

21 Aug 19

JOINT REGION MARIANAS (JRM) WARFIGHTER AND FAMILY READINESS
(WFR) NON-APPROPRIATED FUND (NAF) (SOP)

Subj: NON-APPROPRIATED (NAF) TEMPORARY DUTY TRAVEL PROCEDURES

Ref: (a) Joint Travel Regulations (JTR)

Encl: (1) NAF Return on Investment (ROI) Travel Form

(2) Request and Authorization for TDY Travel of DoD
Personnel, DD Form 1610

(3) Travel Voucher or Sub Voucher, DD Form 1351-2

(4) Procedures for Completing and Submitting Travel
Claim (DD Form 1351-2) Reimbursement

(5) Statement in lieu of Lost Receipt(s)

1. Purpose. To establish procedures for the issuance and reconciliation of Non-appropriated Fund (NAF) Travel Orders in accordance with reference (a).

2. Scope. This SOP is applicable to all NAF personnel within JRM who are issued temporary NAF Travel Orders.

3. Action. All NAF employees will familiarize themselves with this SOP and ensure compliance with the provisions of reference (a).

4. Policy. Reference (a) is the overall governing regulation for personnel travel on official orders. Reference (b) administratively adopted reference (a) as the NAF travel policy; however, there are variances with respect to lodging and receipts. In no instance will the NAF policy result in an overall greater entitlement than provided in reference (a) or exceed the authority provided therein. As changes to reference (a) are released, they may be adopted after careful evaluation and may be implemented by a change to this SOP.

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5. Definition. Temporary Duty Travel is defined as either Temporary Additional Duty (TAD) or Temporary Duty Yonder (TDY) status to personnel detached from the permanent duty station to a temporary station and return.

6. Approval. All travel must obtain JRM J9 Approval.

7. Travel Order Request Procedures. The following procedures apply:

A. Traveler Will:

1. Ten (10) days prior to departure complete and submit TAD/TDY Travel Request Worksheet (ROI) and include all supporting documentation, enclosure (1)

2. Submit for first level approval:

a. Installation Program Director (IPD)

b. Regional Program Director (RPD)

1. Family Readiness Program (J91)

2. MWR (J92)

3. Child and Youth Program Director (J926)

4. Lodging Director (J92L)

5. Service Support Center Director (J94)

3. Final Approver, WFR Director, (J9)

4. Forward approved travel request to NAF Travel Coordinator for review, ensuring the following items are complete:

(a) TAD/TDY Travel Request Worksheet to include detailed information for conference notices, memorandums, emails, invitations, hotel reservations, and rental car confirmations.

(b) CNIC Reimbursable Authorization; if applicable.

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(c) Flight information desired regarding dates, times of travel and leave information if approved.

5. Within two (2) to four (4) business days after receipt of all completed documents, the NAF Travel Coordinator will contact traveler.

B. NAF Travel Coordinator Will:

1. Review travel documentation for completeness. Submit travel documentation to WFR Director (J9) for final approval.

2. Inform traveler to make lodging reservations if they have not already made reservations. Travelers are highly encouraged to utilize Navy Gateway Inns and Suites (NGIS) or Navy Lodge to the maximum extent possible.

3. Inform traveler of Rental Car Authorization (if applicable). Individual travelers are authorized an economy rental. Vehicle sharing with other travelers is encouraged and suitably sized vehicle may be authorized. The government rental car policy provided basic insurance coverage.

4. Calculate estimated Per Diem and other expenses using <https://www.defensetravel.dod.mil>.

5. If requested, process travel advance. Travel advance may be authorized for up to eighty percent (80%) of the traveler's per diem. If for any reason the traveler is overpaid, the traveler will be required to reimburse the difference between actual cost and advanced amount.

6. Prepare DD Form 1610 as appropriate, enclosure (2) and obtain authorized signatures:

a. Block #17 - NAF Traveler

b. Block #18 - Service Support (J94)

c. Block #20 - Director (J9)

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7. Travel Coordinator will procure airline tickets and send confirmation by e-mail to traveler no later than two days prior to departure date unless otherwise requested.

8. Forward Official Airline Receipt of Travel (E-ticket) to traveler along with approved DD Form 1610 Travel Orders, Travel Voucher Form DD 1351-2, enclosure (3), and instruction for completing DD Form 1351-2, enclosure (4).

8. Travel Claim Liquidation

A. Traveler Will:

1. Complete DD Form 1351-2, enclosure (3), IAW instructions on completion of Travel Voucher, enclosure (4).

2. Attach all applicable receipts for expenses incurred during TDY/TAD event. The following receipts are required:

a. Lodging (all amounts)

b. Rental Car and Fuel (all amounts)

c. Single item expense of \$75.00 or more or a lost receipt form, enclosure (5) when unable to locate actual receipt (s).

3. Travel voucher should be reviewed to ensure completeness and accuracy, then forwarded with approved Travel Voucher and copy of original signed travel orders and supporting documentation to the NAF Travel Coordinator.

4. Travel package can be submitted to the JRM J94 Accounting via courier or electronically to M-GU-JRM-J9-JRMNAFTRAVEL (jrmnaftravel@fe.navy.mil)

B. NAF Travel Coordinator will:

1. upon receipt of approved DD Form 1351-2, enclosure (3), review for accuracy, completeness, and calculate travel expenses for disbursement.

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2. Forward request for payment documents to the Accounts Payable section for payment processing via electronic funds transfer (EFT).

3. Ensures traveler receives payment within fifteen (15) business days after payment processing.

4. When reimbursement computations results in an overpayment traveler will be notified in separate correspondence explaining options and timeliness of repayment.

5. Send e-mail notification of completed liquidated travel claim and amount of payment with all supporting documentation previously submitted.

6. Copies of all travel documents will be retained in NAF Accounting Office.

9. Point of Contact. My point of contact for this matter is Mr. Eric R. Barnes, J94. He may be reached at COMM: (671) 349-3300, DSN (315) 349-6678, or via email at eric.barnes@fe.navy.mil.

S. A. JUNGK
Director, Warfighter and
Family Readiness (J9)
Joint Region Marianas

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