

# Civilian Education System (CES) Travel/Funding Information

## FUNDING

Most permanent Department of the Army civilians and Local National employees are centrally funded. Please note that centrally funded and central bill ARE NOT the same thing, you are required to use your Government Travel Charge Card (GTCC) to purchase your airline tickets. Military members, DECA employees, term and temporary employees, and non-Department of the Army employees are funded through their own organizations. All attendees to CES, except for Local Nationals, must have a GTCC.

## DEFENSE TRAVEL SYSTEM (DTS) TRAVEL AUTHORIZATION/ORDERS

All attendees, except Local Nationals will use DTS for travel authorization/orders. Follow the instructions below. There is also a link on our web page that will provide you with step-by-step instructions.

<https://www.army.edu/AMSC/Registration-and-Support/Student-Guidance/>

## CREATE YOUR AUTHORIZATION IN DTS

Make sure you have included:

- **Airfare and any applicable CTO fee.** ALL transportation arrangements (airfare/rail\*) must be reserved using the DTS reservation module. Manually entered airfare cost will not be accepted. **PLEASE NOTE THAT IF A LESS EXPENSIVE CITY PAIR RATE IS AVAILABLE WITHIN 100 MILES OF YOUR LOCATION WITH AT LEAST \$100 SAVINGS TO THE GOVERNMENT, YOU WILL BE REQUIRED TO USE THAT AIRPORT TO TRAVEL TO AND FROM AND TO BE USED FOR CONSTRUCTIVE TRAVEL COMPARISON.**

\*For rail travel in Germany please use [www.bahn.com](http://www.bahn.com) to reserve rail transportation.

- **Travel to/from the airport (on both ends of travel).** Taxi/shuttle should be the preferred method. Travelers cannot be directed to drive POV or rental car.
- **TDY location is Ft. Leavenworth, KS 66027.** Students are authorized full per diem for meals & incidentals.
- **Trip Details:**
  - Type: AA-Routine TDY/TAD
  - Purpose: Training Attendance
  - Description: Name of course attending (OLC, ELC or CESL), along with the course DATES. **\*\*Authorizations without completed trip descriptions will be returned in DTS without action.**
- **Lodging.** Lodging for centrally funded students is paid for by Army Civilian Career Management Activity (ACCMA). **DO NOT** make your hotel reservation through DTS – the Lodging Cell will reserve lodging and send your lodging assignment via email approximately two weeks prior to the class start date. On the PER DIEM page, **REMOVE lodging cost.** Your lodging cost should indicate \$0.00. You will not be charged or receive a billing statement for lodging expense. Overseas travelers are authorized to arrive/check-in on Saturday before the class starts so that they can adjust to the time difference; all other travelers are authorized to arrive/check-in no earlier than Sunday.

**Note:** The entire cost of the room maybe held against the card you provide until check out, then charges are removed and charged to ACCMA. Any incidental expenses will remain charged to the credit card.

- **Baggage.** Travelers are authorized **two bags** and must be within airline regulations for standard bag rate. **Excess baggage or oversized/overweight charges will not be reimbursed.**
- **Parking.** Terminal parking fees (while TDY); NTE the cost of two one-way taxi fares to/from the terminal is authorized, JTR, par. 020213. In order to claim reimbursement for terminal parking you must add three taxi fare quotes (only the lower quote will be used for comparison) AND the airport's ECONOMY rate for long term parking plus mileage to and from airport. ACCMA will only fund the lesser of the two costs.
- **Rental Car.** Rental cars are **not** authorized under ACCMA's Line of Accounting. If your organization is funding a rental car, you must fill out the ACCMA's Rental Car Form from the AMSC website and upload to Substantiating Documents. Failure to do so will result in your authorization being returned without action. Please be advised, ACCMA's Defense Travel Team will be reviewing and approving your authorization and voucher.

Upgrades, insurance, GPS, Fuel Service Option and satellite radio for your rental vehicle will not be approved by this office on your voucher.

Shuttle service is provided to and from class for students lodged off post.

### **ADDING THE LINE OF ACCOUNTING (LOA)**

- The LOA **WILL NOT BE MADE AVAILABLE** until **45 days** prior to the course start date. Note: Students cannot create the authorization any earlier than 45 days prior to the course start date! Orders created prior to 45 days before the class start date, maybe incorrectly routed.

Please select the cross org'd LOA associated with your course.

