



HEADQUARTERS UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP, 96271-5237

AUG 09 2022

FKCS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Instructions for Per Diem and Lodging Entitlements while TDY in Seoul

1. Pursuant to the Joint Travel Regulation (JTR), this memorandum provides instruction on per diem and lodging entitlements for USFK personnel who are traveling to Seoul on official business.

2. Applicability: This policy applies to USFK personnel when traveling to U.S. Army Garrison, Yongsan (USAG-Y) or the Republic of Korea Ministry of National Defense (MND), and other parts of Seoul on temporary duty (TDY) orders. Failure to comply with this instruction may result in reduction in travel allowances to individual travelers. USFK authorizing official (AOs) must ensure compliance with this instruction.

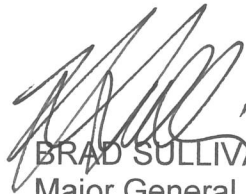
3. Policy:

a. Service members and civilians will stay at Dragon Hill Lodge (DHL) as the designated commercial lodging while on temporary duty (TDY) orders to USAG-Y or the MND compound. USFK has determined that DHL provides the best value based on negotiated rates as well as the convenience, safety, and security of USFK personnel while TDY at these locations.

b. Per diem and lodging entitlements while TDY to other locations in Seoul will be determined in accordance with the JTR, Chapter 2.

c. AOs should verify that the TDY locations on travel documents are correct to ensure entitlements are aligned with the JTR and this memorandum.

4. The POC for this memorandum is Capt Stephen G. Nails at 315-757-1082.

  
BRAD SULLIVAN  
Major General, USAF  
Chief of Staff

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