Defense Travel System
2015
Annual DTS Refresher Training

I MEF / MCI West-CAMPEN
DTS Helpdesk

DTS Tier II Help Desk

Tier II Helpdesk

Composition

- Staff of 37, 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) 763-7154, 7157, 7152

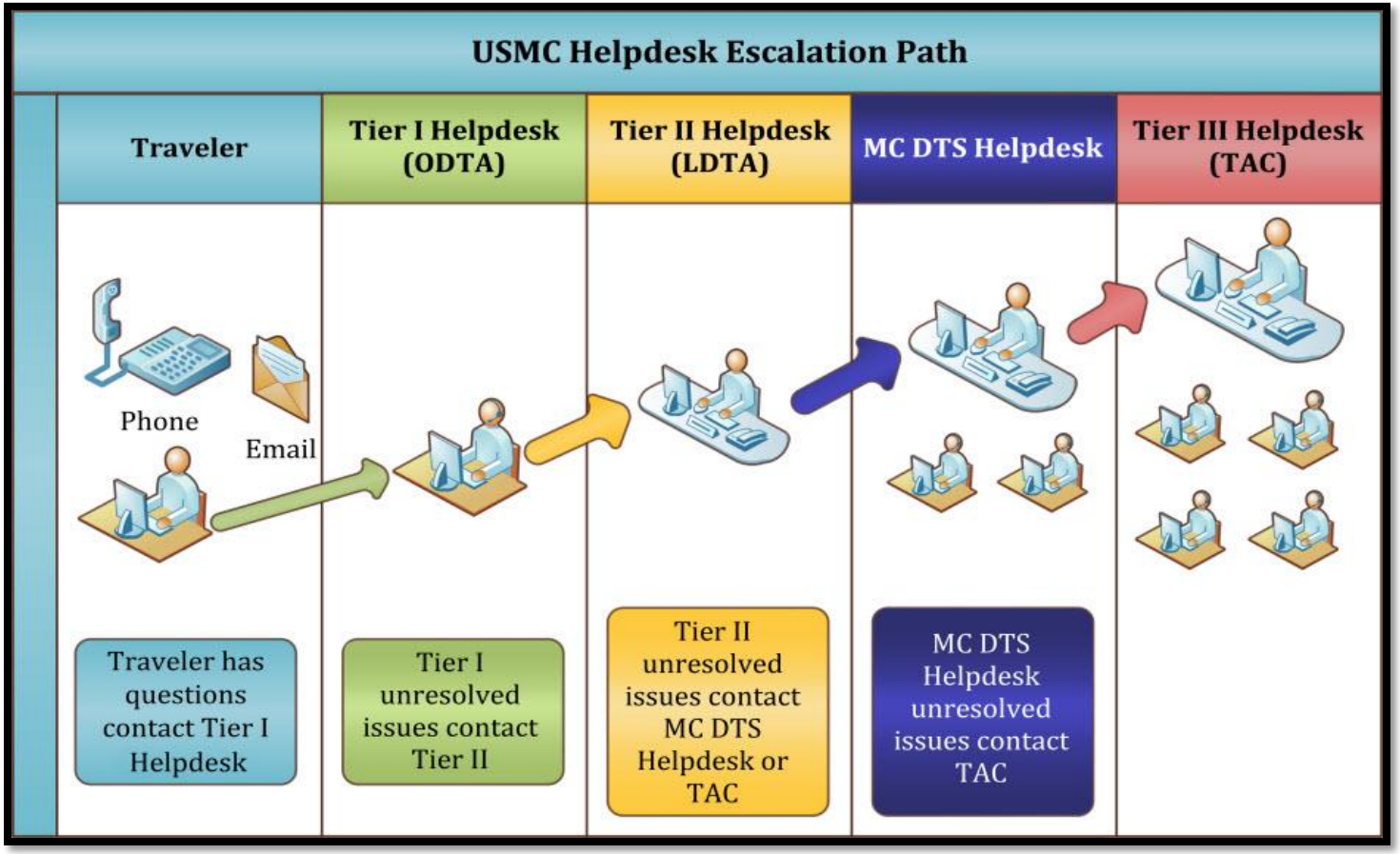
OMB: IMEFDTSHELPDESK@USMC.MIL

Tier II Helpdesk

Responsibilities

- Tier II Help Desk
- Provide initial and refresher training for all appointed DTS personnel under DM1 and DM6187
- Provide assistance in troubleshooting
- Provide travel entitlement determinations
- Monitor and assign permissions
- Liaison for DTMO, TECOM, and HQMC regarding local DTS issues
- Voucher approval as required by MARADMIN 291/12
- DTS Debt Management

