I MARINE EXPEDITIONARY FORCE

(I MEF)

LOCAL BUSINESS RULES GUIDE
June 2009

TABLE OF CONTENTS

1.0 PURPOSE

The purpose of this document is to provide I Marine Expeditionary Force (I MEF) specific policy/procedural guidance to all Marine Corps personnel, agencies and organizations that use the Defense Travel System (DTS). This guide establishes local administrative, transportation, and financial business rules for using DTS and supplements the Marine Corps policy/procedural guidance. This is a "living document" and will be revised as additional functionality and capabilities of DTS become available.

The Department of Defense (DoD) DTS Business Rules Guide shall apply where no local business rules are listed in this document. However, the following overarching directives shall apply in resolving travel or financial policy issues:

Defense Transportation Regulation (DTR) (DoD 4500.9-R)

DoD Financial Management Regulation (FMR) (DoD 7000.14-R Vol.9, Chp.2)

Joint Federal Travel Regulations (JFTR)

Joint Travel Regulations (JTR)

Overview of the Defense Travel System

The Defense Travel System is the product of the DoD Temporary Duty (TDY) Travel Reengineering Initiative. DTS is designed to meet operational requirements, improve service to the customers and reduce overall cost to the Government. Provisions of Appendix O, as contained in the JFTR, Vol. I and JTR, Vol. II apply, as assisted by this guide.

The Defense Travel System is a WEB based application which uses the Local Area Network (LAN)/Wide Area Network (WAN) to enable a paperless and fully automated travel reservation, authorization and voucher processing system. It allows travelers to request commercial transportation, commercial lodging and rental car arrangements and prepares authorizations and vouchers – all from a desktop computer. Each part of the streamlined travel process, including travel document creation, transfer, approval, computation, accounting, disbursement, and retention is accomplished electronically.

Note: Where inconsistencies exist, this document will take precedence as local policy and procedures.

2.0 ROLES AND RESPONSIBILITIES

Lead Defense Travel Administrator (LDTA)

Responsible for management of the DTS operation. This individual is appointed in writing and is assigned to coordinate DTS deployment and sustainment activities. The LDTA is the main point of contact for the organization, the leader of the implementation team, and the coordinator of all implementation requirements. The LDTA interprets entitlements when questions between travelers, Authorizing Officials (AOs) and Organization Defense Travel Administrators (ODTAs) arise. The LDTA is responsible for:

Establish and sustain a training program for functional roles

Assign permissions for all functional roles throughout the organization, ensuring appropriate separations of duties Maintain DD Forms 577 for accountable officials.

Overseeing the establishment of the organization routing structure for approving and certifying travel

Remaining current on all DTS changes

Assisting ODTAs and AOs in resolving technical DTS issues, and providing assistance to AOs regarding regulations that govern Temporary Additional Duty (TAD) entitlements.

Overseeing Organizational Defense Travel Administrators (ODTA) and Financial Defense Travel Administrators (FDTA)

Providing customer support regarding system operation, procedures, and entitlements through the maintenance of the Tier II Help Desk.

Updates Electronic Funds Transfer (EFT) Data for travelers that are unable to log into the DTS (Example: Civilian Travelers).

Update and maintain these Business Rules

Managing the Payroll Collection process for Debt Management

Establishing an FDTA liaison to provide MSC FDTAs with training and assistance regarding budgets and Lines of Accounting (LOAs) within DTS.

Maintaining necessary appointment letters and certifications for all functional role appointees throughout the organization.

Coordinating with the Defense Travel Management Office (DTMO) and the Tier III Help Desk on all DTS updates, changes, and system problems.

In coordination with the Disbursing Office, require all appropriate travel documents are processed through DTS in accordance with published guidance.

Finance Defense Travel Administrator (FDTA)

The command comptroller will staff this billet. The FDTA for each organization will also be appointed as the Debt Management Monitor (DMM). *The DMM will be responsible for all DTS debt related activity, to include: identifying, collecting, tracking, and recording of the debt in all related automated systems.* The FDTA responsibilities include:

Provides budget, accounting, and debt reconciliation support at the organizational level.

Reconciles the official accounting system with the DTS.

Allocates funds to the appropriate DTS budget module after funds have been certified as available.

Ensures lines of accounting are properly established and maintained in the authorizing official's DTS budget module, labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the Line of Appropriation (LOA) label.

Prevent violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices.

Initiate debt collection action to recover monies owed to the United States Government by travelers.

Manage interface errors between DTS and Standard Accounting, Budgeting, and Reporting System (SABRS).

Identify debts within DTS and provide relevant information to the LDTA for payroll collection action

Organizational Defense Travel Administrator (ODTA)

The individual(s) who is responsible for the administration of DTS at the organization level and, as such, assists the LDTA with overall DTS administration for the site. The ODTA is the point of contact for travelers, Routing Officials (ROs), Certifying Officials (COs) and Authorizing Officials assigned to their respective organization for DTS operations. The ODTA provides enhanced Tier 1 Help Desk support after the travelers and accountable officials have exhausted all other means of resolving DTS issues for themselves. If the ODTAs cannot resolve the issue, contact the Tier 2 Help Desk for assistance/resolution. The ODTA is responsible for:

Ensuring travelers (and Routing Officials) have active Common Access Cards with Private Key Capability (digital signature) or soft token Public Key Infrastructure (PKI), as applicable

Provide customer support regarding system operation, procedures, and entitlements (T1HD)

Assigning roles and ensuring that access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s).

Refer to Chapter 5 of the Defense Travel Administrator Manual

Retain DD Form 577 appointment/termination letters and training certificates for DTAs, Routing Officials, and NDEAs.

Maintaining traveler profile information (mailing addresses, phone numbers, government credit card numbers)

Remain current on all DTS changes

Ensure proper user/traveler training of DTS

Run the Un-Submitted Voucher report as well as the Approved Status report weekly and forward the report to appropriate Routing Officials. (Approved Status report is used to identify Rejects/EFT Returns)

Refer to Chapter 10 of the Defense Travel Administrator Manual

Authorizing Official (AO)

Responsible for reviewing and approving travel authorizations submitted by US Government personnel, to include travelers and non-DTS entry agents (NDEAs). The approval will be made using the DoD PKI digital certificate. When an Authorizing Official applies the "Approved" stamp that results in a payment to the traveler, he/she is acting as a Certifying Officer. As such, they must have completed the appropriate Certifying Officer Legislation training and be appointed in writing by the Commanding Officer of the organization. This appointment shall be made using the DD Form 577 (Appointment/Termination Record). The AO billet will not be delegated below the rank of E-6 due to the pecuniary liability associated with this billet. When the appointment as an AO ends, the appointment must be revoked in writing (Using the DD Form 577) and submitted to the LDTA. At which time, the former AO's access to additional functions will be deleted by reducing the person's permission levels to the lowest level required to perform his/her remaining duties.

When an AO approves an authorization that includes a request for a non-ATM advance and/or Scheduled Partial Payment on a voucher or a local voucher, his/her approval results in a disbursement to the traveler. Thus an AO will be serving in the capacity of a Certifying Officer.

Note: *Authorizing Officials are sometimes referred to as Approving Officials.*

The AO, as appointed is responsible to:

Determine the necessity of a trip as mission essential and in the government's interest.

Determine funds availability based on the DTS budget module.

The AO must also ensure that the proper lines of accounting (LOA) are applied to the authorization, particularly when the AO is responsible for more than one line of accounting, prior to approval of the travel authorization.

Disapprove trip requests when "should cost" estimates exceed the funding available in the DTS budget.

If a requested trip is critical and the "should cost" estimate exceeds the amount of funds available in the DTS budget module, request additional funding allocation from the appropriate fund allocation official for the DTS budget module.

Review and authorize trip requests, including "should cost" estimates for consistency with DoD TDY policy, the JFTR/JTR, and mission requirements.

Review all policy exceptions, in turn disapprove, approve or justify as appropriate.

Review all receipts and justifications.

Approve a traveler's claim for payment using an electronic signature after completion of travel.

Ensure that all required receipts and supporting documentation are electronically attached in the DTS trip record.

Refer to the Training for Accountable Officials and Certifying Officers Guide and Chapter 6 of the Defense Travel Administrators Guide for detailed information regarding document processing.

Request and work organizational reports weekly. The processing of these reports will

enable the AO/CO/APC to adhere to timeliness requirements, expediently identify and reduce delinquencies, and identify and resolve document errors. The required reports are:

> Un-submitted voucher report.
>
> Approved status report.
>
> Routing status report.
>
> Documents awaiting your approval
>
> Refer to [Chapter 10](#) of the Defense Travel Administrator Manual

Review the Un-Submitted Voucher Report and contact those travelers who have not settled their trip voucher within the 5 days allowed from the TDY return date.

Review the Approved Status report and assist in the correction of documents which contain a Reject Error or EFT/SPP Return stamp. (Approved Status report is used to identify Rejects/EFT Returns)

Process as zero vouchers all vouchers that (1) remain un-settled for more than 30 days from the end of the TDY return date and (2) contain advances or Split Partial Payments (SPP). Authorizations that have had SPPs or advances paid must be processed for collection.

Review all authorizations and vouchers awaiting approval and take appropriate action.

For a complete list of AO responsibilities refer to the DODFMR, Volume 9, Chapter 2, paragraph 020401C.

To view a copy of the AO Checklist and Helpful Tips refer to DTMO website listed below and search AO Checklist.

http://www.defensetravel.dod.mil/

Routing Official (RO)

Conducts the overall administrative review of submitted documents. This includes checking the document for accuracy, making sure any appropriate adjustments are made, and applying the "Reviewed" or "Certified" stamp. All ROs are required to obtain a signed DD Form 577, COL training certificate, and a DTA training Certificate. For DTS purposes, Routing Officials are synonymous with Certifying Officials—not to be confused with Certifying Officers.

Routing Officials responsibilities:

Reviewer - Reviews submitted DTS documents for accuracy in accordance with applicable regulations including the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR).

Certifying Official - Determines available funds for obligation and liquidation.

Refer to section 7.0 of this guide for addition information.

Non-DTS Entry Agent (NDEA)

All NDEAs, military members or DoD civilian employees, who are responsible for the input of DTS documents for other travelers, will have the NDEA radio button selected in

their user profile. These personnel must be designated in writing using the DD form 577.

The NDEA will enter all voucher data as contained on the original voucher (DD Form 1351-2 must be signed by the traveler). The NDEA utilizes the T-Entered stamp instead of the SIGNED stamp from the document status list when applying his/her digital signature to a voucher. The NDEA must scan the signed original paper voucher with all substantiating documents into the DTS to be maintained for 6 years, 3 months in accordance with the DODFMR, Volume 9, Chapter 2.

The NDEA must be identified in his/her DTS user profile as an NDEA. This option will enable access to the T-Entered stamp used when signing vouchers from authorizations for other travelers. In addition, the appropriate Group Access must be granted by the LDTA. NDEAs shall only be used in rare cases when travelers have exhausted all means to create authorizations themselves and are still unable.

Agency Program Coordinator (APC)

The unit APC is the individual who assists a commander in the management of the GTCC program. He/She is responsible for proper program management of the GTCC program at their level and reports up the chain of command, as needed. GTCC APC will be directly involved in the settlement of travel vouchers within DTS.

I MEF Heirarchy Level 4 (HL4) APC

The I MEF (HL4) APC serves as a conduit to pass information from higher levels to subordinate units, keeping his/her commander informed on the program within their command, as well as oversight over all subordinate unit APC's. This Marine is located within the I MEF Comptroller Office.

