



Defense Travel System

**Routing List Official's
Training**

BACKGROUND

MISSION

Reinvent DoD travel into a seamless paperless system, that will improve customer service and reduce government cost.

MCO 4650.39

Defense Travel System Order

MARADMIN 045/04

Implementation policy of the DTS

MARADMIN 490/04

Established the Finance Community as the lead point of contact for implementation and maintenance of DTS at each Marine Corps Installation

MARADMIN 068/05

Establishes policy on mandatory DTS usage

MARADMIN 029/08

Establishes policy Marine Corps wide on mandatory DTS usage

OVERVIEW

Lead Defense Travel Administrator (DTA)

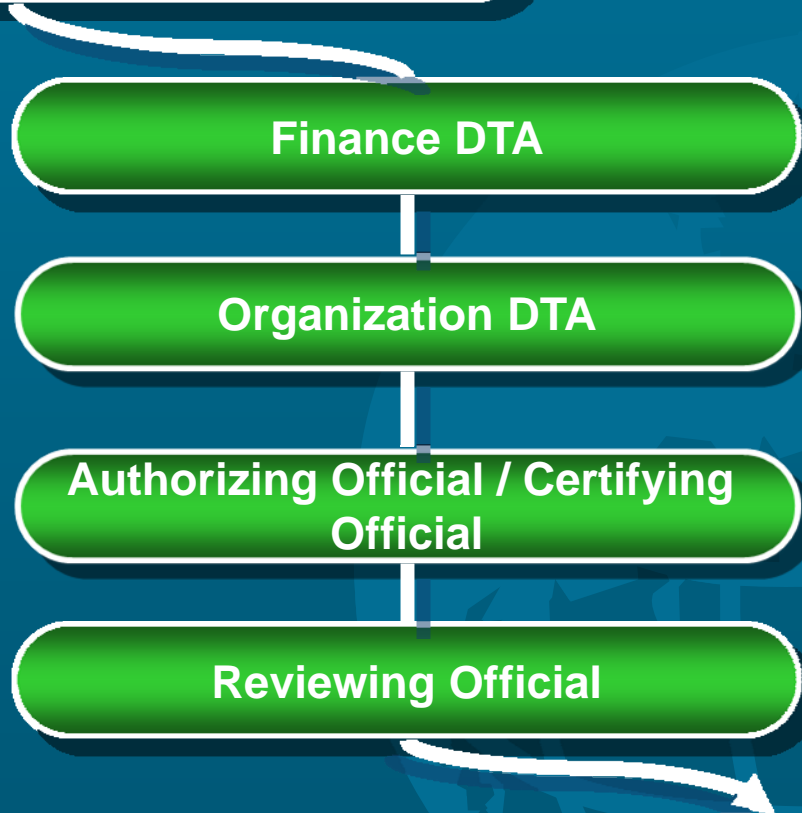
Finance DTA

Organization DTA

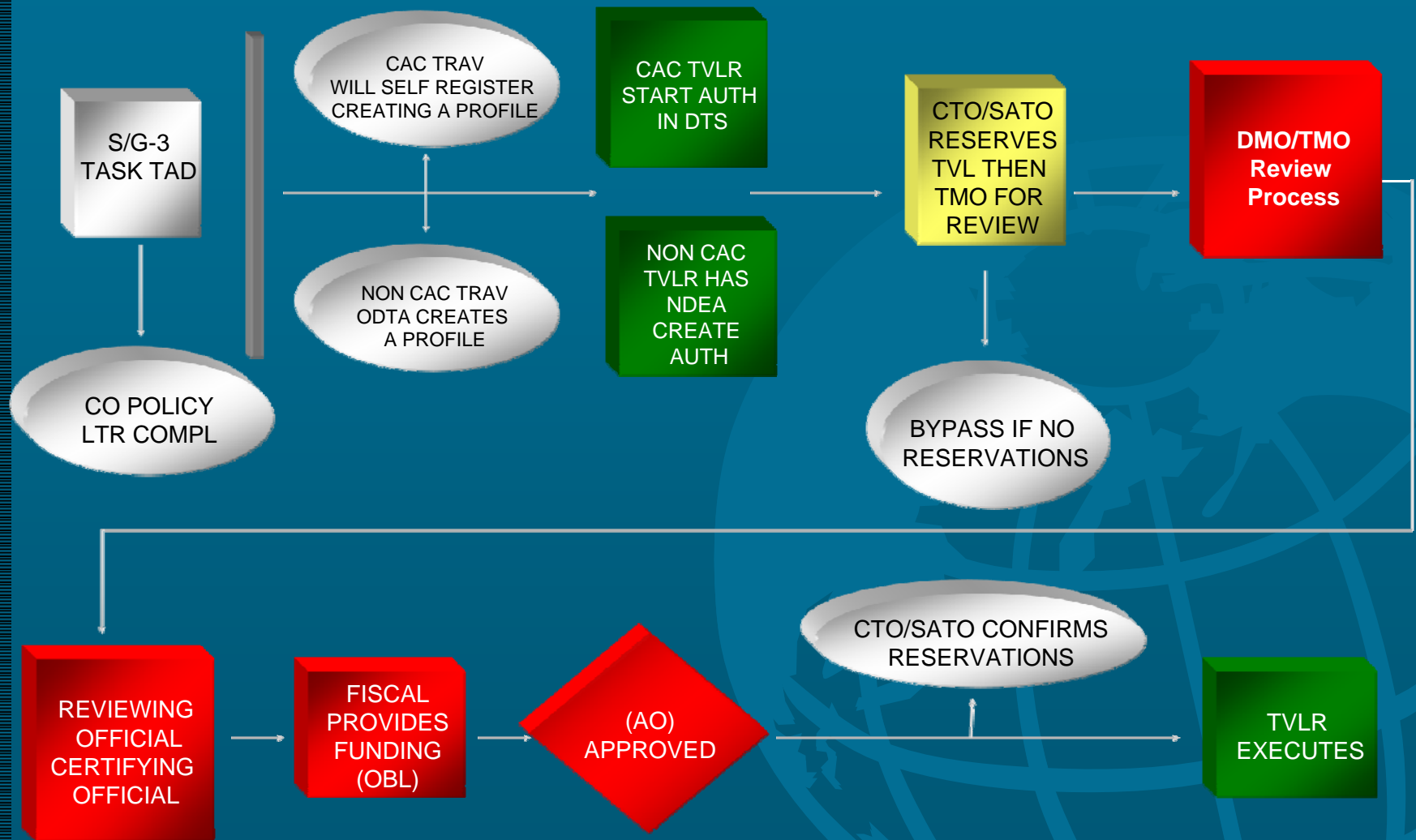
Authorizing Official / Certifying
Official

