



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

**SEP 07 2004**

In reply refer to:  
I-04/011737-FPS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Applicability of Travel Regulations to Foreign Military Sales (FMS)  
(DSCA 04-31)

This memorandum addresses policy regarding travel related to FMS. The DoD 5105.38-M, "Security Assistance Management Manual (SAMM)" provides guidance for travel in support of Security Assistance Programs and requires travelers to follow the rules of the Joint Travel Regulations (for DoD civilians) and the Joint Federal Travel Regulations (for DoD Uniformed Service Members). Additional travel guidance is provided in the DoD Financial Management Regulation (DoDFMR, particularly Volume 9 ("Travel Policy and Procedures")).

Recent updates to the DoD travel regulations regarding restrictions on government-funded premium class travel and unused airline tickets apply equally to travel in support of FMS and other Security Assistance business. The policy is to be applied to all FMS travel, whether funded from FMS/FMF administrative funds or case funds.

As stated in the SAMM, waivers from the normal travel procedures shall be granted to Security Assistance travelers on the same basis and in the same manner as provided for DoD personnel traveling on regular defense business. Pricing established for Letters of Offer and Acceptance (LOA) documents should not include the incremental cost for premium class travel accommodations, unless exceptions, as allowed by regulations, are authorized by appropriate officials.

DoD travel regulations may be accessed at the website [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem); the SAMM is located at <http://www.dsca.mil/samm/>. The DSCA points of contact are Janice Rakickas, (303-676-6172), [jan.rakickas@dfas.mil](mailto:jan.rakickas@dfas.mil) and Patricia Higgins (703-604-6570), [patricia.Higgins@dsca.mil](mailto:patricia.Higgins@dsca.mil).

  
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