

Defense Travel System

I MEF / MCI West-Campen DTS Helpdesk

Initial DTS Training



Mission

To provide initial DTS training and an introduction to travel policies to newly appointed DTS officials and administrators

Agenda

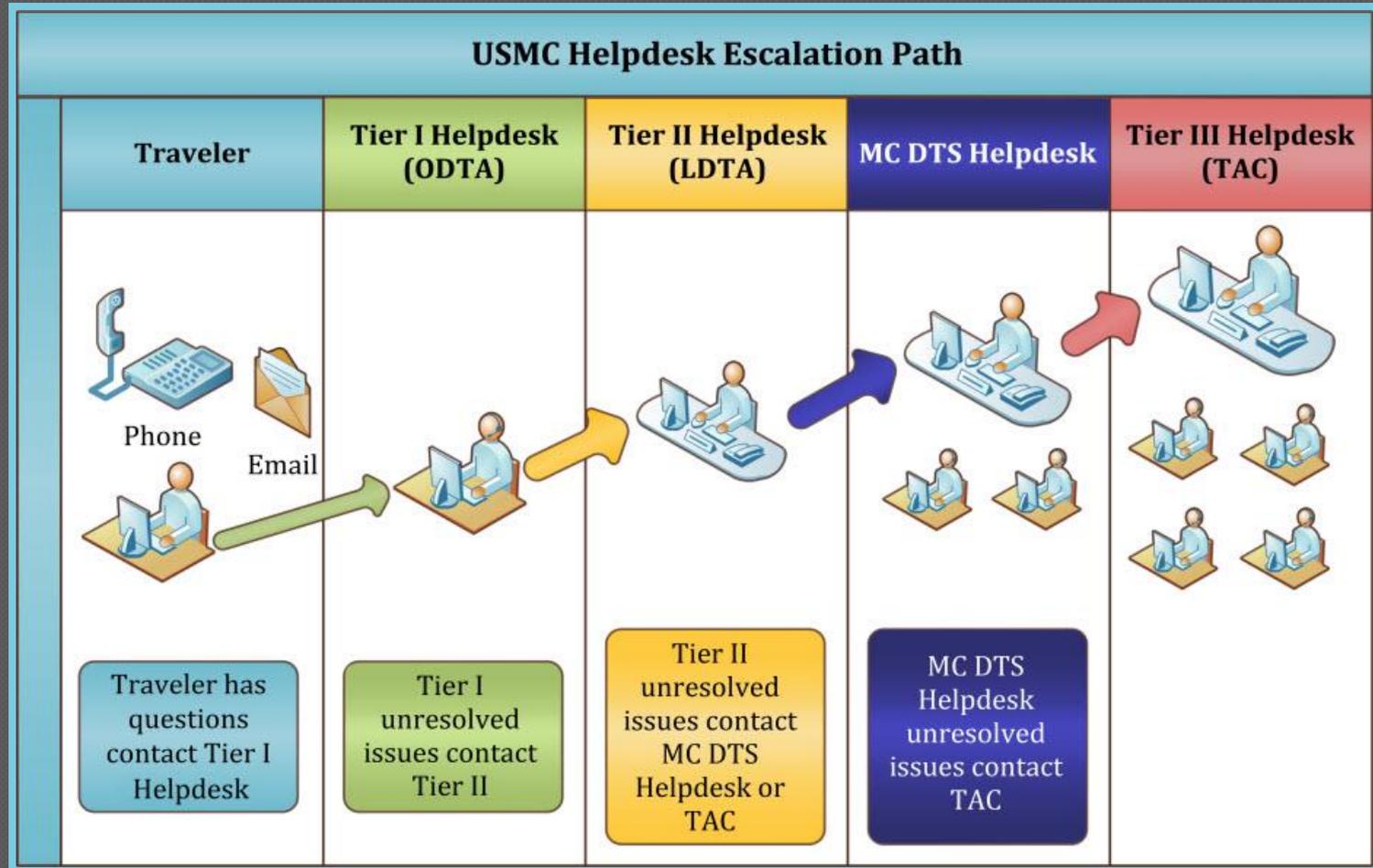
- LDTA and the Tier II Helpdesk
- Basic Billet Overview
- Appointment Requirements
- Roles and Responsibilities
- Authorizations / Vouchers
- Entitlements
- One Day TAD Trip
- Local Vouchers



LDTA and the Tier II Helpdesk

- Lead Defense Travel Administrator
- LDTA oversees the system management of DTS at the installation level
- Provide initial and refresher training for all appointed DTS personnel under DM1 and DM6187
- Monitor and assign permissions
- Monitors DTS to prevent fraud, waste, and abuse
- Liaison for DTMO, TECOM, and HQMC regarding local DTS issues

Helpdesk Escalation Path



Appointment Requirements

1. DD Form 577 Appointment
2. Certifying Officers Legislation (COL) certificate
 - Initial and annual refresher training requirement
 - [Found on the TRAX website under “training” tab](#)
3. Programs and Policies: Travel Policies certificate
 - [Found on the TRAX website under “training” tab](#)
 - Select [View All](#)
4. Initial DTS Training Certificate
 - Initial and annual refresher training requirement
 - Online training certificate does not meet this requirement for initial permissions

Billet and Responsibilities

DTS Billets

Finance Defense Travel
Administrator (FDTA)

Normally located in your local comptroller shop. They are the POC for DTS lines of accounting, SABR/STARS reject codes, and budget issues.

Organization Defense
Travel Administrator
(ODTA)

Responsible for the management of DTS at the unit level.

Approving Official

Authorize travel in accordance with the JTR.

Certifying Official

Ensures that funds are available to conduct the trip

Reviewing Official

Assists the AO to reviewing documents for accuracy and .

Traveler/Unit Clerk

Initiates/submits the DTS Authorization/Voucher

ODTA

- Oversees the system management and daily administration of DTS at the unit level
- Ensure Organization and Traveler information is up to date
- Conduct routing list maintenance and monitor permission levels
- Establish a Tier 1 Help Desk to provide troubleshooting, document, and profile assistance for unit travelers
- Ensure ODTA reports are completed meeting the MCO requirements
- Is NOT a routing official

Reviewing Official (RO)

- Ensure the authorization/voucher is in compliance with the JTR, and any local travel policies.
- Ensure the correct lodging and meal rate is selected
- Ensure substantiating records are attached when required
- Ensure traveler provides comments to the AO when necessary (pre-audit flags)
- Applies the “Reviewed” Stamp

Certifying Official (CO)

- Ensures funds are available to travel and that the correct LOA is used
- Verifies legitimacy and accuracy of expenses claimed on vouchers or local vouchers
- Ensures validity of supporting documents and receipts
- Verifies accuracy of expenses and entitlement computations
- Applies the “Certified” Stamp

Approving Official (AO)

Directs/Authorizes official travel

- Ensure all foreseeable expenses are entered
- Approves and justifies all exception to normal policies
- Ensure substantiating records are uploaded when required
- Ensure the voucher is submitted to disbursing or TECOM in compliance with the JTR and local travel policies
- Applies the “Approve” stamp to authorizations
- Applies the “Authorized” stamp to local vouchers/voucher

Authorizations

Authorization/Orders

- 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?

