



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY MEDICAL DEPARTMENT ACTIVITY  
289 IRELAND AVENUE  
FORT KNOX, KENTUCKY 40121-5111

REPLY TO  
ATTENTION OF:

MCXM-BOD

21 November 2014

MEMORANDUM FOR RECORD

SUBJECT: TDY Funding Guidance for Cadet Summer Training (CST) Support

1. In accordance with the ASAFM Defense Travel System (DTS) memorandum 13 April 2005, DTS must be used for all TDY and return travel authorizations.
2. The following instructions must be published in the authorization and or this document needs to be uploaded to the DTS authorization:
  - a. Commercial travel is authorized to and from Louisville International Airport (SDF).
  - b. Transportation between Louisville International Airport and Ft. Knox is provided at no cost to traveler.
  - c. Terminal parking is not authorized.
  - d. Travel by POV is authorized; reimbursement will be limited to the Government Ticketed Rate (GTR).
  - e. Government lodging is directed and provided at no cost to traveler; govt washer/dryer available.
  - f. Government meals available for Breakfast/Lunch/Dinner. The amount of \$16.85 a day will generate in the Per Diem page when checking meals available for B/L/D.
  - g. Government transportation is provided while at Ft. Knox.
  - h. Rental car is not authorized; in/around mileage is not authorized.
  - i. Vouchers must be completed in DTS within five (5) days of return to home station.
  - j. The TDY location specified in DTS should be Ft. Knox, KY.
3. Please use the following Cross Org Line of Accounting - 15 LDAC. If you are unable to see this line of accounting please contact one of the POC's below.
4. Your POC's for funding guidance is Leslie Goff ([leslie.a.goff.civ@mail.mil](mailto:leslie.a.goff.civ@mail.mil)/502-624-9294) and Darlene Priest ([darlene.priest.civ@mail.mil](mailto:darlene.priest.civ@mail.mil)/502-624-9774).

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