



COMDTINST 12570.3F
15 AUG 2017

COMMANDANT INSTRUCTION 12570.3F

Subj: INVITATIONAL TRAVEL AUTHORIZATIONS

- Ref: (a) 5 U.S.C., Section 5703, Per Diem, Travel and Transportation Expenses; Experts and Consultants; Individuals Serving Without Pay
 (b) Federal Travel Regulation, 41 CFR, Subtitle F, Sections 300 – 304
 (c) Department of Homeland Security Travel Guide, DHS Chapter 7: Travel (NOTAL)
 (d) 31 U.S.C., Section 1345, Expenses of Meetings
 (e) Aviation Management and Safety, Department of Homeland Security Management Directive System, MD Number 0020.1
 (f) 5 U.S.C., Section 3371, Definitions
 (g) Coast Guard Non-Appropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1 (series)
 (h) The Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
 (i) Joint Travel Regulations (JTR), Uniformed Service Members and DOD Civilian Employees
 (j) 5 U.S.C., Section 5706b, Interview Expenses

- PURPOSE.** This instruction provides guidance on the preparation and approval of invitational travel authorizations (ITAs) within the Coast Guard. In accordance with Reference (a), ITAs allow the Federal Government to reimburse the travel expenses of a non-government individual when the individual is providing a direct benefit or service to the Coast Guard.
- ACTION.** Area and district commanders, deputy/assistant commandants, Judge Advocate General, commanding officers of headquarters units, service and logistics center commanders, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

3. DIRECTIVES AFFECTED. Invitational Travel Orders, COMDTINST 12570.3E is canceled.
4. BACKGROUND. In accordance with References (a) and (b), the Coast Guard may issue ITAs to the following travelers:
 - a. Individuals who are not otherwise employed by the government; or,
 - b. Individuals that are employed intermittently by the Government as consultants or experts and paid on a daily, when-actually-employed basis; or,
 - c. Individuals who are serving without pay or at \$1 a year; or,
 - d. An Individual serving as a volunteer covered by 10 USC § 1588; or,
 - e. Coast Guard Ombudsmen-at-Large and Coast Guard Ombudsmen who are officially designated by letters of appointment per COMDTINST 1750.4 (series).
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended, nor does it impose legally-binding requirements on any party outside of the Coast Guard.
6. MAJOR CHANGES. Major changes to this Commandant Instruction include changing the title of the subject from “Invitational Travel Orders” to “Invitational Travel Authorizations,” and updating organizational references. The inclusion of Coast Guard regular, reserve members’ and civilian employee dependent travel for instances of fatal and non-fatal personnel casualties and wounded hospitalized members that are very seriously, or seriously ill, or injured (VSI or SI). The inclusion of travel for eligible dependents to attend burial ceremonies for a deceased military member, and travel for escorts and dependents of Active Duty Coast Guard members stationed OCONUS that require specialized medical care that is not available at the duty location. The inclusion of authority for the Approving Official to designate a representative to issue ITAs for travel to obtain medical and dental care.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33, from further environmental analysis, in accordance with Section 2.B.2 and figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific

- actions resulting from the general policies in this directive must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Commandant Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
 9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
 10. POLICY ON USE OF ITAs. In accordance with Reference (b), Coast Guard policy is that ITAs will only be issued to individuals described above in paragraph 4, when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government, and:
 - a. Appropriated funds are not expended for the individual's travel except with advance approval by an appropriate authority; and,
 - b. The individual will provide a direct benefit or service to the Coast Guard, which means acting in an official capacity to directly accomplish or contribute to an authorized Coast Guard mission or function.
 - c. ITAs issued as part of a hosted or attended conference like activity will be reviewed in accordance with Reference (c), Department of the Homeland Security Travel Guide, DHS Chapter 7: Travel, Section 7.10. Conferences, DHS (Intranet) Policy available at:
<http://dhsconnect.dhs.gov/org/comp/cfo/travel/Documents/Travel%20and%20Conferences%20FMPM%20sections/Chapter%207%20Travel.pdf>
 Invitational Travel specific information can be found at: DHS Chapter 7: Travel, Section 7.7 Operational, Military, and Special Travel at the following DHS intranet link:
<http://cfo-policy.dhs.gov/FMPM%20Table%20of%20Contents%20for%20PDFs/Section%207.7%20Operational%20Military%20and%20Special%20Travel.pdf>
 11. WHEN ITAs ARE AUTHORIZED. Circumstances in which an approving official may authorize an ITA include, but are not limited to, when:

- a. An individual, singly or as part of a group, confers on an official Coast Guard matter with Coast Guard officials and thereby performs a direct service to the Coast Guard, such as providing advice or guidance (27 Comp. Gen. 183 (1947)). However, Reference (d) precludes ITAs for individuals who merely attend an official meeting related to a Coast Guard mission – the individual must be an active and necessary participant in the meeting (e.g., making a speech or substantive presentation, or participating in a panel discussion and the contribution constitutes a direct service to the Coast Guard.

