

The Navy Defense Travel System Business Rules Version 2.0

October 2012

Navy DTS Program Management Office



Table of Contents

| | |
|--|----|
| INTRODUCTION..... | 1 |
| 1.0 DTS OVERVIEW..... | 2 |
| 1.1 General..... | 2 |
| 1.2 Functional Responsibilities..... | 2 |
| 1.3 Management and Oversight Responsibilities..... | 3 |
| 2.0 DTS REQUIREMENTS..... | 4 |
| 2.1 Digital Signature – Public Key Infrastructure (PKI)..... | 4 |
| 2.2 First Time DTS Users..... | 4 |
| 3.0 DTS SET-UP..... | 5 |
| 3.1 Organizations..... | 5 |
| 3.2 Routing Lists..... | 5 |
| 3.3 Groups and Global Group Membership Rules (GGMR)..... | 5 |
| 4.0 DTS PERMISSION LEVELS..... | 6 |
| 5.0 DTS ROLES AND RESPONSIBILITIES..... | 7 |
| 5.1 Lead Defense Travel Administrator (LDTA)..... | 7 |
| 5.2 Organizational Defense Travel Administrator (ODTA)..... | 8 |
| 5.3 Financial Defense Travel Administrator (FDTA)..... | 9 |
| 5.4 Budget Defense Travel Administrator (BDTA)..... | 10 |
| 5.5 Debt Management Monitor (DMM)..... | 11 |
| 5.6 Centrally Billed Account Specialist (CBAS)..... | 11 |
| 5.7 Routing Official (RO)..... | 12 |
| 5.8 Approving/Authorizing Official (AO)..... | 13 |
| 5.9 Certifying Officer (CO)..... | 14 |
| 5.10 Non-DTS Entry Agent (NDEA)..... | 14 |
| 5.11 Traveler..... | 15 |
| 5.12 Contractor Personnel..... | 16 |
| 6.0 DOCUMENT ROUTING..... | 17 |
| 7.0 DTS HELPDESK/TRAVEL ASSISTANCE CENTER (TAC)..... | 17 |
| 8.0 PAYMENT METHODS..... | 18 |
| 8.1 Forms of Payment Eligible for Use in DTS..... | 18 |
| 8.2 Individually Billed Account (IBA)..... | 18 |

| | | |
|-------|--|----|
| 8.3 | DTS Centrally Billed Account (CBA)..... | 18 |
| 8.3.1 | Establishing a DTS CBA..... | 19 |
| 8.3.2 | DTS CBA Reconciliation..... | 19 |
| 9.0 | CREATING TRAVEL IN DTS..... | 19 |
| 9.1 | Travel Authorization (Request for Travel)..... | 19 |
| 9.1.1 | Individual Travel..... | 19 |
| 9.1.2 | Group Travel..... | 20 |
| 9.2 | Air Transportation..... | 20 |
| 9.2.1 | GSA City Pair Program..... | 20 |
| 9.2.2 | GSA Fare Types..... | 20 |
| 9.2.3 | Passenger Name Record (PNR)..... | 21 |
| 9.2.4 | Other Than Economy/Coach-Class Transportation..... | 22 |
| 9.2.5 | 72-Hour Auto-Cancellation..... | 22 |
| 9.3 | Bus Travel..... | 23 |
| 9.4 | Rail Travel..... | 23 |
| 9.5 | Lodging..... | 23 |
| 9.5.1 | Uniformed Member..... | 23 |
| 9.5.2 | Government Civilian..... | 24 |
| 9.5.3 | Government Quarters..... | 24 |
| 9.5.4 | Commercial Lodging..... | 24 |
| 9.6 | Rental Car..... | 25 |
| 9.7 | Reimbursable Expenses..... | 25 |
| 9.7.1 | Non-Mileage Expenses..... | 25 |
| 9.7.2 | Mileage Expenses..... | 25 |
| 9.8 | Commercial Air Ticketing..... | 26 |
| 9.8.1 | Electronic Ticketing..... | 26 |
| 9.8.2 | Paper Tickets..... | 26 |
| 9.8.3 | Ticketing Prior to Departure..... | 26 |
| 9.9 | Short-Term or Last Minute Travel..... | 27 |
| 9.10 | Changes to Travel Reservations..... | 27 |
| 9.11 | Cancellation of Travel..... | 28 |
| 9.12 | Travel Outside the Continental United States (OCONUS)..... | 29 |

| | | |
|--------|--|----|
| 9.12.1 | AMC Flights..... | 29 |
| 9.12.2 | Foreign Flag (Non-U.S.-Certificated) Carriers..... | 30 |
| 9.13 | Unused Tickets..... | 30 |
| 9.14 | Emergency or En-Route Travel Assistance..... | 30 |
| 9.15 | Travel Funded by Another Command or Service /Agency (X-ORG)..... | 31 |
| 9.16 | Travel Advances..... | 31 |
| 9.16.1 | Non-ATM Travel Advances..... | 32 |
| 9.16.2 | ATM Travel Advances..... | 32 |
| 9.17 | Scheduled Partial Payments..... | 32 |
| 10.0 | LIQUIDATION OF TRAVEL CLAIM..... | 32 |
| 10.1 | Travel Voucher (Claim)..... | 32 |
| 10.2 | EFT and Split Disbursements..... | 34 |
| 11.0 | TRANSPORTATION OF PEOPLE (TOP) AND FINANCIAL IMPROVEMENT AUDIT READINESS (FIAR)..... | 34 |
| 11.1 | Introduction..... | 34 |
| 11.2 | Control Activities and Key Supporting Documents (KSDs)..... | 34 |
| 11.3 | Training and Resources..... | 36 |
| 11.4 | Sustainment..... | 36 |
| 12.0 | DTS AND TRAVEL LINKS..... | 37 |
| 13.0 | GLOSSARY..... | 38 |

INTRODUCTION

The Navy's Defense Travel System (DTS) Business Rules have been developed to provide all Navy travelers, administrative and supervisory personnel, as well as travel services providers, with a common set of transportation and financial rules for implementing and operating the standard automated Department of Defense (DoD) travel program, known as Defense Travel System (DTS). These business rules should be used in conjunction with the Joint Federal Travel Regulations (JFTR); the Joint Travel Regulations (JTR); the Defense Transportation Regulation (DTR) (DoD 4500.9-R); the DOD Financial Management Regulation (FMR) (DoD 7000.14-R, Volume 9, Chapter 2, and Volume 5, Chapter 33), OPNAVINST 4650.15B, Navy Passenger Travel Instruction and current Navy Travel Card Instructions, desk guide and local travel instructions. Temporary Duty (TDY) travel allowances/entitlements for most common TDY travel are described in Appendix G and O of the JFTR/JTR. In addition, for detailed instructions in utilizing DTS, please refer to the Defense Travel Management Office's (DTMO) training and reference materials.

DTS is a web-based end-to-end paperless electronic temporary duty travel system that allows the member to request, construct, and liquidate travel from a computer. DTS is the DoD mandated travel system for all travel supported by DTS. [NAVADMIN 315/08](#)
https://www.defensetravel.dod.mil/Docs/DTS_Mandate_Signed_Memo.pdf. DTS provides the user with multiple choices for travel arrangements including transportation, hotel rooms, and rental cars. In addition to travel arrangements, the traveler can complete the travel claim/voucher at a Common Access Card (CAC) enabled computer and arrange reimbursement of both personal and Individual Billed Account (IBA) payments. The DTS website can be accessed at the following address: <https://www.defensetravel.osd.mil>. The Navy DTS website, now on NKO, can be accessed at the following address: https://wwwa.nko.navy.mil/portal/page?paf_communityId=co146970010.

In addition, Navy DTS training resources, best practices, and Transportation of People (ToP) audit readiness information can be accessed at: <http://www.navsup.navy.mil/ccpmd/DTS>

In summary, DTS provides travelers with the ability to:

- Create, update, and digitally sign travel requests at their desk;
- Book transportation, hotel, and rental cars without physically visiting the Commercial Travel Office (CTO);
- Review the status of a trip record at any time;
- Request Advances and Scheduled Partial Payments (SPPs);
- Electronically route to an Approving Official (AO) for approval;
- Include travel preferences in a Personal Profile;
- Use actual trip information to prepare a claim/voucher;
- Electronically attach receipts/substantiating documents to the trip record;
- Receive expedient travel reimbursements through Electronic Fund Transfers (EFT).

Commands gain the ability to:

- Utilize electronic trip documents and routing to shorten approval process time;
- Route documents based on organization and type of action;
- Track the obligation and expenditure of travel funds;
- Reduce the number of financial transaction errors;
- Gain the control of travel budget and mission needs;
- Automatically verify compliance with travel policy;
- Increase productivity and record-keeping capabilities;
- Receive real time reporting on unsubmitted travel vouchers;
- Utilize the cross-org (X-Org) funding feature.

1.0 DTS OVERVIEW

1.1 General.

This document is developed to provide a common set of travel rules for Navy sites using DTS. It is a living document and will change as the system, processes, and policies/regulations evolve.

1.2 Functional Responsibilities.

With the automation of the travel/reimbursement process under DTS, there is a shift in traditional roles and responsibilities. Travelers (or travel clerks) are responsible for booking commercial transportation, car rentals, and lodging. AOs are responsible for determining the necessity of trips and funds availability, authorizing travel, ensuring the proper Line of Accounting (LOA) is cited prior to approval, and approving/certifying travel claims for validity and substantiating records (i.e., receipts) after completion of travel.

The Personnel Support Activities are only required to process travel claims under those scenarios temporarily excluded from DTS (e.g., Permanent Change of Station (PCS), and Back-to-Back Navy Reserve Order Writing System (NROWS) orders).

Travel arrangement approvals, once a function of the Navy Passenger Transportation Offices (NAVPTOs), are now the responsibility of each command. The NAVPTOs continue to have responsibility for travel not arranged through DTS and any government or contracted airlift. When NAVPTO support is required for government or contracted airlift, the traveler or travel clerk must arrange this travel with the NAVPTO. The NAVPTOs **should** not process travel arrangements that can be processed in DTS, for those commands where DTS has been implemented.

