

Frequently Asked Questions

Course Title: Joint Travel Regulations Workshop: TDY

Course #: 5081

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 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.

2. Who should attend?

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.

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 accountable officials, 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 study, action planning

5. Are there prerequisites for this course?

There are no prerequisites for this course.

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

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](#)
- [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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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 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](#).