

CHAPTER 11: Special Circumstances Travel

Some types of travel and applicable entitlements are identified in the Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR) as “Travel Under Special Circumstances or Categories”, also known as “Special Circumstances Travel (SCT)”.

This chapter will cover trip types that are included in SCT and will guide a traveler through creating a travel authorization in DTS using any of the SCT trip types. This chapter assumes the user is already familiar with typical authorization creation procedures in DTS. For more information on creating an authorization in DTS, see Chapter 2.

Local business rules should be referenced to ensure all necessary substantiating documents are attached and travel is done in accordance with the requirements of the traveler's organization.

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11.1 Types of Special Circumstances Travel

Twenty nine new secondary **Special Circumstances Travel** trip types facilitate the reporting of travel not previously allowed by the JFTR/JTR, Appendix O. Eligibility for routine travel is typically determined by the AO, whereas eligibility for special circumstances travel is determined by personnel, medical or other authorities. Conditional routing for SCT may be used to route documents to the appropriate approving authority. Each new trip type includes a printable information page to ensure the traveler and Authorizing Official (AO) are aware of the special circumstances for the trip. Many of the SCT secondary trip types will trigger Other Authorizations. The Other Authorizations cannot be removed manually and can only be removed when the triggering condition is no longer present. The Other Authorizations remarks aren't editable but may be appended.

Fourteen of the new trip types use the current DTS functionality for travel, transportation, and per diem to facilitate reporting of fully reimbursable travel. Examples of these travel types are a family member traveling to an ill or injured member, patient travel, travel of escorts and attendants, interview travel, travel when recalled from leave, and when a ship has re-located while on leave. See Table 11-2 for a list of these trip types and their use.

Fifteen of the new trip types involve existing regulatory restrictions on reimbursement for transportation and/or per diem. In accordance with existing regulations, DTS will enforce required restrictions on allowable per diem, specific transportation expense reimbursement, use of military air and alternate location restrictions. These travel situations include emergency leave, Rest and Recuperation (R&R)/Special R&R Leave, Emergency Visitation Travel (EVT), Family Visitation Travel (FVT), Funded Environmental and Moral Leave (FEML), convalescent leave, military dependent school travel, OCONUS Department of Defense Education Activity (DoDEA) student travel and disciplinary travel. See Table 11-3 for a list of these trip types and their use.

In addition to the twenty nine new secondary SCT trip types, there are nine new trip types that provide information only on common travel. These trip types are typically accomplished using existing routine, invitational, or permissive travel capabilities in DTS. See Table 11-4 for a list of these trip types and their use.

The secondary trip types displayed in the drop-down list will be determined by the user's profile. For instance, Labor Org Representative will not be accessible for military members. Likewise, Amateur Sports Camp will not appear for civilian employees. Cadet-Midshipmen will only appear for military members with a rank of MC-00.

Note: If directed to travel using military aircraft, contact the local administrative representative for instructions on acquiring a reservation/seat on available military aircraft.

Table 11-1 provides definitions for the terms used in this chapter.

Table 11-1: DEFINITIONS

DEFINITIONS	
TERM	DEFINITION
Military Member (Member)	A person commissioned or enlisted in the U. S. Army, Navy, Air Force or Marine Corps.
Civilian Employee (Employee)	A person whose salary is currently being paid by the Department of Defense (DoD).
Government Employee	A non-DoD federal employee whose travel is being paid by DoD.
Sponsor	A military member or civilian employee with at least one dependent.
Dependent	Given the right conditions, a spouse, child, sibling, or parent of a military member or civilian employee. Could include a person with a similar relationship.
Escort	A member, employee or other person who accompanies a member or employee between authorized locations when member or employee travel is authorized by competent authority and the member is incapable of traveling alone. May be appointed by the member's commanding officer/AO or the employee's AO.
Attendant	A member, employee or other person who accompanies a member or employee authorized to travel to/from a medical facility for required medical attention that is not available locally, takes care and waits upon the member or employee patient in response to the patient's needs. May travel with the patient and attend to the patient's needs at the destination medical facility and is appointed by competent medical authority.

Table 11-2: CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
AMATEUR SPORTS COMP	Members authorized to train for, attend, and participate in the Armed Forces, National, and International amateur sports competitions	A member of the Armed Forces who has been authorized to attend, train for, and/or participate in the Pan American Games, Olympic Games, Armed Forces and other national or international competitions in amateur sports (in accordance with 10 USC §717, 37 USC §420, and DoD Directive 1330.4) is authorized the same travel and transportation allowances as being on temporary duty. For more information see JFTR, Chapter 7, Part V.
CADET-MIDSHIPMEN	Cadets and Midshipmen on Temporary Duty Travel	A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exception: 1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning the day after the arrival day and ending on the day before the departure day (See Section 11.9, Cadet Shipman). For more information see JFTR, Chapter 7, par. U7001. For more information see JFTR, Chapter 7, par. U7001.
ESCORT-ATTEND FULL TDY	Escort and Attendant Travel	Certain members, employees, or dependents incapable of traveling alone require an attendant or escort. An attendant/escort may be a member, U.S. Government civilian employee, or any other person. A member as an attendant/escort is authorized TDY travel and transportation allowances. A U.S. Government civilian employee is authorized the travel and transportation allowances in the JTR. Any other person designated to travel as an attendant/escort is authorized the same travel and transportation allowances as a civilian employee. Non-concurrent attendant travel may be authorized when the need for an attendant arises during treatment or there is a need for an attendant only during a portion of the patient's travel. For more information see JFTR, Chapter 7, par. U7250 (escort/attendant of member traveling in connection with physical examination or illness); JFTR, Chapter 7, pars. U7550-7555 (travel of escorts and attendants of member's dependents); JFTR, Chapter 5, par. U5951 (an escort accompanying the remains of a deceased member); JTR, Chapter 5, par. C5880 (escort(s) for employee remains); JTR, Chapter 7, par. C7100 (escort for uniformed service member's dependents); JTR, Chapter 7, par. C7105 (attendant for uniformed service member's dependents); JTR, Chapter 7, par. C7110 (attendant/escort for a uniformed service member, on the TDRL, required to submit to periodic physical examinations); JTR, Chapter 7, par. C7115 (attendant/escort for a uniformed service member patient); and JTR, Chapter 7, par. C7530 (attendant/escort for an employee patient).

Table 11-2: CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE (Continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
FAM MEM CIV ILL MIL SPON	Civilian Family Member of a Seriously Ill or Injured Uniformed Service Member	Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246 and JTR Chapter 7, par. C7800 (Civilian employee family members).
LABOR ORG REPRESENTATIVE	Travel of an Employee serving as a Labor Organization representative	DoD employees serving as labor organization representatives are authorized normal TDY travel and transportation Allowances when traveling to attend labor-management meetings that are certified to be in the Government's primary interest. A labor organization representative is a DoD employee specifically designated by a labor organization to represent the organization in dealing with management. For more information see JTR, Chapter 4, par. C4978.
MEDIC CIV EMP OCONUS	Employee Medical Travel	When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care. If possible, medical travel should be scheduled with other non-medical travel to avoid separate medical travel. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. When authorized medical travel, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care. For more information see JTR, Chapter 7, Part K.
MEDIC MIL MEMBER TDY	Transfer of patient to/from medical facility or home under TDY	An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 7, par. U7252.
NON-FEDERAL HONOR AWARD	Travel to Receive a Non-Federally Sponsored Honor Award	A member or employee may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the traveler's official duties and the functions and activities of the traveler's Service/Agency. Travel and transportation allowances are the same as those prescribed for TDY. When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award. For more information see JFTR, Chapter 7, par. U7325 (travel of military members) and JTR, Chapter 4, par. C4979 (travel of civilian employees).

Table 11-2: CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE (Continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
PRE EMPLOYMENT FULL TDY	Pre-Employment Interview Travel	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Unless otherwise stated in the JTR, Chapter 7, Part D, allowances for an interviewee are the same as those available to a DoD employee traveling on official Government business. However, a DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount authorized for a DoD employee, except that the interviewee may not be paid for communications services for purposes other than communication directly related to travel arrangements for the Government interview and hire of a room used for official business. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.
RECALL FROM LEAVE	Recall from Leave	A member en route to or at a leave location who is ordered to return to a duty station for duty must bear the cost of returning unless the recall is for operational reasons. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel: <ol style="list-style-type: none"> 1. Beginning the day of departure from the leave location or place the member receives an order cancelling leave, and ending on the arrival day at the duty station; and 2. If authorized to resume leave, beginning the day the member departs from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place the member received the order canceling leave. For more information see JFTR, Chapter 7, par. U7220.