1.3 Management and Oversight Responsibilities.

- A. ***Under Secretary of Defense, Personnel and Readiness, (USD P&R).*** The USD (P&R) is the functional proponent for travel management within DoD, to include DTS. The Defense Travel Management Office (DTMO), under the cognizance of the USD (P&R), has been established to consolidate and improve commercial travel oversight and management within DoD, and provide one authoritative, responsible agency for commercial travel within the Department.
- B. ***Defense Logistics Agency (DLA).*** The DLA's DTS Program Office is responsible for guiding transformation of business operations throughout DoD and delivering enterprise-level capabilities that align to traveler needs. The Program Management Office-DTS (PMO-DTS), under the cognizance of the DLA, is responsible for the acquisition and system integration of DTS.
- C. ***Defense Travel Management Office (DTMO).*** The DTMO serves the DoD by consolidating, streamlining and centrally managing commercial travel, providing a single focal point to the Department and industry. The DTMO provides oversight for commercial travel management, travel policy and implementation, travel card program management, training, functional oversight of the DTS and customer support through the Travel Assistance Center (TAC). The TAC can be reached toll free at 1-888-435-7146 and through the Overseas DSN 1-888-435-7146.
- D. ***Navy DTS Program Management Office (Navy DTS PMO).*** The Navy DTS PMO is responsible for the Navy's management and implementation of DTS, communicating the Navy's requirements and positions, and coordinating efforts among the different processes and functional owners. The Navy DTS PMO reports to the Naval Supply Systems Command (NAVSUP) N034.
- E. ***The Office of Financial Operations(FMO).*** FMO provides oversight of financial programs/services (i.e., Military Pay, Travel and Transportation, Civilian Pay, and Disbursing Operations) for the Deputy Assistant Secretary of the Navy for Financial Operations (DASN(FO)) DASN FO. <http://www.fmo.navy.mil/>
- F. ***Commercial Travel Office (CTO).*** The CTO is a non-government entity contracted with the government to provide both traditional and DTS travel assistance. In DTS, the CTO assists Navy travelers by executing the travel arrangements, to include electronic ticketing (or manual ticket, if authorized). The current contracted CTO is Carlson Wagonlit Travel (CWT)/SatoTravel. Travelers can contact their local CTO during normal business hours. For after-hours support, travelers can contact the CWT/SatoTravel's toll free phone number at 1-800-359-9999. Itineraries and "eInvoices" are available at the "Virtually There" website: <https://www.virtuallythere.com>.

2.0 DTS REQUIREMENTS

2.1 Digital Signature – Public Key Infrastructure (PKI).

PKI is required in DTS to digitally sign and approve electronic travel documents. Support middleware (ActivClient) must be loaded on the desktop before the PKI tools identified below can be executed. Navy has an enterprise license for ActivClient and is deploying it as part of the Navy Marine Corps Intranet (NMCI) desktop. Navy's tool for PKI is the Common Access Card (CAC). For DTS, the CAC is the tool used to digitally sign documents. Organizations are responsible for ensuring that users of DTS have a CAC, with PKI capability and have an active password/ personal identification number (PIN.) Because the CAC is the universal identification card, it is highly recommended that the organization make arrangements to get a CAC for each member. To use the CAC, non-NMCI users will need to obtain card readers for and ensure that the middleware (ActivClient) is downloaded to the computer.

2.2 First Time DTS Users.

All first time DTS users should complete initial DTS training. Training is available at: www.defensetravel.dod.mil/passport

First time users should login to DTS and when prompted, enter their social security number (SSN) to bind their CAC to their DTS profile. If the individual does not have a personal profile loaded in the system, the individual will be prompted to self-register. Commands are encouraged to include DTS registration and/or DTS profile validation on the local check-in procedures. The initial requirement of self-registration is to find the geographic location and command that you will be registering to. Once location and command are selected, the traveler will be prompted to complete their DTS profile. Prior to making the first travel request in DTS, travelers should validate and update profiles with personal preferences for official business travel and verify that all data is correct. In addition, the traveler should confirm with their DTA that the traveler has been assigned to the correct organization within DTS. Travelers should verify that the following information, at a minimum, has been entered and is correct within their DTS profile:

- A. Home and work address and phone numbers;
- B. Emergency point of contact;
- C. Bank/credit union account number and routing number;
- D. Government Travel Charge Card (GTCC) number, expiration date, and the charge card radio button must be set to 'Yes' by the traveler's Defense Travel Administrator (DTA), if applicable;
- E. Correct e-mail address for DTS notifications;
- F. If applicable, the traveler/cardholder should ensure that the GTCC is activated prior to travel by contacting their Agency Program Coordinator (APC) or calling CitiBank's toll-free customer support number 1-800-200-7056;
- G. Navy Reservists, when registering for the first time to setup their reserve profile for reserve related travel (i.e., Annual Training (AT), Active Duty for

Training (ADT) and Inactive Duty Training Travel (IDTT)), should use their SSN with an “R” on the end (i.e., 123456789R) to ensure proper identification as a reservist;

- H. Navy Reservists, when building their profile in the self-registration process should use an email address that is easily accessible to ensure timely receipt of DTS messages. The use of their xxxxx@navy.mil email address is not required.

3.0 DTS SET-UP

3.1 Organizations

DTS organization codes are limited to 20 characters. All DTS organizations for Department of Navy begin with “DN” and are followed by a 2 digit Major Command (MAJCOM) identifier. Further information about organization structure can be found in Appendix Q of the DTA Manual. http://www.defensetravel.dod.mil/Docs/Training/DTA_Appendices.zip

3.2 Routing Lists

Each organization must have at least one routing list for an authorization, voucher, and local voucher associated with their DTS organization. Further information about routing list setup can be found in Chapter 5 of the DTS Defense Travel Administrator’s Manual. http://www.defensetravel.dod.mil/Docs/Training/DTA_Manual.zip

3.3 Groups and Global Group Membership Rules (GGMR)

- A. Groups:
1. Each organization must have at least one Group assigned to an organization. Groups are used in DTS to limit access to travelers' documents to the users who are authorized access to that group.
- B. Global Group Membership Rules (GGMR):
1. In addition, each organization must set up at least two Global Group Membership Rules. The first GGMR is for the Department of Navy Group. The second GGMR is for the MAJCOM Group. The mandatory GGMRs are listed below. A maximum of 7 GGMRs can be established.

Department of Navy GGMR:

- The organization that the GGMR is being added to
- Group Organization Owner Name: DN
- Group Name: DN

MAJCOM GGMR:

- The organization that the GGMR is being added to
- Group Organization Owner Name: DNXX (XX is to be populated with MAJCOM)

- Group Name: MAJCOM Group Name

MAJCOM Group Name examples are DN11, AAUSN, ONR ALL, ONI, DN18, NAVAIR, DN22, DN23, DN24, DN25, DN30, MSC, DN39, DN41, DN52, DN60, DN70, DN72, and DN74.

Additional information on Groups and GGMR and how to create/delete them can be found in Chapter 6 of the DTS Defense Travel Administrator's Manual.
<http://www.defensetravel.dod.mil/Docs/Training/DTA Manual.zip>

4.0 DTS PERMISSION LEVELS

Each user in DTS must have a permission level assigned to their specific user profile. These permission levels are assigned by the DTA, depending on the user's role within the command. A user's DTS profile may have more than one permission level assigned, designated profile indicators, and group and organizational access depending on the user's DTS role and responsibilities. Visit the NAVSUP – Consolidated Card Program Management Division (CCPMD) website for further instruction regarding Separation of Duties (SoDs), DTS permissions, roles, responsibilities and accesses.
<https://www.navsup.navy.mil/ccpmd/DTS>

These permission levels and applications to DTS users are as follows:

- PERMISSION LEVEL 0: Allows users to access document preparation functions.
- PERMISSION LEVEL 1: Grants view-only access to the Budget module in conjunction with Org Access.
- PERMISSION LEVEL 2: Allows access to the Route and Review module and to apply appropriate routing stamps to travel documents. The authority to review and approve travel authorizations and payments is restricted to appropriate officials. This is in accordance with DoD FMR, Volume 9, Chapter 2: "Permission levels must provide for appropriate separation of duties." DTAs are not to be placed in routing lists to apply any type of routing stamp.
- PERMISSION LEVEL 3: Allows users to perform tasks in the Budget module. These tasks include establishing and maintaining budgets for their organization's LOAs. This permission level allows users to view and edit EFT information in a traveler's permanent profile.
- PERMISSION LEVEL 4: Allows access to the CBA module.
- PERMISSION LEVEL 5: Allows users to edit organizations, routing lists, groups, and personal information within an organization.
- PERMISSION LEVEL 6: Allows editing capability to Lines of Accounting (LOAs) and access to the Debt Management Monitor (DMM) Module.
- PERMISSION LEVEL 7: Provides other DTAs with override abilities. Day to day users will not have this permission level.

- **PERMISSION LEVELS 8 AND 9:** Are reserved for the Operations and Support Contractor, the TAC, DTMO, and PMO-DTS.

5.0 DTS ROLES AND RESPONSIBILITIES

Responsibilities, permissions and access to DTS are determined by a user's role within DTS. The section below describes the roles and responsibilities within DTS and the permissions and access required for each role. Since individuals can perform multiple roles within DTS, commands must ensure that DTS roles, permissions and accesses are in compliance with the [NAVADMIN 393/11](#) Separation of Duties (SoD). Further instructions regarding SoDs within DTS can be found on the NAVSUP – CCPMD website at <https://www.navsup.navy.mil/ccpmd/DTS>. Due to command manning levels in support of DTS, waivers are temporarily being accepted to allow commands to continue functioning in DTS until a permanent resolution can be achieved.

5.1 Lead Defense Travel Administrator (LDTA).

Permissions - 0, 1, 2, 3, 4, 5, 6

Access - Organization access for the MAJCOM, Group access for the MAJCOM, Read Only Access (ROA) Administrator at the MAJCOM level, Management Information Systems (MIS) Reports

Profile Indicator(s)* - Manually Entered Transaction, Non-DTS Entry Agent (T-Entered), Debt Management Monitor, Self-AO Approval

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - All LDTAs will have permission level 2 for the sole purpose of assigning it to DTS users who will be placed in DTS routing lists. LDTA's shall never be in any routing list or create and/or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

**LDTAs will have all profile indicators selected only for the purposes of granting it to other DTS users as required.*

Responsibilities - The LDTA position for DoN is specifically reserved at the MAJCOM level only. The LDTA must be appointed in writing as a Departmental Accountable Official (DAO). When this appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTA functions are reduced to the lowest level required to perform any remaining duties. The LDTA is responsible for the management, coordination and dissemination of the overall travel functions for the MAJCOM and subordinate commands to include, but not limited to:

1. Act as the MAJCOM point of contact to NAVSUP's Navy DTS PMO;
2. Performing control activities related to ToP. Additional information about the activities and frequency is available in the ToP and Financial Improvement and Audit Readiness (FIAR) section of this document;
3. Establishing the DTS organization and subordinate organizations, creating and maintaining personal profiles, groups, and routing lists;

4. Assigning roles and permission levels (Guidelines can be found in the DTA User's Manual, available via the Training Resource Lookup link on the DTMO website under Training Resources);
5. Maintaining traveler profile information (addresses, phone numbers, government credit card numbers, bank account information, etc.), unless these duties have been delegated to a command Organizational DTA (ODTA);
6. Adding, detaching, and deleting traveler/user profiles;
7. Initiating and maintaining appointment and acknowledgement letters for a DAOs;
8. Ensuring travelers and users have active Common Access Cards with Public Key Infrastructure (PKI) capability (digital signature);
9. Establishing and maintaining the organization routing structures for reviewing, approving, and certifying travel;
10. Remaining current on all DTS changes;
11. Resolving traveler and user DTS problems, and/or reporting problems to the TAC and following up on resolution;
12. No routing, creating, or editing of travel documents (except their own). LDTA's are never to be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher;
13. Utilize Read Only Access (ROA). An LDTA who is required to review a traveler's document may only do so through ROA Mode;
14. Generate "Pending Airline Cancellation Report" daily, and ensure travel authorizations are approved to prevent airline reservation cancellation.

