

# Joint Travel Regulations Workshop: TDY

**Course Number:** 5081

**Length:** 2 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

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Learn the current rules and regulations for temporary duty (TDY) travel for uniformed members, civilian employees, and other personnel traveling under orders from the Department of Defense (DoD). The rules for and use of the government travel card, per diem allowances, lodging, international travel, actual expense allowances for high cost areas, and more will be addressed.

## Intended Audience

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This course is designed for all individuals who are involved with processing or certifying temporary (TDY) travel orders, claims for per diem travel, transportation allowances, and certain other allowances of Department of Defense (DoD) uniformed service members (including regular and reserve components) and all DoD civilian employees. It also includes uniformed members of the Public Health Service (PHS), National Oceanographic and Atmospheric Administration (NOAA), and the United States Coast Guard (USCG). It is highly recommended for all approving officers, reviewing officials, supervisors, budget analysts, auditors, and anyone who travels two or more times on TDY in one year.

## Course Learning Objectives

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- 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 accountable officials, and apply the authorization process to simple scenarios

## Course Additional Features

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- 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

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**DAY ONE**

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MORNING	Module 1: Governing Criteria and Oversight Bodies
	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 study, 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

# Joint Travel Regulations Workshop: TDY

## 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

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There are no prerequisites for this course.

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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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

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- [Appropriations Law Seminar](#)
- [Joint Travel Regulations: PCS for DoD Civilian Employees](#)
- [Joint Travel Regulations: PCS For Uniformed Service Members](#)
- [The Prompt Payment Act and Voucher Examination](#)
- [Improper Payments](#)

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## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/5081>



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