Defense Travel System

IMEF DTS Helpdesk



Agenda

- IMEF DTS Tier II help desk
- Disbursing DTS post payment audit
- Government Charge Card
- Routing Officials
- Per Diem Entitlements
- Debt Management



DTS Tier II Helpdesk

Composition

- Staff of 21, supporting all DTS Administrators for I MEF, MCB Camp Pendleton, and MCI-West Hqtrs
- Located in Building 1164, Suite 262

Who do I ask for help?

If you are a traveler: Contact your ODTA / RO / AO

If you are a ODTA / RO / AO: Contact the Tier II Help Desk



Responsibilities

- Provide initial and refresher training for all appointed DTS personnel under DM1 and DM6187.
- Monitor and assign permissions
- Monitor the organizations to ensure they are performing their duties as required.
- Provide assistance in troubleshooting.
- Liaison for DTMO, TECOM, and HQMC regarding local DTS issues.
- Perform random post payment audits.
- Debt Management Monitor.



Limitations

- We cannot approve claims.
- If the issue with the trouble call pertains to a system issue we have to elevate it to the Travel Assistance Center (TAC).
- Issues with Lines of Accounting or budgets have to be sent to the FDTAs. This is a function that falls under the Finance Defense Travel Administrators realm of authority. Many financial rejects require the use of SABRS and should only be executed by the Comptrollers office.



Local Resources

- Website: <u>http://www.imef.usmc.mil/external/imef01/defense_travel_system.jsp</u>
 - Local Business Rules
 - All necessary forms
 - Classes and demonstrations
 - Links to manuals and regulations
 - SOPs
 - Training locations, times, and requirements
 - Other helpful information



External Resources

- DTMO website <u>http://www.defensetravel.dod.mil/</u>
- MCO 4650.39 Defense Travel System
- Joint Federal Travel Regulations (uniformed service member)
- Joint Travel Regulations (civilian travel)
- Department of Defense Financial Management Regulations (DoDFMR) Volumes 5, 8, and 9.
- Automated Pay Systems Manual (APSM) Chapter 10
- DoD Directive 7000.15
- Title 31 United States Code.



Post Payment Review

- Tier II Helpdesk conducts post payments audits.
- Mandated per the DoDFMR, volume 9.
- Claims with errors are amended and remarks are made to AOs identifying corrective action.
- Allows us to tailor our training curriculum to help alleviate the common trends of mis-payments made by AOs.
- Prevents the AOs from accidently continuing on the same pattern of mis-payments.
- Helps identify any possibility of fraud, waste, and abuse.



Post Payment Review Most common errors

- No substantiating documents (receipts, quarters and messing endorsements, etc.)
- NDEA's not uploading the signed DD 1351-2 signed by the traveler
- Improper use of local vouchers (excessive mileage reimbursement without documentation, used in lieu of authorization/voucher)
- Receiving per diem while in the field, leave, and deployed.
- Reimbursement of none-travel related expenses (BAH, cell phones, pet boarding fees, meals, car repairs, haircuts, fuel for POV's)



Government Charge Card



GOVCC

MCO 4600.40A

• Mandates that the GOVCC be utilized for:

Transportation, Lodging, Rental Car

MARADMIN 600 and 629, 2007

- Mandate the use of the GOVCC to pay for all transportation charges (IBA).
- Requires DTS profiles to be updated with GOVCC information
- Set DTS profiles to "non-exempt" of the use of the GOVCC unless exempt



GOVCC

Common Problems

- Traveler profiles not updated to reflect GOVCC info.
- Erroneously exempt from the use of GOVCC in DTS.
- Travelers are not submitting vouchers within 5 days of returning back from TAD.
- Travelers are not electing to split disburse their GOVCC balance.



GOVCC

Standard Line

- Total Charge \$7,500
- Total Monthly ATM \$650
- Retail \$250 Monthly

Restricted Line

- Total Charge \$4,000
- Total Monthly ATM \$365
- Retail \$100 Monthly

Proper Use

- Only while performing official government travel
 - Lodging
 - Transportation
 - Meals
 - ATM cash withdrawal, not to exceed authorized per diem
 - Incidental expenses (only if reimbursable on voucher)
- Not for personal use
- For use only by the Cardholder whose name is on the card



Subtracting Payments From GOVCC



Use the following steps to enter an amount paid by the traveler to the GOVCC account before the DTS disbursement was paid.

