

# Defense Travel System 2017 Annual DTS Refresher Training



*I MEF / MCI West-CAMPEN  
DTS Helpdesk*



# **LDTA / Tier II Helpdesk**

## **Composition**

- **Staff of 31, supporting all DTS Administrators for I MEF, MCB Camp Pendleton, and MCI-West HQ**
- **Tier II Help Desk**
- **Disbursing AOs**
- **Located in Building 1164, Suite 262**

**Help Desk phone : (760) 763-7152**

**OMB: IMEFDTSHELPDESK@USMC.MIL**





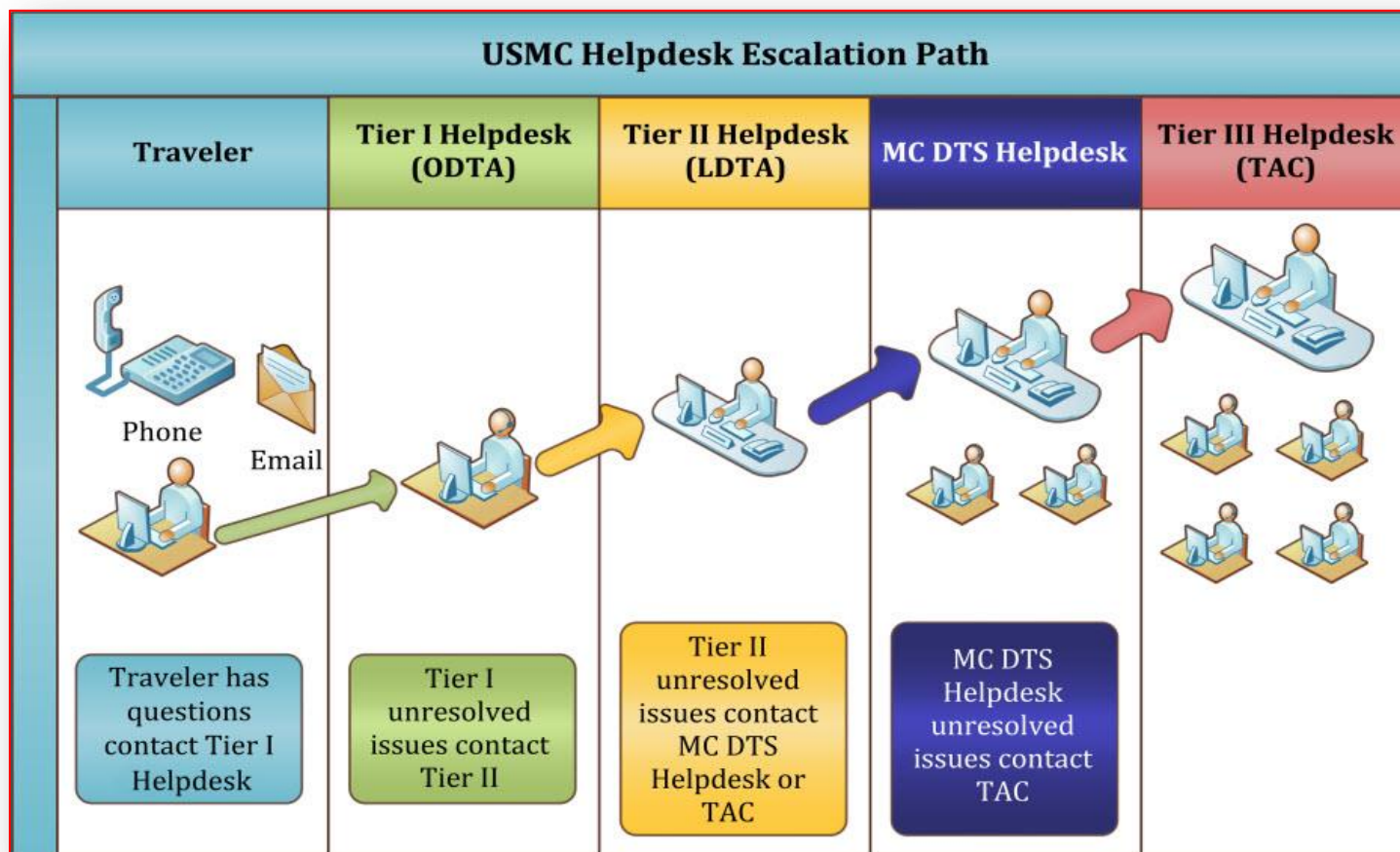
# Resources and References

- **DTS MCO 4650.39A (being revised)**
- **DTS Regulations**
- **GTCC Regulations (updated Mar 2017)**
- **Joint Travel Regulations (re-written)**
- **DTMO website <http://www.defensetravel.dod.mil/>**
- **Department of Defense Financial Management Regulations (DoDFMR) Volumes 5 and 8.**
- **Automated Pay Systems Manual (APSM) Chapter 10**
- **MARADMIN 291/12**
- **Desktop Guide for AO/CO**



