

PROCESS: TAD TRAVEL

References: Auxiliary Manual, COMDTINST M16790.1E CH-9
Joint Travel Regulations (JFTR)

Forms: a. District 17 TAD Worksheet
b. DD1351-2 Travel Voucher

1. For **ALL** Temporary Assigned Duties (TAD) including assignments to Class “C” Schools and Auxiliary Meetings such as NACON, NTRAIN, District Board, Division, each member who will be travelling on orders must complete a “TAD Worksheet”.
2. An electronic “TAD Worksheet” template is available on the web and will be provided by the DIRAUX upon notification that a member will be travelling on TAD orders.
3. The “TAD Worksheet” will capture the member’s travel dates and personal information necessary to complete official orders. It is essential that all of the applicable blocks be completed. The member is recommended to contact the Government AMEX Travel Agent (1-800-) to make travel arrangements.
4. Once completed by the member, the “TAD Worksheet” should be immediately forwarded to the DIRAUX office for processing the orders. This can be done electronically as an attachment or via fax. Due to time constraints, using normal postal services is not permissible.
5. Upon receipt of the “TAD Worksheet”, the DIRAUX will generate the official orders for the travel and fax a copy to the member.
6. These travel orders will contain specific information for your travel and need to accompany you during the travel.
7. To be reimbursed for your expenses upon completion of your travel, you are required to submit a travel claim to the DIRAUX Office. Officially the form is called a DD-1351-2, **Travel Voucher or Subvoucher**. You can find the claim forms in several sources. The Auxiliary website, www.cgaux.org, has travel claim forms. By submitting your DD-1351-2 through the DIRAUX Office, your claim can be reviewed fixing minor errors and ensuring that it is filled out correctly and all receipts are included.

REMINDER: Everyone who is issued orders with a TONO is required to fill out a travel claim. The only exception is if you could not execute the orders. It is critical to notify DIRAUX immediately if your orders were not executed so that they can be cancelled.

Note: Every time orders are issued, funds are charged to those orders to cover such things as per diem, travel cost and other expenses. Per Diem covers your basic living allowances such as meals and hotel expenses. Travel costs cover such items as mileage for privately owned vehicles (POV) when authorized airline fares, taxicabs and other similar costs. Other expenses may be authorized such as excess baggage and telephone calls. Before your orders are issued to you, DIRUAX researches the total cost of the orders and obligate the necessary funds from the Auxiliary account. The funds are

obligated to your Travel Orders Numbers (TONO) in our computerized accounting program called Large Unit Financial System or LUFS. Travel claims must have an original signature, copies and faxes cannot be accepted. A copy of your orders must be attached. Original receipts for such things as airline tickets, airline travel itineraries and hotel bills, must also be attached. Generally, receipts are required for any expense over \$75.00 but it is a good practice to submit all your receipts. Make sure that you claim the things you paid for in Block 16 of the form, under "Reimbursable Expenses". If you paid for an expense and want your money back you must claim it!