

NEW YORK ARMY NATIONAL GUARD

**DEFENSE TRAVEL SYSTEM
(DTS)
STANDARD OPERATING
PROCEDURE (SOP)**



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Comptroller
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Document Approval Page

This document has been approved as evidenced by signatures and dates contained herein. Original signatures are on file at the USP&FO/MNPF-CO office.

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General

The Defense Travel System (DTS) is the Department of Defense (DoD) fully automated travel system. DTS is used to request travel authorizations (TDY travel orders), prepare reservations, receive approvals, generate traveler vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor.

DTS allows the traveler to work in a paperless environment 24 hours per day from almost any location. Travelers request a trip authorization in DTS, giving them the capability of reserving airline tickets, hotels, and rental cars online, as well as filing their voucher online.

DTS stores all documentation online for the required six years and three months, thus eliminating the need to maintain paper copies.

Purpose. This document serves to provide New York Army National Guard (NYARNG) travelers with local policy and /or procedural guidance while using the Defense Travel System (DTS). This document establishes local policies as well as administrative, transportation, and financial business rules for all users of DTS. The United States Property and Fiscal Office (USP&FO-NY) for New York, is the proponent for DTS, and provides updates to these business rules as changes occur.

Any deviations from this SOP will require Letter of Justification (LOJ) submitted to the Comptroller for approval, prior to DTS authorization submittal. There will be no exceptions.

Applicability. This SOP applies to the New York Army National Guard of the United States unless otherwise stated.

Suggested Improvements. Users are invited to submit comments, and suggested improvements to this SOP through the NYARNG, USP&FO (MNPF-CO). Users can submit their comments and suggested improvements on electronic DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ng.ny.nyarng.list.mnpf-dts@mail.mil.

SECTION 1

Duties and Responsibilities

Note: Additional information on DTS Roles and Responsibilities is located in DTA Manual, Chapter 3: Site Setup

1-1. Four Types Of Defense Travel Administrator (DTA)

DTA Roles include: Lead DTAs (LTDAs), Organizational DTAs (ODTAs), Finance DTAs (FDTAs), and Budget DTAs (BDTAs).

1-2. Lead Defense Travel Administrator/ Organization Defense Travel Administrator Responsibilities (LDTA/ODTA)

a) Oversees the actions of all of an organization's or a site's DTAs.

b) The LDTA/ODTA for each organization serves as the administrative manager for the DTS Organization. (ODTAs manage local DTS Organizations and assist LDTA in managing the overall DTS site). DTAs establish and maintain DTS in and out processing procedures and are responsible for receiving travelers into their organization on the first day the traveler reports to the organization. The ODTA must also follow the steps to detach the traveler profiles during out-processing from the organization (See Appendix L).

c) ODTAs are responsible for maintaining the traveler's profiles within their Organization. This includes updating the GTCC with the correct expiration date in every Traveler's Profile within their Organization. If not updated correctly the traveler will not be able to book flights, lodging, and rental cars through DTS, the TMC, or split payment to the GTCC.

d) ODTAs are responsible for implementing and conducting DTS user training and maintaining the traveler's training certificates within their organization. (LDTAs manage the overall State DTS Training Program).

e) ODTAs provide all training certificates and required documents to the LDTA, located in the Resource Management Officer of the United States Property and Fiscal Office, for ROs and NDEAs within their organization.

f) Ensure that all users with appointed DTS roles have a current signed DD Form 577 and required training on file.

1-3. Finance Defense Travel Administrator (FDTA)

a) Set up and maintain financial assets for one or more organizations.

b) The FDTA has fund control responsibility within DTS and is responsible for managing lines of accounting and budgets and ensuring that all financial information remains accurate.

c) The FDTA must comply with all local financial policies and procedures for monitoring funds. The FDTA must also be familiar with Joint Travel Regulations (JTR) and DoD Financial Management Regulations, and their respective Service/Agency internal control policies.

d) The FDTA must be appointed in writing as an Accountable Official. When the appointment ends, it must be revoked in writing. In addition, the FDTA's permission level must be reduced to the lowest allowable level to perform his or her duties, thereby eliminating access to DTA functions.

1-4. Budget Defense Travel Administrator (BDTA)

Help an FDTA set up and maintain DTS budgets.

1-5. Non-DTS Entry Agent (NDEA)

a) This role creates, updates, and submits documents for travelers who cannot access DTS. The main difference between them is that a NDEA can sign a voucher for a traveler, while a travel clerk cannot. DD Form 1351-2 (Travel Voucher or Sub voucher) or SF 1164 (Claim for Reimbursement for Expenditures on Official Business)

b) The NDEA's T-Enter stamp on a DTS voucher for a traveler certifies that the information contained in the traveler's signed DD Form 1351-2 matches the data entered into DTS.

1-6. Routing Official (RO)

The most common Routing Officials are Authorizing Officials (AOs), Certifying Officers (COs), and Reviewing Officials (ROs).

c) Routing Officials are a part of the approval process for travel authorizations and vouchers. They can be first line supervisors, budget analysts, or anyone who serves in a support mode for reviewing travel authorizations and vouchers.

d) Ensure all travel documents and substantiating documents are complete and validated for accuracy prior to submitting to the next level and stamping Reviewed.

e) They use DTS to:

1. Review travel documents
2. Return incorrect travel documents to the traveler for correction
3. Approve travel authorizations and payment claims (AO)
4. Certify funds availability (CO)

5. Cancel authorizations when trips are cancelled

1-7. Authorizing Official (AO)

The Authorizing Official (AO) is at the operational level. AOs control the mission by authorizing travel and controlling the use of travel funds in accordance with the JTR.

a) The AO authorizes only travel necessary to accomplish the mission of the Government. An AO may also be a Certifying Officer (CO).

b) AOs must be appointed in writing as an Certifying Official, as such, may be held financially liable for erroneous payments resulting from the negligent performance of their duties.

c) Authorizing Officials has access to the travel authorizations and budgets associated with the travelers for which the AOs are responsible. Specific actions that AOs may take:

1. AOs review and approve or disapprove proposed trips based on trip data, estimated costs, available resources, and exceptions to DoD travel policy.
2. Review and approve or disapprove expenses claimed not included in the approved authorization for the trip.
3. Review exceptions to policy and input rationale if approved. AOs can limit expenses, when necessary, on the authorization prior to travel when traveler is using a Constructed Travel Worksheet (CTW).
4. Review the status of a specified travel authorization.
5. Review the status of financial accounting for a specified trip.
6. Place appropriate DTS Stamp on DTS travel documents.
7. AOs become COs when authorization has advance request or scheduled partial payments.
8. Perform duties within the regulatory guideline contained in the Desktop Guide for Authorizing Officials – June 11, 2020.

1-8. Certifying Officer (CO)

a) Certifying Officers approve DTS authorizations, local vouchers, and vouchers. Local vouchers are used to reimburse travelers for travel expenses incurred on trips completed within a 12- hour time period, and miscellaneous expenses.

b) Certifying Officers are responsible for certifying documents prepared in DTS for payment in accordance with appropriate travel regulations and policies.

c) May be held financially liable for erroneous payments resulting from the negligent performance of their duties.

d) Perform duties within the regulatory guideline contained in the Desktop Guide for Authorizing Officials – June 11, 2020.

1-9. Traveler

Travelers may create, amend, and digitally sign DTS authorizations, vouchers, and local vouchers. Travelers are not accountable officials, but are legally liable for submitting false or fraudulent claims for payment in accordance with 18 U.S.C. 287 and 1001 and 31 U.S.C. 3729 (also known as the False Claims Act).

a) Before official travel occurs, travelers or others authorized to act on their behalf must:

1. Verify the organization, personal, and financial information contained in the travelers' DTS personal profile is accurate.

2. Create and digitally sign authorizations that:

i. Establish the conditions for official travel.

ii. Identify the purpose for official travel.

iii. Identify the basis for travel allowances and reimbursement for official expenses.

iv. Are not modified retroactively to add, delete, or change travel allowances except to correct or complete the authorizations.

b) Provide justifications for pre-audit flags.

c) Submit requests for other than economy/coach class travel in accordance with the JTR.

d) Electronically attach all required pre-trip substantiating documents.

e) Ensure the GTCC is activated after authorization is approved.

f) After official travel has occurred, travelers (or others authorized to act on the traveler's behalf) create vouchers from authorization, digitally sign vouchers, and must:

1. Adjust "should cost" estimated expenses to reflect actual expenses incurred. Travelers must be mindful of changes in lodging and per diem rates by comparing lodging costs on receipts against the "should cost" estimated rate.

2. Electronically attach:
 - i. Receipts or locally approved missing receipt forms for all lodging expenses.
 - ii. Receipts for reimbursable expenses of \$75.00 or more and lodging receipts.
 - iii. Approvals for other than economy/coach class travel.
 - iv. A signed manually prepared or electronically produced DD Form 1351-2 or SF 1164. This requirement applies when NDEAs digitally sign/T-enter DTS vouchers.
 - v. DoD Component required documents.
3. Include justifications for travel expenses that:
 - i. Substantially exceed authorized "should cost" estimates.
 - ii. Are considered unusual, but permissible, in accordance with applicable laws, the JTR, and DoD Component guidance.

1-10. Transportation Officer (TO)

a) Transportation Officers (TOs) are appointed or designated by the commander/director of a military activity to perform traffic management functions. This person may be designated as "installation transportation officer," "traffic manager," "traffic management officer," or "passenger transportation officer."

b) Specific actions that TOs may take:

1. Assist in the development of organization business rules
2. Manage and reconcile Centrally Billed Accounts (CBAs)
3. Handle short notice travel
4. Coordinate group travel
5. Arrange travel through Patriot Express

Note: CBA Specialist is the term used in DTS to identify the person who is responsible for reconciliation and certifying the invoice for payment made against the Centrally Billed Account. The CBA-Specialist was previously referred to as the "Transportation Officer", though TOs do not always perform CBA reconciliation.

SECTION 2
Permissions and Access

The following are permission levels and access associated to the roles within DTS (See Appendix G and H):

| <u>Roles</u> | <u>Permission Level</u> | <u>Organization or Group Access</u> |
|------------------|-------------------------|-------------------------------------|
| Traveler | 0 | None |
| NDEA | 0 | Group/T-Enter Stamp |
| Routing Official | 0, 1, 2 | Organization/Group |
| Budget DTA | 0, 1, 3 | Organization/Group |
| CBA Specialist | 0, 4 | Organization/Group |
| DMM | 0, 1, 2, 6 | Organization/Group/DMM |
| ODTA | 0, 1, 5 | Organization/Group |
| LDTA | 0, 1, 2, 3, 4, 5, 6 | Organization/Group |

SECTION 3 DTS Training

3-1. Traveler Explorer (TraX)

a) The DTMO provides useful travel resources, tools, and training resources via the TraX. To access TraX, you must first log into Passport, DTMO's web portal.

b) To log into Passport, go to <https://www.defensetravel.dod.mil/Passport>. If you do not have an account, you must register by selecting the **Register** button. After you log in, select the **Training** tab to open the Training module.

c) *Instructions for Accessing Training in Travel Explorer (TraX)* information paper (found in Appendix J), explains how to access various training options in TraX.

d) Training resources available through TraX include:

1. *Distance Learning Classes* (webinar sessions presented by live instructors). Students register in advance for a specific topic. Sessions are from 30 minutes to 60 minutes in length.

2. *Web Based Training Classes* (self-paced training modules available 24/7). WBTs provide hands-on, interactive travel training. There are over 30 classes offered covering an array of travel topics and ranging from 30 minutes to 90 minutes in length.

3. *Knowledge Center* (frequently asked questions). A user can enter a question and search for a response or browse from a listing of travel topics to find solutions.

3-2. Public Law 104-106

a) Public Law 104-106, Certifying Officers Legislation (COL), mandates all AOs, COs and DTAs to complete specialized training annually, such as the AO/RO - Training for Accountable Officials and Certifying Officers (TAOCO) course that is offered in TraX. This ensures that AOs and COs understand the policies that regulate travel expenditures and the approval process.

b) AO and COs are accountable for the correctness of documents that they authorize or certify. They are responsible for verifying that the Federal Government payments they certify are legal, proper, and correct. If any payment is found to be illegal, improper, or incorrect, the individual may be held personally liable for reimbursing the Government for the amount of the payment.

Note: AO/RO – Training for Accountable Officials and Certifying Officers must be completed annually.

3-3. Certification

a) ODTAs are required to maintain a record of training certificates, and a current DTS Training tracking method for all DTS users assigned in the local organization.

b) LDTAs are required to maintain a record of training certificates, and a current DTS training tracking method for all appointed users within the DTS site.

c) Routing Officials, Approving Officials, Certifying Officials, DTAs, and NDEAs must complete required training, and provide completion certificates to their ODTA. (See Appendix H)

3-4. DTS Course File Naming Convention

DTS Course file naming convention is DTS_Name of Course_Name of Person_Date (Example: DTS_COL_BuhrA_31MAR19).

3-5. DTS Training Table

| <u>DTS Role</u> | <u>Required Classes</u> | <u>Recommended Additional Classes</u> | <u>Intervals</u> |
|--|---|---------------------------------------|------------------|
| Traveler Cardholder | 17, 18, 20, 31 | 30, 36 | Initial |
| NDEA | 17, 19, 29, 20, 5, 6, 21, 22, 23, 25, 30, 31, 34, 36, 37, 38 | 14, 15, 16 | Initial |
| AO / RO / CO | 1, 2, 3, 5, 6, 12, 17, 18, 20, 31, 21, 22, 23, 24, 25, 30, 36 | 14, 15, 16, 37, 38 | Annually |
| LDTA / ODTA | 17, 18, 20, 31, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 21, 22, 23, 24, 25, 30, 34, 36 | 14, 15, 16, 27, 37, 38 | Annually |
| FDTA / BDTA | 17, 18, 20, 31, 2, 3, 5, 6, 7, 12, 21, 26, 22, 23, 24, 25, 29, 30, 34, 36 | 14, 15, 16, 27, 37, 38 | Annually |
| DMM | 17, 18, 20, 31, 2, 3, 5, 6, 21, 22, 23, 24, 25, 28, 30, 34, 36 | 14, 15, 16, 27, 37, 38 | Annually |
| TO | 17, 18, 20, 31, 1, 5, 6, 21, 22, 23, 24, 25, 30, 34, 36, | 14, 15, 16, 27, 37, 38 | Annually |
| <p>Note 1: Training required for Certifying Officer Legislation is defined in the DoD FMR. Government Travel Charge Card Training requirements are defined in the GTCC Regulations and NYARNG GTCC SOP. Therefore these class are not listed in chart above. (E.g. Training for Accountable Officials/Certifying Officers (TAOCO) and Travel Card Program (Travel Card 101).</p> <p>Note 2: Classes are available via TraX either as on-demand web-based training classes or as scheduled distance learning classes.</p> | | | |

3-6. Training Classes

| <u>Number</u> | <u>Class</u> | <u>Type</u> |
|---------------|--|-------------------|
| 1 | AO/RO - The DTS Approval Process | Web Based |
| 2 | AO/RO - Training for Accountable Officials and Certifying Officials (Initial COL) | Web Based |
| 3 | AO/RO - Training for Accountable Officials and Certifying Officials (Annual COL Refresher) | Web Based |
| 4 | AO/RO - Travel Certificate Program Final Assessment | Web Based |
| 5 | AO/RO - Vital Skills for Authorizing Officials Applied | Web Based |
| 6 | AO/RO - Vital Skills for Authorizing Officials | Web Based |
| 7 | DTA - Maintenance Tool: An Overview | Web Based |
| 8 | DTA - Maintenance Tool: Groups | Web Based |
| 9 | DTA - Maintenance Tool: Organizations | Web Based |
| 10 | DTA - Maintenance Tool: People | Web Based |
| 11 | DTA - Maintenance Tool: Routing Lists | Web Based |
| 12 | DTA - Reports | Web Based |
| 13 | DTA - Troubleshooting & Best Practices for DTAs | Web Based |
| 14 | DTM Prototype - Expense Report Tips & Troubleshooting (M110) | Distance Learning |
| 15 | DTM Prototype - Introduction Session Approver (M105) | Distance Learning |
| 16 | DTM Prototype - Introduction Session Traveler (M100) | Distance Learning |
| 17 | DTS (Basic) - About DTS | Web Based |
| 18 | DTS (Basic) - DTS Travel Documents (DTS 101) | Web Based |
| 19 | DTS (Basic) - Non-DTS Entry Agent (NDEA) | Web Based |
| 20 | DTS (Special Topic) - Cancellation Procedures | Web Based |
| 21 | DTS (Special Topic) - Constructed Travel | Web Based |
| 22 | DTS (Special Topic) - Group Travel | Web Based |
| 23 | DTS (Special Topic) - Itinerary Changes | Web Based |
| 24 | DTS (Special Topic) - OCONUS Travel | Web Based |
| 25 | DTS (Special Topic) - Personal Leave with Official Travel | Web Based |
| 26 | DTS (Special Topic) FY Crossover | Web Based |
| 27 | Enterprise Web training System (EWTS) Setup and Application (D205) | Distance Learning |
| 28 | FDTA - Debt Management Monitor | Web Based |
| 29 | FDTA - Lines of Accounting /Budgets | Web Based |

| <u>Number</u> | <u>Class</u> | <u>Type</u> |
|----------------------|--|--------------------|
| 30 | Program & Policies - City Pair Program | Web Based |
| 31 | Program & Policies - Joint Travel Regulations Overview | Web Based |
| 32 | Program & Policies - Managing Travel Card Misuse | Web Based |
| 33 | Program & Policies - Managing Travel Policies 101 | Web Based |
| 34 | Program & Policies - TDY Travel Policies 101 | Web Based |
| 35 | Program & Policies - Travel Card Program Management (APC Course) [Mandatory] | Web Based |
| 36 | Program & Policies - U.S. Government Rental Car Program | Web Based |
| 37 | TCP Refresher (D325) | Distance Learning |
| 38 | Travel Policy Tool Administration (P300) | Distance Learning |

SECTION 4 DTS Generated Travel Documents

4-1. General

In accordance with the Joint Travel Regulations (JTR), the Department of Defense (DoD) may reimburse a traveler for reasonable expenses incurred during necessary, and authorized TDY travel for official business.