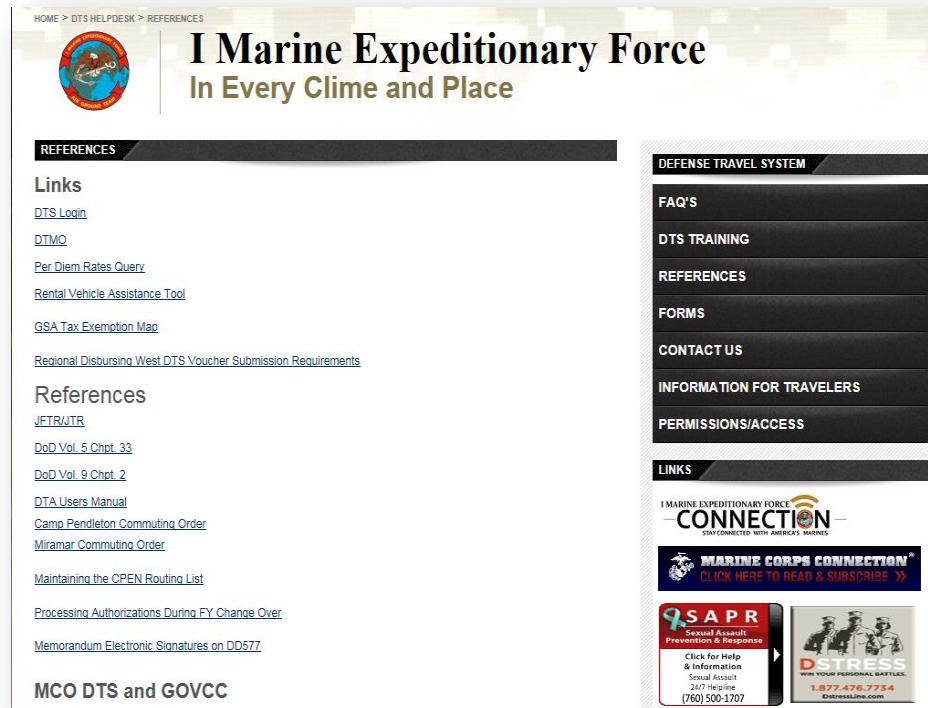


# Helpdesk Escalation Path



# I MEF/MCI West DTS Website

- ✓ Forms
- ✓ Training calendar and info
- ✓ Training classes
- ✓ MCO for GTCC and DTS
- ✓ MARADMINs
- ✓ Links to travel references
- ✓ Travel Advisory Notices (TANs)
- ✓ Inspection Checklists



**Google:** *I MEF DTS* (it will be the first hit)

***<http://www.imef.marines.mil/DTSHelpdesk.aspx>***



# Regional Disbursing Office-West Submission DTS Voucher Requirements

*Available on the I MEF/MCI West DTS website*

HOME NEWS PHOTOS UNITS LEADERS MARINES FAMILY COMMUNITY RELATIONS

Unit Home Leaders Staff Sections Units Family Readiness Resources News Photos Contact Us DTS Helpdesk

HOME > DTS HELPDESK > REFERENCES

**I Marine Expeditionary Force**  
From Every Clime and Place

**REFERENCES**

Links

- [DTS Login](#)
- [DTMO](#)
- [Per Diem Rates Query](#)
- [Rental Vehicle Assistance Tool](#)
- [GSA Tax Exemption Map](#)
- [Regional Disbursing West DTS Voucher Submission Requirements](#)

References

DEFENSE TRAVEL SYSTEM

- PERMISSIONS/ACCESS
- DTS TRAINING
- FAQ'S
- FORMS
- REFERENCES
- CONTACT US

***Updated April 6, 2016***

**REGIONAL DISBURSING OFFICE - WEST DTS VOUCHER SUBMISSION REQUIREMENTS**

**INTEGRATED AND AUTOMATED TRAVEL MANAGEMENT**

Updated January 14, 2014

The information provided in this document will explain DTS voucher submission requirements established by current travel regulations and the Regional Disbursing Office-West. This document is intended to assist both travelers and units to prepare DTS vouchers.

For questions regarding the content of this document, please contact the DTS Section, Regional Disbursing Office West at (760) 763-7152/7154/7157

References:

- (a) [Joint Federal Travel Regulations, Volume I](#)
- (b) [Joint Travel Regulations, Volume II](#)
- (c) [DODFMR, Volume 9](#)
- (d) [MCO 4650.39](#)
- (e) [MCO 4600.40b](#)
- (f) [MARADMIN 291/12](#)
- (g) [TAN 08-11 Valid Receipts for Reimbursement of Travel Expenses](#)
- (h) [DTS Document Processing Manual](#)
- (i) [Desktop Guide for Authorizing Officials and Certifying Officers](#)





# DTS Regulations

## References

[JFTR/JTR](#)

[DoD Vol. 5 Chpt. 33](#)

[DTS Regulations](#)

[DTA Users Manual](#)

[Camp Pendleton Commuting Order](#)

[Miramar Commuting Order](#)

[Maintaining the CPEN Routing List](#)

[Processing Authorizations During FY Change Over](#)

[Memorandum Electronic Signatures on DD577](#)

## MCO DTS and GOVCO

[MCO 4650.39A Defense Travel System Order](#)

Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3

June 2016



## Department of Defense

Defense Travel System Regulations

Defense Travel Management Office



## New DTS Initiatives

- DTS will realign from M&RA to P&R (RFF)
- Build up of the Marine Corps DTS Helpdesk
- System updates
- Automate unit diary reportable entries (Leave, FSA, Special Pay)



