



STATE OF NEVADA OFFICE OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
2460 FAIRVIEW DRIVE
CARSON CITY, NEVADA 89701



BRIAN SANDOVAL
Governor

WILLIAM BURKS
Brigadier General
The Adjutant General

NGNV Log # 16-10

NGNV-ARMY-CG

27 July 2015

MEMORANDUM FOR All NVARNG Units and Activities

SUBJECT: Proper Authority to Approve Actual Expense Allowance (AEA) and Procedures

1. The following guidance will provide policy and procedures for approval and submission of AEA requests. Any expense over the authorized per diem rate will be submitted for approval.
2. The USPFO for Nevada is the Approving Official (AO) for AEA requests over locality per diem rate. This will not be delegated to a lower level.
3. Approval of AEA should be obtained prior to travel, failure to do so may result in out of pocket expenses for the traveler. Include the following information, in memorandum format, addressed to the Army Comptroller:
 - a. Per diem rate and actual rate.
 - b. Copy of orders authorizing travel.
 - c. Detailed information on circumstances requiring AEA.
4. The USPFO for Nevada will review each request for AEA. Expenses incurred as a matter of convenience, preference, or poor planning will generally not be approved. Expenses incurred due to circumstances beyond the control of the traveler or due to mission requirements will generally warrant approval. Each memorandum and request will be considered for approval on an individual basis.
5. Upon final determination, the USPFO will forward a memorandum authorizing the actual expense not to exceed the maximum allowable amount (see example in paragraph 6 and Enclosure). A copy of the final determination must be attached to the travel voucher for proper submission.

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6. An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality. As most requests for AEA pertain to lodging costs (lodging tax is a miscellaneous reimbursable expense in addition to AEA), the following example will illustrate travel authorized on a per diem basis:

- a. Locality Per Diem Rate is \$60 (Lodging)+ \$46 (M&IE) = \$106 (Total)
- b. The AEA must not exceed 150% of the total locality per diem rate.
- c. The AEA for the maximum amount allowed for lodging is computed as follows:
 - (1) \$106 (Total Per Diem) x 150% = \$159
 - (2) \$159-\$46 (M&IE) = \$113 maximum allowed for lodging

7. The point of contact for this policy is the USPFO Comptroller at (775) 887-7821.

Encl
Memo example, USPFO


MICHAEL K. HANIFAN
Brigadier General, NVARNG
Commanding



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NGNV-PFO-Z

MEMORANDUM FOR Commander, Unit, ATTN: Traveler

SUBJECT: Actual Expense Allowance- Location

1. Under the provisions of Joint Federal Travel Regulation (JFTR), Part C, U4210 or Joint Travel Regulation (JTR), Part M, C4604, Actual Expense Allowance (AEA) is approved as follows:

- a. Traveler: Name
- b. Purpose of TDY: Reason for Travel
- c. Location: TDY Location
- d. Period: Dates
- e. Approval amount: Not to exceed \$ x.xx per diem (lodging only).
- f. Approval number: Comptroller internal control number

2. The traveler must attach a copy of this approval to the travel voucher submission. Therefore, itemization of meals and incidentals is not required.

3. The point of contact for this action is the USPFO Comptroller at (775) 887-7821.

F. T. CASTAGNOLA
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USPFO for Nevada