



HEADQUARTERS
UNITED STATES AFRICA COMMAND
UNIT 29951
APO AE 09751-9951

J5

6 March 2024

MEMORANDUM FOR AFRICOM REQUIREMENTS SYNCHRONIZATION WORK
GROUP - HUMANITARIAN ASSISTANCE WORK GROUP (RSWG-HAWG)
PARTICIPANTS

SUBJECT: Actual Expense Authorization Memorandum

1. References:

- a. Joint Travel Regulations (JTR)
- b. ACI 7300.01E, Travel Policy

2. In accordance with paragraph 020307 of reference a and paragraph 1f(4) of reference b, reimbursement of an actual expense, not to exceed the maximum amount specified in 020307A/B, is authorized for the following individual(s).

NAME	RANK	OFFICE	DOC NAME
RSWG/HAWG Participants	Multiple	DOD/DAC	GARMISCHUSA

3. This authorization is for lodging during travel and temporary duty performed at Garmisch-US Army Garmisch, German, 11 – 15 March 2024. Lodging allowance per night was \$197.00 and actual expense is \$267.00. This actual expense exceeded the allowable rate by 26%. Traveler(s) is/are authorized actual expense for lodging, up to 126% of the total locality lodging rate. Meals and incidental expenses will be paid on a per diem basis at the applicable M&IE rate.

4. This authorization applies to person(s) listed above in paragraph 2 assigned to this travel and temporary duty. The actual expense allowance rates herein authorized are in lieu of the per diem allowance otherwise authorized by reference as applicable. A copy of this memo will be submitted with the authorization and the voucher to support travel reimbursement.

5. POC for this action is Stephen M. Hatcher, DSN: 324-591-5175, or by electronic email at: stephen.m.hatcher.civ@mail.mil.

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