5.2 Organizational Defense Travel Administrator (ODTA).

Permissions - 0, 1, 2, 3, 4, 5, 6*

Access* - Organization access for the organization, Group Access, Read Only Access Administrator/User

Profile Indicator(s)* - Manually Entered Transaction, Non-DTS Entry Agent (T-Entered), Debt Management Monitor, Self-AO Approval

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - All ODTAs will have permission level 2 for the sole purpose of assigning it to DTS users who will be placed in DTS routing list. ODTA's shall never be in any routing list or create and/or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

**ODTAs will have all profile indicators selected only for the purposes of granting it to other DTS users as required. The LDTA will determine whether to grant the ODTA ROA Administrator Access*

or ROA User Access. The LDTA will determine if the ODTA will be authorized to grant permission level 6 and other accesses to the command, or if the sole responsibility will rest on the LDTA to delegate permissions and accesses. If an ODTA is assigned Group Access, they are never to apply a signature stamp to any DTS document. The ODTA can apply the SIGNED stamp to their own documents, but will never apply the "SIGNED" stamp to any other traveler's DTS document. In addition, the ODTA will never apply any routing stamps (i.e., "REVIEWED", "CERTIFIED", "APPROVED", etc.) to any DTS document, including their own. ODTAs are to use ROA ability to view documents. If an ODTA is not assigned permission level 6, Group Access, and/or Debt Management Monitor, the ODTA must ensure that an Financial DTS (FDTA)/Budget DTA (BDTA)/ Debt Management Monitor (DMM) are assigned these DTS functions within the ODTA's area of responsibility.

Responsibilities - The ODTA will be the organizational point of contact to the sub-organizations assigned. The ODTA must be appointed in writing as a DAO. When this appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTA functions are reduced to the lowest level required to perform any remaining duties. The ODTA is responsible for the overall management of the travel system for their sub-organization(s) to include, but not limited to:

1. Establishing DTS organizations and sub-organizations;
2. Creating and maintaining routing lists;
3. Creating and maintaining groups; and
4. Establishing and maintaining personal profiles.
5. Generate "Pending Airline Cancellation Report" daily, and ensure travel authorizations are approved to prevent airline reservation cancellation.

5.3 Financial Defense Travel Administrator (FDTA).

Permissions - 0, 1, 3, 5, 6

Access - Organization access and Read Only Access for the top level organization of the FDTA's area of responsibility.

Profile Indicator(s) - Manually Entered Transaction

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - FDTA's shall never be in any routing list. In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities.

Responsibilities - The FDTA ensures all financial information is current and accurate. The FDTA must be appointed in writing as a DAO. When this appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTA functions are reduced to the lowest level required to perform any remaining duties. Responsibilities of the FDTA include:

1. The FDTA is the travel funds administrator and has control and oversight of travel lines of accounting (LOAs), funds, and collection of debt;

2. The FDTA creates, maintains, or deletes lines of accounting (LOAs). The FDTA is responsible for maintaining the LOAs and assigning them to the correct organizations and cross-organizations through the X-Org funding feature in DTS. Each LOA must also be assigned a corresponding LOA label and budget. An LOA must only be deleted when it is no longer needed, because early deletion prevents use in a new travel document(s) or close out of an old travel document;
3. The FDTA serves as the point of contact for correcting rejected transactions resulting from financial errors;
4. The FDTA must comply with all Department-wide and local financial policies and procedures for establishing and maintaining LOAs and must be familiar with the regulations and policies:
 - DoD Financial Management Regulation (DoD FMR Vol 9, Ch2)
 - Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR)
 - Financial Field Procedures Guide
 - All service or agency internal control policies and procedures

5.4 Budget Defense Travel Administrator (BDTA).

Permissions - 0, 1, 3

Access - Organization access and Read Only Access for the top level organization of the BDTA's area of responsibility.

Profile Indicator(s) - Manually Entered Transaction

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - BDTA's shall never be in any routing list. In addition to budget functions, the BDTA may have additional DTA responsibilities.

Responsibilities - The BDTA can create, edit, and deactivate budgets in the Budget module. The BDTA reconciles the balances in the Budget module with official accounting records regularly in accordance with local policies. The BDTA complies with local financial procedures. The FDTA has a link in the LOA list to create a budget item; this link only functions if the FDTA is also the BDTA, otherwise the duties of maintaining LOAs and travel budget target are separate.

The BDTA must be appointed in writing as a DAO. When this appointment expires, DD FORM 577 is updated to terminate the appointment, and access to DTA functions/routing are reduced to the lowest level required to perform remaining duties. Responsibilities of the BDTA include:

1. Creating and maintaining information within the Budget module;

2. Reconciling balances within Budget module to official accounting records on a regular basis in accordance with local policies;
3. Producing reports required by different users from the Budget module;
4. No routing, creating, or editing of traveler documents (except their own). BDTA's are never to be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

5.5 Debt Management Monitor (DMM).

Permission - 0, 6

Access - Organization access, Read Only Access for the top level organization of the DMM's area of responsibility.

Profile Indicator(s) - Debt Management Monitor

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - Debt management is a requirement of the DoD FMR and one or multiple FDTAs within a MAJCOM are required to perform the DMM role in DTS. DMM's shall never be in any routing list. In addition to debt management functions, the DMM may have additional DTA responsibilities

Responsibilities - The DMM must be appointed in writing as a DAO. When this appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTA and DMM functions are reduced to the lowest level required to perform any remaining duties. Duties and responsibilities of the DMM are outlined in the Guide to Managing Travel-Incurred Debt document, which can be accessed on the DTMO website. Responsibilities of the DMM include:

1. Monitoring debt management within DTS based on organization access for reports and for all debt related e-mails;
2. Ensuring the traveler has been served due process;
3. Initiating and tracking debt collection actions to recover monies owed by the traveler to the government;
4. Assisting travelers who are in debt to the Government as a result of TDY travel. Their assistance includes providing guidance for repaying the debt and instructions on how to request a waiver or an appeal;
5. Initiating Out of Service debt processing as necessary;
6. Resolving Accounts Receivable (A/R) rejects that are posted in DTS.

5.6 Centrally Billed Account Specialist (CBAS).

Permissions - 0, 4

Access - Organization access to the top level organization of the CBAS's area of responsibility and Group access to the top level group of the CBAS's area of responsibility

Profile Indicator(s) - None

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - Within two weeks of appointment, and before certifying any invoice for payment, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided. The CBA specialist who will certify CBA invoices must be appointed in writing with a DD FORM 577 as a Certifying Officer (CO). When the CBA Specialist's appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTS and the CBA module are reduced to the lowest level required to perform any remaining duties. A CBA Specialist will never be in any routing list. A CBA specialist shall not be given the profile indicator of NDEA, thus, never applying a signature stamp to another individual's DTS document. The CBA Specialist can apply the "SIGNED" stamp to their own documents, but shall never apply the "SIGNED"/"T-ENTERED" stamp to any other traveler's DTS document. In addition, the CBA Specialist shall never apply any routing stamps (i.e., "REVIEWED", "CERTIFIED", "APPROVED", etc.) to any DTS document, including their own.

Information on CO training can be found at:

[https://www.defensetravel.dod.mil/Docs/Training/Training for Accountable Officials.pdf](https://www.defensetravel.dod.mil/Docs/Training/Training%20for%20Accountable%20Officials.pdf).

Responsibilities - The CBA Specialist is responsible for reconciling transactions on monthly and interim invoices, acknowledging, certifying and digitally signing the invoices for payment in a timely manner. Reconciliation and payment of a CBA transaction is a separate process from the reimbursement of individual travel vouchers. A CBA specialist must be granted access to an organization's CBA by the Navy DTS PMO. If the CBA specialist is a contractor, they cannot certify CBA invoices. (See 5.12 Contractor Personnel below). The CBA specialist must continually monitor and match the transactions in the Suspended, Held, and Credits Not Received bins. Failure to pay debits in a timely manner will result in prompt payment act (PPA) interest being accrued and possible suspension of the account. Commands that do not show due diligence with keeping their account current will be suspended by the card provider bank at 61 days past due and will remain suspended until the outstanding balance is resolved.

5.7 Routing Official (RO).

Permissions - 0, 2

Access - Read Only Access for the top level organization of the RO's area of

Profile Indicators - None

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of [Financial Field Procedures Guide](#).

Note - A RO is an optional role. ROs will not be granted group access to travelers' documents. ROs will only have access to view and adjust documents through the route and review process/documents awaiting your approval link. If a RO needs to view a traveler's document outside of the "route and review" process, they can be granted ROA by the MAJCOM LDTA.

Responsibilities - The Routing Official is the person who reviews documents in the routing list and applies the appropriate status stamp. The status stamp that is to be applied by a routing official is determined by the routing list structure. Routing stamps can include: "AUTHORIZED", "CERTIFIED", "REVIEWED", "REVIEWED1", "REVIEWED2", and/or "REVIEWED3." Stamping must occur in the proper sequence based upon the established routing list.

5.8 Approving/Authorizing Official (AO).

Permissions - 0, 1, 2

Access - Read Only Access for the top level organization of the AO's area of responsibility.

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Profile Indicator(s) - None

Note - Within two weeks of appointment, and before approving any documents, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided. Information on training can be found at https://www.defensetravel.dod.mil/Docs/Training/Training_for_Accountable_Officials.pdf

The AO must be appointed in writing using the DD FORM 577. When this appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTS and the route and review module are reduced to the lowest level required to perform any remaining duties. It is not necessary to give AOs group access to travelers' documents. These officials can view all documents that are routed to them. AOs will only have access to view and adjust documents through the route and review process/documents awaiting your approval link.

An AO accomplishes their role when authorizing travel without an Advance or Scheduled Partial Payment (SPP) (i.e. applies the "APPROVED" stamp to a document that causes an obligation, not a disbursement). However, a CO accomplishes their role when applying the "APPROVED" stamp to a document that results in an Advance, SPP, Voucher or Local Voucher payment (i.e. approves a document that causes a disbursement).

Certifying officers (COs) perform inherently governmental functions and therefore must be Federal government employees (i.e., not contractors). Certifying officers are pecuniary liable for erroneous payments from negligent performance of duties in accordance with Volume 5, Chapter 33 of the DoD FMR.

