AFSAT

International Student Payment Processing Guide

Updated 29 November 2012

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 authorized document used to enter students into training is the letter format ITO (**Attachment 1**) generated by the Training Management System (TMS). The letter format ITO is used for accounting purposes and provides guidance for determining which support is payable and which is not, status and privileges and, with extremely rare exception, is the only funding document and travel order for international students.

Each individual is issued an ITO with a unique pseudo social security number (pSSAN) and travel order number (TO). The pSSAN and travel order number, along with the fund summary record (FSR) and program summary record (PSR) are annotated in section 9 of the ITO, immediately following the full line of accounting.

> Students who do not receive travel or living allowances will NOT have a funding line, pSSAN or TO. If all three are missing, it is likely the student does not receive allowances. The orders will need to be read carefully to make a proper determination.

AFSAT is required to accomplish commitment accounting for travel entitlements. We do not create or publish travel orders. We authorize the funding for the ITOs and they are produced in the home country of the traveler, sometimes months after authorization. Because we do commitment accounting there must be a valid pSSAN and TO assigned before an order is published. When an order is produced it is reviewed by AFSAT personnel for correctness and an amendment is automatically requested if and when required.

If a student presents an invalid order, chances are an amendment has already been produced. The student should be referred to his/her International Military Student Officer (IMSO) to obtain complete documents. If an amendment has not been produced, the IMSO should request action to ensure one is acquired.

Element	ITO Section	Notes
Name	6 A	Use Entire Name
SSAN	9	Do NOT use locally assigned
Travel Order #	9	Tcc### (cc = country)
US Grade	6 D	
Fund Cite – Long Line	9	
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 tng
Travel Expense (Air)	13 E	May/may not be paid by US
Prior Advance Paid	15	Prorate over Partial Settlements
Training Location/Dates	8	Ensure he/she should be there

Accounting Notes

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

> ALL funds, travel and living allowances, tuition costs, etc, are funded by traveler for the entire course of training. The fiscal year cited in the appropriation MUST be charged. Do NOT change the accounting year. This applies even if the student does not report to the initial training location until the subsequent fiscal year cited. Example: training may be requested and orders funded with FY12 money. The training does not start until November, (FY13). The fund cite on the orders (FY12) is correct and should be used for the entire training track.

Following is an excerpt from DFAS 7000.4-R, *Accounting for Obligations.*

C7.9. 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. Funds are allocated to the Military Services (Army, Navy, and Air Force) through the Defense Security Cooperation Agency (DSCA). 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:

C7.9.1. 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).

C7.9.2. The obligation includes student travel, living allowance (daily allowance in accordance with DoD 5105.38-M, Security Assistance Management Manual, C10.6.11), and the flat-rate cost of the training course or non-severable course of training.

C7.9.3. 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.

Accounting Line Examples: Following are examples of various AFSAT fund cites. Accounting lines should always be in section 9 of the ITO and should be followed by the pseudo social security number, the travel order number and a type vendor 5 GAFS-BQ address.

IMET Single year.	57-1131081 493 8815 N10** 409 667100 (** = country code)
IMET No year.	57-11X1086 41@ 8815 N10** 409 667100 (@ = program year)
INL	5733400 303 8815 YYC0$$ 03 409 84771F 667100
	$$ - C1 = Columbia, M1 = Mexico, P1 = Peru

1004 South America	5733400 303 8815 YYC0** 03 409 88790F 667100 (note the PEC)
1004 Mexico	5733400 303 8815 YYC0** 03 409 88791F 667100
1004 Caribbean	5733400 303 8815 YYC0** 03 409 88792F 667100
ALP	5733400 303 6410 13116E 03 409 84741F 667100
Counter Terrorism	9730100.6802 BD3 8815 049000 409 667100
FMS	97-11X8242.0002 4F 8815 T&&&** 409 $$$000 667100

&&& = case, ** = country $$$ = line

Example 97-11X8242.0002 4F 8815 TTBTSR 409 989000 667100

REMINDER: If an IMET student is already in training and the orders state FY12, you must use FY12 fund cites. IMET students may also enter training for the remainder of the CALENDAR year using FY12.

ALL charges, to include travel and lodging allowances and transportation are to be charged to the fund cite on the ITO.

If ever in doubt as to the validity of a particular accounting line or individual element, contact AFSAT travel section; afsat.fmt.workflow@us.af.mil

All accrual payments made to international students must be processed into the accounting system as "partial settlements", type transaction 18 (TT18).