JTR 4010

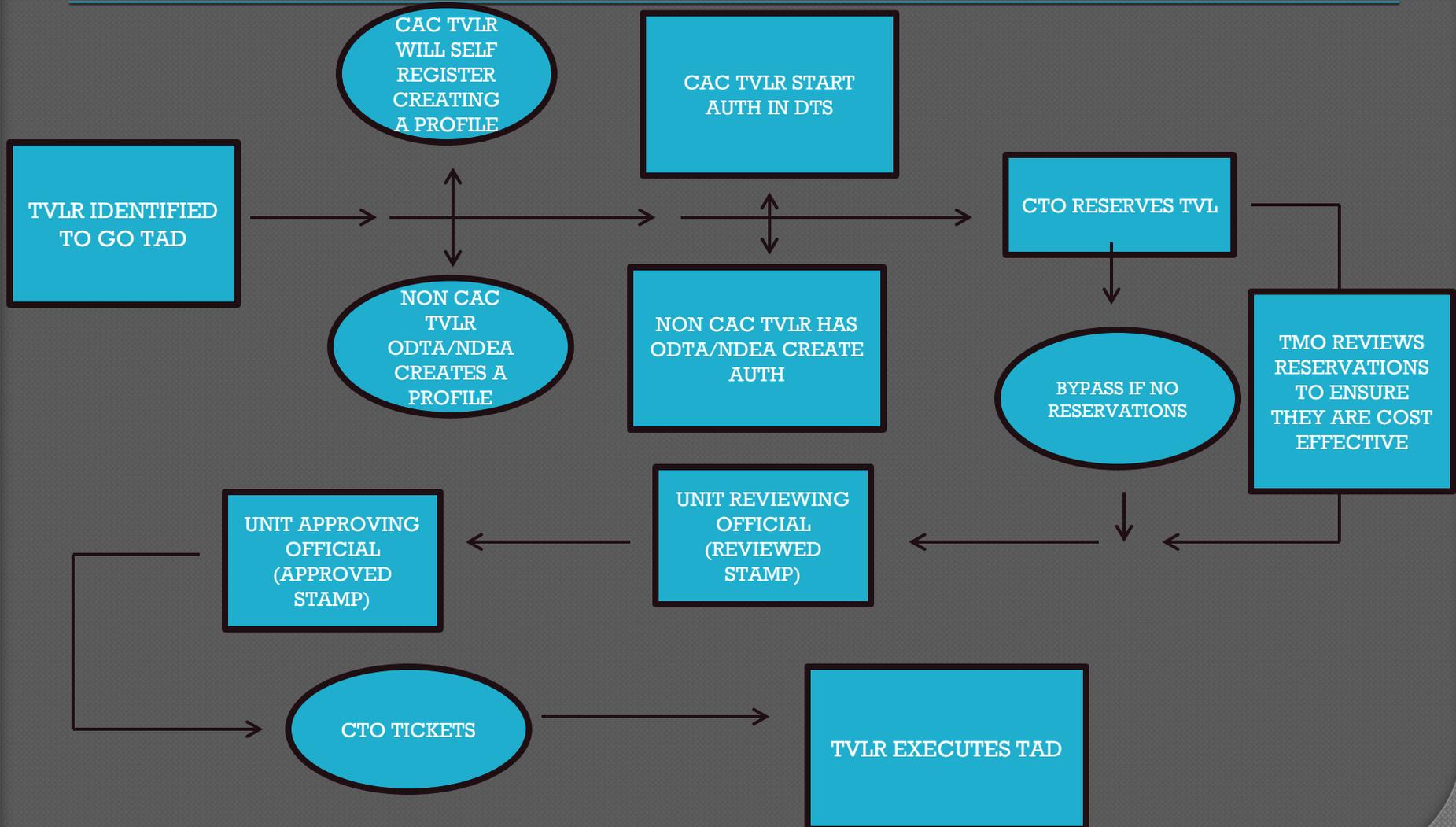
- Travel to formal military schools (TECOM funded)
- Attendance at technical, scientific, professional, or similar meetings and conferences sponsored/arranged by non-Federal organizations
- Training course attendance conducted/sponsored by Gov't agencies , or approved under department / agency regulations
- 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

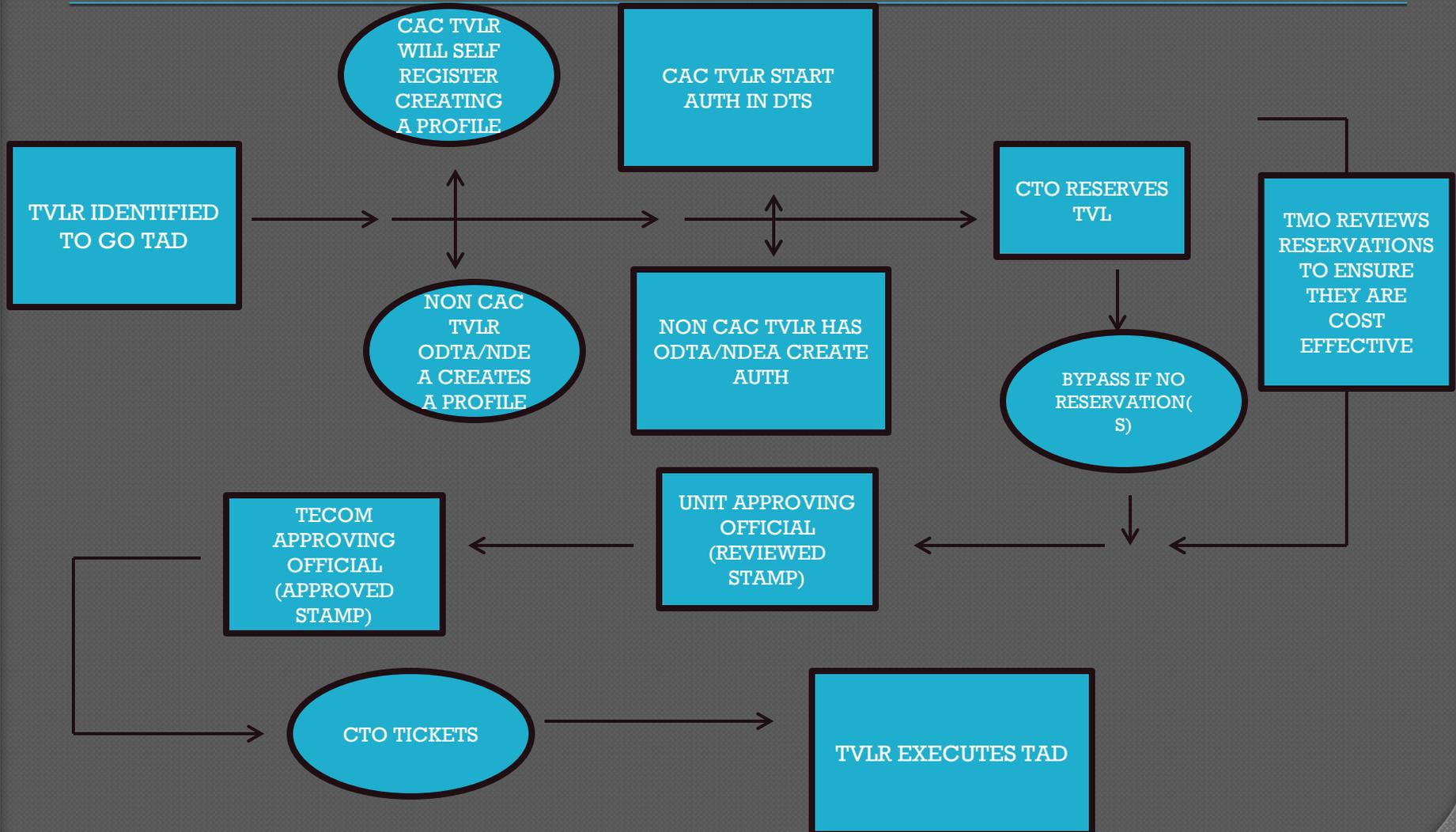
Authorization Process Flow

Unit Funded Trips : CPEN Routing List



Authorization Process Flow

TECOM Funded Trips: WWT Routing List



GOVERNMENT CHARGE CARD

- Apply for a GOVCC by contacting your Agency Program Coordinator (APC). You will generally need to start applying 30 days prior to TAD to receive and be able to use the GOVCC for travel. Cards can be expedited.
- Must have GOVCC activated prior to booking through DTS.
- GOVCC must be used for all lodging, rental car, and commercial air expenses