Table 11-2: CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE (Continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
SHIP RELOCATED WHEN AWAY	Ship Relocated during Authorized Absence	<p>If a member's assigned ship relocates during an absence on authorized leave or liberty (pass), the member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. If the member is not notified of the relocation before departure on leave or liberty, the member is authorized these allowances. A member who departed the ship on emergency leave while the ship was in its home port is authorized these allowances even if the member knew of the ship's relocation before departing on emergency leave. Travel and transportation allowances are the same as if traveling on TDY. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use. For more information see JFTR, Chapter 7, par. U7215.</p>
STUDENT SPEC DODEA EVAL	Travel of Handicapped DoDea Student for Diagnostic and Evaluation Purposes	<p>An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 5, par. U5243-C (student dependent of a military member) and JTR, Chapter 5, par. C5123 (student dependent of a civilian employee).</p>
TDRL DISABLED PHYS EXAM	A Member on the Temporary Disability Retired List (TDRL) required to submit to periodic physical exam	<p>A member being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for a physical disability, is authorized TDY travel and transportation allowances to, from, and during a hearing, when ordered to appear before a PEB outside the corporate limits of the member's home. A TDRL member is authorized TDY travel and transportation allowances to and from a medical facility outside the corporate limits of the member's home for required periodic physical examinations. The day after arrival at the medical facility through the day before departure, the member is authorized per diem equal to the actual daily charges paid for meals if admitted as an inpatient or for TDY if an outpatient (See Section 11.8, TDRL Actual Meals). When the member's home and the medical facility or PEB are within the same corporate city limits, a member on the TDRL undergoing a required periodic physical examination or being reevaluated by a PEB is authorized local travel transportation expense reimbursement. For more information see JFTR, Chapter 7, par. U7251.</p>

Table 11-2: CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE (Continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
UN PEACEKEEPING TDY	Members assigned TDY as observers to UN Peacekeeping Organizations	A member assigned TDY as an observer to a UN peace-keeping organization, which receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. In no event does JFTR, Chapter 7, par. U7140 authorize a reduction in the UN per diem allowance.

Table 11-3: PER DIEM AND TRANSPORTATION RESTRICTIONS

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
CONGRESSIONAL TRAVEL	Travel and Transportation Allowances when Accompanying Members of Congress and Congressional Staff	A member of the armed forces or a DoD civilian accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. For more information see JFTR, Chapter 7, Part U (military members) and JTR, Chapter 7, Part I (civilian employees) for travel authorized under the authority in 31 USC §1108(g).
DISCIPLINARY ACTION	Member Travel and Transportation Incident to Disciplinary Action	When a member is ordered to travel for disciplinary action: A Government conveyance should be used, if available; or 1. If a Government conveyance is not available, the member must be directed to use Government-procured transportation; 2. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or 3. If a personally owned conveyance is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. Payment of mileage is not authorized. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the maximum rate per meal listed in JFTR, par. Chapter 1, U1500-C. For more information see JFTR, Chapter 7, par. U7450.
EMERGENCY LEAVE	Transportation in Personal Emergencies	An eligible member on emergency leave (as determined under DoD Instruction 1327.6 (Leave and Liberty Procedures)) and eligible dependents with personal emergencies are authorized transportation between authorized locations. Eligible members/dependents are those on permanent duty OCONUS. A member stationed in the CONUS must have a domicile OCONUS to authorized emergency leave for self/dependents. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel incident to the burial of a deceased member if not authorized burial travel under JFTR, Chapter 5, par. U5242-A. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations. Reimbursement is only authorized for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/destination and the airport is not authorized. Travel across CONUS is at Government expense if the traveler must transit the CONUS to reach the OCONUS emergency leave point. A cadet/midshipman is not eligible for this transportation. For eligibility requirements, transportation requirements, and authorized locations, refer to JFTR, Chapter 7, par. U7205.

Table 11-3: PER DIEM AND TRANSPORTATION RESTRICTIONS (Continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
EMERGENCY VISIT TRVL EVT	Emergency Visitation Travel (EVT)	Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. Air transportation costs only (no per diem, excess baggage/unaccompanied baggage charge or ground transportation between the PDS/home/destination and airport) are authorized if space-required Government air transportation is not reasonably available. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see, JTR, Chapter 7, Part M.
ESCORT ATTEND EMP RETURN	Attendant or Escort for Civilian Employee on TDY who Becomes Ill or Injured	Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or injured. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate. For more information see JTR, Chapter 7, par. C7370-B2.
FEML-FUND ENVIRO&MORALE	Funded Environmental and Moral Leave (FEML) Transportation	A member or employee is eligible for FEML if stationed at an authorized FEML PDS (see JFTR/JTR, Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more. The dependent of a uniformed member serving an accompanied tour is eligible for FEML if command sponsored and resides with the member at the FEML PDS. The dependent of an employee is eligible for FEML if the employee is authorized to have dependents at the PDS and the dependent resides with the employee at the FEML PDS. Per diem, meal tickets, and reimbursement for meals or lodging are not authorized. For more information see JFTR, Chapter 7, par. U7207 (Military members and command-sponsored dependents); JTR, Chapter 7, par. C7700 (Civilian employees and authorized dependents); and DoD Instruction 1327.6 (Leave and Liberty Procedures).

Table 11-3: PER DIEM AND TRANSPORTATION RESTRICTIONS (Continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
FVT-FAM VISIT TRAVEL	Family Visitation Travel (FVT)	The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at Government expense to the CONUS, non-foreign OCONUS or other location to visit immediate family members evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an authorized allowance. FVT is not authorized for travel within the foreign area/country of assignment. A DoD component may pay, or an eligible employee may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return, and airport taxes and transportation between airports. Reimbursement for ground transportation between the PDS or home (or destination) and airport is not authorized. Per diem and excess accompanied or unaccompanied baggage charges are not payable or reimbursable. For more information see JTR, Chapter 7, par. C7550.
MEDIC CONVALESCENT LEAVE	Convalescent Leave Transportation	A member is authorized transportation allowances (no per diem, meal tickets, meals or lodging) for one trip when traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay under 37 USC §310 from the CONUS medical treatment place to a place selected by the member and authorized/ approved by the Secretarial process, and the member-selected place to any medical treatment place. A member may select transportation-in-kind, commercial transportation cost reimbursement when traveling at personal expense, or the TDY mileage rate for the official distance. Government/Government-procured transportation must be furnished and used to the maximum extent practicable. It is mandatory policy that a member uses an available government-contracted Commercial Travel Office to arrange official travel except when authorized under JFTR, Chapter 3, par. U3110. For more information see JFTR, Chapter 7, par. 7210.
MEDIC FAM ATTEND>100 MI	Attendant's Travel for Specialty Care over 100 Miles	If a patient meets the JFTR, Chapter 7, par. U7960-A travel requirements, round-trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family. A member (who is a family member) as an attendant is authorized TDY travel and transportation allowances. A civilian employee/ member (who is a family member) as an attendant is authorized the travel and transportation allowances in the JTR/ JFTR. Another person who is at least 21 years old and a family member designated to travel as an attendant is authorized reimbursement of reasonable travel expenses listed in JFTR, Chapter 7, pars. U7960-C and U7960-D. For more information see JFTR, Chapter 7, par. U7961.

Table 11-3: PER DIEM AND TRANSPORTATION RESTRICTIONS (Continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
PRE EMPLOY PER DIEM ONLY	Pre-Employment Interview Travel - Per Diem Only	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem must pay the full amount authorized for a DoD employee (See Section 11.6, Per Diem Only Restriction). An individual government travel charge card may not be used. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.
PRE EMPLOY TRANS ONLY	Pre-Employment Interview Travel (Transportation Only)	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only common carrier transportation costs must pay the full amount authorized for a DoD employee. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.
R R AND SPECIAL R R	Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave Transportation	A member or employee assigned at a location listed in JFTR/JTR, Appendix U is eligible for R&R leave transportation from the R&R location to the R&R destination listed in Appendix U. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel. For more information see JFTR, Chapter 7, pars. U7300 (Funded rest and recuperation (R&R) leave for members) and U7305 (Special R&R (SR&R) absence for members in connection with tour extension); JTR, Chapter 7, pars. C7750 (R&R leave for DoD civilian employees) and C7751 (Iraq and Afghanistan); and DoD Instruction 1327.6.
STUDENT DODEA ACADEM C&C	Travel of DoDEA Dependent Students for Academic competitions and Co-Curricular Activities	Transportation only for travel of a DODEA student to academic competitions and co-curricular activities. Payment of per diem, and reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY are not authorized. For more information see JFTR, Chapter 5, par. U5243-E (dependents of military members) and JTR, Chapter 5, par. C5120-B (dependents of civilian employees).

Table 11-3: PER DIEM AND TRANSPORTATION RESTRICTIONS (Continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
STUDENT OF CIV US SCHOOL	Employee's Dependent Student Travel to Attend School	A dependent student of a DoD civilian employee assigned in an OCONUS/ foreign area is authorized educational travel to and from a school offering a full-time course of secondary education (in lieu of an education allowance) or post-secondary education. The dependent student is authorized per diem while to and from school when actual travel time in each direction exceeds 12 hours (See Section 11.7, Per Diem Only On Travel Days). Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel. For more information see JTR, Chapter 5, par. C5120, Department of State Standardized Regulations, section 280, and DoD 1400.25-M, Subchapter 1250.
STUDENT OF MIL US SCHOOL	Member's Dependent Student Transportation to a School in the U.S.	A member permanently assigned OCONUS and accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent student is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location. For additional information on definitions of formal education, dependent eligibility, authorized transportation, and baggage restrictions see JFTR, Chapter 5, par. U5260-D.