Following is from DFAS-DE 7077.2-M, 1 August 2009:

30.20 PARTIAL TRAVEL PAYMENTS (TYPE TRANSACTION 18).
A partial voucher is used to disburse all entitlements the member has incurred from the first stationary day to the date of payment. Reversing advances will not be a consideration on partial vouchers.

a. For-self travel partial transactions are processed using the TV04 frame (table 30-3).
b. Use the following guidance to enter the appropriate money amounts:

(1) For partial processing, use the TV04 frame (table 30-3). The TV04 program will apply a balancing formula to ensure the validity of the transaction. See paragraph 30.26 for guidance on the balancing formula.

(a) Enter the net pay amount in the appropriate field. The net pay amount is the amount disbursed on the partial voucher.
(b) Enter the additional entitlement amounts in the upper portion of the frame.
(c) The ADVANCES CLAIMED field will not be used or considered on partial settlements.

Travel and Living Allowance Options

FMS Case Students: The purchaser (foreign country) is responsible for all support costs while the student is 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, etc.

The purchaser shall ensure that students receive sufficient allowances (30 days) for advanced start up housing cost and personal expenses in the CONUS. MILDEP field activity web sites provide information on the amount of TLA required. Security Cooperation Officers/Offices (SCO) should know 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.

Travel and Living Allowance (TLA) on FMS Cases: The letter of offer and acceptance (LOA) does not include TLA unless approved in writing by DSCA (Operations Directorate) in coordination with DSCA (Programs Directorate) prior to LOA development. If TLA costs are included on the LOA and the case is financed with 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.** The ITO may authorize the student to travel by U.S. military aircraft and reimburse the USG by direct bill at the non-Government rate.

Baggage 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-sponsored students. (See **table C10.T6.**)

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

Travel within Student's Country: The IMET program DOES NOT pay travel costs of students 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 obtain agreement from the host countries to transport their respective students 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 funds, transportation uses the most direct route, except as specified below;

T**ravel 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.

Travel to and from CONUS by U.S. Commercial Sources: Travel to or from the United States shall be via USG transportation to the fullest extent feasible. When the use of USG transportation for the entire trip does not permit the student to meet course or class convening dates, combinations of U.S. commercial air or surface common carrier (tourist class) and Government transport is used. Where this combination is used, USG transportation for the return travel to the home country is used to the fullest extent possible. If a U.S. flag carrier is not available, a certificate of non-availability is required.

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

Travel with Dependents: Transportation for dependents of international students 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 student may make arrangements to travel with the dependents at his or 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 expense. Reimbursement is at the U.S. military airlift tariff rate if U.S. military airlift transportation would have been the mode used through USG arrangements or the actual cost of travel whichever is lower, or Category Z rate or the actual cost of travel whichever is lower.

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 or 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 Students: The IMET 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 Students in Travel Status

When IMET Is Paying for Travel: When IMET 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 IMET-funded travel allowance for any portion of travel paid by their Government. Living allowances are computed incrementally in accordance with the Joint Federal Travel Regulation (JFTR) 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 IMET-funded 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 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, lodging costs may be direct billed to the orders through DFAS. The orders and lodging receipts must be reviewed thoroughly to ensure students are not paid lodging if not personally paying for it. 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. See **Table C10.T12** for applicable TLA rates.

When Are Living Allowances Not Authorized For IMET 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 concerned 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 MET 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 Students In Leave Status: IMET 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 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 Students: For students who cannot settle claims prior to departure from the US training location, vouchers for settlement of outstanding entitlements for IMET 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 an IMET 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. Refer to **Table C10.T12**.

Travel Payments

Prescribed Forms: All international student travel claims will be made utilizing the 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 severely limits the amount of advances a student may 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 (TT18) and are to be based on the previous 30 days, or number of days since most recent payment.

First Student Payment: The first 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) should 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 a maximum of 5 business days prior to the end of the payment period.

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 the 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.

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 JFTR 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 US equivalent grade which can be found in section 6d of the ITO.

SSAN: 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 pSSAN assigned to the student and it is imperative that all payments be made using the same record.