AOs will only have access to view and adjust documents through the "route and review" process/"Documents Awaiting Your Approval" link. If an AO needs to view a traveler's document outside of the "route and review" process, they can be granted ROA by the MAJCOM LDTA.

Approval Override capability should only be used in emergency situation in which all AOs are unavailable for travel. To request Approval Override capability, a DD FORM-577 must be on file and a waiver request needs to be submitted to the Navy DTS PMO for final disposition.

Responsibilities - The Authorizing Official (AO) is the individual who controls the mission, responsible for determining the necessity of trips and funds availability, authorizing travel by applying the “APPROVED” stamp, and ensuring the proper LOA is assigned prior to authorization, and approving/certifying travel claims for validity after completion of travel. (DoD FMR Vol 9 Ch 2, para 020301C).

5.9 Certifying Officer (CO).

Permissions - 0, 1, 2

Access - None or Read Only Access for the top level organization of the CO’s area of responsibility.

Profile Indicator(s) - None

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - Within two weeks of appointment, and before approving any documents, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided to the CO’s supervisor. The CO must be appointed in writing as a Certifying Officer. When this appointment expires, the DD FORM 577 is updated to terminate the appointment, and access to DTS and the route and review module are reduced to the lowest level required to perform any remaining duties.

Certifying officers (COs) perform inherently governmental functions and therefore must be Federal government employees (i.e., not contractors). Certifying officers are pecuniary liable for erroneous payments from negligent performance of duties. An AO accomplishes their role when authorizing travel without an advance or Scheduled Partial Payment (i.e. approves a document that causes an obligation, not a disbursement). However, a CO accomplishes their role when authorizing travel with an Advance, SPP, Voucher or Local Voucher (i.e. approves a document that causes a disbursement). The AO and CO can be considered having dual roles when authorizing travel by applying the “APPROVED” Stamp in DTS that processes a disbursement of funds in the form of an Advance, SPP, Voucher or Local Voucher.

Information on training can be found at

<https://www.defensetravel.dod.mil/Docs/Training/Training for Accountable Officials.pdf>.

Responsibilities - The Certifying Officer reviews DTS travel vouchers and local vouchers to ensure the voucher or local voucher is complete and contains all substantiating records, to include original receipts for all lodging expenses, and all original receipts for expenses \$75 or more, to include commercial transportation paid for using a CBA. After verifying that the voucher or local voucher is correct for payment, the CO will apply the “APPROVED” stamp and will route the voucher forward for payment. Individuals may act as both the certifying officer and AO on the same travel voucher but may not certify their own travel claim for payment.

5.10 Non-DTS Entry Agent (NDEA).

Permissions - 0, 5

Access - Group access for the top level group in the NDEA’s area of responsibility.

Profile Indicator(s) - Non-DTS Entry Agent (“T-ENTERED”)

Appointment Requirement - [DD FORM 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

Note - A NDEA may be a military member, DoD employee, or a contractor responsible for entering claims for reimbursement in DTS for travelers that do not have reasonable access to DTS. The NDEA must be designated in writing by the local command authority as a DAO. For internal management control, **the NDEA shall not be part of any routing list.**

Responsibilities - A NDEA may create (and sign) authorizations on behalf of another traveler. When doing so, no specific stamping action is required when signing the authorization, nor are these persons required to be appointed to do so. Contractor personnel may also be authorized to do so as directed per government personnel and dependent on the provisions of their contract.

When the NDEA signs DTS vouchers or local vouchers on behalf of the traveler, they do so by applying the “T-ENTERED” stamp. As such, LDTAs/ODTAs must grant access to the “T-ENTERED” stamp within the NDEAs DTS profile.

The “T-ENTERED” stamp signifies that the voucher was signed by an authorized person on behalf of the traveler, and allows the voucher / local voucher to be processed. When creating the voucher, the NDEA must enter data from the traveler's signed paper voucher (DD 1351-2 or SF 1164) and certifies that the data entered in DTS was claimed on the paper travel voucher. The NDEA is not responsible for the validity of the voucher signed by the traveler, but is responsible for entering the data correctly as it was presented. The NDEA must use the ‘Substantiating Records’ feature to upload within DTS the signed paper voucher and all other required receipts in accordance with DoD regulations.

5.11 Traveler.

Permissions - 0

Access - None

Profile Indicator(s) - None

Appointment Requirement - None

Responsibilities - The traveler is any military member or DOD government civilian employee who is traveling from a DTS command or organization. Contractor personnel are not eligible to use DTS for travel arrangements, including Invitational Travel. The traveler is responsible for preparing initial authorizations, amendments and post trip vouchers. The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. 287, 18 U.S.C. 1001 and 31 U.S.C. 3729). The traveler shall:

1. Complete DTS Training;
2. Create travel authorizations and book commercial transportation, hotel, and rental car reservations within DTS;

3. In the event that an authorization is canceled prior to travel, cancel the authorization in DTS and call and cancel hotel reservations with the hotel to ensure a no-show fee is not incurred;
4. Fax or scan all records to substantiate certified travel claims (including original itemized receipts for all lodging expenses regardless of amount, and original receipts for all expenses of \$75 or more, including commercial transportation expenses paid by a Centrally Billed Account (CBA)) to the Substantiating Records section of the DTS trip record. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 "Accountable Officers' Accounts Records;"
5. Electronically sign and forward the completed travel claims/vouchers to the AO within 5 business days upon completion of travel;
6. If applicable, split disburse all charges owed to the contracting bank charge card;
7. Prepare itinerary amendments and all post trip settlement claims;
8. Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "should cost" estimate and the final travel claim;
9. A traveler updates the trip record as soon as possible after personally making arrangements. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received;
10. Invitational travelers should refer to the Invitational Travel Guide on the Navy DTS website:
https://wwwa.nko.navy.mil/portal/page?pf_communityId=co146970010, titled "DTS ITO Procedures for Navy".
http://www.defensetravel.dod.mil/Docs/Training/Invitational_Travel_Guide.pdf.

5.12 Contractor Personnel.

Only government civilian employees and uniformed members can be appointed as DAOs. According to FMR Vol.9, Ch 2 LDTAs, ODTAs, BDTAs, FDTAs, DMMs, and Certifying CBAS are all considered DAOs, therefore, these roles should be filled by a military or civilian employee acting in that capacity only. If government contractors require DTS access in the performance of their duties, they cannot be appointed as DAOs. Instead, they may be provided a "Support Contractor Information Letter" from their contractor organization. NDEAs, Routing Officials (excluding ROs that can apply the "APPROVED" stamp), and Non-Certifying CBAS do not require appointment as DAO's and these roles can be held by contractors.

6.0 DOCUMENT ROUTING

Document routing is achieved by DTS users who initiate actions or who are placed within organization routing lists who apply routing stamps onto documents that designate the current status of the document. Document routing will occur through established routing lists. Although standardized routing lists are recommended, organizations may adjust the routing structure based on their requirements. At a minimum, there should be one primary and one alternate at each step of the routing structure.

Approving/Authorizing Officials acting in a Certifying Officer capacity and Certifying Officers must be appointed in writing as a certifying officer using a DD FORM 577. It is also essential that any DTS user in the routing structure be removed from that routing chain immediately upon leaving the organization to preclude any travel documents being hung in the system. The routing structure should be as streamlined as possible. Recommended routing chain for Navy is:



NOTE: In the above scenario, the Authorizing/Approving Official (AO) would apply the “APPROVED” stamp to obligate funds for travel authorizations (requests) and to authorize disbursement of funds for advances or travel liquidation. For advances and voucher liquidation, the DTS user that applies the “APPROVED” stamp is considered a Certifying Officer (CO) and is pecuniarily liable for the disbursement of government funds. Each Approving/Authorizing Official (AO) who is placed within a routing structure and can apply an “APPROVED” stamp must be appointed in writing in accordance with paragraph 020301 C and D of the FMR, Vol. 9, Ch 2 using DD Form 577. In addition, if the AO is acting within a capacity of a Certifying Officer (CO), then the AO must be appointed in writing as a certifying officer in accordance with FMR, Vol 5, Ch 33.

7.0 DTS HELPDESK/TRAVEL ASSISTANCE CENTER (TAC)

The DTS help desk is known as the Travel Assistance Center (TAC). Travelers are encouraged to contact their DTAs first or use the self-help resources available on the DTS Passport/TRAX site prior to contacting the TAC.

The TAC is available to all DoD travelers 24 hours a day, seven days a week. The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or if calling from overseas, use DSN 312-564-3950. Users can also submit a help desk ticket through the Tickets section of Passport/TRAX at: <http://www.defensetravel.dod.mil/passport>

The Tickets section of Passport/TraX maintains a record of a user's call center tickets, and provides the capability to track progress of tickets from creation to resolution. It is the user's responsibility to monitor and track the status of their TAC ticket.

8.0 PAYMENT METHODS

8.1 Forms of Payment Eligible for Use in DTS.

The Government Travel Charge Card (GTCC) is the preferred method of payment within DTS. A GTCC can either be an Individual Billed Account (IBA) or a Centrally Billed Account (CBA). The IBA is the primary form of payment, with the CBA as the method of payment for those who do not qualify for an IBA. Navy policy is to utilize the CBA only when the traveler does not qualify or is ineligible for an IBA (see DoD FMR Vol. 9, Ch. 3, para. 0306 for exemption). The default form of payment in DTS is determined by the settings in an individual's personal profile.

8.2 Individually Billed Account (IBA)

1. All Navy personnel and all non-bargaining unit employees who are frequent travelers shall use the GTCC IBA as the primary procurement method for all TDY travel costs, including commercial transportation. See SECNAVINST 4650.21 of 30 September 2009
<http://doni.daps.dla.mil/Directives/04000%20Logistical%20Support%20and%20Services/04-600%20Travel%20Transportation%20Service%20and%20Support/4650.21.pdf>
2. The IBA should be used to purchase all official Government travel related expenses for DoD employees when on official Government Orders unless exempt by policy.
3. Before the transportation ticketing date, the traveler needs to confirm with the APC that their GTCC is activated and has an account limit that will support both transportation and travel charges. The traveler is the owner of this account and is required to reconcile it through split disbursement when creating their trip voucher within DTS. For liquidation purposes, the traveler must ensure that he/she has identified the appropriate amount for the payment office (DFAS) to make to the bank. Split disbursement is the mandatory payment in DTS for military and civilian personnel.

8.3 DTS Centrally Billed Account (CBA).

Each command may be eligible for a DTS CBA account that can be used to charge commercial transportation expenses. When a DTS CBA is used for a commercial transportation expense of \$75 or more, a commercial transportation receipt must be included in the substantiating records section of the traveler's voucher. (See memorandum for "Reduction of Centrally Billed Accounts" http://www.defensetravel.dod.mil/Docs/Reduction_of_CBAs_050307.pdf).

