

TAD for MLC/IHA

JAPANESE PERSONNEL TRAVEL AUTHORIZATION (JPTA)

USER MANUAL



**The office of Civilian Human Resources (OCHR)
Indo-Pacific Region, Department of the Navy
Labor/Employee Relations & Services Division**

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FOREWORD

Travel expenses for MLC/IHA employees are not only governed by the travel provisions contained in the Master Labor Contract (MLC) or Indirect Hire Agreement (IHA), but also many other rules. This manual explains the process and required documentation for requesting travel expenses, obtaining a travel order, traveling, and completing a travel adjustment upon return to work.

Please ask command management or the Labor/Employee Relations & Services Division, The Office of Human Resources (OCHR) about special rules or regulations for extraordinary circumstances (e.g. leave, accident in travel and others).

1. What is Travel (TAD)?

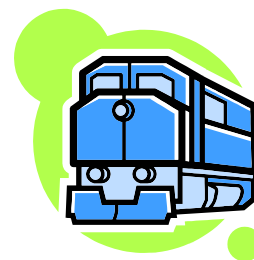
“Travel” is defined as leaving the work place for official temporary duty.

Per the MLC and IHA, activities must when an employee leaves Japan he/she must inform the Regional Defense Office (RDO), Government of Japan (GOJ), employer-in-law, in advance. **Thus, information should be provided to HRO in advance, regardless of whether the employee is requesting advance payment.**

Information should be submitted to OCHR using a Japanese Personnel Travel Authorization (JPTA). The items in the JPTA should include the following:

- a. Purpose of Travel (Especially in foreign travel, identify whether the purpose is to attend seminars, lectures, training classes and/or conferences)
- b. The items of travel expenses that can be claimed using the JPTA
- c. Receipts for travel expenses (e.g. hotel, taxi, etc.) as the attachment
- d. The signature of the Issuing Officer
- e. The signature and seal of the employee
- f. A request for adjustment form, if necessary

If there is enough time to submit an advance JPTA prior to travel, the required information should be noted in the JPTA description. If there is not enough time to submit an advance JPTA, please contact HRO as soon as information about the foreign travel becomes available.

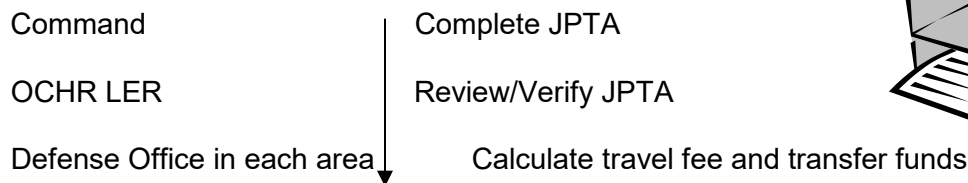


2. Japanese Personnel Travel Authorization (JPTA)

A request for travel fees should be submitted to OCHR using USFJ Form 356EJ. There are 3 types of requests: (1) ORDINARY , (2) ADVANCE and (3) Adjusted.

“Advance” is the payment in advance for all foreign travel and domestic travel over 4 nights and 5 days. All other requests without advance payment are for “Ordinary”. And if it had “advance”, it must be submitted as adjusted JPTA after the travel.

2-1: Processing a JPTA



Please refer to Section 8-1 and sample ①~⑤ for guidance on filling in the details of the JPTA.

2-2: Issuing Officer (IO)



The Issuing Officer is designated by the COR (Contracting Officer’s Representative) or IHA Civilian Personnel Officer and registered to Payroll, OCHR and RDO. The name, job title, and signature of the IO coupled with the date are inserted in item number 8 on the JPTA. Only the IO is authorized to sign the JPTA and other concerned documents. As such, if the command IO(s) is/(are) not in the office and an alternate representative signs the JPTA, HRO will not accept the request.

When the IO is changed for an exchange and so on, the request letter of designation and DD Form 577, are submitted to HRO.

2-3: Number of sheets for submission

Please set all required documents, such as Form 356 EJ, Upward request, Receipts, Diary and Order, will send to OCHR Labor Employee Relation.