> The pSSAN is system generated at the time training is requested/offered to the country. pSSANs 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 pSSAN for FY13 was 913 00 0001.
>
> If the pSSAN is missing see if the student has an amendment to the ITO. If not, 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 US 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
> MX = Mexico
> 001 = first issued order for Mexico this year.
>
> If the TO number is missing or does not match the required format see if the student has an amendment to the ITO. If not, 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. When the Implementing Agency encourages authorized dependents for officers and NCOs attending selected courses, as indicated in **Table C10.T11**, a living allowance may be paid in accordance with rates established **Table C10.T12**.

> **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 US (aerial port of debarkation (APOD)). This will be where the student clears US customs. The itinerary should be supported by a copy of the travel tickets or electronic ticket itinerary. Show departing the APOD and arriving at the local terminal and subsequent travel from the local terminal to the installation. The final entry in the itinerary will be "In Place" and 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, section 15 e. 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 US military travelers are payable to international students. If in doubt, research or ask us.

> **Enlisted Lodging:** For IMET (fund codes 41, 42 and 49) enlisted personnel provided government quarters and receiving living allowances, reimbursement for quarters may be made directly to lodging. If your installation utilizes this option the base billeting or housing officer must submit certified invoices monthly in three copies to the local finance office through the IMSO for payment. Invoices must list names, nationalities, number of days quarters were furnished and total amount of charges. A copy of each student's ITO must support the invoice. The FSO prepares a SF 1034, *Public Voucher for Purchases and Services other than Personal*, upon receipt of the IMSO verification for reimbursement to the base billeting or housing office. The accounting classification cited in the ITO is charged for these services. (Ref: **AFI 16-105**, 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, increased 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.**

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
- [ ] Electronic Fund Transfer (EFT)
- [ ] 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.

[ ] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ _____

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
INCLUDE FULL NAME FROM ITO	= US	FROM ITO	[X] TDY [ ] Member/Employee [ ] PCS [ ] Other [ ] Dependent(s) [ ] DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
LOCAL MAILING ADDRESS			

e. E-MAIL ADDRESS

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER
c. PAID BY
d. COMPUTATIONS

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
XXX XXXX	FROM ITO BLOCK 9	

11. ORGANIZATION AND STATION
SCHOOL ATTENDING, HOME COUNTRY

12. DEPENDENT(S) (X and complete as applicable)
- [ ] ACCOMPANIED
- [ ] UNACCOMPANIED

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE
STUDENT MAY OR MAY		
NOT BE ACCOMPANIED		
SEE ORDERS		

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
- [ ] YES
- [ ] NO (Explain in Remarks)

15. ITINERARY

a. DATE		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
	DEP	HOME CITY, COUNTRY	CP			
	ARR	ENSURE ANY INTERMEDIATE		AD		
	DEP	STOPS/FLIGHT CHANGES ARE NOTED	CP			
	ARR	ARRIVAL AIRPORT IN US (CUSTOMS		AD		
	DEP	LOCATION)	CP			
	ARR			AT		
	DEP	ARRIVAL AIRPORT FOR TDY SITE	GB			
	ARR					
	DEP	TDY LOCATION			0.00	
	ARR			TD		
	DEP	IN PLACE (TDY LOCATION)			0.00	
	ARR					
	DEP					
	ARR					

ENTER COMPUTATIONS HERE
TRAVEL DAYS
IN-PLACE DAYS TO INCLUDE
PER DIEM AND LODGING

e. SUMMARY OF PAYMENT

(1) Per Diem	0.00
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	0.00
(5) DLA	
(6) Reimbursable Expenses	0.00
(7) Total	0.00
(8) Less Advance	
(9) Amount Owed	
(10) Amount Due	0.00

16. POC TRAVEL (X one) [ ] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
- [ ] 12 HOURS OR LESS
- [ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
- [X] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	AMOUNT	d. ALLOWED
	BAGGAGE COSTS		
	VISA/AIRPORT FEES		
	COUNTRY TRANSIT FEES		

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE
MUST BE SIGNED BY STUDENT
b. DATE

c. REVIEWER'S PRINTED NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
MUST BE COMPLETED BY IMSO	IMSO SIGNATURE		

21.a. APPROVING OFFICIAL'S PRINTED NAME	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE

22. ACCOUNTING CLASSIFICATION
ENTER ENTIRE LINE OF ACCOUNTING FROM BLOCK 9 OF ITO. ENTER FSR/PSR TO AID MAFR

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
INITIAL	INITIAL			0.00

SAMPLE

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 US equivalent grade which can be found in section 6d of the ITO.

