

# Defense Travel System 2018 Annual DTS Refresher Training



*I MEF / MCI West-CAMPEN  
DTS Helpdesk*



# **LDTA / Tier II Helpdesk**

## **Composition**

- Staff of **32**, supporting all DTS Administrators for I MEF, MCB Camp Pendleton, and MCI-West HQ
- Tier II Help Desk for I MEF and MCI-West HQ
- Disbursing DTS AOs
- Located in Building 1164, Suite 262

**Help Desk phone : (760) 763-7152**

**OMB: IMEFDTSHELPDESK@USMC.MIL**



# Topics

- **Resources**
- **System updates**
- **Lodging Reservations in DTS**
- **Flat-rate per diem**
- **ILPP**
- **Disbursing Approval Process**
- **Common Errors**
- **DTS / Government Charge Card**
- **Roles and Responsibilities**
- **Per Diem Entitlements**



# Resources and References

- DTMO website <http://www.defensetravel.dod.mil/>
- DTS MCO 4650.39A (being revised)
- DTS Regulations
- GTCC Regulations
- Joint Travel Regulations
- MCTIM (M&RA Website)
- Department of Defense Financial Management Regulations (DoDFMR) Volumes 5 and 8.
- Automated Pay Systems Manual (APSM) Chapter 10
- MARADMIN 291/12
- Desktop Guide for AO/CO



