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Joint Staff
Defense Travel System
Business Rules

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1.1 Introduction

This Joint Chiefs of Staff Defense Travel System (JSDTS) Business Rules Guide has been developed to provide all JS travelers procedural guidance for implementation and use of the DTS. The policies contained in the Defense Transportation Regulation (DTR) (DoD 4500.9-R), the DoD Financial Management Regulation (FMR) (DoD 7000.14-R), and the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) apply and will be used in resolving any travel or financial policy issues. Roles and responsibilities of using the system, the functional process, for the assurance of accuracy are delineated.

The Commercial Travel Office (CTO) information is provided for reference so that travelers, Defense Travel Administrators (DTAs), and Organization Defense Travel Administrators (ODTA) Directorate points of contact are aware of the requirements of the DTS Commercial Travel Office contracts.

For questions on DTS system functionality, refer to the DTS DTA User's Manual and other training reference available on the DTS Travel Center website at www.dtstravelcenter.dod.mil/.

References to "traveler" in this document may apply to a traveler or to Non-DTS Entry Agents (NDEA) acting on behalf of the traveler when creating documents on behalf of the traveler.

Reference to "JS directorate point of contact" is interchangeable with the title ODTA.

Note: Airport security procedures require that tickets be issued in the same name that appears on the traveler's photo identification issued by a local, state or federal government agency (e.g., drivers license, passport, military ID, etc). DTS users should ensure the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding.

For an international flight, present a valid passport, visa, or any other required documentation. Passengers without proper ID may be denied boarding.

1.2 Overview

1.2.1 Background of DTS

The DTS is the product of the Department of Defense (DoD) Temporary Duty (TDY) Travel Reengineering Initiative. The DTS is a streamlined travel process designed to meet operational requirements, improve customer service, and reduce cost to the Department of Defense. All DoD agencies are tasked with implementation of this system by the end of fiscal year 2006. The Joint Staff Support Service Office - Travel Office will be the Lead Defense Travel Administrator (LDTA) for the JS.

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DTS is a web-based, integrated computer system that provides Joint Staff with paperless travel planning, and reimbursement processes. DTS is paperless and uses DoD public key infrastructure (PKI) certificates that enable documents to route securely.

1.3 Mandated DTS Use

Management Initiative Decision No. 921, dated October 18, 2004 mandated the use of DTS by all DoD Components. The impact of the MID highlights paper-based and automated legacy travel systems relative to DTS as commented on by the Deputy Secretary of Defense.

“Requires DoD Components not to use paper-based or automated legacy TDY travel processes when the full DTS (including travel reservations module) is fielded at each location”, Paul Wolfowitz, Deputy Secretary of Defense

1.4 Travel and Transportation Allowances

Travel entitlements for travel under special circumstances or categories are in accordance with JFTR Chapter 7 and JTR Chapter 6.

1.4.1 Arrangements Only Travel (Required Pre-Approval)

Although the DTS provides this capability, the JS opts not to use this aspect of DTS. This feature provides for travel arrangements for permanent duty travel or travel under special circumstances or categories (e.g. commissions and task forces or any other special circumstance), or for organizations who are supported by financial systems that have not yet been approved for use with DTS can be processed in DTS using the ‘Arrangements Only’ trip type.

A separate line of accounting and budget item is dedicated for Arrangements Only Travel. Please contact your directorate budget officer for this information. The financial transactions upon approval of the authorization and/or voucher will be submitted by fax to the CBA or budget office. This requires that the authorization be printed, signed, and faxed to the FMB within a 24 hour time period.

Note: A standard document number other than the DTS Travel Authorization (TANUM) may be required.

Note: A copy of the signed authorization is also required by the CTO in accordance with JS DTS business rules. This may be faxed or scanned/mailed to the CTO by the directorate ODTA.

Upon approval of the voucher settlement in DTS, the voucher will be printed, signed, and submitted to DFAS for computation and payment and in accordance with directorate standard operating procedures for document routing.

Note: Arrangements Only travel must be charged to a separate CBA than routine TDY travel because the CBA reconciliation for arrangements only must be done outside of

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DTS (not using the DTS CBA Reconciliation Module).

1.4.2 Delegation of Authority for Premium-Travel Class

The DJS has directed JS Support Service Office to monitor, track, and report premium-class travel for all individuals assigned or attached to the Joint Staff. Specifically, the JS Travel Office is tasked with this role and all accompanying responsibilities to ensure premium class requests are properly routed and/or substantiated. (Refer to section 2.8.2, Premium Class Travel for further information).

1.4.3 Direct Cite Travel

If travel is funded by another organization, the funding organization must provide an authorized LOA and budget target for fiscal accountability. The FDTA, located in the JS Comptroller's Financial Management Branch (FMB), will load the LOA and partition the budget in DTS. Once completed, the travel authorization and voucher from the travel authorization can be processed in DTS as a routine TDY. A copy of the funding letter should be maintained by the JS Financial Defense Travel Administrator, and imaged into DTS as substantiating documentation. This copy will be stored as part of the official travel request. The approving official listed on the payment voucher will provide a copy of the voucher to the owner who authorized the use of the fund cite.

1.4.4 City Pair Tickets

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is necessary for participation in the General Services Administration (GSA) Airline City Pair Program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (discount government, sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include: non-refund ability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods.

Additional exceptions to the mandatory use requirement are contained in the Federal Travel Regulation (FTR § 301-10.107).

JS policy dictates travelers will select the contracted city pair fare when obtaining airline travel. When use of a non-contract carrier as outlined in the JFTR/JTR is necessary, a statement must be entered in the remarks block of the travel authorization, "use of a non-contract carrier is authorized" and approved by the authorizing official.

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1.5 FORMS

DTS automates the travel authorization and voucher, basic forms used in the travel process. Selecting the appropriate defaults in DTS allows the traveler to print the forms in the mirror image of the traditional hard-copy format.

1.5.1 DD Form 1610, Request and Authorization for TDY of DoD Personnel

The DD Form 1610 is the basic document which when completed and approved by the authorizing official outlines authorized entitlements to the traveler as provided by the Joint Federal Travel Regulation or Joint Travel Regulation, as applicable. DTS automates the DD Form 1610 and eliminates the manual process to route the document between individuals for approval/processing.

1.5.2 DD Form 1351-2 (Voucher) and SF Form 1164 (Claim for Reimbursement for Expenditures on Official Business)

The DD Form 1351-2 (voucher) is the basic document used to settle travel claims authorized in the travel authorization. Additionally, the voucher is used to capture authorized expenses not initially listed in the travel authorization. The voucher must be approved by an authorizing official prior to submission to DFAS for payment processing. DTS automates the DD Form 1351-2 and eliminates the manual process to route the document between individuals for approval/processing.

The SF Form 1164, commonly referred to as miscellaneous/local voucher, is the basic document travelers complete to request payment for miscellaneous/local travel expenses incurred. The miscellaneous/local voucher must be approved by an authorizing official prior to submission to DFAS for payment processing. DTS automates the SF Form 1164 and eliminates the manual process to route the document between individuals for approval/processing.

1.6 EMERGENCY LEAVE

While TDY is being performed: Emergency leave situations that occur while TDY requires 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.

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Note: The traveler and AO should contact the directorate point of contact or Milsec to verify entitlements related to emergency leave travel.

1.7 GOVERNMENT TRAVEL CHARGE CARD (GTCC)

The DTS incorporates the use of the Government Travel Charge Card (GTCC). JS travelers who have been issued a GTCC are **required** to use their GTCC to procure commercial transportation, lodging, and rental cars. Any employee traveling more than twice a year must be issued and use the GTCC in accordance with this policy. Infrequent travelers or travelers who have been denied issuance of a government travel charge card are eligible to use the JS centrally billed account (CBA) to purchase air/rail transportation. Travelers in this category should contact the Travel Office prior making travel accommodations.

Questions on credit card issues should be directed to your directorate's Agency Program Coordinator. Standard operating procedures will be applicable for credit limits.

1.8 Electronic Funds Transfer (EFT) and Split Disbursements.

DTS automatically computes travel entitlements and initiates EFT disbursements to a traveler's bank account (from traveler's profile) eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler. The JS DTS default "split-disburses" certain reimbursements automatically to the traveler's GTCC account for commercial airline, lodging, and rental car. If the traveler does not use the DoD issued GTCC to pay for commercial airline, lodging, and/or rental car expenses, it is the traveler's responsibility to enter these expenses on the travel voucher and attach these receipts (fax/scan) into DTS under substantiating records.

