



# Department of Defense INSTRUCTION

NUMBER 5154.31, Volume 2  
October 16, 2015

---

---

USD(P&R)

SUBJECT: Commercial Travel Management: General Travel Provisions

References: See Enclosure 1

## 1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, assign responsibilities, and provide procedures regarding the commercial travel program within the DoD.

b. Volume. This volume:

(1) Establishes and implements policy, assigns responsibilities, and provides procedures for official travel.

(2) Authorizes the Unused Ticket Regulations (Reference (b)) in accordance with the authority in Reference (a).

## 2. APPLICABILITY. This volume applies:

a. To OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

b. Only as guidance to the non-DoD uniformed services.

## 3. POLICY. It is DoD policy that:

a. Travel authorizations or orders must be issued in accordance with the procedures in this volume.

b. Expenses incurred while on official travel must:

(1) Be subjected to prudent review with the primary consideration of minimizing costs to the DoD. Only expenses essential to official travel are reimbursed.

(2) Only be reimbursed once. Duplicate payments must be returned as soon as identified.

c. The Defense Travel System, the single online travel system used by the DoD in accordance with Volume 3 of this instruction, or a commercial travel office (CTO) must be used to arrange, change, and cancel commercial travel.

d. The least expensive unrestricted economy- or coach-class transportation must be used unless otherwise authorized in accordance with the procedures in this volume.

e. An individually billed account (IBA) Government Travel Charge Card (GTCC) must be used for all official travel expenses in accordance with Volume 4 of this instruction and pursuant to Public Law 105-264 and section 5701 Note of Title 5, United States Code (References (c) and (d)). Use of personal charge cards is not authorized unless the traveler is exempt from mandatory use of the IBA GTCC in accordance with Volume 4 of this instruction.

f. Unused tickets and travel reservations must be returned or canceled immediately following the termination of scheduled official travel.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. INFORMATION COLLECTION REQUIREMENTS. The unused ticket report, referred to in Enclosure 2, paragraph 2c of this volume, has been assigned RCS DD-P&R(Q)2257 in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (e)).

7. RELEASABILITY. **Cleared for public release.** This volume is available on the Internet from the DoD Issuances website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This volume is effective October 16, 2015.

A handwritten signature in black ink, appearing to read "Brad R. Carson". The signature is stylized with large, bold letters and a long, sweeping underline.

Brad R. Carson  
Acting Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....5

ENCLOSURE 2: RESPONSIBILITIES.....6

    DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.....6

    DoD COMPONENT HEADS.....6

ENCLOSURE 3: PROCEDURES.....7

    DTMO FUNCTIONS.....7

    REGULATIONS.....7

    TRAVEL AUTHORIZATIONS OR ORDERS.....7

    OTHER THAN ECONOMY- OR COACH-CLASS.....8

GLOSSARY .....10

    PART I: ABBREVIATIONS AND ACRONYMS .....10

    PART II: DEFINITIONS.....10

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) Unused Ticket Regulations, current edition<sup>1</sup>
- (c) Public Law 105-264, “Travel and Transportation Reform Act of 1998,” October 19, 1998
- (d) Section 5701 Note of Title 5, United States Code
- (e) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014
- (f) DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008
- (g) Joint Travel Regulations, “Uniformed Service Members and DoD Civilian Employees,” current edition
- (h) Defense Transportation Regulation 4500.9-R-Part I, “Passenger Movement,” current edition
- (i) DoD Directive 4500.09E, “Transportation and Traffic Management,” September 11, 2007
- (j) Title 41, Code of Federal Regulations

---

<sup>1</sup> Available at: <http://www.defensetravel.dod.mil/index.cfm>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, in accordance with DoD Directive 5100.87 (Reference (f)), and in addition to the responsibilities in section 2 of this enclosure, the Director, Department of Defense Human Resources Activity:

- a. Develops, implements, and monitors procedures to manage commercial travel.
- b. Has operational oversight of the DTMO in its implementation of Enclosure 3 of this volume.
- c. Provides budget management and other administrative, facility, and logistic support for DTMO operations as described in Enclosure 3 of this volume.
- d. Provides fiscal management and oversight such that all funds provided for DTMO are separately and visibly accounted for in the DoD budget.

2. DoD COMPONENT HEADS. The DoD Component heads:

- a. Oversee DoD Component implementation of:
  - (1) The Joint Travel Regulations (Reference (g)) and this volume.
  - (2) Defense Transportation Regulation 4500.9-R-Part I (Reference (h)) in accordance with DoD Directive 4500.09E (Reference (i)).
- b. Submit requests for the procurement or continued use of CTOs to the DTMO.
- c. Submit unused ticket information to the DTMO on a quarterly basis.
- d. Institute processes to authorize travel and transportation allowances.
- e. Oversee commanders and directors, who:
  - (1) Provide travelers with guidance on how best to arrange, change, or cancel official commercial travel when the Defense Travel System or a CTO is not available.
  - (2) Determine disciplinary actions for inappropriate or excessive travel expenses incurred.

