

AFSAT

International Military Student Travel



Payment Processing Guide

Updated March 2019

Summary of Changes

Addition:

1. Reimbursement for temporary duty
2. Travel Payment Guidance
3. Payments after return to home country

Invitational Travel Order

The Invitational Travel Order (ITO) is the controlling document for training provided to international students under Security Cooperation training programs. No student enters a Security Cooperation- sponsored training program without a properly executed ITO. The only document authorized is the Security Cooperation-Training Management System (SC-TMS) generated ITO ([Attachment 1](#)). The Security Cooperation Officer (SCO), assigned to each country, is responsible for the preparation, explanation, and issuance of an ITO for each student. The AFSAT Travel Division (AFSAT/FML) uses the ITO to determine the Travel and Living Allowance (TLA) paid to an International Military Student (IMS).

Each IMS is issued an ITO with a unique pseudo social security number (PSSN) and ITO number. Item 9 of the ITO will contain the line of accounting followed by the Fund Summary Record (FSR), Program Summary Record (PSR), and the TLA amount.

The IMS must be in “authorized” training to receive travel and living allowance. If an IMS is not authorized to receive travel or living allowance, the ITO will NOT contain a line of accounting. Read the ITO carefully to determine if the line of accounting is or is not required.

AFSAT is required to accomplish commitment accounting for travel entitlements. We do not create or publish Travel Orders (TO); the home country will publish the order. We authorize funding for the ITOs. Because we do commitment accounting, there must be a valid PSSN and TO number assigned before an order is published. When an order is produced, Program Managers (PM) and Country Managers (CM) should review for correctness and process an amendment if required. AFSAT personnel will coordinate with the PM and CM, to the extent possible, to ensure an amendment is issued when necessary.

If a student presents an invalid ITO, it is possible an amendment has already been published. The student should be referred to his/her International Military Student Officer (IMSO) to obtain his/her ITO and all amendments. If an amendment has not been published, the IMSO should contact the country manager.

Element	ITO Section	Notes
Name	6 A	Use Entire Name
PSSAN	9	Do NOT use locally assigned
Travel Order #	9	Tcc### (cc = country)
US Grade	6 D	
Fund Cite	9	Line of Accounting
BQ Address	9	FSR/PSR
Home Country	2	
Training Dates	8	May be multiple dates
Dependents Authorized	12 A	No additional entitlements
Leave	12 E	Before or after training
Allowances	12 F	If in doubt, call AFSAT
Excess Baggage	12 I	Based on number of weeks training
Travel Expense (Air)	12G	May/may not be paid by US
Prior Advance Paid	15	Prorate over Partial Payments
Special Entitlements	15	Identifies DSCA approved entitlements
Training Location/Dates	8	Ensure training is “authorized” vs “pending”

Accounting Notes

Security Assistance Programs

International military students are funded under a variety of Security Assistance Programs to include Foreign Military Sales (FMS), International Military Education and Training (IMET), and other grant programs.

Travel and living allowances are charged to the accounting line in Item 9 of the ITO unless otherwise noted.

Accounting Line Examples: Following are examples of various AFSAT lines of accounting. Accounting lines, the PSSN, travel order number, and FSR/PSR are in Item 9 of the ITO.

IMET Single year	57-11*1081 49FY 8815 N10** 40915 667100
IMET No year	57-11X1086 41*8815 N10** 40915 667100
INL	57*3400 30* 8815 YYC0\$\$ 03 40915 84771F 667100 \$\$ = C1 (Columbia), M1 (Mexico), or P1 (Peru)
1004 South America	57*3400 30* 8815 YYC0** 03 40915 88790F 667100
1004 Mexico	57*3400 30* 8815 YYC0** 03 40915 88791F 667100
1004 Caribbean	57*3400 30* 8815 YYC0** 03 40915 88792F 667100
ALP	57*3400 30* 8815 ALAFST 03 40915 84741FF 667100
Counter Terrorism	97*0100.6802 BD* 8815 49900 40915 02198T 667100
FMS	97-11X8242.0002 4F 8815 T&&&** 40915 LLL000 667100

*= fiscal year **= country code &&&= FMS case LLL= FMS line

International Military Education and Training (IMET) Funding Program

As with all financial records, it is also important that IMET funds are accounted for correctly. Allocations of funds are made to individual countries in single years and expenditures are tracked and reported by country.

All costs, including travel, living allowances, and tuition are funded for the entire period of training. The appropriation cited in block 9 of the ITO is used for all training on the ITO. Do not change the accounting year. If training begins in a subsequent fiscal year or crosses fiscal years **always** cite the line of accounting on the ITO.

[Following is an excerpt from DFAS 7000.4-I E7.9, Accounting for Obligations.](#)

E7.9. INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET) PROGRAM. IMET is a grant aid program carried out under the authority of the Foreign Assistance Act of 1961, as amended (Section 2347 of Title 22, Chapter 32, Sup chapter II, Part V, International Military Education and Training, United States Code), reference (m). Funds are allocated to the Military Services (Army, Navy, and Air Force) through the Defense Security Cooperation Agency (DSCA), reference (u). Obligate IMET funds using the same rules that apply to DoD appropriated funds, except as explained below per DFAS Arlington (Policy and Performance Management Directorate) memorandum of June 8, 2006, IMET Program Obligation Policy:

Obligate the entire cost of the training course or non-severable course of training against currently available IMET funds of the fiscal year (FY) in which the IMET is accepted for each student. This rule applies even if non-severable course of training begins in one FY and ends in the next. Also, in some cases, actual training may begin in the FY after the year in which the obligation was recorded if the training is a bona fide need in the year of obligation and the time intervening between the acceptance and the start date is not excessive (no later than 30 December of the subsequent FY).

The obligation includes student travel, living allowance (daily allowance in accordance with DoD 5105.38-M, Security Assistance Management Manual (SAMM), C10.13), and the flat-rate cost of the training course or non-severable course of training.

Record the obligation at the time of receipt of the written acceptance from the Security Assistance Office for training that begins in the same FY (even if it ends in the next FY) or begins in the first quarter of the next FY. With DSCA approval, IMET no-year ("X-year") funds may be obligated for the second or subsequent quarters of the next FY.

FOR EXAMPLE: If an IMET student is in training and the orders state a FY16 accounting line, you must use FY16 funds. IMET students may also enter training for the remainder of the CALENDAR year using FY16 funds.

Contact AFSAT/FML to for any questions concerning the validity of an accounting line or individual element at (210) 652-8125 (DSN 487) or; afsat.fmt.workflow@us.af.mil.

Travel and Living Allowance

FMS Case Students: The purchaser (foreign country) is responsible for all student support costs while they are in training. Student support costs for FMS case students include transportation and travel costs, and living allowances (e.g., meals, lodging, custodial fees for quarters, and medical care).

The amount of advance TLA should be a minimum of two weeks but could be up to 30 days if required by the training location, or the entire TLA authorized, if the total training duration is five weeks or less. The SCO shall ensure that students receive sufficient allowances for advanced start up housing cost in CONUS. The SCO should be aware of the status of living allowance provisions for their host country's students. Leased housing and rental vehicle costs may not be included on an FMS case.