1.9 Transportation (air and rail), Lodging, and Rental Car Reservations

JS employees requesting travel will use the DTS Reservation Module to make arrangements for air/rail transportation, lodging, and rental car reservations to meet mission requirements including overseas travel. Travelers must use the contracted Commercial Travel Office (CTO) for travel arrangements. Carlson Wagonlit Government Travel (CWGT) is currently the contracted CTO for JS.

Transportation arrangements obtained outside of the DTS by calling the CTO (1-800-756-6111) (i.e., reservation information related to cost, confirmation code, etc.) must be captured under the "Other Trans." tab located under the "Travel" tab in DTS.

1.10 Formal Training Funded by Open Allotment (Not Utilized in JS DTS)

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Although the DTS provides this capability, the JS opts not to use this aspect of DTS. If funding is centrally controlled for formal training and funded by Open Allotment, travelers can utilize the Arrangements Only Travel option in conjunction with the Open Allotment Trip Type.

1.11 Import/Export Functions (Not Currently Utilized in JS DTS)

Although the DTS provides this capability, the JS opts not to use this aspect of DTS. DTS includes an import/export function that allows partner systems to transmit notifications to DTS (via XML format) for official travel. The notification is routed to the applicable traveler or organization and the authorization is processed in accordance with the business rules established by the partner system and DTS.

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1.12 *Invitational Travel Authorization (ITA)*

Invitational Travel Authorizations (ITA) can be processed in DTS using the trip type of “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 directorate 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 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.

Prior to the approving official electronically signing ITAs in DTS, the authorization is processed in Comptroller’s Automated Budgeting System (CABS). Additionally, any ITA which involves spouse travel aboard military aircraft must be approved by the VCJCS via OCJCS legal office and the J-4 directorate. This paper-approval process is outside of DTS. (See JSM 4510.01).

1.13 *Non-appropriated Funded Travel*

Although the DTS provides this capability, the JS opts not to use this aspect of DTS. 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.

1.14 *Permissive TDY*

Although the DTS provides this capability, the JS opts not to use this aspect of DTS. Permissive TDY is unfunded travel and typically does not require an authorization; as such it should not be processed in DTS. The traveler should consult their directorate travel point of contact for any documentation that may be required for permissive TDY travel. In cases when an authorization may be required, for example to board Government transportation, the authorization (DD1610) should be processed outside of DTS.

1.15 *Travel of Reserve Component Members*

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,*

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DTS does not compute travel entitlements for traditional reserve component member travel, but will be able to do so at a future date.

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2 Roles and Responsibilities

2.1 Program Management Office-Defense Travel System (DOD/PMO-DTS).

The DOD/PMO-DTS manages the implementation of DTS and acquires official travel services for the Department of Defense participating services and agencies.

2.2 Northrop Grumman Mission Systems Inc. (NGMS)

NGMS Inc. leads the design; integration and implementation of the Central Data Center (CDC) for DTS, conducts Defense Travel Administration (DTA) classes, and provides Tier 3-level Help-Desk support.

2.3 Defense Finance and Accounting Service (DFAS).

DFAS-OM ensures the accounting interface files process correctly in the classified accounting system and payments are properly disbursed to the traveler's EFT account. DFAS-KS performs Post-Payment Review (PPR) for audit purposes. When necessary, DFAS personnel will contact Directorate Training point of contacts for copies of receipts to complete the PPR of a travel claim selected for review. Failure to provide required receipts (or a statement as to why the receipt is not available) could result in the amount of the claimed expense being collected. Receipts in amounts of or over \$75.00 dollars are mandatory in the voucher reimbursement process.

2.4 Organizational Roles and Responsibilities

2.4.1 Lead Defense Travel Administrator (LDTA).

The Lead DTA position resides in the JS Travel Office. The Lead DTA is responsible for oversight of DTS operations within the Joint Staff and its directorates. This position establishes the JS Defense Travel Administration (DTA) Team; defines the workload responsibilities of the Organizational Defense Travel Administrators (ODTA) and ensures proper implementation of the procedures as defined in this guide. The LDTA must be familiar with the following: JFTR/JTR Appendix O, the DoD Financial Management Regulation (FMR) Chapter 9, Defense Travel System Financial Field Procedures Guide, and the Joint Manual 4510.01 Transportation and Temporary Duty Travel Procedures, and JS management internal control policies. Through the ODTA, they will ensure required Certifying Officer Legislation (COL) training is completed; appointment letters and signature cards are signed, maintained, and furnished to the respective Defense Finance and Accounting Service (DFAS) activity, if requested. In addition, the LDTA provides Tier 2-level Help-Desk support. The LDTA provides customer support regarding system operation, procedures, etc.; sets permission levels for travel technicians and ODTAs; and, coordinates any system issues, including upgrades and system discrepancy reports. The LDTA is responsible for oversight of the inputs and lines of accounting for all organizations and is responsible for oversight of loading the

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budgets by working closely with Directorate or Financial Management Branch personnel. The FDTA or their designated appointee positions will retain the authority to change lines of accounting system wide. This will not be available at any other system level nor permitted by other personnel or DTS users.

2.4.2 Finance Defense Travel Administrator (FDTA)

The FDTA can be any member of the budget, resource management, or accounting and finance office for an organization. The FDTA for the JS resides in the JS Comptroller's Financial Management Branch.

IAW DoD FMR, the FDTA will ensure lines of accounting (LOAs) 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 LOA label. The FDTA must comply with all local financial policies and procedures for monitoring funds. The FDTA must also be familiar with the following: JFTR/JTR Appendix O, the DoD Financial Management Regulation (FMR) Chapter 9, Defense Travel System Financial Field Procedures Guide, and the Joint Manual 4510.01 Transportation and Temporary Duty Travel Procedures, and JS management internal control policies. The FDTA must be appointed in writing as an Accountable Official using a DD Form 577. The FDTA (Comptroller/FMB) shall provide a letter signed by the DJS to DFAS stating that all certifying officers for travel claims have been appointed and delegated in writing IAW DoD FMR Vol. 5, chapter 3. When the appointment ends, it must be revoked in writing.

The FTDA will also ensure that access permission levels and routing schemes within DTS provide for review and approval of travel claims/payments only by the appropriate certifying officers. For a complete list of FDTA responsibilities, see the DoD FMR, Volume 9, Chapter 2, paragraph 020401B.

2.4.3 Organizational Defense Travel Administrator (ODTA).

The ODTA is the Traveler Official point of contact for routine DTS travel. Upon receipt of the letter designating an individual as an ODTA, the JS LDTA provides the assigned ODTA with the correct DTS permission levels and any necessary training. ODTAs are given permission levels and accesses necessary to allow them to modify traveler information within their directorate as wells as adding, detaching or deleting employees from DTS within the directorate.

2.4.4 Accountable Officials

Accountable officials are personnel involved in the travel management process serving as 'control points' within the organization to minimize opportunities for erroneous payment. In DTS these officials include the Authorizing Official (AO), all Defense Travel Administrative (DTA) personnel (LDTA, ODTA, FDTA, etc.), and routing officials responsible for reviewing trip records prior to approval by the AO/CO. The AO/CO

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responsibility will be separated relative to travel authorizations and payment vouchers, including local vouchers. The AO who applies the “APPROVED” stamp on the travel authorization will not be the same individual acting in the capacity of CO who applies the “APPROVED” stamp on the voucher for payment. Travelers and reviewing officials are responsible for providing accurate and timely data, information, and services to Approving Officials to ensure payments are supportable, legal, and accurate. Certifying officials can be held pecuniary liable for erroneous payments made as a result of their actions.

All accountable officials will be appointed in writing (appointment letter and the DD Form 577) as outlined in the JS Comptroller’s Delegation Authority to Appoint Accountable Officials for the Defense Travel System memorandum dated 3 March 2006.

2.4.5 Routing Official

A routing official is any individual responsible for the review of travel authorizations or vouchers prior to its approval by the authorizing official. These individuals are included on the routing list applicable for the organization. Because they serve in the position of an accountable official, they must be appointed in writing. Accountable officials who approve vouchers for payment through DFAS are subject to pecuniary liability for any erroneous travel payments that they approve.

