

Training With Industry TDY Travel Authorization Processes

Note: This guidance is only applicable to TDY travel required to fulfill specified duties associated with the TWI assignment and is requested by the TWI Officer's sponsor/company. It is coordinated through the U.S. Army Acquisition Support Center (USAASC). This guidance is not applicable to other TDY travel, such as DA Schools, that a TWI Officer may be required to attend while serving in a TWI position. That travel must be coordinated through the U.S. Army Student Detachment, Ft. Jackson, SC.

1) Two variations of TWI-related TDY travel can occur while serving in a TWI assignment; **In-Kind Travel** and **Standard Travel**.

a) **In-Kind Travel** is a variation of Standard Travel whereby the TWI Officer's company pays a portion of a TWI-related trip's travel costs, which is limited to flights and/or hotels. The government funds and reimburses the TWI Officer for the remainder of the travel costs. This travel variation requires a formal Government ethics review and approval for the portion paid for by the TWI Officer's company.

b) **Standard Travel** is TDY travel whereby the government fully funds and reimburses the TWI Officer for all incurred costs on a TWI-related trip, to include flights, hotels, rental cars, meals and incidentals.

2) The following processes should be utilized when arranging In-Kind or Standard Travel:

a) **In-Kind Travel:**

- i) TWI Officer receives an unsolicited formal request (preferably email) from the company's sponsor to execute a TWI-related TDY trip offered up as "In-Kind" travel (see Attachment 1). Keep this email request on file.
- ii) TWI Officer has company confirm tentative travel arrangements to include the cost of flights and/or hotels, whatever is being offered as In-Kind from the company.
- iii) TWI Officer completes a "Travel Paid by Non-Federal Source Request" form using the flight and/or hotel costs provided by the company's travel coordinator (see Attachment 2).
- iv) TWI Officer will email the "Travel Paid by Non-Federal Source Request" form to Ms. Marti Giella. She will approve or disapprove the travel. **(Note: Allow 10 business days for a Travel Paid by Non-Federal Source Request to be processed.)**

Marti Giella
USAASC
ACDD/AETE Branch
TWI Program Manager
Ft. Belvoir, VA
marti.giella@us.army.mil
703-805-2700

- v) If travel is approved by USAASC, Ms. Giella will forward the "Travel Paid by Non-Federal Source Request" form to Mr. Joel Strout for an ethics review and final approval.

Joel Strout
U.S. Army Human Resources Command (HRC)
Ft. Knox, KY
joel.d.strout.civ@mail.mil
502-613-6411

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- vi) If travel is approved by HRC, Mr. Strout will email a copy of the "Travel Paid by Non-Federal Source Request" form to the TWI Officer and USAASC. The bottom of the form will be initialed/endorsed by an ethics counselor. This is official approval for the TWI Officer to complete final coordination of the In-Kind travel with his company. Keep this form on file. Please note, the company directly pays for the flight/hotel; these expenses are not to be put on TWI Officer's government credit card for reimbursement.
- vii) TWI Officer finalizes travel itinerary and reservations with his company (flights and/or hotel only).
- viii) TWI Officer creates and submits an authorization order in DTS. These orders will be funded by the government, USAASC, and cover all travel costs less those In-Kind costs paid for by the company. Mr. Scott Greene is the DTS Authorizing Official for TWI Officers and will approve these orders. **(Note: In order to file and process orders in DTS, you must be pulled into Mr. Greene's DTS Hierarchy at USAASC. POC in this action is Ms. Giella.)**

(Note: USAASC budgets approximately \$4K per TWI Officer, per year, to support travel during your TWI assignment.)

- ix) Execute TDY.
- x) Within 5 days of completing TDY:
 - (1) File a voucher in DTS for all the non In-Kind travel costs.
 - (2) Send an email to Mr. Strout, joel.d.strout.civ@mail.mil, entailing what the company paid for and the final amounts.
- xi) Monitor DTS for TDY voucher settlement.
- xii) File/update a SF 326 (Semiannual Report of Payments Accepted from a Non-Federal Source) with Mr. Strout (Dec and Jul timeframe) to reconcile all your non-federal source payments.

b) **Standard Travel:**

- i) TWI Officer receives a request (preferably email) from the company's sponsor to execute a TWI-related TDY.
- ii) TWI Officer provides email notification of intended travel to Ms. Marti Giella for initial approval.
- iii) TWI Officer creates and submits an authorization order in DTS. These orders will be fully funded by the government, USAASC, and cover all travel costs. Mr. Scott Greene is the DTS Authorizing Official for TWI Officers and will approve these orders. **(Note: In order to file and process orders in DTS, you must be pulled into Mr. Greene's DTS Hierarchy at USAASC. POC in this action is Ms. Giella)**

(Note: USAASC budgets approximately \$4K per TWI Officer, per year, to support travel during your TWI assignment.)