Yokosuka Base- Domestic: All required documents for 3 sets (One original + 2copies)
Foreign: All required documents for 4 sets (One original + 3 copies)

Okinawa area- Both of Foreign and Domestic: 4 sets of all required documents.

Sasebo Base- Both of Foreign and Domestic: 2 sets of all required documents.

Atsugi Base- Both of Foreign and Domestic: 4 sets of all required documents.

Misawa Base- Both of Foreign and Domestic: 4 sets of all required documents.

Yokota area- Both of Foreign and Domestic: 4 sets of all required documents.

2-4: Deadline for Submission

ORDINARY	Within 2 weeks after trip completion (If the employee had several day trips in a month, one consolidated submission for all the trips is O.K.)
ADVANCE	At least 15 workdays prior to the departure date, marked "ADVANCE" (to get advance payment before departure)
ADJUSTED	Within 2 weeks after trip completion

Please highlight "ADVANCE" in column of #3 on JPTA to pinpointing the process.

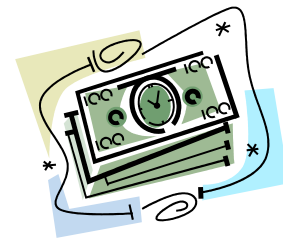
2-5 Purpose of Travel (JPTA column 9)

The purpose of travel must be written in English **with a Japanese translation**. Depending on the purpose, the approval and/or calculation of the travel expense might differ. Please refer to Sections 3 or 4 in this manual for details.

2-6: Travel Cost by JPTA

The travel fee by JPTA is as follows:

Per Diem	See Section 3 or 4 for details.
Lodging Expense	Same as above
Meal Expense	Same as above
Transportation Expense	
Other Expenses	



Transportation Expense

Usually the starting point is the command, but transportation expenses may be authorized from the employee's home to the travel point directly. The authorized transportation expense may differ from actual costs based on calculation of the most economical route. (For the adjustment of foreign travel, the transportation expense is authorized from the employee's home to the airport directly, not via the command.)

Other Expenses

Other expenses include the charge for a passport, visa, ESTA, and using airport facilities. There are two different processes for claiming passport expenses depending on when the employee obtained it, before or after the date of JPTA issuance. Please see Section 4-3 for additional details.

There are some travel expenses which may not be covered by JPTA. In those cases, a different form may be required for reimbursement. Please see Section 7 and 8 for details.



3. Domestic Travel

Travel expenses are determined by the purpose, destination, time, and the job grade of the employee. If several employees are traveling to the same destination, the JPTA should show include all of their names. On domestic travel, the cost of transportation within the destination area will not be reimbursed. However, there are some exceptions. Please see Section 3-5 for details.

3-1: Purpose

Refer the sample descriptions below as purpose of travel

Description

To survey ~

To investigate ~

To inspect ~

To repair ~

To attend ~ workshop, training

To conduct Sea Trial of USS ~

To observe ~ inspection

To conduct ~ training

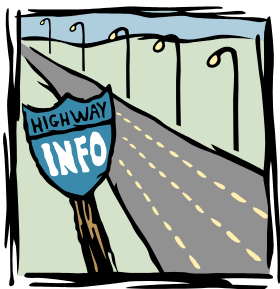
To visit ~ exhibition

To obtain a passport (visa)

To process for ~ training

To attend ~ conference

To attend ~ workshop, training (for only one day without lodging)



The driver can get the daily rate only when traveling **more than 200km distance**. In this case, please write the total driving distance of each day clearly.

3-2: Destination

Domestic Area travel is divided into two parts, A and B:

A area: Saitama city, Chiba city, Tokyo special wards, Yokohama city, Kawasaki city, Sagami-hara city, Nagoya city, **Kyoto city**, **Sakai city**, Oosaka city, , Kobe city, **Hiroshima city**, **Fukuoka city** (present on Mar 2023)

B area: All other areas not covered in A area.

3-3: Transportation Fare

Transportation fare indicates the expense of traveling to the destination. If the transportation is provided by Party A, the fare will not be paid.

There are many basic rule for the fare. Please ask OCHR before you use the transportation during TAD.