4-2. Purpose

The purpose of this document is to identify travel and transportation allowances payable to Service members, civilian employees, and invitational travelers.

4-3. Authorization

a) The traveler, Authorizing Official (AO), and Certifying Officer are responsible for controlling the costs of travel. It is expected that good judgment will be exercised and costs will be kept at a minimum when first authorizing the use of Government funds and using them. When travel is an inherent component to conduct business activities, travelers are expected to travel only when necessary and in accordance with this guidance and the JTR. Noncompliance with this guidance may result in delayed or denied reimbursement and disciplinary action.

b) Authorizations should be created, signed, reviewed and approved before travel begins unless urgent or unusual situations prevent prior creations and approval. Authorizations may include multiple temporary duty (TDY) destinations.

c) DTS supports two types of authorizations:

1. Authorizations establish "should cost" estimates for official travel by a single traveler on a single TDY trip.
2. Group authorizations are appropriate when multiple people are traveling together to the same TDY location(s).

*Note: NYARNG does **NOT** permit use of Group Authorizations due to numerous user and system errors.*

d) All authorizations:

1. Provide travelers with information regarding what travel expenses are authorized to be paid.

2. Provide Commercial Travel Offices with necessary documentation for arranging official travel.
 3. Provide necessary financial information for budgetary planning.
 4. Identify travel purposes.
- e) All authorizations must include applicable:
1. Travel itineraries.
 2. Reservations or cost information for travel and lodging.
 3. Estimated miscellaneous expenses.
 4. Per Diem and mileage allowances.
 5. Funding information.
 6. Non-ATM advance and SPP requests (when applicable).
 7. Justifications for selections that are considered unusual, but permissible, in accordance with applicable laws, the JTR, and DoD Component guidance.

4-4. Voucher

- a) Vouchers are submitted in DTS to:
1. Reimburse the traveler and the GTCC vendor for all legitimate, travel-related expenses incurred while on official travel.
 2. Pay the allowances to which the traveler is authorized as a direct result of official travel.
 3. DTS supports two types of vouchers: Voucher from Authorization and Local Voucher.
 - 1) Vouchers from Authorization: Are used to claim reimbursement for official travel expenses incurred on TDY. Must be completed and submitted within five working days of return to or arrival at the permanent duty station in accordance with DoD FMR, Volume 9, Chapter 8.

Must include applicable:

- i. Accurate itinerary information, to include points of origin and destination, TDY locations, and modes of travel.
 - ii. Actual dates, costs, and types of authorized expenses.
 - iii. Information that supports the calculations of claimed allowances.
 - iv. GTCC split disbursement information and electronic funds transfer (EFT) information.
 - v. Receipts for reimbursable expenses of \$75.00 or more, rental car, airfare/CTO Fees, and lodging receipts, regardless of the dollar amount. COs/AOs may require travelers to provide receipts when expenses appear inaccurate, inflated, or fraudulent.
 - vi. Other supporting documentation required in accordance with applicable laws, the JTR, and DoD Component guidance. Vouchers digitally signed by an NDEA must include an accurate and signed DD Form 1351-2 or SF 1164.
 - vii. Traveler's or NDEA's digital signature, AO's digital signature, and other digital signatures as required by DoD Components.
- 2) Local Voucher. Local vouchers are used to claim reimbursement for official travel expenses in the local area of the permanent duty station. Travelers:
- i. Must submit local vouchers as soon as possible after official local travel expenses have been incurred.
 - ii. May submit claims for reimbursable expenses such as taxis, public transportation, and parking, as well as mileage allowances incurred on official local travel.

Any deviations from this SOP will require Letter of Justification (LOJ) submitted to the Comptroller for approval, prior to DTS authorization submittal.

4-5. Scheduled Partial Payment (SPP)

Scheduled Partial Payments (SPPs) are established for travel over 45 days. DTS calculates the amount paid to the traveler and to the GTCC. Ensure the authorization has an accurate cost estimate lowering the chance of the traveler incurring a debt. The only partial payments to the Government Travel Charge Card (GTCC) are those authorizations with lodging. If the Soldier receives SPPs, it is the Soldier's responsibility

to make monthly payments to their GTCC for any additional charges to prevent becoming delinquent.

a) Travelers shall request SPPs as part of their authorization request when official travel is greater than 45 days. After the AO approves SPP requests, DTS will schedule a payment every 30 days for the amount of anticipated expenses.

b) SPPs split-disburse funds to the GTCC vendor (Citibank) to avoid account delinquency and suspension.

Note: If a trip is cancelled, ensure the SPP is de-scheduled to avoid a potential overpayment and debt to the government.

4-6. Payment by Electronic Funds Transfer (EFT) and Split-Disbursement

a) Travelers receive allowances and reimbursements for authorized travel expenses via EFT.

b) Travelers issued GTCCs must submit vouchers that split-disburse funds to the GTCC vendor (Citi Bank) for expenses incurred during official travel. The remaining funds are paid to travelers via EFT.

c) Travelers or others authorized to act on their behalf, must verify:

1. EFT and GTCC information stored in the DTS personal profile is accurate.
2. Vouchers accurately reflect expenses that were charged to GTCCs (e.g., fuel, lodging, airfare, rental car, etc.).
3. Expenses are accurately displayed on the Payment Totals screen.
4. The traveler correctly computed and has split payment to satisfy their GTCC balance, if any.
5. All supporting documents, receipts, etc. are uploaded in DTS.

4-7. End of Year Travel

a) All DTS authorization must be approved prior to a cutoff date in the last month of a FY, as AOs will lose the ability to obligate funds.

b) Authorizations submitted after the cutoff date, will need to have a Letter of Justification approved by the Chief of Staff, uploaded into the Substantiating Documents in order for the AO to approve the authorization.

4-8. Fiscal Year Crossover Travel

a) LOA is available.

If a TDY begins on 18 September (current fiscal year), and ends on 6 October (new fiscal year), the traveler creates the authorization for the entire travel period. This step requires the traveler to include both the current fiscal year LOA and the new fiscal year LOA. TDYs involving fiscal year crossovers will be automatically allocated.

b) LOA is not available.

(1) If a TDY begins on 18 September (current fiscal year), and ends on 6 October (New fiscal year), traveler creates an authorization for the portion of travel that occurs in the current fiscal year. The trip end date and TDY departure date are September 30, regardless of the actual trip end date. Only current fiscal year LOAs appear in the document. When the AO approves the authorization, the traveler can travel.

(2) When the new fiscal year LOAs are available, the traveler amends the authorization to extend the trip end date and TDY departure date, and add the new fiscal year LOAs.

Note: For further information, please refer to the DTS Guide to Processing Authorizations for the New Fiscal Year

SECTION 5

The Authorization

5-1. Trip Description for DTS Authorization

A trip description is mandatory. The Authorizing Official (AO) requires the following information prior to approval of travel (avoid acronyms, spell out verbiage):

- a) A brief description for Temporary Duty (TDY) travel.
- b) 1) The Full Name 2) SSN 3) Purpose 4) Duty Status 5) Unit Name and Location of Home Unit 6) AFCOS Pay Order number 7) Mode of Travel

5-2. Dual LOA

When using more than one LOA, add comment in Trip Description. (See Example 2).

- 1. *EXAMPLE 1:* 1) Full Name 2) SSN 3) Purpose 4) Duty Status 5) Unit Name and Location of Home Unit 6) AFCOS Pay Order number 7) Mode of Travel
- 2. *EXAMPLE 2 (Dual LOA):* 1) Full Name 2) SSN 3) Purpose 4) Duty Status 5) Unit Name and Location of Home Unit 6) AFCOS Pay Order number 7) Mode of Travel

5-3. Reference Codes

If applicable, reference code(s) must be provided.

Note: The Reference block assists the Approving Official in the proper tracking and auditing monthly DTS transactions.

5-4. Transportation Mode

The Authorizing Official (AO) should direct or authorize the transportation mode for official travel. If the AO does not direct a specific transportation mode, air transportation is ordinarily the authorized mode. The traveler must use the Travel Management Company (TMC). (See the JTR, paragraph 010201.)

- a) An AO may authorize, but cannot direct a traveler to use a POV in connection with travel on official government business. This limitation also applies to travel as a passenger in a POV. (See the JTR, paragraph 020210.) Note: An employee may not be prohibited from using a POV on official travel. See FTR 301-70.105 on administering the authorization and payment of employee POV travel expenses.
- b) When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV mileage is compared to the constructed cost of the authorized transportation type and the lesser of the two

amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost plus the TMC fee. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid. No other costs, such as taxi fare or parking, are included in the comparison.

5-5. Constructed Travel Worksheet (CTW)

Per the JTR, mileage more than 400 miles one-way or more than 800 miles round trip, requires a CTW. Constructed Travel is when a traveler chooses a mode of travel other than the preferred or authorized mode. One example is when a traveler drives a POV or rental car instead of flying. When this occurs, the traveler is required to provide a cost-comparison to the Authorizing Official (AO) when round trip mileage is over 800 miles.

a) Below are the steps required to complete the CTW:

1. The CTW link on the Pre-Audit Trip screen opens the CTW screen. The screen displays links to two CTWs: one used for an authorization and one used for a voucher. The user selects the appropriate worksheet to complete.
2. Upload the CTW as a substantiating record when completing an authorization and annotate it in the note section. Check the CTW box under substantiating records.

b) The approving official will review the cost comparison and approve/disapprove the authorized amount of reimbursement based upon the CTW. When cost is limited to the CTW only one travel day and no lodging is authorized.

Note: AOs will limit the reimbursement to the cost of the flight and the TMC fee, on the Authorization PRIOR to travel, unless the traveler provides accurate, detailed data justifying full reimbursement and the CTW confirms the full reimbursement is more advantageous to the government. Use of TRAX Trip Tools is recommended for capturing accurate cost estimates.

5-6. Applicability

DoD travelers must use the Defense Travel System (DTS) for certain types and circumstances of travel. However, there are types or circumstances of travel that DTS does not support. Below is a summary of when DTS can or cannot be used.

a) Temporary Duty (TDY)

Service members, DoD civilian employee, dependent of a Service member, civilian employee, and invitational traveler may use DTS for TDY travel.

b) DTS does not support the following TDY travel scenarios:

1. Civilian employee on a long-term TDY at one location for more than 365 consecutive days cannot use DTS. Although the DoD may designate this duty as temporary, the Internal Revenue Service (IRS) may consider the TDY to be permanent and the reimbursement to be taxable income (see JTR, paragraph 020313). A civilian employee receives an IRS Form W-2, Wages and Tax Statement and must submit the travel voucher to servicing finance office, not through DTS.
2. Civilian employee appointed to perform diplomatic duties under Title 22 U.S.C., Section 2385(d), cannot use DTS.
3. Civilian employee performing official assignments funded by a non-DoD Agency must follow that Agency's travel and transportation policies and cannot use DTS.
4. A traveler performing TDY in conjunction with a permanent change of station (PCS) cannot use DTS. The traveler must process the TDY with the final PCS travel voucher.
5. A traveler who initiates a TDY trip in a travel system other than DTS must finalize the trip in the original system and cannot use DTS for any portion of that trip.

c) DTS does support the following travel scenarios:

1. If a Service member is on a TDY for 31 or more days and is authorized or approved travel allowances to ship household goods (HHG) or unaccompanied baggage then the actual shipping costs may be reimbursed up to the Government's Constructive Cost (GCC) for the TDY HHG weight allowance pounds listed in JTR, Table 2-25. These shipments must be arranged through the Transportation Officer (TO). If the TO authorizes the traveler to personally arrange the shipment, the TO must provide the traveler the GCC documentation, and the traveler must upload the GCC documentation provided by the TO, and the shipment's receipts when submitting their DTS voucher.
2. If a civilian employee is on a TDY for 31 or more days and is authorized or approved travel allowances to ship unaccompanied baggage then the actual shipping costs may be reimbursed up to the Government's Constructive Cost (GCC) for the TDY HHG weight allowance as referenced in JTR, par. 020505. These shipments may be arranged through the Transportation Officer (TO). If the TO authorizes or the employee elects to personally arrange the shipment, the TO must provide the traveler the GCC documentation, and the traveler


must upload the GCC documentation, provided by the TO, and the shipment's receipts when submitting their DTS voucher.

Note:

| | | |
|---|----------------------------------|---|
| 1 | TDY Orders (Other Than Training) | A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.* |
| 2 | TDY Orders for Training | Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more |

5-7. Travel within Local Commuting Area

The “local commuting area” is defined as the area within the Permanent Duty Station (PDS) limits, and the metropolitan area around the PDS served by the local public transit systems, the local commuting area as determined by the AO or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. *An arbitrary distance radius must not be defined for the local commuting area.*

Note: AO must submit as Memorandum requesting exception to the local commuting area, prior to traveling. 

a) NYARNG defines local commuting area as travel between bordering counties. Travelers can determine whether they are within the bordering counties by utilizing the enclosed excel workbook. (See NYARNG Local Commuting Area Sheet attached within this SOP)

b) NYARNG personnel on TDY orders whose permanent residence is within the local commuting area ARE NOT entitled to per diem.

c) NYARNG personnel who perform TDY within the local commuting area, but outside their Permanent Duty Station (PDS) ARE NOT entitled per diem, unless overnight lodging is required and government meals (rations) are not available.

d) NYARNG Full-Time personnel ARE NOT authorized local mileage reimbursement and will utilize GSA or military vehicles when reporting to alternate duty sites within the local commuting area.

e) NYARNG Traditional (M-Day) personnel ARE authorized local mileage reimbursement (1 round trip within calendar year) between their residence and place ordered to active duty when the member commutes using their privately owned vehicle (POV) in the following duty statuses:

1. Active Duty for Training (ADT)

2. Active Duty for Operational Support (ADOS) (for orders less than 30-days)
3. Annual Training (AT) (Only 1 round trip is authorized per 15-days of AT)

5-8. Invitational Travel Authorization (ITA)

The authorized travel of individuals who are: not employed by the Government; employed intermittently by the Government under **5 U.S.C. § 5703 10 U.S.C. § 1588** as consultants or experts and paid on a daily basis (when actually employed); or serving without pay or at \$1 a year, or a volunteer covered by. ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business. The traveler must be an actual "participant" in the proceedings of the gathering, and not there only for attendance. See the JTR, Chapter 3, section 0305.

1. Allowances. An individual traveling on an invitational travel authorization is authorized standard travel and transportation allowances, as specified in the JTR, Chapter 2. (JTR, par. 030501-B)
2. Exception. Under certain circumstances, if a Service member or civilian employee is TDY and it is in the Government's interest for a spouse to accompany the traveler, then the spouse may only be authorized transportation expenses. (JTR, par. 030501-B)
 - a) Permanent Duty Travel/Permanent Change of Station (PCS) Travel.

Service member, DoD civilian employee, dependent of a Service member or civilian employee must not use DTS for permanent duty travel.

SECTION 6 Travel

6-1. Allowable Time for Traveling

a) A traveler is paid per diem when traveling based on the allowable travel time, which considers the authorized transportation, the transportation mode used, and the official distance. All time that is not official travel time must be accounted for in accordance with the appropriate Service or Agency regulations. (JTR, par. 020302)

1. If the authorized transportation is by air, a maximum of 1 day of travel time is reimbursable for travel in the continental United States (CONUS) and within areas outside the CONUS (OCONUS). For bus or train transportation, allowable travel time is the actual time needed to travel over the direct route, including necessary delays.
2. If the authorized transportation is a Government automobile, rental car, or privately owned vehicle and is considered advantageous to the Government, one day of travel for every 400 official miles is allowed.

b) Exception. If the traveler uses less time than the allowable travel time, per diem is paid for the actual time used. Additional travel time may be authorized or approved if the actual time exceeds the authorized time for reasons beyond a traveler's control. (JTR, par. 020302)

6-2. Travel Reservations

All DTS travelers must make their own arrangements for air transportation, lodging, and rental cars within the DTS Reservation Module, which is linked with the TMC. The TMC charges the traveler's Individually Billed Account (IBA) for airline tickets no earlier than 72 hours before departure. Travelers can contact the TMC at 1-800-269-2423 with changes in itinerary or cancellation of the TDY. The traveler must also access DTS to load the amendment to the approved Trip Authorization, or cancel the Trip Authorization.

