



Government Funded Leave in MyTravel



Overview

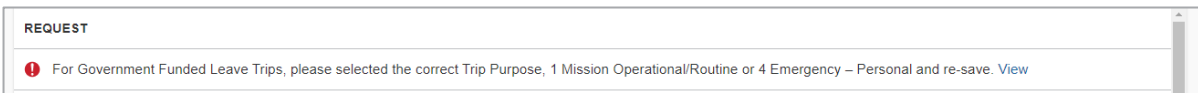
MyTravel is now able to support Government Funded Leave for military and civilians to include Emergency Leave, Emergency Visitation Travel (EVT), Funded Environmental and Morale Leave (FEMML), Rest and Recuperation (R&R), and Special R&R (SR&R). This document covers the changes in MyTravel to support this capability (i.e. new travel policy and updated expenses).

Policy and Regulations

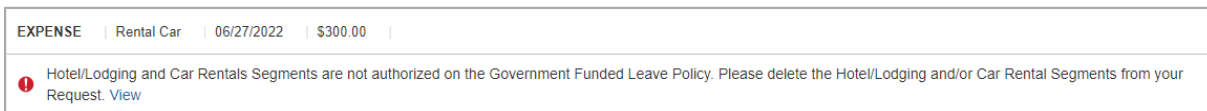
- DoD Joint Travel Regulations Chapter 4, Government Funded Leave

Noteworthy Information

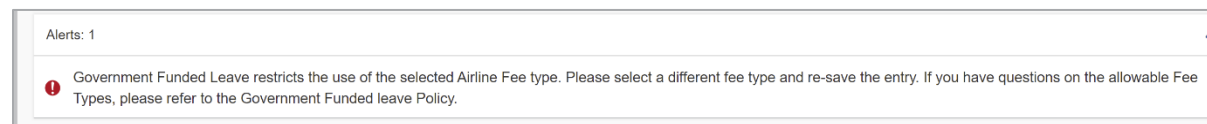
- New **Request Policy** called **DOD Gov Funded Leave Travel-to-Request w/Offline PNR** for any travel request that falls under Government Funded Leave.
- Trip Purpose: Only **Mission Operational/Routine** and **Emergency – Personal** are allowed when the **Request Policy** is set to **DOD Gov Funded Leave Travel-to-Request w/Offline PNR**. All others will result in the following warning message:



- Hotel/Lodging and Rental Car segments are not allowed on Government Funded Leave. The following warning messages appear:



- Per diem is not allowed for Government Funded Leave – M&IE is disabled
- For Privately Owned Vehicle (POV) Mileage, the traveler is reimbursed at the Other Mileage Rate. The current rate can be found on the DTMO website <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>
- These airline fee types are not allowed on Government Funded Leave: Excess Baggage, Paper Ticket, and Boarding Fees. If one of the restricted airline type fees is selected then saved, the following alert appears:



- For every Government Funded Leave Request, the Traveler will see the following advisories:
 - MyTravel currently supports Government Funded Leave IAW Chapter 4 of the JTR. The requirements for eligibility, allowances, documentation and other items specified in the regulation must be

referenced and manually adhered to when creating the Request for Military Members and Civilian Employees. Travel by Dependents and Partners is not supported at this time.

- The travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized.
- The AO determines the authorized transportation mode if Government transportation is unavailable

New Request Expenses

#	Expense Name	Description
1	Airfare	Under 01. Booked within MyTravel Parent Expense in Add Expense . Used to request TMC assistance for booking reservations. Will trigger status “Pending Travel Agency Update.” Please refer to the MyTravel Tip TMC Booked Reservations for more information.
2	Rental Car	Under 01. Booked within MyTravel Parent Expense in Add Expense . This expense is not allowed for Government Funded Leave and will trigger a warning instructing the traveler to correct.
3	Hotel/Lodging	Under 01. Booked within MyTravel Parent Expense. Used to request TMC assistance for booking reservations in Add Expense . Will trigger status “Pending Travel Agency Update.” Please refer to the MyTravel Tip TMC Booked Reservations for more information.
4	Train Fare	Under 01. Booked within MyTravel Parent Expense in Add Expense . Used to request TMC assistance for booking reservations. Will trigger status “Pending Travel Agency Update.” Please refer to the MyTravel Tip TMC Booked Reservations for more information.
5	Airfare – Booked w/o MyTravel	Under 02. Booked w/ Vendor or Post Travel Request in Add Expense . Used to account for accommodations booked directly with a vendor (i.e. American Airlines, Delta) or to account for accommodations post travel (creating a request after completing travel).
6	Train Fare – Booked w/o MyTravel	Under 02. Booked w/ Vendor or Post Travel Request in Add Expense . Used to account for accommodations booked directly with a vendor (i.e. Amtrak) or to account for accommodations post travel (creating a request after completing travel).
7	Airline Fees	Under 03. Transportation Parent Expense in Add Expense . Used to account for additional Airline fees such as Change Fee or First Checked Bag only.
8	Commercial Bus Fare	Under 03. Transportation Parent Expense in Add Expense . Used to account for Commercial Bus Fare cost.