3-4: Travel Exposes Classification

Domestic travel discriminate between **Regular rate** and **Daily rate**

Regular rate; One day trip (Except Driver's assignment)
Travels are involved with stay.

Daily rate: One day trip for Vehicle drivers
To attend for workshop or training which require with overnight stay.

3-5: Regular Rate

① With commercial lodging (hotel):

Class	Lodging Expense A area	Lodging Expense B area	Per Diem
F, G, H	8,700 (including Meal 1,700)	7,800 (including Meal 1,700)	1,700
C, D, E	10,900 (including Meal 2,200)	9,800 (including Meal 2,200)	2,200
A, B	13,100 (including Meal 2,600)	11,800 (including Meal 2,600)	2,600

Per Diem is determined by the employee's class.

Meal Expense include dinner at night and breakfast the following morning (excluding 'in-flight' meals)

* The actual lodging expense is calculated by subtracting the meal expense from the total lodging expense. If the actual lodging expense exceeds the allotted rate, the additional expense may be requested using a "Request for Adjustment." For example, if a Class G employee traveled to the B area, the actual lodging expense is calculated as follows: 7800 yen (lodging expense) — 1700 yen (meal expense) = 6100 yen

② For travel with lodging at a U.S. government facility (e.g. BOQ), the actual expense is reimbursed. For example, if the daily lodging rate at a BOQ is \$15.00 per night (if 100 yen = \$1), a Class F employee would receive a regular rate calculated as follows: \1500 (lodging) + \1700 (per diem) + \1700 (meal) = \4900 (travel expense for one day).

Per diem reduction for long term travel

The per diem and lodging expense are reduced for long term travel,

Over 30 days 10% reduction from the 31st day
Over 60 days 20% reduction from the 61st day



3-6: Daily Rate

① For travel with lodging in a commercial hotel:

Class	Lodging Expense A-area (including per diem ¥730 and Meal expense ¥2,670)	Lodging Expense B-area (including per diem ¥730 and Meal expense ¥2,670)
F, G, H	8,180	7,270
C, D, E	9,150	8,200
A, B	9,800	8,890

*(Class: BWT1; A= grade 10, B=9, C=8, D=7,6 E=5, F=4, BWT2; D=10, E=9,8,7, F=6,5, BWT3; D=7, E=6, F=5, 4 (depends on step), BWT5; D=5, E=4 (depends on step), F=4 (depends on step), 3 (depends on step))

Per Diem is 730 yen.

Meal Expense is 2670 yen. Breakfast = 640yen, Lunch = 900yen, Supper = 1130yen.

* The actual lodging expense is calculated by subtracting the per diem and meal expense from the total lodging expense. Please note the lodging charge included breakfast or not. For example, if a Class D employee traveled to A-area, the actual lodging expense would be calculated as follows: 9150 yen (lodging expense) — 730 yen (per diem) — 2670 (meal expense) = 5750 yen. If the actual lodging expense exceeds the allotted rate, the additional expense may be requested using a “Request for Adjustment.”

② For travel with lodging at a U.S. government facility, the actual lodging expense is paid regardless of the employee’s class. For example, if the daily lodging rate at a BOQ is \$15.00 per night (if 100 yen = \$1), the total travel expense for one day would be calculated as follows: ¥1,500 (lodging expense) + ¥730(per diem) + ¥2,670(meal expense) = ¥4,900

① Day trip

- 1) Less than 200Km distance from official duty area = Only transportation fare
- 2) More than 200km distance from official duty area = Per diem 1200yen + Actual transportation expense.

3-7: Others

① The use of privately owned vehicles is not approved. (No exceptions)

② If the traveler used a commuter pass on the way to the destination, it should be inserted as ‘CP’ on the JPTA and also the section he/she used. Please see Section 7-1-⑥ and sample ① for the details.

③ Train fare is calculated as normal charge -

- More than 50km for one way Use express – if possible*
- More than 100km for one way Use special express – if possible *



* If the Narita Express is from Shinagawa Station, the running distance is less than 100km, so the charge for special express is not calculated.