Helpdesk Escalation Path



Topics

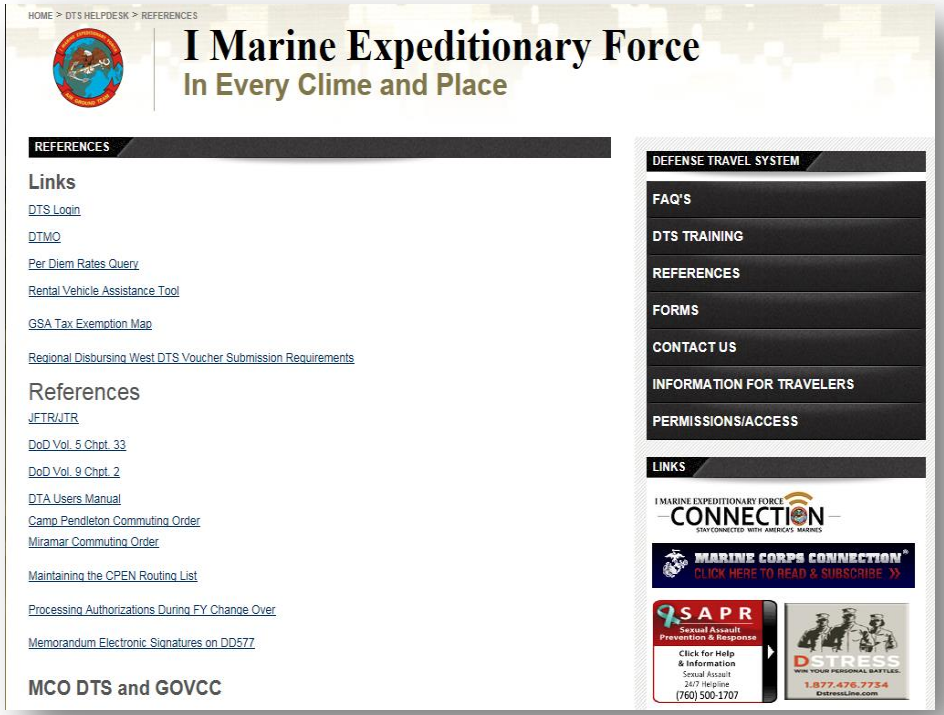
- Lodging Reservations in DTS
- Flat-rate per diem
- Routing Process
- Disbursing Approval Process
- Common Errors
- Receipt Requirements
- DTS / Government Charge Card
- Routing Officials
- Per Diem Entitlements

Resources and References

- DTS MCO 4650.39A
- DTMO website http://www.defensetravel.dod.mil/
- Joint Travel Regulations
- Department of Defense Financial Management Regulations (DoDFMR) Volumes 5, 8, and 9.
- Automated Pay Systems Manual (APSM) Chapter 10
- MARADMIN 291/12
- Desktop Guide for AO/CO