The DTS CBA cannot be used to pay for lodging, rental car or any other travel expenses. Commands should consult their major command activity, and when necessary NAVSUP CCPMD for specific CBA guidance.

8.3.1 Establishing a DTS CBA.

1. A new DTS CBA must be requested for travel processed through DTS (i.e., you cannot use the same account in DTS that you use for traditional travel that occurs outside of DTS). All requests for new DTS CBAs should be made through the Navy DTS PMO.
2. Once an account has been established, all relevant account information will be entered into DTS by a Service-Level DTA (Permission Level 7).

8.3.2 DTS CBA Reconciliation.

1. The Command is responsible for reconciling the CBA in DTS and ensuring invoices are certified in a timely manner. The invoice, once certified and digitally signed, is transmitted to DFAS for payment to CitiBank.
2. Training for DTS CBA reconciliation will be provided by the Navy DTS PMO

9.0 CREATING TRAVEL IN DTS

9.1 Travel Authorization (Request for Travel).

All travel authorizations must include a justification for travel as per the SECDEF memo http://www.defensetravel.dod.mil/Docs/OSD_02974-11.pdf. Please refer to the “Justification for Travel” link on the NAVSUP – CCPMD website for instructions on adding required wording. <http://www.navsup.navy.mil/ccpmd/DTS>

For detailed instructions in how to create travel authorizations within DTS, please refer to the “DTS Document Processing Manual” which is available at the DTMO website in the “Reference Materials” section: <http://www.defensetravel.dod.mil/site/trainingRef.cfm>

9.1.1 Individual Travel.

Individual travel authorizations are created by the traveler or travel clerk. Once created, travelers may adjust authorizations if necessary up until the point where the AO approves the authorization. Upon approval, a six-digit alpha-numeric travel authorization number (TANUM) is assigned to the travel document. Tickets are not purchased without AO approval. After approval, and before a document is signed again, any change made is considered an amendment. Between the stamps of signed and approved, changes are called adjustments. For detailed instructions on processing travel authorizations, refer to Chapter 2 of the DTS Document Processing Manual, available via the DTMO website (under Training link, select Reference Materials).

Travel authorizations are automatically assigned document names (EX: “RFCHARLESTONS102304_A01-01”) with the breakdown as follows:

1. Initials of traveler. (“RF”)
2. Location of destination. (“CHARLESTON”)
3. Start date of trip (MMDDYY). (“102304”)

4. Document type and sequential number if more than one document exists with the same initials of traveler, location, and start date of trip (“A01” indicates an authorization and it is the first document to be created with that name on 10/23/04)
5. Amendment level (if applicable). (“-01”)

9.1.2 Group Travel.

The clerk/traveler can create a Group Authorization (GAUTH) when there are two or more travelers going TDY using the same itinerary. Group travel allows users to create one authorization that DTS will automatically “spawn” individual authorizations from, but requires each traveler to complete a voucher. Reservations for group travel must be made outside of the system. For detailed instructions on processing group travel authorizations, refer to Chapter 3 of the DTS Document Processing Manual.

9.2 Air Transportation

DoD Civilian and military travelers on official business are required to use the contract carrier (GSA City Pair) unless a specific exception applies. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is not permitted.

9.2.1 GSA City Pair Program.

The GSA City Pair Program consists of GSA Federal Supply Service awarded contracts for air transportation for travelers on official Government travel. The contracts are awarded competitively based on the best overall value to the Government. DoD Civilian and military travelers on official business are required to use an available contract carrier. Information regarding the GSA City Pair Program, exceptions to the use of contract carriers, and frequently asked questions can be found in Appendix P of the JTR/JFTR, which is available at:

<https://www.defensetravel.dod.mil/Docs/perdiem/Appendices.pdf>

9.2.2 GSA Fare Types.

DTS allows the booking of flights within the creation of a travel authorization. The reservation module is an interactive booking tool with a live connection to the air carriers’ reservation system. Travelers should only select flights when travel dates are firm, to prevent multiple changes and potential debit memos for multiple/duplicate reservations. DTS displays flights according to the type of fare, under individual tabs, as follows:

1. **GSA Contract w/Limited Availability.** These flights are offered at a government-contracted price, but there is a limit to the number of seats available at the government price. This option is usually significantly less expensive than the GSA Contract Airfare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a GSA Contract w/Limited Availability if the route has both GSA Contract w/Limited Availability and GSA Contract Airfare.

2. **GSA Contract Airfare.** These flights also have a government-contracted price, but there is not a limit to the number of seats that the government can purchase at this price, other than the number of available seats at the time of booking. These rates are higher than the rates for Government Contract with Limited Availability flights.
3. **Other Gov't Airfare.** In markets that do not have government-contracted prices, DTS tries to combine two separate government fares. Adding a connecting flight in an airport that has a government fare with the starting location airport and with the TDY location airport may be less expensive. For example, a flight from Washington, DC, to Santa Fe, New Mexico may have no government priced fares available; however, if seats are available, adding a connection in Chicago results in a lower fare than a non-contract flight.
4. **Other Airfare.** These fares are available to the general public and may have advance purchase requirements. Selection of this type of fare requires you to justify its selection to your AO.
5. **ALTGSA.** In cases where there are no government-contract flights, DTS searches for an alternate city within an 80 miles radius of the origin, destination, or both to locate government-contract flights.
6. The GSA City-Pair contract and DoD policy require the use of GSA Contract Fares whenever they are available. If a traveler selects a flight that is not a GSA Contract Fare, and flights are available, the Government Contract Fare Not Selected message displays. This message is to inform them that they will have to justify the selection of this flight.
7. If the flight required cannot be found in the selection list, the traveler should request assistance in booking flights, and enter details of the flight(s) requested via a text box for comments to the CTO.
8. If the traveler requests flights on a non-contract carrier, the CTO books the traveler's reservations as requested, but may also send a comment to DTS that a contract carrier is available. The CTO may also forward comments when a less costly fare is available.

9.2.3 Passenger Name Record (PNR).

DTS will assign a PNR locator when an authorization is signed with booked reservations and/or CTO assistance requested. DTS will forward the PNR to the CTO, and all travel arrangements for the traveler will be linked to the PNR or in some cases, multiple PNRs. The PNR locator is different than the DTS TANUM and should only be used to obtain a copy of the itinerary from the CTO's website or to make an inquiry with the CTO. The PNR can also be obtained from the authorization. Once the AO has approved the travel authorization, the traveler receives an e-mail confirming approval and referencing the PNR locator. The CTO generally tickets flights for approved travel authorizations three (3) business days before travel commences.

9.2.4 Other Than Economy/Coach-Class Transportation

Please refer to DoD and Navy guidance/policy (OPNAVINST 4650.15B) that establishes approval levels for First Class and Business Class travel accommodations and discusses data collection, retention, and reporting requirements.

The JFTR and JTR Appendix H will require an “Other Than Economy-/Coach-Class Transportation Approval Checklist” to be submitted as part of the approval process. The checklist certifies that all decision factors and other alternatives were considered prior to approval of Other Than Economy-/Coach-Class Transportation. The “Other Than Economy-/Coach-Class checklist” must be certified by the appropriate Authorizing Officials (AO) and submitted as part of the supporting approval documentation. AOs should check local business rules for information on using this form. The CTO will not issue Other Than Economy-/Coach-Class Transportation tickets without proper authorization. Additionally, CTOs must report the issuance of Other Than Economy-/Coach-Class tickets in accordance with applicable commercial travel contracts.

For additional information regarding Other Than Economy/Coach-Class Transportation, please see JFTR, Appendix H:

<http://www.defensetravel.dod.mil/Docs/perdiem/Appendices.pdf>

9.2.5 72-Hour Auto-Cancellation

Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This new policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a Commercial Travel Office (CTO). Those travelers making travel plans at least 72 hours prior to departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.

Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This new policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a Commercial Travel Office (CTO).

Those travelers making travel plans within 72 hours of departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation. (See Short-Term or Last Minute Travel).

It is the traveler’s responsibility to ensure any unused travel ticket, or partially unused ticket is canceled and processed for refund back to the appropriate form of payment (IBA or CBA). Partial unused tickets should be processed for refund and not claimed as a reimbursable expense on the travel voucher.

Note: The “Pending Airline Cancellation Report” should be run daily to verify unapproved authorizations and avoid cancellation of airline reservations. See LDTA/ODTA responsibilities.

9.3 Bus Travel.

Travelers should make bus travel requests through DTS using the reservation module. Because DTS does not have direct connectivity to the various bus lines, CTO assistance in booking must be requested. After the CTO has booked the travel, the traveler should confirm that reservations were made as requested.

9.4 Rail Travel.

Travelers should make rail requests through DTS using the reservation module. When requesting rail, users must be aware that current rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of CONUS Amtrak train schedules. The user must request CTO assistance and should ensure that all applicable remarks for rail travel are included. After the CTO has booked the travel, the traveler should confirm that reservations were made as requested. Because Amtrak issues paper tickets, the traveler is responsible for making arrangements with the CTO for delivery of tickets. Foreign Rail Tickets cannot be reserved using the DTS reservation system and are often not available through the CTO.

Amtrak accommodations cancelled more than 24-hours in advance of travel are fully refundable. Accommodations cancelled less than 24-hours in advance will incur a refund fee of 10% of the ticket cost.

9.5 Lodging.

Specific policy for lodging while TDY can be found in the JTR/JFTR, Appendix O.

9.5.1 Uniformed Member.

A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/Travel Management Centers (TMCs)) at the U.S. Installation to which assigned TDY. The AO may direct adequate available Government quarters be used for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander responsible for the quarters determines their adequacy based on DOD and Service directives. Only adequate quarters are to be offered through the reservation system. Availability/non-availability must be documented as indicated in paragraph. U1045-C. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY. Per diem cannot be limited based on the presence of “nearby” Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another “nearby” U.S. Installation or other uniformed facility). The documentation of non-availability is indicated in JFTR paragraph. U2560.

9.5.2 Government Civilian.

Employees may not be directed to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under JTR paragraph C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.

9.5.3 Government Quarters

DTS currently does not have an interface to the various government lodging databases. All government lodging must be arranged outside of DTS and nightly rate should be entered into Per Diem entitlements within DTS authorization. Information for obtaining Navy Government Quarters can be found at: <http://www.dodlodging.net/>

9.5.4 Commercial Lodging

DTS provides users with the ability to search for commercial lodging using different search criteria: by TDY location, by hotel name, by proximity to an airport, by proximity to a city, or by proximity to a zip code. DTS returns hotels under two different rate tabs (“Gov’t Safety Compliant Lodging” and “Other Published Rates”), which may then be sorted at the traveler’s discretion by distance, rate range, or hotel name.

