



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**  
4601 North Fairfax Drive, Suite 800  
Arlington, Virginia 22203-1546  
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/dlw

27 July 2011

MEMORANDUM FOR       SEE DISTRIBUTION

SUBJECT:                       UTD/CTD for MAP 56-11(E)/CAP 67-11(E) -- Add Statement to  
DD Form 1610 and ITAs Justifying Alternate Methods  
Are Not Sufficient

1. **SYNOPSIS:** As part of the SECDEF, Track Four Efficiency Initiative Decisions, a mandate was issued requiring a justification statement be included on all DD 1610s. This item updates JFTR, par. U4000-3b, JTR par. C4405-b3, JTR, Appendix I (Travel Orders) and JTR/JFTR, Appendix E (Invitational Travel Orders (ITA)) to add a statement justifying that alternate methods, such as Secure Video Teleconference (SVTC) or other web-based communication are not sufficient to accomplish the travel objectives.
2. These changes are scheduled to appear in JFTR change 297, and JTR change 551, dated 1 September 2011.
3. This determination is *effective on 27 July 2011*.

*//Approved//*

**DANE SWENSON**

Chief, Enterprise Operations Division

Attachment:  
Rev 3

**Uniformed E-Mail Distribution:**

MAP Members    T&T Branch    PMO-DTS    GSA-3FT    GSA-OGP(MTT)    DTMO    PPC

**Civilian E-Mail Distribution:**

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**MAP 56-11(E)/CAP 67-11(E)**  
**Rev 3 (7/27/11)**

## **JFTR REVISIONS**

### **U1039-C:**

\*C. AO's Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expense incurred ICW that mission and IAW these regulations. See par. U4000 for justification. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities. The AO also must:

### **U4000, Item 3b:**

\*b. Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means (*NOTE: This must be justified in a statement on the order.*);

## **JTR REVISIONS**

### **C1008-C:**

\*C. AO's Responsibilities. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expenses incurred ICW that mission and IAW this Regulation. See par. C4405 for justification. The AO must determine the travel purpose (APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO/ TMC is central in helping to execute those responsibilities. The AO also must:

### **C4405, Item 3b:**

\*b. Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means (*NOTE: This must be justified in a statement on the order.*);

**JFTR/JTR REVISIONS**

**APP E1:**

**PART 1: INVITATION TO TRAVEL**

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588. See par. A2r.

\*Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as (Secure Video Teleconference (SVTC) or other web-based communication are not sufficient to accomplish travel objectives.

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**APP E2:**

**PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory.*

**INVITATIONAL TRAVEL AUTHORIZATION**

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_

\*for approximately \_\_\_\_\_ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately-Owned Conveyance

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## JTR REVISIONS

### APP I3-B1:

1. General Information. The following information must be included on each travel order. **NOTE:** *See par. C2000-A2 if premium-class accommodations are authorized.*

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\*o. A statement that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

\*p. A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

### APP I4-A2:

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

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**Item 16**. REMARKS--This space is for special authorizations, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statements may or must be use as appropriate to the official travel.

\*u. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

\*v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.