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**

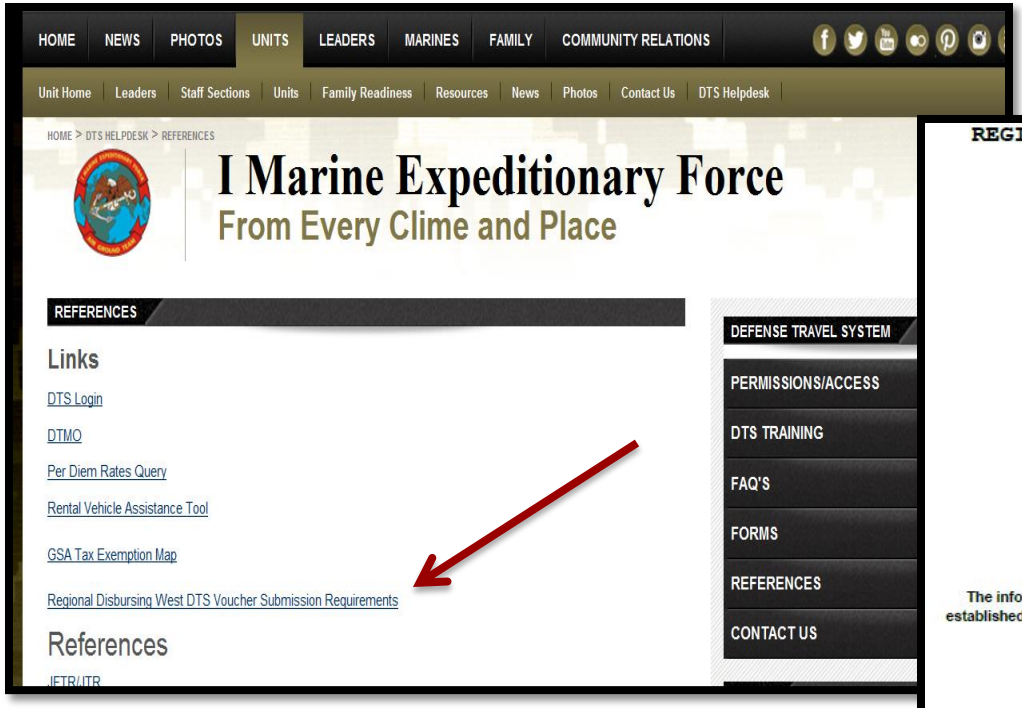


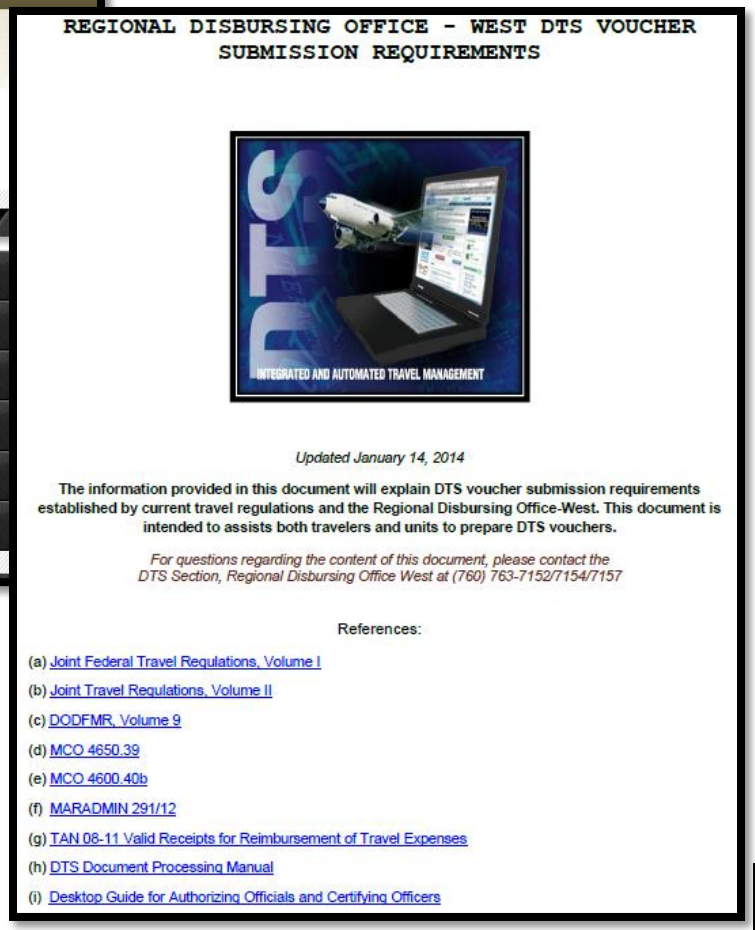
Google: ***I MEF DTS*** (*it will be the first hit*)

http://www.imef.marines.mil/DTSHelpdesk.aspx

Regional Disbursing Office-West Submission DTS Voucher Requirements

Available on the I MEF/MCI West DTS website





REGIONAL DISBURSING OFFICE - WEST DTS VOUCHER SUBMISSION REQUIREMENTS

DTS
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 assists 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