Table 11-4: INFORMATION ONLY TRIP TYPES

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
EMERGENCY WHILE TDY	Personal Emergencies for a Member on TDY or Away from Home Port	<p>A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip travel and transportation allowances and per diem (while in a travel status) between the TDY/unit location or ship and the PDS, Home port, or other location if authorized emergency leave. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport. For additional information on allowable transportation expenses, cost construction and city-pair airfare use, see JFTR, Chapter 7, par. U7206.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>
FAM MEM ILL CIV SPONSOR	Civilian Family Member of a Seriously Ill or Injured Member	<p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246 and JTR, Chapter 7, par. C7800 (Civilian employee family members).</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
FAM MEM ILL MIL SPONSOR	Transportation and Per Diem of Family Members of an Ill or Injured Member	<p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>

Table 11-4: INFORMATION ONLY TRIP TYPES (Continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
MEDIC EXP FORSPEC NEEDS	Additional Expenses Incurred by an Employee with a Disability or Special Need	<p>Payment is authorized for additional travel expenses that are incurred by an employee with a disability/special need in the performance of official travel. Note: An employee with a special need is treated the same as an employee with a disability. For additional information regarding definitions and allowance expenses, as well as employment of personal assistants see JTR, Chapter 7, Part J, pars. C7450-C7470.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>
MEDIC FAM MEM CIV OCONUS	Dependant Medical Travel and Transportation Allowances When an Employee is Assigned to a Foreign OCONUS PDS	<p>When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, (does not include non-foreign OCONUS locations such as Alaska, Hawaii, Guam & Puerto Rico), are not able to accommodate a civilian employee's dependent's needs, transportation to another location may be authorized for medical and dental care. If possible, medical travel should be scheduled with other non-medical travel however; required medical treatment that cannot be postponed should be authorized. For additional information on eligibility, administration, transportation and per diem allowances, see JTR, Chapter 5, pars. C5134-C5148.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
MEDIC FAM MEM MIL CONUS	Travel to Specialty Care Over 100 Miles	<p>When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Provider. The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM determines if the specialty care is more than 100 miles from the PCM. For applicability, transportation and meal and lodging reimbursement see JFTR, Chapter 7, par. U7960.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>
MEDIC FAM MEM MIL OCONUS	Dependant Travel and Transportation OCONUS for Medical Care	<p>Dependents located OCONUS who have an active duty sponsor and who have been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement, may be authorized travel and transportation allowances to the nearest appropriate medical/dental facility where adequate care is available. This provision is allowed when the member has been on active duty for more than 30 days and when care is not available in the member's OCONUS PDS area. For exceptions, transportation/meal and lodging reimbursement and authorization see JFTR, Chapter 5, par. U5240-C.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>

Table 11-4: INFORMATION ONLY TRIP TYPES (Continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JFTR/JTR DESCRIPTION	ALLOWANCES
TRAVEL AT NO EXPENSE	Travel at no expense to the government	<p>There are no allowances for members or employees who incur travel expenses under these categories. For more information see JFTR, Chapter 7, par. U7650 (Travel Under Permissive Orders), JFTR, Chapter 7, par. U7651 (Travel Under Orders but not on Public Business), JFTR, Chapter 7, par. U7652 (Return From Leave to Duty Abroad), JFTR, Chapter 7, par. U7653 (Attendance at Public Ceremonies), JTR, and Chapter 7, par. C7200 (General).</p> <p>Trip Type C-PERMISSIVE should be used for this type of travel.</p>
WITNESS TRAVEL	Travel of Witnesses/Witness Travel	<p>An active duty member who serves as a witness on behalf of the United States in any cases involving a Service receives TDY travel and transportation allowances, payable from the requesting Service's funds. In cases involving the United States but not the Services, the member receives travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice. In cases of local, State, the District of Columbia, or U.S. Territory or possession Government in a criminal or civil case and the trial is directly related to a Service or to a member and the Service has a particularly strong compelling and genuine interest the active duty member may receive TDY travel and transportation allowances if competent authority determines that travel is required. A member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel subsistence expense payments with the individual or agency desiring testimony. For more information see JFTR, Chapter 7, Part E.</p> <p>Trip Type AA-Routine should be used for this type of travel.</p>

11.2 Travel Authorization Process for Special Circumstances Travel

This section describes how to create an authorization using SCT trip types. It assumes that the user is already familiar with the typical process for creating an authorization in DTS. This chapter only covers the differences that apply to an authorization when the trip type Special Circumstances Travel and an accompanying secondary trip type are chosen.

For more information on creating an authorization/order in DTS, see Chapter 2.

11.2.1 Selecting a Trip Type

When any SCT trip type is selected, the user will begin the authorization in DTS as if it were a regular authorization.

When filling out Section A of the Trip Overview screen of the authorization, the user must choose the “Special Circumstances” trip type (Figure 11-1) as well as a secondary SCT trip type (Figure 11-2).

Each secondary trip type may trigger a different set of entitlements within the authorization, as outlined in each table. For Information Only trip types, see Section 11.2.2.

Use the following steps to select the Special Circumstances trip type and a secondary SCT trip type:

1. Select the **Trip Type** drop-down list arrow.

2. Select the **Special Circumstances** trip type from the drop-down list (Figure 11-1).

Logged In As: [Grace T Carson](#) Document Name: GCUNK110309 Screen ID: 1151.1 [Close Window](#)
 Traveler Name: [Grace T Carson](#) Document Type: Authorization [Help for this screen](#)

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Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A **Red Star** (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: ROTA * ESP Search

*Departing On: 06/07/2009

(mm/dd/yyyy)

Starting Locations in Profile:
 RESIDENCE
 DUTY STATION

*Trip Type: AA-ROUTINE TDY/TAD *Trip Purpose: OTHER TRAVEL

Trip Description

- Select
- AA-ROUTINE TDY/TAD
- AB-OPEN ALLOTMENT
- AG-WILL COMMUTE
- AX-ARRANGEMENTS ONLY
- B-PERM CHG STA
- C-PERMISSIVE
- D-HOUSE HUNTING
- E-INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
- E2-ITA FAMILY FULL REIMB
- FA-AT NO COM QTR M AVA
- FB-AT NO C NO QTR M AV
- FC-AT WILL COMM DIF CTY
- FD-AT WIL COMM SAME CTY
- FE-AD RES NO COMM W/S
- FF-AD RES W/OUT S
- FG-AD RES W/N SAME CTY
- FH-AD RES COMMUTE W/S
- FI-IDT OUT COMMUTE AREA
- FJ-IDT IN COMMUTE AREA
- SPECIAL CIRCUMSTANCES**

B I will be traveling (Select from the list below)

Rental Car Other Time:

(Claim Private Vehicle)

(If the Rental Car/Other/Time/Claim Private Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location

Location Tools:

Done

Figure 11-1: Special Circumstances Drop-Down List

The screen refreshes, and a Secondary Selection drop-down arrow appears below the Trip Type list.

3. Select the appropriate secondary trip type from the Secondary Selection list (Figure 11-2). For a list of the SCT secondary trip types and their meanings, see Tables 11-2 and 11-3.

