on billeting (barracks or lodging), availability of government meals, availability of government transportation at training location and other

related entitlements/information is specified in the TDY order. Incorrect or missing entitlements can have a significant impact on obligation and eventual disbursement of funds. Guidance to support training travel orders for Soldiers attending Army training can be found at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

(j) Ensure training seat reservations are canceled for those unable to attend scheduled training to the appropriate HRC Officer Leader Development Division or Enlisted Military School Branch as soon as possible.

(k) Ensure TDYs to multiple locations are executed in the most cost efficiently manner to avoid excessive per diem expenditures between classes.

(l) **Prepare travel order within 30 days or less of the date travel begins.**

(m) Review Unliquidated Obligations for disbursements.

(n) Establish procedures to identify accounting transactions under appropriate AMS, MDEP, and Functional Cost Account (FCA).

(o) **Certify travel orders, subject to fund availability.**

(p) Review liquidated obligations for comparison of actual costs to estimates and, as needed, determine cause for excessive differences.

(q) Use only authorized fund cite. Commands and subordinate organizations/activities are not allowed to use another activity's fund cite without written authorization.

(r) During July of each year, notify the ODCS, G-3/5/7 TTDY MDEP manager of any force structure changes between commands which may affect the Budget Year Funding Letter Process.

2-3. Responsibilities specific to TDY en route in conjunction with a Permanent Change of Station (PCS).

(a) Commander, Installation Management Command

(1) Receive Request for Order (RFO)/Enlisted Assignment Instruction (EAI) and prepare PCS order.

(2) Provide a copy of the PCS order to losing unit of assignment/activity (S3) when TDY en route training is directed for issuance of TDY orders.

(b) **Army Commands, ASCCs, DRUs, COCOMs, etc (losing unit/activity):**

(1) **Review RFO/EAI with Soldier to determine which travel option the Soldier selects as outlined in AR 600-8-11.**

(2) **Initiate appropriate TDY order (e.g., DD Form 1610 or the Defense Travel System (DTS))**

for travel authorization as follows:

(a) Temporary duty en route orders will be executed utilizing a DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel. The DD Form 1610 will only be for per diem expenses while Soldier is attending training. Soldiers issued a DD Form 1610 will file a DD Form 1351-2, Travel Voucher or Sub Voucher for Reimbursement upon arrival at their new duty stations. Travel costs to and from the training location is chargeable to the PCS Travel Account. The permanent change of station (PCS) order will cover all other costs associated with the Soldier's relocation.

(b) Soldiers who are authorized and elect TDY and return, per AR 600-8-11, will utilize DTS to initiate travel authorizations and travel settlement vouchers.

(c) Report to ODCS, G-37/TRI, through chain of command any discrepancies between travel entitlements authorized and services available at the TDY location.

(c) Army Commands, ASCCs, DRUs, COCOMs, etc (gaining locations): Ensure the PCS travel settlement voucher and TDY en route travel settlement voucher are processed by the servicing Finance and Accounting Office.

2-3. Soldiers:

(a) Identify in writing, travel intent per AR 600-8-11 when attending TDY en route training.

(b) Travel order is required before travel commences. A PCS order with TDY en route does not constitute travel authorization to attend school.

(c) Provide all necessary documents to support travel request.

(d) Immediately report back to unit training manager any discrepancies between travel entitlements authorized on travel order and services available at the TDY location.

(e) File settlement voucher within five (5) days of completion of travel or monthly if TDY is longer than 30 days.

Chapter 3. Funding Policy

3-1. General Policy Guidance:

a. **Military Training Specific Allotment (MTSA) funds are to be used to fund travel, if appropriate and per diem expenses in conjunction with specified training.**

b. Funds support TDY expenses for Active Component Soldiers to attend initial military training for officers, mandatory professional development education and selected duty position required training (e.g., MOS, ASI/SQI,SI) in conjunction with a PCS (TDY en route). *A complete list of authorized courses that fall under the MTSA umbrella, by category, by school and travel status authorization, can be found at the enclosure. Course list is maintained by the G-37/TRI under the purview of the Institutional Training Resource Model and may not be duplicated into any other Army system/data base.* Below are the categories of courses that can be funded from MTSA:

(1) Enlisted Military Occupational Specialty (MOS) transition (TDY en route only). Soldiers reenlisting and assigned to a different MOS position within the same command structure (no cost PCS move) will be scheduled to attend training, TDY and return. Commands will utilize their respective non-MTSA mission funds to execute travel authorization.