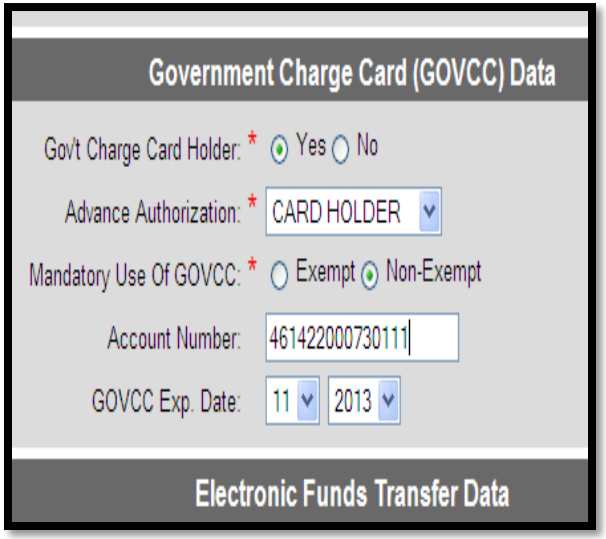
Updated Oct 7, 2015

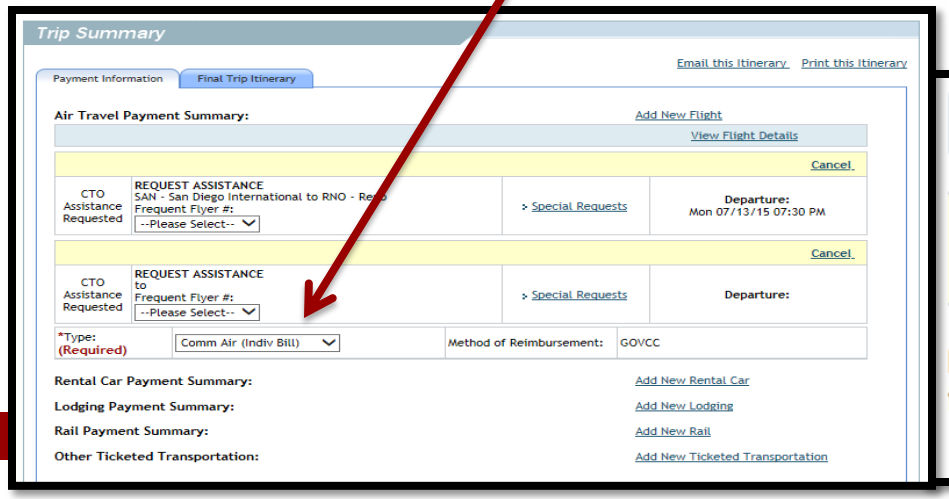
DTS Help Desk FAQs

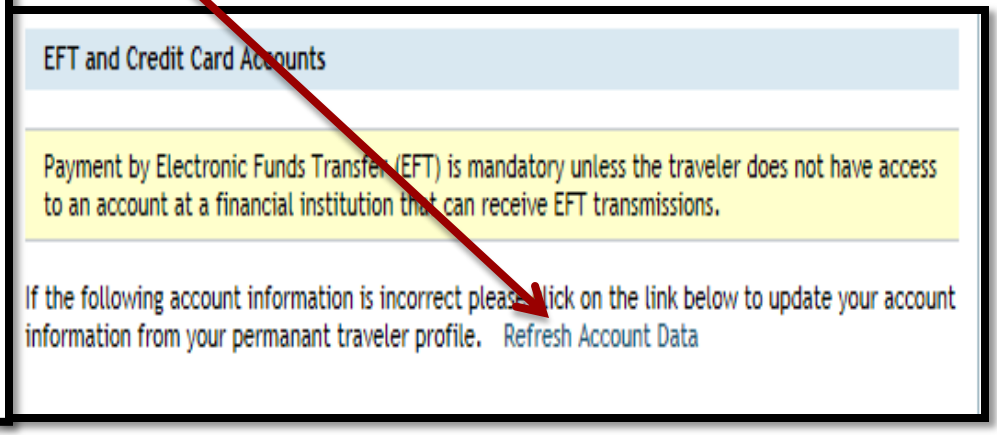
- **Requests to drop and attach travelers**
  - ODTAs are not attaching or detaching travelers
- **“I’m not attached to a DTS organization…”**
  - Travelers do not know their ODTA
- **Why was my voucher returned?**
  - Review the digital signature comments left by disbursing
- **Can you expedite your voucher my voucher?**
  - ???