If TLA costs are included on the Letter of Offer and Acceptance (LOA) and the case is financed with Foreign Military Financing (FMF), U.S. carriers must be used. The LOA as well as the ITO should also indicate that the TLA paid to the student is limited to the authorized living allowance rates in Table [C10.T12](#) of the Security Assistance Management Manual (SAMM). The ITO may authorize the student to travel by U.S. military aircraft and reimburse the U.S. Government (USG) by direct bill at the non-Government rate.

Limitations: A baggage limitation is not established for students receiving training under an FMS case as student travel is usually funded outside the FMS case. If country has requested and DSCA has approved student travel under the LOA, student baggage allowances are limited to the baggage authorizations for IMET students. (See [Table C10.T14. of the SAMM](#))

IMET and Grant Program Students: IMET and grant funds may be used to pay travel for students as specified in this section.

Travel within Student's Country: The IMET and grant program does not pay travel costs of IMS traveling within their own country. Destination for return travel is the same as the debarkation point on the ITO unless deviation is specifically authorized by the SCO and indicated on the ITO.

Use of Foreign Flag Carriers: Whenever possible, SCOs assigned to countries which have national flag carriers with routes to, or part way to, the United States can obtain an agreement from the host countries to transport their respective IMS on such carriers at no cost to the United States.

Modes of Transportation: When travel between the student's home country and the training facility is being paid for using IMET or other grant funds, transportation uses the most direct route, except as specified below.

- 1. Travel to and from CONUS by U.S. Military Aircraft:** International students are authorized to travel by U.S. military aircraft. Transportation of international students, including those whose country elects to pay the cost of the transportation, is at common user rates.
- 2. Travel to and from CONUS by U.S. Commercial Sources:** Travel to or from the United States shall be via U.S. flag carrier to the fullest extent feasible. When the use of U.S. transportation for the entire trip does not permit the student to meet course or class convening dates, combinations of non-U.S. commercial air or surface common carrier is allowed. Where this combination is used, U.S flag carrier is used to the fullest extent possible for the return travel to home country. If a U.S. flag carrier is not available, a certificate of non-availability is required.

- 3. Travel within CONUS:** Transportation to and from training installations within the United States is by surface common carrier or commercial aircraft. Travel by privately-owned vehicle may be authorized on the ITO when it is in the interest of the USG.

Travel with Dependents: Transportation for dependents of IMS is not at USG expense. If the student chooses to bring dependents to the United States (or to an overseas training installation) for those courses identified in [Table C10.T11](#), the IMS may make arrangements to travel with the dependents at his/her expense. The student may be reimbursed for the cost of transportation if U.S. flag carriers were used to the extent available and the ITO authorizes student travel at IMET program expense. Reimbursement is at the U.S. military airlift tariff rate when: a) U.S. military airlift transportation would have been the mode used through USG arrangements or the actual cost of travel, whichever is lower or b.) Category Z rate, or the actual cost of travel whichever is lower. **NOTE: If the IMS has been issued a round trip ticket and self-procured a ticket to travel with dependents, the IMS must turn in the unused portion of the issued ticket.**

Travel for Emergency Leave: The student or the student's Government must pay the round trip transportation cost to return home on emergency leave if the student is to return to the United States to continue training.

Deviations from Planned Travel Routes: When a student is permitted by his/her Government to deviate from the most direct route, U.S. sponsorship terminates at the point and time of such deviation. If a student chooses to remain at a point en route home beyond the time required to make travel connections, IMET funds shall not be used to pay for allowances during that excess time. The student or his or her Government is responsible for any additional financial charges incurred due to changes in travel routes. Students who do not adhere to scheduled return flights are not the responsibility of the USG.

En route Accommodations: Accommodations on U.S. installations provided to foreign students en route are commensurate with those provided U.S. personnel of equivalent grade.

Living Allowances for IMET and grant Students: The IMET and grant program living allowance is intended to cover an average cost differential for the student living away from his or her home station. It is not a substitute for the student's normal method of compensation and/or pay. Responsibility for timely payment of sufficient overall compensation and/or pay rests with the student's country.

Living Allowance for IMET and Grant Program Students in Travel Status

When the IMET or Grant Program Is Paying for Travel: When IMET or grant program pays for travel, students are entitled to living allowances during travel status, to include the day of departure from home country, through the day of arrival at their first training location. After training, living allowance in a travel status resumes the day of departure for home country, excluding any leave period authorized by student's Government following termination of training or any unauthorized delay en route. Students are not authorized travel allowance for any portion of travel paid by their Government. Living allowances are computed incrementally in accordance with the Joint Travel Regulation (JTR) on the day of departure from home country and the day of arrival in home country.

When Student's Country Is Paying for Transoceanic Travel: International students whose travel to the United States is paid by their own Government are entitled to living allowances in a travel status to include the day of departure from the U.S. entry port en route to the training location, through the day of arrival at the training location. Living allowance in a travel status resumes the day of departure from the last training location and includes the day of arrival at the U.S. departure

point.

Living Allowance for IMET and Grant Program Students in Training Status: Living allowance in training status commences the day after arrival at the training location. A living allowance is programmed for all students in a training status, unless otherwise directed. For enlisted personnel, meal costs may be directly billed to the orders through DFAS. Additionally, orders and lodging receipts must be reviewed thoroughly to ensure students are not paid if lodging is the responsibility of the foreign government. Subsequently, enlisted personnel are paid a reduced stipend per week for the purchase of personal items of health and comfort, with the remainder programmed for reimbursement to the appropriate Implementing Agency for laundry, maid fees, and subsistence. IMSOs will provide the required daily supplemental living allowances based on location and Table [C10.T12](#) TLA rates, as applicable, and attest to correctness on DD Form 1351-2, 20d, Reviewer Signature.

Living Allowances Not Authorized For IMET or Grant Program Students

Living allowances are not authorized for reasons shown below:

1. Periods of unauthorized absence from duty.
2. Excess travel time not authorized by the administrative authority of the Implementing Agency when proceeding by other than USG transportation.
3. Periods of delay not in connection with training (except hospitalization or outpatient care).
4. Students whose country assumes the payment of all living costs.
5. Periods of training conducted in the home country of the student and for students attending IMET seminars in their own country unless approved by DSCA.
6. Periods of leave for individuals on Orientation Tours.
7. Periods of leave authorized by student's Government following termination of training courses.

Living Allowances for IMET and Grant Program Students in Leave Status: IMET and Grant Program students who receive living allowances while in training status may be granted leave with living allowances within CONUS during authorized holidays and periods between consecutive courses. The SCO and the MILDEPs are jointly responsible for reviewing scheduled sequences of training for individual students to determine whether additional training courses could be programmed to fill gaps between courses prior to preparation of the ITO.

Advance Payment of Living Allowances for IMET and Grant Program Students: Advance payment of living allowances may be made to students prior to departure from home country. The amount of the advance should be a minimum of two weeks but could be up to 30 days. If the total duration of training is less than 5 weeks, the IMS may receive allowances for the duration from home country. Every effort should be made to determine if an advance was received. When the advance is made in-country, the SCO indicates the amount of the allowance paid on the ITO.

Settlement of Claims For IMET and Grant Program Students: For students who cannot settle claims prior to departure from the US training location, vouchers for settlement of outstanding entitlements for students are submitted via the SCO to the nearest U.S. paying agent for payment in local currency at the authorized exchange rate no later than 15 calendar days after return to country. If it is determined that a student who has departed the CONUS or overseas training activity was overpaid in CONUS or at the overseas activity by an amount in excess of any amount otherwise owed to the student upon submission of the final travel voucher by the SCO in country, no attempt is made to collect the overpayment from the student. The Implementing Agency concerned determines whether a funding adjustment is necessary.