(2) Warrior Leader Course. Only Soldiers assigned to HQDA and subordinates activities, OSD, Joint Staff, COCOMs, DoD Commands/organizations and those assigned to other Services. Army Commands/organizations not listed above will utilize their non-MTSA unit travel funds.

(3) **Advanced Leader Courses and Senior Leader Courses except those taught/executed in a PCS or accession category.**

(4) Sergeants Major Non-Resident Course (Two Week Resident Phase). Only Soldiers assigned to HQDA and subordinates activities, OSD, Joint Staff, COCOMs, DoD Commands/organizations and those assigned to other Services. Army Commands/organizations not listed above will utilize their non-MTSA unit funds.

(5) **Officer and Warrant Officer (WO) Initial Military Training except those taught/executed in a PCS status or funded outside of the ODCS, G-37/TR.**

(6) **Officer and WO Professional Development Military Education except those taught/executed in a PCS status or funded outside of the ODCS, G-37/TR.**

(7) **Command Team Training and Education**

(a) Phase 1 and 2. Battalion (BN) and Brigade (BDE)/Command Sergeant Major (CSGM) Pre Command Courses, BN and BDE Tactical Commander Development Courses and CSGM BN and BDE Development Courses, as appropriate.

(b) Phase 3. Branch Specific Courses at resident service schools. The approval and funding authority for a second branch specific course is the sole responsibility of the gaining command from non-MTSA funds.

(c) Senior Officer Legal Orientation Course, if required. Course is mandatory only for BN or BDE command selectees who will have special court-martial convening authority.

(8) Command Team Spouse Development Course. Course is voluntary for spouses of military service members. Invitational Travel Orders are required for spouses who elect to attend in conjunction with their military sponsor's attendance to Phase 1 at Fort Leavenworth, Kansas. Travel utilizing MTSA funds is authorized. Per diem for meals and incidentals is not authorized. Spouse attendance to CTSDC, without sponsor is not authorized.

(9) Intermediate Level Education (ILE Satellite locations). Active Component Soldier who volunteer/elect to attend Intermediate Level Education Common Core under the purview of the 80TH Training Command, 7TH Warrior Training Brigade and USA Reserve Forces-USA Pacific Command is outside the purview of MTSA. Commands have the authority to fund TDY utilizing local unit funds.

(10) Functional Area (FA) Training (TDY en route), except for Foreign Area Officer (FAO) Training. Foreign Area Officer Training is not funded under the purview of MTSA.

(11) Army War College Distance Education Program (Two-Two Week Resident Phases). Only Soldiers assigned to HQDA and subordinates activities, OSD, Joint Staff, COCOMs, DoD Commands/organizations and those assigned to other Services. Army Commands/organizations not listed above will utilize their non-MTSA funds.

(12) Functional Training:

(a) Selected Additional Skill Identifier (ASI), Skill Identifier (SI) and Special Qualification Identifier (SQI) training, in conjunction with a PCS (TDY en route) to an MTOE/TDA coded duty position.

(b) Soldiers who volunteer for ASI/SI/SQI (e.g., Airborne or Ranger, etc), TDY en route and are not going to a MTOE/TDA coded duty position or those seeking additional training upon arrival at training location **may not** be funded from MTSA. Soldiers will be referred to their gaining or current commands, as appropriate, for application and funding procedures.

(c) Command Sergeant Major Course (TDY en route)

(d) Master Resilience Training (MRT) at University of Pennsylvania or Fort Jackson, SC (TDY and return)

(e) Drill Sergeant School (TDY and return)

(f) AIT Platoon Sergeant (TDY en route)

(g) Special Forces Assessment and Selection; Civil Affairs Assessment and Selection and Psychological Assessment and Selection (TDY and return). Multiple attendance utilizing MTSA funds is not authorized.

(13) Advanced Aircraft Qualification Courses (TDY en route)

(14) Acquisition Qualification Training (TDY en route)

(15) Selected US Army Space and Missile Defense Training (TDY en route)

(16) Defense Attaché Training (TDY en route)

(17) Foreign Affairs Counter Threat (FACT) Training under the purview of the State Department (TDY en route). Commander, HRC must seek email approval and funding authorization from G-3/5/7 (DAMO-TRI) before RFO is released.