Note: Use of DTS/TMC is MANDATORY for ALL travel arrangements unless otherwise directed. If reservations are made outside DTS/TMC, then expenses may not be reimbursed.

Note: Changes or adjustments after completion of travel will be done on voucher. Do not amend the authorization after travel unless approved for an exception. Changes or adjustments before or during travel can be made on the authorization.

6-3. Short-Notice Travel Arrangements

In times where travelers have been directed to travel within 4 days and/or DTS is not available, the Approving Official must provide Verbal Order of the Commander (VOCO), written or emailed approval PRIOR to travel. However, the traveler will still make arrangements via DTS or Travel Management Company (TMC) via phone at 1-800-269-2423.

a) The traveler/NDEA must complete an authorization within DTS immediately, during the mission, or upon return from the mission if time permits. If the authorization is more than 30 calendar days after the effective date of the VOCO, provide the AO written justification in the comments to approving official box in DTS for the delay and the action taken to prevent recurrence in accordance with AR 600-8-105, 1-23.

b) An Approving Official must approve the trip request before the traveler can file a voucher. Should the traveler require an airline ticket, they must have a written approval (i.e. DD 1610) from the Program Manager stating that the traveler can complete the trip, and provide the signed form with Line of Accounting (LOA) to TMC.

c) The NYARNG Lead Defense Travel Administrator (LDTA) cannot approve VOCO airline tickets without approval from the Program Manager. When using Emergency TMC to make travel arrangements, the traveler will provide their Individually Billed Government Credit Card Information to avoid misuse of the CBA.

Note: Authorization After Trip Start Date Flag populates when the Authorization is not approved before the first day of the trip. This flag requires justification on the Pre-Audit Screen that includes DTS AO name, Date approved before trip start date, and the reason for delay.

6-4. Air Transportation

Travelers requiring airline tickets must select the General Services Administration (GSA) city-pair flights under most circumstances.

a) If a traveler requests a flight on a carrier other than a GSA city-pair carrier, and a GSA city-pair carrier services that route, then traveler must provide justification in the comments section of the Trip Authorization as to why they are not using the GSA city-pair flight.

b) The TMC will also annotate the cost of travel via the GSA city-pair in the appropriate blocks of the Passenger Name Request (PNR) for transfer to the comment section of the Trip Authorization. This allows the Approving Official the ability to process a cost comparison and either approve/disapprove the airfare. For TMC assistance outside of DTS, contact TMC via phone at 1-800-269-2423.

1) Low Cost Fares. Travelers may use airfares that are lower cost than GSA city-

pair fares and generally available to the public. However, the traveler must provide justification by selecting the proper reason code in the Trip Authorization Pre-Audit screen in DTS. The lower cost fare does not always allow for ticket changes or refunds should there be a change to the flight itinerary.

2) Restricted Fares. DTMO provides oversight of the Department's Restricted Fares use. The Joint Travel Regulations (JTR) states, "The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these routes when they are available. When a City Pair Program fare is available, the Authorizing Official must use the Restricted Fares Checklist when considering the approval of restricted airfares." (See JTR, par. 020206-M)

- (a) When a city pair fare is available, the Authorizing Official must use the decision support, known as the Restricted Airfare checklist (found in Appendix M), to assist in determining if a restricted airfare is advantageous to the Government.
 - (b) When a city pair fare is NOT available, the traveler and Authorizing Officials must consider (1) the chance that the flight will be changed or canceled, and (2) applicable charges and fees that may be incurred, when determining if the savings is worth the risk that the trip will change. Use of the Restricted Airfare Checklist is not required, but travelers must follow their Service or Agency guidelines for using restricted tickets.
- c) Important items to note about the use of restricted fares:
- 1) Authorization for use when a city pair fare is not available must be obtained on a case-by-case basis. Blanket authorization and justification for use of restricted fares is prohibited.
 - 2) If a restricted airfare is approved, the funding command accepts total responsibility for the restricted airfare ticket should the trip be changed or cancelled for any official reason.
 - 3) Restricted airfares must be purchased through the TMC and paid for with a GTCC. Restricted airfares may not be purchased through on-line booking services.
 - 4) If approval is given for use of a restricted airfare, the traveler must contact the TMC to have the ticket issued; DTS does not do this automatically upon Approving Official approval.
- d) Both travelers and Authorizing Officials should be aware of the fare rules and shortened ticketing timelines. Typically, restricted airfares require approval within

24 hours or less, are not transferable if cancelled, and can have specifics on when a cancelled ticket must be rebooked.

Note: Avoid use of Restricted or Limited Flights unless you can meet all required caveats associated with the flight selected or otherwise directed. Restricted or Limited Flights are nonrefundable and restrictions apply. Costs may be incurred in the event of a cancellation.

6-5. Frequent Traveler Miles

Section 1116 of the Fiscal Year 2002 National Defense Authorization Act (NDAA) authorized Federal employees to retain promotional items, including frequent traveler miles earned on official travel. All NYARNG travelers may keep promotional material including frequent flyer traveler benefits earned on official business at agency expense. Travelers must obtain the promotional material under the same terms as those offered to the public and at no additional government cost. The Federal Government prohibits use of non-contract carriers solely in order to gain personal frequent traveler benefits.

6-6. Premium/Business Class Travel

Travelers are not authorized to make business or first-class ticketing, however, travelers may use the Frequent Traveler Miles earned during official travel to upgrade official flights to business or first-class accommodations as long as the traveler does not wear a military uniform, and there is no public advertisement of rank or grade.

6-7. Ticketing

Electronic ticketing (e-ticket) is the method of ticketing. The TMC will use electronic ticketing for all Contiguous United States (CONUS) flight arrangements. However, if a traveler requires a paper ticket the traveler must arrange to pick up the ticket from the TMC no later than two business days prior to departure. The TMC will assign the cost of printing the ticket to the traveler unless the paper ticket is mission-related as determined by the NYARNG Transportation Officer.

6-8. Ticketing Changes

a) Airline-Initiated Changes. The TMC provides the traveler all pertinent information contained in the traveler's finalized ticket itinerary, normally via email. At a minimum, this information includes the PNR locator number and all flight, car rental, and lodging information with costs and ticket numbers.

b) The traveler must upload the documentation in DTS in the corresponding expense and/or substantiating documentation when filing their travel voucher. The TMC is required to notify traveler of any changes or updates to a PNR prior to the trip via hard copy, email, or if short notice, by telephone. The traveler must manually input

these changes in the appropriate screens in DTS (Ticketed Transportation, Lodging, or Reservation Expenses) when completing the voucher.

c) Traveler-Initiated Changes. Should the traveler require airline ticket changes prior to departure, they must contact the TMC at 1-800-269-2423. For any travel arrangement changes that results in additional cost, the traveler must obtain approval from the Approving Official prior to changing travel. The traveler is responsible for all costs that are incurred for changing or cancelling tickets for personal reasons unless the change is for a mission-related reason or an emergency beyond the traveler's control.

6-9. Cancellation Fees/Penalties

Occasionally, travelers must cancel travel plans at the last minute due to changes in mission requirements. If airfare that has been ticketed by the TMC is cancelled, there will be a TMC Fee charged to the traveler. The traveler will Trip Cancel authorization with expenses incurred, then file a voucher to claim the TMC fee(s) only.

Note: Cancellation fees for reservations made outside of DTS/TMC may not be reimbursable.

6-10. Unused/Partially Used Tickets

a) Traveler is required to notify the TMC of any flight changes resulting in an unused or partially used ticket.

b) ODTAs run and use the Unused Ticket Report to ensure proper reporting to TMC.

6-11. OCONUS Travel

The traveler will request an OCONUS Trip Authorization in DTS similar to a CONUS trip request. The travelers must ensure they have clearance to travel to the duty location.

6-12. Travel Management Company (TMC) Fees

a) TMC Fees are not refundable and must be claimed on the travel voucher. TMC Fees can be incurred if the flight reservations are changed and/or cancelled.

b) When claiming TMC Fees on the travel voucher, ensure ticket numbers are starting with 890XXXXXXXXXX and correct dollar amounts are itemized.

c) If there are several TMC Fees, ensure each fee is itemized separately.

6-13. Baggage Fees

Travelers may request excess baggage on the authorization.

a) Traveler must provide the following information on the authorization: the number of bags, weight, justification, and any other special requirements.

b) The TMC advises carriers of excess baggage requirements when making reservations and enters in the trip record all-applicable information to the traveler (i.e., estimated cost requirements, special check-in requirements, etc.).

c) The traveler provides payment for excess baggage directly to the carrier at the time of check-in.

d) Traveler estimates the cost of excess baggage on the authorization under the non-mileage expenses and adjust the expense to the actual cost on the voucher upon trip completion.

6-14. Non-Reimbursable fees

Traveler is not authorized to be reimbursed for early boarding, seat upgrades, or preferred seating fees.

6-15. TSA Pre-Check

a) TSA Pre-Check is a voluntary, expedited security screening process offered at over 180 domestic airports that allows participants to keep on their shoes, belt, and light jacket, and leave laptops and 3-1-1 compliant liquids in their carry-on bags.

b) The program is open at no cost to DoD civilians and Service members (including Reservists, National Guardsmen, members of the Coast Guard, and students at the U.S. Military Academy, the U.S. Naval Academy, the U.S. Coast Guard Academy, and the U.S. Air Force Academy).

c) In order to use dedicated TSA Pre-Check security lanes, participants must enter their DoD ID number as the "Known Traveler Number" when making official travel or leisure airline reservations.

See link for additional information:

https://www.defensetravel.dod.mil/Docs/PreCheck_FAQs-DoD.pdf

SECTION 7

Centrally Billed Account (CBA)

CBA's are issued to the Government and the Government retains liability for CBA's.

a) Centrally Billed Account is available to travelers that do not possess a Government Travel Charge Card (GTCC) allowing them to obtain flights through DTS. CBA use is at the discretion of the Transportation Officer. If the GTCC is not in the traveler's profile or is input incorrectly, DTS will automatically default to the CBA for airfare. Travelers and ODTAs will ensure traveler profile is updated and current.

b) CBA is only to be used after ALL attempts to secure a GTCC have been exhausted, and with special approval. Conditional routing lists ensures that ONLY personnel who are truly NON-GTCC Cardholders will utilize the CBA. Authorizations with incorrect use of CBA will be returned with specific comments for correction.

c) Vouchers must be filed within 5 days after end of travel. If voucher is not filed timely, CBA Manager will file a zeroed out voucher (all expenses with exception of CBA flights/TMC Fees will be removed) to ensure timely payment to the CBA account.

d) ODTAs ensure traveler profiles are correct to avoid unauthorized CBA use. Coordinate with CBA Manager for issues or questions dealing with CBA funded travel.

SECTION 8

Ground Transportation

8-1. Use of Ground Transportation

The most cost-effective means of transportation must be used.

a) Ground Transportation to and from Terminals and rental car facilities; a traveler should always use Government or courtesy transportation to and from terminals and rental car facilities, if available.

b) Travelers may use:

1. Taxis or limousines.
2. Buses.
3. Streetcars.
4. POVs.
5. Rental cars when authorized or approved.
6. Subways or other public transportation.

c) Transportation Network Companies. Although travelers may use this transportation mode cancellation fees and penalties charged by these companies are not reimbursable expenses.

8-2. Statement of Non-Availably (SNA)

a) If a Government vehicle is not available, full time personnel (AGR, Technicians and ADOS) must upload the SNA to the Substantiating Records on the authorization, prior to the document being approved. In order to claim full transportation reimbursement, the SNA must be uploaded on the voucher as well. M-DAY personnel is exempt from submitting an SNA.

b) If traveler fails to attach a SNA, they will be reimbursed at the limited mileage rate.

8-3. Rental Car

If a Government vehicle is not available; a rental car may be authorized or approved.

a) All reservations for a rental car must be made using the DoD travel system (DTS).

b) If the DoD travel system is not available, then the traveler must contact the travel management company (TMC).

c) If a rental car is reserved through a different booking channel or agency, then

reimbursement is limited to the negotiated rate that the DoD would have paid.

d) Before requesting a rental car, the traveler should investigate the use of alternative transportation or shared rides, such as an airport shuttle, public transportation, or a taxi.

e) The traveler is responsible for ensuring that the proper rate is being charged at the time of rental and does not include fees for insurance unless required by law in foreign countries.

f) Keep in mind the following when securing a rental car:

1. A compact vehicle is the standard size for official travel, however the AO may authorize or approve a larger vehicle for a valid reason, such as, to accommodate a traveler's special needs, oversized Government equipment, safety or multiple travelers sharing a car.
2. If traveler is approved a non-standard size car, a statement noting the reason must be noted in the Authorization, as well as any substantiating document.
3. GPS system, parking, transponder, ferry, and toll expenses may be authorized or approved.
4. To receive program benefits including insurance, travelers must book the government rate, ensure "GARS" is listed on the rental contract, and present proof of official travel status.
5. Additional rental car insurance is not authorized and is not reimbursable.
6. Pre-paid fuel is not authorized and is not reimbursable. Neither can it be claimed under Transportation Expenses-Rental Car Fuel.

8-4. Privately Owned Vehicle (POV)

A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV (53 Comp. Gen 67 (1973)). If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation. If using a POV is not advantageous to the Government, then no miscellaneous reimbursable expenses associated with driving a POV are reimbursed (see mileage rates). *When computing TDY mileage reimbursement, do not round the result to the nearest dollar.* See Appendix A for Miscellaneous Reimbursable Expenses.

a) Parking, toll, and ferry expenses may be authorized or approved.

b) If a Government vehicle is authorized but not used when available, the reduced mileage rate is only authorized.

c) If a traveler uses a POV instead of the authorized transportation type (other than a Government automobile), then reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.

d) Mileage In-and-Around the Duty Station. The JTR authorizes reimbursement at TDY locations for mileage between lodging, duty site, dining facility and places of worship. Daily mileage reimbursement cannot exceed 20 miles and can be claimed using the In and Around Mileage Log (OF 1164).

8-5. Taxi/Limo/Shuttle/Ride Sharing to Terminal

Reimbursement is authorized for taxi/limo plus tip between HOR and terminal. IAW JTR guidance to spend prudently, the traveler will consider government cost when choosing a mode of travel to/from the airport.

a) The AO can require a cost comparison IOT determine the amount that will be reimbursed. Reimbursements are limited by regulation to necessary, justifiable expenses.

b) NYARNG further requires a cost comparison between associated taxi/limo cost to include tips against the cost incurred for round trip mileage, tolls, and parking. Reimbursement will be limited based on this comparison – unless the traveler has the proper justification for full reimbursement. It is the AO's responsibility to validate the justification from the traveler.

c) Tips for taxis are not exceed 20%, and are only reimbursable if they are included in the fare cost.

8-6. Parking

a) Parking fees while TDY are reimbursable.

b) Reimbursement for parking a POV at the terminal is limited to the cost of two one-way taxi fares. Any expense incurred above the taxi fare, will be an out of pocket expense.

c) Attachment of Taxi Fare Finder cost must be included in the voucher, www.taxifarefinder.com.

8-7. Traveler Who Chooses Not to Use Authorized Transportation

If a traveler does not use the authorized transportation mode for personal reasons, then the traveler is reimbursed up to the cost of the authorized transportation ticket plus the travel management company fee. The traveler is paid per diem based on what the DoD would have paid the traveler for using the authorized transportation mode, regardless of the transportation mode actually used. (JTR, par. 020210)

SECTION 9

Per Diem

9-1. Introduction

A traveler may be paid a per diem allowance. Per Diem is a daily allowance based on the TDY or authorized overnight location.

a) Per Diem Components. A location's per diem rate has three parts: lodging, meals, and incidental expenses.

b) Crossing the International Date Line. If the traveler crosses the International Date Line while traveling from west to east, the traveler gains 1 day of per diem. If the traveler crosses the International Date Line while traveling from east to west, the traveler loses 1 day of per diem. (JTR, par. 020314)

9-2. Lodging

All lodging reservations must be made through the DoD travel system or the travel management company. If required, and available, Government quarters cannot be reserved through the DoD travel system, the traveler must directly contact the facility. The traveler must use lodging that is within the established per diem rate or they may request additional reimbursement if the costs exceed the per diem rate.

a) Lodging taxes. Lodging Taxes are reimbursed differently depending on whether the TDY is in a CONUS, non-foreign location OCONUS, or is in a foreign location OCONUS. (JTR, par. 020303, Table 2-15)

b) New York State is taxed exempt from hotel sales tax, occupancy tax, city/county taxes, and the Javits fee. A Tax Exemption Form (A New York State and Local Sales and Use Tax Exemption Certificate (ST-129)) form MUST be presented at the time of check in.

c) Traveler should exhaust all avenues to have taxes removed by the hotel before claiming hotel taxes on voucher.

d) Complete list of tax exempt states can be found on GSA Smart Pay website, <https://smartpay.gsa.gov/content/state-tax-information>.

e) If a traveler incurs lodging expenses in a CONUS or non-foreign location OCONUS, then the daily room costs and lodging taxes are separately reimbursed. The daily room costs should not exceed the per diem rate. The lodging taxes are reimbursed as a miscellaneous reimbursable expense and are calculated on the actual cost of the room or the lodging portion of the locality per diem rate, whichever is less.

c) If a traveler incurs lodging in a foreign location OCONUS, then the daily room costs should be totaled with the lodging taxes. The daily room costs plus the lodging tax should not exceed the locality per diem rate.