# System Updates (new *My Expenses* screen)

Defense Travel System - Welcome to DTS - Google Chrome

Secure | <https://dtsproweb.defensetravel.osd.mil/dts-app/MyExpenses/showExpenses>

Norton by Symantec Safe Search THIS PAGE IS SAFE SHOPPING GUARANTEE VAULT IS CLOSED SHARE VIA FACEBOOK

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

My Expenses Per Diem Entitlements













[Return To List](#)

Current Date: 08-14-2017

### Reservation Expenses

Expense Name	Date	Cost	Document	Actions
 HAMPTON INN WOODBRI (QUANTICO MC COMBAT DEV CMD)	 09/13/2015	\$510.00		
 American Airlines (Flight 498 - ONT to DCA)	 09/13/2015	\$508.20		
<b>Total:</b>		<b>\$1018.20</b>		

### Other Expenses

Expense Name	Date	Cost	Document	Actions
 Mileage Expense (Pvt Auto-Terminal)	 09/13/2015	\$51.75		
 Non-Mileage Expense (Baggage fee)	 09/13/2015	\$25.00		
 Ticketed Expense (CTO FEE (GOVCC-I))	 09/13/2015	\$21.30		
 Non-Mileage Expense (Taxi - Terminal)	 09/14/2015	\$57.21		
<b>Total:</b>		<b>\$298.31</b>		

### Trip Workbook

Receipt 09/23/15 at 14:48:16

Receipts  
Receipt Added 09/21/15 at 12:00:00



# System Updates (new *My Expenses* screen)

Defense Travel System - Welcome to DTS - Google Chrome

Secure | <https://dtsproweb.defensetravel.osd.mil/dts-app/MyExpenses/showExpenses>

Norton by Symantec Safe Search THIS PAGE IS SAFE SHOPPING GUARANTEE VAULT IS CLOSED SHARE VIA FACEBOOK

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Ticketed Expense (CTO FEE (GOVCC-I))	09/13/2015	\$21.30		
Non-Mileage Expense (Taxi - Terminal)	09/14/2015	\$57.21		
Total:		\$298.31		

### Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
	09/23/15 at 14:48:16	09/23/15	Receipt	
	Receipts	09/21/15	Receipt	

[Cancel](#) [Continue](#)



# TAD Timeline

1. TAD requirement is identified!
2. Traveler applies for the GTCC
3. DTS profile is created and ODTA accepts profile or DTS profile is reviewed and updated.
4. DTS authorization is prepared and routed for approval.
5. DTS authorization is approved no later than 3 days before the trip.
6. DTS voucher must be completed and signed by the traveler within 5 days of returning back.
7. Unit must forward voucher to Disbursing or TECOM within two days
8. Disbursing/TECOM must approve vouchers within **10** working days



# Authorizations



# Authorizations

- When an authorization is approved, it authorizes a traveler to execute the TAD trip according to what was authorized in the authorization.
- It serves to tell the traveler what lodging and per diem rate he/she is entitled to.
- The traveler must have a copy of the authorization while traveling



# What Constitutes Official Travel?

- Travel to formal military schools (TECOM funded)
- Attendance at technical, scientific, professional, or similar meetings and conferences sponsored/arranged by non-Federal organizations
- Training course attendance conducted/sponsored by Gov't agencies, or approved under department / agency regulations
- Assignment as an attendant to a traveler with a special need/disability when the AO determines that the traveler is incapable of traveling alone on official travel





# AO Must Ensure

- **TAD purpose is essential official business in the Gov't's interest**
- **TAD duration is no longer than required to complete the official business/mission**
- **Number of travelers is held to the minimum**
- **Traveler's eligibility is based on official necessity and qualifications to best perform the mission**



# Routing Officials Responsibilities

## Responsibilities when reviewing, certifying, or approving authorizations:

- Ensure the authorization is in compliance with the JFTR, JTR, and any local travel policies.
- Ensure all foreseeable expenses are entered in the authorization.
- Ensure the correct lodging and meal rate is selected.

*If not, advances and partial payments will cause travelers to be overpaid.*

- Ensure substantiating records are attached when required.
- Confirm that the proper LOA has been selected.
- Ensure traveler provides comments to the AO when necessary (pre-audit flags and any expense that requires AO justification).




# Flights must be booked in DTS

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Microsoft Internet Explorer provide

File Edit View Favorites Tools Help

Logged In As: RUBEN H GARCIA Document Name: RGQUANTICOMCC080311\_A01 Screen ID: 1070.1 Close Window  
Traveler Name: RUBEN H GARCIA Document Type: Authorization Help for this screen

 **Defense Travel System**  
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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

### Air Travel

[Modify Search](#)

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):  
SAN - San Diego International

\* Arrival Airport (or city, state):  
DCA - Washington Ronald Reag

\* Arrival or Departure:  
Departure

08/03/2011

06:00 AM

Show Alternate Airports: ☐

[Search](#)

### Air Travel

**Please select flights for SAN - San Diego International to DCA - Washington Ronald Reagan National Apt departing on 08/03/2011**

[Skip This Flight](#)

**RESERVATIONS SUMMARY:**  
AIR: \$0.00



[GSA Contractw/ Limited Availability](#) [GSA Contract Airfare](#) [Other Gov't Airfare](#) [Other Airfare](#) [AltGSA](#)

