



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

J-85

DEC 21 2000

MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES

SUBJECT: Actual Expense Authorization for Temporary Duty Travel

The purpose of this letter is to clarify and update the existing policy (Attachment 1) to reflect continuing Joint Travel Regulation (JTR) changes. The intent of the original delegation of authority was to have decision-making authority rest with the fund holder.

Therefore, the addressees of this letter are specifically delegated the authority to approve Actual Expense Authorization (AEA) requests in accordance with JTR Volume II, Chapter 4 C4602-B3, Appendix L. Further delegation is permitted at the discretion of the addressees. Please take specific note of the provision that requires AEA requests to be submitted at least 10 days in advance of travel.

This policy is effective immediately and supersedes any previous policy issued on this subject. Questions may be referred to Ms. Karen Opie-Toler, DSN 427- 6293 or email at karen_opie-toler@hq.dla.mil.

A handwritten signature in cursive script that reads "Linda J. Furiga".

LINDA J. FURIGA
Comptroller

Attachment





DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100



IN REPLY
REFER TO FOX

SEP 20 1995

MEMORANDUM FOR COMMANDERS, INVENTORY CONTROL POINTS
COMMANDERS, DISTRIBUTION REGIONS
COMMANDERS, SERVICE CENTERS
COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDER, DEFENSE REUTILIZATION AND MARKETING
SERVICE
ADMINISTRATOR, DLA ADMINISTRATIVE SUPPORT CENTER

SUBJECT: Actual Expense Authorization for Temporary Duty Travel

The purpose of this letter is to delegate actual expense authorization for temporary duty travel to addressees effective November 1, 1995. This authority may be redelegated at your discretion and must be exercised in accordance with the Joint Travel Regulations (JTR), Paragraph C4603, of February 1995. Please inform all civilian and military employees of this delegation. Actual expense authorization requests received by FO after November 1 will be forwarded to addressees for decision.

A synopsis of the JTR requirements and standard desk procedures are enclosed to assist you in reviewing actual expense requests. Mr. Wayne C. Williams, FOX, (703) 767-7236 (DSN 427), is available to help you in carrying out this new responsibility. Please refer any questions regarding the delegation to Ms. B. A. Blackman, (703) 274-6481 (DSN 284) (after 20 September, (703) 767-7293 (DSN 427)).

LINDA J. FURIGA
Deputy Comptroller

Attachments
JTR Paragraph C4603
Desk Procedures [ADDRESSED 15%]