

Frequently Asked Questions

Course Title: Federal Travel Regulation Workshop: TDY

Course #: 5080

Duration: 2 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

6. Do I have to complete any prework for the course?

Frequently Asked Questions

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the

Frequently Asked Questions

course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).