



DEFENSE TRAVEL MANAGEMENT OFFICE

DoD Expands Capabilities of its Travel Policy Compliance Program

I. Overview

Beginning June 26, 2013, the DoD Travel Policy Compliance Program will expand its capabilities to query potential errors of \$100 or more for vouchers approved on or after October 1, 2012. Managed by the Defense Travel Management Office (DTMO), the Travel Policy Compliance Program is currently in its Pilot Phase. The Pilot Phase includes select organizations from each Service and two Defense Agencies. However, with the implementation of this query, the program will reach all DoD organizations and travelers.

II. What is the Travel Policy Compliance Program and what does this mean for me?

In December 2012, the Department established an operational travel policy compliance program that ensures travel claims do not exceed reasonable or actual expenses and, minimizes inaccurate, unauthorized, overstated, inflated, or duplicate travel claims. An automated application, known as the Travel Policy Compliance Tool, reviews Defense Travel System (DTS) vouchers in near real time and identifies potential improper payments. The DoD Travel Policy Compliance Program not only ensures travel claims are paid in accordance with regulations and assists the Department with recouping funds, but mitigates budget cuts for travel, improves post pay audits, educates travelers and administrators on travel policy, identifies travel trends, and training needs/opportunities for greater controls in the future.

If you are NOT part of the Pilot Phase:

For organizations that are not a part of the Pilot Phase, vouchers with potential errors totaling \$100 or more will be managed by DTMO until the DoD Travel Policy Compliance Program has been formally rolled out to your organization.

- The DoD Travel Policy Compliance Tool will automatically send an email to the traveler, Non-DTS Entry Agent (NDEA) (if applicable), and Authorizing Official (AO) with a description of the error and instructions for correcting the error. *(Note: The Tool will continue to send email reminders until action is taken to resolve the potential error).*
- If the potential error results in an overpayment, the traveler must amend and the AO must reapprove the voucher in DTS. At that time, the already established Debt Management process is triggered and the traveler will receive an email explaining the debt and instructions for repayment.
- If the potential error is an authorized expense that complies with travel policy, the traveler must email DTMO at complianceadmin@dtmo.pentagon.mil and courtesy copy (cc) the AO with justification for why it was an authorized expense.

If you are a part of the Pilot Phase:

Standard procedures apply. Designated Compliance Tool Administrators (CTAs) will manage the process and ensure travelers, AOs, and NDEAs correct errors in a timely manner.

III. Resources

DTMO offers a distance learning course, P-300: Compliance Tool Administration, through Defense Connect Online (DCO). To view a list of upcoming sessions, review the training schedule at:

<http://www.defensetravel.dod.mil/Docs/Training/DLearningSchedule.pdf>.

Training and reference materials to support correcting vouchers are available at:

www.defensetravel.dod.mil/passport.

Additionally, DoD Travel Policy Compliance Program communication products are available to you and your organizations at: <http://www.defensetravel.dod.mil/site/compliance.cfm>.

For additional information on commercial travel and the DoD Travel Policy Compliance Program, visit the DTMO website at: <http://www.defensetravel.dod.mil>.