

# **INVITATIONAL TRAVEL AUTHORIZATIONS**



**COMDTINST 12570.3G  
February 2023**

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COMDTINST 12570.3G  
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COMMANDANT INSTRUCTION 12570.3G

Subj: INVITATIONAL TRAVEL AUTHORIZATIONS

- Ref: (a) 5 U.S.C. § 5703, Per Diem, Travel and Transportation Expenses; Experts and Consultants; Individuals Serving Without Pay  
(b) Federal Travel Regulation, 41 C.F.R., Subtitle F, Sections 300 – 304  
(c) Department of Homeland Security Travel Guide, DHS Chapter 7: Travel (NOTAL)  
(d) 31 U.S.C. § 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. §§ 3371–3376  
(g) Coast Guard Nonappropriated 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. § 5706b, Interview Expenses  
(k) Air Operations Manual, COMDTINST M3710.1 (series)

1. 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-governmental individual when the individual is legitimately performing a direct service to the Coast Guard.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates will comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Invitational Travel Authorizations, COMDTINST 12570.3F is hereby cancelled.
5. BACKGROUND. There are occasions when the Coast Guard will authorize the reimbursement of travel expenses to a non-governmental individual. ITAs are only authorized for individuals legitimately performing a direct service to the Coast Guard.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. The authorizing official for an ITA must be a two-star flag officer or above. Re-delegation may be no lower than a two-star flag officer.
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this Instruction and are listed in numerical series order: Department of Homeland Security Travel Guide, Chapter 7: Travel, Section 7.10; and DHS Chapter 7: Travel, Section 7.7 Operational, Military, and Special Travel.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at [www.dcms.uscg.mil/directives](http://www.dcms.uscg.mil/directives) .
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint Online site: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx> .
12. FORMS/REPORTS. None.
13. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).

14. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-122) through the Chain of Command.

/DR. D. M. NAVARRO/  
Senior Executive Service, U. S. Coast Guard  
Acting Assistant Commandant for Human Resources

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## CHAPTER 1. ITA AUTHORIZATION

- A. Policy on use of ITAs. In accordance with Reference (b), Coast Guard policy is that ITAs are only issued to individuals described below in paragraph B, when:
1. They are acting in a capacity directly related to, or in connection with, official activities of the Government;
  2. Appropriated funds are not expended for the individual's travel except with advance approval; and,
  3. 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.
  4. ITAs issued as part of a hosted or attended conference-like activity will be reviewed in accordance with Reference (c), Department of Homeland Security Travel Guide, Chapter 7: Travel, Section 7.10. Conferences, DHS (Intranet) Policy available at:  
<https://dhsconnect.dhs.gov/org/comp/mgmt/cfo/travel/Documents/Travel%20and%20Conferences%20FMPM%20sections/Chapter%207%20Travel.pdf>
  5. 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:  
<https://dhsconnect.dhs.gov/org/comp/mgmt/cfo/travel/Documents/Travel%20and%20Conferences%20FMPM%20sections/Chapter%207%20Travel.pdf>
- B. When ITAs are Issued. In accordance with References (a) and (b), the Coast Guard may issue ITAs to the following travelers:
1. Individuals who are not otherwise employed by the government;
  2. Individuals that are employed intermittently by the Government as consultants or experts and paid on a daily, when-actually-employed basis;
  3. Individuals who are serving without pay or at \$1 a year;
  4. An individual serving as a volunteer covered by 10 U.S.C. § 1588; or,
  5. Coast Guard Ombudsmen-at-Large and Coast Guard Ombudsmen who are officially designated by letters of appointment per COMDTINST 1750.4 (series) and when they are performing official duties on behalf of the Coast Guard.

- C. When ITAs are Authorized. Circumstances in which an authorizing official (AO) may approve an ITA include, but are not limited to, when:
1. 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). For 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
  2. A college or university faculty member requested to perform travel for consultation on the recruitment of college students to Government service (37 Comp. Gen. 349 (1957)).
  3. A guest speaker at an event held by the Coast Guard in service of training efforts (60 Comp. Gen. 303 (1981)).
  4. An individual's attendance at an award ceremony is related to an award presentation. For example, 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)).
  5. The spouse of an award recipient, or another person of the recipient's choosing, attends a ceremony referred to in paragraph 4 above, or attends a major Federal or non-Federal award ceremony, that 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)).
  6. 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)).
  7. A non-government individual is authorized pre-employment interview travel (60 Comp. Gen. 235 (1981)).
  8. 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. § 1903).