Payment Options: Actual amounts paid are based on the ITO authorizations – it is imperative that all orders are thoroughly reviewed. Some ITOs, Saudi Arabia for instance, may specify a certain daily rate. Others may limit the student to the special incidental rate of \$11 per day where others may be full JFTR

meals and lodging rates and the special incidental rate. IMSOs will provide the required daily supplemental living allowances based on location and [Table C10.T12](#) TLA rates, as applicable, and attest to correctness on DD Form 1351-2, 20d, Reviewer Signature.

Reimbursement for temporary duty (TDY)

Reimbursement TDY to international military students: When an IMS is authorized TLA and is concurrently TDY, the IMS will be reimbursed for travel and per diem (lodging, subsistence and incidentals) in accordance with the JFTR rate for the TDY location and if required, to pay rent/lodging while TDY, plus the lodging portion of the TLA authorized at the training location (SAMM, Ch10).

All IMS receiving a living allowance under IMET and attending AF professional or military education courses identified in the JSCET will continue to receive the accompanied rate while TDY. The IMS will also receive the per diem rates for the location(s) to which they are TDY as part of their course of study without forfeiture of their basic TLA (JSCET, Section 1, Travel and/or Transportation, 7-28).

Centrifuge Training: Centrifuge training is part of the T-38 Syllabus. However, TDY costs are not currently included in the T-38 tuition rate. Therefore:

1. If IMS has centrifuge training under a separate MASL from SUPT included on the ITO, then TDY costs are reimbursed in accordance with what is authorized for the case.
 - a. Travel costs should be submitted on DD Form 1351, Travel Voucher or Subvoucher. All travel claims will be complete, with claimant's and reviewer's signature. Valid receipts for all travel costs must be included.
2. Saudi IMS are only authorized a flat rate for TLA and will not be reimbursed travel costs for centrifuge training.
3. Countries that do not authorize TLA as part of the case would be responsible for paying the full TLA costs for the IMS.

Travel Arrangements: IMSO should reference the line of accounting on the ITO when coordinating travel with TRAVCO.

Training Exercise: Travel costs for IMS participating in training exercises requiring a TDY, as part of the training, will be covered by base unit funds.

Travel Payment Process

TLA Guidance: Based on the SAMM, JSCET, and JTR. This is a living document that continues to be updated with the most current policies in place.

IMS Payment Schedule: IMS is paid every 30 days – can vary on a case by case basis. Travel and living allowances are made in accordance with the JTR, country-specific guidance, and ITO.

Prompt Payment: To avoid delays in payment, vouchers and supporting documentation must be submitted via SharePoint no later than 10 days prior to payment date. Vouchers and supporting documentation can be uploaded to:

https://eis.aetc.af.mil/hq/IA/AFSAT/fm/FML/IMS_Vouchers/Forms/AllItems.aspx. If the SharePoint site is down, please submit via AFSAT/FMT Workflow Box at: afsaf.fmt.workflow@us.af.mil.

A complete and accurate travel voucher with all supporting documentation “starts” the payment process. Documentation must include all amendments to an ITO.

AFSAT’s Disbursing Calendar is distributed to the field by the IMSO Chief every month and also located on the AFSAT SharePoint site. To avoid delays in payment, please utilize the disbursing calendar to ensure prompt payment. Please be aware that DFAS does not process payments on the last business day of the month. If challenges to the timeline are anticipated, please contact the AFSAT Base Analyst to ensure proper coordination.

Key Data in ITO: When reviewing the ITO, the following data is used to ensure accurate payment: Item 6 – IMS information; Item 8 – Authorized Training/Pending Training; Item 9 – Funding; Item 12 – Conditions; Item 15 – Special Remarks.

Debit Card: The changeover of banks for the debit card program has limited AFSAT/FML’s authority for managing debit cards. AFSAT/FML is no longer able to cancel debit cards. The debit card program is considered a consumer-owned program, thereby giving only the IMS authority to request changes.

Debit card requests should be submitted via SharePoint 7-10 days PRIOR to IMS travel. Requests can be submitted to: https://eis.aetc.af.mil/hq/IA/AFSAT/fm/FML/IMS_Vouchers/Forms/AllItems.aspx. It is the IMSO’s responsibility to ensure timely submission; as well as, distribution to IMS and assistance with activation.

Upon receipt of debit card request, AFSAT/FML will order cards for distribution from the current bank. Cards will be addressed to the IMSO at the training location. Address changes shall be submitted to the SharePoint site. IMSOs should anticipate receiving debit cards approximately 7-10 business days from the time AFSAT/FMT places a debit card order.

If a student is cancelled, replaced, or fails to report, please inform AFSAT/FML so the card can be cancelled. Destroy/shred the issued card.

Student Address Changes: Only the Cardholder (IMS) can request changed to the account. IMSO can assist the IMS in requesting changes through the current bank information provided with debit card.

Lost Card: In the case of a lost debit card, the IMSO shall contact AFSAT/FML to request the debit card account number in order for IMS to request a new card. IMS pseudo social will be required. Charges and fees by the bank may apply.

Luggage: Effective FY19, IMS is authorized four (4) pieces of checked baggage for courses 24 weeks

and longer.

IMS are authorized luggage expenses based on the ITO. If authorized bags, students are advanced luggage cost prior to departure; if receipts are not provided, funds will be recouped. If receipts are provided and the cost is less than the advanced luggage payment, a partial recoupment will be processed. We cannot recoup advance payment/overpayment if IMS has returned to country.

IMS Ticketing: To request an IMS ticket, complete and sign a ticket request template on organizational letterhead. Attach the most current ITO and any supporting documentation to the AFSAT/FMT Workflow box: afsat.fmt.workflow@us.af.mil. Please allow ample time for CTO to process.

Prescribed Forms: All international student travel claims will be made utilizing DD Form 1351-2, *Travel Voucher or Subvoucher*. All travel claims will be complete, with claimant's and reviewer's signature before any disbursements are made.

The DD Form 1351, *Travel Voucher*, does not allow for the traveler to sign the claim and does not provide for a complete itinerary or claim for miscellaneous reimbursable expenses. The DD Form 1351 may be used as a cover sheet only.

[The Security Assistance Management Manual, DoD 5105.38.M \(SAMM\)](#), Chapter 10, limits the advance amount a student can receive. A typical student will arrive at the training location with enough funds to cover the first 30 days of temporary duty expenses. Payments made to students at the training location will be considered and processed as partial settlements and are to be based on the previous 30 days, or number of days since most recent payment.

Initial Payment: The initial claim the student makes should include all travel from home country to the training installation. It should clearly indicate, by date, departure from home country international airport and arrival at the TDY point. The final entry in the itinerary should state "In Place" and be marked the same date as the date of the claim. Refer to [Sample Voucher 1](#) for a complete example of the initial student travel claim.

Interim Payments: Interim payments (partial settlements) will be made approximately every 30 days, dependent on weekends, holidays and class schedules. The itinerary should begin with "In Place" and be dated the day following the ending date of the previous claim. The second or final entry in the itinerary should again be "In Place" and be dated the 30th day from the first claimed day. Prior payments and dates should be annotated on the claim to help ensure correct payment. The central travel history record (CTHR), and TV07 travel history inquiry can be used to verify amounts and dates of prior payments if the student does not provide a copy. Refer to [Sample Voucher 2](#) for a complete example of an interim payment.

