



NGB-ARC

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382



10 APR 1997

MEMORANDUM FOR See Distribution

SUBJECT: (All States Log Number I97-0126) Delegation of Authority to Approve Actual Expense Allowance

1. References:

- a. Joint Federal Travel Regulation (JFTR), Volume 1, Paragraph U4215.
- b. Joint Travel Regulation (JTR), Volume 2, Paragraph C4603.
- c. Editorial Change #97008 (JFTR) and #97006 (JTR).
- d. NGB-ARC memorandum, 10 April 1997, subject: Actual Expense Allowances Approval Procedures

2. In accordance with Reference 1c, this memorandum delegates approval authority for actual expense allowance (AEA) to the USPFO for each state and territory. This authority cannot be delegated to a lower level.

3. Reference 1a and 1b provide regulatory guidance for requesting approval of AEA. Reference 1d provides guidance for USPFO approval of AEA requests.

4. Point of Contact for this action is MAJ Dennis Lasley, NGB-ARC-FL, DSN 327-7563 or commercial (703) 607-7563, FAX 327-7588.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl


HOWARD Y. MANWILLER, JR.
Acting Deputy Director,
Army Comptroller

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111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382



10 APR 1997

MEMORANDUM FOR THE USPFOs OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

SUBJECT: Actual Expense Allowance (AEA) Approval Procedures

1. The purpose of this memorandum is to provide clarifying guidance for the approval of Actual Expense Allowance requests submitted in accordance with procedures outlined in Joint Federal Travel Regulation (JFTR Volume 1), paragraph U4215 and Joint Travel Regulation (JTR Volume 2), paragraph C4603. This guidance does not in any way change, alter, or preclude regulatory policy.
2. Each memorandum request should be considered for approval on an individual basis. This does not preclude the approval of multiple (group) travelers who have the same actual expenses. The circumstances and expenses of each trip should be considered individually.
3. The following items (as a minimum) should be included with the memorandum request for AEA:
 - a. Relevant data requested by regulation
 - b. Copy of orders authorizing travel
 - c. Copy of DD Form 1351-2 (if travel has occurred)
 - d. Copy of lodging receipts
 - e. Detailed information on circumstances requiring AEA
4. The USPFO should review the pertinent data to determine appropriateness of actual expenses. Expenses incurred as a matter of convenience, preference or poor planning should generally not be approved. Expenses incurred due to circumstances beyond the control of the traveler or due to mission requirements are generally favorably considered. Paragraph U4200 (JFTR) provides conditions warranting Actual Expense Allowance.
5. Actual Expense Allowance can be authorized for up to 150% of the per diem rate. Computation procedures are detailed in paragraph U4215 (JFTR) and C4603 (JTR).
6. Upon determination of approval, the USPFO will prepare a memorandum authorizing the actual expense, not to exceed the

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SUBJECT: Actual Expense Allowance Approval Procedures

maximum (Enclosure). This memorandum should include an approval number for auditing purposes. A copy should be maintained by the USPFO and the original should be attached to the travel voucher.

7. To preclude out of pocket expenses by the traveler, approval of AEA should be obtained prior to travel, when possible. Most requests for AEA pertain to lodging costs. These approvals should include the exact expense for lodging (including taxes) when known. Example:

Per Diem Rate :	\$75 Lodging + \$25 M&IE = \$100
MAX AEA (lodging): \$100 Per Diem X 150% = \$150 - \$25 M&IE = \$125	
Actual Lodging expense	\$80 + \$10 tax = \$ 90
AEA authorized for lodging	\$ 90

NOTE: If the actual lodging and taxes were \$130 the MAX rate (\$125) would be authorized.

8. There is no minimum requirement for requesting AEA. Any expense over the authorized per diem may be submitted for approval.

9. Approval of AEA should be the exception, not the rule. If it becomes necessary to repeatedly approve AEA for an area, provide the information to NGB-ARC-FL to request a change in the per diem rate for that location.

10. Point of Contact for this action is MAJ Dennis Lasley, NGB-ARC-FL, DSN 327-7563 or commercial (703) 607-7563, FAX DSN 327-7588.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



HOWARD Y. MANWILLER JR.
Acting Deputy Director,
Army Comptroller

Encl
as

XXX-XX

MEMORANDUM FOR Commander, (Unit), ATTN: (Traveler)

SUBJECT: Actual Expense Allowance - (Location)

1. Under the provisions of paragraph U4215 Joint Federal Travel Regulation (JFTR) and C4603 Joint Travel Regulation (JTR), Actual Expense Allowance is approved as follows:

- a. Traveler(s): (Name)
- b. Purpose of TDY: (reason for travel)
- c. Location: (TDY location)
- d. Period: (inclusive dates)
- e. Approval amount: Not to exceed \$X.XX per diem (Lodging Only)
- f. Approval Number: (internal control number)

2. The traveler must attach a copy of this approval to the travel voucher submission. Reimbursement of lodging is authorized under the lodging plus per diem system (paragraph C4553 JTR and U4125 JFTR). Therefore, itemization of meals and incidentals is not required.

3. Point of contact:

/s/
USPFO for (State)