Reviewing Official

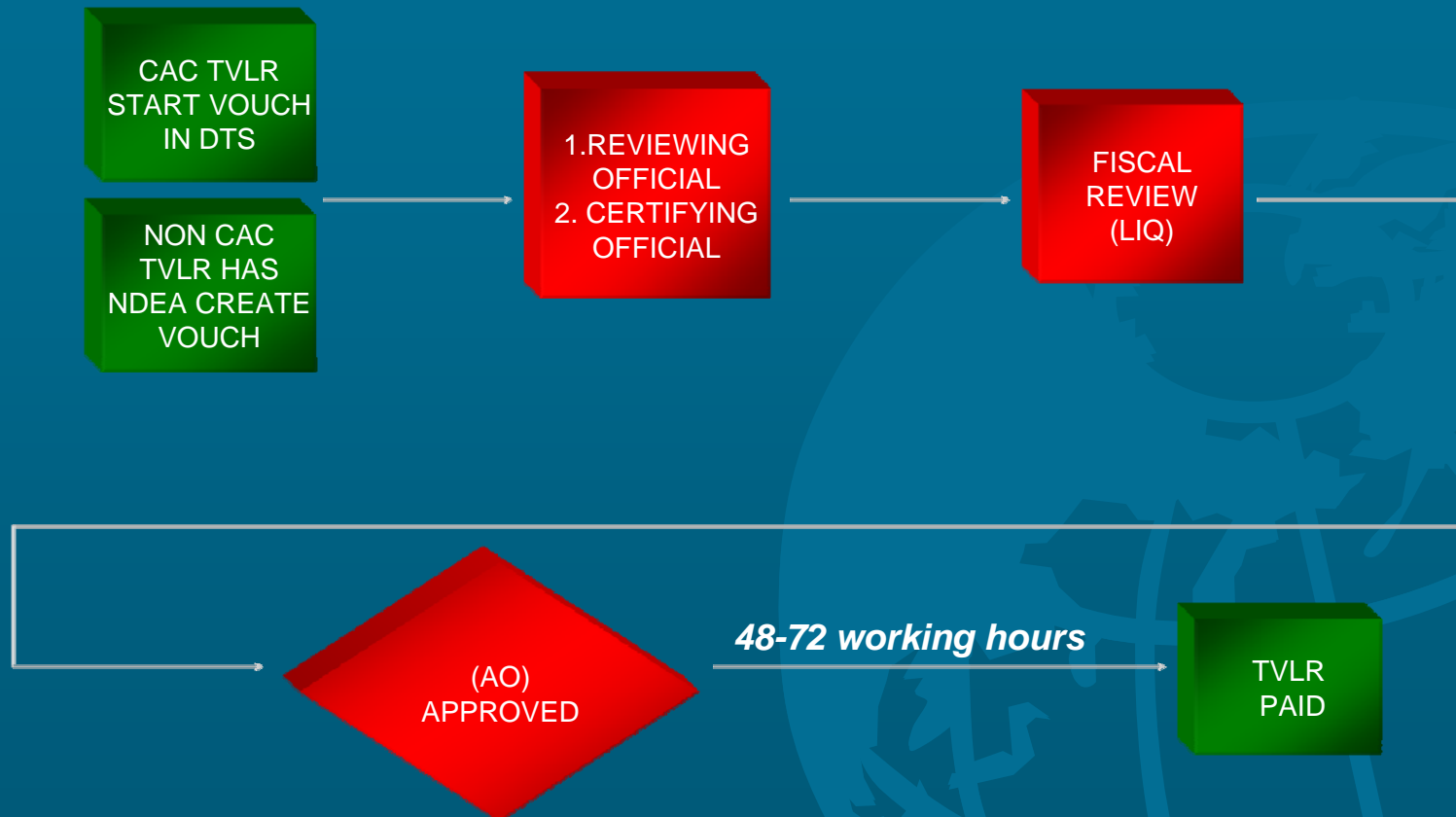
Traveler / Unit Clerk



AUTHORIZATION: Recommended Process Flow



VOUCHER: Recommended Process Flow



PRO's and CON's

PRO's

- Command flexibility in setting up DTS
- No preparing, handling, and filing orders/claims
 - Rapid reimbursement is improved customer service
- Claims and Government Credit Card record keeping
 - Retain: Vouchers ~ 6 years
 - Credit Cards ~ 3 months
 - No lost Travel Claims
- Unit visibility of TAD trip details and traveler accountability

PRO's and CON's

CON's

- Travel claims are not being submitted within 5 working days of return.
DODFMR Vol 9. Chapter 8 Par.080501
- Authorizing Officials approving vouchers without properly auditing
 - Higher priced air fare chosen (Flights default to nearest airport for point of departure)
 - No attached receipts by traveler (Lodging and Rental Car receipts are mandatory)
 - Per diem entitlements not audited (Most expensive oversight)
- T-Entering
 - Missing or invalid signed SF 1164 Local Voucher/ DD Form 1351-2 Travel claim by the Traveler
 - Receipts are not being submitted under substantiating documents

These issues have caused post audit discrepancies and money checkages due to lack of supporting documentation.

APPOINTMENT REQUIREMENTS

Required Documents

1. **DD 577 Appointment**
 - Must be appointed in writing as an Accountable Official
2. **Certifying Officers Legislation (COL) Training**