To facilitate prompt payment and allow for processing/payments transaction processing, interim vouchers may be completed and turned in at least 10 business days prior to expected payment date.

Final Payment: Before the student returns home a final "settlement" voucher should be filed. The departure date and time, along with any interim stopovers or delays, to final arrival in home country should be based on the travel itinerary provided by the CTO. Any anticipated expenses, i.e., excess baggage if authorized, airport or country transit visas, etc., should be claimed on the voucher. Fee schedules from CTO or airlines web sites can be used as substantiating documents and receipts. The travel is complete upon arrival at the international airport serving the home country, or aerial port of debarkation. See [Sample Voucher 3](#) for a complete example of a final claim.

If the IMS travel voucher was finalized by the IMSO, and the IMS incurred additional TLA cost, the IMS will submit an amendment for any outstanding entitlements to the final travel voucher issued by

the IMSO, through the SCO, no later than 15 calendar days after the IMS has returned to country. The SCO will review and approve the amendment and submit the voucher to the nearest U.S. paying agent for payment to the IMS in local currency at the authorized exchange rate (SAMM C10.13.9).

Sample Vouchers: Although the majority of travelers will fit neatly into the following samples, they are provided as a reference only. Unique circumstances can be expected and you will need to adjust to each accordingly. It is impossible to anticipate all scenarios or items a student may claim. Whenever doubt or questions arise, payment technicians should refer to governing travel regulations such as the DoDFMR Vol 9, the JTR and/or the SAMM Chapter 10. Each sample is accompanied by a notes page outlining specific items/conditions required for payment.

Sample Voucher 1, Initial Claim

Name, Grade: The complete name of the traveler should be entered. Many international students have similar first and last names. The name block should be compared to section 6a of the ITO and the grade should indicate the U.S. equivalent grade which can be found in section 6d of the ITO.

PSSN: The pseudo social security number should be copied exactly as it appears in section 9 of the ITO. AFSAT commitments and obligations are input with the PSSN assigned to the student and it is imperative that all payments be made using the same record.

The PSSN is system generated at the time training is requested/offered to the country. PSSNs are issued sequentially by the training system and are not duplicated. The first digit is always 9. The second and third digits are the fiscal year. The final six are sequential starting with 000001. The first issued PSSN for FY13 was 913 00 0001.

If the PSSN is missing, the student may have an amendment to the ITO. If there is no amendment to the ITO, the order is either invalid or no entitlements are due. If the ITO indicates payments are due, an amendment will be required.

Travel Order/Authorization Number: The TO# is in block 9 of the ITO. The travel order number follows the same format as manually produced travel orders for U.S. personnel. The order number is 6 alpha numeric characters and must start with "T". The second and third positions, like a unit designation for Air Force, identifies the particular country. Positions four through six are sequentially issued starting with "001" each year.

Example: TMX001; T = travel
MX = Mexico
001 = first issued order for Mexico this year.

If the TO number is missing or does not match the required format check with the student for an amendment to the ITO. If there is no amendment, and entitlements are due, an amendment will be required.

Dependents, DD Form 1351-2 Block 12: Dependents are discouraged from joining students except where the Implementing Agency determines housing and other amenities are available and the presence of dependents makes an important contribution to the learning experience. The Implementing Agency may encourage authorized dependents for officers and NCOs attending selected courses, as indicated in [Table C10.T11](#). IMSOs will provide the required daily supplemental living allowances based on location and [Table C10.T12](#) TLA rates, as applicable, and attest to correctness on DD Form 1351-2, 20d, Reviewer Signature.

Important Note: There is NO actual dependent "rate". The term is an authority for the student to reside in family type quarters, or in the case of non-availability of family quarters, off base. The authorization also allows for the student to draw a larger advance upon arrival at the training location. Close attention must be paid to the orders so that any subsequent payments can be reduced by an appropriate amount.

Itinerary: International student travel begins at the international airport (aerial port of embarkation (APOE)) servicing their home country. **We do not pay travel allowances while travelling in home country.** The itinerary must include all intermediate stops in other foreign countries. It must show the port of arrival in the U.S. (aerial port of debarkation (APOD)). This will be where the student clears U.S. customs. The itinerary should be supported by a copy of the travel tickets or electronic ticket itinerary. Include departure from the APOD and arrival at the local terminal, and subsequent travel from the local terminal to the installation. The final entry in the itinerary will be “In Place” at the TDY installation. This single itinerary will provide the means to pay for travel and reimbursable expenses and to compute living allowances for the first period of entitlement.

Lodging and Reimbursable Expenses: Claimants must annotate lodging costs on the voucher. Applicable non-availability statements must be provided with receipts for all lodging. Block 18, reimbursable expenses, should list all claimed items separately. These may include visa and airport transit fees, excess baggage charges, commercial terminal transportation with the CONUS. Most reimbursable expenses payable to U.S. military travelers are payable to international students. If in doubt, research or ask us.

Enlisted Lodging: For IMET enlisted personnel authorized government quarters and receiving living allowances, reimbursement for quarters may be made directly to lodging, via U.S. DEBIT Card. In the case an IMS departs without paying for lodging, the base billeting or housing officer must submit certified invoices to AFSAT / FML through the IMSO for payment. *Any outstanding bills must still be covered by the case.* Invoices must include all necessary data and total amount of charges. A copy of each student’s ITO must support the invoice. Upon IMSO verification that reimbursement is due to base billeting or the housing office, a SF 1034, *Public Voucher for Purchases and Services other than Personal*, will be prepared. The line of accounting cited in the ITO is charged for these services. (Ref: [AFL 16-105](#), paragraph 6-36)

Signature Requirements: The student must sign and date the claim in blocks 20a and 20b. In accordance with [DoDFMR volume 9](#), Chapter 5, supervisory review is required for non-DTS travel vouchers. The IMSO is in the best position to review the accuracy of the claim based upon prior knowledge of arrival, assigned lodging and departure information. The IMSO should review the claim and complete blocks 20c through 20f.

NOTE: The reviewer, IMSO, is NOT certifying the claim, merely reviewing the claim for completeness. The IMSO may NOT authorize additional entitlements, increase entitlements or approve special authorizations.

Accounting Classification and Procedures: The entire line of accounting from the ITO should be annotated on the claim, block 22. FSR and PSR data can be entered here to aid in MAFR processing.

ALL partial settlement payments MUST BE travel type transaction 18, type vendor code 5 addresses and processed on the TV04 processing screen.

If a valid address is not readily available for the particular country and fund code, immediately call AFSAT. If resolution is not provided in a timely manner, i.e., to process daily MAFR, ELEVATE.

DO NOT PROCESS MAFR AGAINST ANOTHER COUNTRY ADDRESS.

Sample 1 Voucher Initial

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																									
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Sample Voucher 2, In Place Accrual

Name, Grade: The complete name of the traveler should be entered. Many international students have similar first and last names. The name block should be compared to section 6a of the ITO and the grade should indicate the U.S. equivalent grade which can be found in section 6d of the ITO.

PSSN: The pseudo social security number should be copied exactly as it appears in section 9 of the ITO. AFSAT commitments and obligations are input with the assigned to the student and it is imperative that all payments be made using the same record.

