



Leave in Conjunction with Official Travel



Overview

Leave in Conjunction with Official Travel (LICWO) is TDY travel that results in an itinerary that includes official TDY travel combined with days of leave that necessitate a modification to the official itinerary. An approver may authorize a traveler to combine a leave or personal travel itinerary with official travel at no additional cost to the Government as long as:

1. Contract City Pair (CCP) Program airfare and other contracted travel rates are only used for travel between official government business locations and CCP is not for personal travel
2. The official transportation may be arranged directly through the contracted Travel Management Company (TMC), after booking official travel through MyTravel (see Local Business Rules below)
3. The traveler arranges personal travel at personal expense
4. The TDY trip is not an excuse for personal travel

Local Business Rules

Note: The MyTravel TMC is prepared to assist the traveler with their leave travel arrangements. Local business rules may require the TMC to book the leave travel arrangements as this greatly simplifies documenting the overall trip is at no cost to the government. The process for using the TMC for the official travel and a separate travel service for the leave travel is subject to local business rules and outside the scope of this paper.

Policy and Regulations

DoD Joint Travel Regulations Chapter 3 TDY Travel Part E: Leave in Conjunction with TDY.

Noteworthy Information

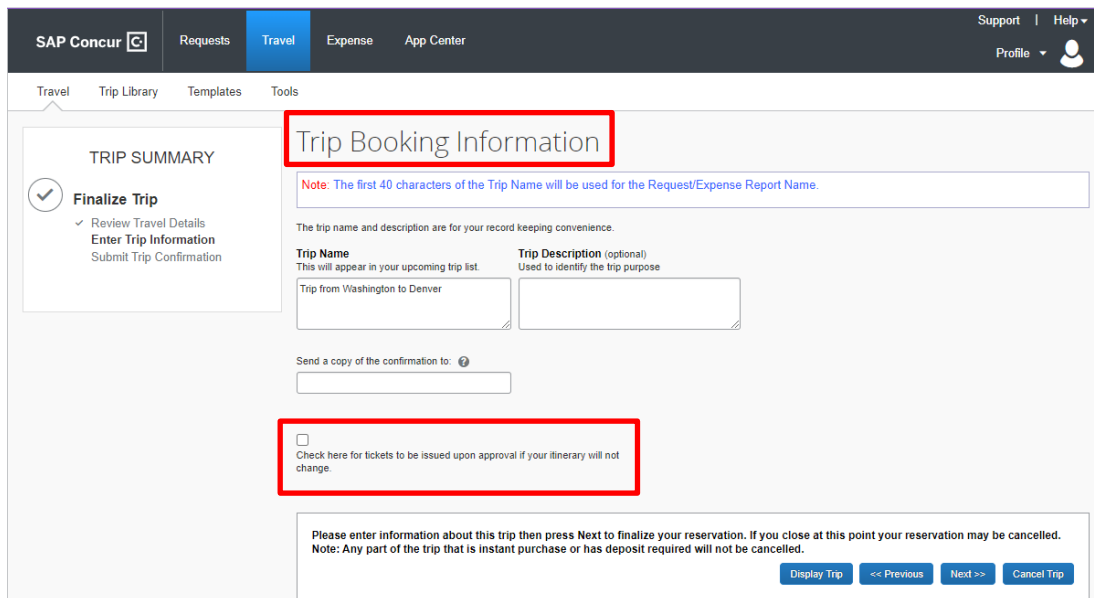
- The traveler is liable for any official value applied to their personal ticket should the trip be cancelled for any reason
- When air is the approved mode of transportation, the TMC will issue the official ticket from/to authorized locations prior to creating any LICWO Travel
 - Authorized locations are your Permanent Duty Station (PDS) and TDY locations
 - The TMC can issue one-way or round trip tickets depending on what works best for the official travel
- The traveler contacts the TMC with their desired LICWO itinerary after Request approval (depending on local business rules)
- If used for personal travel, the TMC provides both official and personal travel invoices for proper reimbursement
- The Traveler is responsible for claiming the appropriate amount (for official travel) on the expense report

- If used to book personal travel airfare, the TMC exchanges the official ticket for a personal ticket incorporating the official value
- Personal Expenses associated with LICWO may not be charged on an IBA nor a CBA, and instead are charged on a personal credit card
- When Official Travel costs less than LICWO ticket:
 - The TMC issues the official ticket
 - Traveler may exchange the official ticket based on carrier fare rules
 - All additional costs and transaction fees for LICWO ticket are charged to the traveler's personal credit card
- When Official Travel costs more than the LICWO ticket:
 - The TMC issues the official ticket
 - The traveler may exchange the official ticket based on carrier fare rules
 - The unused exchange dollar value is refunded to the original IBA or CBA when allowed by the airline fare rules
 - The TMC provides documentation of the refunded value so that traveler can include the amount on the expense report
 - All additional transaction fees for the LICWO ticket are charged to the traveler's personal credit card
 - ***The unused exchange dollar value is not used (cannot be used) for LICWO or personal travel***

How to accommodate LICWO Travel in MyTravel with TMC assistance

Utilize the TravelBot at <https://www.defensetravel.dod.mil/travelbot> and if directed to MyTravel:

1. Book all mission critical segments in MyTravel, to include airfare to/from the authorized locations (PDS to/from TDY location), starting under Trip Search on the Home Page.
 - a. **IMPORTANT NOTES:**
 - i. You will contact the TMC to **update** the airfare for **LICWO travel**, depending on your local business rules.
 - ii. During the airfare confirmation process, you must select the check box on the **Trip Booking Information** page to issue the ticket upon approval. This will allow the TMC to update airfare reservations when creating LICWO travel.



The screenshot shows the SAP Concur Travel booking interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted), 'Expense', and 'App Center'. The main content area is titled 'TRIP SUMMARY' and features a 'Finalize Trip' section with options: 'Review Travel Details', 'Enter Trip Information' (selected), and 'Submit Trip Confirmation'. The 'Enter Trip Information' section is titled 'Trip Booking Information' and contains a note: 'Note: The first 40 characters of the Trip Name will be used for the Request/Expense Report Name.' Below this, there are two input fields: 'Trip Name' (with the example 'Trip from Washington to Denver') and 'Trip Description (optional)' (with the note 'Used to identify the trip purpose'). A checkbox is present with the text: 'Check here for tickets to be issued upon approval if your itinerary will not change'. At the bottom, there is a warning: 'Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.' Navigation buttons include 'Display Trip', '<< Previous', 'Next >>', and 'Cancel Trip'.

2. Complete the required fields on the **Create New Request** pop up then click Save.
3. Click on the blue **Add** button to add any other expense you expect to incur on your official TDY.
 - a. Personal Expenses are not allowed.
4. Allocate your expenses.
5. Submit your Request for approval.
6. Once approved, contact the TMC:
 - a. SAP Concur Support: 1-844-308-6880; press 2 for TMC.
 - i. You will hear a brief prompt: "This phone is dedicated for reservations for the MyTravel system. If your reservation was booked via the DoD DTS system, we will not be able to provide service on this line. If your call is for MyTravel reservation, please press 1. For all others, please press 2.
 - b. Press 1 for a secondary menu of options:
 - i. For official government travel, press 1.
 - ii. To combine leisure with official government travel, press 2.
 - c. Press 2 – an agent will assist with booking LICWO travel.
7. You must inform the TMC agent that you have an active request (**provide the Request ID**) and reservations but need assistance with LICWO travel.

Congratulations! You completed a Travel Request and TMC Reservations to accommodate LICWO Travel in MyTravel!