9-3. Booking Commercial Lodging

A traveler is responsible for any charges in excess of the per diem rate.

a) A traveler is responsible for canceling a room reservation within the established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.

b) If a traveler cannot book commercial lodging using the TMC (including the electronic travel system) then the traveler must book directly with the commercial lodging facility (including the hotel's online Web site).

c) If a traveler obtains lodging through an online booking agent, reimbursement is authorized only when the traveler provides a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, September 13, 2011):

1. Daily hotel room costs.
2. Daily hotel taxes.
3. Daily miscellaneous fees, if applicable.

9-4. Booking Government Quarters and Government Lodging

a) A DoD Service member ordered to a U.S installation must use adequate and available Government quarters. When ordered to an ILPP site where adequate Government quarters are not available, a DoD Service member must use other lodging available under the Government Lodging Program. See Integrated Lodging Program (ILPP) Exceptions.

b) A civilian employee ordered to a U.S. installation must use adequate and available Government quarters at designated Integrated Lodging Program Pilot (ILPP) sites. When ordered to an ILPP installation where adequate Government quarters are not available, a civilian employee must use other lodging available under the Government Lodging Program. When ordered to a U.S. installation that is not part of the ILPP site a civilian employee is encouraged, but not required, to use available Government quarters. In no instance may a civilian employee be required to use inadequate lodging. See Integrated Lodging Program (ILPP) Exceptions.

c) Commercial lodging that is contracted by the Government, at no cost to the traveler, is considered Government quarters. Lodging, at no expense to the traveler, may be booked without using the TMC, outside the electronic travel system.

9-5. Actual Expense Allowance (AEA)

a) Actual Expense Allowance is the reimbursement of incurred expenses, up to the limit specified in the JTR. Reimbursement is contingent on per diem eligibility, and is subject to the same definitions and rules governing per diem.

b) The traveler may be required to exceed the lodging per diem rate, locality and availability depending. If approved an AEA for lodging may be authorized up to 300% of the per diem rate, less meals and incidentals.

c) Traveler must submit a Memorandum requesting AEA to the USP&FO-NY for approval Prior to TDY. (See Appendix B for sample)

d) If AEA request is approved, the approval memorandum must be attached as substantiating document in the traveler's authorization, as well as voucher.

9-6. Integrated Lodging Program Pilot (ILPP)

A DoD traveler must use the Integrated Lodging Program Pilot (ILPP) facilities if available. The Government cannot direct the traveler to accept inadequate accommodations.

If an ILPP facility is available, and the traveler stays elsewhere for personal reasons, then the traveler is responsible for paying all costs that exceed the ILPP lodging rate and taxes. (JTR, par. 020303)

1. A DoD preferred hotel or privatized lodging is not available, then the traveler should stay in a FEMA-certified hotel as mandated by the Hotel and Motel Fire Safety Act of 1990.
2. The location of the DoD preferred hotel or privatized lodging will not allow for mission accomplishment.
3. The predesignated hotel is specified for a group of travelers.

9-7. Exceptions to using Government Quarters

a) The AO determines the use of the Government quarters would adversely affect the mission.

b) The traveler is an officer in a pay grade of O-7 through O-10, or is a Senior Executive Service employee, and personally determines the availability of Government quarters for themselves.

9-8. Government Quarters Are Unavailable

a) Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. The Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.
2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:
 - i. A Service member attending a Service school at a Uniformed Service facility.
 - ii. Any officer in a pay grade of O-7 through O-10 or Senior Executive Service (SES) employee who personally determines quarters availability.
3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

b) TDY is at a Joint Base without a common perimeter and the Government quarters are located at a geographically separate part of the Joint Base from the duty location.

9-9. Required Documentation When Government Quarters Are not Available

a) When Government quarters is not available, a DoD Service member is required to obtain a non-availability confirmation number or SNA provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem.

b) When Government quarters are not available at an ILPP site, a civilian employee is required to obtain a non-availability confirmation number/SNA provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem.

9-10. Meals and Incidental Expenses (M&IE)

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses.

a) Meals are paid at the per diem rates established by the following Agencies:

1. General Services Administration for locations in the CONUS.
2. DoD for non-foreign locations OCONUS.
3. Department of State for foreign locations.

b) Incidental expenses are a portion of a per diem rate. For travel in the CONUS, the incidental expenses are \$5, regardless of the location. "Incidental expenses" are not the same as "miscellaneous reimbursable expenses."

c) For travel OCONUS, the incidental expense rates vary according to the location, and are included in the per diem rate. If a traveler is OCONUS at a U.S. installation, and is lodged on the installation in Government quarters, then the incidental expense allowance is \$3.50 per day. This does not include in route travel days. If the AO determines that the \$3.50 is inadequate, the locality incidental expense rate may be authorized. If staying off of a U.S. installation, the AO may reduce the locality incidental expense rate to \$3.50 if the reduced rate is adequate. The locality rate or reduced rate must be specified in the travel order. (JTR, par. 020304)

9-11. Not Paid/Reduced Rate

a) If travel is 12 hours or less, then the meal and incidental expense rate is not paid.

b) If travel is 12 - 24 hours – with no lodging, then meal and incidental expense is not paid.

(1) Letter of Justification must be submitted for an approval to the Comptroller prior to start of TDY. Only upon Comptroller approval, reduced meal and incidental expense rate of 75% is paid.

c) If travel is 12 - 24 hours – with lodging, then 75% of the meal and incidental rate is paid for the day of departure from and day of return to the permanent duty station. If lodging is not required, then 75% of the highest meal and incidental rate is authorized for each calendar day in a travel status. (JTR, par. 020309)

d) If travel is greater than 24 hours and lodging is required, then the meal and incidental rate for the day of departure is based on the first TDY or overnight lodging location and 75% of the meal and incidental rate is paid. On the day of return to the permanent duty station, the meal and incidental rate is based on the last TDY or overnight lodging location and 75% of the meal and incidental rate is paid. (JTR, par. 020310)

Exemption: Letter of Justification must be submitted for an approval to the Comptroller prior to start of TDY.

SECTION 10

Pre-Audit Flags and Other Authorization Notes

a) To ensure timely processing of travel documents and limit returned documents, travelers, NDEAs and Reviewers ensure the required verbiage for Pre-Audit Flags and Other Authorization Notes are input with the required information. This serves as a justification for a system-triggered exception. Use concise and professional verbiage for this permanent record.

b) All Pre-Audit Flags must have verbiage. Simply inputting a period (.) or N/A is not authorized. (Example of Trip Approved After Start Date: Name of DTS Approver of Funds (AO), Date of approval *PRIOR TO TRIP START DATE*, and reason for delay- SGT Joe Snuffy, AO, routing delay). (See Appendix F)

c) When required, appropriate Reason Code must be selected, and justification to the Approving Official must be provided.

d) Per the DoD FMR Vol 9, Chapter 5, 050401, States are required to enforce a GTCC ATM Cash Advance limit on all travel orders. The NYARNG GTCC ATM cash limit is no more than an average of \$20 per day. This MANDATORY Other Authorization Note is annotated on each Authorization: "Traveler is not authorized an advance. Traveler is authorized to withdraw from the ATM no more than an average of \$20 per day." Travel documents will be returned to the traveler if the comment is not on the Authorization.

SECTION 11

Creating a Travel Voucher

Submit a travel voucher to be reimbursed for allowable expenses within five (5) days of completion of the order.

a) Travelers create their voucher in DTS using the following procedures:

1. Log in to DTS and click on '+Create New Documents', then 'Voucher' from the drop down. DTS will show authorizations that are available to create voucher from.
2. Select 'Create Voucher' next to the authorization for which the voucher needs to be created.
3. Verify that the mode and cost of transportation is the same as on the trip authorization (Ticketed Transportation Module). If the traveler changed the approved mode of transportation that involved airline tickets, he/she must notify the TMC and reflect the change on the voucher to submit for payment. The ODTA is available to assist the traveler, especially with less ordinary transactions.
4. Adjust all estimated expenses to actual amounts.
5. Adjust the split-disbursement amount to ensure complete payment of the GTCC balance.
6. Scan/upload applicable receipts and supporting documentation.
7. Digitally Sign the voucher.

b) Final review and submission. The voucher will route to RO at the organizational level for final review before submission to the USPFO Voucher Exam Section. RO will follow the guidelines in the Authorizing Official Checklist (See Appendix P) to ensure the voucher is accurate, and meets JTR/NYARNG DTS SOP regulatory guidelines.

c) Final Approval. The USPFO Voucher Exam Section will review the documents against the claimed amounts and ensure the traveler loaded all required receipts. The voucher examiner will also check to ensure the traveler adjusted the split-disbursement amount to actual amount charged to the GTCC. If the traveler did not load the proper supporting documentation, receipts, and additional discrepancies are identified; the voucher examiner will return the voucher back to the traveler for correction. If travel voucher is correct, the voucher examiner will stamp the voucher approved, and DTS will pay the traveler entitlements.

d) Payment. The split disbursement payment will go to the GTCC account. The balance will go to the traveler's account, designated for EFT.

Note: The voucher examiner is NOT authorized to make any corrections to the travel voucher).

SECTION 12

Substantiating Documents

12-1. Receipts

Travelers will maintain all travel expense receipts.

a) Mandatory receipts. Receipts are required for lodging cost and must show the location, dates, as well as who occupied the lodging. Any single expense such as airfare/CTO Fees, rental cars, registration fees, and a reimbursable travel expense of \$75.00 requires a receipt for reimbursement. Receipts must be uploaded in the substantiating documents and/or next to required corresponding expense.

b) If there is reasonable doubt about the validity of a claimed expense, the approving official may request receipt regardless of the dollar amount.

c) Requirement for Receipts. All receipts must:

1. Be legible
2. Be itemized
3. Show traveler's name
4. Show dates of service (i.e. checking in - checking out)
5. Show payment information
6. Match the claim on GTCC statement and the voucher

d) Lost or Missing Receipts. If a vendor does not provide a receipt or if a receipt is lost, then the Certifying Officer may accept a missing receipt form. GTCC statement from Citibank is not substitute for a receipt, however it can be used in addition to the lost receipt form to validate charges to the GTCC. Reservation summary is also not form a receipt. (See Appendix I for Lost Receipt Form)

12-2. Statement of Non-Availability (SNA)

Attach the Statement of Non-Availability when a Government vehicle, or Government Quarters are not available, prior to authorization approval.

12-3. Letter of Instruction (LOI)

When attending a conference or school, upload the letter of instruction or welcome letter. If you receive emailed instructions, upload the email as if it is the LOI. Approval LOI must be uploaded prior to authorization approval.

12-4. 15 Percent Overage

If a document triggers a 15% overage pre-audit flag, an email from the appropriate program manager approving the overage must be submitted in substantiating documents.

12-5. In and Around Mileage Log

Travelers must request in-and-around mileage on the trip authorization by entering an expense in the "Pvt Auto - in and around" in the Expense-Mileage tab. The AO must approve this expense on the trip authorization in order to be reimbursed. Traveler is to upload the 'In and Around Mileage Log (OF 1164) (see Appendix N) as supporting documentation on travel voucher for reimbursement. Daily mileage reimbursement cannot exceed 20 miles.

12-6. Document Naming Convention

Label Substantiating Documents with the following naming convention: What it is (Hotel Receipt, Rental Car Receipt), Date (check in date). (Example: Hotel Receipt 2APR2019). 'Other' as a receipt name is not acceptable.

12-7. Constructed Travel Worksheet (CTW)

Traveler must also electronically attach verification of the total ticket cost and fare class (Use DTS or TRAX screen shot). This worksheet will be the basis for the AO to decide whether POV travel is to the government's advantage. If POV transportation is not to the government's advantage, the reimbursement of POV mileage will be limited to the total cost of a round-trip airline ticket, and no other miscellaneous reimbursable expenses associated with driving a POV are reimbursed. When computing TDY mileage reimbursement, do not round the result to the nearest dollar. Please see Appendix O for authorization/voucher CTWs.

a) CTW allows the traveler to show justification of travel and lodging secured outside of the DTS authorization's cost effective. One example is when a traveler drives a POV instead of flying:

1. Per your DTS authorization, your POV mileage and allowable reimbursable expenses equal **\$650**.
2. Per your CTW, the constructed airfare cost is **\$800**. You entered no cost avoidances or other considerations.
3. Result: Drive=**\$650**. Fly=**\$800**. The AO did not limit your transportation reimbursement, so you will receive **\$650** if you drive.

When this occurs, the traveler is required to provide a cost-comparison to the Authorizing Official (AO) when round trip mileage is over 800 miles.

b) The CTW link on the Pre-Audit Trip screen opens the CTW screen. The screen displays links to two CTWs: one used for an authorization and one used for a voucher. The user selects the appropriate worksheet to complete.

c) When computing TDY mileage reimbursement, do not round the result to the nearest dollar.

d) Upload the CTW as a substantiating record when completing an authorization and annotate it in the note section. Check the CTW box under substantiating records.

e) The approving official will review the cost comparison and approve/disapprove the authorized amount of reimbursement based upon the CTW. When cost is limited to the CTW only one travel day and no lodging is authorized.

Note: AOs will limit the reimbursement to the cost of the flight and the TMC fee, on the Authorization PRIOR to travel, unless the traveler provides accurate, detailed data justifying full reimbursement and the CTW confirms the full reimbursement is more advantageous to the government. Use of TRAX Trip Tools is recommended for capturing accurate cost estimates.

SECTION 13

Government Travel Charge Card (GTCC) Split Disbursement

All DoD personnel (military and civilian) are required to split disburse all expenses charged to the GTCC as a part of the travel settlement process.

- a) Payment for all GTCC charges will be sent directly to the GTCC vendor (Citi Bank) via split disbursement as part of the traveler's voucher reimbursement.
- b) It is the cardholder's responsibility to promptly pay Citibank directly for any outstanding charges not split disbursed at the time of the travel voucher settlement.
- c) To support the split disbursement requirement, DTS automatically defaults air/rail (when charged to the IBA only), hotel, rental car, and other miscellaneous, non-mileage expenses identified by the traveler in the split disbursement amount paid directly to Citibank.
- d) DTS users must also include the amount of any ATM withdrawals and any miscellaneous GTCC charges, to include but not limited to meals charged to the travel card, in their split disbursement amount paid directly to Citibank.
- e) Travelers submitting manual vouchers for non-DTS travel are required to annotate the split disbursement amount in the upper right hand section of the DD 1351-2.
- f) Approving officials are responsible for ensuring that split disbursement amounts are properly annotated and must return any travel vouchers that do not comply for correction and resubmission.
- g) Routing officials are not authorized to adjust split payments to the traveler's GTCC.

SECTION 14

Document Processing

Timely processing of travel documents is vital to paying travelers, avoiding CBA and IBA delinquencies, and reconciling obligated travel funds.

- a) Routing officials (Reviewers and Approvers) have three (3) business days to review or approve documents from the time received in their queue.
- b) Certifying Officials have five (5) business days to process documents for payment from the time document reaches level 25.
- c) A document payment lifecycle from signed to paid should take no more than 10 business days to process.
- d) Authorizations for duty beyond the current quarter requirements may be held by the DTS level 25 Approver to ensure funds availability to support current quarter requirements.

Note: ODTAs run and analyze the Signed Status or Routing Status Reports in DTS to identify document processing trends and status.

SECTION 15

Document Stamps

When viewing the document history of either an authorization or a voucher, the following are the common document stamps:

1. Signed – Traveler signed the document.
2. T-Entered – NDEA signed the voucher for the Traveler.
3. CTO Submitted - The document reservations are submitted to TMC.
4. Reviewed – The RO has reviewed the document.
5. Returned – An error was found by the RO and the document was returned for corrections. To see RO's comments the traveler should go to the Digital Signature tab.
6. Adjusted - The document was altered from the original form, therefore the individual adjusting the document must annotate the adjustment in the Notes to AO. DO NOT adjust documents without providing a comment in the Notes to AO box.
7. Approved - Level 25 Approval stamp applied.
8. CTO Booked - TMC booked the reservations in DTS.
9. CTO Ticketed – TMC ticketed reservations.
10. Cancelled - Travel was not conducted and the document was cancelled.
11. Rejected - The document did not process correctly and must be amended and resigned. You must contact your ODTA for action needed.
12. POS ACK Received - Authorization has fully processed and a voucher can now be created.
13. Obligation Submitted - The voucher has been approved and submitted to the pay system.
14. Paid – Voucher paid and EFT is scheduled. The Traveler should see travel pay in their account 42-78 Hours from date applied.
15. EFT Return - Traveler's bank account information is incorrect and the bank returned the payment. Traveler must contact ODTA with updated

account information so they can refresh the document and Traveler/NDEA can resign.

16. Archive Submitted - Document submitted to the archived file.
17. Archive Accepted - Document accepted into the archived file for 6 years and 3 months.

SECTION 16

Debt Management

16-1. Background

What is In DTS, processing a voucher to correct an overpayment results in a travel-incurred debt, also referred as a DUE US voucher.

a) In the instance that a traveler incurs a debt, the Debt Management Monitor (DMM) serves the traveler with “Due US” notification on due process, and an opportunity to repay the debt, submit a waiver or remittance, generally within 30 days.

b) If the traveler has left the service, the DMM will initiate payroll collection or Out-of-Service debt processing. Monthly, the DMM will monitor DTS debts to ensure timely notifications and collections are processed.