3-2. Fund Distribution

a. Funds are distributed to HQDA, ACOM, ASCCs, DRUs and selected COCOMs based on execution and leadership funding guidance. **Commands are responsible for distribution of the funds to subordinate organizations and activities in support of personnel under their authority and as directed by HQDA, G-37/TR. Some commands, based on dollar amount, may choose to centrally manage funds.**

b. **Funds are a portion of the command's operation and maintenance, Army (OMA) mission funding. Commands must exercise the same financial management responsibilities for these funds as performed for other OMA programs.**

c. Not all Soldiers are assigned to Army Commands. Funding to support these Soldiers are available as follows:

(1) HQDA assigned Soldiers will be supported by Operating Agency 22 (OA22). This includes the Army Secretariat, Army Staff (ARSTAF) and Field Operating Agencies/activities to include those assigned to Office of the Secretary of Defense (OSD), Joint Chief of Staff (JCS), Director, ARNG (D, ARNG) and the Office of the Chief, Army Reserve (OCAR).

(2) Soldiers assigned to DoD activities/organizations (e.g., DISA), COCOMs (e.g., USPACOM, USCYBERCOM, USCENTCOM, USSOCOM, USSTRATCOM and USTRANSCOM) and other Services will be supported by Commander, HRC, Resource Management Office.

(3) Combatant Commands below will be issued Army funds to support AC Soldiers.

- (a) USEUCOM
- (b) USFORCES KOREA
- (c) SOUTHCOM
- (d) USAFRICOM

(4) Commander, TRADOC will provide funds to U.S. Army Cadet Command to support ROTC officer accessions to attend BOLC-B, including any authorized follow-on training required for duty position delineated in the RFO, TRADOC and USAREC

permanent party personnel and student personnel assigned to the U.S. Army Student Detachment, Fort Jackson, S.C.

(5) The United States Military Academy (USMA) will fund West Point officer accessions to attend BOLC-B, including any authorized follow-on training required for duty position as identified in the RFO to include USMA permanent party personnel.

(6) Commander, HRC will fund Active Component direct commissions to attend BOLC-B, including any authorized follow-on training required for duty position. This includes recalls to active duty requiring authorized TDY en route training.

(7) Commander, TRADOC is responsible for funding authorized follow-on TDY en route training if HRC amends initial assignment instruction while Soldier is in the training base.

(8) Commander, FORSCOM is responsible for funding Active Component Soldiers assigned to the U.S. Army Reserve Command (USARC), including USARC subordinate activities.

3-3. Fund Cites/Accounting. Funds will be obligated in MDEP TTDY with Functional Cost Account (FCA) F9871. The FCA code must be entered on the General Fund Enterprise Business System's (GFEBS) Controlling Module Cost Objects (i.e., Cost Centers, Internal Orders and/or Work Breakdown Structures). To update the cost objects to include the FCA code F9871, please contact your GFEBS Tier II Help Desk or submit a Help Desk Ticket through the GFEBS Remedy System.

Chapter 4. Operations

4-1. TDY Process and Options

a. **The same rules which govern all other mission-essential temporary duty travel should be adhered to when preparing travel orders to attend school.**

b. TDY and Return. The process for TDY and return MTSA authorization is no different than any other training funded by the command/unit other than the associated fund cite (e.g., OPTEMPO, etc) that is placed on the orders. Fund control officers must, however, ensure that:

(1) The correct fund cite is used for all MTSA travel.

(2) Fund cite is used only for those courses that meet ODCS, G-3/5/7 guidance. See Enclosure.

c. **TDY en route. Soldiers have four options for attending TDY en route in conjunction with a permanent change of station (PCS) per AR 600-8-11. The options and the appropriate funding accounts are as follows:**

(1) Options 1 and 3. Travel to and attend training, return to the old permanent duty station (PDS) and depart within 10 days and report to the new PDS. In this scenario, the losing command/subordinate activity/unit covers the travel and per diem costs associated with training. Travel from the old to the new PDS is funded by the Military Personnel Appropriation (MPA), PCS open allotment. Under option 1, dependents remain in government quarters. Under option 3, dependents remain living on the local economy. Options 1 and 3 are not authorized from OCONUS locations.

