



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

27 July 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 080-16(E) -- Defense Travel System (DTS)
Regulations

1. **SYNOPSIS:** Removes JTR, Chapter 1, Part B and redirects the JTR authority implementing DoDI 5154.31, Volume 3, DTS Regulations to JTR, par. 1055. The DTS Regulations are now contained at <http://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf>. Also establishes that the mileage computation through DTS/DTOD at the time a voucher is approved for payment is the reimbursable mileage amount.
2. These changes are scheduled to appear in the JTR, dated 1 September 2016.
3. This determination is effective when printed in the JTR.
4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil)

//Approved by Velda Potter for//

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR REVISIONS

Chapter 1, TOC:

PART A: ADMINISTRATION AND GENERAL PROCEDURES

- *1055 DTS (WITHIN DOD)
 - A. DTS Use Requirement
 - B. Reservations Requirement
 - C. Mileage Computations Within DTS
 - D. Authority and Responsibility
 - E. DTS Regulations
-

PART B: (RESERVED)

(Editor's Note: Remove this TOC)

1055: (New)

*1055 DTS (WITHIN DOD)

*A. DTS Use Requirement. DoD travelers and AOs must use the DTS to process authorizations/orders and vouchers for TDY travel and vouchers for local travel in accordance with [DoDI 5154.31, Vol. 3, DTS Regulations](#).

*B. Reservations Requirement. Travelers must use the DTS to the maximum extent possible to arrange all en route transportation, Government quarters (where DTS functionality is available), commercial lodgings, and rental cars. The CTO should not be contacted directly for reservations unless DTS is unavailable or commercial lodgings cannot be arranged within DTS. The CTO must process reservations made in DTS in accordance with JTR, Chapter 2, Part F.

*C. Mileage Computations in DTS

*1. The mileage recorded by DTS on the date the voucher is approved for payment is considered 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.

*D. Authority and Responsibility. When the AO signs an authorization or signs the 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.

*E. DTS Regulations. [DoDI 5154.31, Vol. 3, DTS Regulations](#) is the authority under JTR for DTS Use.

Chapter 1, Part B: (Editor's Note: Remove this Part)

The following pages are the same policy preceding this page but showing tracked changes.



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PART B: ~~DTS (WITHIN DoD)~~(RESERVED)

(Editor's Note: Remove this TOC)

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