 - Located on the DTMO Website under Travel Training
3. **Travel Policies**
 - Located on the DTMO Website under Travel Training
4. **DTS Training Certificate**
 - Online training certificate does not meet this requirement
 - Must attend formal training class given by the IMEF DTS helpdesk

Submit all four items to [**IMEFDTSHELPDESK@USMC.MIL**](mailto:IMEFDTSHELPDESK@USMC.MIL)

RO and CO Routing Officials

Responsibilities

Reviewing Official

- Reviews the document for accuracy or local policy
- Applies the “Reviewed” stamp in DTS
- Must be appointed in writing
- Routing Official (RO) – ADMIN or S1 section
- Assists in running correct TDY entitlements

Certifying Official

- Reviews the document for accuracy or local policy
 - Applies the “Certified” stamp in DTS
 - Must be appointed in writing
-

Authorizing Officials

Responsibilities

Has Authority to ensure TDY mission is complete via:

The Authorization:

- Directs/Authorizes Travel
- Determines Funds Availability & Obligates Funds
- Approves Trip Arrangements/Travel Expenses
- Approves all Exceptions to Normal Travel Policies

The Voucher:

- Liquidates funds originally obligated
- Verifies for all expenses and receipts
- Ensures all payments are proper and IAW the JFTR
- Approves all Exceptions to Normal Travel Policies not annotated on Authorization
- Cannot approve their own claims for payment

The AO applies the “**APPROVED**” stamp in DTS

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.