EXAMPLE: Most non-Federal participants of a Coast Guard conference cannot travel at Government expense. If the Assistant Commandant for Capability (CG-7) convenes a conference and invites an industry representative to obtain industry views on Coast Guard regulatory initiatives and selects this individual to lead discussions or to make a particular presentation, then Commandant (CG-7) may fund the representative's travel.

- b. It is in the Service's interest to invite an individual outside the Coast Guard, such as a college or university official or a representative of industry, to observe the work performed by, or the operations of, a Coast Guard activity, where the opportunity will result in a foreseeable and direct benefit to the Coast Guard. This includes non-governmental individuals that are appointed by the Secretary of Homeland Security to participate on Federal Advisory Committees to provide advice and recommendations on issues that directly affect the missions of the Coast Guard.

EXAMPLE: Travel in the Service's interest includes civilian instructors participating in the National Graduate School program who are invited to observe Coast Guard activities being studied by Coast Guard students whose research projects involve analysis of those activities.

- c. An individual is requested to lecture, instruct, or give a demonstration at a Coast Guard activity;
- d. An individual's attendance at an award ceremony is related to an award presentation. For example, where a citizen receives an award for unusual achievement at a Coast Guard ceremony or another Federal ceremony related to the Coast Guard (32 Comp. Gen. 134 (1952));
- e. The spouse of an award recipient, or another person of the recipient's choosing, attends a ceremony referred to in paragraph 11.d. above, or attends a major Federal or non-Federal award ceremony, which recognizes the unusual achievement of a Coast Guard member or employee, which is not typically recognized in Coast Guard awards (69 Comp. Gen. 38 (1989));
- f. An individual is an attendant for a handicapped Coast Guard employee or Uniformed Service member and the service member or Coast Guard employee is to be given an Office of Personnel Management (OPM) award, a major

- department or agency award, or a non-federally sponsored honor award and who would otherwise be unable to attend the award ceremony if unattended (55 Comp. Gen. 800 (1976));
- g. An individual's attendance at an official Coast Guard ceremony is for the purpose of serving as a sponsor, or in a similar official position (32 Comp. Gen. 134 (1952));
 - h. An non-government individual is authorized pre-employment interview travel (60 Comp. Gen. 235 (1981));
 - i. Individuals are serving, without compensation, on Boards of Visitors as provided for in departmental governing regulations consistent with statutory authority (e.g., 14 U.S.C. § 194);
 - j. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately (48 Comp. Gen. 644 (1969));
 - k. An individual is called to testify as a witness at a preliminary hearing conducted under the Uniform Code of Military Justice, Article 32, 10 U.S.C. § 832 (50 Comp. Gen. 810 (1971));
 - l. A complainant attends an administrative hearing, provided that all pertinent conditions below are met:
 - (1) The complaint is related to the alleged offender's Federal employment (33 Comp. Gen. 582 (1954));
 - (2) The hearing is provided for by applicable Federal employment regulations; and,
 - (3) It would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);
 - m. Dependents of Coast Guard regular and reserve members must travel for instances of both fatal and non-fatal personnel casualties, as well as, designated individuals of a hospitalized member who is wounded, very seriously or seriously ill or injured (VSI or SI).
 - n. Eligible relatives travel to attend burial ceremonies or unit memorial services for a deceased member.