Traveler

The traveler is responsible for preparing initial authorizations, amendments and post trip vouchers. The traveler is also liable for any false, fraudulently written, or oral statements under the False Claims Act (18 U.S.C. 287, 18 U.S.C. 1001 and 31 U.S.C. 3729). The traveler shall:

Fax or scan all records to substantiate certified travel claims (including original receipts for all lodging expenses, and all original receipts for individual reimbursable expenses of $75 or more) to the DTS trip record. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 "Accountable Officers' Accounts Records."

Electronically sign and forward the completed travel claim to the appropriate routing list.

Prepare itinerary amendments and all post trip settlement claims.

Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "should cost" estimate and the final travel claim.

Installation Traffic Management Officer (TMO)

TMO and their partners in the Commercial Travel Office (CTO) have the proper training and access to systems that enable them to provide the most cost effective Government Air Fares. TMO will review **ALL** travel authorizations containing air travel and rental cars to ensure that the most cost effective modes that meet regulations and mission requirements have been selected.

Installation Commercial Ticket Office (CTO)

Travelers will use the DTS Reservation Module to make arrangements for commercial air transportation, commercial lodging, and rental car reservations. Travel arrangements will be charged to the Individual Government Charge Card (GOVCC-I). All travelers with a GOVCC will charge all commercial air travel to the Individually Billed Account (IBA); therefore, all profiles must reflect "**NON-EXEMPT**" vice exempt under the GOVCC portion of member's account information.

Separation of Duties

In accordance with DODFMR, VOL 5 Chapter 33 and DODFMR, VOL 9 Chapter 2 the AO/RO/CO (Accountable Officials) and NDEA/ODTA/FDTA billets will not be assigned to one individual. Personnel who hold the billet of an NDEA, ODTA, or FDTA cannot be included in any routing list for any organization.

3.0 PERMISSIONS

Obtaining Permissions

In order to obtain permissions in DTS, potential users are required to:

Complete the appropriate classroom training provided by the LDTA for the position appointed. Training schedules and locations are posted to the I MEF DTS web page.

Complete the Certifying Officers Legislation training which can be found at http://www.defensetravel.dod.mil/WBT/TAOCO_Lessons/Index.htm

Submit a DD Form 577 Appointment Record to the LDTA. The DD Form 577 must clearly indicate which organization the appointee has cognizance over, and the DD Form 577 must be signed by the Commanding Officer of that organization.

Permission Matrix

The matrix below outlines the permission levels that are appropriate for each DTS role. These assignments provide for the required separation of duties throughout the application.

Role	Permission(s)	Group Access	Org Access	T-Entered	DD 577
Lead Defense Travel Administrator	0,1,2,3,4,5,6	Yes	Yes	Yes	Yes
Finance Defense Travel Administrator	0,1,3,6	Yes	Yes	No	Yes
Organizational Defense Travel Administrator	0,1,5	Yes	Yes	Yes	Yes
Authorizing Official and Routing Official	0,1,2	Yes	Yes	No	Yes
Non-DTS Entry Agent (NDEA)	0	Yes	No	Yes	Yes
Traveler	0	No	No	No	No
IPAC Clerk (MIS Access Only)	0	No	No	No	No

4.0 BUSINESS PROCESSES (LDTA)

Training Compliance

Ensure that all appointed personnel and travelers complete required training as outlined in the I MEF Business Rules.

Task Compliance

Ensure that all appointed personnel complete tasks outlined in this order.

Training Program Sustainment

Establish and sustain a training program for functional roles in the DTS to include: ODTAs, AOs, Routing Officials (ROs)and Non-DTS Entry Agents (NDEAs).

Functional Role Assingments

Assign permissions for all functional roles throughout the organization, ensuring appropriate separations of duties.

Maintain necessary appointment letters and certifications

Maintain necessary appointment letters and certifications for all functional role appointees throughout the organization.

Update and maintain LOCAL BUSINESS RULES GUIDE

Update and maintain reference (h).

Assist ODTAs and AOs

Assist ODTAs and AOs in resolving technical DTS issues, and provide assistance to AOs regarding regulatory guidance that govern Temporary Additional Duty (TAD) entitlements.

Manage the payroll collection process

Responsible for managing the payroll collection process associated with Debt Management.

Establish an FDTA liaison

Establish an FDTA liaison to provide MSC FDTAs with training and assistance regarding budgets and Lines of Accounting (LOAs) within DTS.

Coordinate with DTMO and Tier III Help Desk

Coordinate with the Defense Travel Management Office (DTMO) and the Tier III Help Desk on all DTS updates, changes, and system problems.

Work with Disbursing Office

In coordination with the Disbursing Office, require all appropriate travel documents are processed through DTS in accordance with references (i) and (j).

Publish Un-Submitted Voucher Report

Provide weekly Un-Submitted Voucher Report to Major Subordinate Commanders.

5.0 BUSINESS PROCESSES (FDTA)

Create DTS lines of accounting

Create budgets for LOAs

Reconcile the LOAs and budgets

Reconcile the LOAs and budgets within DTS, and assist AOs with additional funding requests for TAD travel.

Manage interface errors

Manage interface errors between DTS and Standard Accounting, Budgeting, and Reporting System (SABRS).

Identify debts

Identify debts within DTS and provide relevant information to the LDTA for payroll collection action.

Coordinate the drafting of 'Punitive Letters of Censure'

Coordinate the drafting of 'Punitive Letters of Censure' with the I MEF LDTA regarding all instances of unauthorized obligations on behalf of subordinate unit AO's.

Coordinate the drafting of 'Punitive Letters of Censure' with the I MEF HL4 APC regarding all instances of GTCC delinquencies on behalf of travelers and subordinate unit APC's.

Consolidate 'Punitive Letters of Censure'

Consolidate 'Punitive Letters of Censure' for DTS unauthorized obligations and GTCC delinquencies, with assistance from each respective major subordinate command, for staffing to I MEF CG monthly.

Cross Fiscal Year TAD Travel

Currently, travel authorizations that encompass two fiscal years must reflect a termination date of September 30th of the fiscal year in which the authorization is issued. Upon receipt of authority to obligate funds for a future fiscal year, authorizations must be amended that will permit the traveler to execute the full period of temporary duty.

Do not create a travel authorization (in DTS) citing a future year appropriation until notified by the organization's Comptroller, Fiscal Officer, FDTA or LDTA.

When authorized, the FDTA will perform the functions necessary to input the new fiscal year accounting data and budget targets.

Note: *A DTA guide to establishing LOA's and Budgets for the new fiscal year can be found in the reference library on the DTMO Website.*

Direct Cite Travel (X-Org)

If travel is funded by another organization, the funding organization must provide an applicable LOA and budget target. The Defense Travel System allows the DTA of the funding organization (org that owns the LOA) to use the Cross-Org (X-Org) funding feature to share an LOA with a Cross Org (another org in DTS). The DTA of the funding

org can use the X-Org function to share a LOA. This can be accomplished by assigning it to a directly to a traveler using a SSN or, if the DTA knows the exact organization name of the traveler, he/she can use the X-Org feature to assign the LOA to that organization.

When the X-Org function is not used the FDTA can manually enter in an approved LOA for use in DTS (meaning the associated accounting system can process DTS travel). If this is done the LOA and budget target must also be entered into the traveler's organization. Once completed, the authorization and voucher from authorization can be processed in DTS as routine TDY. A copy of the funding letter should be maintained by the FDTA and electronically appended to the DTS record as substantiating documentation.

6.0 BUSINESS PROCESSES (ODTA)

Institute traveler training

Institute training for travelers and provide an efficient avenue for passing and receiving information to and from the headquarters level.

Establish DTS organizational hierarchy

Establish DTS organizational hierarchy, group structure, routing lists, letters of authorization, procedures for joining and detaching travelers, and local unit business rules.

Coordinate with the Tier II Help Desk

Coordinate with the Tier II Help Desk regarding DTS policy and technical assistance.

Accepting a Traveler into Your Organization

When a traveler completes his self registration in DTS the ODTA will receive an email letting him or her know that they have a profile waiting on their approval. The ODTA will then log into DTS and select the Administrative drop down Box. The ODTA will then select the Self Registration Admin option. From there select begin and then select the link under the review section. In order for the profile to be accepted the items listed below have to be fulfilled.

> No Suffix (Senior, Junior, the III, etc.)

> Completed in all capital letters

> EFT information has been provided

Under no circumstance will the ODTA issue any permissions, access, or Non-DTS Entry Agent capability. If the traveler is to perform in one of the billets in DTS then they will need to complete the proper training and submit the proper paper work to the LDTA.

7.0 BUSINESS PROCESSES (APPROVING OFFICIALS)

Authorization Compliance

Ensure authorizations comply with all federal regulations, Department of Defense regulations, and Marine Corps policy not limited to: reference (c), reference (d) and the Department of Defense Financial Management Regulations (DODFMR). Additionally, AOs must enforce compliance with local command policies that govern TAD travel.

Complete AO Training

Complete all the necessary training outlined in the I MEF Business Rules prior to executing duties.

Enforce Traveler Settlement Compliancer

Ensure travelers settle all TAD travel within 5 working days upon their return. Validate that all substantiating documents are uploaded, and that their traveler executed the TAD travel per the authorization. Coordinate with the FDTA to identify travelers that require payroll collection.

Split Disbursement

Ensure any traveler with a balance on their GTCC has split disbursed the funds necessary to reconcile before approving the Voucher.

Work Organizational Reports

Request and work organizational reports weekly. The processing of these reports will enable the AO to adhere to timeliness requirements, expediently identify and reduce delinquencies, and identify and resolve document errors. The required reports are:

i.   Un-submitted voucher report.

ii.   Approved status report.

iii.   Routing status report.

iv.   Documents awaiting your approval.

Advances (Non-ATM)

Travelers without an Individual Government Travel Charge Card (GOVCC) status in the traveler's profile may elect to receive a Non-ATM advance. The system will automatically calculate an advance equal to 80% of the estimated reimbursable expenses; for trips of 46 days or greater the advance will be computed for 30 days, for trips of 45 days or less the advance will be computed for the length of the travel. The computed advance will be deposited into the traveler's financial institution as an Electronic Funds Transfer (EFT) payment approximately five (5) days prior to the scheduled departure date. In cases where the traveler is scheduled to depart within the 5-day window, the advance will be processed for payment immediately upon AO approval and positive acknowledgement of the corresponding obligation transaction. In cases when an advance of 80% would put the traveler in a financial hardship, the AO may approve an advance of 100%; this determination must be made on a case-by-case basis. In these cases, the travelers profile must be reset by the DTA to "Full Advance". Upon completion of that specific trip, the user profile must be reset appropriately. Upon completion of the voucher from authorization, the advance amount is deducted from the total reimbursable entitlements as a

previous payment on the voucher – resulting in a net payment to the traveler.

Processing Advances and Scheduled Partial Payments (SPPs) for the same authorization

> Currently, DTS allows (and the DODFMR permits) users to request both a non-ATM advance and a Scheduled Partial Payment (SPP) for the same authorization. Because the non-ATM advance is programmed to pay for up to 45 days worth of entitlements and the SPP pays in increments of 30 days, processing both for the same authorization may place the traveler in a DUE U.S. status after processing the final settlement voucher. The DODFMR does not allow for the non-ATM advance amount to be deducted from the SPP amount until final travel settlement.

Bus Travel

Requests for Bus travel may be made through DTS using the CTO Comment section within the "Other Trans" section in the Reservation module. The traveler must select CB – Bus Fare in the Type field. The four required data elements for the CTO are date, time, origin and destination and must be included in the CTO comments section.

