

## MILPERSMAN 1320-080

### ORDERS AUTHORIZING TRAVEL WITH OR WITHOUT REIMBURSEMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	<b>Phone:</b>	DSN COM	882-4518 (901) 874-4518
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<b>References</b>	NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 4650.15
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#### 1. General

a. Original written orders issued by competent authority are required for official travel and for reimbursement of expenses incident thereto, except as provided in NAVSO P-6034 and Navy Travel Instructions for members in the special category of duty with, or under training for, the Military Airlift Command, Marine Corps Transport Squadrons, or Fleet Tactical Support Squadrons, while on duty away from their permanent stations. Message orders when properly endorsed, or orders written in the field which quote or reference a letter directive, TWX, NTX, or message orders issued either by Navy Personnel Command (NAVPERSCOM) (PERS-454), or by field commands who are authorized to initiate orders.

b. Orders given in the field which quote or reference verbal orders received from competent authority must be confirmed by the authority who gave such verbal orders within 7 days of issuance. Confirmation must be accomplished by reducing the verbal orders to writing or by approving orders given in the field referencing such verbal orders. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

c. Travel orders in any of the above categories which are not originated by competent authority must be approved by Chief of Naval Personnel or NAVPERSCOM to allow reimbursement for travel expenses incurred in compliance with orders.

d. If separate orders have not been issued by higher authority, commanding officers, when transferring enlisted members who are entitled by law to transportation of family members and household goods at government expense, shall prepare individual orders to them by name in order to lessen the possibility of problems that might arise in regard to the payment of claims or procurement of transportation.

e. Commands should not direct members to perform travel on official Navy business without furnishing necessary transportation or without wording the orders to provide for reimbursement of transportation expenses. When travel may be desirable from the Navy's viewpoint but cannot be justified sufficiently as official Navy business to warrant the expenditure of limited travel funds, or when a member requests administrative absence for purposes specified elsewhere in this manual, any command which has authority to issue temporary additional duty orders may write an "authorization" permitting the member addressed to travel at no expense to the government. Such authorization must always contain the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered canceled."

f. Reimbursement for transportation and for expenses incident to travel performed in obedience to orders is allowable only from the place to which the orders are addressed. In the event an activity receives travel orders incorrectly addressed and the member concerned is no longer at that address, the orders should not be forwarded until the command issuing the orders has been advised and issues necessary instructions. Generally, the issuing command should reissue the orders to the correct address.

## 2. Travel Abroad

a. Members ordered abroad shall obtain passports as specified in Navy Passenger Transportation Manual (OPNAVINST 4650.15).

b. Arrange all official transportation and related supplemental services such as no-fee passports and visas through the Navy Passenger Transportation Office at the appropriate Personnel Support Activity Detachment.

3. **Temporary Duty (TEM DU)**. All orders to TEMDU which must be accomplished during a specific period, e.g., a course of instruction convening on a certain date, shall specify the required reporting and per diem entitlement commencement date. This date shall be determined and specified by the order issuing and/or delivering authority following:

a. **Orders to temporary duty under instructions (TEM DUINS)** shall direct the member to "report not later than (date)." This date normally should be 1 day prior to the scheduled commencement of the TEMDU to permit a reasonable period for administrative processing. Further the orders shall direct the member to "report not earlier than (date)." In most cases this date should be 1 day prior to the "not later than date." In addition, the orders shall state:

"Per diem entitlement commences (report not earlier than date) unless the early detachment or early commencement of temporary duty is determined to be in the best interests of the government."

The "**report not earlier than**" date is applicable to each intermediate duty station. Procedures for reporting endorsements for members who arrive at the TEMDU station prior to the "report not earlier than" date are prescribed in MILPERSMAN 1320-140 governing endorsement of orders upon reporting for duty.

b. Detaching endorsements on all orders directing TEMDU en route to a permanent duty station **shall** include the following statement:

"Entitlement to per diem for the TEMDU directed by these orders will be per MILPERSMAN 1320-080."

When a member must be detached earlier than the latest date determined necessary to permit reporting on the required date, considering allowable travel time and leave desired, the detaching command shall include the following statement in the orders or the detaching endorsement:

"Detachment this date considered in the best interests of the government because (fill-in)."
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Acceptable reasons for early detachment are utilization of barracks space, ship movements, uncertain transportation schedules to be utilized by members traveling from duty stations outside the United States, or for any other specific good and sufficient cause.

c. **The above endorsements and "report not earlier than" dates** for enlisted members shall be entered on NAVCOMPT 536, Standard Transfer Order under Supplemental Instructions for Intermediate Reporting.