- o. Dependents of Active Duty Coast Guard members, who are stationed at OCONUS locations, require travel for specialized medical care through alternate facilities, as well as, their escorts (when required, with medical validation) to and from appointments.
- p. Military spouses of HIV positive patients attend their initial visit at the Navy HIV Evaluation Treatment Unit.
- q. An individual is an attendant for:
 - (1) A disabled employee on official travel who is incapable of traveling alone (56 Comp. Gen. 661 (1977)); or,
 - (2) An employee who interrupts Temporary Duty (TDY) because of incapacitated illness or injury and the employee is incapable of traveling alone.
- r. Civilian alleged victims of sexual assault travel to Article 32 investigations without having to be a witness under the National Defense Authorization Act of 2015, Section 6.
- s. A spouse accompanies a sponsor, usually a flag officer (or selectee) or Senior Executive Service (SES) employee, and meets the conditions below:
 - (1) The spouse travels with the sponsor, at Government expense, when the spouse's presence would further the interest of the Coast Guard when the spouse travels to:
 - (a) Attend a function in which the sponsor is participating in the sponsor's official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part; or

EXAMPLE: Appropriate Travel includes attending an official ceremony at which the sponsor is participating in an official capacity where the spouse speaks in the ceremony or presents an award or some other form of recognition during the ceremony. Inappropriate or insufficient justification for an ITA includes a spouse traveling to a district headquarters to have lunch with the District Commander's spouse or attending a planned luncheon which includes only spouses of senior Coast Guard officers who are invited because of their acquaintance, or a spouse who accompanies a flag officer to the Coast Guard Academy for a Board of Trustees meeting, and attends an Academy football game and sits with families of Academy staff and faculty (i.e., the spouse's attendance is incidental to an event that is primarily social in nature).

- (b) Attend a function (with or without the sponsor) attended by spouses of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the sponsor is meeting in their official capacity;

EXAMPLE: Appropriate travel includes a spouse attending receptions, dinners and cultural events at the invitation of a foreign official in a foreign country where he/she will interact with the spouses of foreign dignitaries; attendance of the spouse of a senior level official at a reception and banquet in honor of a retiring senator to which numerous federal, state, and local officials and corporate CEOs, and their spouses will be invited. Inappropriate or insufficient justification for an ITA includes funding of the a spouse to attend the Secretary’s Cup at Kings Point where dignitaries are limited to senior officials of the Departments of Homeland Security and Transportation and where the sponsor will not be meeting them to conduct official business.

- (c) Attend a function (with or without the sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

EXAMPLE: Appropriate travel includes a spouse attending an all-hands event where military families will be in attendance, although the spouse will not speak, or the subjects discussed at the function will be of particular concern to military families. Inappropriate or insufficient justification for an ITA includes travel to attend a dinner for the immediate senior staff of a district commander, or travel for entertainment, such as attendance at an Academy football game even where many in the crowd are military families, or travel to attend the premiere of a movie featuring the Coast Guard.

- (2) The travel does not interfere with the sponsor’s planned mission;
- (3) Under (1)(a) and (1)(b), the spouse may travel separately when exceptional circumstances involving the sponsor’s mission requirements preclude travel together. The spouse will take the most cost effective means of travel available to meet the sponsor at a destination where the spouse’s presence is authorized;
- (4) The travel must be supported with an ITA which normally authorizes reimbursement of transportation costs only (per diem and/or other actual expense allowances are not authorized);
- (a) Unless an exception in 5(b) applies, then the ITA must include:

“This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expense ordinarily reimbursed through per diem or other expense allowances, this travel authorization is cancelled.”

- (b) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for the USCG beyond fulfilling a representational role.
- (5) Family members who will be traveling on Government aircraft must have their air travel reviewed and approved on a case-by-case basis by the Judge Advocate General or Deputy Judge Advocate General. (Reference (e), Articles VI.B.7.f.(2); and VI.B.7.g.(2))
- (6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AO's should be mindful of the need to withstand public scrutiny and avoid the appearance that the spouse travel is being abused. For example, good judgment would counsel against travel if:
 - (a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or
 - (b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.
 - (c) The function in question is a purely social or entertainment event where the benefit to the Coast Guard is incidental to the overall event or minimal.
- t. Military family members are requested to attend briefings and training if the Coast Guard determines it necessary to prepare the family members for overseas assignment in areas where they may be in danger of terrorist activities or political unrest (71 Comp. Gen. 6 (1991));
- u. An officially appointed Ombudsman is requested to travel for the purpose of attending training;
- v. The spouse of an alcohol dependent member is invited to participate in a codependency treatment or training program (Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series));
- w. Retired flag officers are invited to represent the Coast Guard on committees, board meetings, conferences, and other functions directly related to the official business of the Coast Guard;
- x. Non-governmental individuals assigned under the Intergovernmental Personnel Act (IPA) travel on behalf of the Coast Guard while working with the Coast Guard for extended periods of time, Reference (f);
- y. Travel is by an individual who serves as an organ donor for a Military Services member when the donation is authorized under Service regulations.