How to protect yourself from Pecuniary Liability

Do

- Establish procedures and controls
- Monitor subordinates to make sure that they follow procedures
- Be alert to the possibility that a voucher is being processed a second time
- Verify funds before authorizing payments
- Return vouchers that are inadequately documented to the appropriate person for required supporting documentation

Don't

- Do not assume that all requests are valid and complete
- Do not allow anyone else to use your personal certificate or CAC. You may be liable for an incorrect payment authorized by another person under your identity
- Do not authorize a payment when you have doubts
- Do not authorize payments unless funds are available to cover the payment

DoD Accountable Officials and Certifying Officers

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.

GOVCC

- **MCO 4600.40A GOVCC PROGRAM**
 - GTCC Program Policies
 - Definitions, program procedures
- **MARADMIN 337/00**
 - Mandatory usage of GOVCC to pay for expenses while on Official Government Travel
 - Outlines personnel exempt from usage of GOVCC
- **MARADMIN 600 AND 629/07**
 - Mandatory usage of GOVCC to pay for all Transportation
 - Split disbursement in DTS
 - Directs usage of CTO's and the City Pair Program

Commercial Travel Office

CTO

CTO provides the DoD traveler with the combined knowledge of travel industry expertise, Government contract fares and DoD business rules.

- CTOs issue air transportation tickets and provide additional services upon request
- CTO Ticketed happens after APPROVED
- Do not leave for the airport if document has not reached CTO Ticketed
- Check reservations, delays, and flight statuses from [Virtually There .com](http://VirtuallyThere.com)

CTO does not have access to DTS. They don't see what the traveler sees

Transportation

Commercial Air

It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel!

- Contract GSA “[City Pairs](#)” should be first choice.
- May authorize a Non-GSA “City Pair” flight when appropriate and IAW established command business rules:
 - Leave in Conjunction (No GTCC for Payment)
 - No Contracted flights
- If taking leave in conjunction with TAD, traveler must purchase ticket to leave site. Reimbursement will be limited to the GTR rate.
- Flights must be charged to the GOVCC vice Centrally Billed Account (CBA) (If you are mandated to use a GOVCC)

Transportation

Commercial Air Cont...

- Unused/Partially Used Tickets must be returned for refund to TMO
- Coach-class will be used for all official travel
 - May **NOT** authorize Premium Class or First Class without prior CMC/ACMC or higher approval IAW JFTR/JTR (Appendix O), T4060-B(1)(c)

NOTE: Tickets purchases outside of CTO will be limited to the GTR cost.

Transportation

Rental Vehicle

- Reimburse all legitimate costs associated with the rental vehicle
 - Fuel and oil
 - Transportation to and from rental facility
 - Tolls and parking fees
 - Taxes
 - Government administrative rate supplement (GARS)
 - Upgrades not reimbursable
 - Can authorize the size/quantity necessary to meet mission requirements
 - Extra insurance not required for in CONUS TDY
 - Should authorize in **foreign countries**
 - Advise MBR's not to pay for fuel option.
-

Transportation

Personal Vehicle

To Airport Terminal:

- **POV** must be authorized by the AO as the mode of travel
- If spouse is authorized to transport MBR, spouse rates mileage for the round trip
- Miles claimed must be within a reasonable amount

To TDY Location:

- When the AO Authorizes travel by POV 1 travel day is allowed for each 400 miles or increment thereof.
- POV Authorized only when more advantageous to government
- Limited to constructive cost of GTR
 - Must submit CTO statement with GTR cost
 - Fuel is NOT reimbursable

Per Diem Entitlements

Lodging

- AO will determine whether Government Quarters or Commercial Lodging will be used.
- If Government quarters are directed but not available, traveler needs a **certificate of non-availability** (CNA)
- When TDY to a Schoolhouse the Schoolhouse CO decides which one is approved through an Endorsement of availability of Gov. Qtrs.
- Cannot direct a Civilian to stay in Government Quarters
- Can authorize up to 300% of published per diem rate if Lodging could Not be obtained under the ceiling rate
- Lodging more than 30 days (Search for Weekly or Monthly Rates)
- Do not reimburse if staying with **relatives/friends**
- Taxes paid separately from Lodging in CONUS

Lodging cont.