DTS displays the lodging per diem rate allowed for the TDY location. If the traveler desires accommodations in a hotel not found in DTS, or if no available rooms at the per diem rate are shown (e.g., rooms are blocked for a conference), the traveler can request assistance in booking a hotel, which auto-populates a statement requiring CTO assistance. The traveler should be sure to provide specific information for the lodging being requested in the comment box.

Travelers can confirm hotel arrangements via the hotel’s toll free number. If canceling reservations, the traveler is responsible for confirming canceled reservations directly with the hotel after canceling the travel in DTS.

If the traveler does not have an IBA, the CTO may require a personal credit card to hold lodging reservations. A CBA is never to be used for lodging reservations.

All TDY commercial lodging arrangements should be booked through the contracted CTO, if available. Exceptions are as follows:

- Traveler is attending a conference that requires staying at a particular hotel or lodging facility.
- Lodging is funded and arranged by another service or organization.

The traveler should ensure that if lodging reservations are booked outside DTS, reservations are not booked again in DTS. If reservations have already been made for

lodging outside of DTS (i.e. through a website or telephone line), the traveler should skip the lodging reservation process in DTS and move forward to the Per Diem Entitlements screen. Otherwise the traveler could have duplicate lodging arrangements and charges.

9.6 Rental Car.

In accordance with the government traveler's entitlement, the DTS default for rental car is set for a compact car. Travelers should select the least costly rental car at time of booking. Travelers are required to provide justification if they select a car size larger than compact, and/or do not select the lowest priced rental car. Travelers requiring a larger vehicle must specify in the comment section going to the CTO and include justification for AO approval. The AO must ensure that the traveler provides adequate justification for any rental car requirements above a compact vehicle. Travelers may sometimes get a message that rental car or government rates are not available. In this case, the traveler should request a rental car in the comments section to the CTO. Travelers should also request a rental car on the premises of the airport, if this is a requirement. Currently, only rental cars at airport locations are listed in DTS. If the traveler requires a rental car at an off-airport location, the traveler should request a rental car in the comment section, being sure to specify the specific location and time they would like to pick the car up.

9.7 Reimbursable Expenses.

Policies regarding mileage and non-mileage expenses can be found in JTR/JFTR, Appendix O. Specific guidance on allowable TDY expenses is provided in JTR/JFTR, Appendix G. <http://www.defensetravel.dod.mil/Docs/perdiem/Appendices.pdf>

9.7.1 Non-Mileage Expenses

The traveler should capture as many known expenses as possible in the authorization. Travelers should use the drop-down list available in the expense screens for a list of commonly incurred expenses. For a list of reimbursable expenses, see Appendix G and O of the JTR/JFTR.

9.7.2 Mileage Expenses

- a. **POC Use for TDY:** Mileage expense is only authorized when the traveler is using a Privately Owned Conveyance (POC). When the AO authorizes/approves a POC as being to the Government's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). If the AO does not authorize/approve using a POC as being to the Government's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, ferry fares, road, bridge, and tunnel tolls for travel over a direct route etc.) not to exceed the constructed cost of AO-authorized transportation (e.g., commercial plane). The constructed cost should be computed by using the Constructed Travel Worksheet (CTW).
- b. **POC Use To and From Transportation Terminal:** When a POC is driven round trip to drop off and/or pick up an official traveler at a transportation

terminal, the official traveler paying POC operating expenses is paid TDY mileage for the round trip(s) distance, and reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls for the most direct route. If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.

- c. **Two One-Way POC Use To and From Terminal:** When a POC is used for one way travel from a residence/ Permanent Duty Station (PDS) to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route. Terminal parking fees while TDY are reimbursable not to exceed (NTE) the cost of two one way taxi fares, including allowable tips.
- d. **Transporting Another Traveler:** When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.

9.8 Commercial Air Ticketing

9.8.1 Electronic Ticketing.

All travelers are issued an electronic ticket to be utilized at the airport, if this form of ticketing is available from the airlines. The electronic ticket confirmation number, known as the PNR, is provided by the CTO and on the DTS Preview Trip Screen. After ticketing, the traveler can save a Portable Document Format (PDF) file of their "eInvoice" and upload it into the Substantiating Records section of their voucher.

The "eInvoice" confirming ticket purchase, ticket number, and itinerary, can be obtained from the CTO website "Virtually There" <https://www.virtuallythere.com/>. The Record Locator, which is the traveler's PNR, and the email address associated to the traveler's DTS profile must be available to log into the CTO website.

Regardless of whether the IBA or the CBA was used as the form of payment, commercial air receipts of \$75 or more must be included in the Substantiating Records section of the traveler's voucher.

9.8.2 Paper Tickets.

If electronic tickets are not available or the mission requires paper tickets, the traveler must coordinate with the DTA or administrative team, in advance for delivery or pickup of paper tickets from the CTO. If electronic tickets are available and paper tickets are requested, an additional fee may apply.

9.8.3 Ticketing Prior to Departure

The CTO generally tickets three (3) business days prior to departure, only after the authorization has been approved. Visit the CTO website, "Virtually There":

<https://www.virtuallythere.com/> to confirm that tickets have been ticketed. Once ticketing has been confirmed, travelers can proceed to the airport on the day of departure. If ticketing is not confirmed, call the CTO or the LDTA for assistance.

9.9 Short-Term or Last Minute Travel.

1. All reservations should be made in DTS, if at all possible. Travelers will need to keep in mind the CTO's normal business hours when booking reservations in DTS. If confirmation of ticketing is not received from the CTO in a reasonable time, the traveler should contact the LDTA.
2. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.
3. If last-minute travel is necessary and occurs during the weekend, the traveler with an IBA should call the CTO's toll free number to make reservations (CWT/SatoTravel: 1-800-359-9999). Travelers will never have access to a CBA. If a CBA needs to be used, reservations must be made by the command APC or CBA account holder.

Note: A traveler with an IBA needs to contact CWT/Sato Travel to have flights ticketed. If unable to obtain ticketed flights through the CTO, a member can purchase tickets at the airline counter. If a traveler does not have an IBA and is traveling using a CBA, the APC or CBA Account holder needs to obtain ticketed flights through the CTO (CWT/SatoTravel: 1-800-359-9999) and the member does not have the option to purchase tickets at the airline counter.

4. Upon return, the traveler (or travel administrator) should create the authorization and subsequently the voucher in DTS. When creating the authorization, the traveler should not make reservations, but must document actual costs before signing the document. Since the travel has already occurred, the transportation cost data must be entered in "Other Trans" section on the authorization.

9.10 Changes to Travel Reservations.

1. The CTO should not make changes to a traveler's selected reservations without authorization to do so from the traveler and/or AO. Before departure, changes should be made using DTS. In the rare case when the clerk and traveler cannot access DTS, changes to the reservations can be made by phone with the CTO. After departure, changes to reservations shall be noted on the voucher.
2. The traveler is required to obtain approval from the AO before making any changes to the approved travel authorization. Changes should be made in DTS, if time allows. Once the "CTO BOOKED" stamp is received in DTS, the authorization amendment will re-route for approval. If the changes are necessary after tickets are issued or while in a TDY status, the traveler may contact their servicing CTO via phone to make the changes or may make changes at the airport. If the changes are made after normal work-hours and the travel will take place before the next official workday, the traveler may call the CTO's emergency 24-hour number (CWT/Sato Travel: 1-800-359-9999).

The traveler may also make the changes directly with the airline. When changes are made while in a TDY status with the servicing CTO or CTO's Emergency Service Center, the CTO Agent will make the changes, issue a new ticket for the changes and process the unused portion of the original ticket for refund to the IBA or CBA that was used. The CTO must advise the traveler of any changes in costs and note the information in the record. Any additional charges for official travel can be claimed on the voucher in DTS upon return. The traveler will be reimbursed for only those additional charges approved by the AO, upon completion of travel. Any additional expense to a CBA must be approved by the AO prior to charging.

3. Changes could result in the traveler initially being charged by multiple airlines, with the credits not reflecting on the charge card bill until the following billing cycle. Travelers are responsible for tracking these changes and maintaining confirmation numbers and receipts. Also, working closely with their APC to make sure their IBA doesn't go delinquent. Travelers will not be reimbursed for the cost of changes made as a convenience to the traveler.

9.11 Cancellation of Travel.

Detailed cancellation procedures can be found in the DTS Document Processing Manual, which can be found on the DTS Website under Training and Training Materials:

http://www.defensetravel.dod.mil/Docs/Training/DP_10.pdf. A cancellation matrix is also available within Self-Support via the Help Desk link on the DTS website. All traveler's and reviewing/approving officials should also be familiar with the auto-cancellation features within DTS for unsigned/unapproved authorizations.

- A. **72 Hour Auto-Cancellation:** Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This new policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a CTO. Those travelers making travel plans at least 72 hours prior to departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.

Important Note: For signed, but not approved authorizations (meaning AO has not yet applied the "APPROVED" stamp), DTS will automatically cancel reservations at different time segments according to the type of reservation. It is the traveler's responsibility to contact the CWT/SATO Travel office to ensure reservations have been confirmed cancelled.

- B. **Rental Car Cancellation.** If there is no flight reservations reserved, all rental car reservations will be cancelled 6 hours prior to rental car pickup.
- C. **Hotel Cancellation.** If there is no flight and no rental car, all hotel reservations will be cancelled at 1800 hours, the day prior to hotel check-in.
- D. In accordance with the lodging policy, the traveler should cancel directly with the lodging facility to ensure "no show" charges are not applied to account.

Traveler should ensure that a cancellation number is received. Any “no-show” charges applied to the traveler’s account are the sole responsibility of the traveler. The traveler is responsible for any costs associated with negligence in canceling travel arrangements.

9.12 Travel Outside the Continental United States (OCONUS).

9.12.1 Air Mobility Command (AMC) Flights.

All OCONUS travel on an Air Mobility Command Patriot Express mission should be arranged through the Transportation Officer at the NAVPTO. Because DTS does not have direct connectivity to the Patriot Express reservations system, the NAVPTO must make the reservations. When this occurs, the actual Patriot Express travel arrangements should not be included in the costs associated with travel arrangements nor should the costs be included on a travel voucher. Travelers must include the Customer Identification Code (CIC), channel, and date of travel in the comments under “Other Auths” (this must be done via an amendment after the Authorization is approved.). A CIC code is also essential in case an AMC flight is needed and reservations have not been made in advance. The CIC is provided on the Trip Preview page. The CIC construction rules are as follows:

Navy LOA (all Navy, to include the SAP-SSC SD and MSC-FMS LOAs):

| | |
|-----------------|---|
| Position 1 | Constant “3” |
| Position 2 | The last position of the Fiscal Year |
| Positions 3-7 | Positions 11-15 of the Standard Document Number (SDN) |
| Positions 8-13 | Positions 1-6 of the Standard Document Number (SDN) |
| Positions 14-15 | Positions 7-8 of the Standard Document Number (SDN) |

DBMS LOAs:

| | |
|-----------------|---|
| Position 1 | Constant “1” |
| Position 2 | Constant “L” |
| Positions 3-6 | The 4-position Subhead (SH) |
| Positions 7-10 | The last 4 positions of the Cost Account Number (CAC) |
| Positions 11-15 | The last 5 positions of the Accounting/Disbursing Station Number (ADSN) |

DWAS LOAs:

| | |
|-----------------|---|
| Positions 1-2 | Constant "49" |
| Position 3 | The last position of the Fiscal Year (FY) |
| Positions 4-8 | The 5-position Bureau Control Number (BCN) |
| Position 9 | The Sub Allotment (SA) |
| Positions 10-15 | The 6-position Authorized Accounting Activity (AAA) |

9.12.2 Foreign Flag (Non-U.S.-Certificated) Carriers.

Use of foreign flag (non-U.S.-certificated) carriers is not authorized for official government travel, except under special circumstances specified in JFTR Volume 1, Chapter 3, paragraph 3125-c.