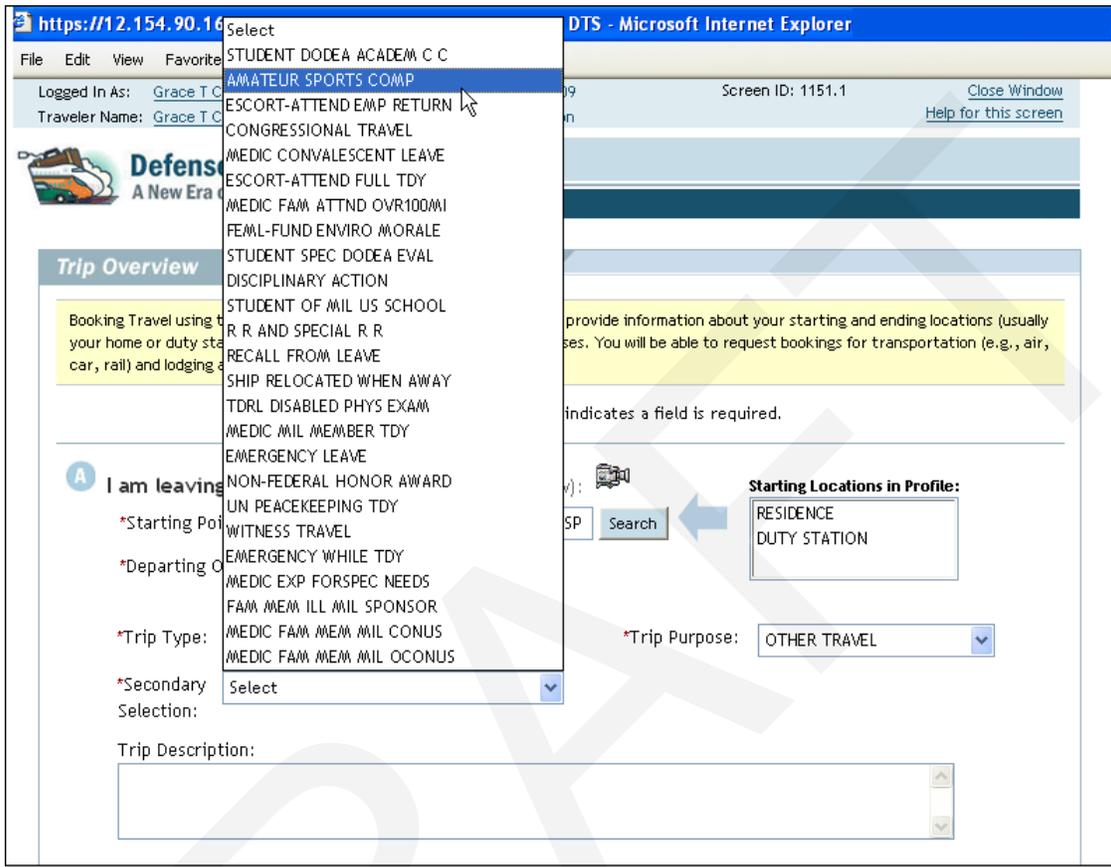


Figure 11-2: Secondary Selection List

Note: The Secondary Selection drop-down list shown in Figure 11-2 is for a military member at an OCONUS location.

A pop-up screen appears informing the user of the Eligibility Requirements for the selected SCT secondary trip type (Figure 11-3).

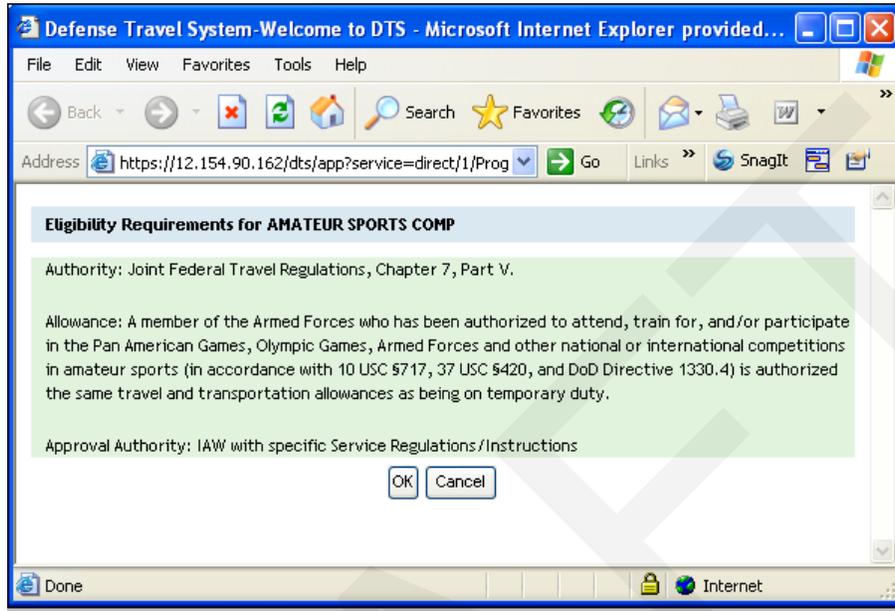


Figure 11-3: Sample Eligibility Requirements Pop-Up Screen

4. Select **OK** to continue.
-OR-
Select **CANCEL** to return to the screen to select another secondary trip type.

The user should read the eligibility requirements pop-up to ensure they are selecting the correct secondary trip type. Once OK is selected, the Secondary Selection drop-down list is removed from the screen and the user is returned to the Trip Overview screen. The Trip Type now shows the SCT secondary trip type as the main trip type. It is in a read-only format and cannot be changed. The Trip Purpose defaults to OTHER TRAVEL (Figure 11-4). (If SCT trip types <emergency travel trip types> were chosen, the Trip Purpose defaults to EMERGENCY).

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Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: ROTA * ESP Search

*Departing On: 06/07/2009
(mm/dd/yyyy)

*Trip Type: AMATEUR SPORTS COMP

*Trip Purpose: OTHER TRAVEL

Starting Locations in Profile:
RESIDENCE
DUTY STATION

Trip Description:

Figure 11-4: SCT Trip Type Screen

11.2.2 Selecting an Information Only Trip Type

The secondary trip types listed below are for information only, and are calculated in the same manner as travel that is normally accomplished using routine, permissive, or invitational trip types:

- EMERGENCY WHILE TDY
- FAM MEM ILL CIV SPONSOR
- FAM MEM ILL MIL SPONSOR
- MEDIC EXP FORSPEC NEEDS
- MEDIC FAM MEM CIV OCONUS
- MEDIC FAM MEM MIL CONUS
- MEDIC FAM MEM MIL OCONUS
- TRAVEL AT NO EXPENSE
- WITNESS TRAVEL

The below steps explain how to complete a Special Circumstances Information Only authorization.

1. Select the **Trip Type** drop-down list arrow.
2. Select the Special Circumstances trip type from the drop-down list.

The screen refreshes, and the Secondary Selection drop-down arrow appears below the Trip Type list.

3. Select the appropriate secondary trip type from the **Secondary Selection** list (Figure 11-5). For a list of the SCT information only trip types and the eligibility requirements, see Table 11-4.

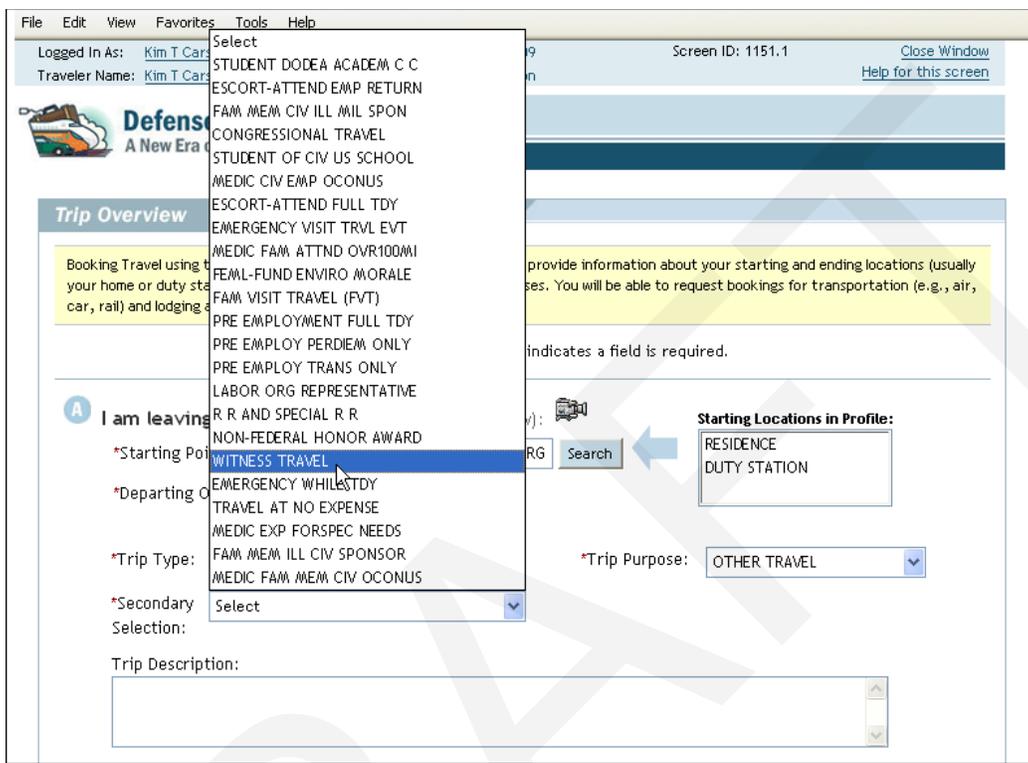


Figure 11-5: Secondary Selection List

Note: The Secondary Selection list displayed in Figure 11-5 is for a civilian employee at an OCONUS location.

An informational screen appears with the Eligibility Requirements for the selected secondary trip type (Figure 11-6).

