

APPENDIX E, SM 30-1
HQ USEUCOM SUPPLEMENTAL INSTRUCTIONS FOR TDY
HEADQUARTERS UNITED STATES EUROPEAN COMMAND APO AE 09128
DD FORM 1610 (select remarks as appropriate; list not all-inclusive)

A. (Mandatory statement): Official travel arrangements made through a commercial travel office (CTO) (travel agency) not under contract to the government are not reimbursable unless it can be demonstrated that the traveler had no alternative (see para U3120 JFTR or para C2207 JTR). For assistance after duty hours, the CarlsonWagonlit 24 hour international number is 00-44-181-844-2944. In Germany, the toll free number is 0130-822410. In CONUS the toll free number is 1-800-288-5999.

B. Purchase of the lower cost APEX fare ticket through the government contracted CTO is authorized.

C. (Mandatory statement): Ref para U4125, JFTR or para C4554, JTR. For the meal portion of the per diem rate (**select one**):

- C.1** Government meals are not available or directed (locality rate);
- C.2** Partial government meals are available and directed (proportional rate);
- C.3** All government meals are available and directed (govt rate);
- C.4** All government meals are available, directed, and provided at no cost; member must claim deductible meals on the travel voucher.

D. Ref para U4800, JFTR or para C4554, JTR. Duty is in support of a contingency operation. TDY option applies with incidentals paid at (**select one**):

- D.1** Incidental per diem rate is \$3.50.
- D.2** Incidental per diem rate is for locality listed in Appendix B, JFTR, Vol. 1.

E. TDY is under (**select one**): (1) field conditions; or (2) essential unit messing.

F. Traveler is authorized to carry a military issue firearm in the execution of this TDY mission. Traveler will comply with the provisions of DoD Directive 5210.56. Ensure proper documentation is obtained and is in compliance with airline rules and regulations, and handling and packing procedures are strictly adhered to.

G. You are designated Official Courier and must possess an official courier letter certified by the unit security manager.

H. You must wear civilian clothing while in travel status directed by this order.

I. Refer to and comply with the requirements of the Foreign Clearance Guide, DoD 4500.54-G, for theater/country clearances and immunization requirements.

J. Local travel in and around the TDY location is authorized.

K. You are authorized use of a special conveyance vehicle (**select one**): (1) compact; (2) mid-size; (3) full-size car; or (4) van. Make arrangements to obtain the vehicle through the government contracted CTO.

L. Excess baggage for commercial air not to exceed one piece or 70 lbs. is authorized. (reference AR 55-71, para 7-3).

M. Use of government quarters would adversely affect the performance of the assigned mission.

N. Government quarters will be used if available. If government quarters are not available, a quarters non-availability control number must be obtained from the installation billeting office and annotated on your travel settlement voucher.

O. Authorized to purchase supplemental liters of gasoline (for Germany, Netherlands, or Italy). Supplemental amount authorized is (**select one**): (1) 100 liters; (2) 200 liters; (3) 300 liters; (4) 400 liters.

P. Leave in conjunction with TDY (**select one**):

P1. (For military travelers): Leave authorized in conjunction with TDY. Leave dates are: from: _____ to: _____.
Address: _____ Phone: _____.

P2. (For civilian travelers): _____ number of days of annual leave is authorized in conjunction with TDY.

Q. Conference/registration fee is authorized in the amount of _____. (Note: any meals provided under a conference/registration fee must be claimed as deductible meals on the traveler's settlement voucher).

R. (Mandatory statement): You will submit your travel settlement voucher to the finance office within 5 days of completed travel.

S. (Mandatory statement) With regard to the government-sponsored, contractor-issued travel card or government travel card (**select one**):

S1. Traveler is a government travel cardholder. Traveler may use the card to pay for all costs incident to official business travel, including lodging, transportation, rental cars, meals and other allowable reimbursable expenses. The travel card may also be used for ATM cash withdrawals/advances incident to official travel. Cash advances will be obtained no earlier than five working days before the scheduled departure date and not later than the completion of travel. Transaction fees that are charged for authorized ATM cash withdrawals and travelers checks are reimbursable expenses provided the traveler requests reimbursement on the travel voucher.

S2. Traveler is not a government travel cardholder. Orders approving official may authorize emergency cash advances in limited situations where no other process is available to accomplish the mission.