



## New Query: Personal & Mission Related Expenses

*In 2012, the Department established a travel policy compliance program that ensures travel claims do not exceed reasonable or actual expenses and, minimizes inaccurate, unauthorized, overstated, inflated, or duplicate travel claims. The Program employs an automated application, known as the Travel Policy Compliance Tool, to review Defense Travel System (DTS) vouchers in near real time and identifies potential improper payments.*

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### I. Overview

On March 11, 2014, a new query will be added to the Travel Policy Compliance Tool that will identify any DTS travel voucher with a potential improper payment for either personal expense or mission related expenses.

**Policy Surrounding Query:** In accordance with the Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR), Appendix G and multiple legal decisions, personal expenses and mission related expenses are not authorized reimbursable travel and transportation allowances and therefore, cannot be reimbursed through a travel voucher. Examples of personal expenses include, but are not limited to, clothing, medication, luggage carts, haircuts, pet care, gym fees, non-travel related tips, etc. Examples of mission related expenses include, but are not limited to, batteries, film, school/course tuition, books/training material, equipment, tools, etc. Only travel and transportation expenses authorized by JFTR/JTR, Appendix G are reimbursable.

The implementation of this query will reach all DoD organizations and travelers. Services and Agencies are responsible for establishing policies and procedures outside of DTS for reimbursing members and employees for valid mission-related miscellaneous expenses.

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### II. What does this mean for my organization and travelers?

If a DTS travel voucher includes a personal expense or mission related expense, an email will be sent to the traveler, Non-DTS Entry Agent (NDEA) (if applicable), and Authorizing Official (AO) with a description of the potential error and instructions for correcting the error. *(Note: The Tool will continue to send email reminders until action is taken to resolve the potential error).*

If the potential error results in an overpayment to the traveler, the traveler must amend his/her voucher and the AO must reapprove the voucher in DTS. At that time, the already established Debt Management process is triggered and the traveler will receive an email explaining the debt and instructions for repayment.

**For organizations that have implemented the Travel Policy Compliance Tool:** Standard procedures apply. Designated Compliance Tool Administrators (CTAs) will manage the process and ensure travelers, AOs, and NDEAs correct errors in a timely manner.

**For organizations that have NOT implemented the Travel Policy Compliance Tool:** The Defense Travel Management Office will manage the process and work with Service and Agency representatives to ensure errors are corrected in a timely manner. If the potential error is an authorized expense that complies with the JFTR/JTR, the traveler must send an email to the Defense Travel Management Office at [complianceadmin@dtmo.pentagon.mil](mailto:complianceadmin@dtmo.pentagon.mil) and courtesy copy (cc) the AO with justification for why it was an authorized expense.

## Controls

Corrected vouchers are examined and monitored by the Defense Travel Management Office. Any suspected violations, including travelers that improperly attempt to correct an error by changing the name of unauthorized expenses and AOs that certify amended vouchers with these improper changes, will be immediately reported to the Inspector General.

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## III. Resources

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Information on the DoD Travel Policy Compliance Program is available on the DTMO website at:

<http://www.defensetravel.dod.mil>. Below is a list of helpful resources.

- Training and reference materials to support correcting vouchers are available at: [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport).
- DTMO offers a distance learning course, P-300: Compliance Tool Administration, through Defense Connect Online (DCO). To view a list of upcoming sessions, review the training schedule at: <http://www.defensetravel.dod.mil/Docs/Training/DLearningSchedule.pdf>.
- Additionally, DoD Travel Policy Compliance Program communication products are available to you and your organizations at: <http://www.defensetravel.dod.mil/site/compliance.cfm>.