9.13 Unused Tickets.

1. The traveler must notify the CTO of any unused or partially unused tickets, as soon as possible. The CTO is able to process the credit rapidly if the unused ticket is reported prior to a flight departure. Unused tickets must be returned in the manner they were received. If an e-ticket was provided, the traveler must notify the CTO that the ticket or partial ticket was not used. If paper tickets are provided by the CTO, the tickets must be returned to the CTO before the cost can be refunded to the government. (Paper tickets are only authorized for commercial travel modes requiring a paper ticket; e.g., some foreign carriers, train, bus.)
2. If the form of purchase for the unused ticket was a traveler's IBA, the traveler needs to ensure that the credit is made to the IBA and the travel voucher is amended to document the unused/canceled portion. Amendments/cancellations in the system adjust the financial systems' obligation and expenditure.
3. If the CBA was used to pay for an unused ticket the traveler must ensure that the credit is applied to the CBA and that the travel authorization and/or voucher are/is amended to document the unused/canceled portion. This ensures that costs to Navy are decreased. Amendments/cancellations in the system will adjust the financial systems' obligation and expenditure.
4. An Unused Ticket Report is available in DTS through the Report Scheduler. This report tracks tickets that were purchased for TDY travel, but may not have been used.

9.14 Emergency or En-Route Travel Assistance.

Travelers should call the CTO's emergency phone number (1-800-359-9999) for after hours or en-route assistance when making itinerary changes. Travelers are required to notify the

command AO of any travel changes that would incur additional travel costs. Upon return, travelers must amend their trip record when creating their voucher, as needed, to reflect any changes.

9.15 Travel Funded by Another Command or Service /Agency (X-ORG).

Individuals whose travel is funded by another Command, Service or other DoD entity should be processed in DTS by using the Cross-Organization funding feature which is known as “X-Org funding.”

1. Use of the Cross-Organization (X-Org) funding feature allows a funding LOA organization (an organization that owns the LOA) to share the LOA and funding organization’s routing list with another organization or traveler within DTS. At any time, the funding LOA organization may remove the funding LOA label from use by another organization or traveler. The funding LOA label and its budget remain in the funding organization, and the funding organization can run budget reports to determine whether funding LOA was used.

Note: Direct Cite Lines of Accounting (LOA) is no longer authorized for Navy DTS.

2. To align with the DoD FMR Vol 9 Ch2, “the AO must be the individual who controls the mission, authorizes the trip, and controls funds for temporary duty (TDY) travel,” therefore the funding organization’s routing list must be utilized for all X-Org funding.

Note: Approval Override capability should only be used in an emergency situation in which all AOs from the funding organization are unavailable to approve travel. To request Approval Override capability, a DD FORM-577 must be on file and a waiver request needs to be submitted to the Navy DTS PMO for final disposition.

3. If selecting X-Org for a DTS organization code, the funding LOA label becomes available to all travelers of the cross organization.
4. If selecting X-Org for a specific SSN, the funding LOA becomes available to a specific traveler.
5. Once an LOA is shared using the X-Org funding feature, an email is sent to the cross organization DTA ID stating the funding organization name and LOA label, the name and email of the funding organization’s FDTA; and advises that the limitations and guidance for use of the fund site be strictly adhered to.

9.16 Travel Advances.

Non- Automated Teller Machine (ATM) Travel Advances are not authorized for IBA card holders. A travel advance from DoD disbursing offices may not be authorized for personnel who have been or are eligible to be issued an individual GTCC. Commanders and supervisors may authorize a NoN-ATM travel advance within DTS when use of a member’s IBA is prohibited.

9.16.1 Non- Automated Teller Machine (ATM) Travel Advances

Travel advances should be approved only as required to perform the mission. An advance allows travelers to obtain necessary funds before trip departure. Advances are typically limited to those travelers who do not have an IBA. Advances are divided into two categories. They are ADVANCE AUTH (up to 80% of reimbursable cost estimate) and FULL ADVANCE (up to 100% of reimbursable cost estimate). The AO/CO must approve the request in the authorization before electronic disbursement. For expenses that are incurred prior to the departure date, the AO/CO may authorize the non-ATM Advance to be paid immediately; otherwise the non-ATM advance is paid via electronic funds transfer (EFT) and is deposited 10 days prior to the departure date if approved in advance. If a traveler receives an advance and the trip is subsequently cancelled, the traveler is responsible for re-paying the debt and is not eligible for a debt waiver or appeal. (See JTR/JFTR Ch2. Part E. and DoD FMO Vol 9 Ch 5.)

http://www.defensetravel.dod.mil/Docs/Training/Invitational_Travel_Guide.pdf

NOTE: SPPs and Non-ATM advances function independently from each other. Special attention needs to be made when requesting both a Non-ATM advance and SPP. The potential for DUE U.S. is greater having both of these options selected at the same time.

9.16.2 ATM Travel Advances

Travelers should use the GTCC IBA at ATMs to obtain cash needed to pay for “out-of-pocket” travel-related expenses. Valid “out-of-pocket” travel-related expenses are those that cannot be charged on the IBA. ATM advances will not be obtained more than three working days before the scheduled departure date of any official travel.

9.17 Scheduled Partial Payments.

Scheduled Partial Payments (SPP) allows a traveler to be reimbursed periodically for estimated travel expenses. The traveler is responsible for making sure these estimates are accurate. This function is only allowed for trips lasting 46 days or more. When selected, a partial payment schedule is set up to pay the traveler every 30 days. If changes are made to an authorization during the TDY, future SPPs are adjusted accordingly. Adjustments should not be made for previously paid periods.

NOTE: SPPs and Non-ATM advance function independently from each other. Special attention needs to be made when requesting both a Non-ATM advance and SPP. The potential for DUE U.S. is greater having both of these options selected at the same time.

10.0 LIQUIDATION OF TRAVEL CLAIM

10.1 Travel Voucher (Claim).

For detailed instructions in how to create travel vouchers within DTS, please refer to the “DTS Document Processing Manual” which is available at the DTMO website in the “Reference Materials” section: <http://www.defensetravel.dod.mil/site/trainingRef.cfm>

1. Travelers are required to file travel vouchers/claims within 5 working days from the return of the travel.
2. If an IBA or CBA was utilized on travel, it is essential that the travel claim is processed and paid promptly. If an IBA was utilized, the traveler is responsible to split an electronic payment to the bank (travel charge card vendor) and the traveler's personal bank account, if the traveler has an IBA. Any expense that has the IBA listed as the form of payment (i.e., commercial transportation, rental car, and lodging expenses) are forwarded to the government travel card vendor. Other expense reimbursements (i.e., Meals & Incidental Expenses (M&IE)) are forwarded to the traveler's personal bank account, as indicated in the profile. The traveler is responsible for changing the payment criteria, as deemed necessary. Any funds not forwarded directly to the travel card bank are the full responsibility of the traveler. Any major changes in cost to the initial authorization must be justified and documented in the comments section. If a CBA was utilized to pay for commercial transportation, the traveler should submit their travel claim as soon as possible to allow the CBA Specialist to reconcile the transaction when the corresponding invoice is received.
3. Substantiating Records/Receipts (including original itemized receipts for all lodging expenses, and all original receipts for expenses of \$75 or more, to include commercial transportation which used CBA as the form of payment) must be attached to the voucher by uploading scanned/faxed copies within DTS. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 "Accountable Officers' Accounts Records. It is ultimately the responsibility of the traveler to produce all receipts \$75 or more. Travelers should also be aware that airline and rail travel paid for with a CBA account require receipts. The traveler must provide a copy of this expense in the Substantiating Records to ensure substantiation of expense incurred. These receipts can be found online at www.virtuallythere.com or by requesting a receipt when checking-in with the commercial air or rail provider.
4. The AO/CO must review the voucher for accuracy, make note of any added expenses, and make sure funds are split disbursed properly. If the traveler has included additional costs on the voucher, the AO/CO must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The AO/CO must ensure that any unofficial costs be removed from the voucher.
5. Debt can be incurred by the traveler if the amount of an advance and/or SPP received by an approved authorization exceeds the amount reimbursable to the traveler when the voucher is approved or if the trip was cancelled and no reimbursable expenses are incurred. DTS will notify the traveler's DMM of the pending debt status and the DMM can initiate debt collection. To reduce instances of debt, travel estimates should be as accurate as possible and likelihood of travel (especially when assigning advances and SPPs) should be high.
6. Debit memos resulting from a traveler's actions or a DTS-related error are the responsibility of the government and may be included as a reimbursable

expense on the travel voucher when IBA is the form of payment. When included for reimbursement, the traveler must provide a copy of the debit memo in the Substantiating Records.

10.2 EFT and Split Disbursements.

DTS computes travel entitlements and allows split disbursements dictated by the traveler to be sent to their bank account through EFT and IBA. The Payment Totals screen on the voucher breaks down the dollar value of each disbursement that is to be made when a voucher is approved.

11.0 TRANSPORTATION OF PEOPLE (TOP) AND FINANCIAL IMPROVEMENT AUDIT READINESS (FIAR)

11.1 Introduction.

The Navy, in order to align with the DoD's goal to achieve fully auditable financial statements and overall audit readiness, has implemented the Department of Navy Financial Improvement and Audit Readiness (DoN FIAR) Program which is managed through the Office of Financial Management Audit and Risk Management Division (FMO A&RMD). In order to implement and sustain an audit readiness environment, FMO A&RMD has designed control activities that must be performed by organizations within the Navy and key supporting documents (KSD's) that must be produced, reviewed, and retained for accessibility.

11.2 Control Activities and Key Supporting Documents (KSDs).

The following control activities are to be performed indefinitely and appropriate KSDs are to be produced, reviewed, and retained by each Major Command (MAJCOM)/Budget Supply Office (BSO):

All control activities and KSDs are subject to FMO A&RMD and may change. The following Control Points (CP) are the control activities to be performed by each DoN MAJCOM.

