Headquarters
Departments of the Army
and the Air Force
Washington, DC 20310
31 August 1983

NATIONAL GUARD REGULATION
No. 37-110

AIR NATIONAL GUARD REGULATION
NO. 177-08

Financial Administration

CONTROL OF TDY TRAVEL AND PER DIEM COSTS

Summary. This regulation prescribes policy and procedures for controlling expenditure of Federal funds in connection with travel by ARNG and ANG personnel.

Applicability. This regulation is applicable to all ARNG and ANG personnel, unless otherwise indicated.

Supplementation. This regulation may not be supplemented without the approval of NGB/ACX.

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB/ACX, Washington, DC 20310.

Interim changes. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

1. Policy

Authorizing officials must be prudent in approving the use of Federal funds for travel. Travel shall be limited to that which is essential to the efficient conduct of business. Only those expenses necessary to accomplish the purpose of the travel may be authorized or approved for reimbursement in accordance with the JTR, AR 1-211, AR 37-106, NGR 37-106, ANGR 177-07, and AFR 177-103.

2. Definition of terms

a. ARNG and ANG personnel. For this regulation, this term includes federally recognized adjutants general, United States Property and Fiscal Officers (USPFO), and all members of the ARNG and ANG including those in technician and active Guard and Reserve (AGR) status.

b. Federal funds: Federally appropriated funds of the ARNG or ANG.

c. Meeting: A conference, seminar, symposium, convention, congress, panel, workshop, or other such gathering.

3. Travel authorization

a. Commanders will establish and administer strict controls over all TDY travel of personnel under their jurisdiction. Commanders or their designated representatives may authorize TDY only if:

(1) It is necessary to conduct ARNG or ANG business.

(2) The matter cannot be satisfactorily accomplished by telephone, telegraph, or correspondence.

(3) The expected results to be obtained will justify the funds spent on the TDY.

b. Authorizing officials will closely review travel requests to ensure only the minimum number of travelers attend any function, the most cost effective routing and means of travel are used, and travel substitutes such as mail and teleconferencing are used whenever possible.

c. All meetings (see definition of terms) not directed by the National Guard Bureau for which total travel and per diem estimates exceed $5,000 in Federal funds require a written request from the commander, through appropriate channels, for approval. Approval authority is NGB-ARZ-A or NGB/CF as appropriate.

d. National Guard Bureau-sponsored meetings. NGB divisions will, from time to time, sponsor meetings that are of benefit to a wide range of units and personnel. All NGB division-sponsored meetings for which total travel and per diem estimates exceed $5,000 in Federal funds will be approved in advance by either NGB-ARZ-A, NGB/CF, or NGB-ZD for joint offices, as appropriate.

4. Modes of travel

Select the mode of transportation that meets ARNG/ANG requirements at the lowest overall cost from origin to destination. Request for military airlift will include a comparison of the costs for travel by military and commercial aircraft. Commanders and other authorizing officials must closely scrutinize requests for military airlift to ensure the use of the most economical mode of transportation for the mission time requirements.

5. Registration fees

Only those expenses necessary to accomplish the purpose of the attendance may be authorized or approved for reimbursement in accordance with AR 1-211, AR 37-106, NGR 37-106, ANGR 177-07, AFR 177-03, and AFR 30-9. Registration fees or similar fees, which are a condition precedent to attendance at such meeting, may be reimbursable expenses (26 Comp. Gen. 53).

a. National Guard-sponsored meeting (Army and Air). Registration fees are not authorized for National Guard-sponsored activities that use Federal funds. As authorized by the JTR, a reimbursable registration fee is assessed against conferees to defray necessary administrative expenses associated with an appropriately sponsored conference or meeting. These expenses include payment for speakers and use of facilities, costs of pencils, paper, reproduced materials, miscellaneous supplies, etc. Since these costs are borne by Federal funds, there is no requirement for National Guard-sponsored conferences/meetings to levy a registration fee. Assessments to defray costs of meals, social events, etc., do not meet the test of necessary administrative expenses and are not reimbursable to individuals from Federal funds. All such assessments are made on a voluntary basis only and should be labeled "conference fees" rather than "registration fees." These fees are not reimbursable from Federal funds.

b. Luncheon and banquet charges. Registration fees for attendance at meetings sponsored by Federal agencies and private organizations, which include a charge for luncheons or banquets, may be considered expenses incident to the performance of official travel whether or not travel is involved (38 Comp. Gen. 134). The luncheon or banquet charge is not to be excluded from the total registration fee if such charge is an integral part of such fee. When a luncheon or banquet cost is a separate item of expense, reimbursement may be allowed if the formal business of a conference or meeting is continued through such a meal, or full participation in the purpose of conference or meeting requires attendance at such a meal, at which there are scheduled formal discussions, lectures, or speeches, and an attendee is not free to partake of meals elsewhere without being absent from essential conference or meeting business. If official travel is involved, an appropriate deduction will be made from the per diem. Reimbursement is not allowed for a meal that is primarily of a social or entertainment nature.

c. Reimbursement of registration fee. Reimbursable registration fees must either be authorized in the travel order (include number of meals) or approved on the travel voucher before rendering a claim. If approved on the travel voucher, a statement to that effect must be placed in the remarks block and signed by the orders-approving official. Receipts are required for reimbursement and must be submitted with travel vouchers. If the cost of meals or lodging is included in the registration fee, specific meals furnished and dates when meals or lodging were furnished must be indicated on the travel voucher.

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