Enter an amount into the <u>Less Prev Pmts to GOVCC</u>
(By Traveler) field.

- In this field, the traveler can enter a dollar amount that will take money that was originally going to the GOVCC account and instead send it to the traveler's account.
 - Click Calculate. The specified amount will be incremented to the Personal Net Distribution field.



Adding Amounts To The GOVCC

GOVCC ATM Advance

Use the following steps to add a GOVCC ATM Advance:

- Enter the total amount of the advance(s) into the Add GOVCC ATM field.
- The dollar amount entered in the Add GOVCC ATM field will take money that was originally going to the traveler's account and instead send it directly to the traveler's GOVCC account.
- Click Calculate next to the Less Prev Pmts to
- GOVCC (By Traveler) field. The specified amount
- will be decremented from the Personal Net
- Distribution field.





Routing Officials



AUTHORIZATION: Recommended Process Flow



VOUCHER: Recommended Process Flow





RO and CO Routing Officials

Reviewing and Certifying Official

- Ensures the document is in compliance with the JFTR, JTR, and any local travel policies.
- Ensures the substantiating records are attached when required.
- Confirms that the proper LOA has been selected.
- Applies the "Reviewed" or "Certified" stamp in DTS.



Entitlements



JFTR paragraph U2010.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."



Receipt Requirements

JFTR U2010

- Air fare if it was paid by the traveler (IBA)
- Lodging
- Any expense \$75.00 or more
- must reflect that the amount due was paid

Credit card statement is not a valid receipt.

AO can request proof for any expense being claim.



Transportation

Commercial Air

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

- Contract GSA "<u>City Pairs</u>" should be first choice.
- May authorize a Non-GSA "City Pair" flight when its in accordance with command business rules and the JFTR/JTR:
 - Leave in Conjunction (travelers may not use their GOVCC)
 - No Contracted flights
- For traveler in the Camp Pendleton Area, selected flights should <u>NOT</u> be departing/arriving in Carlsbad, CA.

 Flights must be charged to the GOVCC vice Centrally Billed Account (CBA) for GOVCC holders.



MARADMIN 617/06

- It remains DOD and USMC policy to meet transportation requirements by using the most cost effective commercial and or organic transportation resources.
- The default process for DTS places the burden for ensuring cost effective travel selections on AOs.



Transportation

Rental Vehicle

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

- Reimburse all legitimate costs associated with the rental vehicle:
 - Fuel and oil
 - Transportation to and from rental facility
 - Tolls and parking fees
 - Taxes
- Insurance is not reimbursable within CONUS. Insurance is reimbursable and suggested for OCONUS TAD periods.

The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

Transportation

Personal Vehicle

To Airport Terminal

- Traveler must be authorized travel via POV to terminal by AO.
- Spouse dropping off and picking up traveler rates miles to and from airport.
- Miles claimed should be the actual miles driven to the terminal. AO should determine it is a reasonable amount.

To TDY Location

- When the AO <u>Authorizes</u> travel by POV, 1 travel day is allowed for each 400 miles or increment there of (cannot exceed the GTR).
- POV Authorized only when more advantageous to government
- Limited to constructive cost of GTR
- Must submit CTO statement with GTR cost
- Submit accurate cost comparison worksheet



Per Diem Entitlements

Lodging

- Government quarters should be directed if available if the TAD is at a government installation.
- If government quarters are not available, traveler needs a certificate of non-availability (CNA) or confirmation number from the billeting establishment.
- When TDY to a <u>Schoolhouse</u> the <u>Schoolhouse</u> CO dictates the quarters and messing availability. This endorsement must be submitted with the voucher.
- Can authorize up to 300% of published per diem rate under unusual circumstances. (No lodging under the per diem rate is available.)
- Do not reimburse if staying with relatives/friends (uniformed personnel only).
- CONUS lodging rate does not include taxes. Taxes are a reimbursable expense.
- OCONUS lodging rates reflect max reimbursement for lodging and tax.