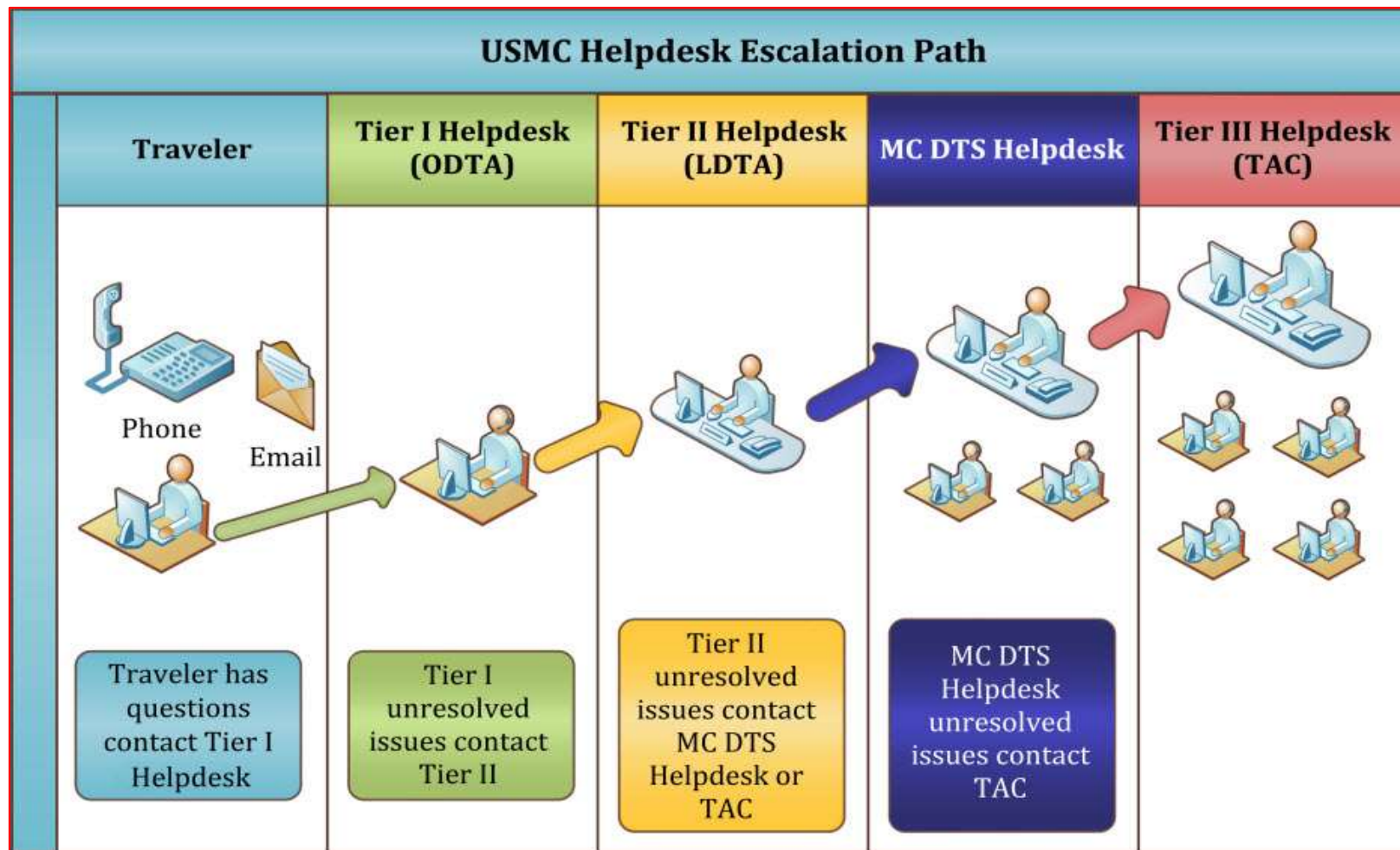
# **Tier II Helpdesk**

## **Responsibilities**

- **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 (MARADMIN 291/12)**
- **DTS Debt Management**

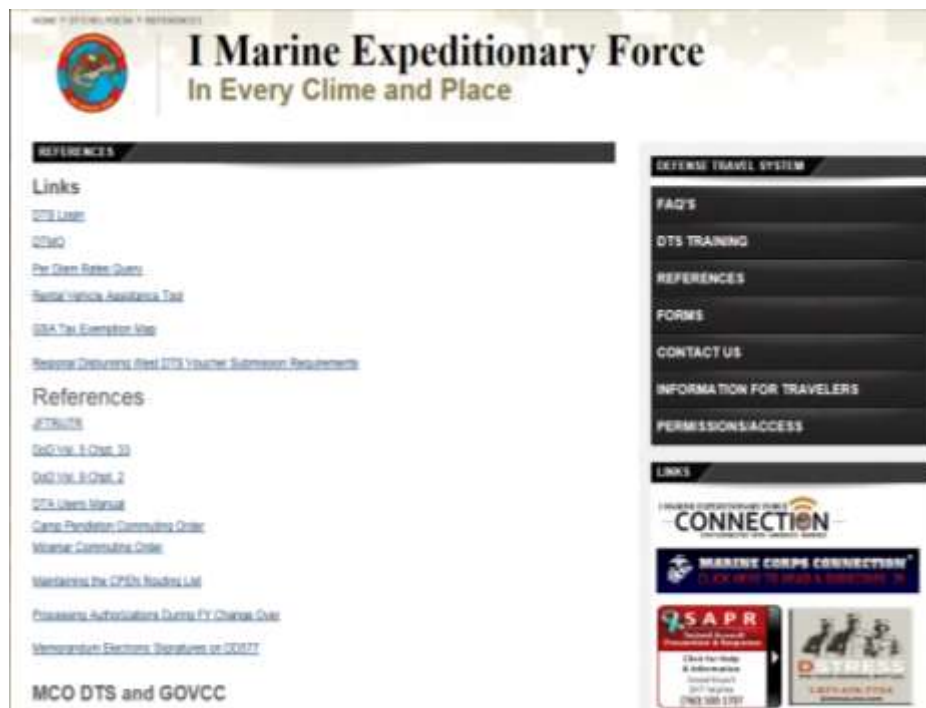


# Helpdesk Escalation Path



# 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>***



## **New DTS Initiatives**

- **DTS will realign from M&RA to P&R (RFF)**
- **Travel Reform Initiative**
- **DO/FO Conference**
- **System updates**
- **Automate unit diary reportable entries (Leave, FSA, Special Pay)**





## **Disbursing Voucher Approval Process**

- **7- 10 Disbursing DTS AOs**
- **1 level of review**
- **Approving 30 – 70 vouchers a day**
- **DN process currently at 26%**
- **Include all disbursing SNCOs and Officers in the DTS approval process**
- **Reduce turnaround to 1 – 2 days**
- **Review authorizations to avoid flat rate overpayments**



# **Disbursing Voucher Approval Process**

**&**

## **Common Errors**



# Most Common Discrepancies

- Trip descriptions - **Do not use acronyms!.**
- Lodging receipts – **name on receipt, amount claimed does not match receipt**
- Missing justification for non-compact rental vehicle.
- Conference meal statement
- ILPP – **review the DTMO website!**
- No justifications for expenses that need an explanation to be reimbursed.