1. **CP1.**

Control Activity: Appointed approving official reviews travel and advance request against local business rule compliance, regulatory compliance, correct line of accounting and proper estimation. Original and modifications are corrected, cancelled or approved.

Performing CP1: Ensure all approving officials have a valid DD Form 577 on file.

CP1 KSDs: DD FORM 577 and DD 1610/SF 1164.

2. **CP2.**

Control Activity: Monthly, the Approved Status Report is reviewed to remediate travel document rejects.

Performing CP2: Run Approved Status report within the first 5 calendar days of the month for the previous month. Filter the report to identify all line items with Current Status as “REJECT” or “AR REJECT”. Follow up on line items, and document on filtered report. Have reviewer sign filtered report with documented follow up.

CP2 KSDs: Original Approved Status Report and Filtered/Reviewed Approved Status Report.

3. **CP3.**

Control Activity: Annually, a review is performed of all approving officials listed in a routing list to ensure they have a validated DD FORM 577 and cannot edit master data: 1) profiles 2) lines of accounting 3) routing lists.

Performing CP3: Run Basic Traveler Information Report and Routing List List Report. Filter Routing List List Report to identify all approvers. Once identified, transpose permission levels of approver from Basic Traveler Information report to filtered Routing List List report. For each approver, document follow up for all approvers who have permission levels of 5 and or 6 and validate DD FORM 577. Have reviewer sign filtered report with documented follow up and DD FORM 577 validation.

CP3 KSDs: Original Basic Traveler Information Report, Routing List List Report, and Filtered/Reviewed Routing List List Report.

4. **CP4.**

Control Activity: Monthly, the Unsubmitted Voucher Report fiscal year to present date is reviewed and claims are submitted within 30 days.

Performing CP4: Run Unsubmitted Voucher Report within the first 5 calendar days of the month and for “Days Since Trip End” of 29. Unsubmitted Voucher Reports should be produced from the start of fiscal year to the present date. Combine reports and identify all line items in which “Days Since Trip End Date” is 30 or greater. Follow up on line items, and document on filtered report. Have reviewer sign filtered report with documented follow up.

CP4 KSDs: Original Unsubmitted Voucher Reports fiscal year to date and Combined/Reviewed Unsubmitted Voucher Report.

5. **CP9.**

Control Activity: Appointed approving official reviews travel claim against local business rule compliance, regulatory compliance, correct line of accounting and proper estimation. Original and modifications are corrected and approved.

Performing CP9: Ensure all approving officials have a valid DD Form 577 on file. Ensure all expenses requiring receipts have a receipt submitted before document is approved.

CP9 KSDs: DD FORM 577, DD 1351-2/SF 1164, and appropriate receipts.

11.3 Training and Resources.

Navy DTS PMO has materials available at:

<https://www.navsup.navy.mil/ccpmd/DTS/top>

Resources include a DTS Workshop slide deck that gives detailed instructions in performing the above control activities and producing KSDs.

In addition, the FMO website provides authoritative information regarding the DON FIAR Program:

http://www.fmo.navy.mil/AuditReadiness/audit_readiness_information_center.html

11.4 Sustainment.

Currently, control activities CP1, CP2, CP3, CP4, and CP9 are to be performed indefinitely as sustainment procedures to provide an audit ready environment. Future updates to the controls activities and new control activities are subject to FMO A&RMD.

12.0 DTS AND TRAVEL LINKS

DTS: www.defensetravel.osd.mil.

Navy DTS site: https://wwwa.nko.navy.mil/portal/page?paf_communityId=co146970010

Defense Travel Management Office (DTMO): <http://www.defensetravel.dod.mil>

DTMO Reference Materials: <http://www.defensetravel.dod.mil/site/trainingRef.cfm>

Financial Field Procedures Guide:

<http://www.defensetravel.dod.mil/Docs/Training/Financial Field Procedures Guide.pdf>

Financial Management Regulations: <http://comptroller.defense.gov/fmr>

Joint Federal Travel Regulations (military): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Joint Travel Regulations (civilian): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Per Diem Committee: <http://www.defensetravel.dod.mil>

Commercial Travel Office Virtually There web site: <https://www.virtuallythere.com>

DoD Lodging: <http://www.dodlodging.net>

GSA City Pair Program: <http://www.gsa.gov/portal/category/27228>

DoN Consolidated Card Program Management Division site: <https://www.navsup.navy.mil/ccpmd>

DTS Passport/TRAX (Training & Help Desk Tickets): <http://www.defensetravel.dod.mil/passport>

Financial Management Office: <http://www.fmo.navy.mil/>

13.0 GLOSSARY

Arrangements Only Travel (AOT): A travel process used to accommodate those travelers who require Commercial Travel Office(CTO) services, but whose travel claims cannot be processed by the Central Data Center (CDC.)

Approving/Authorizing Official (AO): An individual appointed in writing that is responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability, assigning the proper line of accounting prior to authorization, and approving travel claims for validity after completion of travel. The individual who controls the mission, authorizes the trip, and controls funds for TDY travel.

ATM Advance: When a travelers uses their IBA to obtain cash needed at an ATM to pay for “out-of-pocket” travel-related expenses. ATM advances will not be obtained more than three working days before the scheduled departure date of any official travel.

Budget Submitting Office (BSO): The major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions.

Centrally Billed Account (CBA): Government managed accounts utilizing a GTCC that is used to purchase airline, bus, and rail tickets for official government travel.

Certifying Officer (CO): An accountable government official appointed in writing who reviews, approves, and certifies a travel voucher for payment and is pecuniarily liable for improper or illegal payments. An AO acts as a Certifying Officer when he/she approves a travel authorization that contains a non-automated teller machine (non-ATM) cash advance and/or scheduled partial payment (SPP).

City Pair Fare: Government contracted flights between point-to-point cities. Government contracted fares must be used if available and if they meet the requirements of the mission.

Commercial Travel Office (CTO): Commercial (non-governmental) entities contractually responsible for making official travel arrangements as requested by travelers.

Common Access Card (CAC): Military or civilian identification card embedded with the PKI secured digital signature.

Control Activity: Internal processes (automated or manual) conducted in order to prevent and/or detect material misstatements on financial statements.

Control Point # (CP#): A specific DoN control activity to be performed to achieve and sustain audit readiness.

Debit Memo: A charge imposed by the airlines when the DTS reservation module or a CTO agent fails to follow the rules of the fare or makes an error in booking or ticketing airline accommodations.

Defense Accounting and Disbursing System (DADS): A suite of financial management systems that perform accounting, disbursing and vendor-pay functions. An example is STARS-FL (accounting), ADS (disbursing), and STARS-One Pay (vendor-pay).

Defense Travel Administration (DTA): A group of personnel who are responsible for the administration of DTS for their command.

DTS Help Desk: Also known as the Travel Assistance Center (TAC) that provides 24/7 DTS assistance. 1-888-Help1Go (888-435-7146) Overseas: 1-888-Help1Go from any DSN Line.

Departmental Accountable Officials (DAOs): Officials appointed in writing to ensure the adequacy of system internal procedures and act as control points within an organization to minimize opportunities for erroneous payments.

Financial Improvement Audit Readiness (FIAR): DoD Program that outlines the strategy, priorities and methodology for achieving improvement of financial processes, controls, and information. The DoN has implemented the DoN FIAR program to achieve auditable financial statements, accurate and timely financial information and efficient and effective use of resources.

Non-DTS Entry Agent (NDEA): A Military member, DoD employee, or contractor designated in writing by local command authority, responsible for the input of trip requests and claims for reimbursement in the DTS for unconnected travelers who do not have reasonable access to the DTS.

Finance DTA (FDTA): Assigns and manages lines of accounting and the funds applicable to those lines of accounting, manages the budget and performs funds control.

Global Distribution System (GDS): Commercial reservation system used by the airlines and commercial travel offices to book commercial air transportation. The CDC in DTS interfaces directly with the GDS instead of interfacing with each airline and commercial travel office.

Key Supporting Document (KSD): Provide evidence of control activity performance and/or support account balances and financial transactions.

Leisure In Conjunction With Official Travel (LICWO): Travel services requested by a traveler concurrent with, and/or in addition to, authorized official travel. This service must be restricted to point-to-point tickets, auto rental, and lodging arrangements. All additional expenses resulting from personal arrangements made ICW official travel must be at the individual traveler's expense.

Individually Billed Account (IBA): Government Travel Charge Card (GTCC) issued and to be used by the traveler while on official business travel. The traveler is responsible for reconciling all debt incurred on the IBA.

Major Command (MAJCOM): The Major Claimant, Echelon I or II Command

Meals and Incidental Expenses (M&IE): A fixed meals and incidentals allowance specified by a locality per diem rate.

NoN-ATM Advance: Request for advance of funds prior to travel via a DTS Authorization

Passenger Name Record (PNR): For travelers utilizing CarlsonWagonlit Travel (CWT)/Sato, the PNR is a six digit alpha code, for a specific trip, which can be used to lookup reservations and/or eTicket receipts in www.virtuallythere.com.

Public Key Infrastructure (PKI): Personal digital information embedded on military/Civilian Common Access Card or on a soft token floppy disk.

Read Only Access (ROA): DTS access that allows an individual View Only capabilities to a traveler's document.

Routing Official (RO): A person in the DTS routing structure designated to review travel documents before they are routed to the AO for approval signature.

Scheduled Partial Payment (SPP): Partial liquidation/payment of a travel authorization in increments of 30 days for trips that exceed 45 days.

Self-AOs: A person who approves his own travel authorization and verifies funds availability. Self-AOs cannot certify their own claims for payment.

Should Cost Estimate: An estimate of total costs that a proposed trip, based on the planned and booked arrangements and maximum entitlements, is expected to cost the Government, using a single-source data entry which can be updated throughout the travel process.

Split Disbursement: Process in which post travel payments are disbursed two ways: directly to the Government contracted bank (travel charge card) and directly to the traveler's bank account.

Transportation of People (ToP): A segment of business defined in the Statement of Budgetary Resources.

Travel Authorization Number (TANUM): This is the six-digit number assigned by DTS when the Authorizing Official (AO) approved the document.

Travel Explorer (TraX): Submit a help desk ticket online via TraX. In addition, a traveler can access self-help resources such as, FAQs, user guides, and computer-based training aides through the Knowledge Center and Training sections of TraX. www.defensetravel.dod.mil/passport

| HELPING VERB FORMS: The following usages apply: | |
|---|---|
| HELPING VERB | DEGREE OF RESTRICTION |
| Must, shall | Action is mandatory |
| Should | Action is required, unless justifiable reason exists for not taking action |
| May, can | Action is optional |
| Will | Is not restrictive; applies only to a statement of future condition of an expression of time. |