12. ITA EXCLUSIONS. Other travel of non-governmental individuals, specifically authorized under separate statutory authority, is excluded from the provisions of this Instruction, as follows:

- a. Witness at Military Courts Martial. Witnesses subpoenaed for attendance at military courts martial under the authority of 10 U.S.C. §846 may be paid under 28 U.S.C. §1821. This type of travel is governed by the Military Justice Manual, COMDTINST M5810.1 (series). The Office of Military Justice (CG-0946) is the responsible office.
- b. International Students Training Under the Security Assistance Program (SAP). The Security Assistance Program (SAP) is a Department of State (DOS) foreign relations program, implemented by the Department of Defense (DOD), executed by the five military services, and funded by the Foreign Military Sales (FMS) and the International Military Education and Training (IMET) programs. Guidance for these programs fall under the provisions of the Joint Security Assistance Training (JSAT) Regulation. Director, International Affairs and Foreign Policy Advisor (CG-DCO-I) is the responsible office.
- c. Non-appropriated Fund Employees. Non-appropriated fund officials or employees traveling on non-appropriated fund business will not be authorized to travel under the provisions of this Instruction. Refer to Reference (g) for guidance on the appropriate method of travel using non-appropriated funds.
- d. Contractors. ITAs shall not be issued to contractor personnel.
- e. Federal Government Employees or Members of the Uniformed Services. Federal Government employees or members of the Uniformed Services will be issued temporary duty (TDY) travel orders. For guidance on issuing TDY travel orders refer to Reference (c) and Reference (h).
- f. Foreign military personnel. ITAs will not be issued to foreign military personnel as they are not covered by Reference (i).
- g. Coast Guard Auxiliarists. Auxiliarists will not be authorized to travel under the provisions of this Instruction.

13. RESPONSIBILITIES.

- a. Requesting Official. The Coast Guard official who requests issuance of ITAs shall prepare necessary documentation, obtain program manager concurrence, and forward ITAs to the designated approving official for review and approval. (ITAs for Ombudsman travel will obtain concurrence from the Health Safety Work Life (HSWL) Ombudsman Coordinator in lieu of the program manager.) In preparing the ITA, the requesting official shall follow the procedures contained in Enclosure (1). The requesting official shall also ensure the traveler is aware of the guidelines provided in Enclosure (2).

- b. Approving Officials. Area and district commanders; deputy/assistant commandants; Judge Advocate General; special staff offices at Headquarters; commanding officers of Headquarters units, or designated approving officials identified in Enclosure (3). These officials will review and approve ITAs for domestic travel within their commands or directorates or personally endorse other ITAs prior to forwarding to higher authority for final review and approval. ITAs must receive the same thorough review for sufficiency and effective use of Coast Guard funds germane to any other stewardship issue. An ITA that approves travel for the family member of a commander, and that does not involve travel by other family members of the command for the same purpose or event, will be referred to the next higher level of authority for approval.
 - c. Other Approving Officials. All other officials who are delegated authority to approve invitational travel authorizations (special use cases) and exceptions to section 13.b. of this instruction are identified in Enclosure (3).
 - d. ITA Amendments. Signature authority for amendments to an ITA rests with the order issuing authority.
14. FORMS/REPORTS. The forms referenced in this Commandant Instruction are available in the USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal: <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms/>. DOD forms may be found at: <http://dtic.mil/whs/directives/forms/index.htm>. Standard Forms (SF) may be found at: <http://www.gsa.gov/portal/forms/type/TOP>.
15. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to the Assistant Commandant for Human Resources (CG-1).

W. G. KELLY /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Human Resources

- Encl: (1) Guidelines on Preparation of Invitational Travel Authorizations
(2) Sample Invitational Travel Authorization Letter
(3) Invitational Travel Authorization (ITA) Approving Officials

GUIDELINES ON PREPARATION OF INVITATIONAL TRAVEL AUTHORIZATIONS

1. LETTER OF JUSTIFICATION. The ITA requesting official shall provide written justification for endorsement by the ITA approving official. The justification must clearly detail the need for an ITA, the official duty to be performed, and the direct benefit to a Coast Guard mission or function.

2. PREPARATION OF INVITATIONAL TRAVEL AUTHORIZATIONS.
 - a. Prior to Issuing an Authorization for Per Diem. The issuing office must verify that the authorized travel point (TDY site) is at least 50 miles away from the traveler's permanent duty station (PDS). An invitational traveler's home or regular place of business is their PDS.