Note: *Bus travel in DTS cannot be charged to a centrally billed account (CBA). If a traveler requiring bus travel does not have a GOVCC they can purchase their tickets using a personal credit card (or cash) and enter the information using the non-mileage expense of "Personally Procured Tickets". Bus travel can be charged to a CBA, but these arrangements must be processed (obligated and reconciled) outside of DTS.*

Cancellation Procedures

Procedures for cancelling travel requests can be found on the DTMO Website at:

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_10.pdf

Commercial Air Travel

Contract City Pairs (GSA) will be used if available and they meet mission requirements. In the event that a Contract City Pair fare is selected by the member the CTO is **still required** to check for a lower cost fare. The CTO shall look for the lowest available fares with the contract carrier nearest the requested departure or arrival times in accordance with mission requirements. The CTO must notify the traveler of any changes in the traveler's original flight selection**,** and add remarks in the Passenger Name Record (PNR) to the traveler of any changes in the traveler's original flight selection.

The AO makes the final decision as to the traveler's authorization. The CTO shall review the PNR for accuracy within 24 hours of receipt. Review shall consist of ensuring auto-booked air, hotel, and rental car reservations are completed and coincide with airline arrival/departure times as applicable. After the CTO has ensured that the most cost effective fares that meet mission requirements have been utilized, the authorization **will be forwarded to TMO for approval.**

When booking Air Travel, lodging and rental car reservations, an Individual Billing Account (IBA) will be used if the Traveler is a GOVCC holder. For reimbursement, the traveler must provide a copy of the ticket receipt—a bank statement does not meet the requirements of a receipt.

Note: *Flights shall not depart from or arrive at commuter airports such as Carlsbad, CA*

Airport unless the constructed cost of the travel is more advantageous to the government.

Contacts

Please refer to section 3.18 "Help Desk Contacts".

Cross Fiscal Year TAD Travel

Currently, travel authorizations that encompass two fiscal years must reflect a termination date of September 30th of the fiscal year in which the authorization is issued. Upon receipt of authority to obligate funds for a future fiscal year, authorizations must be amended that will permit the traveler to execute the full period of temporary duty.

Do not create a travel authorization (in DTS) citing a future year appropriation until notified by the organization's Comptroller, Fiscal Officer, FDTA or LDTA.

When authorized, the FDTA will perform the functions necessary to input the new fiscal year accounting data and budget targets.

Note: *A DTA guide to establishing LOA's and Budgets for the new fiscal year can be found in the reference library on the DTMO Website.*

Direct Cite Travel (X-Org)

If travel is funded by another organization, the funding organization must provide an applicable LOA and budget target. The Defense Travel System allows the DTA of the funding organization (org that owns the LOA) to use the Cross-Org (X-Org) funding feature to share an LOA with a Cross Org (another org in DTS). The DTA of the funding org can use the X-Org function to share a LOA. This can be accomplished by assigning it to a directly to a traveler using a SSN or, if the DTA knows the exact organization name of the traveler, he/she can use the X-Org feature to assign the LOA to that organization.

When the X-Org function is not used the FDTA can manually enter in an approved LOA for use in DTS (meaning the associated accounting system can process DTS travel). If this is done the LOA and budget target must also be entered into the traveler's organization. Once completed, the authorization and voucher from authorization can be processed in DTS as routine TDY. A copy of the funding letter should be maintained by the FDTA and electronically appended to the DTS record as substantiating documentation.

Electronic Funds Transfer (EFT) and Split Disbursements

The Defense Travel System automatically computes travel entitlements and initiates EFT disbursements to a traveler's bank account, eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler.

Travelers are responsible for ensuring their EFT and GOVCC data is correct prior to digitally signing their documents. Changes to EFT and GOVCC data must be done by the traveler when possible. To make account changes, the Traveler will need to open a document in edit mode, select the Additional Options tab, and click on the My Account Information link. This updated information should be saved to the DTS profile using the options available in the document.

Travelers who are GOVCC holders must use their card for all mandatory travel expenses while TAD and split disburse amounts when submitting documents for payment. Split Disbursements are mandatory for all military and DoD civilian personnel in accordance

with Public Law 107-314 and MARADMIN 515/03. The DTS default "split-disburses" certain reimbursements automatically to the traveler's GOVCC account for commercial airline, lodging and rental car expenses. *It is the traveler's responsibility to change the default payment setting from "GOVCC" to "Personal" if they did not use their GOVCC or if they do not have a GOVCC.* For inquiries regarding EFT payments you may contact: EFTTRACEREQUESTS@DFAS.MIL. For inquiries regarding a check payment you may contact: CHECKTRACE@DFAS.MIL.

Emergencies and Convalescent Leave

While TDY is being performed

Emergency leave situations, which occur while TDY, require that the authorization be amended to indicate a curtailed trip and return to the PDS or authorized emergency leave location. Related travel and per diem entitlements are in accordance with JFTR Chapter 7 (Uniformed personnel) or JTR Chapter 6 (Civilian personnel).

Emergency leave not related to TDY

Government funded emergency leave travel can be processed in DTS. Emergency leave not funded by the Government is leisure travel and cannot be processed in DTS.

Convalescent Leave

Convalescent Leave transportation can be reimbursed but must adhere to the guidelines of the JFTR, JTR, and DODFMR. Below is an excerpt from the JFTR along with a definition of "Secretarial Process" from the DODFMR and JTR.

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

    1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and

    2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

    1. Transportation-in-kind;

    2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), *NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or*

    3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

C. Reimbursement

    1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par.U5116-D for transoceanic travel.

    2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for*

convalescent leave travel.

SECRETARIAL PROCESS FOR UNIFORMED MEMBERS: Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

SECRETARIAL PROCESS: Per Diem Committee Principal member, the Principal member's designated representative, or:

A. Secretary of a Military Department,
B. Director of a Defense Component,
C. Director, Administration & Management for:
    1. Office of the Secretary of Defense,
    2. Washington Headquarters Services,
    3. Organization of the Joint Chiefs of Staff,
    4. Uniformed Services University of the Health Sciences,
    5. U.S. Court of Military Appeals, and
D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

En-Route Traveler Assistance

Travelers can make itinerary changes directly with the airline and/or the CTO while en-route provided the changes will not affect the price of the ticket. For changes that will result in a cost difference, travelers must contact the AO for approval before making arrangements through their local CTO or through the CTO emergency travel office. During travel, a member of the traveler's organization who has group access can create an amendment to the travel orders. Upon return, travelers may also reflect any changes when completing their voucher.

Excess Baggage

The traveler will annotate in the "Air Segment Comments" section, as a minimum, that excess baggage is authorized and, if known, will provide the weight, number of pieces of excess baggage, and any special requirements. The traveler will also indicate excess baggage in the "Other Authorizations" section on the travel authorization. The CTO will advise carriers of excess baggage requirements when making reservations and enter in the trip record all applicable information to the traveler, i.e., estimated cost requirements, special check-in requirements, etc.

The traveler shall make payment for excess baggage, using their GOVCC, directly to the carrier at the time of check-in. The traveler will claim reimbursement on the Voucher from Authorization for excess baggage. It is the AOs responsibility to ensure excess baggage is justified. Authorizing Officials should request guidance from their local TMO on any questions concerning limitations**.**

Extended TDY (Excess of 180 Consecutive Days)

Prior to approving an authorization for extended TDY (more than 180 consecutive days at the same location); the AO must ensure that the appropriate level of command approval has been acquired in writing. The approval documentation shall be maintained on file within the AOs organization, or can be included with the authorization via the receipt imaging functionality. DTS provides a pre-audit flag as a reminder to the routing officials when an extended TDY authorization is routed to the AO for review/approval.

In the event that command approval has not been received, the AO can save the record without approving it, until written authority is received. Upon receiving this documentation, the AO can then open the record, and approve it for further DTS processing. The AO must include remarks in the DTS trip record regarding the approval (i.e. date approved, POC, phone number, etc.).

Note: *If a special per diem rate is applicable for the long-term TDY, the rate must be determined prior to the TDY and included in the authorization.*

Foreign Flag Carriers

Foreign flag carriers can only be used IAW JFTR/JTR, Appendix O. If these conditions are met, then the traveler must call the CTO to make foreign flag carrier reservations and comments to the AO must be annotated to this effect. All OCONUS travel will be routed through the servicing TMO to notify the AO if only foreign flag carriers are available. The AO must make the determination if use of a foreign flag carrier is required to meet the mission requirements, but only after TMO approval. OCONUS travel orders will always be routed to TMO so they have the ability to check for Patriot Express (AMC).

Formal Training Funded By Open Allotment

If funding is centrally controlled for formal training and funded by Open Allotment, travelers can utilize the "Arrangements Only" travel option.

Government Travel Charge Card (GOVCC) Program

Travelers who have a GOVCC are required to use their GOVCC for mandatory expenses (Rental Car, Flight, and Lodging) in accordance with Public Law 105-264, DODFMR Vol 9, Chapter 3, and MARADMIN 629-07. Travelers who do not possess a GOVCC will utilize a CBA to pay for flights. In the event a traveler does not have a GOVCC, travelers may need to make payment with personal funds (cash, check, and credit card) to guarantee hotel or rental car reservations. In these instances, the traveler may request in DTS and the AO may authorize a cash advance, payable to the traveler's EFT account.

Note: In order to ensure timely payments to a GOVCC, travelers must schedule Partial Payments when the trip duration exceeds 45 days.

Government Contractors and DTS

Government contractors are not authorized to utilize DTS for official travel and cannot approve DTS travel authorizations or vouchers or certify CBA invoices for payment. Government contractors can be authorized to use DTS in a manner consistent with their official duties as outlined in their contract. Contract personnel should be provided an information letter from the organization commander/director describing the DTS functions they are permitted to perform.

Note: *Government contractors cannot be appointed as AOs and should never be provided a DTS permission level of 2.*

Group Travel

Group Travel authorizations may be created (by the primary traveler, TMO, or other authorized user) and approved in DTS. Reservations for group travel must be made outside of DTS, prior to approval, by contacting the TMO. The TMO will work with the CTO who will contact the airline group travel desk. They will make the flight arrangements as well as any commercial lodging and rental car arrangements if

necessary. The lead traveler (or/and admin/travel clerk or NDEA) will then input the reservation details and cost received from CTO for the group into the group authorization under "Expenses" and "Other Transportation" within DTS. All expenses will need to be distributed between the travelers from the Distribution screen. Once the group authorization is approved DTS will assign a Travel Authorization Number (TANUM) to the authorization and CTO will book the reservations.

Guard and Reserve Travel

Reserve Component members on long-term active duty, (e.g., Active Guard and Reserve (AGR) Program or the Partnership for Fiscal Integrity (PFI)) Program will process authorizations in DTS as routine TDY. Traditional Reserve Component members, e.g., Troop Program Unit (TPU), Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) can utilize DTS using the Arrangements Only process. **At this time, DTS does not compute travel entitlements for traditional reserve component member travel, but will be able to do so at a future date.**

Human Remains Transport (to include escort travel)

Travel for accompanying escorts can be processed in DTS as routine TDY. Travel for accompanying family members may be processed using Invitational Travel Authorizations or PDT orders depending on the specific circumstances. Payment for transportation of the remains is coordinated with the local Mortuary Affairs Office in coordination with the Transportation Officer – this process is entirely outside of DTS.

