

Training Expenses for Competitive Professional Development (CPD) Training

Training Programs and Long-Term TDY Assignments of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location, IAW the Joint Travel Regulation, Volume II.

1. Training within the student's commuting area. If the training site is within the commuting area of the home station, the employee will be entitled to mileage on a daily basis to and from the training site, including tolls and parking fees.

2. Training outside the student's commuting area. If the training site is outside the commuting area of the permanent residence and the employee will return to the old duty station upon completion of training, the employee will be authorized personal travel and full per diem for TDY while traveling to begin the assignment and one return trip at the end of the assignment. If the employee elects to drive his/her privately owned vehicle, reimbursement for mileage and per diem is restricted to constructive cost of common carrier transportation and related per diem allowance as determined in the JTR.

3. While at the Training site, the employee is entitled to one of the following:

a. Per Diem based on authorized expenses not to exceed 55% of the maximum per diem rate at the training site while in training;

OR

b. Transportation for dependents and household goods to and from the training location. Such moves do not include per diem for dependents; house hunting trips; temporary quarters subsistence expenses; storage; real estate/unexpired lease expenses, and miscellaneous expense. If the employee requests a limited PCS move in lieu of per diem, a cost comparison between a. and b. must be included in the application package. A limited move may be approved if such movement is less costly to the Government than per diem or actual expenses.

4. Long or short term training assignments. ACTEDS funds will **not** be used to pay for the following expenses: (Costs may be funded by employee or his/her command.)

a. Reimbursement for mileage "in and around" the TDY site (since the training location becomes the work site for the duration of the training assignment, the employee is not entitled to claim mileage for local travel).

b. Personal telephone calls.

c. Rental cars/limousines.

d. Excess baggage.

e. Employees may not buy personal items (college shirts or sweaters) from funds authorized for books. Employees who need small calculators or other items of equipment should arrange with their employing activity for temporary assignment of these items before the training program starts.

5. Terminal Parking Fees while TDY may be reimbursed if the cost does not exceed the cost of two one-way taxicab fares, including allowable tips.

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