



**DEFENSE TRAVEL
MANAGEMENT OFFICE**



Department of Defense Travel Policy Compliance Program Frequently Asked Questions

1. Why did I get an email from the DoD Travel Policy Compliance Tool?

If you received an email from "DoD Travel Policy Compliance Tool," it means that a potential improper payment or error was identified on a Defense Travel System (DTS) travel voucher that you submitted or approved.

2. Now that I received the email, what do I do next?

Carefully review the email, as it includes a description of the potential improper payment, instructions for correcting it, and information on who to contact to answer questions. If no action is taken to resolve the potential improper payment, you will receive an email reminder every 15 days until an amended voucher has been approved.

The Under Secretary of Defense (Comptroller) mandates that you have 15 days to amend a travel voucher that contains an improper payment.

After the AO approves your amended voucher, you will receive an email from DTS containing instructions for repaying the travel-related debt (assuming the total debt amount is \$10 or more). For more information about debt repayment, consult the [Understanding a Travel Debt information paper](#).

If you are an Authorizing Official, you will need to approve the corrected voucher once it is signed by the traveler or Non-DTS Entry Agent.

3. What happens if no action is taken to correct the error?

The Under Secretary of Defense (Comptroller) mandates that you have 15 days to amend a travel voucher that contains an improper payment. If you do not amend the voucher within 15 days, an NDEA will amend the voucher, after which an AO will approve the amendment.

Your Component tracks and monitors vouchers with potential improper payments to ensure they are resolved and repaid. Unresolved improper payments are reported up the chain of command to your Component's Senior Accountable Official and are subject to further administrative action by your Component.

4. If I correct the error and it shows that I owe money, what happens?

After the travel Approving Official approves your amended voucher, you will receive an email from DTS containing instructions for repaying the travel-related debt (assuming the total debt amount is \$10 or more). For more information about debt settlement, consult the [Understanding a Travel Debt information paper](#).

5. What should I do if I received an email the DoD Travel Policy Compliance Tool, but my voucher is correct and the payment was valid?

If you think that an expense was incorrectly identified as an improper payment, notify your Defense Travel Administrator, provide a justification explaining why the payment was valid, and request that the DoD Travel Policy Compliance Tool record be resolved.

6. As an Approving Official, am I liable for the improper payments that I certify?

Yes – you are pecuniarily liable for any erroneous payments you certify, or are certified based upon travel authorizations you approve. If you approve an authorization or /certify a voucher that includes any expense that is not legal, proper, or correct, you may have to repay the Government for all or part of the improper payments. Pecuniary liability is enforced whether the erroneous payment was made accidentally or intentionally. For more information, consult the Department of Defense Financial Management Regulation, Volume 5, Chapter 5, Paragraph 0507.

7. What is the DoD Travel Policy Compliance Tool?

The DoD Travel Policy Compliance Program uses an automated application, known as the Travel Policy Compliance Tool, to review all DTS travel vouchers in near-real time and identify potential improper payments, including duplicate payments. When a potential error is identified, the Tool emails the traveler, the AO that approved the potential improper payment, and the NDEA (if applicable) and provides instructions for correcting the error. The Tool sends reminder emails until the error is resolved.

The DoD Travel Policy Compliance Tool includes a user interface that provides the Components with access to a reporting and records management capability. These features help the Components track and monitor vouchers that have been identified as having potential errors.

8. Why was the DoD Travel Policy Compliance Program implemented?

The National Defense Authorization Act for Fiscal Year 2012 required the Department to establish and maintain an automated travel policy compliance program. The Defense Travel Management Office manages the DoD Travel Policy Compliance Program in coordination with headquarters-level officials from the Components.

9. Where can I get more information?

Additional information on the DoD Travel Policy Compliance Program is available at: <http://www.defensetravel.dod.mil/site/compliance.cfm>. Consult your Component business rules for more information about how this program is being operated within your organization.