DTS Help Desk FAQ

- **I can't select IBA…**
  - GTCC info added after authorization was created
  - Update GTCC info in DTS profile and click "Refresh Account Data" on the auth under ***Additional Options/ Profile/My account Info***







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

MARADMIN 291/12

- **Mandates Finance and Disbursing offices to approve DTS vouchers (TECOM WWT excluded).**
- **Disbursing will verify GTCC balances and ensure the GTCC balance is paid off with voucher settlement funds.**
- **Traveler has 5 working days to do a voucher.**
- **Unit will review and authorize vouchers within 2 working days of receipt.**
- **Disbursing will approve vouchers within 3 working days.**

Mandatory to use CTO for Lodging Reservations

- As of September 1, 2015, the JTR will require travelers going TDY to book lodging through DTS, both government quarters and commercial lodging.

- 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.

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 !

Current Status of the Disbursing DTS Voucher Approval Process Compared to Last Year

- **Disbursing returning 25 - 35 percent of vouchers**
  - ✓ **Reduced DN percentage to 23 percent**
- **Goal is to minimize returning vouchers**
  - ✓ **By focusing voucher submission in initial training**
- **Disbursing is still learning the DTS process**
  - ✓ **Implementing structured AO training program**
- **Focused on improving customer service**
  - ✓ **Went from a two tier to a one tier audit process**
  - ✓ **Reduced turnaround timeframe**

Most Common Discrepancies

- **Amounts being claimed do not match receipts.**
- **Trip descriptions (*Do not use acronyms!*)**
- **Missing justification for non-compact rental vehicle**
- **Conference meal statements**
- **TAD in the local area must be justified (*only authorized if overnight lodging was required*)**
- **POV mileage reimbursement from the *Residence* to the *TAD site.***

Most Common Discrepancies

- **Justification for utilizing AEA - JTR 4320**
- **Missing mileage to / from servicing terminal when traveler is claiming airport parking**
- **Disbursing cannot reimburse a traveler for the expenses of others**

- **Missing signed 1351-2 for T-ENTERED vouchers**
- **Supporting documentation missing (reporting / detaching endorsements, etc.)**

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

Elimination of Travel Advances

MARADMIN 691/13

- Requires that travelers apply for the GTCC once a TAD requirement is identified
- Advances can still be authorized in short notice TAD but the AO must upload justification as to why the traveler did not apply for the GTCC.

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
- **Unit AO is responsible to ensure traveler split disburse the balance of the GTCC**
- **Disbursing will also verify GTCC balance**

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.

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.**

When advances and partial payments are scheduled, this is the number one cause of why travelers are overpaid.

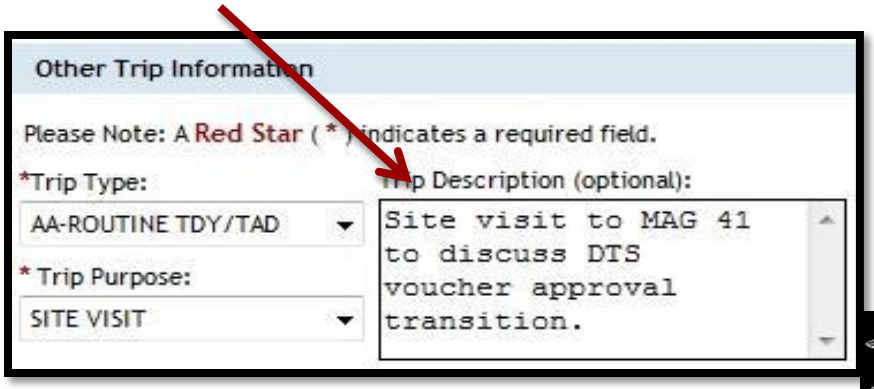
- **Ensure substantiating records are attached when required.**
- **Confirm that the proper LOA has been selected.**
- **Ensure traveler provides comments to the AO when necessary (pre-audit flags and any expense that requires AO justification).**