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>
> If the pSSAN is missing see if the student has an amendment to the ITO. If not, 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 US 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
> MX = Mexico
> 001 = first issued order for Mexico this year.
>
> If the TO number is missing or does not match the required format see if the student has an amendment to the ITO. If not, 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**, a living allowance may be paid in accordance with rates established in **Table C10.T12**.

> **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 and allowances are authorized. Reference DoD 5105.38-M, Table C10.T3. rule 12.

Students are also required to attend certain field studies program (FSP) activities as part of their study in the US. For FSP field trips students are issued an invitational travel order, letter format, issued 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, section 15 e. Applicable non-availability statements must be provided with receipts for all lodging. There should be no additional reimbursable expenses.

Enlisted Lodging: For IMET (fund codes 41, 42 and 49) enlisted personnel provided government quarters and receiving living allowances, reimbursement for quarters may be made directly to lodging. If your installation utilizes this option the base billeting or housing officer must submit certified invoices monthly in three copies to the local finance office through the IMSO for payment. Invoices must list names, nationalities, number of days quarters were furnished and total amount of charges. A copy of each student's ITO must support the invoice. The FSO prepares a SF 1034, *Public Voucher for Purchases and Services other than Personal*, upon receipt of the IMSO verification for reimbursement to the base billeting or housing office. The accounting classification cited in the ITO is charged for these services. (Ref: **AFI 16-105**, 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, increased 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.

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
- [ ] Electronic Fund Transfer (EFT)
- [ ] 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.

[ ] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ _____

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
INCLUDE FULL NAME FROM ITO	= US	FROM ITO	[X] TDY [ ] Member/Employee [ ] PCS [ ] Other [ ] Dependent(s) [ ] DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
LOCAL MAILING ADDRESS			

e. E-MAIL ADDRESS

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
XXX XXXX	FROM ITO BLOCK 9	

11. ORGANIZATION AND STATION
SCHOOL ATTENDING, HOME COUNTRY

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER
c. PAID BY
d. COMPUTATIONS

12. DEPENDENT(S) (X and complete as applicable)
- [ ] ACCOMPANIED
- [ ] UNACCOMPANIED

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE
STUDENT MAY OR MAY		
NOT BE ACCOMPANIED		
SEE ORDERS		

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
- [ ] YES
- [ ] NO (Explain in Remarks)

15. ITINERARY

a. DATE		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
	DEP	IN PLACE DATE - S/B DAY AFTER LAST PAY	NA			
	ARR			TD	00	
	DEP	IN PLACE (TDY LOCATION)				
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

ENTER COMPUTATIONS HERE

IN-PLACE DAYS TO INCLUDE PER DIEM AND LODGING

ENTER DATES PAID
I.E. 1 MAY TO 31 MAY 2010

e. SUMMARY OF PAYMENT

(1) Per Diem	0.00
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	0.00
(5) DLA	
(6) Reimbursable Expenses	0.00
(7) Total	0.00
(8) Less Advance	
(9) Amount Owed	
(10) Amount Due	0.00

16. POC TRAVEL (X one) [ ] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
- [ ] 12 HOURS OR LESS
- [ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
- [X] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	AMOUNT	d. ALLOWED

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE
MUST BE SIGNED BY STUDENT
b. DATE

c. REVIEWER'S PRINTED NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
MUST BE COMPLETED BY IMSO	IMSO SIGNATURE		

21.a. APPROVING OFFICIAL'S PRINTED NAME	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE

22. ACCOUNTING CLASSIFICATION
ENTER ENTIRE LINE OF ACCOUNTING FROM BLOCK 9 OF ITO. ENTER FSR/PSR TO AID MAFR

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
INITIAL	INITIAL			0.00

SAMPLE

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 US equivalent grade which can be found in section 6d of the ITO.

SSAN: 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 pSSAN assigned to the student and it is imperative that all payments be made using the same record.

> The pSSAN is system generated at the time training is requested/offered to the country. pSSANs 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 pSSAN for FY13 was 913 00 0001.
>
> If the pSSAN is missing see if the student has an amendment to the ITO. If not, 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 US 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
> MX = Mexico
> 001 = first issued order for Mexico this year.
>
> If the TO number is missing or does not match the required format see if the student has an amendment to the ITO. If not, 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**, a living allowance may be paid in accordance with rates established in **Table C10.T12**.