Individuals who normal perform a review action on their agency’s routing chain will not perform this action on their own travel authorizations or vouchers.

2.4.6 Reviewing Officials

A reviewing official is appointed in writing to perform post-payment reviews (PPRs) of vouchers certified by a CO. The reviews are conducted at select DFAS locations and questionable claims are identified to the travelers organizational DTA for investigation.

Note: This term should not be confused with DTS routing officials, who are responsible for reviewing travel authorizations and/or vouchers prior to the AO.

2.4.7 Authorizing Official (AO)/ Certifying Officer (CO).

AOs are responsible for reviewing the requirement for travel and the propriety of expenses claimed and for certification that sufficient funds are available to pay for expenses. The JS FDTA in FMB will input funds at the beginning of each fiscal year. The AO should be an individual who has knowledge of the travel requirement (e.g., deputy directors, assistant directors, supervisors, etc.) and is authorized for these types of decisions. This individual is in a position to determine whether travel requirements support the activity’s mission requirements and budgetary limitations. Attachment A provides guidance on AO responsibilities. JS Directorates (or their designees) are responsible for the appointment of certifying officers. The AO reviews and the CO certify the travel voucher to ensure travel actually occurred and expenses claimed are

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authorized and reasonable. Individuals appointed as Authorizing/Certifying Officers must be appointed in writing and the CO complete the Certifying Officer Legislation (COL) training. After successfully completing the COL training, individuals will print the training certificate and sign the appointment letter and the signature card (DD Form 577)—to be maintained and forwarded to the FDTA. Although the dual responsibility of an AO/CO is normally performed in DTS is normally accomplished carries dual responsibilities within an individual position, the JS chooses to separate this responsibility between individuals. An additional AO/CO responsibility is the requirement to retain records that substantiate certified travel claims (including copies of receipts) in the office where certification occurred for a period of 6 years, 3 months. AO/CO's must also provide copies of receipts to DFAS, when requested, for Post-Payment Review (PPR).

2.4.8 Certifying Officers (CO)

This title is the same as “Approving Official” within the JS DTS. But as stated above, the AO/CO role will not reside in the same individuals. Certifying Officers, for the JS purposes, are so designated as it applies to certifying the voucher for payment by DFAS. WRMC members or their duly appointed alternatives sign the travel voucher electronically applying the “Approved” stamp.

The use of the “Approved” stamp obligates funds at the directorate level will be held by an Authorizing/Certifying Officer – this includes authorizations with non-ATM Advances or Scheduled Parted, Final Payment as well as vouchers from authorizations and local vouchers. AOs must have completed the appropriate *COL training and be appointed in writing at the deputy directorate or equivalent level. This appointment will be made using the DD Form 577 (Appointment/Termination Record). When the appointment of an Authorizing/Certifying Officer end, the appointment must be revoked in writing and the user's access to additional functions must be deleted by reducing the person's permission levels to the lowest level required to perform their remaining duties. The JS FDTA at the office will keep this information for auditing purposes.

2.4.9 Self-Authorizing Officials – Authorizations Only.

A Self-authorizing official is an individual who is authorized to approve his/her own travel authorization (orders) for travel (replaces Blanket Travel Orders). Self-authorizing officials may NOT approve their own travel vouchers. Self-authorizing officials must be appointed in writing, and the associated documentation must be on file and available for reviews and audits.

***There will be no Self-Authorizing Officials appointed within JS. No one is approved to authorize his or her own travel orders, without exception.**

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2.4.10 Document Preparer

The Document preparer will normally be the individual traveler or someone within the organization designated [in writing] to prepare travel authorizations for individuals within their organization. This individual inputs all required information to prepare authorizations and corrects and re-signs documents returned by the Authorizing Official. This delegation of authority is directorate dependent.

2.4.11 Non-DTS Entry Agent (NDEA)

A Non-DTS Entry Agent (NDEA) is a JS employee who is designated in writing to input and digitally sign travel authorizations and reimbursement claims on behalf of JS travelers assigned to the following positions: (1) Chairman Joint Chiefs of Staff, (2) Vice Chairman Joint Chiefs of Staff, (3) Assistant to the Chairman Joint Chiefs of Staff, (4) Assistant to CJCS for Reserve Matters, (5) Assistant to CJCS for National Guard Matters, (6) Director, Joint Staff, (7) Vice Director Joint Staff, (8) J-Directors, (9) Vice J-Directors, (10) Deputy Directors and Vice Deputy Directors in the grades of 0-7, includes equivalent civilian levels, and (11) military members in the grade of 0-7 and civilian equivalent and above.

Additionally, NDEAs may be appointed to process the travel documents for personnel assigned to satellite units attached directly to the JS (e.g., J-5's personnel assigned to Vienna, Austria and the United Nations in New York), and all deployed personnel who may be unable to access DTS.

The NDEA must be appointed in writing. Before the NDEA processes a voucher (to include affixing the electronic signature) in DTS, the traveler manually completes a paper copy of the DD Form 1351-2 (to include signing the voucher), attaches applicable receipts and forwards the package to the NDEA. After entering all of the data from the signed paper voucher, the NDEA must add a statement in the comments field of the electronic voucher to read, "All data was entered according to the original voucher signed by the traveler. The original voucher and all supporting documentation will be maintained on file for six years, three months." The NDEA is responsible for retaining the supporting documentation for this length of time. The NDEA must select the T-ENTERED stamp instead of the SIGN stamp from the document status list.

2.4.12 Removing PCS/PCA/Separatees/Retiree from JS DTS.

The DTA Maintenance Tool module allows the LDTA or ODTA to delete personnel no longer assigned to the Joint Staff (i.e., permanent change of station, permanent change of assignment, separation, retirement, or job transfer). The transaction records will remain in the system for 15 months for reporting purposes, and will be archived for six years and three months in accordance with law.

2.4.13 Training

The LDTA (JS Travel Office) can provide additional DTS user training to travelers (to include clerks and NDEAs), authorizing officials, and ODTAs to supplement training available at the DTS website, www.defensetravel.com. A monthly DTS training

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schedule is disseminated to directorate ODTAs for consolidated inputs on training for their respective personnel.

2.4.14 Reports.

DTS allows DTAs at varied levels to generate reports which display budget balances, adjustments, transactions, and total obligations type information of financial transactions executed against directorates' budgets. Additionally, DTS allows DTAs at varied levels to generate 1) Status reports (signed, depart, return, approved, and traveler); 2) Routing reports adjustments and routing); 3) Individual reports (posack—positive acknowledgement—delinquency, unsubmitted voucher, CBA TO, debt management, and constructed travel); and 4) CTO/Travel Related reports to monitor past, present, and future travel actions.

2.5 Coach and Premium (First and Business) Class Travel.

Commercial air travel normally will be performed under coach (economy) class accommodations. The authorizing official is the approval authority for coach/economy class travel.

Premium (first and business) class travel may be authorized when routed through the JS approval process when necessary to accomplish the mission. Approval authority for premium class travel will be as outlined below:

List JSM Info here

The approval will be documented using the Premium Class Travel Justification Memorandum. The memorandum must be completed in its entirety, routed for coordination through the JS Travel Office and routed through the respective deputy director, OCJCS Legal Office, and respective RM Branch for approval. The traveler will obtain premium class travel reservations by calling the CTO's 1-800 number (1-800-756-6111) and not through use of the Airline Reservation module in DTS. Documented airfare cost received from the CTO will be captured on the DTS generated travel authorization under "Other Trans." link under the "Travel" tab. The traveler's digital signature automatically routes the document to the CTO. The CTO will reserve the premium or first class transportation, but will not issue any premium or first class ticket prior to receiving authorization from the AO.

For any ticketing of reservations for premium or first class travel at Government expense, the AO must document approval in the trip record and obtain appropriate approval (outside the Defense Travel System) in accordance with this established policy. AOs must be familiar with JS approval procedures for premium (other than first class) and first class travel accommodations and must obtain the required documents including but not limited to:

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*** City Pair Program contracts are mandatory for coach class service. If business class service has been authorized in accordance with the Federal Travel Regulation, then use of contract business class fares is not mandatory unless required by the agency/organization

Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

2.5.1 Emergency form number here

All travelers must fill out an emergency form number for travel.