Required comments in Authorizations

- The unit AO must certify that the: ***TAD objective cannot be accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means.***

- This certification must be included in each authorization under ***Review/Sign/Other Auths/Add Additional Authorizations For This Trip/Other***.

- **<u>Trip Description:</u>** Authorizations and Voucher should clearly identify the purpose of the TAD under ***Trip Description*** (i.e. *Attending Commander's Conference*).



Entitlements

THE JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS

AND

DOD CIVILIAN EMPLOYEES

JTR paragraph 2000.a

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."***

TAD In Excess Of 180 Days

MARADMIN 601 / 05

- **JTR: TAD limited to 180 days**
- **TAD in excess of 180 days requires CMC (MMIA)**
- **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

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

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

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

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

Print Document

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

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

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

Cost Effective Flight

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
Traveler Name: RUBEN H GARCIA
Document Name: RGQUANTICOMCC080311_A01
Document Type: Authorization
Screen ID: 1070.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

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

RETURN TO LIST

Air | Rail | Rental Car | Lodging | Other Transportation | Summary

Air Travel

Change to San Diego A. P.

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

Excessive Cost Flight

Logged In As: RUBEN H GARCIA
Traveler Name: RUBEN H GARCIA
Document Name: RGQUANTICOMCC080811_AD1
Document Type: Authorization
Screen ID: 1070.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

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

RETURN TO LIST

Air | Rail | Rental Car | Lodging | Other Transportation | Summary

Air Travel

Defaults to Carlsbad

Modify Search

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

* Departure Airport (or city, state):
CLD - Carlsbad

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

* Arrival or Departure:
Departure

08/08/2011

07:00 AM

Show Alternate Airports:

Search

Air Travel

Please select flights for CLD - Carlsbad to DCA - Washington Ronald Reagan National Apt departing on 08/08/2011

Skip This Flight

RESERVATIONS SUMMARY:
AIR: $0.00

GSA Contractw/ Limited Availability | GSA Contract Airfare | Other Gov't Airfare | Other Airfare | AltGSA

Government Contract Airfare Exists For Alternate Airport/City

Seats on the Government Contract Airline are no longer available or you are traveling in a market in which no Government Contract fare exists.

DOD Policy requires travelers to utilize the GSA Contract Carrier Fare when available. Exception to this policy requires justification and is subject to approval by your Authorizing Official.

Sort By: Departure Time | Arrival Time | Elapsed Time | Price | Default

$1,269.51 Total Estimated Airfare (Including Taxes and Fees) Other Commercial Fare - Unrestricted

Class: YUA | Fare Rules | View Available Seats | Select Flight

Continental Airlines 7868	09:41 AM Depart CLD - Carlsbad 10:24 AM Arrive LAX - Los Angeles International Apt Equipment EM2 — Operated by United Airlines	Mon 08-Aug-11	Flying Time: 43min Lay-over Time: 1h 22min
	11:46 AM Depart LAX - Los Angeles	Mon 08-Aug-11	Flying Time:

Flight is $1000 more than a flight from San Diego

Flat-Rate Per Diem

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

- **Effective for travel beginning or orders amended 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%.**

