

Federal Travel Regulation Workshop: TDY

Course Number: 5080

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Learn the current rules and regulations for temporary duty (TDY) travel for civilian employees in the 14 executive departments, 100+ executive agencies, various boards and commissions, and the GAO. The rules for and use of transportation expenses, per diem, travel authorization requirements, emergency and personal expenses, actual expense allowances for high-cost areas, the forensic review of travel receipts, and more will be addressed. This workshop includes case studies, scenarios, and exercises for a highly interactive learning experience.

Intended Audience

This course is designed for federal employees involved with processing or certifying temporary duty (TDY) travel orders, claims for per diem travel, transportation allowances, and certain other allowances for civilian employees in the federal government. It is highly recommended for all accountable officers, reviewing officials, supervisors, budget analysts, auditors, and anyone who travels two or more times on TDY in one year.

Course Learning Objectives

- Determine the appropriate classification of travel and source of travel guidance for a given situation
- Apply the appropriate per diem rate to your travel scenario
- Make informed and appropriate choices for travel arrangements
- Identify what is required of travelers and agency accountable officers, and apply the authorization process to simple scenarios

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Governing Criteria and Oversight Bodies

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	Module 2: Per Diem
LUNCH	
AFTERNOON	Module 2: Per Diem, continued
	Module 3: Allowable Travel Expenses

DAY TWO	
MORNING	Module 3: Allowable Travel Expenses, continued
	Module 4: Responsibilities of Accountable Officers and Travelers
LUNCH	
AFTERNOON	Module 4: Responsibilities of Accountable Officers and Travelers, continued
	Course Exam

Learning Methods

Individual and small-group exercises; lecture, discussion, case studies, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [FFMCP Accounting Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial Management Master Track](#)

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

- [Appropriations Law Seminar](#)
- [Federal Travel Regulation: PCS for Federal Civilian Employees](#)
- [The Prompt Payment Act and Voucher Examination](#)
- [Improper Payments](#)

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Ready to Enroll?



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<https://www.managementconcepts.com/course/id/5080>



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