16-2. How Do I Know I Have a Travel-Incurred Debt?

DTS sends you two emails – an Initial and a Follow-Up Debt Notification email – usually within 5 working days after the AO approves a voucher that leaves you with a travel-incurred debt (which DTS stamps **DUE US**). These emails provide details of the debt, and lay out your rights and responsibilities regarding the handling of the debt (e.g., right to apply for a waiver, options for paying it off). These emails are frequently referred to as *Due Process* or *Demand* letters.

16-3. What Does DTS Do With a DUE US Voucher?

When DTS sends a **DUE US** vouchers to the Defense Accounting and Finance Service (DFAS), DFAS creates an *accounts receivable*. The accounts receivable must be in place before any debt processing (e.g., waivers, payments) can be started. When DFAS is ready to process the debt, DTS stamps the voucher **AR SUBMITTED**, which DFAS acknowledges with a **POS ACK RECEIVED** stamp. The **POS ACK RECEIVED** stamp triggers DTS to send the initial DTS Debt Notification email. If you do not receive this email after the normal timeframe, contact your Debt Management Monitor (DMM) or Defense Travel Administrator (DTA).

16-4. Repayment Options

Most DoD personnel have 30 days from the date of the Debt Notification email to make a payment, request payroll deduction, or submit a waiver request. If you take none of these actions within 30 days, the DMM will automatically begin payroll deduction. You should contact your DMM as soon as possible to declare your intentions.

Note: Do not attempt to initiate any of the following processes before you receive the Debt Notification email.

a) **Make a payment** (also called *Direct Remittance*). **Pay online using Pay.gov.** Pay online directly from your bank account or by credit/debit card by following these steps:

1. Go to Pay.gov by selecting the link or pasting the URL: <https://www.pay.gov/public/home> into your browser's search function.
2. The **Pay.gov** main page displays.
3. On the **Pay.gov** main page, in the **Search** field enter "**DTS**" and select **Search**.
4. The **Defense Travel System (DTS) Debt Notification Payment** option displays.
5. Select **Continue** to advance.
6. An information page appears.
7. Select **Continue to the Form**.
8. A **Pay.gov** message displays, select **OK**.
9. Follow on-screen instructions to fill out and submit the form.

b) **Mail a check.**

1. Make out a check to **US Treasury, DSSN 3801**. Include the 9 digit ID on check.
2. Include a copy of the Debt Notification email with your payment.
3. Mail the payment to the address in the Debt Notification email.

Note: *It usually takes 7-10 days for acknowledgement of your payment to reach DTS. You should inform your DMM as soon as you mail your payment, to prevent payroll deduction beginning while your payment undergoes processing.*

c) **Payroll Deduction:**

1. Within 30 days of receiving the Debt Notification email, contact the DMM to request payroll deduction.
2. If you do not request payroll deduction within 30 days, the DMM will automatically request the payroll deduction.

Note: Payroll deduction usually takes 2-4 weeks to set up and appear on your Leave and Earnings Statement. It may take an additional 2-4 weeks for the deductions to actually begin

16-5. Waiving a Travel-Related Debt

a) **When a debt results from the combination of a trip cancellation and a paid travel advance or a SPP or payment submission, the total debt amount is due immediately and cannot be waived or appealed, regardless of amount.** In DTS, if the traveler does not voluntarily pay the debt in full, the DMM may begin involuntarily payroll deduction actions 15 days after notification of the debt for civilians, and 30 days after notification for military members.

b) **When a debt situation is not a result of trip cancellation and a received payment (advance or SPP) as described above, then you can request a waiver/remission of debt.** Your DoD Component determines the process for waiver submission. Refer to your local business rules to determine the applicable process. Most travelers request a waiver within 30 days of the notification of a debt; however, have up to three years (for civilians) or five years (for military members) to do so. You may request a waiver for any amount up to the full amount of the original debt, regardless of previous collections. You may also request a waiver for a debt that has already been satisfied.

c) If your waiver request is denied (or only partially approved) for any reason, you may file an appeal. The results of the appeal are final.

SECTION 17

Help Desk (DTS Customer Support)

a) Local Support. For general DTS questions please contact the ODTA; if the ODTA cannot answer your question, then the ODTA will contact the State Lead Defense Travel Administration (LDTA) through FinServ for further guidance.

b) FinServ. FinServ is the primary method to submit DTS transactions and/or inquiries.

c) DTS Live Chat. Travelers/ODTAs can utilize the DTS Live Chat function located on the DTS Login Page.

d) TRAX. ODTAs can submit Help Tickets for specific issues or concerns not fixed through local resources.

SECTION 18

Common Error Codes; Solutions

Voucher rejection codes are found in the Document History Tab. Below are the common error codes and solutions to correct them:

- a) 201: Treasury Level Line of Accounting Edits Failed; Resolution - REPROCESS.
- b) 518: Insufficient Funding Available; Resolution = AMEND the document and reprocess when funding is available.
- c) 519: Accounting Processing Error; Resolution - AMEND document and reprocess. If the authorization has a CBA, then please ensure that the CBA cost is exactly the same on the voucher. If no CBA, then ensure the LOA is the same on both the authorization and the voucher.
- d) 504: Missing/Invalid Sub Account Code (Acct 2); Resolution - CONTACT your ODTA.
- e) For a comprehensive list of Error Codes, see DTA Manual Appendix G (not Appendix G of this DTS SOP).

SECTION 19

Defense Travel System (DTS) Profile

a) All initial users must log into DTS at the following website and self-register: <http://www.defensetravel.osd.mil/dts/site/index.jsp>. Travelers must provide all information required, to include Electronic Funds Transfer (EFT) Data and Government Travel Charge Card information.

1. M-Day – Check the Reserve/National Guard box when creating an M-Day DTS profile. This DTS profile will be with SSN+R.
2. AGR/Technician/ADOS – Do Not check the Reserve/National Guard box. This DTS profile will be with a straight SSN only.

b) After the traveler self-registers in DTS, the ODTA will accept or reject the request. The ODTA will check to ensure the traveler completed all required fields. If the traveler loads all applicable information properly, the ODTA will accept the request. Travelers can update their own personal information after initial set-up, but they will not be able to make administrative changes.

c) Traveler with missing EFT information will have their request rejected.

Note: M-Day DTS profiles created prior to conversion to an R conversion, are with SSN+G and are 'grandfathered in'.

SECTION 20

Transactions Funded by Outside Organizations – Cross-Organization Line of Accounting (LOA)

Travelers perform TDY travel, but another organization funds the trip. For travel funded outside of the New York Army National Guard, the organization funding the travel provides the traveler with the Line of Accounting (LOA) and Routing List to be used. Upload LOI from the State paying for travel that identifies appropriate LOA and Routing List into substantiating documents. (See Appendix K – DTS Cross-Org LOA Request Sheet)

Note: Traveler will not have to load an LOA.

SECTION 21

Reports

The DTA uses DTS reports to effectively manage and analyze trends and correct issues within the DTS organization. The ODTAs are required to run the following reports, and save them to a secure location. Reports must be saved in digital format showing the date, signed by the person working the report, and the action taken by the ODTA/Command. (For a complete list of reports see the DTA Manual Chapter 10: Reports). At a minimum run, action and save the following reports:

1. Signed Status Report: (Monthly) This report allows you to see if the document is awaiting action.
2. Unsubmitted Vouchers: (Weekly) This report provides a list of unsubmitted vouchers. It also provides a list of authorizations that have no corresponding voucher, the vouchers that exist in any status other than Signed or T-Entered. For example, vouchers in Created, Approved, and Archive Accepted would all appear on the report.
3. Approved Status Report: (Weekly) This report shows the status of all authorizations, vouchers, and local vouchers (Includes rejects, returns, and Electronic Fund Transfer returns).
4. Pending Airline Cancellation Report: (Weekly on Wednesdays) This report provides a list of authorizations that contain reservations in a confirmed status (TMC Booked) that have not been approved within 72 hours.
5. Unused Ticket Report: (Weekly) This report provides a list of tickets purchased and not used.
6. Constructed Travel Report: (Weekly) This report provides data on cost savings of approved trip requests when a traveler has used Constructed Travel. This report provides information about the actual and allowable costs.
7. Reason Justification Report: (Monthly) Tracks reason codes and the justifications entered into the pre-audit justification box for using a non-GSA City Pair flight within a specified date range.
8. Complete Traveler Info List: (Monthly) Shows all traveler data including GTCC, account data, emails and other biographical data. Use this report to validate user accounts, reconcile DTS with APC for GTCC, etc.

SECTION 22

EFT Returns

An Electronic Funds Transfer (EFT) Return occurs when your bank or the Government Travel Charge Card (GTCC) vendor receives a payment that contains inaccurate information. When that happens, the institution that received the bad information rejects the payment.

Note: Before signing any DTS document, the traveler MUST always review their DTS profile. If their EFT information is not correct, an EFT Return will occur.

Appendix A

Miscellaneous Reimbursable Expenses

| | |
|--|--|
| 1 | Late payment fee on the Government Travel Charge Card (GTCC*), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with DoDI 5154.31, Vol 3 (DTS)). |
| 2 | An international transaction fee of up to 1% for qualifying transactions charged by the GTCC* provider, as listed on the billing statement, or a personal charge card if the Service member is exempt from using the GTCC*. |
| 3 | A merchant surcharge of up to 4% on the GTCC*, or a personal charge card if the Service member is exempt from using the GTCC*. |
| 4 | Storage of baggage or property used on official business (when authorized or approved by the the AO). The necessity must be explained in writing. |
| 5 | Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC* is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed. |
| 6 | Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit. |
| 7 | The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations. |
| 8 | Guide services (when authorized or approved by the the AO). |
| 9 | Interpreter services (when authorized or approved by the the AO). |
| 10 | For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7); and required physical examinations when not available at a Government medical facility (effective May 1, 2017). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air. See the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries. |
| 11 | Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC* cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization. |
| 12 | The AO may authorize or approve reimbursement for the following costs related to military working dogs: <ol style="list-style-type: none"> a. Transportation cost of a military working dog, with the handler in the cabin, or as cargo; whether included in the handler's fare or when billed separately. b. Kennel-handling fees at the air terminal for military working dogs. c. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog. d. Cleaning fees for a rental vehicle when transporting a military working dog. |
| 13 | A baggage transfer fee may be authorized or approved limited to the customary local rate for inter model transfers between authorized transportation modes. The necessity for the transfer must be explained in writing. |
| 14 | A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government's advantage. The civilian employee's PDS must not be the state where he or she is on TDY. |
| 15 | The cost of a value added tax (VAT) exemption certificate used to exempt official travelers from paying VAT or excise taxes in foreign countries. |
| 16 | Energy surcharge fees. |
| 17 | Driver (vehicle services) when authorized or approved by the the AO. |
| * See Government Travel Charge Card (GTCC) | |

Appendix B

Actual Expense Allowance (AEA) Request Sample Memo

Office Symbol

Date

MEMORANDUM FOR USP&FO-NY Attn: COL Michael S. Murphy

SUBJECT: Request for Actual Expense Allowance (AEA) - CONUS, Lodging Only

1. References:

- a. Joint Federal Travel Regulation (JFTR), paragraph U4215.
- b. Joint Travel Regulation (JTR), paragraph C4603.

2. Request AEA approval for the following temporary duty:

- a. Reason for travel: Working Group AAA Audit
- b. Meetings with technical, professional, or scientific organizations are involved.
- c. No international conferences or meetings are involved.
- d. Personnel Traveling: COL William L. Zieber, USP&FO-OH
- e. Unit of Assignment/Unit Address:
- f. No foreign governmental contacts are involved.
- g. Proposed itinerary:
 - 16 Dec 2002 – Depart HOR, Westerville, OH
 - 16 Dec 2002 – Arrive Arlington, VA
 - 19 Dec 2002 – Depart Arlington, VA
 - 19 Dec 2002 – Arrive HOR, Westerville, OH
- g. Special arrangements: No government quarters or meals are available.
- h. Other expense information: Room cost of \$160.00 per day exceeds the maximum lodging rate of \$150.00 per day.
- i. Reason(s) A brief description of why accommodations could not be met at the current per diem rates.

3. Point of contact for this request is CW5 Nancy A. Farrington, 703-607-1590.

SIGNATURE BLOCK
SUPERVISOR

Appendix C

DTS Profile Sheet

*In order to establish your profile in DTS, please complete the following questionnaire and return to one of your ODTA's or LDTA for New York: Monika M. Harding
(monika.m.harding.civ@mail.mil)*

PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 50, Appendix, U.S.C., Public Law 95-357 96th Congress, September 24th, 1980 (Amendment to 10 U.S.C. 2107)
2. **PRINCIPAL PURPOSE(S):** To establish and maintain individual accounts within the Defense Travel System (DTS) and to administer the DTS program within the NY Army National Guard.
3. **ROUTINE USES:** The information provided on the application will be used to establish and maintain individual's profiles in the Defense Travel System.
4. **MANDATORY AND VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL PROVIDING INFORMATION:** Disclosure of information requested in this form is voluntary; however, the information must be furnished for the individual to establish a functional account within the Defense Travel System.

DEFENSE TRAVEL SYSTEM (DTS) REQUIRED INFORMATION SHEET FOR SELF REGISTRATION

SSN#

First Name: Middle Initial: Last Name:

Organization Name

Military E-Mail @MAIL.MIL
Address Only:

USER SPECIFIC DATA

Non-DTS Entry Agent (will you input authorization for other Soldiers): Y N

GENERAL TRAVEL DATA

Civilian or Military or Officer: What is your Rank or Grade :

Active Guard: or National Guard: or Reserves:

Military Branch Service: Army: or Air:

Reserve Code:

Mailing Address:

City: State: Zip:

Is mailing address same as residential: Yes No

PERSONAL DATA

Gender: Female Male

Appendix C (Continued)

Resident Address: _____

City: _____ State: _____ Zip: _____

Resident Phone Number: _____

Emergency Contact Name: JOC _____

Emergency Contact Phone Number: 518-786-6104 _____

DUTY STATION DATA

Organization Name: NYARNG _____

Present Duty Station: _____

Service / Agency by which the traveler is employed: US ARMY _____

Number of work hours / day: _____

Time Zone: EST _____

Duty Station Address: _____

City: _____ State: _____ Zip: _____

Duty Station Phone Number: _____

Duty Station Fax Number: _____

Number of Miles to Airport: _____

Unit ID: W _____

GOVERNMENT CHARGE CARD (GOVCC) DATA

Gov't Charge Card Holder: Yes No

Account Number: _____

GOVCC Exp. Date: _____

ELECTRONIC FUNDS TRANSFER DATA

Mandatory EFT Payment: Yes No

Checking Routing Number: _____

Checking Account Number: _____

OR

Savings Routing Number: _____

Savings Account Number: _____

Appendix D

DTS Resources List

1. Desktop Guide for Authorizing Officials
https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf
2. DTS Training Trifolds
<https://www.defensetravel.dod.mil/site/trainingSearch.cfm?typecode=RE&sub=Tri-fold>
 - a. Create an Authorization
https://www.defensetravel.dod.mil/Docs/Training/Authorization_Tri-fold.pdf
 - b. Create a Voucher from Authorization
https://www.defensetravel.dod.mil/Docs/Training/Voucher_from_Authorization.pdf
 - c. Create a Local Voucher
https://www.defensetravel.dod.mil/Docs/Training/Local_Voucher_Tri-fold.pdf
 - d. Authorizing Official Checklist and Instructions
https://www.defensetravel.dod.mil/Docs/Training/Tri-fold_AO_Checklist.pdf
 - e. How to Cancel a Trip in DTS
https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf
3. Defense Finance and Accounting Service (DFAS)
<https://www.dfas.mil/militarymembers/travelpay/information.html>
4. Travel Management Company After Hours Contact
https://www.defensetravel.dod.mil/Docs/TMC_Afterhours.pdf
5. DFAS DTS Best Practices
https://www.defensetravel.dod.mil/Docs/DoD_DTS_Best_Practices.pdf
6. NYARNG DTS POC
Office Phone: 518-786-4837
DTS Email: ng.ny.nyarng.list.mnpr-dts@mail.mil
7. Travel Management Company (TMC)
West Point Office Phone: 1-800-269-2423
8. Defense Travel Management Office Travel Assistance Center (DTMO TAC)
1-888-435-7146

Appendix E

DTS Help Desk Ticket Process and Live Chat

1. Request for assistance with DTS via email at ng.ny.nyarnng.list.mnpr-dts@mail.mil.

Request must include:

- a. Full Name of Traveler
- b. DTS Organization Naming Convention (DA180NYAxxx)
- c. Local ODTA name and contact info
- d. Brief summary of issue and attached documentation if needed.

2. HDT information is submitted by DTA in TRAX at

<https://www.defensetravel.dod.mil/Passport/bin/Passport.html;jsessionid=6477D3B9131FF78809D07B29AC881EEA?CFID=162273274&CFTOKEN=5625c38bae7f4100-1DB37AAA-9494-87CF-D9773063DC70B424#>.