The Narita Express and Shinkansen “Hayate”, “Hayabusa”, only have reserved seats so the train fare should be requested using a special charge on the “Request for Adjustment”.

(Please refer sample ⑦.)

《Note》 “Green Car” trains are approved only “To accompany USFJ supervisor” and the train fare can be requested by “Request for Adjustment” with the reason.

- ④ The use a taxi, the following is required:
- * Unavailability of any transportation other than commercial taxi.
 - * To accompany USFJ supervisor.
 - * To carry official documents and/or voluminous luggage.



Amount adjustments should be requested using “Request for Adjustment” with the receipt. If using the taxi with more than one person, it should be divided by the number of persons. The original receipt should be attached to the JPTA of the representative and include the name of the persons who shared the taxi as well as a copy of the receipt for the other person(s) JPTA.

4. Foreign Travel

! ! Please inform OCHR in advance ! !

One JPTA should be submitted per person. A JPTA with joint names is not acceptable. For foreign travel, there are many requests for advance payment. Please refer to Section 2-4 above for submission deadlines.

4-1: Purpose

Foreign travel is only authorized for the purpose of attending seminars, lectures, training classes and/or conferences.

Foreign travel is NOT authorized for the purpose of actual performances.



4-2: Travel Expense

- ① For lodging at a commercial hotel (Regular Rate):

Destination	Per Diem	Lodging Expense (including meal expense ¥4,800)
New York (Designated City)	5, 300	16, 100
A area (United States, Hawaii, Alaska, Singapore, Guam and so on)	4, 400	13, 400
B area (Korea, Diego Garcia and so on)	3, 600	10, 800

* The actual lodging expense is equal to the total lodging expense minus the meal expense. If the actual lodging exceeds the stated rate, it may be requested by Request for Adjustment. Example: For travel to Hawaii, the lodging expense is 13400—4800=8600 yen.

② For lodging at a U.S. government facility:

Actual lodging expense is reimbursed.

Example: In San Diego, lodging at BOQ is \$25 per night (\$1=100yen)

¥2,500 (lodging) + ¥4,400 (per diem) + ¥4,800 (meal) = ¥11,700 (total travel expense for one day)

4-3: Passport, Visa, and ESTA Fees

A passport is necessary for overseas travel. A visa may be required depending on the destination. The process for obtaining a passport, visa, and ESTA fees is provided below

① Passport (authorized for only 5-year passport)

The process varies depending on when the passport is obtained.

1) In the passport is obtained after the date of item 1 in Advance JPTA;

It is requested with Adjusted JPTA.

(For the reason of getting passport after order of the travel)

When it's requested,

*the copy of the page with issued date of the passport

*the receipt of the revenue stamp (to be requested at get it) – should be attached.

2) If the passport is obtained before the date of item 1 in Advance JPTA; Contact HRO for reimbursement.

<Notice> If you apprised



The charge for a passport/visa photo or a copy of family registration is not covered.



② Visa

The fee is requested using adjusted JPTA. (Receipt required)

Please remember

When the employee goes to an official place to obtain a passport and/or visa, he/she could submit the JPTA as domestic travel.



③ ESTA

The fee for ESTA is reimbursed at a flat rate of \$21.00. On the adjustment, please fill in “ESTA fee \$21” on the diary in submission of the adjusted JPTA.

4-4: Rental cars

① Car rental is not authorized for MLC.

② An international driver's license cannot be processed because car rental is not authorized inside and outside Japan.



4/5: Others

① Upon completion of overseas travel, the JPTA, request for adjustment (if necessary), receipts, and the diary of overseas travel should be submitted to HRO.

② If an employee used the bus service from PSD, the JPTA and the diary should indicate “command” on starting and return destination.

③ If the employee used a taxi between the airport and the lodging place or between the lodging place and the destination, the taxi expense should be requested by “request for adjustment.”

All receipts are required.

If the claim was submitted with a receipt not needed, it should be returned back to the command.



④ An Outfit allowance, 20000 yen, is paid for overseas travel **except** in the following cases:

- 1) Employee received the outfit allowance within the last 12 months
- 2) Employee will travel to Korea within 1 week or to the U.S. Fleet facility/the restrict area in Korea.