 - b. Required Forms. Upon review of the letter of justification, the issuing office will prepare and issue a Letter Authorization to the traveler. Enclosure (2) contains a sample "Letter Authorization"

NOTE: Letter Authorizations must contain complete and accurate data on all appropriate travel entitlements. Letter Authorizations must have the requesting command's address and phone number at the top of the letter.

- c. Required Data (Letter Authorizations). Travel authorizations will:
 - (1) Cite specific dates and point(s) of departure (city and state), temporary duty site, and return location. The departure and return points are usually the traveler's home, but may be another point, depending on where the employee is located when the authorizations are issued. When applicable, include a line that states that the end date of travel is unknown and provide an explanation.

 - (2) Contain a detailed statement of the work to be performed and its direct benefit for the Government. The authorization must state an authorized Coast Guard function or mission and provide an explanation of the nature of the official duty. This would include the wording: "the nature of official duty to be performed directly supports an authorized mission or function of the Coast Guard";

 - (3) Contain the statement "Commercial carrier tickets must be made through the Travel Management Center and charged to the Centrally Billed Account, unless traveling on government aircraft. (Tickets must be for lowest economy coach class only. First class and business travel are prohibited.) Total reimbursement will be limited to the cost of travel by the usual mode of common carrier. Per Diem is (is not) authorized. (Per Diem is never authorized for the spouse of a senior federal official when traveling with their spouse.) In the event that your travel is canceled or altered, all unused tickets

for transportation must be returned to the appropriate travel office along with your original travel authorization and your completed travel voucher. All such tickets are the property of the United States Government and are not to be used for any travel that is not authorized”;

- (4) Include a travel order number and accounting data to be charged. The travel order number shall be assigned by the travel requesting official and charged to the sponsoring unit's account;
 - (5) Contain the traveler's Social Security number or Individual Tax Identification number;
 - (6) List authorized travelers who are under the age of 21 and their birth dates;
 - (7) Contain the written statement that the traveler must file their travel claim within three (3) working days upon completion of travel; and,
 - (8) Contain the appropriate address for the traveler to submit their claim. A preaddressed envelope and DD-1351-2, Travel Voucher or sub voucher shall be included with the authorization.
- d. Timeliness of Submission. Invitational travel authorizations should be submitted for approval at least **five (5)** working days in advance of the travel. The authorization **must** be signed by the appropriate approving official **before** the individual can travel. In no instance should travel begin prior to the authorization being approved by the appropriate approving official. Any travel that is performed prior to being authorized leads to an unauthorized financial obligation to the Government and must be ratified. In cases requiring separate approval of associated transportation on Coast Guard aircraft, requests should be submitted **ten (10)** working days in advance of the travel.
3. MODE OF TRANSPORTATION. All costs are limited to the City Pair YCA fare or cost of the lowest economy coach class when the contract fare is not available for commercial transportation. Therefore, the mode of transportation should be evaluated carefully. Travel arrangements shall be made through the Travel Management Center (TMC) with tickets charged to the Central Billing Account (CBA). The use of the CBA shall be authorized on the ITA. Itineraries and travel expenses should be as cost-efficient as possible. (See Reference (b)).
4. LODGING AND INCIDENTAL EXPENSES. ITAs are subject to the same limitations on reimbursement as regular civilian employee travel orders. Therefore, it is recommended that all lodging be arranged by Coast Guard personnel for the traveler. (See Reference (b)).

NOTE: Ombudsman incidental expense reimbursement is outlined in Coast Guard Ombudsman Program, COMDTINST 1750.4 (series).

5. TRAVEL AT THE TEMPORARY DUTY SITE. The use of a rental car, if necessary and authorized, shall be indicated in the ITA. The Approving Official (AO) may authorize/approve an appropriately sized vehicle when a compact car does not meet the requirement. One rental car shall serve a group of travelers. Reservations will be made through the TMC. (See Reference (b)).
6. TRAVEL ORDER NUMBER AND FUND CITATION. The travel order number and accounting data for each ITA must be assigned from the travel requesting official unit's account.
7. COORDINATION. The ITA requesting official assures accuracy and completeness (i.e., inclusion of proper letter of justification) of all requests and certifies that:
 - a. The travel is in the interest of the Government and the justification is endorsed;
 - b. Travelers are given travel information. This information ensures that all travelers are aware of the applicable travel regulations and prohibitions.
8. RATES AND REIMBURSEMENT. Travel entitlements frequently change with little, if any, notice. Therefore, prior to preparing any ITA, it is suggested that travel requesting officials check current rates with an Approving Official.