2.6 General Information (This will be placed In alphabetical order once draft is finished)

2.6.1 Access to Archive Information.

Traveler trip records are immediately available online from DTS for 15 months and can be accessed by anyone with permission level access. The Central Data Center (CDC) holds all traveler information needed beyond that time frame and must be obtained from the Archive. Contact the LDTA at to obtain information from the Archive Department.

All records will be archived for six (6) years and three (3) months in accordance with DoD regulation.

2.6.2 After Duty Hours

For reservations with an Individually Billed Account (IBA), the traveler will contact the CTO's after hours toll free number or wait until the next business day to complete his/her commercial travel arrangements. If the traveler is unable to access the system, a Non DTS-Entry agent will input the reservations within a period of 72 hours after the initiation of the trip in accordance with these JS Business Rules. To expedite the CTO's access to the traveler's record, the traveler needs to specify their record locator.

2.6.3 Blanket Travel Order

DTS does not provide the capability to generate Blanket Travel Orders.

2.6.4 Fiscal Year Cross-Over Procedures

Special processing procedures are required for travel that crosses fiscal years or for travel in a future fiscal year because of the processing limitations of the DFAS financial systems. The Defense Travel System Financial Field Procedures guide provides instructions for fiscal year cross-over procedures.

2.6.5 CBA Reconciliation Using the DTS CBA Module

The DTS CBA Module provides for an automated CBA reconciliation and payment process, to include certification of the invoice by an AO.

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An electronic invoice is transmitted to DTS directly from the Travel Charge Card Vendor (CCV) and no CBA reconciliation requirements are levied on the servicing CTO with the possible exception of assisting the Government with researching disputed transactions.

As such, the DTS user is not required to provide a copy of the travel authorization to the CTO prior to ticketing for those organizations using the DTS CBA Reconciliation Module.

Upon certification, the invoice is electronically routed to the applicable DFAS Vendor Payment location for processing and payment. Once paid, an advice of payment is returned to DTS and the invoice is archived at the Defense Management Data Center (DMDC). With the exception of formal dispute notification to the CCV, the entire process is paperless.

2.6.6 Changing Commercial Travel Office (CTO) Data in the DTA Maintenance Tool

Although the DTS provides this capability, the JS opts not to use this aspect of DTS. The Pseudo City Code (PCC), Global Distribution System (GDS), and Company Profile information are property of the CTO servicing the sites. The PCC and Company Profile are attached to each organization and direct how DTS communicates with the CTO's GDS. In the event a change must be made to the PCC and/or Company Profile, prior approval must be secured from the PMO. (Standard DTS)

2.6.7 CBA Reconciliation Without Using the DTS CBA Module

For those locations not yet using the DTS CBA Reconciliation Module, they must continue to use their existing CBA Reconciliation procedures.

In most cases, this requires the supporting CTO to perform an initial reconciliation prior to Government approval and certification. As such, travelers using CBA as the method of payment must provide a copy of their DTS authorization to the CTO prior to ticketing. In addition, Service/Agency business rules must include procedures to distinguish the DTS line of accounting from the traditional line of accounting so that the information can be correctly input into the reconciliation tools (GTS, Recon Plus, TTOPRS, AGTRS, etc.) to ensure the CBA invoice disbursements match the corresponding DTS obligations. Failure to do so may result in delayed payment of the CBA invoices due to mismatched disbursing and accounting data.

In most cases, this requires the supporting CTO to perform an initial reconciliation prior to Government approval and certification. As such, travelers using CBA as the method of payment must provide the CTO a copy of the travel authorization prior to ticketing.

FMB will provide directorates with separate LOAs to distinguish the DTS LOA from the traditional line of accounting so that the information can be correctly input into the

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reconciliation tools. This ensures the CBA invoice disbursements match the corresponding DTS obligations.

2.6.8 Centrally Billed Accounts

DTS supports the use of CBA accounts for air and rail travel for travelers who do not have an individual Government Travel Charge Card. Advise and coordinate transportation charged to the CBA with the JS Travel Office.

JS travelers using CBA as the method of payment must provide a copy of the DTS authorization to the CTO prior to ticket issuance.

2.6.9 Commercial Lodging

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).

If a traveler desires accommodations in a hotel not found in the DTS or if no available rooms at the per diem rate are shown, the traveler can select the "request assistance" button, which auto populates a statement informing the CTO that assistance is required.

Note: A higher CTO fee could apply when lodging arrangements are not auto-booked and CTO assistance is needed and will need to be justified and approved. This will be justified in the traveler's record before funds are obligated.

Actual Expense Authorization (AEA)

AEAs may be authorized before travel begins (except requests in excess of 300% as expressed below) or approved after travel is performed. Although AEA may be approved after the travel is performed, the objective is to authorize AEA before travel begins, preferably at least 10 days prior to the travel authorization's travel start date.

The approval authority on submitted AEA requests require approval under the following guidelines:

- Up to but not exceeding 150%, the appropriate J-Director
- Above 150% and up to but not exceeding 300%, the Director, Joint Staff
- Above 300%, the Per Diem, Travel and Transportation Allowance Committee (PDTTAC)

All requests for approval in excess of 300% limit must be submitted to the PDTTAC before travel begins. AEA request which require PDTTAC approval should be forwarded as soon in the process as known but not later than 10 days prior to the travel authorization's start date to:

Per Diem, Travel and Transportation Allowance Committee
Attn: Travel and Transportation Branch
Hoffman Building 1, Room 836

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2461 Eisenhower Avenue
Alexandria, VA 22331-1300

2.6.10 Communications with the CTO.

Travelers may communicate about a specific trip directly by e-mail or by calling 1-800-756-6111. The CTO will not respond about a particular traveler's trip to anyone other than the traveler and those specified individuals listed in the company profile. The CTO manager and JS officials may need to contact each other during business hours concerning a particular trip by e-mail, phone, or fax. This will be limited to informational purposes only, and all trip requirements and or changes will be input directly into the DTS.

2.6.11 Cancellation Fees/Penalties

Occasionally, travelers will have travel plans canceled 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 in a timely manner, and may be charged for unavoidable expenses or penalty fees. These expenses are reimbursable to the traveler under the JTR/JFTR and the traveler must complete a voucher from authorization to claim reimbursement. The traveler will ensure to follow-up with the CTO regarding reservation changes or cancellations. Additionally, the traveler will ensure changes or cancellation to the travel authorization is accomplished.

Prior to applying the "Canceled" stamp, the AO (or who) must ensure no reimbursable expenses are associated with the trip. Refer to the cancellation procedures guidance within your directorate.

2.6.12 Confirmation and Cancellation Numbers

The CTO will return all confirmation information to JS travelers once reservations have been booked. In addition, when the AO indicates that a trip has been cancelled (via the DTS Cancelled stamp); the CTO will return cancellation information to the traveler's email account.

2.6.13 . Confirmatory Orders (Authorizations)

Confirmatory orders are applicable if time limitations do not allow for an authorization to be completed prior to the traveler's departure. The authorization should be completed as soon as possible after vocal approval has been granted. Because travel arrangements have been made outside of DTS, the DTS Reservation Module should not be used – the travel arrangement costs are entered via "Other Trans" and the lodging and/or rental car costs updated accordingly.

The CTO will issue the ticket upon verbal authorization from the designated directorate AO.

CTO Procedures During National Emergencies

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At all times during national emergencies, the CTO shall ensure that quality customer service is maintained. Operating hours may be modified as agreed to by the Contracting Officer Representative (COR) in support of the national emergency. SDDC (formerly MTMC) maintains a copy of the CTO contract the Contracting Officer Representative (COR) monitors.

2.6.14 CTO Transaction Fees

Transactions fees are billed in accordance with the supporting CTO contract task order as either a point of sale fee or a management fee. CTO transaction fees funded at the local level are billed to the same form of payment (account number) that the transportation expense was charged to (either against the traveler's individual Government travel charge card or the organizations Centrally Billed Account). The transaction fee applies when the CTO fulfills the request and is typically billed at the time of ticketing or when lodging/rental car charges are applied without air arrangements.

DTS users who use the Reservation Module to make their travel arrangement should not include a CTO fee when building the authorization/should-cost. The CTO fee (if applicable) is included as a separate transaction ('ticket') with the ticketing information returned to DTS by the CTO. The fee is reimbursable if the form of payment is the individual Government travel charge card, but non-reimbursable if the organizations CBA was used as the method of payment. The cost of the fee, if applicable, is included in the itinerary/invoice provided by the CTO at time of ticketing.