Organizational Leadership Course (OLC):	26 CES OLC TCIV
Enterprise Leadership Course (ELC):	26 CES ELC TCIV
CESL:	26 CES CESL TCI

- If your organization will be authorizing a rental car, ensure you add their LOA along with an approved ACCMA Rental Car Form.
  - **BEFORE DIGITALLY SIGNING YOUR AUTHORIZATION...**  
**The routing must read ACCMA-CES once the LOA has been selected. If ACCMA CES does not appear in the routing, you will need to select it from the drop-down menu. If your organization approves your travel orders with our LOA, they may be responsible for funding your TDY.**
- \*\*Failure to use ACCMA-CES routing list may result in cancellation of DTS and removal from course.
- Once you complete and sign your authorization it will route to ACCMA Talent Development Team for approval.
  - **Please Note:** We DO NOT FUND rental car, laundry, fuel, in/around mileage or transportation at the TDY site, phone calls, and internet connection fees under ACCMA's Line of Accounting. **YOU MUST RECEIVE FUNDS APPROVAL FROM YOUR COMMAND FOR RENTAL CAR or ANY ADDITIONAL EXPENSES NOT COVERED BY ACCMA BEFORE SIGNING YOUR AUTHORIZATION. PLEASE ENSURE YOU HAVE UPLOADED THE SUPPORTING DOCUMENTATION TO SUBSTANTIATING DOCUMENTS LOCATED UNDER THE EXPENSE TAB.**

### **ADDITIONAL INFORMATION**

#### **TRAVEL EXPENSE – TRAVELERS WHO WISH TO DRIVE POV INSTEAD OF FLY:**

You are authorized reimbursement of your travel expenses from your duty station to Fort Leavenworth, KS and return via the mode of transportation most advantageous to the government. Authorized Mode of Transportation is **Air Travel** if the distance between your duty station and Fort Leavenworth is **more than 250 miles** one way using the Defense Table of Distances (DTOD). Per the JTR Table 2-10, "If a traveler uses a POV instead of the authorized transportation type (other than a government automobile), then reimbursement is **limited** to the constructed cost of authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls are not authorized for reimbursement."

A Cost Construction Worksheet is required for all POV travel regardless of mileage.

### **COST COMPARISON:**

Per the DTS Army Business rules dated 15 December 2020: "When a traveler uses a POV instead of the directed mode of transportation, a cost comparison worksheet is done to determine final entitlements. The constructed cost is the sum of the transportation ticket cost plus the TMC fee." Airfare used for the cost comparison is YCA. [Airline City Pairs - Search Awards \(gsa.gov\)](#) The GSA website is used to determine the YCA cost of airfare used on a Constructed Travel Worksheet (CTW). CTWs need to be correctly filled out and uploaded in the authorization prior to approval.

### **USE OF GOVERNMENT TRAVEL CARD**

Per the Government Travel Charge Card Regulations, March 2021:

"All DoD personnel are required to use the travel card for all authorized expenses relating to official government travel." ALL CES ATTENDEES, EXCEPT LOCAL NATIONALS MUST HAVE A GOVERNMENT TRAVEL CARD BEFORE CREATING THEIR AUTHORIZATION IN DTS.

### **LEAVE IN CONJUNCTION WITH TDY**

When Leave in Conjunction is not at the TDY location or authorized layover location, the traveler must make their airfare arrangements outside of DTS/CTO. Government fares cannot be used to fly to/from a leave location not at the TDY location. The traveler's authorization must indicate a Personally Procured Ticket with Comments to the Approving official annotating the one-way Government fare and that the traveler is reimbursed either the Government fare or full amount of Personally Procured ticket whichever is the lesser. A copy of the Personally Procured airfare receipt must be attached to the travel voucher submission to validate which is cheaper to the Government). **DO NOT use your government travel charge card for personally procured ticket.**

### **CORPS OF ENGINEERS EMPLOYEES**

- You will be required to process your travel authorization in DTS. Steps in obtaining a DTS account and processing instructions will be emailed to you after AMSC has received your attendance confirmation. If you have questions, please email: [usarmy.apg.chra-hqs.mbx.travel-pcs-helpdesk@army.mil](mailto:usarmy.apg.chra-hqs.mbx.travel-pcs-helpdesk@army.mil).

### **LOCAL NATIONAL EMPLOYEES**

- Steps in creating your DD Form 1610 will be emailed to you after AMSC has received your attendance confirmation. Begin to collect the price of your airline ticket in US dollars.
- Local National Traveler MUST use CBA from their own organization. CHRA CBA is only authorized to be use for CHRA employees.

### **AMSC CONTACT INFORMATION**

Home Page: <https://www.army.edu/AMSC/>

Email: [usarmy.leavenworth.cac.mbx.armyu-amsc-registrar@army.mil](mailto:usarmy.leavenworth.cac.mbx.armyu-amsc-registrar@army.mil)

### **ACCMA TRAVEL HELP DESK INFORMATION**

ACCMA DTS Support Team

[usarmy.apg.chra-hqs.mbx.travel-pcs-helpdesk@army.mil](mailto:usarmy.apg.chra-hqs.mbx.travel-pcs-helpdesk@army.mil)