SAMPLE INVITATIONAL TRAVEL AUTHORIZATION LETTER



Date:
Unit Address:
Phone Number:

TONO (Travel Order Number):
Accounting String:
Advance(s) Authorized:
Estimated Cost:

Addressee Name and SSN:
Mailing Address:
Name and Date of Birth of Accompanying Minor(s) Under Age 21 (if applicable):

Dear (Addressee),

You are invited to travel on (date of departure) from (City, ST zip) to (Authorized Location(s) zip(s)) for the purpose of (purpose for which travel is authorized) on official travel for the United States Coast Guard. This authorization is provided for you to (detailed description of the task that the traveler will accomplish). This travel will provide a direct benefit or service which will directly accomplish or contribute to an authorized Coast Guard mission or function by (provide an explanation of the nature of the official travel and how it provides a direct service to the Coast Guard). Upon completion of official travel, the duration of which is (number) day(s), your return to (City, ST zip) is authorized. There are no alternate means to accomplish the objectives of this travel.

Travel is being performed IAW (select from the following):

- Invitational Travel Authorizations, COMDTINST 12570.3F
- JTR 7075
- JTR 7095
- JTR 7100
- JTR 7105
- JTR 7190
- JTR 7205
- JTR 7315

Other: (insert reference)

You may be authorized to travel by common carrier transportation, government vehicle, POV or special conveyance (FTR 301-10). Commercial Carrier tickets must be made through the Travel Management Center and charged to the Centrally Billed Account (CBA), unless traveling on government aircraft. (Tickets must be for lowest economy coach class only. First class and business travel is prohibited.) Total reimbursement will be limited to the cost of travel by the usual mode of common carrier.

The Approving Official has arranged government transportation.

Commercial carrier tickets have been reserved through the Travel Management Center (TMC) and charged to the (CBA). These tickets are included with this authorization.

Commercial carrier tickets will be made through the Travel Management Center (TMC) and charged to the (CBA). These tickets shall be provided at a later date.

You must arrange your transportation through a contracted Commercial Travel Office/Travel Management Center (CTO/TMC) *and charge the tickets to the CBA. A copy of these orders will need to be faxed or e-mailed to the CTO/TMC in order to complete the reservation process. Please contact [INSERT THE CURRENT TMC NAME] and [TMC PHONE NUMBER].*

Transportation by other than CTO/TMC is limited to use of a commercial contract U.S. Flag Carrier by coach-class not to exceed (NTE) the city pair fare when available <http://www.gsa.gov/citypairs>. *In the event that your travel is cancelled or altered, you must contact the CTO/TMC at, INSERT PHONE NUMBER to cancel travel reservations. All such tickets are the property of the U.S. Coast Guard and are not to be used for any unauthorized travel. Tickets purchased from other than the CTO/TMC are non-refundable.*

You are authorized to travel by privately owned conveyance (POC) since it is to the government's advantage. Reimbursement is at the rate of (insert current rate) per mile plus reimbursable expenses.

You are authorized to travel by privately owned conveyance (POC) not to exceed the government cost (GTR) of \$ (insert round trip amount)

Rental car is authorized.

Local travel is authorized.

Excess baggage is authorized.

Per Diem is authorized (FTR 301-11):

OCONUS (Alaska only). When overnight lodging is required for travel to obtain medical care, you will be authorized to use Government Lodging or Commercial Lodging with a non-availability statement from the Fisher House and the Air Force Inn. (JTR 7105 Part B, FTR 301-11)

You are to be paid per diem for lodging, meals and incidental expenses (M&IE). M&IE is limited to the applicable locality per diem rate found at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. CONUS lodging tax is a reimbursable expense. OCONUS lodging tax is included in the lodging cost. Actual lodging cost is reimbursed NTE the applicable locality per diem rate.

You are to be paid an actual subsistence allowance (AEA) for lodging and per diem for meals and incidentals (M&IE) up to (insert %). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence allowance (AEA) for lodging, meals and incidental expenses (M&IE) up to (insert %). You must itemize lodging, meals, fees, tips, laundry and local transportation. Lodging and meals are reimbursed up to the maximum amount authorized for the TDY locality.

Per Diem is not authorized. Round trip travel is 12 hours or less IAW FTR or travel by the spouse of a senior federal official travelling with the sponsor (FTR 301-11, Invitational Travel Authorizations COMDINST 12570.3F (series)).