DTS Live Chat

DTS LiveChat Help: <https://www.defensetravel.dod.mil/site/livechat.cfm>

(NOTE: All travelers have ability to submit HDT in TRAX through their TRAX User Account. HDTs will be processed at the lowest level required. ODTAs may elevate HDTs to State LDTA for additional assistance).

Appendix F

DTS Pre-Audit Flags, Reference Codes and Other Authorization Notes

See PFO Public for additional information: \\55.188.89.205\PFO_Public\PFR\Pay and Examine Branch\Defense Travel System (DTS)\DTS SOP

Trip Description

EXAMPLE 1) : 1) Purpose 2) Duty Status 3) Unit Name and Location of Home Unit 4) AFCOS Pay Order number 5) Mode of Travel

EXAMPLE 2 (Dual LOA): 1) Purpose 2) Duty Status 3) Unit Name and Location of Home Unit 4) AFCOS Pay Order number 5) Mode of Travel 6) DUAL LOA: Duty Status, Date range revert to Duty Status, date range

Reference

Senior Commands/DireTMCrates add their applicable information in this block (ie. 110Th/1-1-138th) see *Table F-1*. Note: *The Reference block assists the Commands/DireTMCrates in the proper tracking and auditing monthly DTS transactions.*

Other Authorization

PER GTCC SOP: Traveler is not authorized an advance. Traveler is authorized to withdraw from the ATM no more than an average of \$20 per day.

Pre-Audit Flags

(DTS SOP Chapter 16) All pre-audit flags must have verbiage to justify the issue that triggered the flag. See additional examples on the spreadsheet Titled DTS Pre-Audit Flags and References Examples.

Example of Trip Approved After Start Date: Name of DTS Approver of Funds (AO), Date of approval PRIOR TO TRIP START DATE, and reason for delay- SGT Joe Snuffy, AO, VOCO Approval 21MAR19, routing delay.

Appendix F (Continued)

TCJEFFERSONCI051619_A01 ⓘ

Trip Type: Temporary Duty Travel (Routine) (TRAINING)
Trip Description: Attend Supervisory Training, AGR, Monett, POV
Dates: 05/15/2019 - 05/17/2019
Conference/Event Name: Not Applicable
Reference: 220th TC/110th MEB

Comments to the Approving Official

Itinerary [Expand All](#) | [Collapse All](#) [Go to Itinerary](#) →

- TRIP START** Nixa, MO (Residence) ⓘ Leaving on May 15, 2019
- TDY LOCATION 1** JEFFERSON CITY, MO ⓘ 05/16/2019 - 05/17/2019
- TRIP END** ← Nixa, MO (Residence) ⓘ → Returning on May 17, 2019

If traveler inputs applicable information into this Reference block, it will greatly assist the AO in sorting/tracking monthly DTS transactions.

(Table F-1)

Appendix G

DTS Permission Levels and What They Do

Permission level 0 – the basic permission level. Everyone needs it to access DTS. In the cases of travelers, travel clerks, and Non-DTS Entry Agents, it's the only permission level they'll need to do their jobs.

Permission level 1 – the “helper” permission level (if you like to assign names to things). Along with organization access, it allows a person read-only access to the Budget module and the DTA Maintenance Tool – but it won't allow them to edit any of the information contained there. In other words, it's not usually a stand-alone permission level, but a helper to other permission levels (namely 3, 5, and 6).

Permission level 2 – the bread and butter permission level for Routing Officials (e.g., Reviewing Officials, Authorizing Officials). It allows a person to access the Route & Review module so they can review/approve travel documents (assuming they've been assigned to a routing list).

Permission level 3 – the permission level that, in conjunction with organization access and permission level 1, allows a person to edit DTS budgets.

Permission level 4 – the permission level that allows folks to reconcile centrally billed accounts.

Permission level 5 – the permission level for DTAs that work with personal profiles, organizations, routing lists, and groups in the DTA Maintenance Tool. This permission level is only useful in conjunction with organization access and permission level 1.

Permission level 6 – the permission level for working with lines of accounting (LOAs) or travel debt. Permission level 6 also requires – you guessed it – organization access and permission level 1 in order to work. Debt Management Monitors also need the **Debt Management Monitor** special permission in the person's DTS profile.

Permission level 7 – the Bigfoot/Sasquatch of permission levels, in that it's only seen/held by a handful of individuals (usually higher-level Component Lead DTAs) for the purpose of overriding certain DTS functions. DTA Manual, Chapter 3 is a great resource for information about permission levels. Not only does it tell you what each permission level does, but it also gives you the specific permission level and access combinations required by each DTS role.

Appendix H

DTS Appointed Role Request Process

The Brigade ODTA validates all DTS Role Request Packets PRIOR to submission through the GOCOM ODTA to the STATE LDТА.

1. BDE ODTA notifies DTS user of their new DTS role, required DTS training information (outlined in NYARNG DTS SOP, Section III), and provides a role appropriate DD577.
2. DTS user completes required DTS training and completes Section I (blocks 1-5) of the DD577, and returns both, the DD577 and the training certificates to the ODTA unsigned.
3. ODTA validates the DTS Appointed Role Request Packet for accuracy, completes block 7 of the DD577 and then submits to the Appointing Authority to complete Section II of the DD577.
4. Once the Appointing Authority completes Section II, ODTA sends the form back to the appointee to have Section III – Appointee Acknowledgment completed.
5. After Section III is completed, ODTA will forward the DD577 along with required DTS training certificate(s) to the State LDТА.
6. State LDТА performs final review, then updates the appointed user's permissions, access, and routing information.
7. ODTAs and LDТА maintain training file (DD577 and all DTS training certificates from TraX) per DTS regulatory requirements.

Appendix H (Continued)

Defense Travel System (DTS) Authorizing Official (AO) Role Checklist

REQUIRED DOCUMENTS:

- Authorizing Official (AO) DD 577 – Appointment/Termination Record-Authorized Signature (NOV 2014)
 - DTS Training Certificate: ***AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL or Annual COL Refresher)***
-

Approving Official (AO) Role

- Complete Sections I, II and III – Fields 1 through 16.b.
- Block 2 must have DoD ID Number
- Block 6 must have Certifying Officer checked, as AO may authorize Scheduled Partial Payments (SPPs)
- Block 7 will have DA180NYA (statewide) as the DTS organization for which role is being granted for.
- Block 13 and 16.a. must have a Digital Signatures (CAC sign)
- Block 16.b. must have a Manual Signature (wet/pen sign)
- DTS Permissions: 0, 1, 2, 5, 6
- DTS Organization Access: Assigned
- DTS Group Access: Assigned

AO/RO – Training for Accountable Officials and Certifying Officers

- To access the course, navigate to Passport <https://www.defensetravel.dod.mil/passport>
- AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL or Annual COL Refresher) certificate must accompany the DD 577
- Certification must be completed annually, while appointed a DTS role.
- Annual COL Refresher training certificate are to be submitted to the state LDTA via email (monika.m.harding.civ@mail.mil)

Appendix H (Continued)

| APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i> | | |
|---|---|--|
| PRIVACY ACT STATEMENT | | |
| <p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/11300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.</p> | | |
| SECTION I - APPOINTEE | | |
| 1. NAME (First, Middle Initial, Last and Rank or Grade) | 2. DoD ID NUMBER | 3. TITLE |
| 4. DOD COMPONENT/ORGANIZATION | 5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) 330 OLD NISKAYUNA ROAD LATHAM, NY 12110 | |
| 6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.) | | |
| <input type="checkbox"/> DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> CASHIER | <input type="checkbox"/> CHANGE FUND CUSTODIAN |
| <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> PAYING AGENT | <input type="checkbox"/> IMPREST FUND CASHIER |
| <input checked="" type="checkbox"/> CERTIFYING OFFICER | <input type="checkbox"/> COLLECTIONS AGENT | <input type="checkbox"/> SAFEKEEPING CUSTODIAN |
| <input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL | <input type="checkbox"/> DISBURSING AGENT | <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN |
| 7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Defense Travel System Authorizing Official. Authorizes prudent travel that is essential official business. If the TAD period can be handled by teleconferencing, correspondence, or any other appropriate means the AO will not approve the travel. The AO will ensure that the required receipts and supporting documentation are attached in an electronic format with the DTS document when required by the JTR. Please pay special attention to the JTR as they are the regulations on travel and what is reimbursable. If it is not listed as a reimbursable item in these regulations then it is not reimbursable through a travel claim. An AO also acts as a certifying officer when he or she approves a travel authorization that contains an advance and/or scheduled partial payment. You will not concurrently serve as any other accountable position involving the management of DTS. An AO may not Approve their own Authorization, Voucher or Local Voucher. DTS Permissions to be granted for which Organization: DA180NYA | | |
| 8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Chapter 1 and 33; DoDFMR, Vol. 9, Chapter 2, JTR, DoD Directive 7000.15, Title 31 USC. | | |
| SECTION II - APPOINTING AUTHORITY | | |
| 9. NAME (First, Middle Initial, Last) MICHAEL S. MURPHY | 10. TITLE USP&FO - NY | 11. DOD COMPONENT/ORGANIZATION NGB |
| 12. DATE (YYYYMMDD) | 13. SIGNATURE | |
| SECTION III - APPOINTEE ACKNOWLEDGEMENT | | |
| I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below. | | |
| 14. PRINTED NAME (First, Middle Initial, Last) | 15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13) | |
| 16.a. DIGITAL SIGNATURE | 16.b. MANUAL SIGNATURE | |
| SECTION IV - APPOINTMENT TERMINATION | | |
| The appointment of the individual named above is hereby revoked. | 17. DATE (YYYYMMDD) | 18. APPOINTEE INITIALS |
| 19. NAME OF APPOINTING AUTHORITY | 20. TITLE | 21. APPOINTING AUTHORITY SIGNATURE |

Appendix H (Continued)

Defense Travel System (DTS) Organizational Defense Travel Administrator (ODTA) Role Checklist

REQUIRED DOCUMENTS:

- ODTA DD 577 – Appointment/Termination Record-Authorized Signature (NOV 2014)
 - DTS Training Certificate: ***AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL or Annual COL Refresher)***
-

Organizational Defense Travel Administrator (ODTA) Role

- On DD 577, complete Sections I, II and III – Fields 1 through 16.a.
- Block 2 must have DoD ID Number
- Block 6 must have Departmental Accountable Official checked
- Block 7 must have the DTS organization (i.e. DA180NYA053153102) for which role is being granted for
- Block 13 and 16.a. must be CAC signed
- DTS Permissions: 0, 1, 5
- DTS Organization Access: Assigned
- DTS Group Access: Assigned

AO/RO – Training for Accountable Officials and Certifying Officers

- To access the course, navigate to Passport
<https://www.defensetravel.dod.mil/passport>
- AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL or Annual COL Refresher) certificate must accompany the DD 577
- Certification must be completed annually, while in DTS role.
- Annual COL Refresher training certificate are to be submitted to the state LDTA via email (monika.m.harding.civ@mail.mil)

Appendix H (Continued)

| APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i> | | |
|--|--|--|
| PRIVACY ACT STATEMENT | | |
| <p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.</p> | | |
| SECTION I - APPOINTEE | | |
| 1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i> | 2. DoD ID NUMBER | 3. TITLE |
| 4. DOD COMPONENT/ORGANIZATION | 5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i> | |
| 6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i> | | |
| <input type="checkbox"/> DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> CASHIER | <input type="checkbox"/> CHANGE FUND CUSTODIAN |
| <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> PAYING AGENT | <input type="checkbox"/> IMPREST FUND CASHIER |
| <input type="checkbox"/> CERTIFYING OFFICER | <input type="checkbox"/> COLLECTIONS AGENT | <input type="checkbox"/> SAFEKEEPING CUSTODIAN |
| <input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL | <input type="checkbox"/> DISBURSING AGENT | <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN |
| 7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Defense Travel System Organizational Defense Travel Administrator for DA180NYAXXXXXXXXX (i.e. DA180NYA0420272101) Administer the TDY processes, which include updating organizations, routing lists, groups, and personnel information. You will not create a new organization. In the event a new organization needs to be created, you will contact the LDTA. You do not have the authority to obligate funds or to certify travel documents for payment. The ODTA may act in the capacity of an NDEA. The entry agent is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. Additionally, the NDEA must electronically fax or upload the signed DD Form 1351-2, "Travel Voucher or Sub-voucher," to be attached to the DT5 vouchers, which is electronically archived at Defense Manpower Data Center for 6 years 3 months, eliminating the requirement to keep the paper copy. | | |
| 8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Chapter 1 and 33; DoDFMR, Vol. 9, Chapter 2, JTR, DoD Directive 7000.15, Title 31 USC. | | |
| SECTION II - APPOINTING AUTHORITY | | |
| 9. NAME <i>(First, Middle Initial, Last)</i> | 10. TITLE | 11. DOD COMPONENT/ORGANIZATION |
| 12. DATE (YYYYMMDD) | 13. SIGNATURE | |
| SECTION III - APPOINTEE ACKNOWLEDGEMENT | | |
| I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below. | | |
| 14. PRINTED NAME <i>(First, Middle Initial, Last)</i> | 15. DATE (YYYYMMDD) <i>(Not earlier than date in item 12 or 13)</i> | |
| 16.a. DIGITAL SIGNATURE | 16.b. MANUAL SIGNATURE | |
| SECTION IV - APPOINTMENT TERMINATION | | |
| The appointment of the individual named above is hereby revoked. | 17. DATE (YYYYMMDD) | 18. APPOINTEE INITIALS |
| 19. NAME OF APPOINTING AUTHORITY | 20. TITLE | 21. APPOINTING AUTHORITY SIGNATURE |

Appendix H (Continued)

Defense Travel System (DTS) Routing Official (RO) Role Checklist

REQUIRED DOCUMENTS:

- Routing Official (RO) DD 577 – Appointment/Termination Record- Authorized Signature (NOV 2014)
 - DTS Training Certificate: ***AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL or Annual COL Refresher)***
-

Routing Official (RO) Role

- On DD 577, complete Sections I, II and III – Fields 1 through 16.a.
- Block 2 must have DoD ID Number
- Block 6 must have Departmental Accountable Official checked
- Block 7 must have the following filled:
 - Must have DTS Organization for which permission is being granted for (i.e. DA180NYA053153102)
 - Does this include Sub-Orgs?
 - Are you gaining role for 1 DTS organization (i.e. DA180NYA053153102)? Then answer would be No.
 - Or does this include subordinate units (i.e. DA180NYA053153102, DA180NYA053153102105, DA180NYA053153102107, DA180NYA053153102206, and DA180NYA053153102222)? Then answer would be Yes.
- Level of Review? 10 – Battalion , 15 – Brigade/Directorate , or 20 - GOCOM
- Will you be reviewing authorizations? Yes or No
- Will you be reviewing vouchers? Yes or No
- Name the routing lists you need to part of in order to review documents: FOUNDRY, HQS, HRF, J3DO ATFP, COUNTERDRUG, LUH, HQSJ3DO, J3DO CYBER, CERF, CIP, 2CST, 24CST, J5J7 SPP, JRTC, MNAV, SAFETY, MNCI, MNGA, MNGA HQS, MNHF AGR IBA, ESGR, MNHF FAMILY PROGRAMS, YELLOW RIBBON SUPPORT, MNHFTECHIBA, MNHFTITLE5TVL, EEO, MNFE,

Appendix H (Continued)

MNFE QPSM TVL, MNIG, MNL, MNOT, MNOTHR1, MNOTNET, MNOTODT, MNOTRTI, MNOTSCHOOLS, MNOTGO, MNOT DJS, MNOT TAG, MNP CAO CNO, MNP QAAP, EEP BOARDS, INCAP, MNRR1, PECSCHOOLS, SHARPTRNG EEO

- Block 13 and 16.a. must be CAC signed
- DTS Permissions: 0, 1, 2
- DTS Organization Access: Assigned
- DTS Group Access: Assigned

AO/RO – Training for Accountable Officials and Certifying Officers

- To access the course, navigate to Passport <https://www.defensetravel.dod.mil/passport>
- AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL or Annual COL Refresher) certificate must accompany the DD 577
- Certification must be completed annually, while appointed a DTS role.
- Annual COL Refresher training certificate are to be submitted to the state LDTA via email (monika.m.harding.civ@mail.mil)