Invitational Travel Authorization (ITA)

Invitational Travel Authorizations (ITAs) will be created using the arrangements only trip type "E-Invitational." If the individual traveling on an ITA is a dependent of a DoD uniformed member or civilian employee, the DTA will enter a profile with the mandatory information required. The sponsor's organization will be used in the profile with a rank of "OTHER" and the traveler's name and SSN. If the traveler is not a dependent of a DoD sponsor the sponsoring organization will be entered in the profile and "OTHER" will be used for the rank in the profile using the DTA's organization and routing list. Use of the trip type "E-Invitational" will trigger a pre-audit that will require the user to select the reason for the invitational travel.

Leave in Conjunction with TDY

Any traveler who takes leave in conjunction with TDY must reflect leave days in the authorization (or voucher if leave was approved after departing). DTS correctly calculates per diem entitlements when a traveler indicates personal leave in conjunction with their official travel. This is done by selecting Leave from within the Per Diem Entitlement screen in DTS.

The travel authorization/voucher must include all inclusive dates of travel away from the PDS (to include both official travel and personal travel). Any days outside the allowable travel time for the official travel portion must also be annotated as leave in DTS so that no per diem allowances are paid for the non-official travel. Allowable time is determined by the mode of travel:

1 day for travel by air within CONUS or within OCONUS

The scheduled departure and arrival times for travel by ground transportation (rail or bus) or travel by air between CONUS and OCONUS

1 day for each increment of 400 miles for travel by private conveyance (auto, Motorcycle, plane, or vessel) or rental car.

GSA city pair fares are not authorized for the leave portion of travel. GSA city pair fares may not be used to or from a leave destination. Any additional expenses resulting from personal arrangements made in conjunction with official travel are the individual traveler's responsibility and are not the responsibility of the Government.

Note: Military personnel who take leave in conjunction with TDY must run leave through MOL. Civilian personnel must also submit a leave request to their supervisor prior to TDY.

Lodging

Government Lodging Availability

Use of available government lodging is required for all uniformed military personnel and encouraged for civilian personnel. If military lodging is requested, the arrangements must be coordinated outside of DTS. The traveler will arrange billeting if available at their TDY location. Travelers should provide a justification or certificate of non-availability (CNA) in the remarks section if billeting is not available on a base.

If adequate military quarters use is directed for a uniformed member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the traveler obtains a certificate of non-availability.

Commercial Lodging Availability

When the organization is CTO-connected, DTS provides users with the ability to search for commercial lodging using three different search criteria; a specific hotel name/chain, facilities near the arrival airport, or facilities within the city, (i.e. downtown). DTS returns availability and rate information sorted at the user's discretion (by either rate category or price). Also included is information on hotel property amenities.

If a traveler desires accommodations in a hotel not found in DTS or if no available rooms at the per diem rate are shown (e.g., rooms are blocked for a conference), the traveler should select the "Request Assistance" button, which auto populates a statement informing the CTO that assistance is required. CTO can search and book the necessary lodging on behalf of the traveler.

Medical TDY

Traveler should note in their authorization that the TAD is for medical reasons, utilizing the Medical routing list in DTS.

Non-Appropriated Funded (NAF) Travel

Travel funded by non-appropriated funds can be processed in DTS but must be done using the "Arrangements Only" process to ensure that all obligations and disbursements are processed outside of DTS. NAF personnel traveling on appropriated funds can process their travel using DTS as routine TDY.

Obtaining Airfare Receipts for GOVCC Holders (Individual Billed Account)

Travelers are required to obtain their airfare receipts for TAD travel and upload them into their DTS Voucher. Per the JFTR, receipts for airfare are mandatory as the travelers are now incurring this expense and seeking reimbursement. Travelers can obtain their airfare receipts through the airline at the kiosk, at the CTO counter, or through Virtuallythere.com by following the steps below.

      1. Obtain Airfare receipts by logging onto www.virtuallythere.com

      2. Enter the six digit DTS/CTO Ticket Code. This code is located on the DTS document Preview Screen as well as in the itinerary found on the Travel Summary screen. Please ignore the digits past the hyphen as these are just to identify the CTO office and will not work when trying to obtain your receipt.

      3. Print out the E-Ticket Receipt

      4. Upload E-Ticket Receipts into the DTS Voucher under Substantiating Records.

Note: Please refer to section 3.31 of the I MEF DTS Business Rules for information on claiming the CTO fee which is now billed to the travelers GOVCC. Also, if it has been over 71 days since the date of ticketing the traveler will have to obtain his receipt from CTO or the airline directly.

Patriot Express TDY Travel (Foreign/NATO)

All overseas travel will be routed and be approved through TMO. The TMO will determine Patriot Express availability. Once confirmed by TMO, the TMO will annotate in the remarks section of the reservations module the GATES generated unique control number. TMO will also annotate any costs associated with the Patriot Express flight(s) into the PNR air remarks. This information will automatically transfer to the comments section of the DTS itinerary. The CTO will arrange commercial scheduled air service connecting to the Patriot Express flight aerial port of embarkation (APOE) and if needed, onward commercial scheduled air service to the DoD-designated destination. *The traveler must contact TMO to receive required instructions on foreign/NATO travel.*

Points of Contacts

Please refer to section 6.4 "Help Desk Contacts".

Premium Class Travel

First Class Travel

The Secretary of the Navy is the approval authority for First Class travel when necessary to accomplish the mission IAW JTR/JFTR (Appendix O).

Business Class Travel

The Secretary of the Navy is the approval authority for Business Class travel. Business Class travel may be authorized when necessary to accomplish the mission. JFTR/JTR (Appendix O, "Secretary of Navy Responsibilities") provides guidance on the approval authority for business class travel accommodations.

Since flight availability in DTS is provided for coach class only, the traveler may select the desired flight and add a comment in the Remarks to the CTO section to book a

business class seat. The traveler may also request the desired reservation via a comment in the remarks to the CTO without actually selecting a flight from availability. Ticketing of reservations for business class travel at government expense will be IAW JFTR/JTR (Appendix O), T4060-B(1)(c). Travelers will be required to submit a justification letter to the office of the Commandant of the Marine Corps (CMC).

Note: DoD regulations allow travelers to upgrade to first class and business class travel using frequent flyer benefits. If the traveler intends to use frequent flyer benefits to upgrade, the traveler must directly contact the carrier to utilize frequent traveler benefits, only after the traveler's Government e-ticket or paper tickets have been issued. Refusal of the contract city pair carrier is unauthorized for frequent flyer benefit purposes.

Process for Handling SATO Fees/Penalties

Flights booked though SATO/CTO may be subject to booking fees. These fees are reimbursable to the traveler. Reimbursement account will depend on method of payment (i.e. GOVCC or CBA). If fees are paid with a GOVCC, a non-mileage expense titled "SATO Fees" will be entered in for the amount of that fee. If the fee is charged to a CBA, a non-mileage expense will not be entered. The CBA will account for these fees.

Occasionally, travelers will have travel plans cancelled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. Also, if a ticket is cancelled after the ticket is issued, the CTO transaction fee will still be charged to either the GOVCC or CBA as appropriate. The traveler may be reimbursed these expenses by completing a voucher in DTS. It is the traveler's responsibility to follow the DTS cancellation procedures.

Rental Cars

The Defense Travel System displays available vehicles from rental car companies that participate in the (Military) Surface Deployment and Distribution Command (SDDC) negotiated agreement. The available vendors are displayed in order of price (from lowest to highest) for the selected vehicle category. The DTS default is to display available vehicles at the arrival airport. Travelers that desire to pick up the vehicle at a location not displayed in DTS (for instance, "downtown"), must provide a comment to the CTO on the DTS rental car screen and provide the dates, times, and pickup/drop off locations.

For normal travel requirements a compact car is the authorized vehicle size. Justification and approval is required to use a larger vehicle. For example, a larger car or van could be justified because of the requirement to transport several passengers and their luggage. Rank is not a justification for a larger rental vehicle. Once the size of vehicle is determined, the traveler is encouraged to select the least expensive vehicle from the list of available companies that have a (Military) SDCC negotiated Government rate. The AO has approval authority on rental car expenditures and should be aware of significant price differences for taxes.

Scheduled Partial Payments (SPP)

Travelers on TDY of 46 days or greater must request scheduled partial payments through DTS. Payments are computed and scheduled for payment in 30-day increments within the authorization. The amount of the SPP is deposited via EFT into the traveler's financial institution, to include a split disbursement option to send payment to the GOVCC vendor. To ensure the GOVCC is paid by each SPP it is the traveler's

responsibility to verify GOVCC is selected as the method of reimbursement. This will allow a payment to be sent to the traveler's GOVCC for every SPP that is paid. Because the partial payments are automatically submitted through DTS there is no longer a need to submit them through the disbursing office. Upon completion of travel, the SPP amount(s) are deducted from the total reimbursable entitlements as a previous payment – resulting in a net payment to the traveler.

Short Notice Travel Arrangements During Duty Hours and AO is Present

Mission requirements may dictate the need to deviate from the standard process of using DTS. Short notice is considered to be travel occurring less than three days of making the travel arrangements. The traveler must have orders or appropriation data to pay for the ticket.

DTS Reservation Module Not Used

If time does not allow the traveler to input an Authorization into DTS, the traveler must contact CTO directly to make reservations and get a price quote for the flight ticketed. This ticket cost will be entered into the authorization under "Other Transportation". Once the authorization is approved CTO can see that a TANUM has been applied and will charge the ticket using the CBA or individual GOVCC. Upon completion of TDY the traveler must file his or her own voucher in DTS.

DTS Reservation Module Used

When possible with short notice travel, the traveler should use DTS to make their travel arrangement. The traveler should then also call the CTO and provide the PNR number to have them process the DTS transaction. CTO has the ability to move a PNR from inbound queue to emergency queue and process in an hour.

Short Notice Travel Arrangements During Non-Duty Hours and AO is not Present

If the traveler does not have a GOVCC change of a flight is not an option. If the traveler does have a GOVCC but no approved orders, the traveler is able to change flights using GOVCC. The traveler should contact the CTO after hours emergency phone number (refer to section 3.17 Help Desk Contacts) to make travel arrangements. The traveler, admin/travel clerk or NDEA should input the information into DTS as soon as possible. The traveler should inform the travel agent that they are government employees, on official travel, in order to ensure the government contract rates. The cost of the ticket will be placed onto the GOVCC due to no AO being present to approve the authorization. The ticket information, including the cost of the ticket, will be entered under "Other Transportation" within the authorization. The traveler must select Comm Air (Indv Bill) from the drop down menu to send reimbursement for ticket cost back to their GOVCC. If the traveler is not a GOVCC holder they can purchase a ticket using their personal card. To be reimbursed for the ticket they will enter the ticket information under Other Transportation within the authorization and select Prepaid Plane from the drop down menu. Upon return, the traveler must file his or her own voucher in DTS.

Note: All after hour travel arrangements will be by the local TMO on the next business day.

Ticketing Changes

Changes Before Ticketing

If the traveler needs to make changes prior to ticketing, the traveler will make the adjustment to the trip criteria through DTS and resubmit the document.

Airline-Initiated Changes

The CTO is responsible for notifying the traveler, when possible, of any ticketing changes after tickets have been issued.

The CTO should provide the traveler all pertinent information contained in a traveler's finalized ticket itinerary. Any changes or updates to a PNR prior to the trip are required to be passed to the traveler via fax or, if short notice, by telephone. At a minimum, this information should include the PNR locator number and all flights and ticket numbers, car rental, and commercial lodging information with costs. If multiple carriers are utilized on an itinerary, the costs should be broken out by ticket number. These changes must be manually input by the traveler into DTS on the appropriate screens (TRAVEL-OTHER TRANSPORTATION, LODGING, or EXPENSES- NON MILEAGE) when filing the travel voucher.