Per Diem is authorized at reduced rate (FTR 301-11): (insert \$ per day rate).

Travel entitlements may be subject to changes by regulation. Travelers must file a travel claim within 5 working days upon completion of travel. The claim packet should be reviewed and include the travel authorization (this document) with the approving official's original signature in ink, travel claim (Form 1351-2 Travel Voucher or Sub voucher) with the traveler and Approving Official's original signatures in ink and all required receipts for airfare/lodging/meals/authorized purchases. Mail the claim packet via U.S. Postal Service First Class Mail (do not send certified mail, FedEx, or UPS) to:

COMMANDING OFFICER U.S. COAST GUARD
PAY AND PERSONNEL CENTER – TVL
ATTN: TRAVEL SUPPORT TEAM (TST)
444 SE QUINCY STREET
TOPEKA, KS 66683-3591

Enclosure (2) to COMDTINST 12570.3F

Please maintain a copy of claim packet documents for 6 years and 3 months from the date of your claim. Any inquiries regarding this travel should be addressed to (insert name/contact number) or PPC Customer Care at 800-772-8724.

Sincerely,
(Approving Official printed name)

Signature: _____ Date:

- Encl: DD Form 1351-2, Travel Voucher or Sub voucher
 SF 1038, Advance of Funds Application and Account
 Statement by a competent medical official form (if required)
 Self-addressed envelope

INVITATIONAL TRAVEL AUTHORIZATION (ITA) APPROVING OFFICIALS

The following officials are authorized and required to approve travel for the specified categories of invitational travelers:

1. COMMANDANT (CG-00).
 - a. Foreign Travel. All invitational travel authorizations for foreign travel must be signed by the Commandant (CG-00) or the Vice Commandant (CG-09).
 - b. Retired Flag Officers. Retired flag officers are often invited as representatives of the Coast Guard to attend various committees, board meetings, conferences, and other functions which are directly related to the official business of the Coast Guard. All invitational travel authorizations for retired flag officers must be signed by the Commandant or the Vice Commandant, except for former Commandants and Vice Commandants invited to attend Flag/SES conferences, which may be approved by the Director of Strategic Management and External Relations (CG-092).
 - c. Spouse of the Commandant and Vice Commandant. The Commandant will approve and sign authorizations for the Commandant's and Vice Commandant's spouses when traveling under the authority of section 11.s. of this Commandant Instruction.
2. HEADQUARTERS PROGRAM DIRECTORS. The Commandant has delegated the authority to sign ITAs to each Flag/SES level program director for official business related to his/her respective program. Examples of the use of ITAs include: travel for members of federal working groups, federal advisory committees and other standing committees.
3. DIRECTOR OF STRATEGIC MANAGEMENT AND EXTERNAL RELATIONS (CG-092). Commandant (CG-092) is authorized to sign ITAs, only for invitees pre-approved by Commandant (CG-09), as follows:
 - a. Scheduled Flag/SES conference speakers.
 - b. Facilitate the attendance of former Commandants and Vice Commandants at Flag/SES conferences.
 - c. Facilitate attendance of Flag spouses at Flag/SES conferences.
4. DIRECTOR OF CIVILIAN HUMAN RESOURCES, DIVERSITY AND LEADERSHIP (CG-12).
 - a. Non-governmental Individuals Assigned Under the Intergovernmental Personnel Act (IPA). Under the authority of Reference (f), the Coast Guard may assign private persons to work with the Coast Guard for extended periods of time. The

Coast Guard does not pay the salaries of these individuals, but does provide reimbursement for their travel and per diem expenses while on assignment.

- b. Travel of Award Recipients and Individuals of the Award Recipient's Choosing to Attend Award Ceremonies. Travel expenses may be paid for award recipients and for the spouse, or another individual of the recipients choosing, to attend ceremonies described in section 11.d. and 11.e. of this Commandant Instruction. Travel should be direct and per diem should be the minimum necessary to accommodate the actual award ceremony.
- c. Invitational Travel Authorizations Not Specific to an Individual Program. All ITAs that are not related to a specific program or specified in this enclosure are to be approved by Commandant (CG-12).