Commercial Travel Office (CTO)

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

- *SATO Travel* - Camp Pendleton, MCAS Miramar, Twentynine Palms
- *RAVENAL Travel* - Yuma

Commercial Air

- DTS allows travelers to book flights via CTO for official travel
- GSA Contract Airfare will be the first tab to populate. If there is nothing available, you will need to select the most cost efficient flight by moving left to right (Maradmin 617/06)



- Flights must be charged to the GOVCC vice Centrally Billed Account (CBA) if traveler is a GOVCC holder

Commercial Air Cont'd

- CTO tickets 72 hours before flight. The authorization **MUST** be approved 48-72 hours before the trip to ensure flights will be properly paid for.
- Traveler must contact SATO or RAVENAL travel to change any travel arrangements.

Note: tickets purchased outside of CTO will be limited to the GTR cost.

Individually Billed

- When a member is paying for flights with their Govcc, Individually Billed will need to be selected as the payment type. If the IBA is not available, make sure the Govcc is updated in their profile and the account information has been refreshed in the authorization.

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information **Final Trip Itinerary**

Air Travel Payment Summary: [Add New Flight](#)

| | | View Flight Details | Cancel |
|--------------------------|---|-------------------------------------|-------------------------------------|
| CTO Assistance Requested | REQUEST ASSISTANCE SAN - San Diego International to RNO - Reno Frequent Flyer #: --Please Select-- | > Special Requests | Departure: Mon 07/13/15 07:30 PM |
| CTO Assistance Requested | REQUEST ASSISTANCE to Frequent Flyer #: Please Select | > Special Requests | Departure: |
| *Type: (Required) | Comm Air (Indiv Bill) | Method of Reimbursement: | GOVCC |

Rental Car Payment Summary: [Add New Rental Car](#)

Lodging Payment Summary: [Add New Lodging](#)

Rail Payment Summary: [Add New Rail](#)

Other Ticketed Transportation: [Add New Ticketed Transportation](#)

Rental Vehicle

Compact Car is the standard for TAD travel

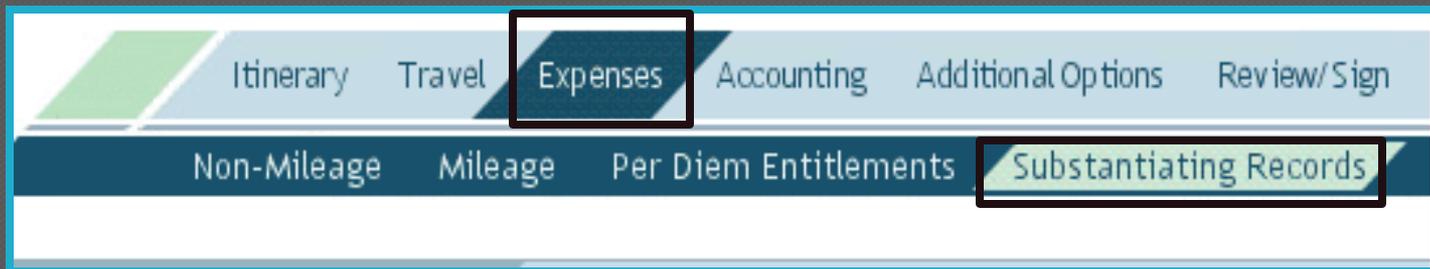
- AO can authorize a bigger vehicle when a compact car does not meet mission requirements.
- Reimburse all legitimate costs associated with the rental vehicle.
 - Fuel/Gas
 - Transportation to and from rental facility
 - Tolls and parking fees
 - Taxes
 - Government administrative rate supplement (GARS)

Rental Vehicle

- Reimbursement of prepaid or top off fuel charges by the rental car facility should not be authorized.
- Extra insurance is ***not*** reimbursed for CONUS TAD sites.
- Extra insurance is authorized when TAD at OCONUS sites
- TECOM will **not** fund rental vehicles. The rental car must be funded by the unit.

Personal Vehicle (POV)

- Traveler will be reimbursed mileage when utilizing POV to and from TAD site.
- If TAD site is 400 miles or more in distance (one way) the traveler is required to fill out and upload a Constructed Travel Worksheet (found on the help desk website)
 - The AO will determine if the cost of mileage or the government travel rate for the flight is the most cost effective mode of travel.
 - The CTW will be uploaded under the “Expenses” tab under the “Substantiating Records” sub-tab.



POV to TAD Site: Advantageous to Government

- Government advantage determination is based on the following:
 - Mission requirements including transportation of baggage, tools, or equipment
 - Availability of transportation and the effect on productive time
 - Overall cost advantage when there are additional travelers
 - POC use more efficient, economical, or results in a more expeditiously accomplished mission

JTR U4775

Travel to Terminal

- When travelers drive their POV to airport terminal, they rate mileage.
- If spouse is authorized to transport traveler, spouse rates mileage for 2 round trips
- This will be inputted under the “Expenses” tab under the “Mileage” sub tab as “Pvt Auto-Terminal”



Mileage:

| No. | Expense Type | Date | From | To | Cost | Method Of Reimbursement | Miles |
|-------------------------|-------------------|----------|------|----|---------|-------------------------|-------|
| Edit 1. | Pvt Auto-Terminal | 12/31/13 | | | \$22.60 | Personal | 40 |

Mandatory DTS CTO Use 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 when available.
- 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.

Per Diem Entitlements

Lodging

- Government quarters must be directed if uniformed personnel is TAD at a military installation.
- Otherwise, AO will determine whether government quarters or commercial lodging will be used on authorization/orders
- If government quarters are not available when TAD to a government installation, the traveler needs a **Certificate of Non-Availability**.
- 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

Lodging cont.

- Can authorize up to 300% of published per diem rate if lodging could not be obtained under the ceiling rate. Must provide justification to AO.
- Do not reimburse if staying with relatives/ friends
- Taxes are paid separate from lodging when TAD CONUS through the “Non-Mileage” expense under the “Expenses” tab
- Taxes will be included under the per diem entitlements when TAD OCONUS



[RETURN TO LIST](#)

Lodging

[Modify Search](#)

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

* Check-in Date:
05/18/2015

* Check-Out Date:
05/22/2015

Select By:
TDY Location

* City / TDY Location:
SHEPPARD AFB, TX

* Number of Adults:

* Number of Children:

Group ID:

[Search](#)

Lodging

Select Lodging for SHEPPARD AFB from 05/18/2015 through 05/22/2015

[Decline DoD Lodging](#)

RESERVATIONS SUMMARY:

AIR: \$0.00

Reservation Skipped - RES: Bryans Road, MD to SHEPPARD AFB, TX
Depart: 05/18/15

[Add It Now](#)
[Remove](#)

Reservation Skipped - SHEPPARD AFB, TX to RES: Bryans Road, MD
Depart: 05/22/15

[Add It Now](#)
[Remove](#)