The PSSN is system generated at the time training is requested/offered to the country. PSSNs are issued sequentially by the training system and are not duplicated. The first digit is always 9. The second and third digits are the fiscal year. The final six are sequential starting with 000001. The first issued PSSN for FY14 was 914 00 0001.

If the PSSN is missing, the student may have an amendment to the ITO. If there is no amendment to the ITO, the order is either invalid or no entitlements are due. If the ITO indicates payments are due, an amendment will be required.

Travel Order/Authorization Number: The TO# is in block 9 of the ITO. The travel order number follows the same format as manually produced travel orders for U.S. personnel. The order number is 6 alpha numeric characters and must start with "T". The second and third positions, like a unit designation for Air Force, identify the particular country. Positions four through six are sequentially issued starting with "001" each year.

Example: TMX001; T = travel
MX = Mexico
001 = first issued order for Mexico this year.

If the TO number is missing or does not match the required format, check with the student for an amendment to the ITO. If there is no amendment, and entitlements are due, an amendment will be required.

Dependents, DD1351-2 Block 12: Dependents are discouraged from joining students except where the Implementing Agency determines housing and other amenities are available and the presence of dependents makes an important contribution to the learning experience. When the Implementing Agency encourages authorized dependents for officers and NCOs attending selected courses, as indicated in [Table C10.T11](#), IMSOs will provide the required daily supplemental living allowances based on location and [Table C10.T12](#), TLA rates, as applicable, and attest to correctness on DD Form 1351-2, 20d, Reviewer Signature.

Important Note: There is NO actual dependent "rate". The term is an authority for the student to reside in family type quarters, or in the case of non-availability of family quarters, off base. The authorization also allows for the student to draw a larger advance prior to departing home country. Close attention must be paid to the orders so that any payments can be reduced by an appropriate amount.

Itinerary: Periodic accrual vouchers should begin and end at the training location. The first date, or start date, should be the date immediately following the date of most recent payment of living allowances. The ending date should be the “paid through” date, or the last day of payment.

On occasion, a student may be required to perform other TDY within the same time period based on class syllabus and training requirements. Normal TDY entitlements, in compliance with issued DD Forms 1610 or flight orders, do NOT impact living allowances and should be considered separately from living allowances. More plainly, dual lodging is authorized.

Students are also required to attend certain field studies program (FSP) activities as part of their study in the U.S. For FSP field trips, students are issued an invitational travel order, letter format, by the schoolhouse. NO additional entitlements exist and ONLY normal daily living allowances are payable.

Lodging and Reimbursable Expenses: Claimants must annotate lodging costs on the voucher. Applicable non-availability statements must be provided with receipts for all lodging. There should be no additional reimbursable expenses.

Enlisted Lodging: For IMET enlisted personnel authorized government quarters and receiving living allowances, reimbursement for quarters may be made directly to lodging, via U.S. DEBIT Card. In the case an IMS departs without paying for lodging, the base billeting or housing officer must submit certified invoices to AFSAT / FML through the IMSO for payment. *Any outstanding bills must still be covered by the case.* Invoices must include all necessary data and total amount of charges. A copy of each student’s ITO must support the invoice. Upon IMSO verification that reimbursement is due to base billeting or the housing office, a SF 1034, *Public Voucher for Purchases and Services other than Personal*, will be prepared. The line of accounting cited in the ITO is charged for these services. (Ref: [AFU16-105](#), paragraph 6-36)

Signature Requirements: The student must sign and date the claim in blocks 20a and b. In accordance with [DoDFMR volume 9](#), Chapter 5, supervisory review is required for non-DTS travel vouchers. The IMSO is in the best position to review the correctness of the claim based upon prior knowledge of arrival, assigned lodging and departure information. The IMSO should review the claim and complete blocks 20c through 20f.

NOTE: The reviewer, IMSO, is NOT certifying the claim, merely reviewing the claim for completeness. The IMSO may NOT authorize additional entitlements, increase entitlements or approve special authorizations.




Accounting Classification and Procedures: The entire line of accounting from the ITO should be annotated on the claim, block 22. FSR and PSR data can be entered here to aid in MAFR processing.

ALL partial settlement payments MUST BE travel type transaction 18, type vendor code 5 addresses, and processed on the TV04 processing screen.

If a valid address is not readily available for the particular country and fund code, immediately call AFSAT. If resolution is not provided in a timely manner, i.e., to process daily MAFR, ELEVATE.

DO NOT PROCESS MAFR AGAINST ANOTHER COUNTRY ADDRESS.

Sample 2- Voucher - In Place

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 0.00					
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6. ADDRESS. a. NUMBER AND STREET DLIELC		b. CITY JBSA Lackland		c. STATE TX	d. ZIP CODE 78236		
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15. ITINERARY a. DATE DEP CITY STATE ARR INSTALLATION DEP EX: 21DEC2017-20JAN2018 ARR DEP ARR DEP ARR DEP ARR DEP ARR		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		d. COMPUTATIONS IN PLACE VOUCHER			
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS		e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due		a. DATE b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE 		c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE 		e. TELEPHONE NUMBER f. DATE	
21.a. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE 		c. TELEPHONE NUMBER d. DATE			
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

Sample Voucher 3, Final Claim

Name, Grade: The complete name of the traveler should be entered. Many international students have similar first and last names. The name block should be compared to section 6a of the ITO and the grade should indicate the U.S. equivalent grade which can be found in section 6d of the ITO.

PSSN: The pseudo social security number should be copied exactly as it appears in section 9 of the ITO. AFSAT commitments and obligations are input with the PSSN assigned to the student and it is imperative that all payments be made using the same record.

The PSSN is system generated at the time training is requested/offered to the country. PSSNs are issued sequentially by the training system and are not duplicated. The first digit is always 9. The second and third digits are the fiscal year. The final six are sequential starting with 000001. The first issued PSSN for FY14 was 914 00 0001.

If the PSSN is missing, the student may have an amendment to the ITO. If there is no amendment to the ITO, the order is either invalid or no entitlements are due. If the ITO indicates payments are due, amendments will be required.

Travel Order/Authorization Number: The TO# is in block 9 of the ITO. The travel accounting travel order number follows the same format as that used for all manually produced travel orders for U.S. personnel. It is 6 alpha numeric characters and must start with "T". The second and third positions, like a unit designation for Air Force, identify the particular country. Positions four through six are sequentially issued starting with "001" each year.

Example: TMX001; T = Travel
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If the TO number is missing or does not match the required format, check with the student for an amendment to the ITO. If there is no amendment, and entitlements are due, an amendment will be required.

Dependents, DD1351-2 Block 12: Dependents are discouraged from joining students except where the Implementing Agency determines housing and other amenities are available and the presence of dependents makes an important contribution to the learning experience. When the Implementing Agency encourages authorized dependents for officers and NCOs attending selected courses, as indicated in [Table C10.T11](#), IMSOs will provide the required daily supplemental living allowances based on location and [Table C10.T12](#) TLA rates, as applicable, and attest to correctness on DD Form 1351-2, 20d, Reviewer Signature.

Important Note: There is NO actual dependent "rate". The term is an authority for the student to reside in family type quarters, or in the case of non-availability of family quarters, off base. The authorization also allows for the student to draw a larger advance prior to departing home country. Close attention must be paid to the orders so that any payments can be reduced by an appropriate amount.