5. DIRECTOR, RESERVE AND MILITARY PERSONNEL (CG-13)

- a. Spouse of the Master Chief Petty Officer of the Coast Guard (MCPOCG). The spouse of the Master Chief Petty Officer of the Coast Guard (MCPOCG) is designated an Ombudsman at Large. All domestic ITAs for the spouse of the MCPOCG must be signed by Commandant (CG-13).
- b. Spouse of the Master Chief Reserve Force of the Coast Guard (MCRFCG). The spouse of the Master Chief Reserve Force of the Coast Guard (MCRFCG) is designated an Ombudsman at Large. All domestic ITAs for the spouse of the MCRFCG must be signed by Commandant (CG-13).

6. AREA AND DISTRICT COMMANDERS.

- a. Domestic Travel. The commanders are responsible for the approval of all ITAs which allow for domestic travel within their command.
- b. Pre-employment Interview Travel. Area and District Commanders, in concert with the CG-1211 Chief, Human Resource Service Center for the hiring action, may approve ITAs for payment of travel expenses to and from a pre-employment interview for an individual being considered for employment with the Coast Guard for a high level and/or hard-to-fill position. Re-delegation of this authority is not authorized. These expenses will be covered using unit funds. Arrangements will be made by the unit travel point of contact, (see Reference (j)).
- c. Participants in Work-Life Ombudsman Training and Ombudsman Activities. ITAs for volunteers are approved by the responsible district commander for volunteers within the district or by the area commander or deputy area commander for volunteers otherwise serving the area. This may include authorizations for travel and per diem expenses for Ombudsman training conducted by Work-Life staffs of other Coast Guard commands.

- d. Foreign Travel. All invitational travel authorizations for foreign travel must be signed by the Commandant (CG-00) and cannot be approved by other commanders.
 - e. Spousal Travel. Travel by the spouse of an approval commander, when other family members of the command are not traveling for the same purpose or event, must be forwarded to next level executive for review and approval.
7. COMMANDERS OF SERVICE AND LOGISTICS CENTERS, DIRECTOR OF OPERATIONAL LOGISTICS, COMMANDER FORCE READINESS COMMAND, AND COMMANDER LEGAL SERVICE COMMAND.
- a. Domestic Travel. The commanders are responsible for the approval of all ITAs which allow for domestic travel within their command. The Chief of Medical Administration is authorized to sign “By direction” for Prime Travel Benefit authorizations that fall within the area of responsibility as a Medical Administrator.
 - b. Pre-employment Interview Travel. Unit Commanders, in concert with the CG-1211 Chief, Human Resource Service Center for the hiring action, may approve ITAs for payment of travel expenses to and from a pre-employment interview for an individual being considered for employment with the Coast Guard for a high level and/or hard-to-fill position. Re-delegation of this authority is not authorized. These expenses will be covered using unit funds. Arrangements will be made by the unit travel point of contact, (see Reference (j)).
 - c. Participants in Work-Life Ombudsman Training and Ombudsman Activities. ITAs for volunteers, except those working on behalf of a district commander, are to be approved by the commander of the responsible command.
 - d. Foreign Travel. All invitational travel authorizations for foreign travel must be signed by the Commandant (CG-00) and cannot be approved by other commanders.
 - e. Spousal Travel. Travel by the spouse of an approval commander, when other family members of the command are not traveling for the same purpose or event, must be forwarded to the next level executive for review and approval.
8. DECEDENT AFFAIRS OFFICERS (DAO) at each Base, Training Center, the Personnel Service Center (PSC), and Coast Guard Recruiting Command (CGRC) are authorized to sign “By direction” for authorizations that fall within the area of responsibility of a Decedent Affairs Officer. DAOs are authorized to sign authorizations for invitational travel in support of Coast Guard regular and reserve members and their dependents for both fatal and non-fatal personnel casualty situations identified in Reference (i). Travelers will be civilians so their travel will be authorized, not ordered. This includes the following JTR sections:

Enclosure (3) to COMDTINST 12570.3F

- a. U5242 Eligible relatives attend burial ceremonies (U5242.A.1) or unit memorial services (U5242.A.5) for a deceased member, with an attendant or escort when needed (U5242.A.2). Dignified Transfers (DT) at Dover Air Force Base are considered to be unit memorial services.
 - b. U5246 Transportation and per diem of “designated individuals” of a hospitalized member who is wounded, ill or injured.
 - c. U5250 Non-medical attendant for very seriously ill or injured (VSI), seriously ill or injured (SI), or wounded member.
 - d. U7250 Attendants and escorts.
9. Authorities that must approve ITAs. An authority that must approve an ITA must attach a concurring signature to the approval request.