

ALARACT 057/2023

DTG: R 191400Z JUL 23

UNCLAS

SUBJ/ALARACT 057/2023 – IMMEDIATE CHANGE OF APPROVAL AUTHORITY IN ARMY DIRECTIVE 2017 – 05 (SECRETARY OF THE ARMY POLICY FOR TRAVEL BY DEPARTMENT OF THE ARMY SENIOR OFFICIALS)

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, AASA

1. (U) REFERENCES:

1.A. (U) JOINT TRAVEL REGULATIONS, PARAGRAPH 020307 (ACTUAL EXPENSE ALLOWANCE (INSTEAD OF PER DIEM))

1.B. (U) DODI 5154.31, VOLUME 2 (COMMERCIAL TRAVEL MANAGEMENT: GENERAL TRAVEL PROVISIONS)

1.C. AD 2017 – 05, SECRETARY OF THE ARMY POLICY FOR TRAVEL BY DEPARTMENT OF THE ARMY SENIOR OFFICIALS

1.D. ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY MEMORANDUM (REVISION TO AD 2017 – 05, SECRETARY OF THE ARMY POLICY FOR TRAVEL BY DEPARTMENT OF THE ARMY SENIOR OFFICIALS), 14 JULY 2023 (AVAILABLE AT

<HTTPS://ARMYPUBS.ARMY.MIL/PRODUCTMAPS/PUBFORM/POGPROPONENT.ASPX>)

2. (U) PURPOSE. TO ANNOUNCE CHANGE OF APPROVAL AUTHORITY FOR TRAVEL – RELATED COSTS PURSUANT TO REFERENCES 1.A. AND 1.B.

3. (U) POLICY. PURSUANT TO REFERENCES 1.A. AND 1.B., REFERENCE 1.C. WAS SUPERSEDED IN PART BY REFERENCE 1.D. TO ALLOW APPOINTED ORDER – ISSUING OFFICIALS APPROVAL AUTHORITY FOR ACTUAL EXPENSE ALLOWANCE, WHICH IS A FORM OF REIMBURSEMENT THAT, IN UNUSUAL CIRCUMSTANCES, ENABLES A TEMPORARY DUTY TRAVELER TO BE REIMBURSED FOR ACTUAL AND NECESSARY EXPENSES THAT EXCEED THE MAXIMUM LOCALITY RATE, UP TO A MAXIMUM OF 300 PERCENT OF THE LOCALITY PER DIEM RATE. ACTUAL EXPENSE ALLOWANCE REQUESTS NO LONGER REQUIRE APPROVAL ONE ORGANIZATIONAL LEVEL HIGHER THAN THE REQUESTER AND, UNLESS OTHERWISE APPOINTED, THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY WILL NO LONGER SERVE AS THE APPROVAL AUTHORITY FOR ACTUAL EXPENSE ALLOWANCE OF 1– 300 PERCENT OVER PER DIEM FOR TRAVEL BY HEADQUARTERS, DEPARTMENT OF THE ARMY PERSONNEL.

4. (U) THE PROVISIONS OF REFERENCE 1.D. WILL BE INCORPORATED IN A NEW ARMY REGULATION WHICH WILL REPLACE REFERENCE 1.C.

5. (U) THE HEADQUARTERS, DEPARTMENT OF THE ARMY POINT OF CONTACT IS MR. JOHN CAHILL AT JOHN.A.CAHILL.CIV@ARMY.MIL OR VIA MICROSOFT TEAMS AUDIO.

6. (U) THIS ALARACT MESSAGE EXPIRES ON 18 JULY 2024.