LODGING: \$0.00

DoD
Lodging

Preferred
Lodging

Govt Safety
Compliant Lodging

Other Published
Rates

Sort By: Rate Range Hotel Name

Lodging Per Diem Rate Allowed is \$83.00 in SHEPPARD AFB, TX

\$60.00 - \$60.00

Rate Range

[Select Hotel](#)



SHEPPARD INN
400 J AVENUE
SHEPPARD AFB TX, 76311

Phone: 940-676-4538
Toll Free: 888-AFLODGE (888-235-6343) CONUS Only

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](#)

4 Items have been Flagged in this Travel Document

| 1. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
|----|--------------------------------|--|--|
| | → AVAIL PREFERRED LDG NOT USED | → MACDILL AFB,FL: Available preferred lodging was not used for 05/18/2015 to 05/22/2015. | Reason Codes <input type="text"/> |

A reason code must be selected for booking lodging outside of DTS and a comment must be in the box

Reasons to book Outside of DTS

- **1. Too far away:** All available properties are an unacceptable distance from the TDY location.
- **2. Mission requirements:** Using an available property would be detrimental to the mission.
- **3. Lower rate available:** You found cheaper lodging elsewhere.
- **4. Personal choice/limited reimbursement:** You chose to decline a required lodging option and will accept a limited lodging reimbursement.
- **5. Military Lodging:** You will use cost-free lodging such as military barracks or medical facility.

Exceptions Cont.

- **6. Lodging with family or friends:** Self-explanatory.
- **7. Conference or Event:** You will attend an event that requires use of specific lodging.
- **8. Contract Lodging:** A Government organization is paying all your lodging costs.
- **9. Rental Housing:** You will use leased/rental housing at the TDY location.
- **10. Exempt IAW JTR:** The JTR exempts this stay from mandatory DoD lodging use.
- **11. CTO lodging assistance requested:** You asked the CTO to find appropriate lodging for you.

Per Diem Entitlements

Meals and Incidental Expense (M&IE)

- Meals and incidental expense are combined as one expense.
- The incidental amount is for miscellaneous items that may need to be purchased while TAD (JTR App A, Part 1, Section F)
- On the first and last day of travel the traveler rates 75% of the full Per Diem
- No Per Diem when:
 - Aboard a government vessel
 - PTAD
 - Leave

Per Diem Entitlements

Meal and Incidental Expense (M & IE)

Government Meal Rate (GMR)

- reimbursed when government messing facilities are available and utilized

Proportional Meal Rate (PMR)

- reimbursed when the traveler has 1 or 2 meals provided/available

Commercial Meal Rate (CMR)

- reimbursed when traveler has to pay for all meals consumed
- If occupying commercial lodging, CMR must be given unless any meals are being provided or messing is available

Per Diem Entitlements

Flat Rate

- Authorizations for travel beginning Nov 1, 2014 for more than 30 days must reflect the flat-rate per diem.
- For TAD that will last **31 -180** days (in a single location), the authorized flat rate is **75%** of the locality rate (lodging plus M&IE) payable for each full day of TAD at that location.
- For TAD that will last **181** days or greater (in a single location), the authorized flat rate is **55%** of the locality rate (lodging plus meals and incidental expenses (M&IE)) payable for each full day of TDY at that location. Normally, TDY over 180 days is prohibited, but may be authorized by HQMC (MMIA).

Flat Rate Per Diem cont.

- If travelers are unable to find suitable lodging at or under the reduced per diem rate, they should contact CTO.
- Disbursing will require a statement from CTO/unit AO to certify that lodging was not available at the reduced rate. The AO may then authorize reimbursement for the actual lodging cost. CMR will still be paid at the flat-rate.
- Lodging taxes that are separate non-mileage expenses must be prorated if the lodging cost alone exceeds the amount of flat-rate per diem for lodging.

Per Diem Entitlements

Flat Rate Cont'd

Exemptions:

- 1. The flat rate per diem does not apply when government lodging or contracted government lodging is used, when contracted government lodging is provided at no cost.
- 2. 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%.

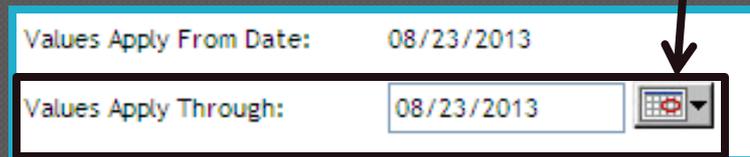
MARADMIN 533/14: Long Term TAD Per Diem Rates
JTR CH 4250

Per Diem Entitlements Cont'd

- How to input Per Diem in DTS:
 - Go to the “Expenses” tab and select “Per Diem Entitlements”



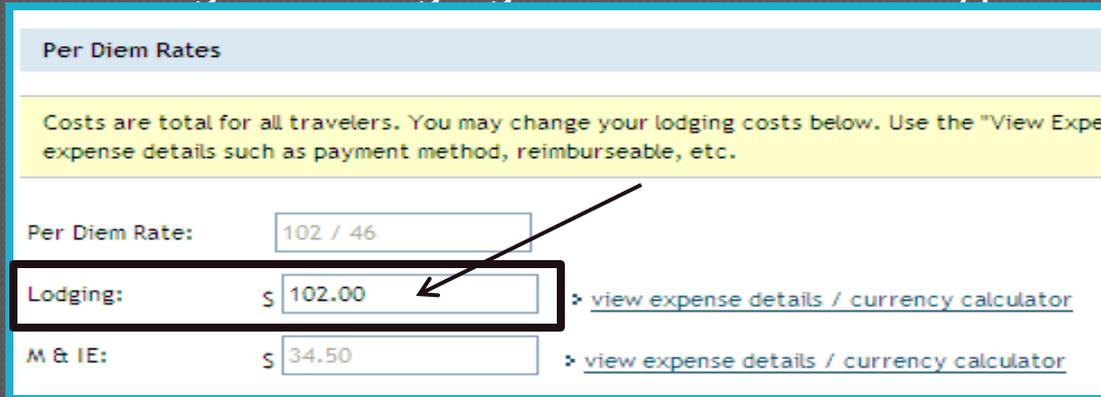
- Click “Edit” next to the day/days that need to be changed.
 - When changing per diem for multiple days utilize the “Values Apply Through” drop down box at the top of the screen to include all of the dates



Note: Per Diem entitlements are defaulted to the full rate.

Per Diem Entitlements Cont'd

- Under the “Per Diem Rates” section:
 - Change the lodging rate in the manual type in box



Per Diem Rates

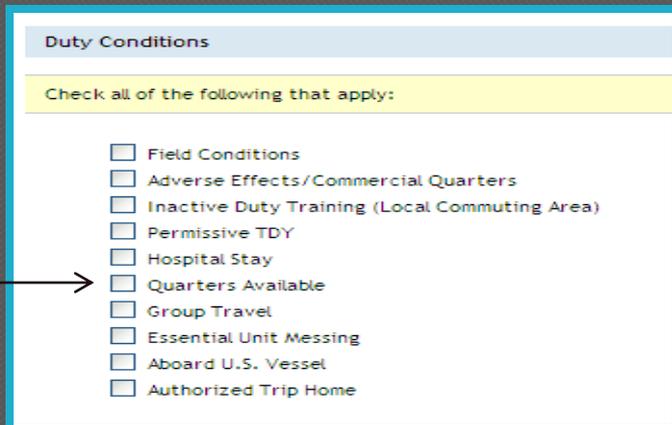
Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense details such as payment method, reimburseable, etc."

Per Diem Rate: 102 / 46

Lodging: \$ 102.00 [view expense details / currency calculator](#)

M & IE: \$ 34.50 [view expense details / currency calculator](#)

- Under the “Duty Conditions” section check any box that applies to the traveler’s TAD trip



Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Note: In order to enter GMR/PMR under Per Diem entitlements you must select “Quarters Available” under the “Duty Conditions” section.