Appendix H (Continued)

| APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i> | | | | | | | | | | | | | | |
|---|--|--|---|----------------------------------|--|--|---------------------------------------|---|---|--|--|---|---|--|
| PRIVACY ACT STATEMENT | | | | | | | | | | | | | | |
| <p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p> | | | | | | | | | | | | | | |
| SECTION I - APPOINTEE | | | | | | | | | | | | | | |
| 1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i> | 2. DoD ID NUMBER | 3. TITLE | | | | | | | | | | | | |
| 4. DOD COMPONENT/ORGANIZATION | 5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i> | | | | | | | | | | | | | |
| <p>6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> DISBURSING OFFICER: DSSN _____</td> <td style="width: 33%;"><input type="checkbox"/> CASHIER</td> <td style="width: 33%;"><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____</td> <td><input type="checkbox"/> PAYING AGENT</td> <td><input type="checkbox"/> IMPREST FUND CASHIER</td> </tr> <tr> <td><input type="checkbox"/> CERTIFYING OFFICER</td> <td><input type="checkbox"/> COLLECTIONS AGENT</td> <td><input type="checkbox"/> SAFEKEEPING CUSTODIAN</td> </tr> <tr> <td><input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td><input type="checkbox"/> DISBURSING AGENT</td> <td><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</td> </tr> </table> | | | <input type="checkbox"/> DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> CASHIER | <input type="checkbox"/> CHANGE FUND CUSTODIAN | <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> PAYING AGENT | <input type="checkbox"/> IMPREST FUND CASHIER | <input type="checkbox"/> CERTIFYING OFFICER | <input type="checkbox"/> COLLECTIONS AGENT | <input type="checkbox"/> SAFEKEEPING CUSTODIAN | <input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL | <input type="checkbox"/> DISBURSING AGENT | <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN |
| <input type="checkbox"/> DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> CASHIER | <input type="checkbox"/> CHANGE FUND CUSTODIAN | | | | | | | | | | | | |
| <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____ | <input type="checkbox"/> PAYING AGENT | <input type="checkbox"/> IMPREST FUND CASHIER | | | | | | | | | | | | |
| <input type="checkbox"/> CERTIFYING OFFICER | <input type="checkbox"/> COLLECTIONS AGENT | <input type="checkbox"/> SAFEKEEPING CUSTODIAN | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL | <input type="checkbox"/> DISBURSING AGENT | <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN | | | | | | | | | | | | |
| <p>7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Defense Travel System Routing Official As a routing official, you will be responsible for reviewing travel documents (Travel Authorizations, Vouchers and Local Vouchers) in accordance with the JTR. You do not have the authority to obligate funds or to certify travel documents for payment. "The Routing Official must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the routing official to possible criminal penalties and/or administrative sanctions." DTS Permissions to be granted for which Organization: DA180NYAXXXXXXX (i.e. DA180NYA0420272101) Sub-Orgs: YES/NO Level of Review: 5/10/15/20 (PICK WHICH LEVELS OF REVIEW YOU NEED) Are you Reviewing Authorizations? YES/NO Are you Reviewing Vouchers? YES/NO You will be included in these routing lists: (NAME THE ROUTING LISTS)</p> | | | | | | | | | | | | | | |
| <p>8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Chapter 33</p> | | | | | | | | | | | | | | |
| SECTION II - APPOINTING AUTHORITY | | | | | | | | | | | | | | |
| 9. NAME <i>(First, Middle Initial, Last)</i> | 10. TITLE | 11. DOD COMPONENT/ORGANIZATION | | | | | | | | | | | | |
| 12. DATE (YYYYMMDD) | 13. SIGNATURE | | | | | | | | | | | | | |
| SECTION III - APPOINTEE ACKNOWLEDGEMENT | | | | | | | | | | | | | | |
| <p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.</p> | | | | | | | | | | | | | | |
| 14. PRINTED NAME <i>(First, Middle Initial, Last)</i> | 15. DATE (YYYYMMDD) <i>(Not earlier than date in Item 12 or 13)</i> | | | | | | | | | | | | | |
| 16.a. DIGITAL SIGNATURE | 16.b. MANUAL SIGNATURE | | | | | | | | | | | | | |
| SECTION IV - APPOINTMENT TERMINATION | | | | | | | | | | | | | | |
| The appointment of the individual named above is hereby revoked. | | 17. DATE (YYYYMMDD) | | | | | | | | | | | | |
| 19. NAME OF APPOINTING AUTHORITY | 20. TITLE | 18. APPOINTEE INITIALS | | | | | | | | | | | | |
| 19. NAME OF APPOINTING AUTHORITY | | 21. APPOINTING AUTHORITY SIGNATURE | | | | | | | | | | | | |

Appendix H (Continued)

Defense Travel System (DTS) Role Checklist

REQUIRED DOCUMENTS:

- Non-DTS Entry Agent (NDEA) Acknowledgment
-

Non-DTS Entry Agent (NDEA) Role

- This NDEA Acknowledgment is only to gain the T-Enter stamp (sign vouchers on behalf of travelers)
- DTS organization (i.e. DA180NYA0420272108) must be provided
- NDEA must sign
- Local Command Authority/Supervisor must sign
- DTS training certificates are not required
- If an individual needs to input DTS documents but does not need the T-Enter stamp, NDEA Acknowledgment is not needed
- DTS Permissions: 0
- DTS Organization Access: No
- DTS Group Access: Assigned

Appendix H (Continued)



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

Acknowledgement of an Appointment in Defense Travel System (DTS) as a Non-DTS Entry Agent (NDEA).

I acknowledge the appointment as an NDEA for DTS organization DA180NYA. I understand that if I T-Enter a voucher on a traveler's behalf, I will attach all required receipts and I will upload a signed DD 1351-2 by the traveler to the DTS voucher.

I understand that I should only be T-Entering DTS vouchers for travelers that are disconnected from DTS and are unable to sign their own DTS voucher.

I will sign DTS vouchers for other travelers by selecting the T-ENTERED stamp instead of the SIGNED stamp from the document status list on the Digital Signature page.

(NDEA's Signature)

(Local Command Authority's Signature)

(NDEA's Printed Name)

(Local Command Authority's Printed Name)

Appendix I

Lost Receipt Form

| CERTIFICATION OF MISSING OR LOST RECEIPT | | | | | | | | |
|--|--|--------------------------------------|---|--------------------------|--|--------------------------------|-----------------------------|-------------------|
| <p>**NOTE: Duplicate copies of receipts are usually readily available from hotels, airlines, and vehicle rental agencies. Due to requirements to list daily basic rates, taxes, and fees separately for claimed expenses, you must attempt to obtain copies of the original receipts from these vendors. When using this form in place of a receipt, you are responsible for fully reading, understanding and completing this certification. For each expense listed below, you <u>MUST</u> complete each block pertaining to that expense.</p> <p>In accordance with Joint Federal Travel Regulations, Vol. I, Part F, paragraph U2510 (Military), Joint Travel Regulations, Vol. II, Part E, paragraph C1310 (Civilian), AFI 65-114, Chapter 8, paragraph 8.6.4, and DoDFMR Volume 9, paragraph 080305, "Attach all supporting documentation including the original or legible copy of orders and receipts for all lodging expenses, as well as claimed reimbursable expenses of \$75 or more."</p> | | | | | | | | |
| SECTION I - EXPENSE(S) | | | | | | | | |
| <p>DO NOT include the following items with any amounts listed below:</p> <p>a. Optional insurance (Loss Damage Waiver, Personal Accident Insurance, etc...) on vehicle rentals, unless the rental is OCONUS.</p> <p>b. Sundries, unofficial phone calls, movie rentals, room service, bellhop tips, unauthorized laundry services, restaurant fees at lodging facilities, or any other expense incurred for personal convenience.</p> <p>c. Airfare that was not personally procured or airfare that was charged to a Centrally Billed Government Travel Card.</p> <p>d. Expenses incurred while on leave or other non-per-diem status.</p> | | | | | | | | |
| 1. LODGING (Hotel Name) | | (City) | | | (State/Country) | | | |
| Was room shared with any military/gov't employees? <input type="checkbox"/> Yes <input type="checkbox"/> No | If room was shared with military/gov't employees, were they on funded travel orders? <input type="checkbox"/> Yes <input type="checkbox"/> No | Check-in Date: | Check-out Date: | Daily Room Rate: \$ | Daily Tax Rate: \$ | Total Cost: \$ | | |
| LODGING (Hotel Name) | | (City) | | | (State/Country) | | | |
| Was room shared with any military/gov't employees? <input type="checkbox"/> Yes <input type="checkbox"/> No | If room was shared with military/gov't employees, were they on funded travel orders? <input type="checkbox"/> Yes <input type="checkbox"/> No | Check-in Date: | Check-out Date: | Daily Room Rate: \$ | Daily Tax Rate: \$ | Total Cost: \$ | | |
| 2. AIRFARE (Carrier Name) | | Travel From: City & State/Country | Travel To: City & State/Country | Date Traveled: | Base Airfare Cost: \$ | Airfare Taxes: \$ | CTO Fee: \$ | Total Cost: \$ |
| This airfare was purchased with: <input type="checkbox"/> My individually billed GTC (IBA) <input type="checkbox"/> My unit's centrally billed GTC (CBA) <input type="checkbox"/> A personal credit card | | | | | | | | |
| AIRFARE (Carrier Name) | | Travel From: City & State/Country | Travel To: City & State/Country | Date Traveled: | Base Airfare Cost: \$ | Airfare Taxes: \$ | CTO Fee: \$ | Total Cost: \$ |
| This airfare was purchased with: <input type="checkbox"/> My individually billed GTC (IBA) <input type="checkbox"/> My unit's centrally billed GTC (CBA) <input type="checkbox"/> A personal credit card | | | | | | | | |
| 3. RENTAL CAR (Company Name) | | Date Vehicle Rented: | Date Vehicle Returned: | Basic Rental Rate: \$ | Taxes: \$ | Insurance: (OCONUS only) \$ | Fuel Paid In Advance: \$ | Total Cost: \$ |
| 4. TAXI/LIMOUSINE/VAN Company Name | | Travel From: City & State/Country | Travel To: City & State/Country | Basic Fare: \$ | | Tip: \$ | Total Cost: \$ | |
| 5. OTHER TRANSPORTATION (Carrier Name) | | Travel From: City & State/Country | Travel To: City & State/Country | Type (bus, train, etc): | Base Cost: \$ | Taxes: \$ | Tip: \$ | Total Cost: \$ |
| 6. REGISTRATION / CONFERENCE FEE (Purpose) | | Paid To: | Were any meals included * <input type="checkbox"/> Yes <input type="checkbox"/> No | | Was any lodging included * <input type="checkbox"/> Yes <input type="checkbox"/> No | | Total Cost: \$ | |
| *Note: If meals were included in your registration fee, you must claim them as deductible meals in block 19 of the DD Form 1351-2, Travel Voucher. For travelers using DTS, indicate any deductible meals on the DTS Per Diem Entitlement screen as meals 'Provided'. Additionally, if lodging was included in your registration fee, ensure you do not claim reimbursement for the applicable night(s). | | | | | | | | |
| 7. OTHER EXPENSE (Be Specific) *Note: If claiming reimbursement for mailing/shipping baggage or property, you must include weight tickets. | | | | Date of Expense: | | Total Cost: \$ | | |
| SECTION II - EXPLANATION | | | | | | | | |
| 1. Provide full explanation why receipt is not available. | | | | | | | | |
| SECTION III - CERTIFICATION | | | | | | | | |
| <p>I certify I attempted to obtain copies of original receipts from the above named vendors and have been unable to do so. I further certify I incurred the above expense(s) for which the receipt is missing and/or lost for presentation with the travel claim. I understand failure to complete this form in its entirety may result in denial of claimed expenses. I also understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).</p> | | | | | | | | |
| 1. Traveler's Name (Last, First, M.I.) | | | 2. Signature | | | 3. Date Signed | | |

APPENDIX J

Instructions for Accessing Training in Travel Explorer (TraX)



Information Paper: Instructions for Accessing Training in Travel Explorer (TraX)

Introduction Travel Explorer (TraX) offers a centralized travel resource comprising of travel assistance, training, access to trip tools, and other useful information. TraX is accessible 24 hours a day, 7 days a week for registered users.

Accessing TraX To log into TraX, go to the DTMO Passport (Figure 1) at <https://www.defensetravel.dod.mil/passport>. View the information on the **Passport Message** page and select **OK** to proceed.



Figure 1: Passport Message Page

You must have a user account to log into Passport. If you don't have one, select **register here** on the **Passport Login** screen (Figure 2, Indicator 1). If you do have an account, skip the next step.

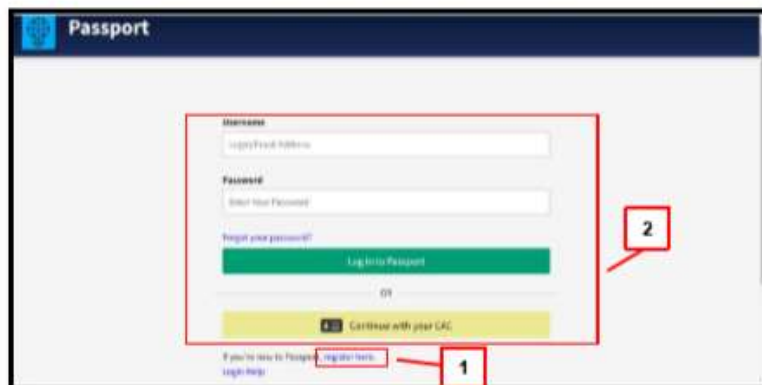
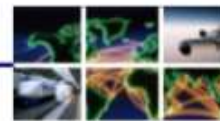


Figure 2: Passport Login Screen

APPENDIX J (Continued)



DEFENSE TRAVEL
MANAGEMENT OFFICE

Registering to TraX

The **Passport Registration** page opens (Figure 3).

A screenshot of the Passport Registration page. The page has a white background with a light blue header. The main content area contains a registration form with the following fields: 'Login Email' (text input), 'First Name' (text input), 'Last Name' (text input), 'Employment Type' (dropdown menu), and 'Web Phone' (text input with a 'Go' button). A green 'Submit Registration' button is at the bottom. There is a red error message at the top: 'You appear to be using an invalid email address. Please use a valid email address.' The page title is 'Registration Instructions'.

Figure 3: Passport Registration Page

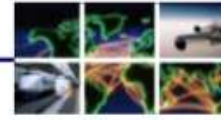
There are two ways to register an account in **TraX**.

- **Register an account with Login Email:** Enter an email address, first and last name and remaining mandatory fields, then select **Submit Registration**. After your account is created, you'll receive an email inform. You use the link within the email to complete registration and establish a new password. Once you complete registration, return to Passport, enter your email address and password, and then select **Log in to Passport** (Figure 2).
- **Register with your CAC:** Select **Register with your CAC**. Upon account creation, you will receive an email notifying you. You'll be able to log into Passport by selecting **Continue with your CAC** (Figure 2).

Logging into to TraX

From the **Passport Login** screen, log in with your preferred method (Figure 2, Indicator 2). The **Passport Landing** page opens (Figure 4). You can access applications based upon your permissions. At a minimum, you'll have access to **My Profile**, **Subscriptions**, and **TraX**.

APPENDIX J (Continued)



DEFENSE TRAVEL
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Logging into
TraX
(continued)

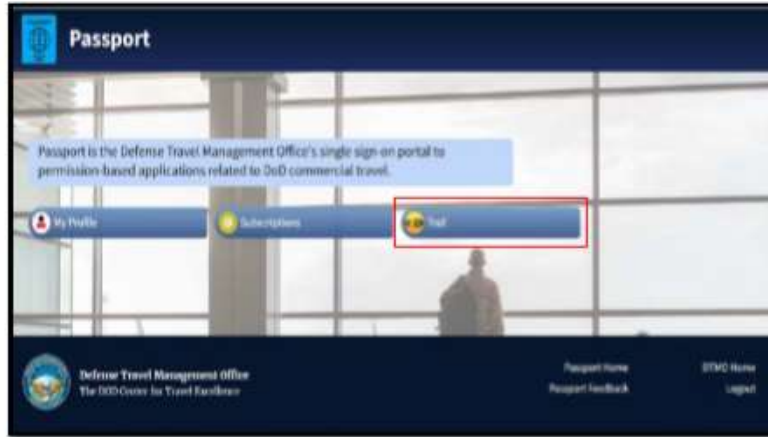


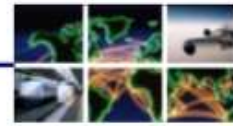
Figure 4: Passport Landing Page

Select **TraX** (Figure 4). The **DoD Travel Explorer Home** page opens (Figure 5). Navigate to the **Training** module by selecting the **Training** icon at the top of the page.



Figure 5: Training Icon on TraX Navigation Bar

APPENDIX J (Continued)



DEFENSE TRAVEL
MANAGEMENT OFFICE

Training

The **Training** module opens with the **Available/Recommended** screen (Figure 6) displayed.



Figure 6: TraX Available/Recommended Screen

If this is your first time in the Training module, select the **My Roles** tab. On the **My Roles** screen (Figure 7), check the boxes next to the roles that are appropriate for your position then select **View Recommended Training**. If you've used the training module before, feel free to skip this step.



Figure 7: My Roles Screen

APPENDIX J (Continued)



DEFENSE TRAVEL
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Training (continued)

The **Available/Recommended** screen (Figure 6) re-opens. It displays a list of training courses that we recommend based on the roles that you chose. You can also select the **View All** radio button to see all available classes.

Class Descriptions

To see the description of a class, on the **Available/Recommended** screen, select **INFO** next to the class. The description (Figure 8) includes the estimated class length and recommended roles.



Figure 8: Class Description Screen

When you are finished, return to the **Available/Recommended** screen by selecting **Return to Class List**.

Web Based Training

Web Based Training classes (WBTs) are self-paced, on-demand, computer-based classes. They have interactive exercises and an assessment.

To access a WBT, on the **Available/Recommended** screen, select **Launch** next to a class. The class **Welcome** screen (Figure 9) opens. It provides a class description, some key information about the class, and its computer requirements.

