

ACTEDS FY05 TDY COST ESTIMATE WORKSHEET

Use this worksheet to calculate the cost estimates for the TDY and training costs for your ACTEDS training assignment. Please note that cost estimates must be as accurate as possible to insure that sufficient funds are authorized to reimburse you for travel and training. Do not guess. Check the official sources. You will need this information when you create your travel and training documents in RASS.

1. TRAVEL START DATE. Enter the date you plan to start your travel. Your travel start date may include annual leave taken in conjunction with TDY, but please note a) that annual leave days do not count in the total number of TDY days, and b) that you must include a statement in Block 16 of your DD 1610 that states: Leave in conjunction with TDY is authorized.

2. NUMBER OF TDY DAYS. (for Block 10a on DD1610). Add length of training to number of travel days (1 for CONUS travelers, 2 for OCONUS travelers) to calculate the total number of TDY days.

For example, a CONUS traveler attending the Computers in Libraries Conference:

3 training days + 1 travel day = 4 TDY days

An OCONUS traveler attending the same conference:

3 training days + 2 travel days = 5 TDY days

_____ training days + _____ travel day(s) = _____ TDY days

3. PER DIEM. (for Block 14a on DD1610). Use the per diem rates for your TDY location as shown at <http://www.dtic.mil/perdiem/pdrates.html>. Multiply per diem rate by the number of authorized TDY days to get the total per diem estimate. If neither the city nor county of your training location is shown in the per diem chart, it may be necessary to use the rate for Other in that state. In this case, please discuss with the Army Library Program Office.

For example, an OCONUS traveler attending 3 days of training in Raleigh, NC:

Per diem rate for Raleigh, NC is \$112.00 per day.

3 training days + 2 travel days = 5 TDY days X \$116.00 per day = \$580.00

Per diem rate for _____ is \$ _____ per day.
TDY location

_____ TDY days X \$ _____ per diem =

\$ _____ total per diem allowance

4. TRAVEL. (for Block 14b on DD1610). Complete the appropriate statement below for mode of transportation to be used to reach the TDY destination.

a. Obtain estimate for government air/rail travel or POV mileage rate from your government contract travel office, INCLUDING TAXES.

b. Estimate POV cost using distance from <http://www.mapquest.com> or call your local travel office for official mileage. Multiply the round trip distance by the rate of \$0.36 per mile.

For example, a CONUS traveler driving his car from West Point, NY to New York City:

77 miles one way X 2 = 154 miles round trip X \$0.36 = \$56.21

Travel from _____ to _____
Start location TDY location

_____ I will travel by air from _____ to _____

The airfare is \$ _____

OR

_____ I will travel by POV from _____ to _____

_____ miles one way X 2 = _____ miles round trip X \$0.36 per mile =

Estimated mileage cost \$ _____

5. OTHER.

a. Tuition or Registration. This payment is usually required in advance. You have two options for payment.

1) **You pay** the tuition/registration fee in advance and request reimbursement through your TDY claim. If you select this option, you must include the conference fee in the "Other" block and the following statement in your TDY orders (DD 1610): *Registration fee/tuition of \$ _____ is authorized.* Adding this statement may require this office to manually complete the DD 1610 instead of using RASS to generate the form. If you choose this option, please contact this office prior to starting the DD 1610 in RASS.

2) **ACTEDS pays** the registration fee with DD 1556. If you select this option, you must send both a copy of the approved DD 1556 and the invoice/registration form showing the conference fee to this office a minimum of 45 days prior to the training. The approved DD 1556 plus the invoice/registration form are required for DFAS to pay the registration fee. This office will submit the two forms to DFAS.

Indicate below the option that you select

Registration/tuition fee \$ _____

_____ I will pay the tuition/registration fee in advance and request reimbursement through my TDY claim.

OR

_____ I would like for ACTEDS to pay the tuition/registration fee for me. I will provide an approved DD Form 1556 and invoice/registration form to the ALP office 60 days prior to the training.

b. Taxis, Parking, Phone Calls. (for Block 14c on DD Form 1610). **Add allowance of \$100** in the **Other** block for travel to and from airport; airport parking; official phone calls. Rental cars will not be authorized. If your organization desires to fund a rental car, insure that the fund citation and a statement that the organization is funding these charges is included in Block 16 of the travel order. This may require manually completing the DD 1610.

6. TOTAL TDY COSTS. Add #3, #4, #5 a & b.

\$ _____

EMAIL OR FAX this completed worksheet to the Army Library Program office