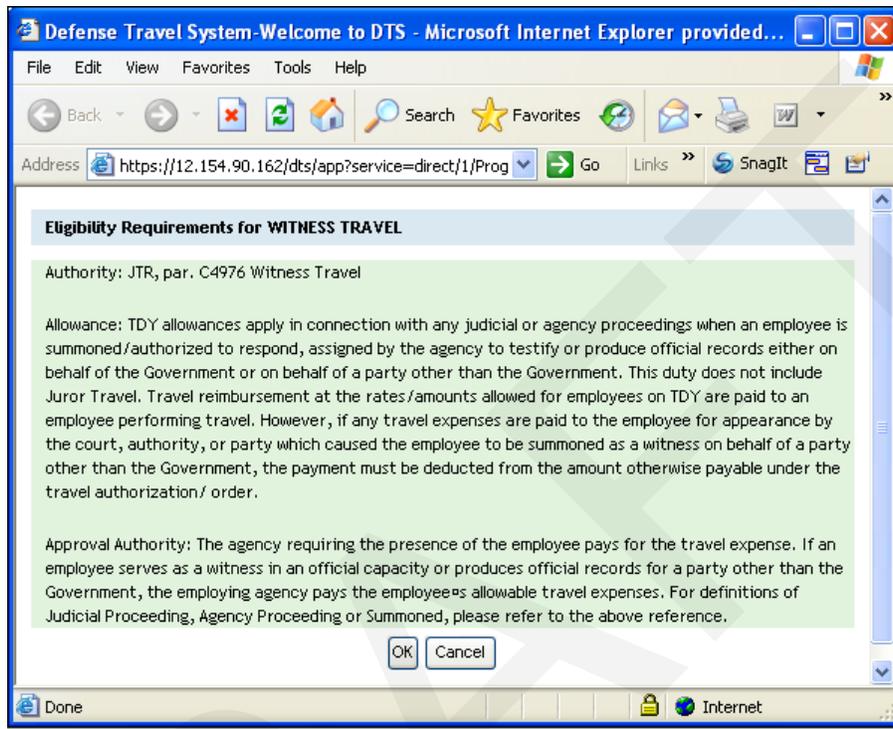


Figure 11-6: Sample Eligibility Requirements Pop-Up Screen

4. Review the eligibility requirements and select **OK** to continue. Since this trip type is used for information purposes only, the user will be prompted to select a new trip type.
-OR-
Select **CANCEL**. The user will be directed to the Document List screen and DTS will remove the created authorization.
5. If **OK** was selected, select a new trip type that is applicable for the trip purpose. Refer to Table 11-4 for guidance on which trip type to use.
6. Complete the remainder of the Trip Overview screen and proceed finishing the authorization.

11.2.3 Preview Trip Screen

The eligibility requirements may be viewed or printed from the Preview Trip Screen at any time by following the below steps:

1. Select the **Review/Sign** tab.

The Preview Trip screen appears.

2. Select the **Click here for eligibility** link (Figure 11-7).

Logged In As: [Kim T Carson](#) Document Name: KCDENVERCOUNT032709_A01 Screen ID: 1064.5 [Close Window](#)
 Traveler Name: [Kim T Carson](#) Document Type: Authorization [Help for this screen](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

Special Circumstances Travel is indicated by the trip type associated with this document, [Click here for eligibility](#).

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Figure 11-7: Preview Trip Screen Eligibility Link

The Eligibility Requirements for the applicable SCT type will display.

3. Choose **OK** to return to the Preview Trip screen.
 - OR -
 Choose **Print** to print a copy of the eligibility requirements.

11.3 Dependent Travel

Several SCT secondary trip types include the ability for dependent travel. Dependents of the traveler may be added on the authorization for the secondary trip types listed below the same way that Invitational Family Member - full or limited reimbursement trip types are used:

- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FAM MEM CIV ILL MILL SPON
- FAM MEM ILL CIV SPONSOR
- FAM MEM ILL MIL SPONSOR
- FEML-FUND ENVIRO&MORALE
- MEDIC CIV EMP OCONUS
- MEDIC FAM ATENDNT>100 MI
- STUDENT DODEA ACADEMIC&C
- STUDENT OF CIV US SCHOOL
- STUDENT OF MIL US SCHOOL
- STUDENT SPEC DODEA EVAL

When dependent travel is selected for a Special Circumstances trip type, the Dependent Travel check box appears in Section A of the Trip Overview screen (Figure 11-8).

Figure 11-8: Dependent Travel Check Box

To indicate that the authorization is for the dependent, the user must select the **Dependent Traveler** check box while creating an authorization using the traveler's profile. The DTS traveler is known as the sponsor to the dependent.

1. Select the **Dependent Travel** check box.

A pop-up message displays information about reimbursements and any applicable restrictions for the dependent's travel (Figure 11-9).



Figure 11-9: Dependent Travel Pop-Up Message

2. Choose **OK** to continue creating the authorization for a dependent.
-OR-
Choose **Cancel** to return to the Trip Overview screen. If Cancel is selected, the Dependent Travel check box will automatically be cleared.

If **OK** was selected, the Dependent Search screen opens. The search screen lists all dependents in the traveler's profile (Figure 11-10).