APPENDIX J (Continued)



DEFENSE TRAVEL
MANAGEMENT OFFICE

Web Based Training (continued)



Figure 9 Welcome Screen

To take a WBT, select **Launch** on the **Welcome** screen. You earn a training certificate for successfully completing the assessment (for more on certificates, see the **Completed Tab** section, below).

Distance Learning

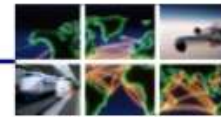
Distance learning is an interactive, online classroom environment, delivered by a live instructor via Defense Collaboration Service (DCS) software.

To register for a distance learning class, on the **Available/Recommended** screen, select **Schedule** to the left of the class title. The class schedule (Figure 10) appears in the right column.

| Actions | CLASS NAME, RECOMMENDED | Version | TYPE | Register | START | END | FROM | TO |
|----------|---|---------|-------------------|----------|---------|---------|------|------|
| Schedule | DTS Package - Expense Report Tip & Troubleshooting (DTS) | 1.00 | Distance Learning | Register | 12/2013 | 10/2014 | 1009 | 1002 |
| Schedule | DTS Package - Instructor Service Review & Approval (DTS) | 1.00 | Distance Learning | | | | | |
| Schedule | Intermediate Web Training System (DTS) Software Application (DTS) | 1.00 | Distance Learning | | | | | |
| Schedule | ICP Refresher (DTS) | 2.00 | Distance Learning | | | | | |
| Schedule | Travel Policy Compliance Test Administration (DTS) | 1.00 | Distance Learning | | | | | |

Figure 10: Register for Distance Learning

APPENDIX J (Continued)



DEFENSE TRAVEL
MANAGEMENT OFFICE

Distance Learning (continued)

Select **Register** to sign up for a class (Figure 10). TraX displays a pop-up screen to let you know that the training is scheduled, and emails your TraX login email address* to let you know the class details (Figure 11).

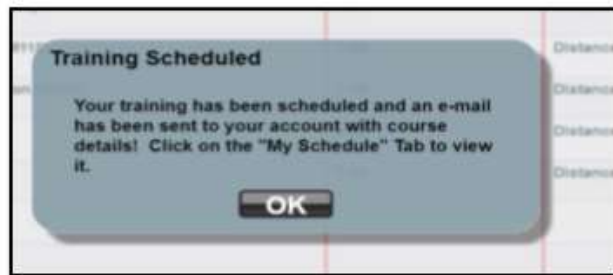


Figure 11: Training Scheduled Message Screen

*Your TraX login email address is the address listed in your TraX profile. If this is not your current address, you won't receive this or any other TraX-initiated email. Select **User Profile** in the upper left corner of any TraX screen to access and update your TraX profile.

Scheduled Tab

To attend a **Distance Learning** class you have scheduled, select the **Scheduled** tab. The **Scheduled** screen (Figure 12) opens.



Figure 12: Scheduled Screen

Select **Info** to see information about a class, **Cancel** to cancel a class, or **Launch** to enter an online classroom. The classroom becomes available approximately half an hour before the scheduled start time.

APPENDIX J (Continued)



DEFENSE TRAVEL
MANAGEMENT OFFICE

Completed Tab

The **Completed** tab (Figure 13) contains a list of training certificates that you earned by successfully completing WBTs and attending distance learning classes.



Figure 13: Completed Screen

Select **Print** to generate your training certificate (Figure 13, Indicator 1).

Note: If you do not see a training certificate you have earned, complete a TAC Help Desk ticket by selecting **Help Tickets** at the top of any TraX screen and following the prompts (Figure 13, Indicator 2). Include in your ticket the full class title, the date the class was completed, and your TraX login email address. Your certificate will post to your TraX account, under the **Completed** tab within a few days.

Updating Account Information

If you ever need to update your account information (e.g., your email address changes), you can access **My Profile** from the **Passport Landing Page** (Figure 4) or select **User Profile** the upper left corner of any TraX screen (Figure 13, Indicator 3). A screen opens which allows you to change the details of your account.

Appendix K

DTS Cross-Org Request Sheet

| | |
|-------------------------|--|
| Date: | |
| Travel Event | |
| Unit: | |
| Travel Purpose: | |
| Origination: | |
| Destination: | |
| Dates of Travel: | |

| POC | |
|-----------------|--|
| Name: | |
| Phone #: | |
| E-mail: | |

| Officer in Charge of Operation / Mission | |
|--|--|
| Name: | |
| Phone #: | |
| E-mail: | |

| STATUS (AGR/TECH/M-DAY) | | Rank | Social Security # (include "G" if necessary) | Mode of Travel | DTS Org | TOTAL |
|-------------------------|--|------|--|----------------|---------|-------|
| | | | | | | |
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| | |
|---|---|
| Cross Org Funding Code: (Provided by Program Manager) | Fund Center: Cost Center: Functional Area: Fund: DTS LOA Name: |
|---|---|

| POC at NYARNG: | |
|----------------|--|
| Name: | |
| Phone#: | |
| E-mail: | |

Appendix L

DTS In and Out Process Procedures

1. In-Processing Considerations for DTAs
<https://www.defensetravel.dod.mil/site/rssDetail.cfm?id=52>
2. Out-Processing Considerations for DTAs
<https://www.defensetravel.dod.mil/site/rssDetail.cfm?id=60>

Appendix M

Restricted Airfares Checklist

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Restricted Airfares Checklist

Refer to JTR, par. 020206-M2.

1. General

a. DoD Travel Policy. Existing DoD travel policy allows the use of restricted airfares available to the general public.

b. City Pair Program Fare is Available. When a City Pair Program fare is available, the AO must complete the checklist below to determine the feasibility of a traveler using a restricted airfare.

2. Checklist. Prior to booking travel arrangements, please review the following questions.

| Question | Yes | No |
|--|-----|----|
| 1. Is the travel firm (in other words, not subject to date, time, or destination changes)? | | |
| 2. Is the traveler's mission to a single location? | | |
| 3. Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements. | | |
| 4. Is the cost of the restricted airfare less than the least expensive unrestricted economy or coach airfare by \$200 or more on a U.S. domestic flight or \$300 on an international flight, since these amounts are the change or cancellation fee charges? Example: The round trip unrestricted fare is \$475. The nonrefundable fare is \$200. The AO should approve the restricted fare of \$200 with a change fee of \$200, since the total (\$400) is less than the unrestricted fare (\$475). For City Pair Program routes to achieve cost savings, travelers must consider the lowest available unrestricted economy or coach airfare (in other words, YCA or -CA, if offered). | | |

3. Restricted Airfare Determination

a. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.

b. If the answer to any of the questions is no, then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.

c. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline's website for more information.

d. Restricted airfares must be purchased through the TMC and paid for with a GTCC. Restricted airfares may not be purchased through on-line booking services.

4. Limitations and Restrictions

a. JTR, par. 020207.F, applies if a Government TMC is not available.

APPENDIX M (Continued)

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

b. If the AO approves a restricted airfare, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed or canceled for any official reason.

c. Refer to JTR, par. 020206.M2, for personal limitations and restrictions when using restricted airfares for official travel.

| | | | |
|-----------------------------------|--------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Approved | | <input type="checkbox"/> Disapproved | |
| | | | |
| Approving Official's Name | Approving Official's Signature | Date | |

Appendix O

DTS Constructed Travel Worksheet - for Authorization



Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Worksheet - Authorization

Not required for travel legs shorter than 400 miles one-way

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode:

| Travel Leg | Date | Departure Location | Arrival Location | Mode (+Fare Class if air) | Cost |
|------------|------|--------------------|------------------|------------------------------|--------|
| PDS to TDY | | | | ▼ | \$0.00 |
| TDY to PDS | | | | ▼ | \$0.00 |

For trips with multiple TDY locations:

| | | | | | |
|------------|--|--|--|---|--------|
| TDY to TDY | | | | ▼ | \$0.00 |
| TDY to TDY | | | | ▼ | \$0.00 |
| TDY to TDY | | | | ▼ | \$0.00 |
| TDY to TDY | | | | ▼ | \$0.00 |

2. Constructed cost of the standard transportation mode:

| | Cost |
|---|--------|
| A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport) | \$0.00 |
| B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport) | \$0.00 |
| C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport) | \$0.00 |
| D. Total transportation cost | \$0.00 |
| E. Fee normally charged by your CTO | \$0.00 |
| F. Total constructed transportation cost | \$0.00 |

3. Potential transportation costs avoided by using your requested transportation mode:

| | Cost |
|--|--------|
| A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport) | \$0.00 |
| B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi) | \$0.00 |
| C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls) | \$0.00 |
| D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport) | \$0.00 |
| E. Parking at PDS terminal (e.g., parking at the airport while TDY) | \$0.00 |
| F. Shipping costs (e.g., baggage fees, official equipment shipping fees) | \$0.00 |
| G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers) | \$0.00 |
| H. Total avoided transportation cost | \$0.00 |

4. Additional considerations (non-monetary):

Check all that apply to this trip:

- Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission
- Scheduled common carrier is not available or is not practical to support the mission
- Potential for traffic, weather, or routing delays would negatively impact the mission
- POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission

APPENDIX O (Continued)

DTS Constructed Travel Worksheet - for Voucher



Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Worksheet - Voucher

Not required for any travel leg shorter than 400 miles one-way
Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the transportation mode the AO authorized:

| Travel Leg | Date | Departure Location | Arrival Location | Mode (+Fare Class if air) | Cost |
|------------|------|--------------------|------------------|------------------------------|--------|
| PDS to TDY | | | | ▼ | \$0.00 |
| TDY to PDS | | | | ▼ | \$0.00 |

For trips with multiple TDY locations:

| | | | | | |
|------------|--|--|--|---|--------|
| TDY to TDY | | | | ▼ | \$0.00 |
| TDY to TDY | | | | ▼ | \$0.00 |
| TDY to TDY | | | | ▼ | \$0.00 |
| TDY to TDY | | | | ▼ | \$0.00 |

2. Constructed cost of the transportation mode the AO authorized:

| | Cost |
|---|--------|
| A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport) | \$0.00 |
| B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport) | \$0.00 |
| C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport) | \$0.00 |
| D. Total transportation cost | \$0.00 |
| E. Fee normally charged by your CTO | \$0.00 |
| F. Total constructed transportation cost | \$0.00 |

3. Potential transportation costs avoided by using the actual transportation mode:

| | Cost |
|--|--------|
| A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport) | \$0.00 |
| B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi) | \$0.00 |
| C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls) | \$0.00 |
| D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport) | \$0.00 |
| E. Parking at PDS terminal (e.g., parking at the airport while TDY) | \$0.00 |
| F. Shipping costs (e.g., baggage fees, official equipment shipping fees) | \$0.00 |
| G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers) | \$0.00 |
| H. Total avoided transportation cost | \$0.00 |

4. Total official mileage per DTOD: ZIP-to-ZIP in CONUS or city-to-city if OCONUS: 0

5. Additional considerations (non-monetary):

Check all that apply to this trip:

- Scheduled common carrier departure, arrival, or total travel time would have negatively impacted the mission
- Scheduled common carrier was not available or was not practical to support the mission
- Potential for traffic, weather, or routing delays would have negatively impact the mission
- POC use was more efficient, more economical, or result in a more expeditiously accomplished mission

Appendix P

Authorizing Official Checklist

Authorization and Voucher Checklist

Trip Details

- Trip type is correct (most common is **Temporary Duty Travel - Routine**).
- Trip purpose and description are correct.
- Trip dates are correct.
- The **Conference/Event Name** indicates the name of a conference or “Not Applicable”.
- If used, the Reference and Comments to the AO are sufficient.

Trip Start, TDY Locations, and Trip End

- All official locations are correct (e.g., if duty is at a base, location isn't a city).
- All arriving and departing dates are correct.

If air travel or train is used:

- Travel schedules are reasonable and support the trip (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).
- Only authorized options are used (e.g., no unauthorized premium class seating, flights are City Pairs, *or* are properly justified on the **Other Auths and Pre Audits** screen).

If a rental car is used:

- Pick-up and drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY location).
- The car is the least expensive compact car, *or* is properly justified on the **Other Auths and Pre Audit** screen.

If lodging is used:

- Hotel check-in and check-out dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).
- No exempted tax types are claimed if travel is to a tax-exempt state.
- One of the following applies:
 - The traveler used the required lodging type.
 - The traveler provided a non-availability number for DoD lodging.
 - The traveler adequately justified non-use of the required lodging type.
 - You approved actual lodging.
 - DTS correctly limited their lodging reimbursement.
- One of the following applies:
 - The lodging rate is at or below the locality per diem rate.
 - You authorized actual lodging.
 - The traveler will pay the extra cost.

APPENDIX P (Continued)

Reservation Expenses and Other Expenses

- All reimbursable expenses are legal, proper, and correct, and not duplicated in any part of the document.
- All mileage allowances are legal, proper, and correct, and not duplicated elsewhere in the authorization. The traveler used the DTOD for en route mileage, and reasonable odometer mileage to official locations for in-and-around mileage.

Require Special Focus on Voucher

- All required receipts (i.e., expenses of \$75+ and all lodging) are attached, legible, match the claimed amount, fall within official travel dates (except authorized early expenses like restricted airfare), and support official travel.
- Traveler paid for trip expenses with GTCC whenever possible.
- The currency conversion rate is provided and correct for all purchases using foreign currency (does not apply to GTCC expenses).
- All claims are travel-related.
- Lodging taxes are claimed correctly (i.e., non-foreign OCONUS is included in hotel cost, all others are claimed separately).
- The lodging claim is properly divided between lodging allowance and reimbursable expenses, and does not include non-reimbursable expenses (e.g., mini bar).

Substantiating Documents

- If a Constructed Travel Worksheet is required, it is attached, legible, and correctly filled out.
- All other required documents (e.g., restricted airfare checklist) are attached and legible.

Per Diem

- Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross IDL-travel), each day reflects the correct, adjusted amounts.

Accounting

- The correct LOA is added. If multiple LOAs are displayed, costs are correctly distributed between them.
- If you limited the traveler's transportation reimbursement (constructed travel), the **Allowed** column accurately reflects the traveler's reimbursement limitation.
- If the traveler requested partial payments, trip expenses are correctly divided into 30-day increments and the LOA is correct.
- If the traveler requested an advance, the LOA is correct.

APPENDIX P (Continued)

Review Financial Summary Screen

- If **Balance Due US** is not \$0.00, traveler has been notified of the debt.
- Confirm split disbursement amounts are reasonable and reflect an attempt to fully pay off the traveler's GTCC account.

Other Auths and Pre Audits Screen

- All displayed **Other Authorizations** are necessary and all necessary **Other Authorizations** are recorded.
- Comments under **Other Authorizations** are sufficient, per local policy.
- All justifications are sufficient, in your opinion and per local policy. When required, all reason codes are present and are acceptable.
- No advisory notice identifies a potential improper payment (e.g., traveler's document reflects rental car use, but did not enter a gas expenses for it).

Digital Signature Screen

- The appropriate status stamp is displayed – either your default stamp (**APPROVED** for AOs) OR an allowable alternative (e.g., **RETURNED**).
- All required information is in the **Additional Comments** field.

Appendix Q

Glossary

Acronym

Definition

| | |
|------------|--|
| AFCOS | Automated Funds Control Order System |
| AGR | Active Guard and Reserve |
| ADOS | Active Duty Operational Support |
| AO | Authorizing Official |
| ADT | Active Duty for Training. |
| AT | Annual Training |
| CBA | Centrally Billed Account |
| CO | Certifying Officer |
| COL | Certifying Officer Legislation |
| TMC | Travel Management Company |
| DMM | Debt Management Monitor |
| DoD | Department of Defense |
| DoDFMR | Department of Defense Financial Management Regulation |
| DTA | Defense Travel Administration |
| DTMO | Defense Travel Management Office |
| DTS | Defense Travel System |
| DUE US | Advice of Collection |
| EFT | Electronic Funds Transfer |
| GTCC | Government Travel Charge Card |
| IBA | Individually Billed Account |
| IDT | Inactive Duty Training. |
| ITA | Invitational Travel Authorization |
| JTR | Joint Travel Regulations |
| LDTA | Lead Defense Travel Administrator |
| LOA | Line of Accounting |
| NDEA | Non-DTS Entry Agent |
| Obligation | A formal accounting procedure to set aside funds for future payment. |
| OCONUS | Outside the Continental United States |
| ODTA | Organizational Defense Travel Administrator |
| PNR | Passenger Name Record |
| POC | Privately Owned Conveyance |
| POV | Privately Owned Vehicle |
| RO | Routing Official |
| SNA | Statement of Non-Availability |
| SPP | Scheduled Partial Payment |
| TDY | Temporary Duty |
| VOCO | Verbal Order of the Commanding Officer |

References

- a. Joint Travel Regulations, updated monthly
- b. DoD Financial Management Regulation, DoDFMR7000.14-R
- c. Defense Travel System Regulations: Authorized by DoDI5143.31, Vol. 3, June 2020 (These Regulations replace the DoD FMR, Volume 9, Chapter 2 (August 2014))
- d. Defense Travel Management Office
- e. Defense Travel Administrator's Manual, 12 August 2019
- f. Defense Travel System (DTS) Best Practices, 26 May 2020
- g. Army Directive 2017-05, Policy for Travel by Department of the Army Senior Officials, 18 January 2017
- h. U.S. Government Rental Car Agreement (GAR), Number 4

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