GSA awarded fare is \$239.00

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

**\$264.24 Total Estimated Airfare (Including Taxes and Fees) Government Contract**

Class: YCADCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 American Airlines 1096	06:25 AM Depart SAN - San Diego International 12:30 PM Arrive ORD - Chicago O'Hare International Apt Equipment 738	Wed 03-Aug-11	Flying Time: 4h 5min Lay-over Time: 1h 15min
 American Airlines	01:45 PM Depart ORD - Chicago O'Hare International Apt 04:35 PM Arrive DCA - Washington Ronald Reagan National Apt	Wed 03-Aug-11	Flying Time: 1h 50min



# Trip Summary

Defense Travel System-Welcome to DTS - Internet Explorer  
[https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/\\$Border.\\$RenderedImage&sp=\\$ReservationTripSummary&sp=X](https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/$Border.$RenderedImage&sp=$ReservationTripSummary&sp=X)

## Trip Summary

Email this Itinerary Print this Itinerary

Final Trip Itinerary

DTS Document Name RGQUANTICOMCC081912\_A01-01  
DTS / CTO Confirmation: NPIDYD  
(Please Reference this number when contacting the CTO.)

DTS Detailed Travel Itinerary for RUBEN H GARCIA

Travel / TDY Information:  
Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: OTHER TRAVEL  
Trip Description: DTS Curriculum ReviewPNR Locator:NPIDYD

Location - 1 QUANTICO MC COMBAT DEV CMD,VA Time Zone: EST (06)  
Leave From: QUANTICO MC COMBAT DEV CMD,VA  
Arrive: 19-Aug-12  
Leave: 25-Aug-12

### 19-Aug-12

Air:

<b>Delta Air Lines - Flight: 108</b> 09:00 AM SAN-San Diego International 04:21 PM ATL-Atlanta Hartsfield-Jackson Intl Apt	Depart: Sun 19-Aug-12 Arrive: Sun 19-Aug-12	Seat: 43E	Air Confirmation: DCDL*F8TRLI Frequent Flyer: Special Requests:
<b>Delta Air Lines - Flight: 1838</b> 05:10 PM ATL-Atlanta Hartsfield-Jackson Intl Apt 07:13 PM DCA-Washington Ronald Reagan National Ap	Depart: Sun 19-Aug-12 Arrive: Sun 19-Aug-12	Seat: 29E	Air Confirmation: DCDL*F8TRLI Frequent Flyer: Special Requests:

### 25-Aug-12

Air:

<b>Delta Air Lines - Flight: 2359</b> 07:45 AM DCA-Washington Ronald Reagan National Ap 10:22 AM SLC-Salt Lake City	Depart: Sat 25-Aug-12 Arrive: Sat 25-Aug-12	Seat: 43F	Air Confirmation: DCDL*F8TRLI Frequent Flyer: Special Requests:
<b>Delta Air Lines - Flight: 2378</b> 11:15 AM SLC-Salt Lake City	Depart:	Seat:	Air Confirmation: DCDL*F8TRLI



# **Mandatory to use DTS for Lodging Reservations**

- **As of September 1, 2015, the JTR will require travelers going TDY to book lodging through DTS.**
- **DTS automatically routes travelers to the Lodging Reservation Module to book lodging when creating an authorization for multi-day travel.**
- **When lodging is not available in DTS, CTO will need to be contacted directly.**
- **Exemption must be selected in DTS when not booking lodging in DTS.**
- **In all cases, the traveler must provides comments to the AO. The AO must validate that reason a traveler is not using DTS to book lodging.**



# Lodging requirements for uniformed personnel

- **Government quarters must be directed for uniformed personnel if TAD is performed at a military installation.**
  - **If government quarters are not available when TAD to a government installation, the traveler needs to obtain a Certificate of Non-Availability from the billeting.**
- **When TAD to a *schoolhouse* or *formal training* the Installation Commander decides whether government quarters are directed.**
- **Civilians are highly encouraged to stay in lodging but *cannot* be directed**



# Integrated Lodging Program Pilot

Section 914 of the FY15 [National Defense Authorization Act \(P.L. 113-291\)](#) authorized the Secretary of Defense to institute a government lodging program. That authority allows the Secretary of Defense to require both DoD civilian employees and members to stay in government (DoD Lodging), privatized or DoD Preferred commercial lodging while on official travel.



# Integrated Lodging Program Pilot

<http://www.defensetravel.dod.mil/site/lodging.cfm>

In the DTMO website, search for ILPP



The screenshot displays the Defense Travel Management Office (DTMO) website. The header features the DTMO logo and the text "DEFENSE TRAVEL MANAGEMENT OFFICE" and "THE DoD CENTER FOR TRAVEL EXCELLENCE". Below the header is a navigation menu with links: Home, About, Programs & Services, News, References, and a Search bar. A red arrow points to the Search bar. Below the navigation menu, there are status indicators for "DTS is not available" and "EWTs is not available", and a "Login to DTS" button. The main content area is titled "Commercial Travel Management" and includes a sidebar with links to various travel programs: U.S. Rental Car and Truck Programs, Military Bus Program, Recruit Travel and Assistance, Commercial Air, Travel Management Center Services, Lodging (highlighted), Government Lodging, Commercial Lodging, Public-Private Venture Lodging, and Rail. The main content area displays the "Integrated Lodging Program Pilot" page, which includes a description of the program and a list of quick links and resources.