Traveler-Initiated Changes

If the traveler needs to make changes within three working days prior to departure, and tickets have been issued, he/she should make necessary changes in the DTS system. For any travel arrangements incurring additional cost, prior AO verbal approval **must** be obtained before making the changes. For en-route changes, travelers will make itinerary changes directly with the CTO after receiving verbal AO approval. Upon return, travelers will reflect any changes when completing their voucher.

Directed Changes After Departure

Traveler must contact the CTO to initiate a change to itinerary for any travel arrangements (AO must be notified of any additional cost incurred by traveler). The CTO will contact the TMO for approval if routing is changed or additional cost is incurred. It is the traveler's responsibility to note these changes and any costs incurred in DTS on the voucher.

Cancellation and Confirmation Numbers

Occasionally, travelers will have travel plans cancelled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. The traveler may be reimbursed these expenses by completing a voucher in DTS.

Request for cancellation will be done through the Reservations Module. The CTO will place the cancellation numbers in the remarks block of the authorization.

Ticketing Methods

Electronic ticketing (e-ticket) is the preferred method of ticketing. However, when a paper ticket is requested, the traveler should make arrangements to pick up the ticket from the CTO two business days prior to departure. In the event a traveler requests a paper ticket for personal reasons, the traveler shall be responsible for any additional fees.

Travel Requests Processed Outside DTS

Classified Travel

Emergency Procedures (i.e. Natural Disasters)

> Follow local policies found in the Destructive Weather Base Order in the event of an Emergency.

Permanent Change of Station (PCS)

> The Defense Travel System is not certified for computation of travel entitlements related to PCS Orders.

Contingency, Exercise, Deployment (CED) Orders

> The Defense Travel System cannot be utilized to process CED Orders if centrally funded or utilize U.S. Navy funds.

House Hunting / Permissive TDY

> Authorized house hunting trips are related to PCS and cannot be processed in DTS.
> Permissive TDY is unfunded travel and typically does not require an authorization; as such it should not be processed in DTS. In cases when an authorization may be required, for example to board Government transportation, the authorization (DD1610) should be processed outside of DTS..

DoD Travelers Working Outside DoD

> For example, travelers assigned to non-DoD agencies (Foreign Service Officers).

Contractors

> Contractors are not eligible to use the GSA City Pairs nor can they use DTS for their travel arrangements. However, the contractor can utilize DTS to make travel arrangements for civilian/military personnel if they are appropriately assigned.

Military Working Dogs

> When booking Military Working Dogs be sure to state in the remarks section what type of dog it is, the weight of dog inside kennel, and dimensions of the kennel for booking purposes.
> **Note:** *If the Military Working Dog is an explosive's dog, the dog will ride in the cabin. All other Military Working Dogs will ride in cargo.*

Travelers Without Individual Government Travel Charge Card

DTS supports travelers that have not been issued a GOVCC. If a traveler is not a GOVCC holder their profiles must reflect "No" under card holder and "Advance Authorized." All expenses must be indicated in DTS as "personal" to ensure payment is sent directly to the traveler's financial institution.

In order to guarantee lodging, and in some cases rental car, a form of payment may be required by the CTO. Travelers without a GOVCC may enter a personal credit card number and expiration date in DTS in order to guarantee their arrangements. Travelers without a GOVCC or a personal credit card are required to contact the CTO off-line to

provide a form of payment to guarantee reservations.

Unused Tickets

If an e-ticket is unused, the traveler must notify the TMO. All unused paper tickets need to be returned to the TMO as soon as possible. The traveler must note the changes in DTS.

Use of the Contracted CTO

Travelers will normally use the DTS Reservation Module to make arrangements for commercial air transportation, commercial lodging, and rental car reservations to meet mission requirements. There are certain circumstances (i.e. short notice travel) where the traveler may have to call the CTO, using the local or toll free number to make such reservations. All travel arrangements should be charged to the traveler's GOVCC.

8.0 BUSINESS PROCESSES (ROUTING OFFICIALS)

Ensure Compliance

Ensure authorizations comply with all federal regulations, Department of Defense regulations, and Marine Corps policy not limited to: reference (c), reference (d) and the Department of Defense Financial Management Regulations (DODFMR). Additionally, AOs must enforce compliance with local command policies that govern TAD travel.

Complete Training

Complete all the necessary training outlined in the I MEF Business Rules prior to executing duties.

Ensure Travelers Settle

Ensure travelers settle all TAD travel within 5 working days upon their return. Validate that all substantiating documents are uploaded, and that their traveler executed the TAD travel per the authorization. Coordinate with the FDTA to identify travelers that require payroll collection.

Split Disbursement

Ensure any traveler with a balance on their GTCC has split disbursed the funds necessary to reconcile before approving the voucher.

9.0 BUSINESS PROCESSES (APC)

Ensure Compliance

Ensure compliance with all duties and responsibilities outlined in reference (f).

AO or RO in DTS process

Serve as a Routing Official on the Voucher routing list for your command.

Split Disbursement

Verify, for every GTCC holder, that the travelers GTCC balance with Citibank is split disbursed on DTS Voucher.

Review Authorizations and Vouchers with GTCC delinquencies

Coordinate with unit AO and ODTA the review of all Authorizations and Vouchers for travelers with GTCC delinquencies within the command.

10.0 BUSINESS PROCESSES (TRAVELERS)

Advances (Non-ATM)

Travelers without an Individual Government Travel Charge Card (GOVCC) status in the traveler's profile may elect to receive a Non-ATM advance. The system will automatically calculate an advance equal to 80% of the estimated reimbursable expenses; for trips of 46 days or greater the advance will be computed for 30 days, for trips of 45 days or less the advance will be computed for the length of the travel. The computed advance will be deposited into the traveler's financial institution as an Electronic Funds Transfer (EFT) payment approximately five (5) days prior to the scheduled departure date. In cases where the traveler is scheduled to depart within the 5-day window, the advance will be processed for payment immediately upon AO approval and positive acknowledgement of the corresponding obligation transaction. In cases when an advance of 80% would put the traveler in a financial hardship, the AO may approve an advance of 100%; this determination must be made on a case-by-case basis. In these cases, the travelers profile must be reset by the DTA to "Full Advance". Upon completion of that specific trip, the user profile must be reset appropriately. Upon completion of the voucher from authorization, the advance amount is deducted from the total reimbursable entitlements as a previous payment on the voucher – resulting in a net payment to the traveler.

Processing Advances and Scheduled Partial Payments (SPPs) for the same authorization

> Currently, DTS allows (and the DODFMR permits) users to request both a non-ATM advance and a Scheduled Partial Payment (SPP) for the same authorization. Because the non-ATM advance is programmed to pay for up to 45 days worth of entitlements and the SPP pays in increments of 30 days, processing both for the same authorization may place the traveler in a DUE U.S. status after processing the final settlement voucher. The DODFMR does not allow for the non-ATM advance amount to be deducted from the SPP amount until final travel settlement.

Bus Travel

Requests for Bus travel may be made through DTS using the CTO Comment section within the "Other Trans" section in the Reservation module. The traveler must select CB – Bus Fare in the Type field. The four required data elements for the CTO are date, time, origin and destination and must be included in the CTO comments section.

Note: *Bus travel in DTS cannot be charged to a centrally billed account (CBA). If a traveler requiring bus travel does not have a GOVCC they can purchase their tickets using a personal credit card (or cash) and enter the information using the non-mileage expense of "Personally Procured Tickets". Bus travel can be charged to a CBA, but these arrangements must be processed (obligated and reconciled) outside of DTS.*

Cancellation Procedures

Procedures for cancelling travel requests can be found on the DTMO Website at:

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_10.pdf

Commercial Air Travel

Contract City Pairs (GSA) will be used if available and they meet mission requirements. In the event that a Contract City Pair fare is selected by the member the CTO is **still**

required to check for a lower cost fare. The CTO shall look for the lowest available fares with the contract carrier nearest the requested departure or arrival times in accordance with mission requirements. The CTO must notify the traveler of any changes in the traveler's original flight selection**,** and add remarks in the Passenger Name Record (PNR) to the traveler of any changes in the traveler's original flight selection.

When booking Air Travel, lodging and rental car reservations, an Individually Billed Account (IBA) will be used if the Traveler is a GOVCC holder. For reimbursement, the traveler must provide a copy of the ticket receipt—a bank statement does not meet the requirements of a receipt.

Note: *Flights shall not depart from or arrive at commuter airports such as Carlsbad, CA Airport unless the constructed cost of the travel is more advantageous to the government.*

Contacts

Please refer to section 3.18 "Help Desk Contacts".

Cross Fiscal Year TAD Travel

Currently, travel authorizations that encompass two fiscal years must reflect a termination date of September 30th of the fiscal year in which the authorization is issued. Upon receipt of authority to obligate funds for a future fiscal year, authorizations must be amended that will permit the traveler to execute the full period of temporary duty.

Do not create a travel authorization (in DTS) citing a future year appropriation until notified by the organization's Comptroller, Fiscal Officer, FDTA or LDTA.

When authorized, the FDTA will perform the functions necessary to input the new fiscal year accounting data and budget targets.

Note: *A DTA guide to establishing LOA's and Budgets for the new fiscal year can be found in the reference library on the DTMO Website.*

Direct Cite Travel (X-Org)

If travel is funded by another organization, the funding organization must provide an applicable LOA and budget target. The Defense Travel System allows the DTA of the funding organization (org that owns the LOA) to use the Cross-Org (X-Org) funding feature to share an LOA with a Cross Org (another org in DTS). The DTA of the funding org can use the X-Org function to share a LOA. This can be accomplished by assigning it to a directly to a traveler using a SSN or, if the DTA knows the exact organization name of the traveler, he/she can use the X-Org feature to assign the LOA to that organization.

When the X-Org function is not used the FDTA can manually enter in an approved LOA for use in DTS (meaning the associated accounting system can process DTS travel). If this is done the LOA and budget target must also be entered into the traveler's organization. Once completed, the authorization and voucher from authorization can be processed in DTS as routine TDY. A copy of the funding letter should be maintained by the FDTA and electronically appended to the DTS record as substantiating documentation.

Electronic Funds Transfer (EFT) and Split Disbursements

The Defense Travel System automatically computes travel entitlements and initiates EFT

disbursements to a traveler's bank account, eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler.

Travelers are responsible for ensuring their EFT and GOVCC data is correct prior to digitally signing their documents. Changes to EFT and GOVCC data must be done by the traveler when possible. To make account changes, the Traveler will need to open a document in edit mode, select the Additional Options tab, and click on the My Account Information link. This updated information should be saved to the DTS profile using the options available in the document.

Travelers who are GOVCC holders must use their card for all mandatory travel expenses while TAD and split disburse amounts when submitting documents for payment. Split Disbursements are mandatory for all military and DoD civilian personnel in accordance with Public Law 107-314 and MARADMIN 515/03. The DTS default "split-disburses" certain reimbursements automatically to the traveler's GOVCC account for commercial airline, lodging and rental car expenses. *It is the traveler's responsibility to change the default payment setting from "GOVCC" to "Personal" if they did not use their GOVCC or if they do not have a GOVCC.* For inquiries regarding EFT payments you may contact: EFTTRACEREQUESTS@DFAS.MIL. For inquiries regarding a check payment you may contact: CHECKTRACE@DFAS.MIL.

Emergencies and Convalescent Leave

While TDY is being performed

Emergency leave situations, which occur while TDY, require that the authorization be amended to indicate a curtailed trip and return to the PDS or authorized emergency leave location. Related travel and per diem entitlements are in accordance with JFTR Chapter 7 (Uniformed personnel) or JTR Chapter 6 (Civilian personnel).

