



TRAVEL POLICY COMPLIANCE

OVERVIEW

In 2012, the Department of Defense (DoD) established a Travel Policy Compliance Program as required under the 2012 National Defense Authorization Act. The compliance program, managed by the Defense Travel Management Office, ensures that official travel claims do not exceed reasonable or actual expenses and minimizes inaccurate, unauthorized, overstated, inflated, or duplicate travel claims.

The Compliance Program is not an audit program nor does it replace the Defense Finance and Accounting Service's (DFAS) post-payment audit; it assists those and other efforts by uncovering errors that can be corrected **before** being identified through the audit process.

TRAVEL POLICY COMPLIANCE TOOL

The Travel Policy Compliance Program employs an automated application, known as the Travel Policy Compliance Tool, to review all Defense Travel System (DTS) travel vouchers in near real time and identify duplicate or incorrect payments.

When a potential error is identified, the tool sends an email to the traveler, non-DTS Entry Agency (NDEA) if applicable, and the Authorizing Official (AO) that approved the voucher with instructions for correcting the error. The tool continues to send reminder emails until action is taken to resolve the error or justification is provided as to why the payment was valid. Additionally, the Travel Policy Compliance Tool includes a user interface that provides Service and Agency points of contact with access to a reporting and records management capability that allow for tracking and monitoring of vouchers that have been identified as having an error.

Per memorandum titled "Implementation of the Department of Defense Travel Pay Remediation Plan," dated July 18, 2013; the use of the Travel Policy Compliance Tool is mandatory for all DTS users. The Travel Policy Compliance Tool is also part of DoD's Improper Payment Recovery Program, required by the Improper Payments Elimination and Recovery Act 2010 (IPERA) and elaborated in the USD(C) Memorandum titled "Preventing Improper Payments and Enforcing Recovery".

RESOURCES

DTMO offers several resources including user guides, instructor guides, and training for those who serve as Compliance Tool Administrators. Go to www.defensetravel.dod.mil/site/compliance.cfm for more information and www.defensetravel.dod.mil/Passport for training.

Program Benefits

- Ensures travel claims are paid in accordance with regulations
- Assists the Department with recouping funds for erroneous payments
- Educates travelers and Authorizing Officials on travel policy
- Alerts travelers to errors before be-ing identified through audit processes
- Identifies travel trends
- Identifies training needs
- Identifies opportunities for greater controls in the future