**DEFENSE TRAVEL MANAGEMENT OFFICE**  
THE DoD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News References Search:  Go

DTS is not available. EWTs is not available. Login to DTS

**Commercial Travel Management**

U.S. Rental Car and Truck Programs  
Military Bus Program  
Recruit Travel and Assistance  
Commercial Air  
Travel Management Center Services  
Lodging  
Government Lodging  
Commercial Lodging  
Public-Private Venture Lodging  
Rail

Programs & Services > Commercial Travel Management > Lodging

### Integrated Lodging Program Pilot

In 2015, the Department of Defense launched a pilot of a new Integrated Lodging Program that includes preferred commercial lodging providers and integrates the ability to book government and privatized (Public-Private Venture) lodging properties through the Defense Travel System (DTS).

Section 914 of the FY15 National Defense Authorization Act (P.L. 113-291) authorized the Secretary of Defense to institute a government lodging program. That authority allows the Secretary of Defense to require both DoD civilian employees and members to stay in government (DoD Lodging), privatized or DoD Preferred commercial lodging while on official travel. As a first step, the pilot will test the viability of an enterprise-wide commercial lodging program and direct travelers to use government (DoD Lodging), Public-Private Venture (privatized) or preferred commercial lodging at select pilot locations.

The DoD Integrated Lodging Program Pilot affords an excellent opportunity to not only leverage the Department's collective purchasing power, but also incorporate program enhancements that ensure a certain level of "duty of care" for its travelers. The Integrated Lodging Program Pilot will:

- Enable travelers to use DTS to find trusted lodging providers (government, privatized, and preferred commercial).

**Quick Links and Resources**

- FAQs for Travelers
- FAQs for Travel Administrators
- ILPP Guide
- Fact Sheet
- Fact Sheet for Hotels
- ILPP Start Dates (Official List of Pilot Sites)
- 2017 Pilot Sites by Metro Area
- 2017 Rates
- Rates Archive
- DoD and Privatized Lodging





# Preferred Lodging Pre-Audit Flag

## Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the "Justification to Approving Official" text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

**3 Items have been Flagged in this Travel Document**

<b>1.</b>	<b>Reason Flagged</b> ❖ AVAIL PREFERRED LDG NOT USED	<b>Item Description</b> ❖ TWENTYNINE PALMS,CA: Available preferred lodging was not used for 08/13/2017 to 08/14/2017.	<b>* Justification to Approving Official</b> <a href="#">Help</a>  <b>Reason Codes</b> (L11) - CTO lodging assistance requested Unable to book preferred lodging in DTS but was able to reserve a preferred lodging establishment at a cheaper rate.
<b>2.</b>	<b>Reason Flagged</b> ❖ CONSTRUCTED TRAVEL WORKSHEET	<b>Item Description</b> ❖ A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	<b>* Justification to Approving Official</b> <a href="#">Help</a>  NA. POV is the mode of transportation to travel to 29 Palms.
<b>3.</b>	<b>Reason Flagged</b> ❖ LODGING NOT USED	<b>Item Description</b> ❖ TWENTYNINE PALMS,CA: No lodging reservations exist from 08/13/2017 to 08/14/2017.	<b>* Justification to Approving Official</b> <a href="#">Help</a>  <b>Reason Codes</b> (L3) - Lower rate available .

Save And Proceed To Digital Signature



# AO must ensure appropriate comments are reflected in the Pre-Audit page

Defense Travel System-Welcome to DTS - Internet Explorer

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/\$Border.\$RenderedImage&sp=\$PreAudits&sp=X

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. **Pre-Audit** Digital Signature

[RETURN TO LIST](#)

### Pre-Audit Trip

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

#### 4 Items have been Flagged in this Travel Document

1.	<b>Reason Flagged</b> + CONSTRUCTED TRAVEL WORKSHEET	<b>Item Description</b> + A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	<b>* Justification to Approving Official</b> <a href="#">Help</a> POV mileage funded by Disbursing. No CTW required.
2.	<b>Reason Flagged</b> + LODGING NOT USED	<b>Item Description</b> + YUMA, AZ: No lodging reservations exist from 01/24/2017 to 01/25/2017.	<b>* Justification to Approving Official</b> <a href="#">Help</a> <a href="#">Reason Codes</a> (L3) - Lower rate available Room cost at on base at Dos Rios was \$70.
3.	<b>Reason Flagged</b> + TRAVEL MODES	<b>Item Description</b> + GVA EXCEEDS THRESHOLD - \$34.85	<b>* Justification to Approving Official</b> <a href="#">Help</a> claiming POV at the reduced rate.
4.	<b>Reason Flagged</b> + TRAVEL MODES	<b>Item Description</b> + GVA EXCEEDS THRESHOLD - \$34.85	<b>* Justification to Approving Official</b> <a href="#">Help</a> claiming POV at the reduced rate



# Most Common Discrepancies

- Lodging receipts (2 guests)
- Trip descriptions (*Do not use acronyms!*)
- Amounts claimed do not match receipts
- Missing justification for non-compact rental vehicle.  
“*Authorized*” is not acceptable.
- Conference meal statements
- Mission related expenses
- POV mileage reimbursement from the *Residence* to the *TAD site*.



