



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
MG Robert M. Joyce IMCOM Academy, 2280 Signal Road
Joint Base San Antonio
Fort Sam Houston, Texas 78234

IMTR-W

28 August 2013

Congratulations on your selection to attend the Installation Management (IMCOM) Academy course: Executive Leadership and Management for Family and MWR Division Chiefs from 22 Oct- 01 Nov 2013. There are several things you need to know and do in advance of training. The following instructions will assist you with making your travel plans and help our team support you in having a successful travel experience.

1. MAKE YOUR AIRLINE RESERVATION

a. Flight reservations are your responsibility. If you have a government travel card, make your reservations with your LOCAL official travel office. If you do not have a government travel card, you must make your plane reservations with PENTAGON CARLSON WAGONLIT at 1-800-756-6111. Make sure to book flights at the best cost to the government. G-9 Family and MWR Programs closely monitor flight costs to ensure you have arranged a reasonable fare. THE USE OF A GOVERNMENT CONTRACT CARRIER IS MANDATORY WITH LIMITED EXCEPTIONS. Non-contract carrier tickets in most cases are not authorized. *If you cancel from the class, you will need to write REFUND on the orders and fax them again to Carlson to cancel the purchase. Please inform the Academy Travel Coordinator of your cancellation and the sending of your REFUND orders to Carlson as soon as you have completed this action.*

b. You should book your flight for arrival at San Antonio International Airport (SAT), San Antonio, TX. CONUS Students will arrive on Oct 21, 2013 and depart Nov 1, 2013 after 1400 or Nov 2, 2013 **IF** you are unable to get a Friday flight. OCONUS students are permitted to arrive on Oct 20, 2013 and depart Nov 01, 2013 after 1400 or Nov 2, 2013 **IF** you are unable to get a Friday flight.

2. ANTI-TERRORISM (AT) LEVEL I AWARENESS TRAINING

Provide Travel Coordinator with your AT Level I Training Certificate date or follow link <https://atlevel1.dtic.mil/at/> to complete online training and provide date of certificate.

3. COMPLETE TRAVEL COORDINATION CHECKLIST AND OTHER TRAVEL DOCUMENTS REQUIRED.

4. LODGING

a. We are currently negotiating our Hotel contract. Once we have made our selection, we will make your lodging arrangements directly with the hotel and notify you with the Hotel name and contact information.

b. Make sure to bring a copy of your travel orders and your government CAC with you as you may need these to check-in at the hotel.

5. GROUND TRANSPORTATION

a. San Antonio Airport to/from hotel: The required method of transportation to and from either airport or the hotel is the hotel shuttle, which is available upon request. Call the hotel front desk when you arrive at the airport, provide your airline and they will send the shuttle.

b. Home to your local airport and return to home: Please use the most economical means of travel from your home to your local airport and return to home. The last choice should be a single occupant commercial vehicle (taxi). Look for airport shuttles, trains, busses, local Metro, your garrison Family and MWR Airport Shuttle, etc. When selecting a mode of transportation to the airport and return also include approximate costs for parking fees for the period you are TDY if you decide to park your POV at your local airport. Many airports have long-term parking facilities which are more economical on a daily basis than parking garages which are normally located closer to the terminal. If your airport offers such reduced price parking please utilize this option. Receipts are required for reimbursement.

7. MEALS

All meals are your responsibility. The meals/incidental rate is \$66.00 per day in San Antonio (75% of that amount on first/last travel days). There are a number of meal locations available around the IMCOM Academy and your hotel. Upon your arrival, we will provide you with a list of options to accommodate your eating preferences and budget. The hotel also provides coupons for continental breakfast as part of our lodging contract, but this will not reduce your meals/incidental reimbursement.

8. LAUNDRY

Dry Cleaning expenses are authorized for reimbursement, not to exceed \$40 (receipts must be included). Dry cleaning is only authorized after 5 days in TDY status. Payment of up to \$5 is authorized for laundry expense for the local use of washers, dryers, and soap purchase (no receipt is required for this laundry expense only).

9. LEAVE

The IMCOM Academy is unable to reference leave in conjunction with TDY on the travel orders we prepare. If you are taking leave, it is your garrison's responsibility to do a no-cost amendment for your personal travel. Lodging and per diem are not authorized while you are in a leave status. If you are taking leave before or after class, and you are coming from overseas, the Academy is not responsible for your lodging costs for what would have been your extra travel day. For example, if you would normally have been

allowed lodging on the Sunday before the class, but you are in the country already on personal leave, you are responsible for your Sunday night lodging. If you are a CONUS based student and wish to take leave prior to or after the course, the Academy will not fund your hotel room or per diem for the extra time.

10. TRAVEL REIMBURSEMENT DETAILS

a. The IMCOM Academy centrally funds all Department of Army personnel selected to attend courses. This TDY is at no cost to your garrison. We pay travel costs, per diem, lodging, meals, and approved incidental expenses. Please note, however, that certain restrictions apply to the payment of these expenses and reimbursement vouchers are closely monitored by the Academy. **Please be sure to save all your receipts to receive reimbursement.**

b. Students will file a travel voucher (DD 1352-2) and receipts with our travel coordinator prior to leaving the IMCOM Academy. Any additional receipts obtained after leaving the Academy must be emailed to our travel coordinator to be included with your travel reimbursement. Reimbursements are not provided if receipts are not submitted to support claims.

c. Shuttle reimbursement is authorized between the airport and your point of departure/return.

d. Rental cars are not authorized. If you choose to rent a car, the cost will be at your expense.

e. Students are responsible for all costs associated with leave.

f. Telephone calls and internet fees are not reimbursable and are the responsibility of the student.

g. Dry cleaning expenses maximum authorized not to exceed \$40 for a two week class (receipts must be included).

h. If the airline you fly charges for luggage the Academy will reimburse for one bag only. Curbside check-in and overweight luggage charges are not reimbursable.

Save all your receipts for reimbursable costs to receive reimbursement.

Melissia Belis is your point of contact for your Travel Authorization (orders) and will assist with the Voucher filing process upon completion of the course. Her contact information is: email Melissia.g.belis.naf@mail.mil telephone number (210)-466-1033.