Itinerary: Should start “In Place” TDY location, with the date being date after last payment. Second entry should also be “In Place” and TDY location to show the last day that living allowances should be paid through. From there, the itinerary should be based on the issued tickets for the return trip home, to include the APOE, intermediate stops in foreign locations and end at the APOD, the international airport servicing home country. **We do not pay travel allowances while traveling in home country so “MC” for mission complete is entered for the APOD.** The itinerary must include all intermediate stops in other foreign countries. The itinerary should be supported by a copy of the travel tickets or electronic ticket itinerary. This single itinerary will provide the means to pay final living allowances and for travel and reimbursable expenses home.

Lodging and Reimbursable Expenses: Claimants must annotate lodging costs on the voucher. Applicable non-availability statements must be provided with receipts for all lodging. Block 18, reimbursable expenses, should list all claimed items separately. These may include visa and airport transit fees, excess baggage charges, commercial terminal transportation with the CONUS. Baggage charges should be supported by CTO itinerary and the ITO.

Enlisted Lodging: For IMET enlisted personnel authorized government quarters and receiving living allowances, reimbursement for quarters may be made directly to lodging, via U.S. DEBIT Card. In the case an IMS departs without paying for lodging, the base billeting or housing officer must submit certified invoices to AFSAT / FML through the IMSO for payment. *Any outstanding bills must still be covered by the case.* Invoices must include all necessary data and total amount of charges. A copy of each student’s ITO must support the invoice. Upon IMSO verification that reimbursement is due to base billeting or the housing office, a SF 1034, *Public Voucher for Purchases and Services other than Personal*, will be prepared. The line of accounting cited in the ITO is charged for these services. (Ref: [AEU 16-105](#), paragraph 6-36)

Signature Requirements: The student must sign and date the claim in blocks 20a and 20b. In accordance with [DoDFMR volume 9](#), Chapter 5, supervisory review is required for non-DTS travel vouchers. The IMSO is in the best position to review the correctness of the claim based upon prior knowledge of departure information. The IMSO should review the claim and complete blocks 20c through 20f.

NOTE: The reviewer, IMSO, is NOT certifying the claim, merely reviewing the claim for completeness. The IMSO may NOT authorize additional entitlements, increase entitlements or approve special authorizations.

Accounting Classification and Procedures: The entire line of accounting from the ITO should be annotated on the claim, block 22. FSR and PSR data can be entered here to aid in MAFR processing.

The final settlement payments MUST BE travel type transaction 18, type vendor code 5 addresses, and processed on the TV04 processing screen.

If a valid address is not readily available for the particular country and fund code, immediately call AFSAT. If resolution is not provided in a timely manner, i.e., to process daily MAFR, ELEVATE.

DO NOT PROCESS MAFR AGAINST ANOTHER COUNTRY ADDRESS.

Sample 3 Voucher Final

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				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS IN PLACE VOUCHER FINAL	
15. ITINERARY				c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP	
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		e. LODGING COST		f. POC MILES	
DEP	INSTALLATION						
ARR							
DEP	CITY, STATE						
ARR							
DEP	CITY, STATE						
ARR							
DEP	INTERMEDIATE STOP						
ARR							
DEP	MISSION COMPLETE - HOME COUNTRY						
ARR							
DEP							
ARR							
DEP							
ARR							
				e. SUMMARY OF PAYMENT			
				(1) Per Diem			
				(2) Actual Expense Allowance			
				(3) Mileage			
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL			
18. REIMBURSABLE EXPENSES				<input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20. a. CLAIMANT SIGNATURE				b. DATE			
[Signature]							
c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER		f. DATE	
		[Signature]					
21. a. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE		c. TELEPHONE NUMBER		d. DATE	
		[Signature]					
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
				28. AMOUNT PAID			

Reference

Materials

[Security Assistance Management Manual - DoD 5105.38-M](#)

[AR 12-15/SECNAVINST 4950.4B/AFI 16-105](#)

[DoDFMR Volume 9 Travel Policy and Procedures](#)

[FSO Travel Procedures - AFI 65-114](#)

[DoDFMR Volume 15 Security Assistance Policy and Procedures](#)

[Accounting For Obligations - DFAS 7000.4-R \(Paragraph 7.9\)](#)

[DFAS 7010.3-M, Procedures for Travel Accounting Operations, August 2011](#)

Forms

Open the attachments pane on the left side to view fillable DD Form 1351 and DD Form 1351-2

Attachments and Tables

[Sample Invitational Travel Order](#)

[Table C10.T14 Authorized and Unauthorized Baggage Allowances](#)

[Table C10.T11 Locations Dependents Encouraged to Accompany the International Military Student](#)

[Table C10.T12 Daily Supplemental Living Allowances for International Military Students \(IMS\) under Security Cooperation Programs](#)

Invitational Travel Order (ITO) for International Military Student (IMS)

1. ITO Number: AJD10I0011000 2. Country/Organization: Azerbaijan 3. Date: 19-Feb-10

The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.

Definitions of acronyms and abbreviations contained in this document, and instructions for completing this form are provided in the Joint Security Cooperation Education and Training Regulation, JSCETR / Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15/AFI 16-105). This computer generated, letter format ITO is authorized in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M

- 4. Issuing Security Cooperation Organization (SCO).
 - a. Name of Organization: Office of Defense Cooperation
 - b. Mailing Address: Department of State, 7050 Baku Place
Washington, DC 20521-7050
 - c. E-mail Address: avshalumovadl@state.gov

5. Program Type: IMET: 1-Year Intl. Military Education and Training AJ-D-10I001 Leg Case: AJ-D-10I

- 6. IMS Information.
 - a. Surname: ALIYEV
 - First Name: KAMIL
 - b. Sex: MALE
 - c. Country Service Rank: Major
 - d. U.S. Equivalent Rank/Pay Grade: O4
 - e. Country Service: Air Force
 - f. Country Service Number:
 - g. Date of Birth: 20-Apr-80
 - h. Place of Birth: Mingachevir, Azerbaijan
 - i. Passport Number: P3951651
 - j. Country of Citizenship: Azerbaijan
 - k. Visa Number:
 - l. Visa Type:

7. Invitation. The Secretary of Department of the Air Force invites the IMS listed in Item 6 of this Order, to proceed on or about 03-Mar-10 from Azerbaijan to LACKLAND AFB, TX 78236 for the purpose of commencing training listed in Item 8 of this Order.

8. Authorized Training: No additional training that specified in this order will be provided.

- Case: 10I001
 - a. WCN: 1000* MASL: D177009 TITLE: AMERICAN LANGUAGE COURSE
 - Military Service Course No: DLI ELC School: DLI, LACKLAND AFB TX
 - Location: LACKLAND AFB, TX 78236-5514 (DLI Report Date: 03-Mar-10 End Date: 04-Jun-10
- Case: 10I001
 - b. WCN: 1000A MASL: D177009 TITLE: INTL OFF SCH (FOR AC&SC)
 - Military Service Course No: ZZ410 School: MAXWELL AFB, AL
 - Location: MAXWELL AFB, AL 36112-6325 (MAX) Report Date: 07-Jun-10 End Date: 28-Jul-10
- Case: 10I001
 - c. WCN: 1000B MASL: D177009 TITLE: AIR COMD & STAFF COLLEGE
 - Military Service Course No: ZZ410 School: MAXWELL AFB, AL
 - Location: MAXWELL AFB, AL 36112-6325 (MAX) Report Date: 04-Aug-10 End Date: 06-Jun-11

9. Funding. Fund Cite: 57-1101-490 8815-667100 FSR: 044717 PSR: E13784

TRAVEL ORDER#: T02 PSEUDO SSN #: 910000702

TRAVEL/ LIVING ALLOWANCE AMOUNT: \$ 69,537.00

- 10. Language Prerequisites:
 - a. Highest Required ECL: 10
 - b. IMS completed the in-country English language testing as follows:
 - English Exam: 100H Date Completed: 04-Feb-10 Score: 49

11. Security and Student Screening: Human Rights, Security and Medical Screening have been completed in accordance with SAMM Paragraph C10-1 and JSATR Paragraph 10-41 for IMS listed in Item 6 of this Order.