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.***

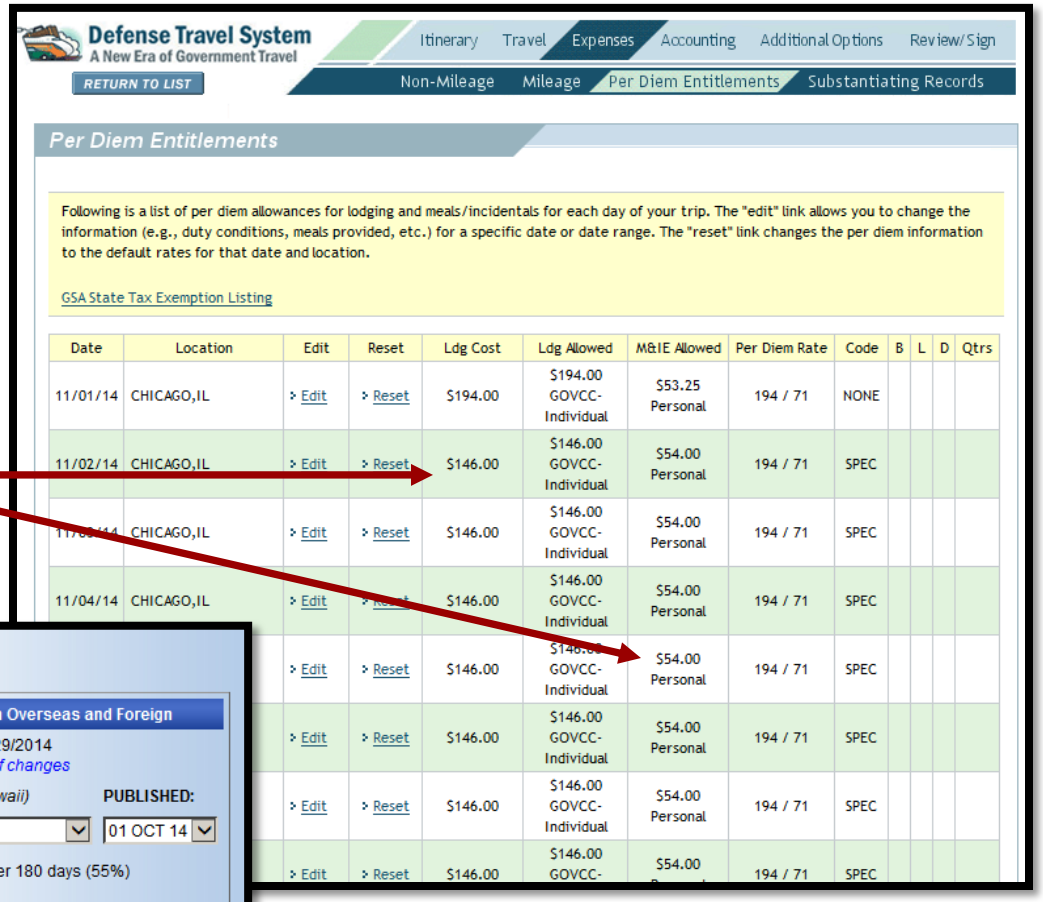
Flat-Rate Per Diem

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

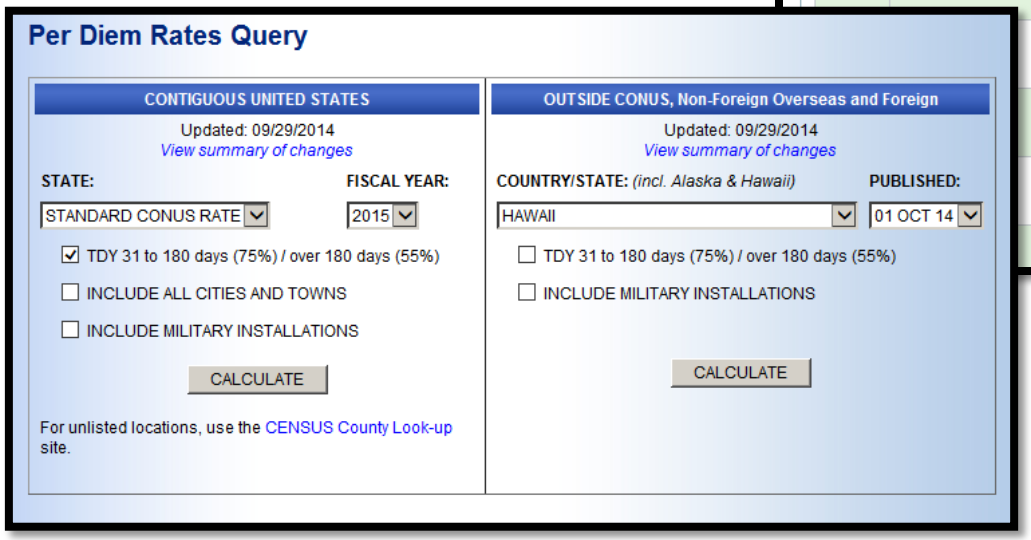
- **If travelers are unable to find suitable commercial lodging at or under the reduced per diem rate, they must contact SATO/RAVENAL for assistance.**
- **Disbursing will require a statement from CTO/unit AO to certify that lodging was not available at the flat-rate (lodging) rate.**
- **The AO may 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 rate in per diem rate query
- Multiply both lodging and per diem by 75%
- Round up and update the ***Per Diem Entitlements*** Page