5. Guidance for Travel with Lodging

- ① Employee shall go to travel on the day/one day before training, conference etc.
- ② Even if employee goes to travel using employee's day-off, alternated day-off and O/T are not authorized.
- ③ A/L is not authorized during TAD period, especially beginning of TAD.

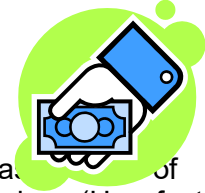
6. Reimbursement: Payment of Travel Expenses

The JPTA submitted by the command or employee is sent to Yokosuka DO through Labor/Employee Relations & Services Division, Human Resources Office. HRO does not calculate the details for the travel.

6-1: Payment

Normally, the submission is to the Yokosuka DO through HRO by a Tuesday afternoon. The procedure for transferring travel allowance to the account on the next Wednesday. (How fast it is processed depends on the bank, but all travelers could draw the money from their accounts within a week at the latest.)

After the transfer procedure, Yokosuka DO will send the breakdown of the travel expense to the employee.



6-2: Repayment



① Cancellation

When the travel is cancelled, please inform HRO first. After that, the JPTA cancellation should be submitted.

② Change of Schedule

There are some cases where the actual travel expense is less than the advance amount due to a reduction of the travel period.

When repayment is required as indicated above, each area of DO sends a "Notice of Repayment" to the employee through HRO. The employee should process the payment at the appointed DO or an assigned bank by the due date.



7. Forms

JPTA 《USFJ Form 356EJ》

- ①column 2 Serial number & Using Unit No. Inserted by the command.
- ②column 4 To: RDB/RDO
 Yokosuka Defense Office
 Yokota Defense Office
 Iwakuni Defense Office
 Sasebo Defense Office
 Misawa Defense Office
 Okinawa Defense Bureau
- ③column 5 From: Command Name, Code Number
- ④column 6 Employee Name
 Insert the spelling used in personnel document.
 Do not use initials.
 Plural entry in space as “See Block 7” in the case of joint names
 (Only domestic travel) or “See Attached”.
- ⑤column 6a Employee Number
- ⑥column 7

【Date】 Fill in all dates of travel, can be also be used to include multiple dates for the same day trip

【Time】 Select one time (even if there are multiple employees traveling)

【Place】 Starting place is usually the command, arrival at the destination, fill in the name and address of the destination. (Write the name of bus stop and fare clearly.)

【Transportation】

CB	Bus
CR	Railway
CP	Air Ticket by the employee's purchase (in necessarily)
CT	Taxi
CS	Ship, Ferry
US	If the employee used the above transportation without the fare. Example: Command got the air ticket before travel, Employee used the free shuttle bus service between the hotel and airport, Employee used the government vehicle, etc. Rental Car (only for overseas travel)
CP	If the employee used a commuter pass to travel. Example: The employee lives in Yokohama, works at Yokosuka Base, and traveled to Tokyo by train. Fill in “CP/CR” and also write the area of the commuter pass like “CP: Shioiri – Yokohama.”

【Lodging】

RH	If the employee paid a fee at the commercial hotel.
USBT	If the employee paid a fee at the government lodging facility.
US	If the employee was provided a free lodging place.

【Meal】

BT	If the employee paid.
US	If the meal was free of charge.
NA	In-flight meal and so on.

For day trip, one half of the per diem is allotted for lunch.
If the employee paid for lunch during travel, please write BT in the lunch column.

If an employee with a normal work schedule traveled only in the morning or afternoon, (and there was no need for a meal), please write NA in the lunch column.
When a shift-working employee should have had a meal covered with the travel, please write BT in the lunch column.

- ⑦column 8 Only the Issuing Officer (IO) can sign. Please refer to Section 2-2 for IO jurisdiction.
- ⑧column 9 For overseas travel, please note the limitation of travel purpose identified in Section 4-1.
- ⑨column 10 Fill in the date, employee's digital signature or manual signature. (Seal has not been required since February 2021.) And extension number.
- ⑩column 11 Please write the period of the individual leave for exclusion from the travel expense. The employee cannot take annual leave before starting the official travel.