Emergency leave not related to TDY

Government funded emergency leave travel can be processed in DTS. Emergency leave not funded by the Government is leisure travel and cannot be processed in DTS.

Convalescent Leave

Convalescent Leave transportation can be reimbursed but must adhere to the guidelines of the JFTR, JTR, and DODFMR. Below is an excerpt from the JFTR along with a definition of "Secretarial Process" from the DODFMR and JTR.

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

    1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and

    2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

    1. Transportation-in-kind;

    2. Reimbursement for the commercial transportation cost when the member travels at personal

expense (see Chapter 3, Part B and par. U5116-D), *NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or*

    3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.
C. Reimbursement
    1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par.U5116-D for transoceanic travel.

    2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

SECRETARIAL PROCESS FOR UNIFORMED MEMBERS: Action by the Per Diem Committee Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

SECRETARIAL PROCESS: Per Diem Committee Principal member, the Principal member's designated representative, or:

    A. Secretary of a Military Department,
    B. Director of a Defense Component,
    C. Director, Administration & Management for:
        1. Office of the Secretary of Defense,
        2. Washington Headquarters Services,
        3. Organization of the Joint Chiefs of Staff,
        4. Uniformed Services University of the Health Sciences,
        5. U.S. Court of Military Appeals, and
    D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

En-Route Traveler Assistance

Travelers can make itinerary changes directly with the airline and/or the CTO while en-route provided the changes will not affect the price of the ticket. For changes that will result in a cost difference, travelers must contact the AO for approval before making arrangements through their local CTO or through the CTO emergency travel office. During travel, a member of the traveler's organization who has group access can create an amendment to the travel orders. Upon return, travelers may also reflect any changes when completing their voucher.

Excess Baggage

The traveler will annotate in the "Air Segment Comments" section, as a minimum, that excess baggage is authorized and, if known, will provide the weight, number of pieces of excess baggage, and any special requirements. The traveler will also indicate excess baggage in the "Other Authorizations" section on the travel authorization. The CTO will advise carriers of excess baggage requirements when making reservations and enter in the trip record all applicable information to the traveler, i.e., estimated cost requirements,

special check-in requirements, etc.

The traveler shall make payment for excess baggage, using their GOVCC, directly to the carrier at the time of check-in. The traveler will claim reimbursement on the Voucher from Authorization for excess baggage. It is the AOs responsibility to ensure excess baggage is justified. Authorizing Officials should request guidance from their local TMO on any questions concerning limitations.

Extended TDY (Excess of 180 Consecutive Days)

Prior to approving an authorization for extended TDY (more than 180 consecutive days at the same location); the AO must ensure that the appropriate level of command approval has been acquired in writing. The approval documentation shall be maintained on file within the AOs organization, or can be included with the authorization via the receipt imaging functionality. DTS provides a pre-audit flag as a reminder to the routing officials when an extended TDY authorization is routed to the AO for review/approval. In the event that command approval has not been received, the AO can save the record without approving it, until written authority is received. Upon receiving this documentation, the AO can then open the record, and approve it for further DTS processing. The AO must include remarks in the DTS trip record regarding the approval (i.e. date approved, POC, phone number, etc.).

Note: *If a special per diem rate is applicable for the long-term TDY, the rate must be determined prior to the TDY and included in the authorization.*

Foreign Flag Carriers

Foreign flag carriers can only be used IAW JFTR/JTR, Appendix O. If these conditions are met, then the traveler must call the CTO to make foreign flag carrier reservations and comments to the AO must be annotated to this effect. All OCONUS travel will be routed through the servicing TMO to notify the AO if only foreign flag carriers are available. The AO must make the determination if use of a foreign flag carrier is required to meet the mission requirements, but only after TMO approval. OCONUS travel orders will always be routed to TMO so they have the ability to check for Patriot Express (AMC).

Formal Training Funded By Open Allotment

If funding is centrally controlled for formal training and funded by Open Allotment, travelers can utilize the "Arrangements Only" travel option.

Government Travel Charge Card (GOVCC) Program

Travelers who have a GOVCC are required to use their GOVCC for mandatory expenses (Rental Car, Flight, and Lodging) in accordance with Public Law 105-264, DODFMR Vol 9, Chapter 3, and MARADMIN 629-07. Travelers who do not possess a GOVCC will utilize a CBA to pay for flights. In the event a traveler does not have a GOVCC, travelers may need to make payment with personal funds (cash, check, and credit card) to guarantee hotel or rental car reservations. In these instances, the traveler may request in DTS and the AO may authorize a cash advance, payable to the traveler's EFT account.

Note: In order to ensure timely payments to a GOVCC, travelers must schedule Partial Payments when the trip duration exceeds 45 days.

Government Contractors and DTS

Government contractors are not authorized to utilize DTS for official travel and cannot

approve DTS travel authorizations or vouchers or certify CBA invoices for payment. Government contractors can be authorized to use DTS in a manner consistent with their official duties as outlined in their contract. Contract personnel should be provided an information letter from the organization commander/director describing the DTS functions they are permitted to perform.

Note: *Government contractors cannot be appointed as AOs and should never be provided a DTS permission level of 2.*

Group Travel

Group Travel authorizations may be created (by the primary traveler, TMO, or other authorized user) and approved in DTS. Reservations for group travel must be made outside of DTS, prior to approval, by contacting the TMO. The TMO will work with the CTO who will contact the airline group travel desk. They will make the flight arrangements as well as any commercial lodging and rental car arrangements if necessary. The lead traveler (or/and admin/travel clerk or NDEA) will then input the reservation details and cost received from CTO for the group into the group authorization under "Expenses" and "Other Transportation" within DTS. All expenses will need to be distributed between the travelers from the Distribution screen. Once the group authorization is approved DTS will assign a Travel Authorization Number (TANUM) to the authorization and CTO will book the reservations.

Guard and Reserve Travel

Reserve Component members on long-term active duty, (e.g., Active Guard and Reserve (AGR) Program or the Partnership for Fiscal Integrity (PFI)) Program will process authorizations in DTS as routine TDY. Traditional Reserve Component members, e.g., Troop Program Unit (TPU), Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) can utilize DTS using the Arrangements Only process. **At this time, DTS does not compute travel entitlements for traditional reserve component member travel, but will be able to do so at a future date.**

Human Remains Transport (to include escort travel)

Travel for accompanying escorts can be processed in DTS as routine TDY. Travel for accompanying family members may be processed using Invitational Travel Authorizations or PDT orders depending on the specific circumstances. Payment for transportation of the remains is coordinated with the local Mortuary Affairs Office in coordination with the Transportation Officer – this process is entirely outside of DTS.

Invitational Travel Authorization (ITA)

Invitational Travel Authorizations (ITAs) will be created using the arrangements only trip type "E-Invitational." If the individual traveling on an ITA is a dependent of a DoD uniformed member or civilian employee, the DTA will enter a profile with the mandatory information required. The sponsor's organization will be used in the profile with a rank of "OTHER" and the traveler's name and SSN. If the traveler is not a dependent of a DoD sponsor the sponsoring organization will be entered in the profile and "OTHER" will be used for the rank in the profile using the DTA's organization and routing list. Use of the trip type "E-Invitational" will trigger a pre-audit that will require the user to select the reason for the invitational travel.

Leave in Conjunction with TDY

Any traveler who takes leave in conjunction with TDY must reflect leave days in the authorization (or voucher if leave was approved after departing). DTS correctly calculates per diem entitlements when a traveler indicates personal leave in conjunction with their official travel. This is done by selecting Leave from within the Per Diem Entitlement screen in DTS.

The travel authorization/voucher must include all inclusive dates of travel away from the PDS (to include both official travel and personal travel). Any days outside the allowable travel time for the official travel portion must also be annotated as leave in DTS so that no per diem allowances are paid for the non-official travel. Allowable time is determined by the mode of travel:

1 day for travel by air within CONUS or within OCONUS

The scheduled departure and arrival times for travel by ground transportation (rail or bus) or travel by air between CONUS and OCONUS

1 day for each increment of 400 miles for travel by private conveyance (auto, Motorcycle, plane, or vessel) or rental car.

GSA city pair fares are not authorized for the leave portion of travel. GSA city pair fares may not be used to or from a leave destination. Any additional expenses resulting from personal arrangements made in conjunction with official travel are the individual traveler's responsibility and are not the responsibility of the Government.

Note: Military personnel who take leave in conjunction with TDY must run leave through MOL. Civilian personnel must also submit a leave request to their supervisor prior to TDY.

Lodging

Government Lodging Availability

Use of available government lodging is required for all uniformed military personnel and encouraged for civilian personnel. If military lodging is requested, the arrangements must be coordinated outside of DTS. The traveler will arrange billeting if available at their TDY location. Travelers should provide a justification or certificate of non-availability (CNA) in the remarks section if billeting is not available on a base.

If adequate military quarters use is directed for a uniformed member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the traveler obtains a certificate of non-availability.

Commercial Lodging Availability

When the organization is CTO-connected, DTS provides users with the ability to search for commercial lodging using three different search criteria; a specific hotel name/chain, facilities near the arrival airport, or facilities within the city, (i.e. downtown). DTS returns availability and rate information sorted at the user's discretion (by either rate category or price). Also included is information on hotel property amenities.

If a traveler desires accommodations in a hotel not found in DTS or if no available rooms at the per diem rate are shown (e.g., rooms are blocked for a conference), the traveler should select the "Request Assistance" button, which auto populates a statement informing the CTO that assistance is required. CTO can search and book the necessary

lodging on behalf of the traveler.

Medical TDY

Traveler should note in their authorization that the TAD is for medical reasons, utilizing the Medical routing list in DTS.

Non-Appropriated Funded (NAF) Travel

Travel funded by non-appropriated funds can be processed in DTS but must be done using the "Arrangements Only" process to ensure that all obligations and disbursements are processed outside of DTS. NAF personnel traveling on appropriated funds can process their travel using DTS as routine TDY.

Obtaining Airfare Receipts for GOVCC Holders (Individual Billed Account)

Travelers are required to obtain their airfare receipts for TAD travel and upload them into their DTS Voucher. Per the JFTR, receipts for airfare are mandatory as the travelers are now incurring this expense and seeking reimbursement. Travelers can obtain their airfare receipts through the airline at the kiosk, at the CTO counter, or through Virtuallythere.com by following the steps below.

> 1. Obtain Airfare receipts by logging onto www.virtuallythere.com
>
> 2. Enter the six digit DTS/CTO Ticket Code. This code is located on the DTS document Preview Screen as well as in the itinerary found on the Travel Summary screen. Please ignore the digits past the hyphen as these are just to identify the CTO office and will not work when trying to obtain your receipt.
>
> 3. Print out the E-Ticket Receipt
>
> 4. Upload E-Ticket Receipts into the DTS Voucher under Substantiating Records.

Note: *If more than 71 days have elapsed since the date of ticketing the traveler will have to obtain his receipt from CTO or the airline directly.*

Patriot Express TDY Travel (Foreign/NATO)

All overseas travel will be routed and be approved through TMO. The TMO will determine Patriot Express availability. Once confirmed by TMO, the TMO will annotate in the remarks section of the reservations module the GATES generated unique control number. TMO will also annotate any costs associated with the Patriot Express flight(s) into the PNR air remarks. This information will automatically transfer to the comments section of the DTS itinerary. The CTO will arrange commercial scheduled air service connecting to the Patriot Express flight aerial port of embarkation (APOE) and if needed, onward commercial scheduled air service to the DoD-designated destination. *The traveler must contact TMO to receive required instructions on foreign/NATO travel.*

Points of Contacts

Please refer to section 6.4 "Help Desk Contacts".