# Most Common Discrepancies

- **Justification for utilizing AEA - JTR 4320**
- **Disbursing cannot reimburse a traveler for the expenses of others**
- **In and around mileage must itemized or traveler must submit a mileage log**



# DTS Reports



# DTS Reports

## ODTA Required Reports

- ***Unsubmitted Voucher Report*** – weekly - to ensure travelers are submitting their voucher
- ***Depart Status Report*** – weekly - to ensure authorizations are approved and tickets ticketed by CTO prior to commencement of TAD
- ***Pending Airline Cancellation Report*** – daily – to notify the AO that there are pending authorizations with reservations that need to be approved or cancelled
- ***Complete Traveler Information List*** – monthly – to ensure profiles are up-to-date



# DTS Reports

# FDTA Required Reports

***Approved Status Report*** – every two weeks - to identify accounting rejects

***Budget Transaction Report*** – every two months – to ensure transactions match the accounting systems

# DMM Required Reports

## ***Debt Management Report*** – to identify debts

***Approved Status Report*** – to identify vouchers in an AR  
Reject status



# DTS Reports

## AO Required Reports

- ***Unsubmitted Voucher Report*** – weekly - to ensure travelers are submitting their voucher
- ***Depart Status Report*** – weekly - to ensure authorizations are approved and tickets ticketed by CTO prior to commencement of TAD





# Government Charge Card



# GTCC

## MCO 4600.40B and MCO 4650.39A

### Mandates that the GTCC be utilized for:

- Transportation, Lodging, Rental Car, and use to the maximum extent possible for travel related expenses
- Requires DTS profiles to be updated with GTCC information
- Set DTS profiles to “non-exempt” of the use of the GTCC unless exempt

Government Charge Card (GOVCC) Data	
CSA/TTR:	* No
Gov't Charge Card Holder:	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Advance Authorization:	* Card Holder
Mandatory Use Of GOVCC:	* Non-Exempt



# GTCC

- Unit AO is responsible to ensure traveler split disburse the balance of the GTCC
- Disbursing will also verify GTCC balance
- Provide comments on the voucher if the balance has been paid or if member has another voucher to cover the remaining balance
- Put card in mission critical status if you foresee a delay in getting the voucher settled.



# DTS

## Roles and Responsibilities



# ODTA Responsibilities

- Tier I Helpdesk (Assist travelers)
- Attach and detach travelers
- Update routing lists
- Maintain DTS profiles updated
- Extract, work, and annotate DTS reports



# CPEN Routing List

## ODTA Responsibilities:

- Maintain the CPEN routing list with unit personnel to:
  - review / certify / approve authorizations
  - review / certify / **authorize** vouchers.
- Insert unit AOs as voucher reviewers with the “Authorized” stamp, level 25.
- The CPEN routing list should be the unit’s default routing list.

***KEEP ROUTING LISTS TO A MINIMUM !***



# Routing Officials



# Pecuniary Liability

**Pecuniary Liability** - Personal financial liability for fiscal irregularities of disbursing, certifying, and accountable officials as an incentive to guard against errors and theft by others, and to protect the government against errors and dishonesty by the officers themselves.

## **DoD Directive 7000.15, "DoD Accountable Officials and Certifying Officers"**

It is DoD policy to appoint certifying officers in accordance with Title 31, United States Code, section 3325. Certifying officers are pecuniary liable for erroneous payments resulting from the performance of their duties in accordance with Title 31, United States Code, section 3328.

Further, it is the DoD policy that other officials involved in authorizing payments are accountable and that these accountable officials shall be pecuniary liable for erroneous payments resulting from the negligent performance of their responsibilities.





# Entitlements

## **THE JOINT TRAVEL REGULATIONS**

**UNIFORMED SERVICE MEMBERS  
AND**

**DOD CIVILIAN EMPLOYEES**





**JTR**

## ***Obligation To Exercise Prudence In Travel***

***“A member must exercise the same care and regard for incurring expenses to be paid by the GOV’T as would a prudent person traveling at personal expense.”***



# Per Diem Entitlements

## Meals Rates

- **GMR - Government messing available for all three meals**
- **PMR - One or two meals provided at no cost to the traveler**
- **CMR – Government messing not available.**
  
- **Must be occupying Government Quarters to prescribe the Government Meal Rate (GMR) or the Proportional Meal Rate (PMR).**
  
- **It would be improper to change the meal rate after the Authorization is approved.**
  - **The only exceptions are when meals are included in the registration fees, conference fees, or when reporting orders have the required Quarters and Messing Statements. If there is no statement then the meal rate is reduced to incidentals.**
  
- **No Per Diem while aboard a government vessel, PTAD, leave, or field duty.**



# Per Diem Entitlements

## Meal Rates (cont.)

### What to click in DTS

- ✓ **Full rate:** traveler is authorized the full locality meal rate (CMR)
- ✓ **Available rate:** government meals are available on a U.S. installation (GMR)
- ✓ **Provided rate:** some meals are provided (PMR)
- ✓ **OCONUS incidental amount-** OCONUS on base incidental rate or contingency per diem (\$3.50)



# Receipt Requirements

Air fare receipt if it was paid by the traveler (GTCC)