(2) Option 2. Depart the old PDS, report to the new PDS, leave the new PDS within 10 days of reporting, travel to training and return to new PDS upon completion of training. In this scenario, the losing command/activity/unit covers both the travel and per diem associated with the training. Travel from the old to the new PDS is funded by the MPA, PCS open allotment.

(3) Option 4. Depart the losing PDS, travel to and attend training, travel to and report to the new PDS. In this scenario, the losing command/activity/unit pays only the per diem while in training. All travel costs are chargeable to the MPA, PCS open allotment. Soldiers without family members/dependents are authorized to elect only option 4.

d. Soldiers with Department of the Army directed schooling at either the new or old permanent duty site (PDS) will not elect any of the above options, since a Soldier cannot be TDY at his/her PDS. There will be no travel or per diem authorized when this occurs.

e. Initial Military Training (e.g., BOLC) at first duty location will be executed in a PCS status.

f. Training directed at duty location (losing or gaining) will be executed in a home station/PCS status.

g. Commands will not execute a TDY order if training seat reservation in ATRRS is a wait.

h. Multiple courses taught at same location 20 weeks or more is a PCS.

d. The Flow of Information

(1) The gaining command (or the authorization document) identifies position requirements (including training requirements) when preparing a requisition.

(2) Commander, HRC will validate and fill the requisitions in accordance with the Army's distribution plan. The requested training and/or appropriate career development training will be included in Special Instructions as TDY en route. Commander, HRC then transmits the RFO or EAI to the losing and a copy to the gaining command.

(3) The losing/sending command will provide orders for Soldiers departing their command.

e. There are special procedures for personnel assigned to DoD Commands and organizations, other Services and selected COCOMs. For personnel assigned to DoD Commands/organizations, other Services and selected COCOMs, Commander, HRC will transmit the RFO or EAI to the losing command. The Special Instructions will detail how the losing command is to contact HRC, Resource Management Office (Budget Execution Branch). Losing organization will contact usarmy.knox.hrc.mbx.g8-mtsa-fund@mail.mil for training travel guidance and line of accounting. A copy of the RFO/EAI will be included with request. The losing command will then publish the TDY orders for the Soldier. A copy of the TDY order will be emailed to HRC Budget Execution Branch, if required.

f. There are special procedures for personnel assigned to HQDA staff elements (Army Secretariat, Army Staff and FOAs), to include OSD and JCS. For personnel assigned to HQDA staff elements (Army Secretariat, Army Staff and FOAs), including OSD and JCS, Commander, HRC will transmit the RFO or EAI to the losing command. The Special Instructions will detail how the losing organization is to contact Operating Activity (OA) 22, Resource Operations Office for training travel guidance and line of accounting. Losing organization will complete a Request for TDY Orders at <https://secureapp2.hqda.pentagon.mil/rpa/intra/tdyreq.cfm>. A copy of the RFO or EAI will be included with request. Once received, the MTSA Funds Manager will provide applicable training travel guidance and applicable line of accounting. The losing commands will then publish the TDY order for the Soldier. A copy of the TDY order will be emailed to OA22 Budget Execution Branch, if required.

4-2. Entitlements

a. Travel and per diem are governed by the Joint Federal Travel Regulation (JFTR). Users of this guide should also read the JFTR.

b. The sending command/order issuing official is responsible for educating/briefing student travelers on travel authorizations and to ensure receipt of training travel orders before travel commences. Authorized entitlements will be identified in the Remarks Section of the DD Form 1610 or in the Comments to the Approving Official Section, which is located on the first page of previewing the trip in the DTS authorization. Accountable officials (reviewers and certifying officers) must ensure accurate documentation of travel authorizations. The following actions are required:

- (1) Document Soldiers' understanding of per diem authorizations.
- (2) Document travel option, per AR 600-8-11, before TDY authorization is prepared.
- (3) Include below substantiating documents with travel requests:
 - (a) Soldiers signed statement of understanding of travel authorizations.
 - (b) Travel intent, if applicable.

(c) Copy of training seat reservation (RS Screen) from ATRRS to include any other applicable documentation from Commander, HRC.

(d) Copy of applicable Training Travel guidance.

(e) Copy of PCS order with TDY en route training listed (if applicable).

(4) Travel order must spell out in specific details the authorized entitlements to include:

(a) Course title and dates of attendance.