Premium Class Travel

First Class Travel

The Secretary of the Navy is the approval authority for First Class travel when necessary

to accomplish the mission IAW JTR/JFTR (Appendix O).

Business Class Travel

The Secretary of the Navy is the approval authority for Business Class travel. Business Class travel may be authorized when necessary to accomplish the mission. JFTR/JTR (Appendix O, "Secretary of Navy Responsibilities") provides guidance on the approval authority for business class travel accommodations.

Since flight availability in DTS is provided for coach class only, the traveler may select the desired flight and add a comment in the Remarks to the CTO section to book a business class seat. The traveler may also request the desired reservation via a comment in the remarks to the CTO without actually selecting a flight from availability. Ticketing of reservations for business class travel at government expense will be IAW JFTR/JTR (Appendix O), T4060-B(1)(c). Travelers will be required to submit a justification letter to the office of the Commandant of the Marine Corps (CMC).

Note: DoD regulations allow travelers to upgrade to first class and business class travel using frequent flyer benefits. If the traveler intends to use frequent flyer benefits to upgrade, the traveler must directly contact the carrier to utilize frequent traveler benefits, only after the traveler's Government e-ticket or paper tickets have been issued. Refusal of the contract city pair carrier is unauthorized for frequent flyer benefit purposes.

Process for Handling SATO Fees/Penalties

Flights booked though SATO/CTO may be subject to booking fees. These fees are reimbursable to the traveler. Reimbursement account will depend on method of payment (i.e. GOVCC or CBA). If fees are paid with a GOVCC, a non-mileage expense titled "SATO Fees" will be entered in for the amount of that fee. If the fee is charged to a CBA, a non-mileage expense will not be entered. The CBA will account for these fees.

Occasionally, travelers will have travel plans cancelled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. Also, if a ticket is cancelled after the ticket is issued, the CTO transaction fee will still be charged to either the GOVCC or CBA as appropriate. The traveler may be reimbursed these expenses by completing a voucher in DTS. It is the traveler's responsibility to follow the DTS cancellation procedures.

Rental Cars

The Defense Travel System displays available vehicles from rental car companies that participate in the (Military) Surface Deployment and Distribution Command (SDDC) negotiated agreement. The available vendors are displayed in order of price (from lowest to highest) for the selected vehicle category. The DTS default is to display available vehicles at the arrival airport. Travelers that desire to pick up the vehicle at a location not displayed in DTS (for instance, "downtown"), must provide a comment to the CTO on the DTS rental car screen and provide the dates, times, and pickup/drop off locations.

For normal travel requirements a compact car is the authorized vehicle size. Justification and approval is required to use a larger vehicle. For example, a larger car or van could be justified because of the requirement to transport several passengers and their luggage. Rank is not a justification for a larger rental vehicle. Once the size of vehicle is determined, the traveler is encouraged to select the least expensive vehicle from the list of available companies that have a (Military) SDCC negotiated Government rate. The

AO has approval authority on rental car expenditures and should be aware of significant price differences for taxes.

Scheduled Partial Payments (SPP)

Travelers on TDY of 46 days or greater must request scheduled partial payments through DTS. Payments are computed and scheduled for payment in 30-day increments within the authorization. The amount of the SPP is deposited via EFT into the traveler's financial institution, to include a split disbursement option to send payment to the GOVCC vendor. To ensure the GOVCC is paid by each SPP it is the traveler's responsibility to verify GOVCC is selected as the method of reimbursement. This will allow a payment to be sent to the traveler's GOVCC for every SPP that is paid. Because the partial payments are automatically submitted through DTS there is no longer a need to submit them through the disbursing office. Upon completion of travel, the SPP amount(s) are deducted from the total reimbursable entitlements as a previous payment – resulting in a net payment to the traveler.

Short Notice Travel Arrangements During Duty Hours and AO is Present

Mission requirements may dictate the need to deviate from the standard process of using DTS. Short notice is considered to be travel occurring less than three days of making the travel arrangements. The traveler must have orders or appropriation data to pay for the ticket.

DTS Reservation Module Not Used

If time does not allow the traveler to input an Authorization into DTS, the traveler must contact CTO directly to make reservations and get a price quote for the flight ticketed. This ticket cost will be entered into the authorization under "Other Transportation". Once the authorization is approved CTO can see that a TANUM has been applied and will charge the ticket using the CBA or individual GOVCC. Upon completion of TDY the traveler must file his or her own voucher in DTS.

DTS Reservation Module Used

When possible with short notice travel, the traveler should use DTS to make their travel arrangement. The traveler should then also call the CTO and provide the PNR number to have them process the DTS transaction. CTO has the ability to move a PNR from inbound queue to emergency queue and process in an hour.

Short Notice Travel Arrangements During Non-Duty Hours and AO is not Present

If the traveler does not have a GOVCC change of a flight is not an option. If the traveler does have a GOVCC but no approved orders, the traveler is able to change flights using GOVCC. The traveler should contact the CTO after hours emergency phone number (refer to section 3.17 Help Desk Contacts) to make travel arrangements. The traveler, admin/travel clerk or NDEA should input the information into DTS as soon as possible. The traveler should inform the travel agent that they are government employees, on official travel, in order to ensure the government contract rates. The cost of the ticket will be placed onto the GOVCC due to no AO being present to approve the authorization. The ticket information, including the cost of the ticket, will be entered under "Other Transportation" within the authorization. The traveler must select Comm Air (Indv Bill) from the drop down menu to send reimbursement for ticket cost back to their GOVCC. If the traveler is not a GOVCC holder they can purchase a ticket using their personal card.

To be reimbursed for the ticket they will enter the ticket information under Other Transportation within the authorization and select Prepaid Plane from the drop down menu. Upon return, the traveler must file his or her own voucher in DTS.

Note: All after hour travel arrangements will be by the local TMO on the next business day.

Ticketing Changes

Changes Before Ticketing

If the traveler needs to make changes prior to ticketing, the traveler will make the adjustment to the trip criteria through DTS and resubmit the document.

Airline-Initiated Changes

The CTO is responsible for notifying the traveler, when possible, of any ticketing changes after tickets have been issued.

The CTO should provide the traveler all pertinent information contained in a traveler's finalized ticket itinerary. Any changes or updates to a PNR prior to the trip are required to be passed to the traveler via fax or, if short notice, by telephone. At a minimum, this information should include the PNR locator number and all flights and ticket numbers, car rental, and commercial lodging information with costs. If multiple carriers are utilized on an itinerary, the costs should be broken out by ticket number. These changes must be manually input by the traveler into DTS on the appropriate screens (TRAVEL- OTHER TRANSPORTATION, LODGING, or EXPENSES- NON MILEAGE) when filing the travel voucher.

Traveler-Initiated Changes

If the traveler needs to make changes within three working days prior to departure, and tickets have been issued, he/she should make necessary changes in the DTS system. For any travel arrangements incurring additional cost, prior AO verbal approval **must** be obtained before making the changes. For en-route changes, travelers will make itinerary changes directly with the CTO after receiving verbal AO approval. Upon return, travelers will reflect any changes when completing their voucher.

Directed Changes After Departure

Traveler must contact the CTO to initiate a change to itinerary for any travel arrangements (AO must be notified of any additional cost incurred by traveler). The CTO will contact the TMO for approval if routing is changed or additional cost is incurred. It is the traveler's responsibility to note these changes and any costs incurred in DTS on the voucher.

Cancellation and Confirmation Numbers

Occasionally, travelers will have travel plans cancelled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. The traveler may be reimbursed these expenses by completing a voucher in DTS.

Request for cancellation will be done through the Reservations Module. The CTO will

place the cancellation numbers in the remarks block of the authorization.

Ticketing Methods

Electronic ticketing (e-ticket) is the preferred method of ticketing. However, when a paper ticket is requested, the traveler should make arrangements to pick up the ticket from the CTO two business days prior to departure. In the event a traveler requests a paper ticket for personal reasons, the traveler shall be responsible for any additional fees.

Travel Requests Processed Outside DTS

Classified Travel

Emergency Procedures (i.e. Natural Disasters)

> Follow local policies found in the Destructive Weather Base Order in the event of an Emergency.

Permanent Change of Station (PCS)

> The Defense Travel System is not certified for computation of travel entitlements related to PCS Orders.

Contingency, Exercise, Deployment (CED) Orders

> The Defense Travel System cannot be utilized to process CED Orders if centrally funded or utilize U.S. Navy funds.

House Hunting / Permissive TDY

> Authorized house hunting trips are related to PCS and cannot be processed in DTS.
> Permissive TDY is unfunded travel and typically does not require an authorization; as such it should not be processed in DTS. In cases when an authorization may be required, for example to board Government transportation, the authorization (DD1610) should be processed outside of DTS..

DoD Travelers Working Outside DoD

> For example, travelers assigned to non-DoD agencies (Foreign Service Officers).

Contractors

> Contractors are not eligible to use the GSA City Pairs nor can they use DTS for their travel arrangements. However, the contractor can utilize DTS to make travel arrangements for civilian/military personnel if they are appropriately assigned.

Military Working Dogs

> When booking Military Working Dogs be sure to state in the remarks section what type of dog it is, the weight of dog inside kennel, and dimensions of the kennel for booking purposes.
> **Note:** *If the Military Working Dog is an explosive's dog, the dog will ride in the cabin. All other Military Working Dogs will ride in cargo.*

Travelers Without Individual Government Travel Charge Card

DTS supports travelers that have not been issued a GOVCC. If a traveler is not a GOVCC holder their profiles must reflect "No" under card holder and "Advance Authorized." All expenses must be indicated in DTS as "personal" to ensure payment is sent directly to the traveler's financial institution.

In order to guarantee lodging, and in some cases rental car, a form of payment may be required by the CTO. Travelers without a GOVCC may enter a personal credit card number and expiration date in DTS in order to guarantee their arrangements. Travelers without a GOVCC or a personal credit card are required to contact the CTO off-line to provide a form of payment to guarantee reservations.

Unused Tickets

If an e-ticket is unused, the traveler must notify the TMO. All unused paper tickets need to be returned to the TMO as soon as possible. The traveler must note the changes in DTS.

Use of the Contracted CTO

Travelers will normally use the DTS Reservation Module to make arrangements for commercial air transportation, commercial lodging, and rental car reservations to meet mission requirements. There are certain circumstances (i.e. short notice travel) where the traveler may have to call the CTO, using the local or toll free number to make such reservations. All travel arrangements should be charged to the traveler's GOVCC.

11.0 THREE-TIERED HELP DESK

The DTS Help Desk concept utilizes a three-tiered approach:
Tier 1 – Travelers, ROs, AOs, and ODTAs (to include MSC ODTAs)
Tier 2 – I MEF DTS Helpdesk (LDTA)
Tier 3 – DTMO Travel Assistance Center (TAC)

Tier 1 Help Desk

The Tier 1 Help Desk consists of all Travelers, ROs, AOs, ODTAs, and is comprised of information readily available to them.