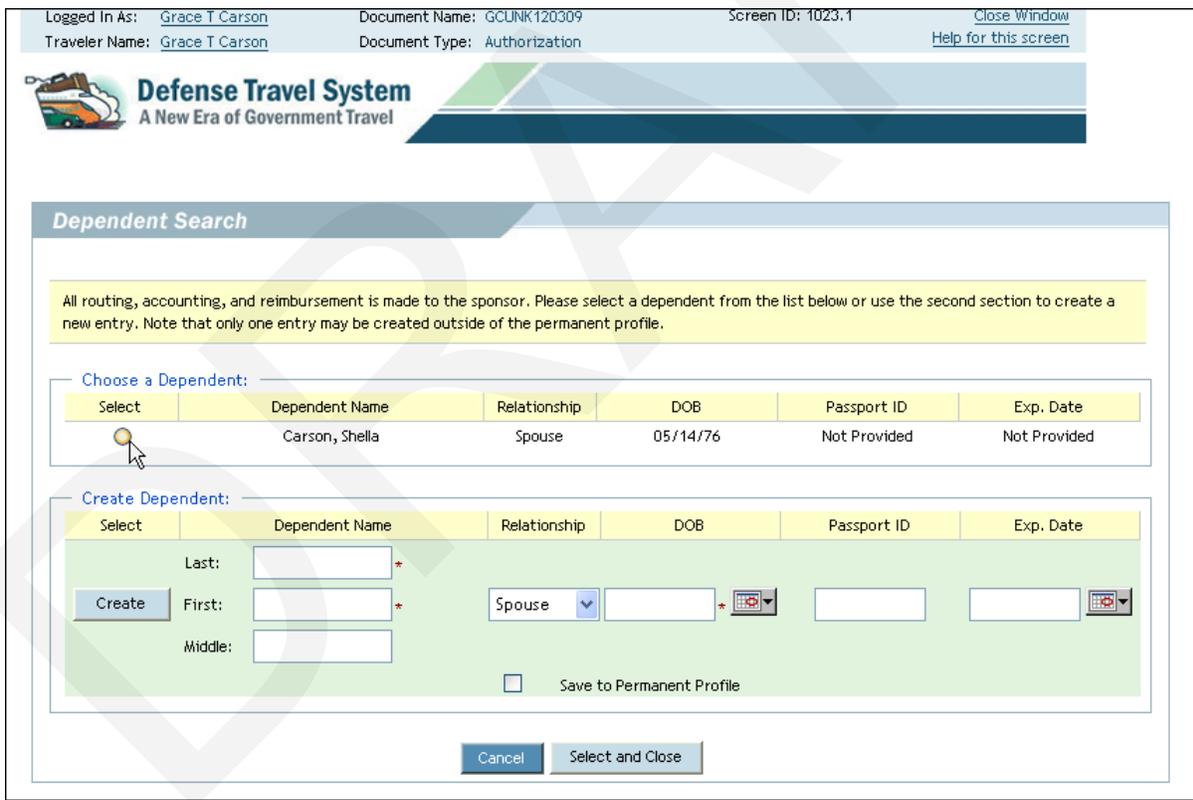


Figure 11-10: Dependent Search Screen

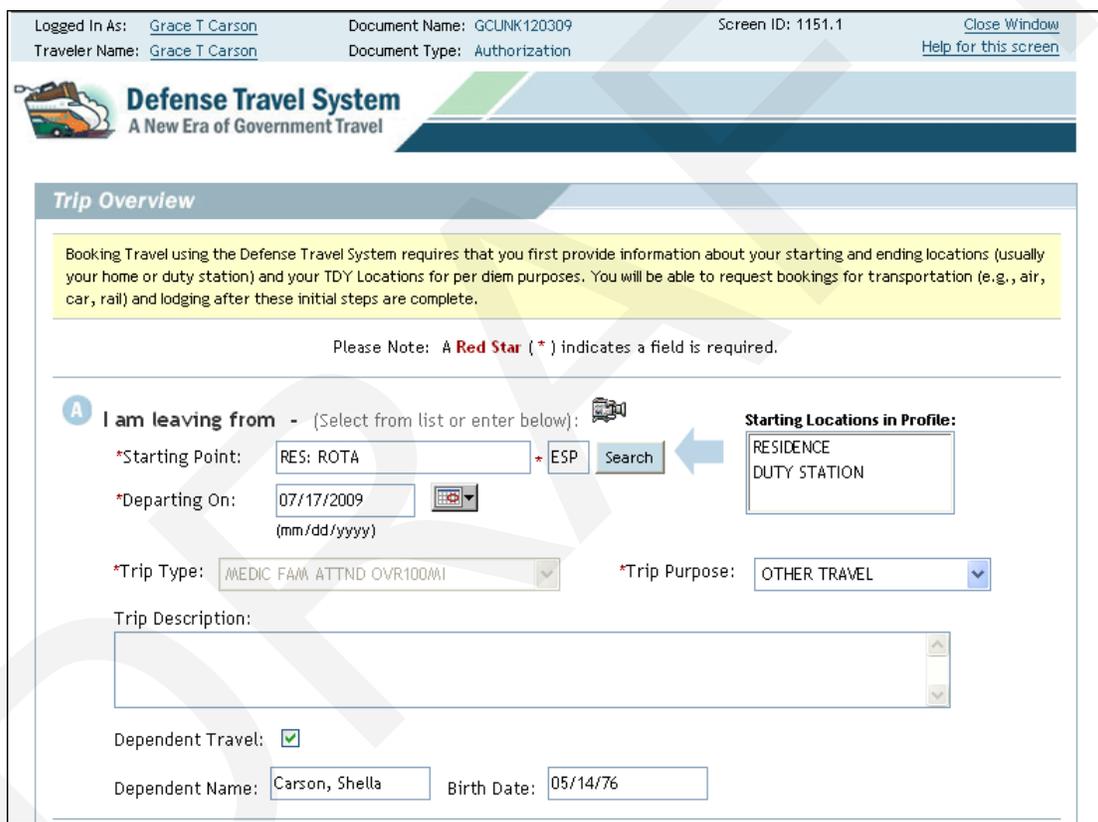
3. Select the **radio button** to the left of the dependent to be named on the authorization.

If the dependent's name is not listed, use the steps listed below:

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- a) Complete the fields in the **Create Dependent** section.
 - b) To add the dependent to the sponsor's profile, check the **Save to Permanent Profile** check box, and then select **Create**.
 - c) The screen refreshes and the dependent appears in the **Choose a Dependent** section. Select the dependent using the appropriate **radio button** to the left of the dependent to be named on the authorization.
4. Choose **Select and Close**.
-OR-
Choose the **Cancel** button to return to the Trip Overview screen without selecting a dependent.

The Trip Overview screen refreshes. The Dependent Information displays on the screen (Figure 11-11).



The screenshot shows the 'Trip Overview' screen in the Defense Travel System. At the top, it displays user information: 'Logged In As: Grace T Carson', 'Traveler Name: Grace T Carson', 'Document Name: GCLINK120309', 'Document Type: Authorization', and 'Screen ID: 1151.1'. There are links for 'Close Window' and 'Help for this screen'. The main header reads 'Defense Travel System A New Era of Government Travel'. Below this is a yellow informational box about booking travel requirements. A note states: 'Please Note: A Red Star (*) indicates a field is required.' The form fields include: 'I am leaving from' with a dropdown menu showing 'RES: ROTA' and a '+ ESP Search' button; 'Starting Locations in Profile' with a list containing 'RESIDENCE' and 'DUTY STATION'; '*Starting Point' with a dropdown menu; '*Departing On' with a date field set to '07/17/2009'; '*Trip Type' with a dropdown menu showing 'MEDIC FAM ATTND OVR100MI'; '*Trip Purpose' with a dropdown menu showing 'OTHER TRAVEL'; 'Trip Description' with a text area; 'Dependent Travel' with a checked checkbox; 'Dependent Name' with a text field containing 'Carson, Shella'; and 'Birth Date' with a date field containing '05/14/76'.

Figure 11-11: Trip Overview Dependent Information

5. Complete the Trip Overview screen and proceed finishing the authorization.

11.4 Alternate Location Travel

An option to enter and travel to an alternate location/airport in lieu of the designated location/airport appears when one of the Special Circumstances trip types below is chosen:

- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO&MORALE
- FVT-FAM VISIT TRAVEL
- R R AND SPECIAL R R
- STUDENT OF MIL US SCHOOL

Selecting one of these trip types will change the TDY Location label as it appears in Section C of the Trip Overview screen of the authorization from *My TDY Location* to *My Designated Location*.

The user must select a designated location and specify a designated airport. Choosing an alternate location is optional. Travel to either location is authorized; the traveler will be limited to the General Services Administration (GSA) City-Pair fare for the designated location in cases where the alternate location is more costly. Refer to the applicable JFTR/JTR reference displayed in the Eligibility Requirements pop-up if additional information is required for transportation requirements, and/or authorized locations.

Follow the below steps to add an alternate location:

1. In Section C of the Trip Overview screen, enter the designated location by using the **location tools**.

After the location has been selected, DTS completes the airport field with the code of the closest airport.

The screen will refresh and the *My Alternate Location is (Optional)* field will appear (Figure 11-12).

Figure 11-12: Trip Overview Alternate Location Field

2. In the *My Alternate Location is (Optional)* location field, enter the alternate location.
3. Continue completing the rest of the Trip Overview screen and select **Save and Proceed**.

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If the alternate GSA City-Pair fares is Less than or Equal to the Designated GSA City-Pair fares, then the traveler is allowed to continue.

A pop-up message will appear informing the traveler of the combined GSA City Pair fares for the designated location and alternate location (Figure 11-13).

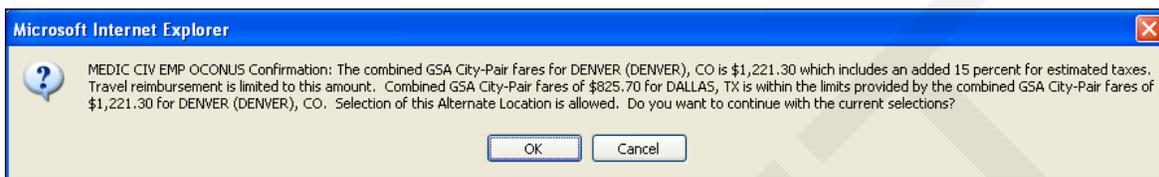


Figure 11-13: GSA City Pairs Pop-Up Message

4. Choose **OK** to proceed.
-OR-
Choose **Cancel** to enter a new alternate location.
5. Proceed with selecting air reservations and creating the rest of the authorization.

When the Alternate GSA City Pair exceeds the cost of the Designated GSA City Pair, the user is returned to the trip overview screen to select a new alternate location (Figure 11-14). Select **OK** to proceed.



Figure 11-14: GSA Exceeds Designated GSA Pop-Up Screen

When there is no airport found for the designated location, the user is prompted to select another location (Figure 11-15). Select **OK** to proceed.

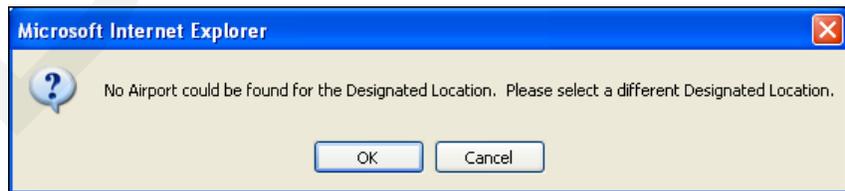


Figure 11-15: No Airport Found Pop-Up Screen

When there is no GSA city pair fare for a designated location, then the user is allowed to continue and it is the responsibility of the Commercial Travel Office/Approving Official (CTO/AO) to ensure that expenses do not exceed the expense that would be incurred for travel to the designated location.

11.5 Transportation Only Trip Types

The below secondary trip types shown below allow transportation reimbursement only:

- DISIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FEML-FUND ENVIRO&MORALE
- FVT-FAM VISIT TRAVEL
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY TRANS ONLY
- R R AND SPECIAL R R
- STUDENT DODEA ACADEM C&C
- STUDENT OF MIL US SCHOOL

Depending on the secondary trip type, travel by government transportation, government procured transportation, commercial travel, or POC may be authorized. Reimbursement is set to the requirements in the JFTR/JTR

In cases where government transportation is used, no traveler reimbursement will be authorized; however, a voucher from authorization is still required.

The user will be blocked from any Non-Mileage Expenses that are not transportation-related.

If the user selects Per Diem Entitlements under the Expenses tab to enter lodging costs or other per diem expenses, an Error Message appears informing the user that per diem expenses are not allowed for this trip type (Figure 11-16). The user must click the **Return** button in order to complete the authorization.

