

# Instruction 36-1201

## TRAVEL AND REIMBURSEMENT PROCEDURES

**Effective Date:** 15 March 2024

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

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### 1. PURPOSE

This instruction establishes procedures for official travel authorization and reimbursement for all personnel assigned to Joint Base San Antonio. It supplements the Joint Travel Regulations (JTR) and provides local guidance for travel processing.

### 2. TRAVEL AUTHORIZATION

2.1. All official travel must be authorized in the Defense Travel System (DTS) prior to departure. Verbal authorizations are not valid and will not be reimbursed.

2.2. Travel authorizations must be submitted a minimum of 14 duty days prior to the travel start date. Late submissions require group commander approval.

### 3. PER DIEM AND LODGING

3.1. Per diem rates are established by the General Services Administration (GSA) for CONUS travel and the Department of State for OCONUS travel. Travelers must use the rate applicable to their TDY location.

3.2. Government lodging (on-base quarters) must be used when available. If government lodging is unavailable, a non-availability statement is required before commercial lodging will be reimbursed.

### 4. VOUCHER SUBMISSION

Travel vouchers must be submitted in DTS within 5 duty days of return from travel. Late vouchers (beyond 15 duty days) may result in collection action against the government travel charge card.

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**DAVID M. TORRES, Col, USAF**

Colonel, USAF

Comptroller Squadron Commander

Date: 15 March 2024