

WORLD WIDE TRAVEL (WWT) TIP SHEET/CHECKLIST

The following information should be used when completing DTS authorizations/vouchers by student travelers funded by TECOM WWT. This information, while not all-inclusive, addresses the majority of reasons why an authorization/voucher would be returned once submitted to TECOM via the appropriate routing list. Using this information will help prevent delays in the ticketing process and allow advances and/or scheduled partial payments to be paid on time. It will also help to ensure that authorizations/vouchers are processed in a more timely manner by reducing the number documents returned with erroneous data/information.

- Is the TECOM Funding Letter attached as a substantiating record? If no, than contact your quota manager to obtain a copy.
- If using POV as the method of transportation, has a Constructive Travel Worksheet been completed? Make sure the lines on it are filled out as stated on the worksheet. Do not fill it out based off of what you think it should be vice what it actually says.
- If travelling as a POV passenger, post entry in the “Comments to the Approving Official” section.
- If using POV as the method of transportation ensure you select the expense type “Pvt Auto–TDY/TAD” from the mileage expenses section of DTS.
- Are you getting a rental vehicle? If it does not state as such by your name on the funding authorization letter, than the rental vehicle must be unit funded (to include all fuel). If TECOM is funding it make sure the dollar amounts reflect the TECOM standards (i.e., \$35/day for a compact car, \$55/day for a van, or \$105/day for a 15-passenger van).
- Are you attempting to get approved for full per diem? If so, a statement of non-availability for government quarters and/or messing **must** be included as a substantiating record. If no statement is provided, TECOM will adjust the per diem to the government rates without notifying the traveler.
- In the case of **CONUS** travel, TECOM only funds one day of travel prior to the report date and one day of travel after the graduation date. **OCONUS** travel receives two days of funded travel vice one.

Note: The report and graduation dates are based upon information resident in the MCTIMS.

- Are you registered in MCTIMS? If you are not registered in MCTIMS (for the class you are requesting funds for), TECOM will not approve your authorization.
- How far is it to your TAD/TDY location? If your Permanent Duty Station (PDS) or residence (whichever is closer to the TAD/TDY location) is within normal commuting distance, this will not be funded by TECOM. This is considered local travel and it is up to the parent command to determine if and how they will fund it. Also, if the distance from your PDS to the TAD/TDY location is a distance that people would normally commute on a daily basis, this is also considered to be local travel.
- Per the TECOM Funding Letter, has the CAC/JNLU been updated in the TECOM WWT LOA?
- Verify that all the non-mileage expenses that are charged to the TECOM LOA are authorized. If not, they will need to be removed or put under a different LOA. Examples of some non-mileage expenses that TECOM **WILL NOT** fund include: excess baggage, business call home, POV-gasoline, conference/registration fee, dual lodging (unless identified in the CDD), social events, expedited government charge card fee, ATM fees in excess of \$20.00, actual amount of cash taken from an ATM, and pet expenses. These expenses may be included as long as they are not on the TECOM WWT LOA.
- Are **all comments** provided by TECOM WWT on returned documents addressed **prior to resubmission**?