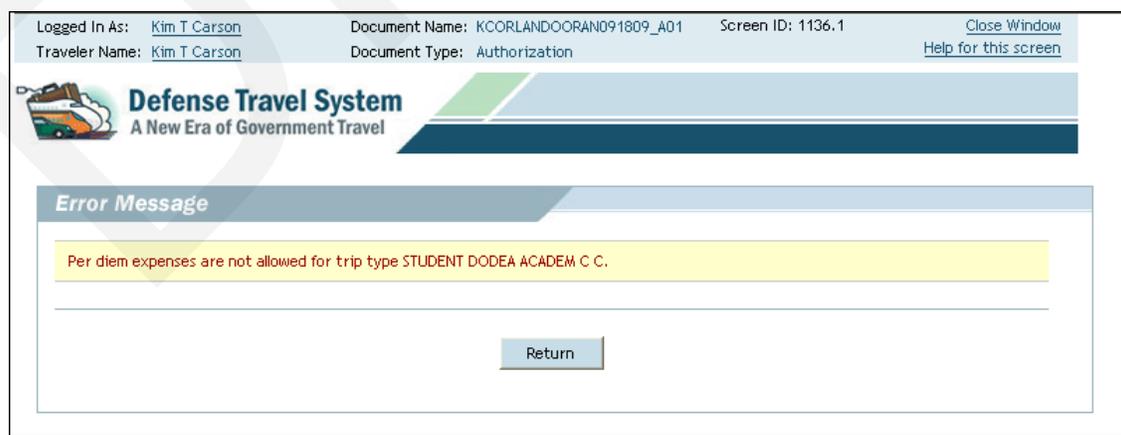


Figure 11-16: Per Diem Expenses Error Message

11.6 Per Diem Only Restriction

The secondary trip type shown below allows reimbursement for per diem only:

- PRE EMPLOY PERDIEM ONLY

On the Trip Overview screen, section B, *I will be traveling to my TDY location by*, defaults to “Other.” This selection cannot be changed to indicate another method of transportation (Figure 11-17).

B I will be traveling to my TDY location by - (Select from the list below)

Commercial Air Rail Rental Car Other Time: Select ▼

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

Figure 11-17: Trip Overview Transportation Mode Other

After the Trip Overview screen is completed and refreshes, section D, *I will be returning from my TDY by*, defaults to “Other.” As with the previous screen, this selection cannot be changed to indicate another method of transportation.

After selecting **Save and Proceed** on the Trip Overview screen, DTS will proceed directly to the Preview Trip screen to complete the authorization.

If the traveler selects the Travel module to enter the Reservations or Other Ticketed Transportation, an Error Message appears informing the traveler that reservations are not permitted for authorizations using this trip type (Figure 11-18).

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 Traveler Name: [Kim T Carson](#) Document Type: Authorization [Help for this screen](#)

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[Air](#) [Lodging](#) [Rental Car](#) [Rail](#) [Other Trans.](#)

Air Travel

Selection of Travel Reservations is not allowed for PRE EMPLOY PERDIEM ONLY trip type.

Figure 11-18: Travel Reservation Error Message

If Non-Mileage is selected in the Expenses module, an error message appears indicating that non-mileage expenses are not permitted for authorizations using this trip type.

If Mileage is selected in the Expenses module, an error message appears indicating that mileage expenses are not permitted for authorizations using this trip type.

11.7 Per Diem Only On Travel Days

The secondary trip type show below permits per diem on travel days only:

- STUDENT OF CIV US SCHOOL

The dependent student is authorized per diem while traveling to and from school when the actual travel time in each direction exceeds 12 hours. Per diem entitlements for non-travel days will be read-only and zeroed out (Figure 11-19).

Logged In As: [Kim T Carson](#) Document Name: KCSANDIEGOCAD080109_A01 Screen ID: 1022.1 [Close Window](#)
 Traveler Name: [Kim T Carson](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#) Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/01/09	SAN DIEGO,CA	Edit	Reset	147.00	147.00 GOVCC-Individual	48.00 Personal	147 / 64	NONE				
08/02/09	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC-Individual	0.00 Personal	147 / 64	PDTD				
08/03/09	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC-Individual	0.00 Personal	147 / 64	PDTD				
08/04/09	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC-Individual	0.00 Personal	147 / 64	PDTD				

Figure 11-19: Per Diem Entitlements Screen

11.8 TDRL Actual Meals

The secondary trip type shown below is for reimbursement of actual meal charges while an individual is a patient at a medical facility.

- TDRL DISABLD PHYSICAL EX

A military member admitted to a medical facility is authorized per diem equal to the actual daily charges paid for the day after arrival at the medical facility through the day before departure.

Use the below listed steps to claim actual meals:

1. Select **Per Diem Entitlements** under the **Expenses** tab.

The Per Diem Entitlements screen opens (Figure 11-20).

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
07/19/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	55.00	55.00 Personal	48.00 Personal	165 / 64	QTRS				AVAIL
07/20/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	55.00	55.00 Personal	13.80 Personal	165 / 64	MESS	M	M	M	AVAIL
07/21/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	55.00	55.00 Personal	13.80 Personal	165 / 64	MESS	M	M	M	AVAIL
07/22/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	55.00	55.00 Personal	13.80 Personal	165 / 64	MESS	M	M	M	AVAIL
07/23/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	55.00	55.00 Personal	13.80 Personal	165 / 64	MESS	M	M	M	AVAIL
07/24/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	55.00	55.00 Personal	13.80 Personal	165 / 64	MESS	M	M	M	AVAIL
07/25/09	WALTER REED ARMY MEDICAL CTR,DC	> Edit	> Reset	0.00	0.00 Personal	48.00 Personal	165 / 64	MESS	M	M	M	AVAIL

Reset All Edit All

Figure 11-20: Per Diem Entitlements Screen

2. Select **Edit** next to the date to be changed.

The Per Diem Entitlements Details screen opens.

3. Select **Hospital Stay** in the Duty Conditions section (Figure 11-21).

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: WALTER REED ARMY MEDICAL CTR,DC

Values Apply From Date: 07/20/2009

Values Apply Through:

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate:

Lodging: \$ [view expense details / currency calculator](#)

M & IE: \$ [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel

Figure 11-21: Duty Conditions Section

4. Select **Special Rate** in the Meals section (Figure 11-22).

Meats

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate Breakfast
 Elected Lunch
 Available Dinner
 Provided **Cost:**
 Occasional
 Special Rate

Figure 11-22: Meals Section

5. Enter the actual charges paid for meals that day in the **Cost** field.
6. Select **Save These Entitlements**.
7. Repeat steps 2-6 as needed to claim reimbursement for daily meals.
8. Complete the remainder of the authorization.

11.9 Cadet/Midshipmen

TDY allowances are the same as for military officers with one exception; no per diem is permitted on TDY days to another service academy and both government quarters and a government dining facility are available.

When this exception applies, the below listed steps must be followed to zero out per diem:

1. Select **Per Diem Entitlements** under the **Expenses** tab.

The Per Diem Entitlements screen opens (Figure 11-23).

Logged In As: [PAUL T CARSON](#) Document Name: PCNAVALACADEM101109_A01 Screen ID: 1022.1 [Close Window](#)
 Traveler Name: [PAUL T CARSON](#) Document Type: Authorization [Help for this screen](#)

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RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
10/11/09	NAVAL ACADEMY,MD	Edit	Reset	126.00	126.00 GOVCC-Individual	48.00 Personal	126 / 64	NONE				
10/12/09	NAVAL ACADEMY,MD	Edit	Reset	126.00	126.00 GOVCC-Individual	64.00 Personal	126 / 64	NONE				
10/13/09	NAVAL ACADEMY,MD	Edit	Reset	126.00	126.00 GOVCC-Individual	64.00 Personal	126 / 64	NONE				
10/14/09	NAVAL ACADEMY,MD	Edit	Reset	126.00	126.00 GOVCC-Individual	64.00 Personal	126 / 64	NONE				
10/15/09	NAVAL ACADEMY,MD	Edit	Reset	126.00	126.00 GOVCC-Individual	64.00 Personal	126 / 64	NONE				

Figure 11-23: Per Diem Entitlements Screen

2. Select **Edit All**.

The Per Diem Entitlements Details screen opens.

Chapter 11: Special Circumstances Travel

3. Select **TDY to Academy** in the *Duty Conditions* section (Figure 11-24).

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Annual Training (Quarters and Meals Available)
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)
- TDY to Academy

Figure 11-24: Duty Conditions Section

4. Select **Save These Entitlements**.
5. Complete the authorization and submit.

11.10 Congressional Travel

This secondary trip type allows for congressional travel:

- CONGRESSIONAL TRAVEL

Travel of the member or employee must be in support of congressional travel and authorized/approved by the Secretary of Defense or the service secretary.

A member of the armed forces or a civilian employed by DoD accompanying a member of congress or a congressional employee on official travel is authorized reimbursement for travel and transportation expenses. See JFTR, Chapter 7, Part U (military members) and JTR, Part 1 (civilian employees) for specific information.

11.11 Blocked Scheduled Partial Payments (SPPs)

The secondary trip types listed below do not allow for scheduled partial payments:

- DISCIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FEML-FUND ENVIRO&MORALE
- FVT-FAM VISIT TRAVEL
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- RECALL FROM LEAVE
- R R AND SPECIAL R R
- STUDENT OF CIV US SCHOOL
- STUDENT DODEA ACADEM C&C
- STUDENT OF MIL US SCHOOL

If Partial Payments are selected under Additional Options, an Error Message informs the traveler that SPPs are not allowed for the trip (Figure 11-25).