#	Expense Name	Description
9	POV Mileage	Under 03. Transportation Parent Expense in Add Expense . Used to account for POV Mileage cost. Note, for Government Funded Leave we use the Other Mileage Rate.
10	Public Transportation (between interim GFL airports only)	Under 03. Transportation Parent Expense in Add Expense . Used to account for Public Transportation such as subway or street car.
11	POV to/from terminal using Other Mileage Rate	Under 04. FEML ONLY – Transportation Parent Expense in Add Expense . Used to account for POV mileage to/from the airport terminal for FEML Government Funded Leave. Note, for Government Funded Leave we use the Other Mileage Rate.
12	Public Transportation to/from Terminal	Under 04. FEML ONLY – Transportation Parent Expense in Add Expense . Used to account for Public Transportation such as subway or street car to/from the airport terminal for FEML Government Funded Leave.
13	Taxi/Car Service to/from terminal	Under 04. FEML ONLY – Transportation Parent Expense in Add Expense . Used to account for Taxi or Car Service to/ from the airport terminal for FEML Government Funded Leave.

Creating a Request for Government Funded Leave

1. If needed, book your airfare in MyTravel. If airfare is not needed, you can select **Start a Request** on the homepage.
2. For the Request Policy, select **“DOD Gov Funded Leave Travel-to-Request w Offline PNR Update”**.

The screenshot shows the 'Create New Request' form with the following fields and values:

- Request Policy ***: DOD Gov Funded Leave Travel-to-Request w Offline PNR Update (highlighted with a red box)
- Request Name ***: [Empty]
- TDY Location - City ***: [Empty]
- Start Date ***: MM/DD/YYYY
- End Date ***: MM/DD/YYYY
- C/E/O**: (C) C - Civilian
- Rank/Grade**: AD-00
- Branch of Service**: NA
- Duration (Days)**: 0
- Request ID**: [Empty]

Buttons: Cancel, Create Request

3. For Trip Purpose, be sure to select either **Mission Operational/Routine** or **Emergency – Personal**.

Note: selecting any trip purpose other than **Mission Operational/Routine** or **Emergency – Personal** will trigger a warning instructing the traveler to correct.

4. Populate the remaining required fields (with red asterisk) then click **Create Request**.

5. Note: the warning messages mentioned above appear at the top of your request.

6. Select **Add** to select expenses you expect to incur on your TDY.

Note: Hotel/Lodging and Rental Car under **01. Booked within MyTravel** are not allowed. They will trigger a warning instructing the traveler to correct (see above under Noteworthy Information).

Note: Airfare and Train Fare under **01. Booked within MyTravel** are used to request TMC assistance with your transportation from the terminal to your authorized destination. Your Request will enter the status of **Pending Travel Agency Update** upon submit until you call the TMC to make reservations. Refer to MyTravel Tips [TMC Booked Reservations](#) for more information.

Note: Commercial Bus and POV Mileage under **03. Transportation** are available alternate transportation means to your authorized destination.

Note: Transportation to and from the Permanent Duty Station/home to the terminal is only authorized for FEML government Funded Leave.

Add New Expected Expense

- ▼ **01. Booked within MyTravel**
 - Airfare
 - Car Rental
 - Hotel/Lodging
 - Train Fare
- ▼ **02. Booked w/ Vendor or Post Travel Request**
 - Airfare - Booked w/o MyTravel
 - Train Fare - Booked w/o MyTravel
- ▼ **03. Transportation**
 - Airline Fees
 - Commercial Bus Fare
 - POV Mileage.
 - Public Transportation (between interim GFL airports only)
- ▼ **04. FEML ONLY - Transportation**
 - POV to/from terminal using Other Mileage rate
 - Public transportation to/from terminal
 - Taxi/Car Service to/from terminal

7. For example, select POV Mileage under **03. Transportation**.

- Complete the required fields then click **Save**. Your POV Mileage Expense appears on your Request. You will need to add each expense individually. Reference the table above for information on the expenses available for Government Funded Leave.

The top screenshot shows the 'New Expense: POV Mileage. \$0.00' form. The 'Distance' field is highlighted with a red box and contains the value '10'. The 'Save' button is also highlighted with a red box. The bottom screenshot shows the 'Test GFL \$1.80' request summary. The 'EXPECTED EXPENSES' table is highlighted with a red box and contains the following data:

Expense type	Date	Amount	Requested
<input type="checkbox"/> POV Mileage.	06/30/2022	\$1.80	\$1.80

The 'Estimated Total' is \$1.80. A red arrow points from the 'Save' button in the first screenshot to the 'POV Mileage.' row in the second screenshot.

- Once all expenses are on your Request, allocate your expenses.
 - Click **Submit Request** then click **Accept & Continue** on the Traveler Confirmation Agreement.
- Congratulations! You completed a Travel Request for Government Funded Leave!