Tier 1 Available Resources
DTS Tri-folds
Local Subject Matter Experts (SMEs)
I MEF Local Business Rules Guide for DTS.
I MEF DTS Helpdesk Website www.i-mef.usmc.mil/dts
DTMO website: http://www.defensetravel.dod.mil/
    Computer Based Training (policies and procedures)
    Web Based Training
    Procedural guides for creating, reviewing, approving and canceling authorizations
    Lesson Plans/Training Materials
    Links to other sites
    Frequently Asked Questions (FAQs)

If the issue cannot be resolved after exhausting all resources available, your MSC ODTA will contact the I MEF DTS Helpdesk for assistance utilizing the Organization Mail Box (OMB). See section 3.19 of the I MEF DTS Business Rules. (Tier 2)

Tier 2 DTA Help Desk

The I MEF DTS Helpdesk (LDTA) serves in the capacity as the DTS Tier 2 Help Desk. The I MEF DST Helpdesk personnel will train designated ODTAs to provide enhanced Tier 1 assistance to personnel assigned to their organization, to include how to conduct User/Traveler training. The intent is for these individuals to be the most knowledgeable DTS personnel in their organization. If the ODTA cannot resolve the issue, after exhausting all resources available to them, they will contact the I MEF DTS Helpdesk (LDTA). The I MEF DTS Helpdesk personnel have access to the Tier III Help Desk if any further assistance is needed.

Tier 2 Available Resources
All the above resources plus;
Help Desk CONOPS and Bulletins
DTS Finance Guide
DTS Set-up Guide
Electronic References
Labor Relations Guide
Simplified Entitlements (JTR/JFTR, Appendix O)

If an issue cannot be resolved after exhausting all resources available, an LDTA will contact the Tier 3 Help Desk for assistance.

Tier 3 Help Desk

The Defense Travel Management Office operates the DTS Tier 3 Help Desk. Access to Tier 3 is limited to authorized callers. LDTAs are the only authorized callers and will work any unresolved issues through the above means and coordinate resolution with the issues originator.

Help Desk Contacts

I MEF Help Desk	**I MLG Help Desk**
IMEFHelpdesk@usmc.mil	IMLGHelpdesk@usmc.mil
I MARDIV Help Desk	**I MHG Help Desk**
IMARDIVHelpdesk@usmc.mil	IMHGHelpdesk@usmc.mil
3D MAW Help Desk	
3MAW.DTS.rejects@usmc.mil	

CTO – Camp Pendleton, CA

During Normal Duty Hours (0730-1630)
Phone: (760) 725-4396
After Normal Duty Hours
Phone: (800) 827-7777

CTO – Miramar, CA

During Normal Duty Hours (0730-1630)
Phone: (858) 577-1299
After Normal Duty Hours
Phone: (800) 827-7777

TMO – Camp Pendleton, CA

Phone: (760) 725-8637

TMO – Miramar, CA

Phone: (858) 577-1303

TMO – 29 Palms

Phone: (760) 830-6760

CTO – 29 Palms

Phone: (760) 830-6658 / 6622 / 6692

TMO – MCAS Yuma

Phone: (928) 269-2311

<div align="center">

DTS Tier III Help Desk

***For authorized callers only ***

</div>

12.0 DEBT MANAGEMENT PROCEDURES

Overview

Travelers are expected to use the GOVCC for Airfare, lodging, rental car, and all rental car expenses when traveling on official Government business; thereby reducing the need for travel advances. When Commercial Air transportation is utilized travelers with GOVCC will use the Individual Billed Account (IBA). On occasion, settlement of a voucher may result in a negative balance, or balance "Due U.S." An example of when an overpayment may occur is when an audit reveals a traveler is overpaid a reimbursable expense such as lodging. These procedures outline the process that will be used when the settlement of a claim results in an overpayment.

To ensure a sound debt management process is in place, a Debt Management Monitor (DMM) will be appointed for each Major Subordinate Command (MSC). The FDTA for the organization will be appointed as the DMM.

Resources for debt management can be found on the DTMO website listed below:

http://www.defensetravel.dod.mil/

Appointment of a Debt Management Monitor (DMM)

Appointment of a DMM is a critical element in ensuring sound debt management procedures are practiced. The Commanding Officer will appoint the organization's FDTA as the DMM for that organization. Debt Management Monitor's will be appointed in writing using DD Form 577 (appointment/termination record). The appointment record will list the DMMs duties. For a complete list of DMM responsibilities, see the DODFMR Vol.9, chapter 2.

Identifying DTS Claims With a Negative (DUE U.S.) Balance

Travelers receive two notifications identifying due U.S. claims. The first notification is an on-screen advisory to the traveler when the traveler signs the voucher from authorization. The second notification occurs when DTS sends an E-mail notification directly to the traveler once the AO approves the "Due US" voucher. The AO also receives a notification when approving the voucher. The AO will assist the DMM by ensuring the traveler follows the directions for repayment on the DTS email. This will reduce the amount of travelers experiencing a payroll collection.

The DMM will have the ability to retrieve Debt Management reports from DTS using the Report Scheduler. These reports will be available as a pre-defined report option under the "Report Scheduler" which can be accessed by selecting the "Reports" menu bar option from the DTS main menu after login. The DMM will retrieve this report on a daily basis. Each traveler has 30 days to repay the Due U.S. amount before the payroll collection action is initiated (**payroll collection is strongly discouraged**). The 30 days begin when the AO approves the voucher and the traveler receives the DTS E-mail notification of the indebtedness.

Note: The DMM must serve Due Process (in the DMM Gateway) before any other debt collection action can be taken.

Collection Process for Overpayment of More Than $10

For collection of an amount that is more than $10 an E-mail notification is sent to the traveler advising them of an overpayment when the voucher is stamped "Approved" by

the AO. The E-mail notifies the traveler, AO, DTA ID, and DFAS Indianapolis of the indebtedness and contains instruction to the traveler for remitting payment. The traveler will mail the remittance to the address indicated in the E-mail.

Disbursing Operations Directorate

ATTN: 3801 DTS Remittances

PO Box 26670

Indianapolis, IN 46226

To view a sample of an E-mail notification, refer to the DTS Document Processing Manual, Chapter 8, Debt Management, section 8.3.4 found at the link listed below.

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_8.pdf

The remittance will be received and processed by DFAS Indianapolis. After processing, DFAS Indianapolis will send an Advice of Collection (AOC) to DTS, the traveler, and the DMM, notifying them that the collection has been processed. The notification to the traveler and the DMM will be in the form of an E-mail.

Debt Management Procedure, for Marines

Travelers are allotted 30 days to repay travel debts. When a debt remains outstanding after 30 days a manual collection will be done to recoup any money owed back to the Government. The DMM will initiate the collection by following the steps in the link below.
http://www.defensetravel.dod.mil/Docs/DMM_Roles_and_Responsibilities.pdf

Marine Separated before Collection is Complete

The DMM will process the debt by following the Out-of-Service Debt procedures outlined in chapter 8 of the *Document Processing Manual* (Debt Management).

Marine Transfers to a Different Duty Location

The DTS Organization where the debt originated from will continue to process the collection until such time as the entire amount is repaid.

Process Complete

The collection process is complete when the full amount has been collected and the DMM sees that the DTS record reflects the full collection (Debt Satisfied) or the debt has been transferred to out of service debt, waived, and/or the debt has been written off.

Identifying Satisfactory Repayment of Debt

If debt is satisfied by a traveler via check or money order, the traveler, AO, DMM and DTA ID are notified via email. A sample email is show below. This debt will be cleared out of DTS automatically. For inquiries regarding the receipt of a DTS debt payment or Debt question you may contact: CHECKREMITTANCEINQUIRY@DFAS.MIL

```
Traveler Name: IAM A MARINE

Travel Document Name: IMOCEANSIDECA092906_V01
TANUM: OQBPDH
Organization: DM1F1416928301R17B15
Voucher Approval Date: 2007-07-25 22:28:06.0 Amount Due Government: 0.00
Total Amount Remitted: 186.70 Date Debt Paid in Full: 08-13-2007
----------------------------------------------------------------------
Current documentation history indicates that the original debt amount for
this travel document has been reduced to zero.
```

When a traveler remains in a Due U.S. status for any period of time over 30 days the DMM will need to verify that the debt is still outstanding. The DMM will need to create a list of all travelers who have been in a Due U.S. status for more than 30 days. This list will then be sent via email to CHECKREMITTANCEINQUIRY@DFAS.MIL with the following information on each traveler:

Traveler & Organization Name
Last Four of SSN
Document Number (TANUM)
Document Name
Amount of Debt

The DMM will receive an email response from DFAS stating whether the debt has been repaid or not.

As stated above, debt repaid in full today is cleared out of DTS automatically; that was not the case before FY 2007. If the traveler has repaid the debt and it has not cleared from the DMM Gateway, DFAS will notify the DMM via email and attach the Collection Voucher (DD form 1131) of the payment to the email.

The DMM will go into the DMM Gateway and pull up the traveler's debt. Once the debt is located the DMM will select the Manual Collection option and input the information shown on the Collection Voucher. Once the Manual Collection is submitted the manual collection information will process into the DTS Voucher. If the amount entered in as a Manual Collection reflects the exact amount owed to the Government DTS will automatically generate a Debt Satisfied stamp in the document history.

Note: For instructions on how to enter in a manual collection please refer to the *DTS Version 1.7.1.5, Document Processing Manual, Version 1.3.10, Updated 1/13/06*. This manual can be accessed through the following link:

http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_8.pdf

13.0 PUNITIVE LETTERS OF CENSURE

Circumstances

I MEF Commanding General will issue in the following circumstances:

- DTS Authorization or Voucher results in an unauthorized obligation
  - o Letter goes to AO permanent personnel record
- GTCC delinquency is greater than 120 days
  - o Letter goes to Traveler permanent personnel record
- In warranted instances when the GTCC delinquency is greater than 120 days
  - o Letter goes to APC permanent personnel record

Process

- DTS Report / GTCC Report reflects instance
- Collected and verified by LDTA
- MEF LDTA ensure impacted individual, MSC ODTA and Command are notified
- Provide 5 days for response to justify
- MEF LDTA validates list with any justifications received and forwards list to MEF FDTA
- MEF FDTA consolidates and forwards to I MEF G-1
- MEF G-1 prepares letters and staffs to CG
- MEF G-1 process signed letters into individual records and provides list of letters signed to MEF FDTA for reconciliation with future reporting

ABBREVIATIONS AND ACRONYMS

Acronym	Definition
AAA	Authorizing Accounting Activity
ABSS	Automated Business Services System
ADSN	Accounting and Disbursing Station Number
AO	Approving Official
CBA	Centrally Billed Account
CED	Contingency, Exercise, Deployment
CO	Certifying Official
CONUS	Continental United States (48 contiguous States)
CSS	Command Support Staff
CTO	Commercial Travel Office
DADS	Defense Accounting and Disbursing Systems
DFAS	Defense Finance/Accounting Service
DMDC	Defense Manpower Data Center
DTA	Defense Travel Administrator
DTS	Defense Travel System
EFT	Electronic Funds Transfer
FDTA	Financial Defense Travel Administrator
FSO	Financial Services Office
GATES	Global Air Transportation Execution System
GDS	Global Distribution System
GOVCC	Government Travel Charge Card
IBA	Individually Billed Account (Government Travel Charge Card)
JFTR	Joint Federal Travel Regulations (military)
JTR	Joint Travel Regulations (Civilian)
LDTA	Lead Defense Travel Administrator
LICWO	Leave In Conjunction With Official Travel
NDEA	Non-DTS Entry Agent
OCONUS	Outside the Continental United States
ODTA	Organizational Defense Travel Administration
PCS	Permanent Change of Station
PLOT	Personal Leave with Official Travel
PNR	Passenger Name Record
PRF	Personnel Readiness Function
RA	Resource Advisor
RO	Routing Official
SDDC	Surface Deployment and Distribution Command (formerly MTMC)
TA	Travel Authorization
TDY	Temporary Duty
TMO	Traffic Management Office