



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

21 February 2014

Congratulations on your selection to attend one of our residential courses at the School for Family and MWR, Installation Management Command (IMCOM) Academy. 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 CWT SATO TRAVEL 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 after orders have been issued, you will need to write REFUND on your orders and fax them back to CWT SATO to cancel the purchase. Please inform the Academy Travel Coordinator of your cancellation.*

b. You should book your flight for arrival at San Antonio International Airport (SAT), San Antonio, TX. CONUS Students are authorized to arrive one day prior to the training start day and are authorized to depart the last day of training after 1400 or the following day **IF** you are unable to get a flight out the last day of training. OCONUS students are permitted to arrive two days prior to the training start date and may depart on the final day of training after 1400 or the following day **IF** unable to get a flight out the last day of training.

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

Provide Travel Coordinator with your annually required 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](http://www.imcomacademy.com) REQUIRED FOUND ON OUR WEBSITE <http://www.imcomacademy.com>

"Course Catalog" → "Administrative" → "School for Family and MWR Travel Information" → Residential Course Student Travel

4. LODGING

a. The School for Family and MWR utilizes multiple hotels in the San Antonio area. Information will be provided to you once a determination has been made regarding the specific hotel selected for your course. You do not need to contact the hotel to reserve a room. Your room will be centrally booked for you and payment for your room will be handled centrally by the

Academy. If you have special requirements (handicapped room, etc) please contact your course manager for assistance and **NOT** the hotel.

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. A credit card for incidentals may be required by hotel.

5. GROUND TRANSPORTATION

a. San Antonio Airport to/from hotel: The primary method of transportation to/from airport and your hotel is the hotel's shuttle. You will call the hotel front desk when you arrive to the SAT airport and they will arrange a shuttle to pick you up. For those students staying at hotels without an existing shuttle service: you will use "Go Shuttle". Once your hotel has been selected you will receive more information on available and authorized transportation.

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.

6. 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.

7. LAUNDRY

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). Dry Cleaning expenses are authorized for reimbursement, not to exceed \$40 for a two week course (receipts must be included).

8. 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.

9. 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. Rental cars are not authorized. If you choose to rent a car, the cost will be at your expense.
- d. Students are responsible for all costs associated with leave.
- e. Telephone calls and internet fees are not reimbursable and are the responsibility of the student.
- f. 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.

The IMCOM Academy Registrar, Sonya Lee, is your point of contact for your Travel Authorization (orders) and will assist with the Voucher filing process upon completion of the course. Email: sonya.d.lee-tyson.naf@mail.mil Phone: 210-466-1050