

NON-US PROGRAM

USAFE FORM 594 – Documentation of One-Day Duty Travel and Duty Trips

Please be advised that there is a preclusive time limit of three months to put in a claim for reimbursement (Section 49 A. 2. b Collective Tariff Agreement – CTA II)! After expiration of this deadline the employer is no longer obligated to compensate for the expenses.

With USAFE regulation 36-709 (Time and Attendance Reporting for Non-US Citizen Employees) the USAFE form 594 was implemented. On this form reimbursable expenses resulting from one-day duty travel or duty travel within 15 km are documented. To prevent later changes the form needs to be filled out either with ball-pen/ink or computer.

Please always mention under point

3 the foreign forces payroll office (FFPO) personnel number and under point

4 the payroll number. Please note the following annotations:

- In column (a) the date
- In column (b) the departure time
- In column (c) the place of departure respectively your organization and the destination
- In column (d) the return time
- In column (f) the total kilometers

Based on the departure time (b) and the return time (d) the timekeeper identifies if the duty travel took more than 8 respectively 12 hours and can determine the day allowance entitlement and enter it in LNTAP.

- In column (f) please fill out if the duty travel was conducted with your privately owned vehicle (POV), government owned vehicle (GOV) or train.
- In column (g) the number of passengers needs to be mentioned.

If you drive alone the entry is 0. If you took another person with you, the entry is 1; if you took 2 persons with you the entry is 2 and so on...

Please attach supporting documents for any further costs to Form 594 in the original.

If the duty travel with a government owned vehicle was conducted within less than 8 hours and there were no further expenses (parking fees, telephone fees) then the form must not be filled in.

USAFEI 36-709 can be found [here](#); USAFE Form 594 can be found [here](#).

For further questions please contact Ms. Silvia Thum (DSN 480-2470).