Per Diem Entitlements Cont'd

- Under “Meals” section:
 - If traveler rates **CMR**, select “Full Rate”
 - If traveler rates **GMR**, select “Available” and select breakfast, lunch, and dinner
 - If traveler rates **PMR**, select “Provided” or “Available” and what the orders state they will have available/ provided to them

Meals

If you would like to make changes to meals, select the appropriate meal code

| | |
|--|---|
| <input type="radio"/> Full Rate | <input checked="" type="checkbox"/> Breakfast |
| <input type="radio"/> Elected | <input checked="" type="checkbox"/> Lunch |
| <input checked="" type="radio"/> Available | <input checked="" type="checkbox"/> Dinner |
| <input type="radio"/> Provided | Cost: \$ <input type="text" value="0.00"/> |
| <input type="radio"/> Occasional | |
| <input type="radio"/> Special Rate | |

Integrated Lodging Programs

- **DoD Lodging Program:** Facilities are owned or leased by the DoD. They are usually, but not always, located on a U.S. Government installation.
- **Commercial Lodging Program:** Facilities are always located off installations. They are owned and managed by corporations who have signed agreements with the DoD to meet strict safety, security, and service standards, and offer rooms below DoD per diem limits.

Pilot Locations

Metro Area

1. Charleston, SC
2. Dayton, OH
3. Norfolk, VA
4. Saratoga Springs, NY
5. Seattle-Tacoma Airport area, WA
6. Tampa, FL
7. Twentynine Palms, CA

Installation(s)

1. Joint Base Charleston
2. Wright-Patterson AFB
3. All area U.S. installations
4. Naval Support Activity Saratoga Springs
5. None
6. MacDill AFB
7. Marine Air/Ground Combat Center

*In this Guide, a “metro area” is any location that is not considered part of an installation.

Miscellaneous Expense Types

- **Transportation in and around TAD site**
- **Transportation to and from the airport**
- **Parking fees (airport)**- travelers are limited to cost of 2 taxi fares plus tip.
- **Tolls** (official business)
- **Excess baggage**- limited to mission essential items and must be justified (I.E. issued gear, K-9 crates, etc.)

JTR Chapter 2 Section M or Appendix G for Miscellaneous Expense
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Line of Accounting (LOA)

- If the trip is funded by the unit, utilize the drop down boxes under the “Accounting” tab and utilize the “Accounting Label” drop down box.
- If the trip is funded by another unit (cross org’d), contact unit FDTA to make that line of accounting available.
- If the trip is TECOM funded select your unit’s line of accounting. When the authorization/orders is signed and routed for approval, TECOM will enter their own line of accounting and allocate the expenses.

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses **Accounting**

[RETURN TO LIST](#) **Accounting Codes**

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 25-Jun-13 [Find Accounting Label](#)

End Date: 26-Jun-13 [Change Organization](#)

Accounting Label: From: DM1F1416928305DISB

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

[Proceed to the following page:](#) [Preview](#)

Partial Payment(s)

- When TAD for 45 days or more traveler rates partial payments
- Partial Payments are paid every 30 days to GOVCC/Personal account to ensure traveler will not become delinquent
- The split disbursement between the GOVCC/ Personal account is created by the system based off the method of reimbursements for each expense
- To schedule a partial payment go to the “Additional Options” tab and select the “Partial Payments” sub tab.
- Click the “Schedule Partial Payments” tab

The screenshot shows the Defense Travel System interface. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The 'Additional Options' tab is selected, and the 'Partial Payment' sub-tab is highlighted. Below the navigation bar, there is a 'RETURN TO LIST' button and a 'Profile' link. The main content area is titled 'Scheduled Partial Payments' and contains a yellow box with instructions: 'Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the system to schedule partial payments for these expenses, click "Schedule Partial Payments".' Below this text is a 'Schedule Partial Payments' button.

| Scheduled Partial Payments | | | | | | | | |
|----------------------------|-------------|------------|----------|-----------|--------------|------------|-------------|------------|
| FY | Traveler | Start Date | End Date | Status | Release Date | Calculated | Amount Paid | To Be Paid |
| 14 | ###-##-4322 | 01/15/14 | 02/13/14 | SCHEDULED | 02/14/14 | \$4,994.75 | \$0.00 | \$4,994.75 |
| 14 | ###-##-4322 | 02/14/14 | 03/15/14 | SCHEDULED | 03/16/14 | \$2,466.00 | \$0.00 | \$2,466.00 |

Buttons: Cancel Scheduled Partial Payments, View Details

Advance

- **MARADMIN 691/13-**
Elimination of Travel Advances for TAD
- Still possible with authorization from the commander
- An advance will be scheduled for payment once the authorization is approved
- To schedule an advance go to the “Additional Options” tab and select “Advances” sub tab
 - Utilize the drop down box to select the correct accounting label.
 - Advances should be limited to reflect correct entitlements.

Note: The traveler’s profile must say “Authorized Advance” in order to schedule an advance.

Start Date: 31-Oct-15 > [Max Advance Detail](#)

End Date: 30-Nov-15

Accounting Label: -- Select to Add --

Shared LOA: - No Other Accounts Available -

Cross Org LOA: - No Other Accounts Available -

Selected Non-ATM Accounting Label

| Accounting Label | View Acctg Code | View/Edit | Remove |
|------------------|-----------------|-----------|----------|
| 16 DISBURSING | > view | > edit | > remove |

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Partial Payments **Advances**

[RETURN TO LIST](#)

Advances

Non-ATM Advances. Update the information below for the Non-ATM Advance payment from this accounting label

Non-ATM Advance Accounting Label: 16 DISBURSING

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

* Date: 10/26/2015

* Type: EFT

* Amount: 1,244.40 (Max: \$1,244.40)

Remarks:

[Return](#) [Print Preview](#) [Save](#)

Advances Summary

| | |
|--------------------|----------------------|
| 16 DISBURSING | edit |
| Traveler SSN: | ###-##-5396 |
| Date: | 26-Oct-15 |
| Type: | EFT |
| Advance Requested: | \$1,244.40 |
| Organization: | DM1F1416928305DISB |