Miscellaneous Additional lodging costs

- Lodging Taxes (in CONUS and non-foreign OCONUS areas only)
- Energy surcharge or resort fees (when authorized)
- Items added to a hotel bill for which payment is not optional (e.g. Tourism fee, safe fee, service charge)

Calculating TAX

Lodging tax reimbursement is limited to the tax on reimbursable lodging costs. CONUS and non-foreign OCONUS only.

e.g. if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.

Not Reimbursable TAX

Lodging tax in foreign OCONUS areas is part of per diem/AEA and is not separately reimbursable.

Per Diem Entitlements

Meals

- There are 3 M&IE Rates; Government Messing Rate (GMR) Proportional Messing Rate (PMR) and Commercial Messing Rate (CMR)
- GMR given when Government Messing facility is available and utilized
- PMR given when MBR has 1 or 2 meals provided. For instance; MBR on TAD Cannot make it to the Mess Hall for Lunch because of work schedule.
- CMR given when MBR has to pay for all meals consumed.
- If occupying Commercial Lodging CMR must be given unless any meals are being provided.
- Must be occupying Government Quarters at the TDY installation to prescribe the GMR or PMR

M&IE cont..

- **Must prescribe GMR/PMR up front – Authorization**
- **Meal rates cannot be decreased after being approved except to show original intent, upon receipt of an endorsement stating a lower rate was provided while on TAD, or failure to provide required substantiating records.**
- **No Per Diem while aboard a government vessel**
- **No Per Diem while on PTAD**
- **No Per Diem while on Leave**
- **MBRs will most likely not receive Per Diem while on Field Duty. This limitation of Per Diem begins at 0001 the day after commencing Field Duty and ends at 2400 the day before it ends.**
 - **Circumstances under which MBR may rate Per Diem while on any of the statuses afore mentioned can be found in JFTR U4510**

Reimbursable Expenses

Miscellaneous Expense Types

- Transportation in and around TDY site.
- GOVCC ATM Advance fee (determined by applicable rate for card)
- Baggage tips (Uniformed members, specify dollar amount) Civilian employees are covered by the Incidental Expenses of Per Diem and are not items for separate reimbursement.
- Personal “Safe Call Home” must be specified in the authorization to include dollar amount
- Laundry/Dry Cleaning, must be TDY in CONUS for at least 7 consecutive days. Maximum allowed reimbursement equal to \$2.00/day. Civilians must be TDY in CONUS for 4 consecutive days.
- Parking fees. Limited to cost of two round trip taxis.
- Tolls. Ensure amounts are within reason and obtain receipts when possible.
- Excess baggage to include the first piece of accompanied baggage if there is a charge for the first piece

Refer to the JFTR Appendix G for Miscellaneous Expenses.

Travel

1 Day TDY

For 1 day TDY outside limits of PDS, the AO will:

- Over 12 Hours may authorize M&IE rate of 75% for the TDY location (highest rate if more than one) over 12 Hours
- Under 12 Hours most likely no Per Diem. If AO determines it is payable actual reimbursement not to exceed PMR may be given.

Travel

Local Voucher

- Utilized to reimburse MBRs for mileage.
- Reimbursement will be actual miles driven subtracted by usual commute.
- Utilize DTS Mileage Lookup tool or the Defense Table of Official Distances (DTOD) to determine mileage that will be paid.

Local Business Rules and command policies will further address processing conditions.

TDY Completion

After The TDY Travel

Routing Officials (RO) MUST:

- Review and check the Substantiating Records
Receipts, CNAs, Reporting Endorsements, etc.
- Check Flights billed match e-invoice and ensure correct Billing Account is utilized. CBA~vice~IBA
- GOVCC reimbursements and Personal reimbursements correctly separated with split disbursement generated to GOVCC
- All reimbursements within DoD regulations are **reimbursed only once**
- Verify that all exceptions to policy have been documented and annotated in either the remarks column, or in the substantiating records

TDY Completion

After The TDY Travel

Routing Officials (RO) MUST:

- Review required receipts (Substantiating Records)
 - Lodging (Itemized, zero balance)
 - Rental Car (Rental car size clearly stated and amount charged)
 - All expenses \$75.00 or greater
 - Airfare e-invoice from virtuallythere.com
 - Recommend MBRs submit receipts for all expenses
- Verify correct Per Diem Entitlements.
- Return Voucher for additional information or **Approve** it!