2.6.15 Debt Management

The Debt Management Monitor (DMM), who is usually also a FDTA, will track Due U.S. overpayment and collection actions within DTS. The responsibilities include; ensure the traveler has been served Due Process notification, provide instructions to the traveler and the AO on the Waiver/Appeal process, provide instructions to the traveler on how to make payment, notify DFAS/Accounting to create an accounts receivable (A/R) entry and/or any waiver response from DFAS, initiate payroll collection when required, initiate Out of Service Debt processing when required and monitor all DTS travel debt utilizing the Debt Management Report.

2.6.16 DTS Budget Module

The DTS Budget Module records funding levels associated to each line of accounting and tracks the related status of funds. It is the FDTA's responsibility to establish and maintain separate budgets for each organization's LOAs and ensure that all accounting information is correct. The FDTA is responsible for loading funding targets for each LOA into the Budget Module for use by the AO.

As part of the AO approval process, the amount to be obligated and the remaining balance is provided to the AO. If insufficient funds remain in the budget, DTS provides an indicator to the AO during the approval process and prevents approval of the authorization.

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The FDTA will assist organizations reviewing budget balances as part of the funds control procedures and is required to conduct periodic reconciliation with the official accounting records.

2.6.17 DTS-Tailored Organizations (not applicable to JS)

Tailored for Finance: If there is no financial interface (i.e. the finance system has not been certified for use with DTS), DTS can still be used to act as an order writer using the functionality of the Arrangements Only trip process. Travel authorizations and vouchers can be completed in DTS and then printed and processed manually in accordance with local procedures. The documents are also submitted to the DoD archive/MIS upon completion. Sites/organizations requiring DTS to be set-up with no financial interface must coordinate with their respective DTS Field Operations Team. These organizations are then identified in a table with text string of “DTST” (DTS-Tailored), which then appears in the first field of the LOA format. In addition, the FDTA for these organizations must include the “DTST” in the first field when entering the LOAs into the organizations. Documents that are created using the “DTST” string are blocked so that no financial transaction is created or transmitted to the GEX/DADS.

Organizations that are DTS-Tailored for finance cannot take advantage of the non-ATM advance and scheduled partial payment functionality in DTS. Travelers requiring either a non-ATM advance or scheduled partial payment must process their authorizations outside of DTS.

Tailored for CTO: If the CTO interface is not connected, users will not have the ability to request travel arrangements utilizing the DTS Reservation Module. Travelers must make arrangements off-line with the directorate ODTA. Transportation arrangements are entered via the “Other Trans” section; lodging cost information is entered via the “Per Diem Entitlements” section; and rental car information is entered via a ‘Commercial Auto’ non-mileage expense. Sites without CTO connectivity must coordinate this fact with the DTS Deployment team or DTS Operations staff. **Organizations that are Tailored for CTO cannot use the DTS CBA Module to reconcile their centrally billed account.**

For more information see the DTS Financial Field Procedure Guide on the DTS Travel Center website.

2.6.18 Error Codes (Rejected Documents)

When a document is rejected from one of the DFAS financial systems a reason for the reject is included. An e-mail is sent to the organizational DTA and the information is viewable in the document history section of the digital signature page. The DTS-PMO has configuration management responsibility for the error code listing to ensure that the error listing is structured to satisfy the needs of DFAS and the Services/Agencies. The FDTA, depending on the type of error being reported, will route the error message to the

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appropriate functionary for correction. Explanations of individual error codes are available in the Defense Travel System DTA Users Guide

2.6.19 Escorts

If the travel arrangements are made outside of DTS, the agency preparing the travel orders will be responsible for the fee.

2.6.20 En-route Traveler Assistance

Travelers requiring itinerary changes while en-route should contact the CTO via the CTOs toll-free number (included in the CTO provided itinerary/invoice). Upon return, travelers must update their voucher from authorization to reflect any changes in itinerary or cost. The traveler must report any unused tickets to their CTO in accordance with JS business rules.

Changes to tickets that were charged to a CBA may require additional approval, and will follow J-directorate standard operating procedure.

2.6.21 . Excess Baggage

If authorized for excess baggage, the traveler will include remarks in the Comment to the CTO section 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 select excess baggage in the “other authorizations” screen. The CTO will arrange for excess baggage as authorized and as allowed by the carriers. The CTO will provide the traveler with pertinent information if available related to excess baggage rules and fees.

The traveler must make payment for excess baggage directly to the carrier at the time of check-in.

Excess baggage fees cannot be charged to a CBA; excess baggage fees must be charged to the traveler’s individual travel charge card or a personal credit card and are reimbursable when approved as official.

Excess baggage fees may be paid using a Miscellaneous Charge Order (MCO). The traveler will claim reimbursement on the travel voucher for excess baggage up to the amount authorized by the AO on the travel authorization. It is the AO’s responsibility to ensure that the reimbursement claimed for excess baggage does not exceed the amount authorized.

2.6.22 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 approval has been acquired in writing and has been fax/scanned to the travel order. The approval documentation shall be maintained on file within the AO’s directorate, 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

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to the AO for review/approval. In the event that 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.).

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.

2.6.23 Military Pay Reports (DTS MIS Module)

There are five Military Pay Reports accessible from the MIS Module to assist personnel with processing travel-related military pay transactions. These reports are the Enlisted BAS Report, the OCONUS Travel Report, the Family Separation Allowance (FSA) Report, the Military Leave Report, and Special Duty Condition Report. The reports must be run and distributed/processed to the military entitlement pay office in accordance with local policy and procedures.

Access to the MIS Module must be coordinated through the DTA to the applicable MIS Module Administrator; access is on a per name basis, it is not permission based.

2.6.24 Multiple Accountable Station Numbers (MASN)

DTS supports travel funded by multiple accountable station numbers – travel funded by more than one service/agency. For example, an Army organization may provide funding for an Air Force traveler, but not agree to fund the entire trip (rental car costs as an example). The traveler's organization typically receives an approval (outside of DTS) in these cases to include the applicable LOA and budget target. The organization FDTA must ensure the LOA is made available to the traveler and that the budget target is established in the budget module and the traveler must allocate the LOAs appropriately. The outside approval (memorandum, e-mail, message, etc.) should be included with the travel document via DTS imaging.

Once approved, the GEX will route the multiple LOAs to the applicable accounting systems/locations based on the differing accountable station numbers in the LOAs.

2.6.25 . NATO Orders and Foreign Clearance Guide Requirements

Travel authorizations for travel requiring a foreign clearance and/or NATO orders can be processed in DTS. However, organizations must comply with Foreign Clearance requirements and/or NATO Orders procedures in accordance with local business rules or regulations. DTS does not provide automated Foreign Clearances nor does it produce NATO formatted orders. NATO formatted travel authorizations must be accomplished manually and confirm to the following: 1) be printed on JS official letterhead, 2) signed

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by a military member (not a civilian), in blue ink, and 3) display an official organizational stamp on the orders in red ink.

2.6.26 Payment for Patriot Express Flights

The transportation officer makes travel arrangements for Patriot Express travelers outside of DTS. Any commercial air segments required for connecting service to the Patriot Express service can be booked through DTS and included in the cost estimate for subsequent obligation.

A copy of the authorization must be printed and provided to the appropriate parties for entry of the Customer Identification Code (CIC), obligation and payment of the costs for the Patriot Express travel, and corresponding adjustment of the AOs budget module. Organization must establish local procedures for printing and distributing authorizations, adjusting budget modules, and obligating funds outside of DTS.

The transportation officer will ensure that the CIC numbers are added to the authorization when making reservation. The traveler will print a copy of the complete authorization with the CIC number included prior to handing-in at the AMC counter as required. At the departure counter, the AMC representative will input the billing address into GATES for subsequent direct billing.

2.6.27 Prisoner Transport

Prisoner transport is permanent duty travel (PDT) and processed outside of DTS.

