MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 159-16(I) – Exception to use of DTS for Employee on Long-Term TDY for more than 365 Days

1. SYNOPSIS: This item adds an exception to the mandatory use of DTS for an employee on long-term TDY for more than 365 days. A civilian employee who performs a TDY assignment at one location for more than a year is considered by the Internal Revenue Service (IRS) to be permanent and any reimbursement (e.g., per diem) is considered taxable income. When TDY reimbursements are taxable income, the travel office must compute all applicable taxes deducted from the traveler's claim(s), and issue an IRS Form W-2, Wage and Tax Statement to the traveler. DTS does not compute claims involving income taxes. An employee on long-term TDY for more than 365 days at one location must file vouchers with DFAS or the appropriate travel settlement office in accordance with procedures outlined in DoDFMR, Vol 9, par. 080206.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by USN MAP.

4. These changes are scheduled to appear in the JTR, dated 1 January 2017.

5. This determination is effective when printed in the JTR.

6. Action Officer: Debbie Wells (debbie.l.wells.civ@mail.mil).

//Approved//
VELDA A. POTTER
Lead, Policy & Regulations Branch

Attachment:
Rev 1

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS

1055:

A. **DTS Use Requirement.** DoD travelers and AOs must use DTS to process authorizations, orders and vouchers for TDY travel and vouchers for local travel IAW **DoDI 5154.31, Vol. 3, DTS Regulations.**

*B. DTS Use Requirement Exception.** An employee on long term TDY for more than 365 days at one location must file vouchers with DFAS or the appropriate travel settlement office (DoDFMR, Vol 9, par. 080206) rather than using DTS due to taxable income requirements and issuance of IRS Form W-2, Wage and Tax Statement.

*C. Reservations Requirement.** Travelers must use DTS to the maximum extent possible to arrange all en route transportation, Gov’t Qtrs (where DTS functionality is available), commercial lodging, and rental cars. The TMC should not be contacted directly for reservations unless DTS is unavailable or commercial lodging cannot be arranged within DTS. The TMC must process reservations made in DTS IAW Ch 2, Part F.

*D. Mileage Computations in DTS

1. The mileage recorded by DTS, on the date the voucher is approved for payment, is the official mileage for reimbursement.

2. The mileage used in DTS is the DTOD version programmed in DTS at the time of the version release.

*E. Authority and Responsibility.** When the AO signs an order or voucher that contains an expense that must be specifically authorized/approved, the act of signing the DTS document verifies that the expense is authorized/approved unless the JTR specifically requires additional justification or documentation.

*F. DTS Regulations.** **DoDI 5154.31, Vol. 3, DTS Regulations** is the authority for DTS Use.

**TOC:**

**1055**

<table>
<thead>
<tr>
<th><strong>DTS (WITHIN DOD)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. DTS Use Requirement</td>
</tr>
<tr>
<td>B. DTS Use Requirement Exception</td>
</tr>
<tr>
<td>C. Reservations Requirement</td>
</tr>
<tr>
<td>D. Mileage Computations within DTS</td>
</tr>
<tr>
<td>E. Authority and Responsibility</td>
</tr>
<tr>
<td>F. DTS Regulations</td>
</tr>
</tbody>
</table>
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