Post Payment Audits

- **I MEF DTS HELPDESK POST PAYMENT AUDIT TEAM**
 - Claims with errors are amended and remarks are made to AOs identifying corrective action.
 - Helps identify any possibility of fraud, waste, and abuse.
 - Prevents the AOs from accidentally continuing on the same pattern of mis-payments
 - Allows us to tailor the training curriculum to help alleviate common trends of mis-payments made by AOs.
- **Marine Corps Administrative Analysis Team**
 - Annual or semi-annual inspections to ensure administrative procedures are correctly followed.
 - Report is generated and presented to the Commanding Officer identifying problem areas with guidance on how to improve.
- **DFAS- Indianapolis**
 - Random audits to ensure proper settlement and for quality assurance to prevent fraud, waste, and abuse.

Scenario 1

If a traveler parks at the airport and claims \$200 in parking fees and taxi fare was authorized and normally costs about \$30 each way – plus tip, what expense should the AO approve?

The AO should approve the cost of the taxi fare + tip, since they were previously authorized the taxi fare + tip based on the local standard method of travel to and from the local airport (business rules apply).

Can the AO approve the \$200 in this scenario?

No, the parking reimbursement cannot exceed the cost of the roundtrip taxi fare plus tips. The AO may wave this limitation under extenuating circumstances! (JFTR U3320)

Scenario 2

If a Uniformed Member is going TDY to an installation but has requested commercial lodging instead of government quarters, what should the AO look for before approving the authorization?

The AO should look to see if the traveler has made comments (Preview Screen) indicating government quarters were not available and entered the Non-Availability Confirmation Number.

Scenario 3

A traveler's airfare was paid in the authorization utilizing the CBA. The MBR is a GTCC holder however this was not stated in the authorization. Where must reimbursement for the Airfare be directed?

In spite of the fact that the MBR is a GTCC Holder, the unit's CBA paid for the flight and must thus be reimbursed. Sending the money to the MBR's GTCC in this scenario grants them reimbursement for a charge they did not incur.

Scenario 4

A traveler has been authorized full commercial Per Diem. Upon return from TDY tells the AO that they consumed some of their meals in a government mess facility. Can the AO reduce the CMR to PMR for the days the government mess facility was utilized when the traveler submits their Voucher?

**No, an AO cannot reduce a CMR to GMR or PMR after the fact .
- except if meals are included in a conference or registration fee.**

Scenario 5

If a Uniformed Member is going TDY to an OCONUS site for 8 days, how much can you approve for their laundry/dry cleaning?

\$ 0

Uniformed Member and DoD Civilian employees cannot be reimbursed for laundry/ dry cleaning at OCONUS sites. This is included in their Incidental Expenses (IE). JFTR APP G.

Scenario 6

If the AO inadvertently approves a rental car on the Authorization, can the AO deny reimbursement on the Voucher?

No, the AO must reimburse the traveler for the rental car if they authorized it for the trip.

Additional Information

To assist them in their duties, ROs can obtain additional information from:

- Defense Travel System Sites
www.defensetravel.osd.mil
- JFTR Appendix O of the JFTR
<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>
- DoD FMR, Volume 9, Chapter 2
http://www.defenselink.mil/comptroller/fmr/09/09_02.pdf
- Defense Travel Administrators (DTAs)
- I MEF DTS Website
[http://www.i-mef.usmc.mil/external/imef-01/defense travel system/defense travel system.jsp](http://www.i-mef.usmc.mil/external/imef-01/defense%20travel%20system/defense%20travel%20system.jsp)

Questions

I Marine Expeditionary Force (I MEF)

IMEFDTShelpdesk@usmc.mil

Monday to Friday 0700-1700 PST

Comm: (760) 763-7154
(760) 763-7152
(760) 763-7157

DSN: 365-XXXX

FAX: (760) 725-3883

http://www.i-mef.usmc.mil/external/imef-01/defense_travel_system/defense_travel_system.jsp