9. 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 will determine if 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)).
10. 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)).
11. A complainant attends an administrative hearing, provided that all pertinent conditions below are met.
  - a. The complaint is related to the alleged offender's Federal employment (33 Comp. Gen. 582 (1954));
  - b. The hearing is provided for by applicable Federal employment regulations; and,
  - c. It would be unreasonable to require the complainant to appear at personal expense (B180469, February 28, 1974).
12. Dependents of Coast Guard regular and reserve members may 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).
13. Eligible relatives travel to attend burial ceremonies or unit memorial services for a deceased member.
14. 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.
15. Military spouses of HIV positive patients attend their initial visit at the Navy HIV Evaluation Treatment Unit.
16. An individual is an attendant for:
  - a. A disabled employee on official travel who is incapable of traveling alone (56 Comp. Gen. 661 (1977)); or,
  - b. An employee who interrupts Temporary Duty (TDY) because of incapacitated illness or injury and the employee is incapable of traveling alone.
17. An escort (no more than two individuals) to the home or official station of the deceased

or other appropriate interment location determined by Commandant (CG-00). Travel expenses to escort the remains can be authorized (Federal Travel Regulations §§ 303-70.200 – 303-70.201) if the Federal employee's death occurs:

- a. While in official travel status away from the official station inside CONUS; or
- b. While assigned to official duties OCONUS or in transit to or from.

18. Civilian alleged victims of sexual assault travel to Article 32 investigations without having to be a witness under JTR 030501(A)(12).

19. A spouse accompanies a sponsor, usually a flag officer (or selectee) or Senior Executive Service (SES) employee, and meets the conditions below:

- a. 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:

- (1) 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;

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 would be instances where the spouse's attendance is incidental to an event that is primarily social in nature. This 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).

- (2) 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; or,

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 or 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 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.

- (3) 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.

- b. The spouse's travel does not interfere with the sponsor's planned mission.
- c. Under (19)(1)(a) and (19)(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.
- d. The spouse's travel must be supported with an ITA which normally authorizes reimbursement of transportation costs only (per diem, other actual expense allowances, or both are not authorized).

- (1) Unless an exception applies, then the ITA will 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.”

- (2) The authorizing official may authorize transportation, per diem, other actual expense allowances, or all three if the individual's travel is unquestionably mission essential and there is a benefit for the USCG beyond fulfilling a representational role.
- e. Family members who will be traveling on Government aircraft will 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)).
- f. Authorization 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:

- (1) 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;
  - (2) Travel to the official function is immediately preceded or followed by personal leave in the same locale; or,
  - (3) 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.
20. 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)).
  21. An appointed Ombudsman is requested to travel for the purpose of attending training.
  22. 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)).
  23. 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 and such attendance is legitimately performing a direct service to the Coast Guard.
  24. 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).
  25. Travel is by an individual who serves as an organ donor for a Uniformed Services member when the donation is authorized under Service regulations.

D. ITA Exclusions.

1. Witness at Military Courts Martial. Witnesses subpoenaed for attendance at military courts martial is governed by the Military Justice Manual, COMDTINST M5810.1 (series). The Office of Military Justice (CG-LMJ) is the responsible office.
2. 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.
3. Nonappropriated Fund Employees. Nonappropriated fund officials or employees traveling on nonappropriated 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 nonappropriated funds.
4. Contractors. ITAs will not be issued to contractor personnel.
5. 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).
6. Foreign military personnel. ITAs will not be issued to foreign military personnel as they are not covered by Reference (i).
7. Coast Guard Auxiliaries. Auxiliaries will not be authorized to travel under the provisions of this Instruction.

## CHAPTER 2. REPONSIBILITIES

### A. Requesting and Authorizing Officials: Definitions

1. Requesting Official. The Coast Guard official who requests issuance of ITAs must prepare necessary documentation, obtain program manager concurrence, and forward ITAs to the designated AO for review and approval. (ITAs for Ombudsman travel will obtain concurrence from the Ombudsman Coordinator in lieu of the program manager). In preparing the ITA, the requesting official must follow the procedures contained in Chapter 3. The requesting official must also ensure the traveler is aware of the guidelines provided in Appendix A.
2. Authorizing Official Generally. Only two-star flag officers or above may approve ITAs.
  - a. The Commandant of the Coast Guard.
  - b. Area and district commanders; deputy/assistant commandants; and the Judge Advocate General; if such official holds the rank of two-star admiral or above.
  - c. An ITA for travel for a family member or dependent of an authorizing official will be referred to the next higher level of authority for approval, except with respect to travel by the Commandant or Vice Commandant's spouse, which will be approved by the Vice Commandant per B.1.c. below.