Voucher

- **Voucher:**

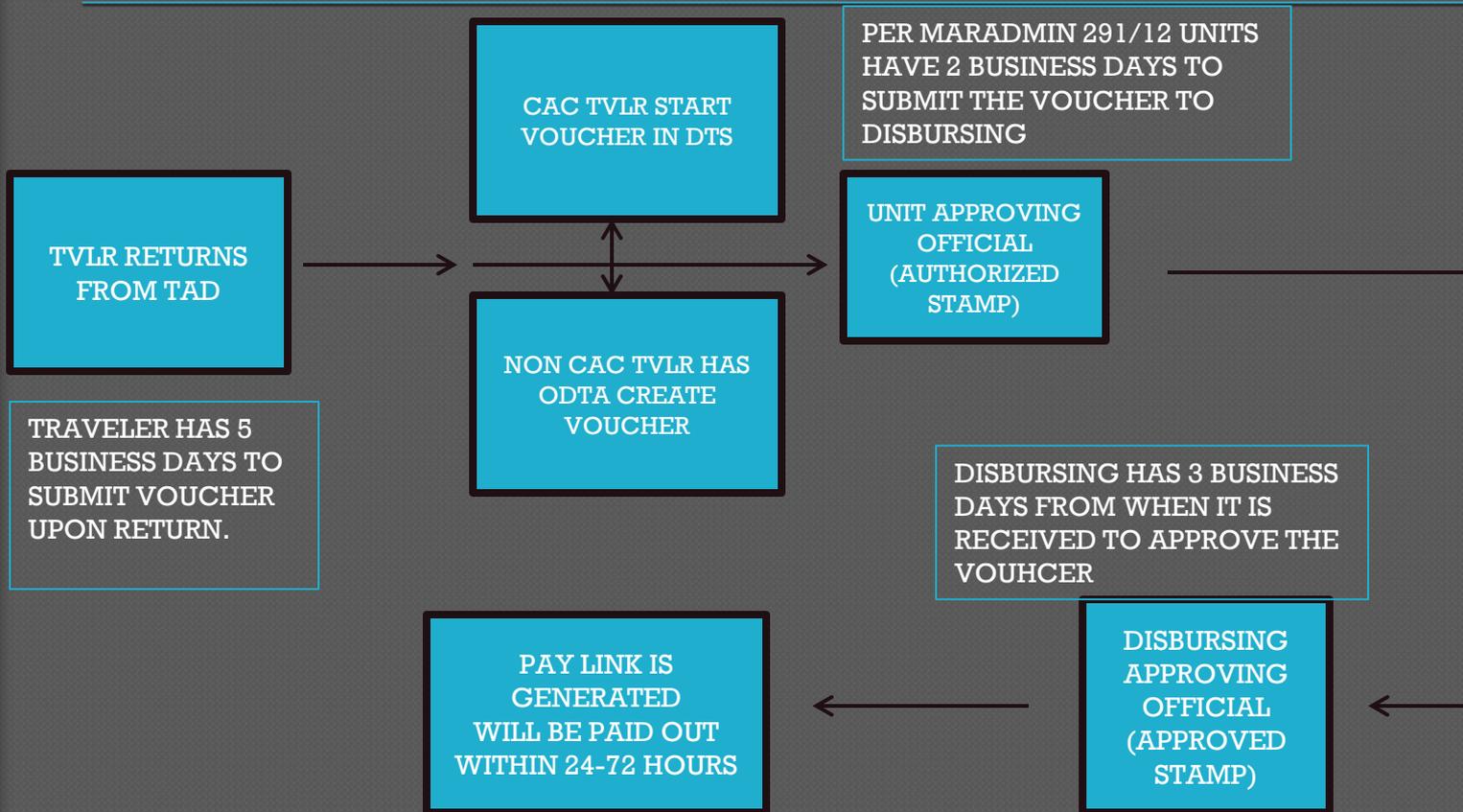
- A voucher is a document that is created once TAD is finished. It should contain all reimbursable travel expenses that the traveler incurred while TAD. It must be completed from a previous authorization.

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. This **does not** eliminate the requirement for the unit to ensure the Govcc is being paid off in full.
- 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.

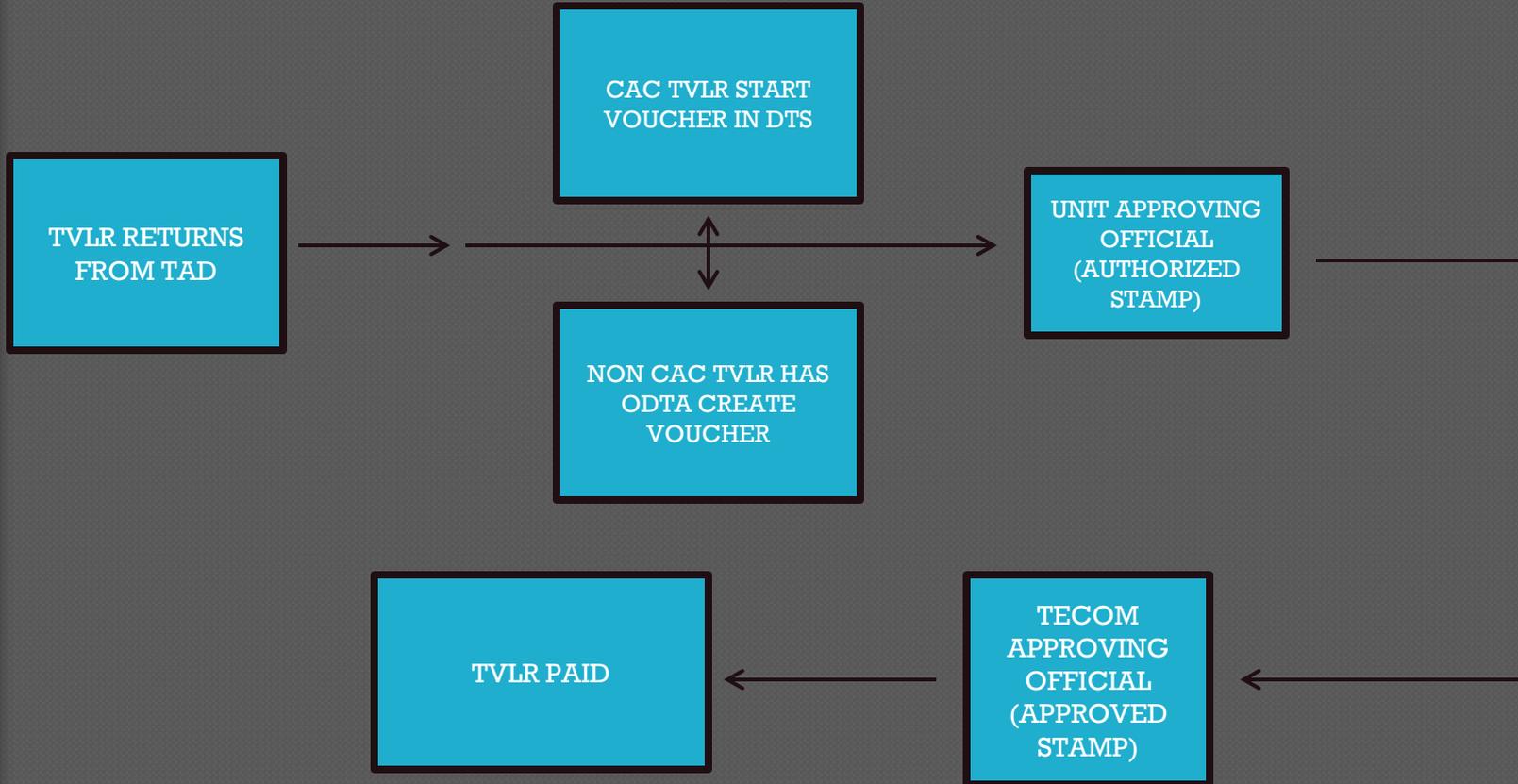
Voucher Process Flow

Unit Funded Trips : CPEN Routing List



Voucher Process Flow

TECOM Funded Trips : WWT Routing List



Receipts

- Required receipts:
 - Lodging
 - Rental Vehicle
 - Commercial Air
 - Expense \$75 or greater
 - Recommend that travelers provide receipts for *every* expense
- To be considered a valid receipt (TAN 8-11):
 - Traveler's name and method of payment
 - Must contain the name of the company providing the services
 - Date(s) of purchase or date(s) services were rendered
 - Must indicate that the balance has been paid.
- **Lodging receipts**
 - Must be itemized