2.6.28 Rail Travel

AMTRAK schedules are displayed within the reservation module of the DTS. The traveler will select the desired train or include a comment in the rail reservation screen of the reservation module to communicate the train request to the CTO. The CTO will make rail reservations and include the confirmation and cost of the reservations within the trip request. *For premium rail, also see business rules for Premium and First Class Travel.*

Either the individual Government travel charge card or the organizations Centrally Billed Account may be used to purchase rail tickets for travel arrangements made through DTS. Travelers using a personal credit card or other non-Government form of payment must enter the information using the non-mileage expense of “Personally Procured Tickets”.

2.6.29 Read Only Access (ROA) Operations

The Read Only Access (ROA) Module provides authorized users view-only access to trip records and CBA invoices. This privilege is granted to users who require access to

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conduct research and/or audit requirements. Access across a Directorate, or other specific site is controlled at the JS LDTA office for premium travel monitoring purposes.

2.6.30 Receipt Retention (to include other Substantiating Documents)

The DoD FMR requires the AO to retain the records to substantiate certified travel claims (including original receipts) in the office where the certification occurred for a period of 6 years, 3 months. The documentation may be stored in electronic format with the DTS trip record or in the office where the certification of the travel claim occurred. DTS provides the ability for the user to fax or upload, and attach, substantiating documents to the trip record in an electronic format. AOs are responsible for ensuring required receipts and other substantiating records are included.

Supporting Documentation Retention (receipts)

Travelers are responsible for manually or digitally signing their travel vouchers attesting to its completeness and accuracy. In addition, the traveler must attach receipts to the travel voucher on all expenses claimed equal to or in excess of \$75.00.

2.6.31 Scheduled Partial Payments (SPP)

Travelers on TDY of 46 days or greater can request scheduled partial payments through DTS. Payments are computed and scheduled for payment in 30-day increments. 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 Government travel charge card vendor. 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.

Note: Organizations that are DTS-Tailored for finance cannot use the scheduled partial payment functionality in DTS. Travelers in these organizations requiring a scheduled partial payment must process their authorization outside of DTS

2.6.32 Verbal Orders of the Commanding Officer (VOCO)

(See Confirmatory Orders Section 3.11)

2.6.33 Foreign Flag Carriers

Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons and property when the U.S. Government funds air travel. If transportation on a foreign carrier ultimately is fully paid for by a foreign government (including under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency, or other organization then a foreign flag carrier may be utilized. The CTO will ensure that all reservations booked on

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all foreign flag carriers (excluding code-shares) are booked in coach/economy class. Exceptions to this must be pre-approved by the directorate ODTA.

2.6.34 Frequent Flyer Miles

Travelers may retain frequent flyer benefits earned when traveling in an official government capacity. These mileage benefits can be used in connection with official travel (e.g. TDY). Frequent flyer benefits may also be used to upgrade to another class of service while on official TDY. Travelers will be responsible for updating their own profiles with frequent flyer account numbers.

2.6.35 Government Contractors and JS 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 without exception.

Contract personnel will be provided an information letter from their respective COR describing the DTS functions they are permitted to perform. All documentation will be kept at the respective J-Directorate Travel Point of contact level. Contractors may book their own travel arrangements and submit them within the guidelines of their contracts.

Contractors fulfilling duties as Defense Travel Administrators or Support Contractors in DTS must be appointed in writing. Conversely, the contractor's duties must be revoked in writing when no longer related to DTS.

2.6.36 Government Transportation Request (GTR) as Form of Payment

Travelers required to utilize a Government Transportation Request (GTR) as a method of payment must make their transportation arrangements directly with the CTO outside of DTS. (Local business rules may require this to be coordinated through the Transportation Office, to include providing a copy of the authorization). The user must enter this information using the "Other Trans" section of DTS.

Because the obligation and payment for GTRs is processed outside of DTS, the cost is defaulted to \$0.00 – and the user should enter the estimated costs using a comment to the AO.

2.6.37 Group Authorizations

Group travel authorizations may be created and approved in WHS DTS. Upon AO approval, individual authorizations are created – each with a unique Travel Authorization Number (TANUM). Once this occurs, any required amendment is processed on the individual authorization. Upon completion of travel, each traveler creates an individual voucher from their authorization and submits it through their established directorate policies.

Requests for non-ATM advances and/or scheduled partial payments and/or leave in conjunction with TDY cannot be processed on the Group Authorization. Upon AO

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approval of the Group Authorization, the traveler's individual authorization must be amended to request a non-ATM advance and/or SPP.

Group travel functionality includes an optional conditional routing. The "Traveler Number" process name will route Group Authorizations with 10 or more travelers to the directorate training point of contact. Two additional stamps will be part of the routing process for all group travel requests. These are: "Reviewed Group Auth" and "TO Reviewed Group Auth". This conditional routing list will be established at the site for each directorate.

Travel arrangements for Group Authorizations are not processed through the reservation module and sent to the CTO. Until DTS is modified to automate the group travel reservation process, travel arrangements must be coordinated with the CTO outside of DTS by the primary traveler and/or TO and then entered into the DTS Group Authorization appropriately.

2.6.38 Help Desk

The JS DTS Help Desk concept utilizes a three-tiered approach:

Tier 1 – The Tier 1 Help Desk consists (traveler, subject matter experts, directorate ODTA, online resources, etc.).

Tier 2 – Local JS DTA Help Desk. The Lead DTAs serve as the DTS Tier 2 Help Desk who provides enhanced assistance to Tier 1 personnel assigned to their agency. If further assistance is needed after this step, the Tier 2 Helpdesk personnel will contact the Tier 3, Northrop Grumman, Help Desk for assistance, either telephonically or online via Magic.

Tier 3 – Northrop Grumman Missions Systems DTS Tier 3 Help Desk. Access to Tier 3 assistance is limited to authorized Tier 2 Helpdesk callers only.

2.6.39 Labor Relations Representatives

Labor decisions must be coordinated with the local labor relation's representatives. Local labor relation's practices and collective bargaining agreements will determine the specific bargaining obligations. Coordinate with your Service/Agency management employment relations' specialist to determine appropriate and necessary steps to satisfy local bargaining agreements.

2.6.40 Leisure in Conjunction With Official Travel (LICWO)

A travel request is initiated in the JS DTS. Using the reservation module of the DTS, flights for the official portion of the trip are selected and desired Leave in Conjunction with Official Travel (LICWO) arrangements (to include dates and approximate travel times) are added in the reservation module of the travel request. After being signed, the authorization is electronically routed to the CTO. The system will accommodate leisure

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travel before, during and after an official TDY. (GSA city pair fares are not authorized for the leisure portion of travel).

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. (Only official funded travel is obligated through the system).

Civilian employees may not be ordered or required to use Government quarters, nor may the lodging reimbursement simply be limited to the cost of Government quarters.

2.6.41 Line of Accounting (LOA) Formats and Labels

FMB provides each directorate valid LOA formats to use in DTS on an annual basis.

The FDTA is responsible for inputting LOAs into DTS when other agencies authorize its use (i.e., external LOAs) for JS travelers. The using agency provides to the JS point of contact a screenshot capture of its LOA, as it is listed in the DTS LOA table, and states a budget limit for associated with the LOA. The JS POC in turn forwards the screenshot and budget information to the JS FDTA for input into DTS. Once the LOA is input into DTS, the FDTA informs the JS POC the LOA is loaded and ready for use.

In the event the agency that authorizes use of its LOA is not on DTS, the travel authorization may be processed in either of the following methods:

The agency prepares the travel authorization and provides the travel authorization to the JS traveler who either makes his or her own travel and transportation arrangements or use the travel and transportation secured by the requesting agency. Once the traveler completes the trip, the traveler submits a manually prepared travel voucher (with accompanying receipts) back to the agency for processing.

The JS traveler manually prepares the travel authorization and lists the LOA in the appropriate block. Once the traveler completes the trip, the traveler submits a manually prepared travel voucher (with accompanying receipts) back to the agency for processing.

2.6.42 Military lodging:

If military lodging is requested, the arrangements must be coordinated outside of DTS in accordance with local business rules and CTO contract requirements. The traveler must ensure that the applicable cost of military lodging is updated on the Per Diem Entitlements screen.

2.6.43 Patient Travel

2.6.44 Permission Levels

The DTS Program Management Office (PMO) has identified permission levels, organizational (Org) access, and group access for use with the DTS. Permission levels and access aid in ensuring proper Management Control and limit access to authorized persons as needed. It is the responsibility of each Directorate to insure that the permission and access levels are adhered to at all times within their divisions. It is the responsibility of the Directorate to insure that prior to assignment of a permission level to

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a user, any and all required certification training, CAC assignment, and profile has been completed and all appropriate appointment letters are on file with the respective directorate.

