

Instruction 36-1201

TRAVEL AND REIMBURSEMENT PROCEDURES

Effective Date: 10 January 2025

Supersedes: Instruction 36-1201, 1 August 2024

Certified by: Col David M. Torres, 502 CPTS/CC

1. PURPOSE

This instruction establishes procedures for official travel authorization and reimbursement for all personnel assigned to Joint Base San Antonio.

2. TRAVEL AUTHORIZATION

- 2.1. All official travel must be authorized in the Defense Travel System (DTS) prior to departure.
- 2.2. Travel authorizations must be submitted a minimum of 10 duty days prior to travel.
- 2.3. Conference travel requires additional approval from the first general officer in the chain of command, regardless of cost.

3. PER DIEM AND LODGING

- 3.1. Per diem rates follow GSA (CONUS) and DoS (OCONUS) schedules.
- 3.2. Government lodging must be used when available.
- 3.3. Rental cars require written cost-effectiveness justification. Compact vehicles required unless mission dictates otherwise.
- 3.4. Rideshare services (Uber, Lyft) are authorized for local transportation at TDY locations when cost does not exceed the taxi rate for the same trip.

4. VOUCHER SUBMISSION

Travel vouchers must be submitted in DTS within 5 duty days of return. Outstanding vouchers beyond 30 days will result in GTCC suspension and travel privilege revocation.

5. CHANGES FROM PREVIOUS VERSION

- 5.1. Added conference travel approval requirements (Section 2.3).
 - 5.2. Authorized rideshare services for local TDY transportation (Section 3.4).
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Date: 10 January 2025