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).

- Must prescribe GMR/PMR up front Authorization.
- It would be improper to change the meal rate after the fact.

– 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, or field duty.
 - OCONUS TAD incidental expense when a traveler is lodged in a military installation is \$3.50 vice the full incidental.

Reimbursable Expenses

Expense Types

- Transportation to and from the airport.
- GOVCC ATM Advance fees.
- GOVCC expedited fee When card is ordered within a few days of TDY.
- GOVCC delinquency fee reimbursable only when travel reimbursement delay is caused by no fault of the traveler.
- Lodging Taxes CONUS locations only (OCONUS taxes are included in the incidental rate).
- Curbside fees Not authorized for Military and Civilians (Civilian only if physically disabled/special need). Military authorized reimbursement for a tip.
- Terminal parking fees While TDY, may be reimbursed NTE the cost of two one-way taxicab fares, including allowable tips. Exemption – when TDY is extended.



Reimbursable Expenses

Expense Types

- Personal "Safe Call" home. The AO designates the amount up front in the authorization.
- Use of cell phone is addressed in JFTR, appendix G.

 Laundry / Dry Cleaning - is limited not to exceed \$2 a day for any TDY in CONUS for 7 consecutive days or more (laundry cannot be reimburse OCONUS).

Note: The entitlement is for actual expenses a traveler incurred while TAD.

Excess baggage is limited to required/official gear.

 Other expenses can be authorized per the JFTR / JTR depending on the mission requirements. Items that cannot be reimbursed through a travel claim may be reimbursed through a SF 1034 Public Voucher (i.e. an instructors training supplies for a period of instruction).



Reimbursable Expenses

Expense Types

- Parking fees at the TDY site Reimbursement is authorized for required parking fees. Some hotels offer valet and regular parking. Reimbursement must be limited to the regular parking fee.
- *Personal Expenses are not authorized. This includes batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.



Travel

1 Day TAD outside the local limits of the PDS

• <u>Over 12 Hours</u>: The Traveler will rate 75% of the per diem rate. If there are multiple TAD sites please use the highest rate.

• <u>Under 12 Hours</u>: 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 rate.



Travel

Local Voucher (1164)

•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.

•Utilized for travel related expenses only.

• Odometer Reading must be used for Local Travel.



TDY Completion

Routing Officials Must

•Confirm that the travel occurred.

- Check for substantiating documents (receipts, CNA, etc.).
- Flights billed to correct Billing Account (CBA vrs. IBA).
- GOVCC reimbursements and Personal reimbursements correctly separated.
- All reimbursements within DoD regulations and reimbursed only once.

• Verify that all exceptions to policy have been documented. Must be annotated in either remarks, justifications, or in the substantiating records.





How do travelers go in debt?

- The traveler received an advance or partial payments that totaled more than the amount of the Voucher.
- The traveler received an advance or partial payments and does not complete voucher in a timely manner (within five working days, DODFMR Vol 9. Chapter 8 Par.080501)
- Post payment audit is conducted and the traveler is found to be overpaid.



Timeline

- The AO approves the Voucher and the debt is established.
- Email sent to the traveler to advise of the debt
- The Due Process clock begins (30 days).
- Recommend traveler to pay the debt as soon as possible.
- A reminder is sent on the 27th day.
- If DFAS has not received the traveler's payment by the 32nd day, the automatic payroll deduction initiates for personnel on active duty.



AO's responsibilities.

- Clear up all Accounts Receivable (AR) Rejects.
- Advice travelers to repay the debt as soon as possible.
 - Payroll collection should be the last resort. There are underline cost to the government associated with the payroll deduction process.

AR Rejects

- Prevents the recording of payments remitted to DFAS.
- Prevents the Payroll Collection from taking place.





Open Forum

Questions and Answers

Points of Contact

- Email
 - IMEFDTSHelpdesk@usmc.mil
- Telephone
 - (760)763-7154, 7157, 7152
- DTS Website
 - http://www.imef.usmc.mil/external/imef01/defense_travel_s ystem.jsp