2.6.45 Personal Leave in Conjunction with Official Travel (PLOT)

DTS calculates per diem entitlements when a traveler indicates personal leave in conjunction with their official travel from the Per Diem Entitlement screen in DTS. The travel authorization must include inclusive dates of travel away from the PDS (to include both official travel and personal travel); any days outside of the allowable travel time for the official travel portion must be annotated as leave in DTS so that no per diem allowances are paid for the non-official travel.

Allowable travel 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 or rental car

2.6.46 Premium Class Travel (Premium and Business Class)

Premium class travel (business or first class) approval must be routed through the JS Travel Office. A copy of the approved document must be electronically attached to the DTS trip record prior to the AO approval in DTS.

Premium class travel can only be approved by the following:

First Class

(DoDD 4500.9)

Business Class

OSD and Defense Agencies Executive Secretary

Same, except may be delegated to two star or civilian equivalent level

Joint Staff and Combatant Commands

Director Joint Staff or as delegated

Same, except may be delegated to two star or civilian equivalent level

Military Departments

Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and Four star major commanders or their three star deputy/vice commanders and no further.

Same, except may be delegated to two star or civilian equivalent level.

Additional explanation can be found in the JFTR, paragraph, U3125-B2a and B2b.

The traveler will establish a trip request in the DTS and request desired reservations from the reservation module. Since flight availability in the DTS is provided for coach (Y) class only, the traveler may select the desired flight and add a comment in the air segment

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screen for the CTO to book either a premium class seat. The traveler may also request the desired reservation via comment in the reservation module air segment without actually selecting a flight from availability. The CTO will book the premium reservation, but will not issue any premium or first class ticket prior to receiving approval from the AO. For any ticketing of reservations for premium class travel at Government expense, the AO must document approval in the trip record and obtain appropriate approval (outside the Defense Travel System) in accordance with established policy. AOs must be familiar with Service/Agency approval procedures for premium class travel accommodations and must obtain the required approval before authorizing the requested accommodations

Department of Defense employees must obtain the required approval through the JS policy process before authorizing the requested accommodations

2.6.47 Rail Travel

AMTRAK schedules are displayed within the reservation module of the DTS. The traveler will select the desired train or include a comment in the rail reservation screen of the reservation module to communicate the train request to the CTO. The CTO will make rail reservations and include the confirmation and cost of the reservations within the trip request. For premium rail, also see business rules for Premium and First Class Travel.

Either the individual Government travel charge card or the organizations Centrally Billed Account may be used to purchase rail tickets for travel arrangements made through DTS. Travelers using a personal credit card or other non-Government form of payment must enter the information using the non-mileage expense of "Personally Procured Tickets".

2.6.48 Read Only Access (ROA) Operations

The Read Only Access (ROA) Module provides authorized users view-only access to trip records and CBA invoices. This privilege is set at the directorate level to accommodate internal business processes and procedures for users who require access to conduct research and/or audit requirements. Access across the directorates is controlled by the JS LDTA position. The JS LDTA may also provide read only access privileges at the directorate level, as appropriate.

FMB personnel whose duty performance requires access to trip records or invoices outside of their directorate may request 'all' access by submitting a request for ROA access to JS DTA under the signature of their director.

Receipt Retention (to include other Substantiating Documents)

The DoD FMR requires the AO to retain the records to substantiate certified travel claims (including original receipts) in the office where the certification occurred for a period of 6 years, 3 months. The documentation will be stored in electronic format with the DTS trip record.

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DTS provides the ability for the user to fax or upload, and attach, substantiating documents to the trip record in an electronic format. AOs are responsible for ensuring required receipts and other substantiating records are included when the cost amount to \$75 or more.

2.6.49 Rental

All available vendors are displayed in order of price (from lowest to highest) for the selected vehicle category (Compact is the default). The DTS default is also to display available vehicles at the arrival airport. Travelers that desire to pickup the vehicle at a location not displayed in DTS (non-airport location, 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.

JS DTS users must ensure the actual rental car cost information is updated when completing their voucher from authorization.

2.6.50 Routing Lists:

Routing lists will comply with the JS Comptroller's memorandum *Joint Staff Policy to Implement the Defense Travel System (DTS)*, dated 13 March 2006.

Travel authorizations, as part of the normal routing process, include conditional routing. DTS initiates conditional routing when travel authorizations meet predetermined parameters. For instance, travel authorizations with OCONUS destinations must be routed through the JS Security Office--the condition, OCONUS travel. The JS Security Office will continue to provide OCONUS destination travelers area of responsibility training respective to the location. Thus all OCONUS travel authorizations must route through the JS Security Office. Travel authorizations restricted to CONUS destinations do not meet the conditional routing parameter and will not route through JS Security.

2.6.51 Ticketing

Ticketing is normally done three business days prior to scheduled departure. In the event that a traveler requires tickets prior to the Tickets Are Waiting (TAW) date, the traveler must change the pre-populated date (located in the "Other Trans" section) under the air segment of the travel authorization. When the CTO books the tickets, an e-mail is automatically generated to the traveler with segment confirmation and cost data as part of the normal routing list.

Travelers are responsible for additional costs that are incurred for a paper ticket and the additional fee may not be reimbursable unless prior approval for the paper ticket is obtained.

Note: Airport security procedures require that tickets be issued in the same name that appears on the traveler's photo identification issued by a local, state or federal

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government agency (e.g.: drivers license, passport, military ID). DTS users should ensure that the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding. For an international flight, you will need to present a valid passport, visa, or any other required documentation. Passengers without proper ID will be denied boarding.

2.6.52 Ticket Delivery

E-tickets are the normal method of ticket delivery. Travelers obtain ticketed travel information by accessing www.virtuallythere.com and querying on the reservation code and last name fields. If paper tickets are required, travelers will have the ticket delivered to their office location by the CTO ticket carrier.

2.6.53 Ticket Itinerary

This is provided through the system when a ticket is generated.

2.6.54 Ticketing at the Beginning of a New Fiscal Year

JS requires all travelers who have knowledge of travel requirements for the first month of the new fiscal year get approval to ensure ticketing processes and correct LOA are in place. Since the AO is prevented from approving the DTS authorization until funding becomes available (and thereby providing electronic notification to the CTO regarding ticketing approval), the directorate training point of contact or another designee will have the authority to provide verbal approval to the CTO to allow ticketing to occur in the normal 3-business day window prior to the expected departure date.

For example, travel that is scheduled to begin on 1 October, ticketing would normally occur on 27 September. Since new fiscal year funding is not available at that time and is not loaded into the JS DTS Budget Module, the AO is prevented from approving the authorization in DTS. Without AO approval in DTS, the CTO is not notified to ticket the flight. In this case, the directorate training point of contact or another designate will have pre-approved authorization privileges to contact the CTO with verbal approval to ticket the travel. The same holds true if the trip is subsequently cancelled due to lack of funding – contact the CTO to cancel the ticket/trip.

This verbal approval will be recorded as part of the official traveler's record by the approving official.

2.6.55 Travelers without an Individual Government Travel Charge Card

DTS supports travelers that have not been issued an individual Government travel charge card (also called an individually billed account (IBA) or GOVCC). In this event, the traveler's air or rail ticket must be charged to the organizations centrally billed account (CBA). All other expenses must be indicated in DTS as 'personal' to ensure payment directly to the traveler's financial institution.

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

2.6.56 Unused / Partially Used Tickets

The traveler must notify the CTO of any unused or partially unused tickets as soon as possible. The traveler must notify the CTO if an e-ticket is not used, and return the paper ticket to the CTO office.

For tickets purchased via IBA, provide notification of unused ticket as follows:
The traveler notifies the CTO via toll free phone number or through the DTS amendment process. If done by phone, the traveler must adjust the travel costs upon filing the travel voucher.

For tickets purchased via CBA, provide notification of unused ticket as follows:
The traveler returns unused tickets to their directorate ODTA. The directorate ODTA will notify the CTO of the unused ticket cost and follow the return procedures outlined above. The directorate ODTA will prepare DD Form 730 and provide it to the traveler as a receipt for the unused ticket.