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/14	CHICAGO,IL	Edit	Reset	$194.00	$194.00 GOVCC-Individual	$53.25 Personal	194 / 71	NONE				
11/02/14	CHICAGO,IL	Edit	Reset	$146.00	$146.00 GOVCC-Individual	$54.00 Personal	194 / 71	SPEC				
[illegible]	CHICAGO,IL	Edit	Reset	$146.00	$146.00 GOVCC-Individual	$54.00 Personal	194 / 71	SPEC				
11/04/14	CHICAGO,IL	Edit	[illegible]	$146.00	$146.00 GOVCC-Individual	$54.00 Personal	194 / 71	SPEC				
[illegible]	[illegible]	Edit	Reset	$146.00	[illegible] GOVCC-Individual	$54.00 Personal	194 / 71	SPEC				
[illegible]	[illegible]	Edit	Reset	$146.00	$146.00 GOVCC-Individual	$54.00 Personal	194 / 71	SPEC				
[illegible]	[illegible]	Edit	Reset	$146.00	$146.00 GOVCC-Individual	$54.00 Personal	194 / 71	SPEC				
[illegible]	[illegible]	Edit	Reset	$146.00	GOVCC-	$54.00 [illegible]	194 / 71	SPEC				



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 should be discouraged. Disbursing AOs have the discretion to disallow reimbursement.**

(*Example: traveler did not fill tank, gets charged $9.29/gallon*)

defensetravel.dod.mil/rental

Unclassified

DEFENSE TRAVEL MANAGEMENT OFFICE

Rental Vehicle Assistance Tool

The DTMO Rental Vehicle Assistance Tool is designed to provide assistance to the federal traveler when accidents occur while on authorized travel, and to offer assistance with rental car and truck company matters. The DTMO Rental Vehicle Assistance Tool is NOT a place to be used to file a claim against the Government either by a third party, or by the rental agency.

Note - All renters should first attempt to resolve issues directly with the rental company.

For assistance with a rental car or truck matter, click the Start Vehicle Assistance Request button below.

To provide feedback on your rental experience, click the button below.

Start Vehicle Assistance Request

OR

Provide Customer Service Feedback

Click below to obtain copies of the U.S. Government Rental Car Agreement and U.S. Government Truck Rental Agreement:

- U.S. Gov't Rental Car Agreement
- U.S. Gov't Rental Truck Agreement

Per Diem Entitlements

Lodging for Uniformed Personnel

- **Government quarters must be directed if TAD is at a military installation.**
- **If government quarters are not available, the traveler needs to obtain a certificate of non-availability (CNA) or confirmation number from the billeting establishment.**

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)

Do not use Special Rate

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).

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

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).**

Travel

Local Vouchers

- Used for reimbursement of expenditures on official business
- Traveler should receive necessary transportation expenses, when transportation is not provided.
- If a POV is used, the traveler will receive the mileage driven minus their normal commuting distance or expense.
- Odometer Reading must be used for Local Travel. Utilized for travel related expenses only.

Points of Contact

- **Email**
  - **IMEFDTSHelpdesk@usmc.mil**
- **Telephone**
  - **(760)763-7152**
- **DTS Website**
  - **http://www.imef.usmc.mil/external/imef01/defense_travel_system.jsp**