(b) Housing (barracks or lodging).

(c) Meals (e.g., government (5, 7, PMR)) or commercial.

(d) In and around mileage, if authorized or not.

(e) Rental car, taxi, if authorized or not.

Note: Training travel guidance for Active Component Soldiers to attend selected resident service schools/courses in a TDY status and availability of government transportation, by location, can be found at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

c. Travel and Per Diem Costs.

(1) Travel by air, to and from TDY location, is restricted to the cost of airfare.

(2) Privately Owned Conveyance (POC) Travel.

(a) Per reference AR 58-1, Management, Acquisition and Use of Motor Vehicles, paragraph 2-1b (4), Soldiers may voluntarily use a privately owned vehicle (POV) to conduct official business. The use of the POV is at mutual consent of both the Soldier and the U.S. Government (order issuing official). Reimbursement to and from the TDY location is restricted to the constructive cost of airfare.

(b) Per the JFTR, paragraph U2810, in and around mileage while at the training location is a discretionary entitlement. The order issuing official has the authority to approve or disapprove the entitlement and, if approved, set a daily mileage limit to accomplish official business.

(c) Training travel orders will include one of the applicable statements below when a POV is approved in lieu of air travel.

(1) In and around mileage is authorized not to exceed (xx) miles per day if lodged on-post or (xx) miles per day if lodged off-post. Soldiers, if authorized in and around mileage are required to keep a daily mileage log (Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business) for subsequent approval and reimbursement.

(2) In and around mileage is not authorized.

(3) Soldiers who exceed the in and around mileage authorization, by ten percent or more, require course director certification to approve reimbursement for the additional miles. The course director will attest to mileage log review and the additional mileage by signing and dating the mileage log and providing his/her telephone number and e-mail address.

(4) In and around mileage is not authorized since government transportation is available for course attendees.

(3) Rental Cars.

a. Per the JFTR, paragraph U3330 a rental vehicle is a discretionary entitlement. The order issuing official has the authority to approve or disapprove the entitlement. Reimbursement requires up-front approval.

b. Military Training Specific Allotment funds may be used for rental cars when it has been determined that it is the most cost effective means of transportation and government transportation is not available. Reimbursement is based on actual expense.

c. Rental cars will be shared, whenever possible and gas expenses monitored for excess.

(4) Commercial Vehicles. Funds can be used to support the use of commercial vehicles (e.g., taxis, airport shuttles, etc). Reimbursement is based on actual expense.

(5) Funds may be used to support two pieces of luggage. A receipt of expenditures from the airlines, is required.

e. Do-It-Yourself (DITY) Moves. Transportation costs will not be paid from MTSA funds. The MTSA account is for applicable travel and per diem cost only.

Chapter 5. Voucher Settlement

a. In accordance with DoD Financial Management Regulation 7000.14-R, Volume 9, paragraph 0805, travelers are required to submit their travel vouchers within five (5) days after completion of travel.

b. In the case of extended TDY, the traveler must submit a claim for each 30-day period. The claim must be submitted within five days after each 30-day period.

(1) Soldiers who attend TDY en route training (options 2 and 4) will file both their PCS and TDY settlement vouchers at the gaining installation. The finance office servicing the gaining installation will process both the TDY and PCS vouchers.

(2) Soldiers who attend TDY en route (options 1 and 3) must file their TDY

settlement vouchers prior to clearing their current PDS. The PCS portion will be settled at the gaining installations.

(3) Many activities have local regulations which require a traveler to submit a copy of the final settlement voucher to the order issuing official. Block 16 of the DD 1610 is usually annotated to indicate where the copy should be sent.

MTSA Course List, by Training Category, with Associated Quota Source and Component Code (see attached enclosure)

Tab A. Military Advanced Individual Training (AIT) Transition Training

Tab B. Enlisted Advanced Leader Courses (ALC) and Senior Leader Courses (SLC)

Tab C. Officer Candidate School, Basic Officer Leader Courses, selected Captain Career Courses

Tab D. Warrant Officer (WO) Candidate School, WO Basic Courses, WO Advanced Courses, WO Staff and WO Senior Staff Courses

Tab E. Intermediate Level Education and Functional Area Training

Tab F. Pre-Command Training

Tab G. Functional (ASI/SQI/SI) Courses

Tab H. Functional (non ASI/SQI/SI) Courses