ENCLOSURE 3

PROCEDURES

1. DTMO FUNCTIONS. The DTMO will:
  - a. Manage and oversee CTO services in accordance with Volume 1 of this instruction.
  - b. Establish commercial travel services requirements for the procurement of CTO services.
  - c. Maintain approval authority for the procurement or continued use of locally managed CTOs.
  - d. Provide policy guidance and procedures on other than economy- or coach-class transportation use and reporting.
  - e. Consolidate and submit the Other than Economy-/Coach-Class Travel Report annually to the General Services Administration in accordance with chapters 300-304 of Title 41, Code of Federal Regulations (also known as the “Federal Travel Regulation”) (Reference (j)).
  - f. Develop, coordinate, and maintain Reference (b).
2. REGULATIONS. Guidance for implementing this volume is located in References (b), (g), and (i).
3. TRAVEL AUTHORIZATIONS OR ORDERS. Travel authorizations or orders must:
  - a. Be issued before official travel is performed.
  - b. Establish the conditions and requirements to determine authorized travel and transportation allowances and support sound fiscal decisions. Travel and transportation allowances are authorized, as necessary, for a traveler who is in an official travel status.
  - c. Identify the basis for reimbursement of travel and transportation allowances provided in Reference (g).
  - d. Identify the purpose of official travel and justify that the purpose cannot be accomplished by alternate means.
  - e. Stipulate that an IBA GTCC has been issued and must be used by members of the Military Services and DoD civilian employees to pay for all official travel expenses unless specifically exempt in accordance with Volume 4 of this instruction.

f. When an IBA GTCC has not been issued, stipulate that a Centrally Billed Account GTCC must be used by members of the Military Services and DoD civilian employees to pay for all commercial transportation expenses.

g. Not be modified retroactively to add, delete, or change an allowance except to correct or complete an order to show the original intent.

#### 4. OTHER THAN ECONOMY- OR COACH-CLASS

a. Other than economy- or coach-class transportation that equals or exceeds the least expensive unrestricted economy- or coach-class transportation must:

- (1) Meet the criteria detailed in Reference (g).
- (2) Be authorized by a person senior to the traveler.
- (3) Be reported using the DTMO Premium Class Travel Reporting Tool.

b. The approval authorities for other than economy- or coach-class transportation, the cost of which equals or exceeds the least expensive unrestricted economy- or coach-class fare, are:

(1) OSD, Defense Agencies, and DoD Field Activities. The Director of Administration within the Office of the Deputy Chief Management Officer.

(a) First-class. Approval authority will not be delegated.

(b) Business-class. Approval authority may be delegated, in writing, to no lower than the three-star general or flag officer (GO/FO) or Senior Executive Service (SES) civilian equivalent level.

(2) Joint Staff. The Director, Joint Staff.

(a) First-class. Approval authority will not be delegated.

(b) Business-class. Approval authority may be delegated, in writing, to no lower than the two-star GO/FO or SES civilian-equivalent level.

(3) Combatant Commands. The Combatant Commanders.

(a) First-class. Approval authority may be delegated, in writing, to no further than the Command's three-star GO/FO deputy or vice commander.

(b) Business-class. Approval authority may be delegated, in writing, no lower than to the two-star GO/FO or SES civilian-equivalent level.



(4) Military Departments. The Secretary of the Military Department concerned.

(a) First-class. Approval authority may be delegated, in writing, to no further than the Departments' Under Secretaries, Service Chiefs, Service Vice or Deputy Chiefs, and four-star GO/FO major commanders, or their three-star GO/FO deputy or vice commanders.

(b) Business-class. Approval authority may be delegated, in writing, to no lower than the two-star GO/FO or SES civilian equivalent level.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CTO	commercial travel office
DTMO	Defense Travel Management Office
GO/FO	general or flag officer
GTCC	Government Travel Charge Card
IBA	individually billed account
SES	Senior Executive Service

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this volume.

alternate means. When official travel is not necessary and the objective can be accomplished through correspondence, teleconferencing, web-based communication, etc.

authorization or order. A written or oral instrument directing a traveler to conduct official travel by a person to whom authority has been delegated. An oral authorization or order must always be converted to a written authorization or order for record purposes.

commercial travel. Defined in Volume 1 of this instruction.

CTO. A commercial activity providing travel services under a contract or memorandum of understanding with the DTMO.

economy- or coach-class. The basic class of air, rail, or ship accommodations that includes a service level available to all passengers, regardless of the fare paid.

non-DoD uniformed services. The U.S. Coast Guard, except when operating as a Service in the Navy pursuant to law; the Commissioned Corps of the U.S. Public Health Service; and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

other than economy- or coach-class. Any class of air, rail, or ship accommodations of quality above economy- or coach-class.

traveler. Defined in Volume 1 of this instruction.

travel services. The full range of travel and transportation support for booking commercial carriers (e.g., air, bus, rail, special conveyances, and ship confirmations and, when made available by carriers, seat assignments), lodging accommodations, and car rental services; fulfilling (i.e., ticketing) reservations; providing basic management information on those activities; and meeting other specified requirements.