> **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 travelling 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, section 15 e. 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 (fund codes 41, 42 and 49) enlisted personnel provided government quarters and receiving living allowances, reimbursement for quarters may be made directly to lodging. If your installation utilizes this option the base billeting or housing officer must submit certified invoices monthly in three copies to the local finance office through the IMSO for payment. Invoices must list names, nationalities, number of days quarters were furnished and total amount of charges. A copy of each student's ITO must support the invoice. The FSO prepares a SF 1034, *Public Voucher for Purchases and Services other than Personal,* upon receipt of the IMSO verification for reimbursement to the base billeting or housing office. The accounting classification cited in the ITO is charged for these services. (Ref: **AFI 16-105**, 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 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, increased 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.**

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
- [ ] Electronic Fund Transfer (EFT)
- [ ] 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.

[ ] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ _____

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
INCLUDE FULL NAME FROM ITO	= US	FROM ITO	[X] TDY [ ] Member/Employee [ ] PCS [ ] Other [ ] Dependent(s) [ ] DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
LOCAL MAILING ADDRESS			

e. E-MAIL ADDRESS

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
XXX XXXX	FROM ITO BLOCK 9	

11. ORGANIZATION AND STATION
SCHOOL ATTENDING, HOME COUNTRY

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER
c. PAID BY
d. COMPUTATIONS

12. DEPENDENT(S) (X and complete as applicable)
- [ ] ACCOMPANIED
- [ ] UNACCOMPANIED

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE
STUDENT MAY OR MAY		
NOT BE ACCOMPANIED		
SEE ORDERS		

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
- [ ] YES
- [ ] NO (Explain in Remarks)

15. ITINERARY

a. DATE		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
	DEP	IN PLACE (TDY LOCATION)				
	ARR			TD		
	DEP	IN PLACE (TDY LOCATION)	GB			
	ARR			AT		
	DEP	LOCAL DEPARTURE AIRPORT	CP			
	ARR	CONUS DEPARTURE AIRPORT FOR FLIGHT		AT		
	DEP	HOME (APOE)	CP			
	ARR	MUST INCLUDE ANY INTERMEDIATE STOPS				
	DEP	AIRPORT, COUNTRY				
	ARR	HOME COUNTRY AIRPORT, COUNTRY		MC		
	DEP	(APOD)				
	ARR					
	DEP					
	ARR					

ENTER COMPUTATIONS HERE

FINAL IN-PLACE DAYS TO INCLUDE PER DIEM AND LODGING SINCE LAST PAYMENT

COMPUTE FINAL TRAVEL HOME BASED ON ITINERARY PROVIDED BY CTO

e. SUMMARY OF PAYMENT

(1) Per Diem	0.00
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	0.00
(5) DLA	
(6) Reimbursable Expenses	0.00
(7) Total	0.00
(8) Less Advance	
(9) Amount Owed	
(10) Amount Due	0.00

16. POC TRAVEL (X one) [ ] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
- [ ] 12 HOURS OR LESS
- [ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
- [X] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
	BAGGAGE COSTS		
	VISA, AIRPORT FEES		
	COUNTRY TRANSIT FEES		

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE
MUST BE SIGNED BY STUDENT
b. DATE

c. REVIEWER'S PRINTED NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
MUST BE COMPLETED BY IMSO	IMSO SIGNATURE		

21.a. APPROVING OFFICIAL'S PRINTED NAME	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE

22. ACCOUNTING CLASSIFICATION
ENTER ENTIRE LINE OF ACCOUNTING FROM BLOCK 9 OF ITO. ENTER FSR/PSR TO AID MAFR

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
INITIAL	INITIAL			0.00

SAMPLE

Reference Materials

Security Assistance Management Manual - DoD 5105.38-M

Joint Security Assistance Training (JSAT) - AFI 16-105IP

DoDFMR Volume 9 Travel Policy and Procedures (Non DTS is Chapter 5)

FSO Travel Procedures - AFI 65-114

DoDFMR Volume 15 Security Assistance Policy and Procedures

Accounting For Obligations - DFAS 7000.4-R (Paragraph 7.9)

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.T6 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[illegible] Case [illegible]-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 invit[illegible] the IMS [illegible]ted in Item 6 of this Order,
   to proceed on or about 03-Mar-10
   from Azerbaijan to LACKLAND AFB, TX 7823[illegible]4
   for the purpose of commencing training l[illegible]n Item [illegible] this Order.