- b. U.S. security clearances have been complied with. All training will be conducted on an unclassified basis.

12. Conditions: a. Dependents: Dependents are not authorized by U.S. authority to accompany the IMS or join the IMS while in training.

- b. Medical Services.
 - IMS:
 - IMS under IMET.
 - 2. NON NATO IMS. Charges for outpatient and inpatient care, immunizations and medical examinations are chargeable to the IMETP and will be forwarded to the appropriate MILDEP for processing.
 - (d) Medical Examinations. Medical examination, to include HIV Test, was completed on 10-Feb-10. Program requirements have been complied with.

- c. Participation in Hazardous Duty.
- d. Physical Fitness Training.
Participation in physical fitness training is not required.
- e. Leave.
Upon completion of training, IMS is not authorized leave, and will proceed immediately as directed to home country.
- f. Living Allowances.
Living allowance is authorized during period covered by this order, from day of departure from, to day of return arrival in home country, excluding period covered by leave, in accordance with SAMM Table C10.T3, and is chargeable to the fund cite in Item 9 of this Order.
- g. Travel.
Travel covered by this order, overseas and CONUS, is chargeable to the fund cite in Item 9 of this Order.
IMS has been issued one way ticket to San Antonio, TX.
Cost of OCONUS travel chargeable to fund cite in Item 9 of this Order, is \$15 Government transportation request is N/A. Last training installation will arrange return transportation to home country.
- h. Travel by POV.
IMS is not authorized to travel by POV.
- i. Baggage.
Note: Baggage allowances outlined below are total allowances: excess baggage being that amount between the baggage permitted by the transportation carrier and that stipulated below. Baggage sizes and dimensions will conform to carrier stipulations. These allowances apply for that portion of travel whose costs are paid from U.S. funds (See Paragraph 12.g above) and cost of authorized baggage is chargeable to the fund cite in Item 9 of this Order (U.S. grant case).

Training 36 weeks or more in total duration: IMS will bring 3 pieces of baggage not to exceed 50 pounds (22.7 kilograms) each. (Three pieces of excess baggage are authorized.)

13. Terms:

- a. Prior to departure from home country, the IMS and dependents listed herein are required to be medically examined and found physically acceptable in accordance with the health provisions of the Immigration and Nationality Act (8 USC 1401(A)(1)-Public Health Service, Department of Health and Human Services, 42 CFR Part 207. Medical examination of Aliens, and 42 CFR Part 71, Foreign Quarantine; applicable U.S. MLDEP regulations and other U.S. laws or DoD directives and regulations which may be in effect from time to time.
- b. The home country will ensure that the IMS has sufficient funds in United States dollar instruments to meet all expenses while in training, and for the first 30 days of training pending receipt of applicable allowances from the IMS.
- c. IMS will be responsible for custodial fees and personal debts incurred by self or family members. IMSs unable to meet these financial obligations may be withdrawn from training and returned to home country.
- d. The IMS will bring adequate uniforms and work clothes for field duty or technical work. U.S. fatigue uniforms and work clothes will be purchased by the IMS in the event that the country work uniforms are inadequate. Where clothing for training is involved, required special flight clothing and individual equipment may be purchased by the IMS, or provisions will be made by the home country or the IMS to obtain the necessary equipment prior to start of training. The IMS will also provide adequate clothing for off-duty wear.
- e. The Government of the United States is responsible for IMS travel which is part of the training program and for which costs are part of the course tuition.
- f. The IMS will comply with all applicable U.S. Military Service regulations.
- g. The United States will accept training and return to country IMSs who violate U.S. law or Military Service regulations or who are found otherwise unsatisfactory. The IMS government will be alerted to such actions in accordance with U.S. MLDEP regulations.
- h. The Government of the United States disclaims any liability or financial responsibility for injuries received by the IMS listed herein while in transit to and from the training installation, while undergoing training or while in leave status, and any liability or financial responsibility for personal injury claims or property damage claims resulting from the IMS activities.
- i. The IMS will participate in flights of U.S. military aircraft as required for scheduled course(s) or as specified in U.S. MLDEP regulations.
- j. The acceptance of this order by the host country constitutes agreement that an IMET funded course will be utilized, upon return to the host country, in the skills for which training was received for a period of time sufficient to warrant the expense to the U.S. Government, in accordance with the SAMM, Chapter 10. time sufficient to warrant the expense to the U.S. Government, in accordance with the SAMM, Chapter 10.

14. Implementing Authority:

a. MLDEP Authorization: AJ221322ZJAN10

b. Date: 16-Feb-10

15. Special Instructions/Remarks:

The IMS received \$250 as initial per diem prior to departure.

16. Distribution:

DLIELC, LACKLAND AFB TX
LACKLAND AFB, TX 78236-5514
MAXWELL AFB, AL
MAXWELL AFB, AL 36112-6323

17. ITO Authorization:

- a. Signature of U.S. Authority Authenticating Orders: //Signed// LTC John Fravel
- b. Title: Chief, Office of Defense Cooperation

TO: 0-4 KAMIL ALIYEV, WCN 1000
FROM: Office of Defense Cooperation
Department of State, 7050 Baku Place
Washington, DC 20521-7050

SUBJECT: Invitational Travel Order - AJD10I0011000, Amendment Number S01, Azerbaijan

1. Subject order is amended to read as follows:

ITEM: 6. IMS Information k. Visa Number: C1659783

ITEM: 6. IMS Information l. Visa Type: A2

2. Authority for this amendment:

//SIGNED//LTC John Fravel
Chief, Office of Defense Cooperation

DISTRIBUTION:

SAMPLE

TO: 0-4 KAMIL ALIYEV, WCN 1000
FROM: Office of Defense Cooperation
Department of State, 7050 Baku Place
Washington, DC 20521-7050

SUBJECT: Invitational Travel Order - AJD10I0011000, Amendment Number S02, Azerbaijan

1. Subject order is amended to read as follows:

ITEM: 9. Funding.

TRAVEL/ LIVING ALLOWANCE AMOUNT: \$38,941.00

2. Authority for this amendment:

//SIGNED//LTC John Fravel
Chief, Office of Defense Cooperation

DISTRIBUTION:
DLIELC, LACKLAND AFB TX
LACKLAND AFB, TX 78236-5514
MAXWELL AFB, AL
MAXWELL AFB, AL 36112-6323

SAMPLE

Table C10.-T14. Authorized and Unauthorized Baggage

Authorized Baggage

Allowances outlined below apply for the portion of the travel costs payable from U.S. appropriated funds. Baggage sizes and dimensions are to conform to carrier stipulations.