K-BAY LODGE & COTTAGES

THE LODGE AT KANEOHE BAY - BOX 63073
KANEOHE BAY, HI 96863
Tele - 808-254-2806 Fax - 808-356-4506

NAME

Room Number: 609
Daily Rate: 149.00
Room Type: QQ
No. of Guests: 2 / 0

VALLEY CENTER, CA 92082 US

| ARRIVAL | DEPARTURE | CREDIT CARD | RATE PLAN | CATEGORY | ACCOUNT |
|------------|------------|---------------------|-----------|----------|-------------|
| 08/01/2015 | 08/09/2015 | XXXX XXXX XXXX 2782 | TAD | P2 | 40180230947 |

| DATE | ROOM NO. | DESCRIPTION | REFERENCE | AMOUNT |
|------------|----------|--------------|--------------------------------------|-------------|
| 06/30/2015 | 609 | VISA PAYMENT | 1ST. NIGHT DEPOSIT | -\$149.00 |
| 08/01/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/02/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/03/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/04/2015 | 609 | DVD LATE FEE | DVD LATE FEE: 2ND NT- TED | \$2.00 |
| 08/04/2015 | 609 | DVD LATE FEE | DVD LATE FEE: 2ND NT- THE INTERNSHIP | \$2.00 |
| 08/04/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/05/2015 | 609 | DVD LATE FEE | DVD LATE FEE: 3RD NT- TED | \$2.00 |
| 08/05/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/06/2015 | 609 | DVD LATE FEE | DVD LATE FEE: 4TH NT- TED | \$2.00 |
| 08/06/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/07/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |
| 08/08/2015 | 609 | VISA PAYMENT | REFUND CHANGED CC | \$149.00 |
| 08/08/2015 | 609 | VISA PAYMENT | VISA PAYMENT | -\$1,192.00 |
| 08/08/2015 | 609 | VISA PAYMENT | VISA PAYMENT | -\$8.00 |
| 08/08/2015 | 609 | ROOM CHARGES | #609 SHARPE, MGYSGT DIANE | \$149.00 |

TOTAL DUE: \$0.00

ITEMIZED

ENTERPRISE RENT-A-CAR COMPANY OF LOS ANGELES, MARINE CORP BASE MWR BLD 13032, CAMP
PENDLETON, CA 920555020 (760) 385-5149

RENTAL AGREEMENT
709235

REF#
248WFJ

SUMMARY OF CHARGES

RENTER
CLARKSON, MADDISON

DATE & TIME OUT
08/26/2015 03:12 PM
DATE & TIME IN
08/27/2015 05:07 PM

BILLING CYCLE
24-HOUR

VEH #1 2014 HYUN ACNT 4GLS
VIN# KMHCT4AE7EU696342
LIC# 7FQW831
MILES DRIVEN 442

| Charge Description | Date | Quantity | Per | Rate | Total |
|-------------------------------|---------------|----------|------|---------|-------------------|
| TIME & DISTANCE | 08/26 - 08/27 | 1 | DAY | \$38.00 | \$38.00 |
| TIME & DISTANCE | 08/27 - 08/27 | 2 | HOUR | \$12.00 | \$24.00 |
| GARS FEE | 08/26 - 08/27 | 1 | DAY | \$5.00 | \$5.00 |
| REFUELING CHARGE | 08/26 - 08/27 | | | | \$0.00 |
| Subtotal: | | | | | \$67.00 |
| Taxes & Surcharges | | | | | |
| SALES TAX | 08/26 - 08/27 | | | 8% | \$5.36 |
| Total Charges: | | | | | \$72.36 |
| DEPOSITS | | | | | (\$150.00) |

Total Amount Due **\$0.00**

PAYMENT INFORMATION

AMOUNT PAID **TYPE** **CREDIT CARD NUMBER**

\$150.00 Visa xxxxxxxxxxxx7257

Equipment CRJ-700 Canadair Reg Jet
 Meal Service None
 Reserved Seats 7B
 Frequent Flyer UAEJE27398
 Notes DEP-TERMINAL 3
 *SFO-PSP OPERATED BY /SKYWEST DBA UNITED EXPRESS

| <u>Name</u> | <u>Invoice / Ticket / Date</u> | <u>Base</u> | <u>Tax 1</u> | <u>Tax 2</u> | <u>Tax 3</u> | <u>Total</u> |
|---------------------|--------------------------------|-------------|--------------|--------------|--------------|-----------------|
| Name | 43604/TRF2204553198/08APR15 | 21.20 | | | | 21.20 |
| | 43604/0167586486550/08APR15 | 1,631.00 | 405.30 | | | 2,036.30 |
| Total Amount | | | | | | 2,057.50 |

Form of Payment: VIXXXXXXXXXXXXX1661

GENERAL INFORMATION

SERVICE FEES ARE NON REFUNDABLE**
 CONFIRM WITH YOUR AIRLINE THAT CHECKIN IS 90MIN
 PRIOR DOMESTIC DEPARTURS OR 120MIN FOR INTERNATIONAL
 RESERVED SEATS SUBJECT TO CANCEL 30MIN BEFORE DEPT
 FOR BAGGAGE RESTRICTIONS CHECK SPECIFIC AIRLINES

 HOURS OF OPERATION 0730-1630PST
 GOV RESERVATIONS-PHONE TOLL FREE.....866-950-1636
 GOV RESERVATIONS-FAX.....866-881-9996
 GOV RES-MAIL.....29PALMS/AT/CWTSATOTRAVEL.COM
 LEISURE RESERVATIONS.....866-950-1636
 USMC EMERGENCY ASSISTANCE 24 HOURS...866-950-1636
 EMERGENCY WORLDWIDE COLLECT.....210-877-6828
 WHEN CALLING THE EMERGENCY SERVICE GIVE CODE 64GA

 TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO

T-Entering

- According to Maradmin 384/14 vouchers will only be t-entered by the NDEA when a member does not have reasonable access to a CAC- enabled computer.
- If Voucher is “T-entered” (signed by anyone besides the traveler), the member must provide a manually prepared and signed (written signature) paper voucher (1351-2 OR SF 1164). This will be uploaded in the substantiating records.

T-Entering Cont'd

- DTS does generate a 1351, but under no circumstance will this be used as substantiating documentation for a t-entered voucher.
- It may be used as a guideline.

| Existing Vouchers | | | | | | | |
|---------------------------------|-----------------------------|--------------------------|-----------------------------|------------------------|-------------------------|-------------------------|-------------------------|
| <u>Sort by</u> Document Name | Sorted by Departure Date | <u>Sort by</u> Status | <u>Sort by</u> TA Number | View/Edit | Print | Remove / Trip Cancel | Amend |
| SGYUMAAZ072213_V01 | 07/22/13 | ARCHIVE IMAGE ACCEPT | 1GN6R5 | » view | » print | | » amend |

How to Review/ Approve an Voucher Cont'd

- Verify your GOVCC balance and ensure the voucher's split disbursements accurately reflect it will be paid in full. MARADMIN 216/13
- To check the split disbursement of final settlement go to the "Additional Options" tab and select the "Payment Totals" sub tab

Subtracting Payment From GOVCC

| Entitlement Summary | | | |
|--|--------------------------------------|-------------------------------------|-----------|
| | Personal(\$) | Individual GOVCC(\$) | Total(\$) |
| Total Expenses: | \$400.00 | \$182.00 | \$582.00 |
| Less Prior Pmts: | \$0.00 | \$0.00 | \$582.00 |
| Plus Collections: | \$0.00 | \$0.00 | \$0.00 |
| ----- | | | |
| Net to Traveler: | \$400.00 | \$182.00 | \$0.00 |
| Add GOVCC ATM: | \$0.00 | <input type="text" value="\$0.00"/> | |
| Add'l GOVCC Amt: | \$0.00 | <input type="text" value="\$0.00"/> | |
| Less Prev Pmts to GOVCC(By Traveler): | <input type="text" value="\$80.00"/> | \$0.00 | |
| Prev Pmt Adjustments: | | \$-80.00 | |
| Final Distribution(Net to traveler) | | | |
| Net Distribution: | \$480.00 | \$102.00 | \$582.00 |