2.6.57 URL for the Defense Travel System (DTS) Travel Center Website

The DTS Travel Center was created to supplement the DTS portal by providing all DoD users with a knowledge base of travel-related events, travel planning, DoD travel regulations and procedures, commercial travel office activities, and up-to-date DTS software release information. The URL for the DTS Travel Center is:
www.dtstravelcenter.dod.mil/.

2.6.58 Web Based Training

DFAS has developed a COL-Computer Based Training (CBT) that can be used to provide the required COL training. In addition, other services or DoD agencies may have approved training programs that can be used to complete the certification.

2.6.59 DTS Delegation Authority

Accountable Officials, as identified throughout paragraph 2.4 above, shall be delegated in writing by “Heads of DoD Components (or designees)” as prescribed by Volume 5, Chapter 33, section 3305, of the DoD Financial Management Regulation. The Joint Staff Comptroller in his Delegation Authority to Appoint Accountable Officials for the Defense Travel System (DTS) memorandum (dated 3 March 2006) has defined “Heads of the DoD Components” as Directorate Vice Director and Directorate of Management

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(DOM) Component Chiefs (e.g., Chief, JSSSO). This authority may only be re-delegated in writing to the 0-6 grade level (or civilian equivalent) and above.

3 Definitions

3.1.1

3.1.2 AO Signature: Electronic

The Authorizing Official's electronic signature replaces the hard copy travel claim previously utilized. An AO must be able to verify that travel was actually performed and that the expenses are considered reasonable and authorized. If the AO is also a CO (Certifying Official) he or she can be held pecuniary liable for improper reimbursement to the traveler.

3.1.3 Reasonable Expenses:

An approver, within the supervisory chain of the employee traveling should be familiar with the circumstances of the employee's travel and can be able to provide oversight regarding the expenditure of directorate resources. An AO will evaluate expenses within the guidelines of the existing travel regulations (xxx). Justifications to existing regulations are mandatory within the DTS system and expenses shall be evaluated as being appropriate (or not) for the travel conditions encountered.

3.1.4 Travel Voucher

The primary purpose of the travel voucher is to provide the JS department of the Department of Defense with assurance the traveler performed the travel as identified on the voucher. As an official responsible for supervising the traveler, and who therefore is part of the process of permitting the TDY, the CO approves the voucher before submission to DFAS.

3.1.5 Unreasonable Expenses:

AO's should note and inform appropriate management officials (supervisor) or discuss with the employee (as appropriate). Directorate internal standard operating procedures shall address the next step in this process of approving or denying expenses to the employee.

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4 Attachment

4.1 Abbreviations and Acronyms

Acronym	
ADSN	DFAS Field Site Accounting and Disbursing Site Number
APSD	Administration Program Support Division
AEA	Actual Expense Allowance
AO	Authorizing Official
CBA	Centrally Billed Account
CO	Certifying Officer
CONUS	<i>Continental United States (48 contiguous States)</i>
CDC	Central Data Center
DFAS	Defense Finance and Accounting Service
CTO	Commercial Travel Office
DTOD	Defense Table of Official Distances
DTS	Defense Travel System
EFT	Electronic Funds Transfer
FDTA	Finance Defense Travel Administrator
GATES	Global Air Transportation Execution System
GEX	Global Exchange
GOVCC	Government Charge Card
IATS	Integrated Automated Travel System
IBA	Individually Billed Account
JFTR	Joint Federal Travel Regulations (military)
JTR	Joint Travel Regulations (Civilian)
LDTA	Lead Defense Travel Administrator
NDEA	Non-DTS Entry Agent
NGMS	Northrop Grumman Mission Systems
OCONUS	Outside the Continental United States
ODTA	Organizational Defense Travel Administrator
DOD/PMO-DTS	Program Management Office – Defense Travel System
POV	Privately Owned Vehicle
TA	Travel Authorization
TDY	Temporary Duty
TO	Transportation Officer
WHS	Washington Headquarters Services

5 Traveler Policy Guide

5.1 Advances (non-ATM)

Organizations that are DTS-Tailored for finance cannot use the non-ATM advance functionality in DTS. Travelers in these organizations requiring a non-ATM advance must process their authorizations and vouchers outside of DTS.

Travelers without an individual Government travel charge card (or traveling to locations where use of the card is impractical) can request a non-ATM advance through DTS. The travelers profile must be set to “Advance Authorized” in order to request the non-ATM advance. Only the DTA with appropriate permission level(s) can update the Government Travel Charge Card (GOVCC) status in the traveler’s profile. The system will automatically calculate an advance equal to 80% of the estimated reimbursable expenses; for trips of 46 days or greater then 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 burden, 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 DoD FMR 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 lead to the traveler being in a DUE U. S. status after processing their final settlement voucher upon completion of TDY. The DoD FMR does not allow for the non-ATM advance amount to be deducted from the SPP amount until final travel settlement.

5.1.1 Official Phone Calls.

JS travelers will be reimbursed for official phone calls that have been approved by the AO. If there will be a need for several official phone calls, it is recommended that the traveler purchase a pre-paid phone card, if feasible.

5.1.2 Personal Phone Calls.

Travelers will be reimbursed up to \$20 per week per TDY trip for CONUS and \$50 per week per TDY trip for OCONUS for personal phone calls to family to inform them of

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safe arrivals and changes in TDY. It is recommended that the traveler purchase a pre-paid phone card for these expenses.

5.1.3 Lodging Taxes.

Taxes assessed for lodging expenses in the 50 States, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separate item of reimbursable expense. Travelers should only claim the actual room fee under “lodging” and any taxes under “expenses – non mileage.” Lodging taxes outside of these areas should be included in the daily lodging amount and not as a separate item of reimbursable expense.

5.1.4 Automatic Teller Machine (ATM) Fees

5.1.5 Laundry and Dry Cleaning Expenses.

JS employees may claim laundry and dry cleaning expenses as a separate item of reimbursable expenses (claimed under “other expenses” in DTS), when TDY in the OCONUS or CONUS for four or more consecutive nights

5.1.6 Official Mileage.

Official distances for travel by Privately Owned Vehicle (POV) will be automatically calculated by the DTS using the Defense Table of Official Distances (DTOD).

5.1.7 Miscellaneous Reimbursable Expenses

Expenses incurred that are not one of the types of expenses included in the “drop down” list, and “Other Miscellaneous Reimbursement,” is chosen, must be explained in writing what the expense was for in the “Comments” section and provide receipts if cost is over \$75.00. This will be fax/scanned into the travel orders and will become part of the permanent record.

5.1.8 Traveler Liability

All official WHS travelers are liable under the False Claims Act (18 U.S.C. 287 and 1001, and 31 U.S.C. 3729) if they submit a false, fictitious, or fraudulent claim.

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6 Traveler Responsibilities

Travelers and travel cardholders are neither accountable officials nor authorizing officers. All official travelers are liable should they submit a false, fictitious, or fraudulent claim.

These specific guidelines must be followed:

Travelers are to use good judgment in incurring official travel-related expenses, as if traveling on their personal money.

Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.

Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the Commercial Travel Office (CTO) using DTS. The CTO provides round-the-clock service by a toll free telephone number.

Use of the CTO is mandatory. If the traveler uses a travel agency that isn't under Government contract, reimbursement to the traveler is not authorized.

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, within the DTS voucher for reimbursement.

Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class and pre approval through has been authorized.

Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses a foreign transportation company must have pre-approved authorization from their directorate AO.

Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they will be reimbursed.

Frequent Travelers will have use of a Government-sponsored, contractor-issued travel charge card. They should only charge expenses incident to official travel (i.e., lodging, transportation, rental cars, and meals) when using the card. Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that can't be charged. ATM withdrawal is not authorized when a unit charge card is used.

Travelers should turn in the expense report portion of the Trip Record and will be paid within 2 or 3 days regardless of the number of TDY days.

Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources.

7 References

Public Law 104-106, February 1996 Certifying Officer Legislation
Public Law 105-264, October 1998, Travel and Transportation Reform Act
U.S. Code, Title 31, Sections 3325 and 3528
DoD Financial Management Regulation, Volume 5
DoD Financial Management Regulation, Volume 9
Joint Federal Travel Regulations (Military)/Joint Travel Regulations (Civilian)
DoD 4500.9R, Defense Transportation Regulation (DTR)
DD Directive 5500.7R, Joint Ethics Regulation (JER)