1. Two pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS when education/training is 12 weeks or less.
2. Three total pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS when education/training is 13 through 23 weeks.
3. Four total pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS when education/training is 24 and longer.
4. In addition to the allowance in paragraphs (1) through (3) above, one additional piece of baggage not to exceed carrier stipulations is authorized for the following IMS receiving U.S.- funded travel:
 - a. When IMS is accompanied by authorized dependents and is attending education/training programs listed in Table C10.T11.
 - b. When IMS is attending flight training or other long-term training that requires special (e.g., flight helmet), or excessively heavy uniform requirements.
5. IMS are authorized to pay and be reimbursed the baggage surcharges for the authorized baggage cited above.

If the airlines will not accommodate the authorized baggage cited above, the IMS should ship the unaccommodated, but authorized, baggage the most economical way (e.g., FEDEX, UPS, USPS), and seek reimbursement for that cost. Schoolhouse IMSOs should monitor the baggage policies and latest surcharge costs for the carriers used from their commonly-used airports for changes, and inform SCOs when additional authorizations are needed on the ITOs.

Unauthorized Baggage

Shipment of baggage in excess of the weight allowance is not authorized. Disposition of unauthorized baggage is made at the expense of the student or the IMS' government. Commanding officers of the training or administrative installation should ensure that unauthorized baggage is shipped at the student's expense prior to his/her departure from the installation. IMS reporting to ports of departure with unauthorized baggage are requested to forward the unauthorized baggage by commercial means at their expense. If lack of time prohibits this, the traffic representative takes unauthorized baggage into custody, and the IMS is given a receipt for the baggage. The IMS will travel on the scheduled flight or carrier. After departure, the traffic representative delivers the unauthorized baggage to the IMS' consulate.

Table C10.T11. Locations Dependents Are Encouraged to Accompany IMS

Locations Dependents Are Encouraged to Accompany IMS

- Air Command & Staff College
- Army Sergeants Major Course
- Air War College
- U.S. Army War College
- Graduate Programs at Naval Postgraduate School
- Graduate Programs at the Air Force Institute of Technology
- Inter-American Defense College
- Intermediate Level Education (ILE) and School of Advanced Military Studies at the Army Command and General Staff College; and ILE at the Western Hemisphere Institute for Security Cooperation (WHINSEC)
- Marine Corps War College
- Marine Corps University International Fellows Program
- National Defense University
- Naval Command College
- Naval Staff College
- Marine Corps Command & Staff College
- Marine Corps Expeditionary Warfare School
- Marine Corps School of Advanced Warfighting

Table C10.T12. Daily Supplemental Living Allowances for International Military Students (IMS) under Security Cooperation Programs

#	Govt or Contracted Govt Quarters	Mess	Dependents Encouraged	Authorized Dependents Accompany Student	Living Allowance Rate	Remarks
1	Yes	No	No		Actual cost of lodging and utilities (not-to-exceed (NTE) maximum lodging rates stated in the Joint Federal Travel Regulation (JFTR)) + JFTR local meal rate + \$11 special IMS incidentals	
2	No	No	No		Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + \$11 special IMS incidentals	A statement of non-availability or equivalent must be issued to the IMS and filed with voucher. IMS must also provide lodging and utility receipts and, if applicable, a copy of rental agreement or lodging receipt.
3	Yes	Yes		No	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR government meal rate + \$11 special IMS incidentals	
4	Yes	One or two meals are available	No		Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR proportional meal rate + \$11 special IMS incidentals	

5	Yes and free of charge	Yes and free of charge	No		\$11 special IMS incidentals	
6	Yes and free of charge	Available aboard ship	No		Government meal rate + \$11 special IMS incidentals	
7	Yes but International Military Student chooses to live off base/post				\$0	
8	No	No	Yes	Yes	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + \$11 special IMS incidentals	Availability of quarters is based upon the availability of government family housing. IMS must provide lodging and utility receipts and, if applicable, a copy of the rental agreement, and certify that dependents reside with IMS for at least 75% of the course duration.
9	Yes	No	Yes		Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + \$11 special IMS incidentals	
10	Yes	Yes	Yes	Yes	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + \$11 special IMS incidentals	Availability of quarters is based upon the availability of government family housing.
11	Yes	One or two meals are available	Yes	Yes	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate	Availability of quarters is based upon the availability of government family housing.

					+ \$11 special IMS incidentals	
12	Bachelor Govt or Contracted Quarters are available but student chooses to reside off base/post		No	Yes	\$0	
13	N/A	N/A			Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + meals in accordance with JFTR + applicable OCONUS incidentals.	When a student from one country is attending a regional Mobile Education and Training (MET) course in another country.

Additional Information for Table C10.T12.

1. Quarters available means that USG quarters or contracted government quarters were either furnished or made available.
2. Mess available means three meals per day are available in a USG dining facility, whether or not actually consumed.
3. When TLA is authorized, the travel allowance rate includes the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. TLA rates, while the IMS is on travel status including unscheduled delays, are based on rates equal to the JFTR per diem rates for U.S. personnel in a TDY status. In most cases, students do not receive his/her first TLA payment until he/she has been in CONUS for two weeks; therefore, the SCO is authorized to advance the student sufficient funds in U.S. dollars to meet all expenses while the student is en route, to include not less than two weeks advance up to thirty days advance TLA. Any such advances must be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements at CONUS training activities.
4. When the IMS is scheduled to attend training for 5 weeks or less, the SCO is authorized to purchase roundtrip transportation and to pay the student total authorized living allowance entitlements at the time of departure. Government Transportation Request number (GTR #) and amounts paid for transportation and living allowances are annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements.
5. If the duration of training at the last training installation is two weeks or less, and/or the last training installation has no means of paying the IMS, the International Military Student Officer (IMSO) at the next-to-last training installation arranges for advance payment of travel and living allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the student ITO is endorsed in the Special Conditions Block to identify the period of time for which advanced living and travel allowances were made.
6. If it is determined that an IMS who has departed the CONUS or overseas training activity was overpaid in CONUS or at the overseas activity, no attempt would be

made to collect the overpayment from the student. The IA determines whether a funding adjustment via the SC training program is necessary.

7. Accompanied students living off post/base attending courses where dependents are authorized may draw a living allowance advance upon arrival in CONUS of an amount equal to the estimated living allowances for the first 45 days at a particular location. The student living allowance drawn during the period of training is adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location.
8. When an IMS with authorized dependents is subsequently hospitalized, the TLA rate must continue to be paid.
9. TLA is not authorized for leave periods before or following completion/termination of training. Leave with living allowance may be granted during periods of class breaks, authorized holidays, and between consecutive courses.
10. Guest instructors assigned to WHINSEC, IAAFA or NAVSCIATTS are paid a living allowance based upon the installation's government quarters or government contracted quarters' rates by grade and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the MILDEP's Operations and Maintenance account, not SC training programs.
11. When an IMS is authorized TLA and is concurrently TDY, the IMS will be reimbursed for travel and per diem (lodging, subsistence and incidentals) in accordance with the JFTR rate for the TDY location and if required, to pay rent/lodging while TDY, plus the lodging portion of the TLA authorized at the training location.
12. When the IMS pays for lodging, regardless of whether it is government lodging or commercial lodging, the IMS must provide a lodging receipt with each TLA claim. If a rental agreement has been signed, a copy of that agreement is also provided with each TLA claim. When the IMS resides in an apartment, the lodging expense includes the cost of standard utilities, furniture rental, and maid service, equal to what the JFTR allows a U.S. military member on TDY renting an apartment.