- Use the following steps to reduce the split disbursement going to the GOVCC in order to increase the payment to the personal account prior to the final settlement
 - Enter the monetary amount into the Less Prev Pmts to GOVCC (By Traveler) field.
 - Click the “calculate” hyperlink
 - The specified amount will be incremented to the **Personal Net Distribution** field

Adding Amount To the GOVCC

- Use the following steps to increase the split disbursement payment to the GOVCC to decrease the split disbursement to the personal account prior to the final settlement
 - Enter the monetary amount in the “Add GOVCC ATM” field.
 - Click the “calculate” hyperlink
 - The specified amount will be decremented from the **Personal Net Distribution** field

| Entitlement Summary | | | |
|--|-----------------------------------|---------------------------------------|-----------|
| | Personal(\$) | Individual GOVCC(\$) | Total(\$) |
| Total Expenses: | \$400.00 | \$182.00 | \$582.00 |
| Less Prior Pmts: | \$0.00 | \$0.00 | \$582.00 |
| Plus Collections: | \$0.00 | \$0.00 | \$0.00 |
| ----- | | | |
| Net to Traveler: | \$400.00 | \$182.00 | \$0.00 |
| Add GOVCC ATM: | \$0.00 | <input type="text" value="\$100.00"/> | |
| Add'l GOVCC Amt: | \$0.00 | <input type="text" value="0.00"/> | |
| Less Prev Pmts to GOVCC (By Traveler): | <input type="text" value="0.00"/> | \$0.00 | |
| Prev Pmt Adjustments: | \$-100 | | |
| Final Distribution(Net to traveler) | | | |
| Net Distribution: | \$300 | \$282.00 | \$582.00 |

One Day TAD

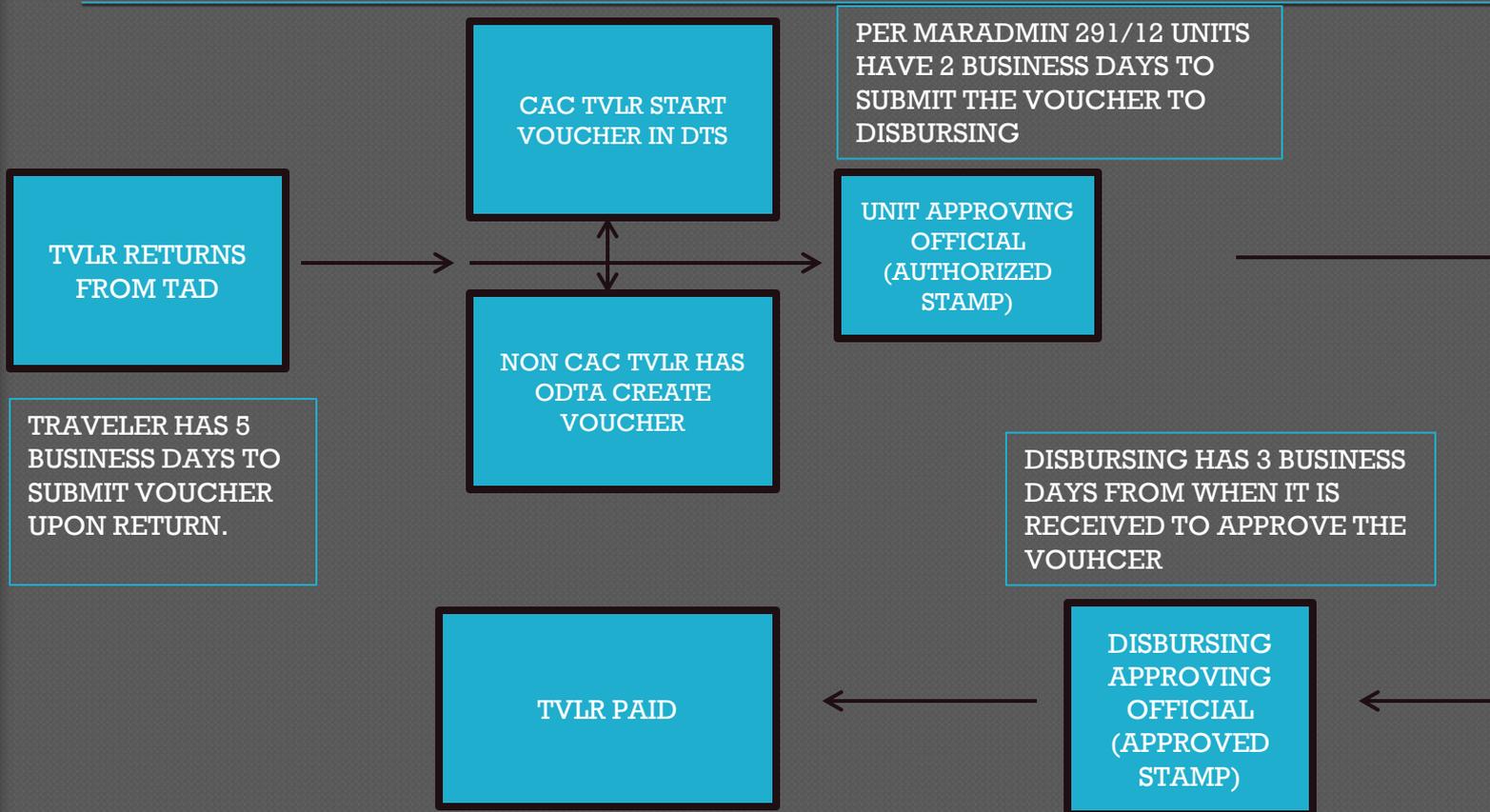
- For 1 day of TAD outside limits of PDS:
 - Over 12 hours: Traveler can be authorized M&IE (at a rate of 75% of the full per diem) for the TAD location and any transportation expense
 - Under 12 hours: Traveler are reimbursed any authorized transportation expense and will most likely receive no M&IE

Local Voucher

- Used for reimbursement of expenditures on official business
- Traveler should receive necessary transportation expenses, when transportation is not provided
- If POV is used, the traveler will receive the mileage drive minus their normal commuting distance or expense
- Local travel dates must be entered in backwards

Local Voucher Process Flow

Unit Funded Trips : CPEN Routing List



References and Resources

- **Defense Travel Management Office**
 - <http://www.defensetravel.dod.mil/index.cfm>
- **Joint Travel Regulations**
 - <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **DTA Manual**
 - <http://www.defensetravel.dod.mil/site/trainingRef.cfm>
- **I MEF DTS Help Desk Website**
 - <http://www.imef.marines.mil/DTSHelpdesk.aspx>
- **Travel Explorer (TraX)**
 - <http://www.defensetravel.dod.mil/site/trax.cfm>

CTO Point of Contact(s)

Camp Pendleton: (866) 950-1640

Miramar: (858) 577-1299

Yuma: (928) 269-2315

29 Palms: (866) 950-1636



Comptroller Point of Contact(s)

TECOM: (703) 784-1248

MARSOC: (760) 725-2239

Base: (760) 763-0696

1st Mar Div: (760) 763-2099

1st MLG: (760) 763-9173

1st MHG: (760) 763-6335

3rd MAW: (858) 577-7414/7387/1419

Questions

Hours of Operation:

Monday –Friday 0700-1700 PST

Organization Mail Box (OMB):

i_mef_dts_help_desk@usmc.mil

Phone Numbers:

(760) 763-7152

DSN: 365-XXXX