- ✓ All lodging receipts. *Receipts must be itemized and zero balance!*
- ✓ *Rental Vehicle*
- ✓ Expenses of \$75.00 or more

Receipts must reflect:

- ✓ Name of company providing goods or services
- ✓ Date the specific services were rendered or articles were purchased
- ✓ Unit price of item(s)/service
- ✓ Total amount due
- ✓ Total amount due was paid





# Transportation


***It is DOD mandatory policy that travelers use available CTOs to arrange official travel.***

## Commercial Air

- Contract GSA “City Pairs” unrestricted fares should be the first choice.
- May authorize a Non-GSA “City Pair” flight when it is in accordance with the JFTR/JTR:
  - Leave in Conjunction (travelers may not use their GTCC)
  - No Contracted flights
- For travel beginning from the Camp Pendleton area, flights should depart from San Diego Airport. **The AO can authorize an alternate airport if it is cost effective or mission essential. AO must annotate the justification on the authorization.**
- Flights must be charged to the GTCC vice Centrally Billed Account (CBA) for GTCC holders.



# DMO's Comments On The Authorization

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### Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information	
Reference:	

Document Comments	
Comments to the Approving Official:	None
Comments from the Travel Agent:	Air Comments: CTO BOOKED-PLEASE REVIEW SEGMENTS DATES AND TIMES. ONLY A ONEWAY RES WAS RQSTED /CONFIRMED HERE.....6FEB ...FARE CAN BE REDUCED APPROX 400.00 IF YOU REBOOK THE BELOW FLTS / .....6FE DL 1654 H 09FEB Q SAN ATL 0750A 0250P DL 56 H 09FEB Q ATL AMS 0530P 0815A DL /KL 9471 H 10FEB F AMS BAH 0225P 1025P ..CURRENTLY AVBLE 946.10 .....ONEWAY COMPARED TO THE UNITED ITIN OF 1363.00..... IF YOU NEED FURTHER ASSISTANCE PLZ CTC SATO- 760 725-4396

**DMO advising the AO that there is a cheaper flight. AO must return the authorization to the traveler to change the flight or the AO must justify this flight**



# Flat-Rate Per Diem

**Reference: JTR, chapter 4, part B, section 4**

- **Effective for travel beginning on or after 1 November 2014. A reduced flat-rate per diem applies when a traveler is assigned long-term TAD (more than 30 days at one location).**
- **DTS authorizations must include the flat-rate per diem payable.**
- **This will ensure that travelers understand exactly what they will be paid.**





# Flat-Rate Per Diem

## Exemptions:

- The flat rate per diem does not apply when government lodging or contracted government lodging is available AND directed, when contracted government lodging is provided at no cost, or if a traveler chooses to stay in government quarters.
- The Government Meal Rate (GMR) and Proportional Meal Rate (PMR) are still payable based on the availability of government messing. The GMR and PMR are not prorated to either 75% or 55%.



# Per Diem Entitlements Page

Defense Travel System-Welcome to DTS - Internet Explorer

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/NonMileageExpenseDetail/\$Border.\$RenderedImage&sp=SPerDiemEntitlements



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## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

\*\* The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were de-selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/13/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual	\$42.00 Personal	85 / 56	QTRS				AVAIL
09/14/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual	\$56.00 Personal	85 / 56	ADEF				AVAIL
09/15/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual	\$56.00 Personal	85 / 56	ADEF				AVAIL
09/16/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual	\$56.00 Personal	85 / 56	ADEF				AVAIL
09/17/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual	\$56.00 Personal	85 / 56	ADEF				AVAIL
09/18/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual	\$56.00 Personal	85 / 56	ADEF				AVAIL
09/19/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$0.00	\$0.00 GOVCC-Individual	\$42.00 Personal	85 / 56	QTRS				AVAIL

[Reset All](#)

Proceed to the following page:

Accounting Codes

[Continue](#)

## **Flat-Rate Per Diem**

- **On the travel day to the TDY location, the traveler receives 75% meals and incidental expenses (M&IE).**
- **For TAD that will last 31 -180 days (in a single location), the authorized flat rate is 75% of the locality rate (lodging and M&IE). The 75% is paid from day one.**
- **For TAD that will last 181 days or greater (in a single location), the authorized flat rate is 55% of the locality rate (lodging and M&IE).**



## Flat-Rate Per Diem

- Travelers must incur a lodging cost in order to be reimbursed flat rate per diem.
- No lodging receipts are required for reimbursement.
- If the traveler did incur a lodging expense, the AO is required to verify and annotate in the voucher that the traveler did incur lodging: ***I certify that this traveler will incur a lodging expense.***



## Flat-Rate Per Diem

**What if a traveler cannot find suitable lodging under the flat-rate per diem?**

- **If travelers are unable to find suitable commercial lodging at or under the reduced per diem rate, they must contact SATO/RAVENAL for assistance.**
- **Disbursing will require a statement from CTO/unit AO to certify that lodging was not available at the flat-rate (lodging) rate.**
- **The AO may then authorize reimbursement for the actual lodging cost (not to exceed the locality per diem rate).**
- **The meal rate will still be paid at the flat-rate.**



# Flat-Rate Per Diem

- Research the Flat-Rate per diem in the Per Diem Rates Query and update the authorization.