8. Authorized Training: No additional tra[illegible] that sp[illegible]fied in this order will be provided.
   Case: 10I001
   a. WCN: 1000* MASL: D177009 TITLE: A[illegible]CAN LANGUAGE COURSE
      Military Service Course No: DLIELC [illegible]ool: DLI[illegible], LACKLAND AFB TX
      Location: LACKLAND AFB, TX 78236-5514 (DL[illegible]eport [illegible]e: 03-Mar-10 End Date: 04-Jun-10
   Case: 10I001
   b. WCN: 1000A MA[illegible] TIT[illegible] INTL OFF SCH (FOR AC&SC)
      Military Service Course No [illegible] School: MAXWELL AFB, AL
      Location: MAXWELL AFB, AL 3[illegible] 6323 [illegible]X) Re[illegible]rt Date: 07-Jun-10 End Date: 28-Jul-10
   Case: 10I001
   c. WCN: 1000B MASL: D1[illegible] TITLE: AIR COMD & STAFF COLLEGE
      Military Service Course No: ZZ41[illegible] School: MAXWELL AFB, AL
      Location: MA[illegible] AFB, AL 36112-63[illegible] (MAX) Report Date: 04-Aug-10 End Date: 06-Jun-11
      *[illegible]ast Line*****

9. Funding.
   Fund Cite: 57-110[illegible]1 490 881[illegible]1 409 [illegible]67100 FSR: 044717 PSR: E13784

   TRAVEL C[illegible]R#: [illegible]02 [illegible]EUDO SSN #: 910000702

   TRAVEL/ L[illegible]LLOWANCE AMOUNT: $ 69,537.00

10. Language Prerequisites
   a. Highest Required EC[illegible]70
   b. IMS co[illegible]he in[illegible]untry English language testing as follows:
      E[illegible]am [illegible]10H Date Completed: 04-Feb-10 Score: 49

11. [illegible]y and Stude[illegible] Screening:
   a. Human Rights, [illegible]urity and Medical Screening have been completed in accordance with SAMM Paragraph C10[illegible]4 and JSATR Paragraph 10-41 for IMS listed in Item 6 of this Order.
   b. U.S. securit[illegible]equirements have been complied with. All training will be co[illegible]ducted [illegible]n unclassified basis.

12. Conditi[illegible]
   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.

SAMPLE

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 $1[illegible] 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 excess baggage is chargeable to the fund cite in Item 9 of this Order (U.S. grant case only).

Training 36 weeks or more in total duration: IMS authorized pieces 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 [illegible](A)(1)[illegible]), Public Health Service, Department of Health and Human Services, 42 CFR Part 34, Medical Examination of Aliens, and 42 CFR Part 71, Foreign Quarantine; applicable U.S. MILDEP regulations; and other U.S. laws or DoD directives and regulations which may be enacted 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 [illegible] to, and for the first 30 days of training pending receipt of applicable pay and allowances by 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 clothing for field duty or technical work. U.S. fatigue uniforms and [illegible] will be purchased by the IMS in the event that the country work uniforms are inadequate. If flying training is involved, required special flight clothing and individual equipment will accompany the IMS, or provisions will be made by the home country or the IMS to obtain the [illegible] necessary equipment prior to start of training. The IMS will also possess adequate civilian 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 reserves the right to cancel 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 action in accordance with U.S. MILDEP 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 activity.
The IMS will participate in flights of U.S. military aircraft as required for scheduled course(s) or as specified in U.S. MILDEP regulations.
j. The acceptance of this order by the host country constitutes agreement that an IMET funded [illegible] will be utilized, upon return to the host country, in the skills for which [illegible] was trained 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. MILDEP Authorization: AJ221322ZJAN10 b. Date: 16-Feb-10

15. Special Terms/Remarks:
[illegible] 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

SAMPLE

********* ITO AMENDMENT NO. S01 on 3/1/2010 *********
01-Mar-10

TO: O-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

********* ITO AMENDMENT NO. S02 on 3/30/2010 *********
30-Mar-10

TO: O-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

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SAMPLE

Table C10.T6. 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 through 35 weeks.
4. Five total pieces of checked baggage, not to exceed carrier stipulations are authorized for IMS when education/training is 36 weeks and longer.
5. In addition to the allowance in paragraphs (1) through (4) 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. IMS attending flight training or other training that requires excessively heavy clothing.
6. 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.

12	Bachelor Govt or Contracted Quarters are available but student chooses to reside off base/post		No	Yes	+ $11 special IMS incidentals $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.