

# Instruction 36-1201

## TRAVEL AND REIMBURSEMENT PROCEDURES

**Effective Date:** 1 August 2024

**Supersedes:** Instruction 36-1201, 15 March 2024

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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.
- 2.2. Travel authorizations must be submitted a minimum of 10 duty days prior to the travel start date. Late submissions require group commander approval.

### 3. PER DIEM AND LODGING

- 3.1. Per diem rates follow GSA (CONUS) and Department of State (OCONUS) schedules.
- 3.2. Government lodging must be used when available. Commercial lodging requires a non-availability statement.
- 3.3. Rental car authorization requires written justification demonstrating cost-effectiveness over alternative transportation. Compact vehicles must be selected unless mission requirements dictate otherwise.

### 4. VOUCHER SUBMISSION

Travel vouchers must be submitted in DTS within 5 duty days of return. Late vouchers may result in collection action against the GTCC. Members with outstanding vouchers beyond 30 days will have their travel authorization privileges suspended.

### 5. CHANGES FROM PREVIOUS VERSION

- 5.1. Reduced advance submission requirement from 14 to 10 duty days.
- 5.2. Added rental car authorization requirements (Section 3.3).
- 5.3. Added travel privilege suspension for outstanding vouchers beyond 30 days.

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Comptroller Squadron Commander

Date: 1 August 2024