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### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$194.00	\$194.00 GOVCC-Individual	\$53.25 Personal	194 / 71	NONE				
11/02/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
11/03/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
11/04/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				

### Per Diem Rates Query

CONTIGUOUS UNITED STATES	OUTSIDE CONUS, Non-Foreign Overseas and Foreign
Updated: 09/29/2014 <a href="#">View summary of changes</a>	Updated: 09/29/2014 <a href="#">View summary of changes</a>
STATE: STANDARD CONUS RATE	COUNTRY/STATE: (incl. Alaska & Hawaii) HAWAII
FISCAL YEAR: 2015	PUBLISHED: 01 OCT 14
<input checked="" type="checkbox"/> TDY 31 to 180 days (75%) / over 180 days (55%) <input type="checkbox"/> INCLUDE ALL CITIES AND TOWNS <input type="checkbox"/> INCLUDE MILITARY INSTALLATIONS	<input type="checkbox"/> TDY 31 to 180 days (75%) / over 180 days (55%) <input type="checkbox"/> INCLUDE MILITARY INSTALLATIONS
<input type="button" value="CALCULATE"/>	<input type="button" value="CALCULATE"/>
For unlisted locations, use the <a href="#">CENSUS County Look-up</a> site.	



# Flat-Rate Per Diem

## Lodging tax

- Lodging taxes [CONUS and non-foreign OCONUS (see appendix A for definition)] are separate reimbursable expenses (non-mileage expense).
- Lodging tax is not separately reimburse when TAD to an OCONUS location.
- Lodging receipts will be required if requesting lodging tax reimbursement.
- Lodging taxes must be prorated if the lodging cost alone exceeds the amount of flat-rate per diem for lodging.



# Rental Vehicles

*It is mandatory, to obtain rental vehicles through the CTO/SATO*



Compact car is the 'standard' for TAD travel. AO can approve upgrade when compact car does not meet mission requirements.

- AO must make comments why upgrade is authorized.
- Insurance is **NOT** reimbursable within **CONUS**.
- Insurance is reimbursable and recommended for OCONUS TAD.
- **Prepaid full option is not authorized!**





# Reimbursable Expenses

- *JTR chapter 2 and Appendix G*

***Effective 1 October 2014***

- *ATM fees, certain baggage tips, laundry/dry cleaning and transportation tips are no longer reimbursable.*
- *They are part of the Incidental Expense portion of the M&IE. The JTR, appendix G has been updated to reflect this change.*



# Incidental Expenses

- Hotel employees, fees and tips to porters, baggage carriers, flight attendants involving all official domestic and foreign travel. Civilian employee, see par. 7815-F4, regarding baggage-handling costs incurred as a direct result of an employee's disability.
- Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JTR, par. 2810-C.;
- Laundry/dry cleaning, and/or pressing of clothing regardless of location;
- Potable water and ice (28 Comp. Gen. 627 (1949));
- Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
- Any other necessary expenses related to lodging that are listed in the room account.
- Administrative fees for ATM use; and
- Transportation tips for all transportation modes (commercial or courtesy conveyance).



## Common Reimbursable Expenses Claimed

- Excess baggage
- Airport parking (cannot exceed 2 one way cab fares)
- Hotel taxes
- Gas for rental car
- Taxi to/from the terminal



# Reimbursable Expenses

## The Following Expenses Require Justification:

Excess Baggage

Birth Certificate

Daytime Lodging Fees

Communication Services

Computer Connections

Nonrefundable Room Deposits

Driver Services Early

Green Card Passport, Visa, Fees

Registration/Conference fees

License/ Permit, International Driver

Dual Lodging

Interpreter Services

Lodging While on Leave

Operating Cost for Govt Vehicles

GTCC Expedited Fees

Checkout Fees

GTCC Late Fees

Legal Service Fees



# TAD In Excess Of 180 Days

## MARADMIN 601 / 05

- JTR: TAD limited to 180 days
- TAD in excess of 180 days requires CMC (MMIB-3)
- Exceptions:
  - Units / IA scheduled to deploy in the CENTCOM AOR ISO OIF/OEF NTE 425 days
  - Up to 270 days for AC/AR Marines TAD ISO contingency operations
- Submit request for TAD in excess of 180 via CMC (MMIA) OMB

***smb\_manpower\_mmia@usmc.mil***



# Travel

## **1 Day TAD outside the local limits of the PDS**

### **Over 12 Hours:**

- The Traveler will rate 75% of the per diem rate. If there are multiple TAD sites, the highest rate is paid.
- An authorization and voucher must be done in DTS.

### **Under 12 Hours:**

- The AO may authorize actual expense for occasional meals not to exceed the proportional meal rate based on the applicable per diem rate where the duty is performed. If there are multiple TAD sites please use the highest proportional meal rate.
- A Local Voucher is used to claim mileage reimbursement and missed meals (if authorized).





# Points of Contact

- Email
  - [IMEFDTSHelpdesk@usmc.mil](mailto:IMEFDTSHelpdesk@usmc.mil)
- Telephone
  - (760)763-7152
- DTS Website
  - [http://www.imef.usmc.mil/external/imef01/defense\\_travel\\_system.jsp](http://www.imef.usmc.mil/external/imef01/defense_travel_system.jsp)