### B. ITA Authorizing Officials. The following officials are authorized and required to approve travel for the specified categories of invitational travelers. This authority cannot be delegated below a two-star flag officer.

1. COMMANDANT (CG-00).
  - a. Foreign Travel. All ITAs for foreign travel will be signed by the Commandant (CG-00) or the Vice Commandant (CG-09).
  - b. Retired Flag Officers. All ITAs for retired flag officers will 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 Governmental and Public Affairs (CG-092) if the officer currently serving in that position holds the rank of Rear Admiral (upper half) (O8) or higher. If the officer does not hold that rank, the Vice Commandant is the approval authority.
  - c. Spouse of the Commandant and Vice Commandant. The Vice Commandant will approve and sign authorizations for the Commandant and Vice Commandant's spouses.

2. All Other Requests. All other ATR requests shall be approved by a two-star flag officer or above in the requesting officials' chain of command.
3. Approving ITAs. ITAs must be approved in writing or via electronic signature.

## CHAPTER 3. ITA PREPARATION

### A. Guidelines.

1. LETTER OF JUSTIFICATION. The ITA requesting official must provide written justification for endorsement by the ITA authorizing official (AO). The justification will 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 Travel Authorization Letter to the traveler. Appendix A contains a sample Travel Authorization Letter.

NOTE: Travel Authorization Letters will contain complete and accurate data on all appropriate travel entitlements. Travel Authorization Letters will have the requesting command's address and phone number at the top of the letter.

- c. Required Data (Travel Authorization Letters). Travel Authorization Letters 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 will 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 will be made through the Travel Management Center and charged to the Centrally Billed Account, unless traveling on government aircraft. (Tickets will 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 will 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 will 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 will 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 will be included with the authorization.
- d. Timeliness of Submission. ITAs should be submitted for approval at least five (5) working days in advance of the travel. The authorization must be signed by the appropriate AO before the individual can travel. In no instance should travel begin prior to the authorization being approved by the appropriate AO. Any travel that is performed prior to being authorized leads to an unauthorized financial obligation to the Government and will 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 YCA (YCA fares are standard, unrestricted City Pair fares) or the 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 will be made through the Travel Management Center (TMC) with tickets charged to the Central Billing Account (CBA). The use of the CBA should 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, will be indicated in the ITA. The AO may authorize an appropriately sized vehicle when a compact car does not meet the requirement. One rental car should 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 will 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; and,
  - 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 AO.

U.S. Department of  
Homeland Security

**United States  
Coast Guard**



Commandant  
United States Coast Guard

Unit Street Address  
Mail Stop XXXX  
City, State Zip Code  
Staff Symbol: CG-XXXX  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
Email: officialemail@uscg.mil

SSIC  
[Optional Serial #]  
Full month dd, yyyy

Addressee Name \_\_\_\_\_ Travel Order Number (TONO) \_\_\_\_\_  
 Purpose of Travel \_\_\_\_\_  
 Date Approved \_\_\_\_\_ Departing Date \_\_\_\_\_ Return Date \_\_\_\_\_  
 Accounting String \_\_\_\_\_ Advances Authorized \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_ Unit Address \_\_\_\_\_  
 Unit Phone Number \_\_\_\_\_ Departing Address \_\_\_\_\_  
 Name and Date of Birth of Accompanying Minor(s) Under 21 (if applicable): \_\_\_\_\_

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Dear (Addressee),

You are invited to travel for the official purpose of (detailed description of the task that the traveler will accomplish) for the United States Coast Guard. This invitational travel authorization will provide a direct benefit or service which will directly accomplish or contribute to an authorized Coast Guard mission 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, Sate, Zip Code) 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 12570.3 (series) JTR 033004 JTR 033007  JTR 033101 JTR 050410  JTR 30501 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.

Mode of Transportation (select from the following):

- The Authorizing 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 will 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]** at **[TMC PHONE #]**.

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

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/city-pair-program-cpp> .

*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 nonrefundable.*

- 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 033007, 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 <https://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 COMDTINST 12570.3 (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 3 working days upon completion of travel. The claim packet should be reviewed and include the travel authorization (this document) with the authorizing official's original signature in ink, travel claim (Form 1351-2 Travel Voucher or Sub voucher) with the traveler and authorizing 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

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 1-866-772-8724.

Sincerely,

[FI. MI. LAST NAME]  
[Enter Title]  
[U.S. Coast Guard]

- Encl: (1) DD Form 1351-2, Travel Voucher or Sub Travel Voucher  
(2) SF-1038, Advance of Funds Application and Account  
(3) Statement by a competent medical official form (if required)  
(4) Self-addressed envelope