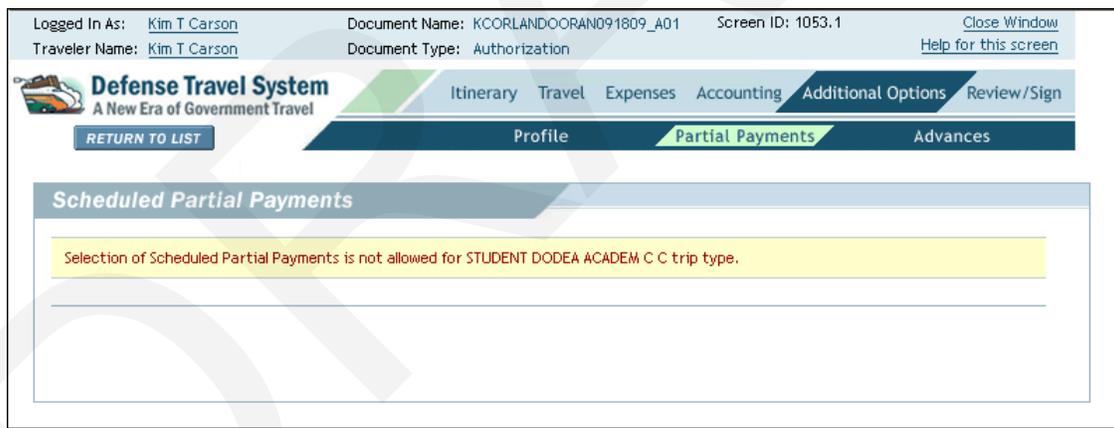


Figure 11-25: Partial Payments Error Message

11.12 Blocked Advances

The secondary trip types listed below do not permit advances:

- DISCIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO&MORALE
- FVT-FAM VISIT TRAVEL
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- R R AND SPECIAL R R
- STUDENT OF CIV US SCHOOL

If Advances are selected under Additional Options, an Error Message informs the traveler that advances are not allowed for this trip (Figure 11-26).

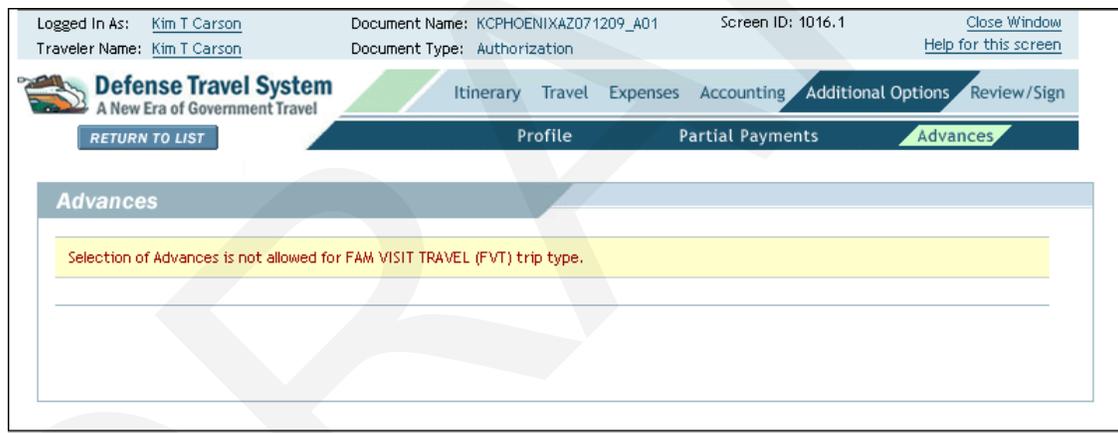


Figure 11-26: Advances Error Message

11.13 Limited Terminal Entitlements

The secondary trip types listed below do not allow terminal expenses for transportation between the PDS, home or destination, and airport:

- EMERGENCY VISIT TRVL EVT
- FVT-FAM VISIT TRAVEL

A pop-up will display when the below expenses are selected from the drop-down list and saved (Figure 11-27). Additionally, an Other Authorization is triggered that must be justified and cannot be removed unless the expense is removed.



Figure 11-27: Terminal Expenses Not Authorized Pop-Up Message

Non-Mileage Expenses

- Commercial Auto - Terminal
- Taxi - Terminal

Mileage Expenses

- Pvt Auto - Terminal
- Pvt Motorcycle - Terminal

11.14 Excess Baggage Limitations

The secondary trip types listed below do not authorize reimbursement for excess accompanied or unaccompanied baggage charges:

- EMERGENCY VISIT TRVL EVT
- FVT-FAM VISIT TRAVEL

The Excess Baggage expense will not be available in the Non-Mileage drop-down list.

11.15 Authorizing Official (AO)

Many of the SCT trip types must be approved by specific personnel, medical or other authorities. In such cases, a conditional routing list may be needed to make sure the document is routed to the appropriate officials. A specific routing list may be created for multiple or individual SCT trip types. See the *Defense Travel Administrator's Manual*, Chapter 5 for more information.

Detailed information for SCT trips regarding general eligibility, authority, and related entitlements will be presented to routing and authorizing officials during the document review and approval process. (Figure 11-28). Click **OK** to proceed or **Print** to print a copy of the eligibility requirements.

Note: All users other than the traveler are required to view the Eligibility screen once per session in the document when first accessing the Trip Preview Screen.

The eligibility requirements may also be viewed or printed from the Preview Trip screen at any time. See Section 11.2.3 if further guidance is necessary.

The AO must ensure that all substantiating documentation is electronically attached to the document as appropriate, and in accordance with local business rules.

For more information on approving documents in DTS, see Chapter 6.

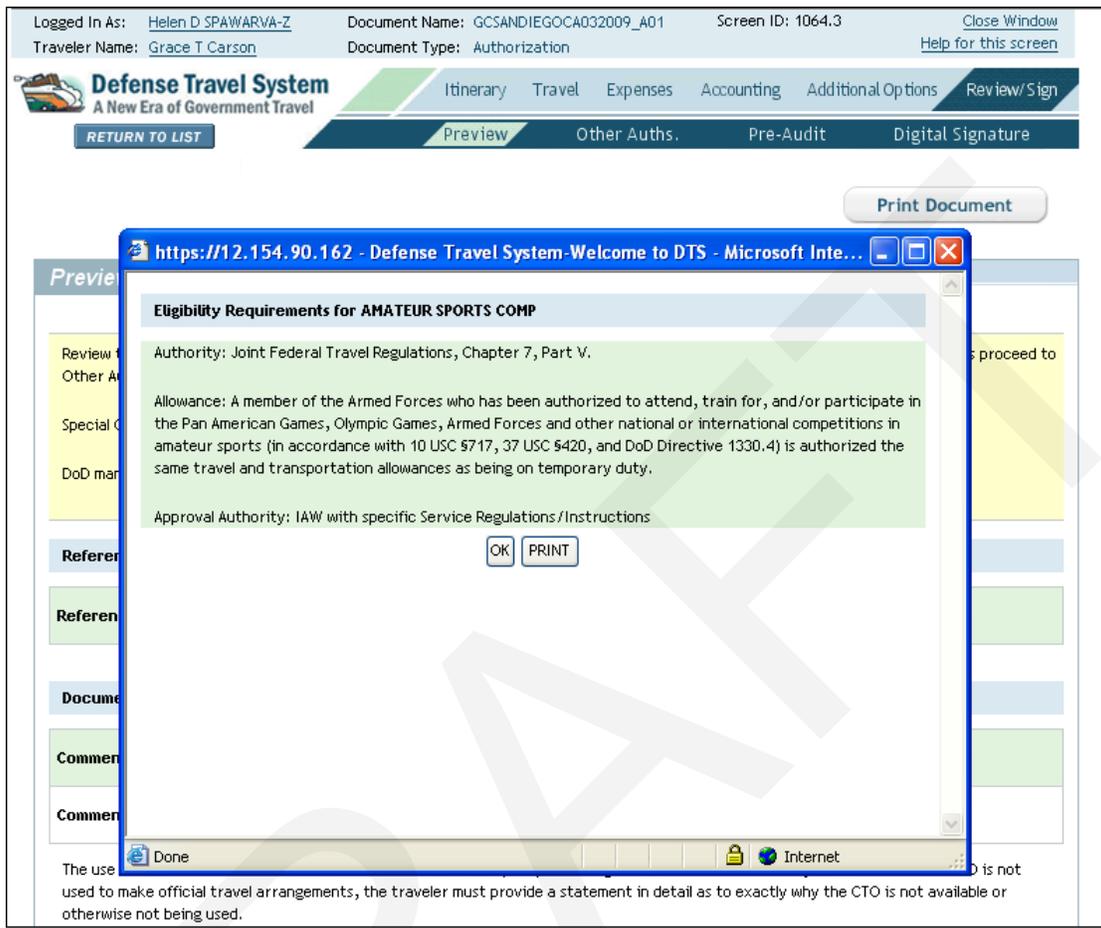


Figure 11-28: Sample Eligibility Screen

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