- iv) Execute TDY.

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- v) Within 5 days of completing TDY file a voucher in DTS for all travel costs.
 - vi) Monitor DTS for TDY voucher settlement.
- 3) The following links provide additional information on TWI policies and procedures regarding travel.
- a) HRC TWI Student Handbook:
<https://www.hrc.army.mil/Officer/Training%20With%20Industry%20TWI%20Information>
 - b) USAASC Policy and Procedures:
<http://asc.army.mil/web/career-development/programs/aac-training-with-industry/>

Attachment 1

MAJ Smith,

I would like you to attend (event name) in (location) on (date).

Company XYZ would like to pay for the cost of your flights and hotel.

If approved through the U.S. Army's Acquisition Support Center, please coordinate final travel arrangements through my staff.

Regards,

Bob Johnson
Vice President
Company XYZ

Attachment 2

xx August 2012

MEMORANDUM FOR Ms. Marti Giella, U.S. Army Acquisition Support Center

SUBJECT: Travel Paid by Non-Federal Source Request

1. Request for TDY

- a. **Name:** Smith, John
- b. **SSN:** xx-xx-1234
- c. **Grade:** O-4
- d. **Name of Program (TWI/ACS, etc):** TWI
- e. **Duty Location (Univ/Industry Name & City & State):** Company XYZ, City and State
- f. **Phone Number:** 123-456-7890
- g. **Approx # of TDY days:** 3 days (xx-xx Aug 2012)
- h. **Estimated Cost of Airfare:** \$500.00
- i. **What will the industry pay for (e.g. travel, lodging, etc):** Airfare and Lodging
- j. **What won't the industry pay for (e.g. travel, lodging, meals) and are you requesting Army funds:** Industry won't pay for Meals and Incidentals (MI&E). Yes, I am requesting Army funds to cover this.
- k. **Sponsor of Event:** Company XYZ
- l. **Place of Departure (City & State & ZIP Code):** City, State, Zip
- m. **Airport flying out of:** HSV
- n. **Proceed Date:** xx Aug 2012
- o. **Destination(s) (City & State & ZIP Code):** City, State, Zip
- p. **Airport flying into:** DCA
- q. **Mode of Transportation (e.g. FLY; Driving, etc.):** Flying (ABC Airline)
- r. **If you fly, how will you purchase your ticket? (Use DD Form 1610 Fund Cite or Government Credit Card):** Fill out as appropriate.
- s. **Purpose of TDY (fully explain purpose of TDY and relevance to your program):** Orientation training visit for the TWI officer at Company XYZ Headquarters. TWI officer will get an opportunity to meet with Company XYZ corporate leadership and an orientation to the business operations.
- t. **Rental (Yes/No) (if yes, fully provide justification & estimated distance):** Fill out as appropriate
- u. **Complete email address:** fill out as appropriate
- v. **Do you have a Government Credit Card:** YES
- w. **Is there a Conference/Registration Fee?** NO
- x. **Are you requesting leave in conjunction with this TDY?** NO
- y. **Remarks (if any):** None

2. I have read and understand the following statement:

"Payment of trip by non-Federal source is for attendance at a meeting, conference, seminar, speaking engagement, symposium, training course, or receipt of an award or honorary degree related to official duties. This authority does not permit acceptance of payments for promotional vendor training or other events in which the primary purpose is marketing the non-Federal source's products or services, or events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. In addition, the event need not be a widely attended gathering. Payment is for travel related to training/education. Payment of travel is in kind (e.g. plane tickets, prepaid hotel reservations). Travel is primarily for the benefit of the Government and not the organization paying for it. I further understand that 41 C.F.R. Section 304-1(b) prohibits solicitation of payment for these expenses".

Attachment 2

3. If you have any questions or concerns, please contact me at 123-456-7890.

John Smith
MAJ, IN
Training With Industry Officer

Date: _____

Travel Approving Authority (KNOX-HRC-OPL-L): _____Approved _____Disapproved

Date: _____

Ethics Counselor: _____No Legal Objections _____Legal Objection