# Most Common Discrepancies

- **Incorrect per diem rate (using “special” to generate what is supposed to be the proportional meal rate (PMR))**
- **TAD in the Local Area**
- **Disbursing cannot reimburse a traveler for the expenses of others**
- **TAD over 30 days(Lodging & M&IE)**
- **AO’s approving expenses not covered by the JTR**



## Common Issues With Reimbursable Expenses

- **SATO fees – not claimed or claiming too many**
- **Excess baggage – must be justified**
- **Airport parking - cannot exceed 2 one way cab fares**
- **Hotel taxes – not claimed or claiming wrong amount**
- **Gas for rental car – comment if traveler did not rent the rental car**


***Traveler are not claiming all expenses***



# Local Area Travel

- Must be odometer readings
- Must be claimed under Private Auto Mileage-Owner/Operator
- Travel from Twentynine Palms to Camp Pendleton is not local travel

**Mileage Expense #1**

<p>* Expense Type: Private Auto Mileage - Owner/Operator ▼</p> <p>* Event Purpose: <input type="text"/></p> <p>* From: RES: WILDOMAR,CA ← Profile Locations: <div>RESIDENCE DUTY STATION</div></p> <p>* <input checked="" type="radio"/> Normal one-way mileage from Residence to PDS: <input type="text" value="30"/></p> <p><input type="radio"/> Daily one-way commuting cost from Residence to PDS: (if do not normally drive to PDS)</p> <p>* To: Miramar ← Profile Locations: <div>RESIDENCE DUTY STATION</div></p>	<p>* Date: 03/26/2018  (mm/dd/yyyy)</p> <p>* Method of Reimbursement: Personal</p> <p>* Miles ( <input type="text" value="80"/> - 30 ) x Rate 0.545 = Cost \$ 27.25</p> <p>Check box to create a separate expense for round trip: <input type="checkbox"/></p>
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# System Updates (new *My Expenses* screen)

Defense Travel System - Welcome to DTS - Google Chrome

Secure | <https://dtsproweb.defensetravel.osd.mil/dts-app/MyExpenses/showExpenses>

Norton by Symantec Safe Search THIS PAGE IS SAFE SHOPPING GUARANTEE VAULT IS CLOSED SHARE VIA FACEBOOK

**Defense Travel System**  
A New Era of Government Travel









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

My Expenses Per Diem Entitlements













[Return To List](#)

Current Date: 08-14-2017

### Reservation Expenses

Expense Name	Date	Cost	Document	Actions
 HAMPTON INN WOODBRI (QUANTICO MC COMBAT DEV CMD)	 09/13/2015	\$510.00		
 American Airlines (Flight 498 - ONT to DCA)	 09/13/2015	\$508.20		
<b>Total:</b>		<b>\$1018.20</b>		

### Other Expenses

Expense Name	Date	Cost	Document	Actions
 Mileage Expense (Pvt Auto-Terminal)	 09/13/2015	\$51.75		
 Non-Mileage Expense (Baggage fee)	 09/13/2015	\$25.00		
 Ticketed Expense (CTO FEE (GOVCC-I))	 09/13/2015	\$21.30		
 Non-Mileage Expense (Taxi - Terminal)	 09/14/2015	\$57.21		
<b>Total:</b>		<b>\$298.31</b>		

### Trip Workbook

Receipt 09/23/15 at 14:48:16

Receipts  
Receipt Added 09/21/15 at 12:00:00



# Substantiating Documents

- Ensure all receipts are uploaded to substantiating documents
- Add document names and notes for the unit and disbursing AOs

Other Expenses				
Expense Name	Date	Cost	Document	Actions
Ticketed Expense (CTO FEE (GOVCC-))	10/15/2017	\$22.31		
Non-Mileage Expense (Hotel Sales Tax)	11/03/2017	\$53.48	1	
Non-Mileage Expense (Gasoline-Rental/Govt. Car)	11/03/2017	\$53.00	1	
Non-Mileage Expense (Hotel Sales Tax)	11/03/2017	\$120.20	1	
		Total:	\$323.99	

Substantiating Documents				
Document Name	Notes	Submit Date	Document	Actions
Memo For Record	Army Installations w/o official government quart	09/19/17		
Initial Lodging	Booked due to SNO being informed of non-ava	11/05/17		
Ft. Gordon Lodging	Booked when prompted of on base availability.	11/05/17		
Flight Itinerary/Receipt	Flight itinerary/receipt	11/07/17		





# 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



# TAD to a Foreign Country

- If expenses are paid in foreign currency with the GTCC, the **member must upload GTCC statement.**
- Amounts claimed must match what the GTCC reflects.
- If not, the Oanda exchange rate conversion must be uploaded to the voucher.
- Statement-in-lieu is needed if receipt is in foreign language.



# Authorizations



# TAD Timeline

1. TAD requirement is identified!
2. Traveler applies for the GTCC
3. DTS profile is created and ODTA accepts profile or DTS profile is reviewed and updated.
4. DTS authorization is prepared and routed for approval.
5. DTS authorization is approved no later than 3 days before the trip.
6. DTS voucher must be completed and signed by the traveler within 5 days of returning back.
7. Unit must forward voucher to Disbursing or TECOM within two days
8. Disbursing/TECOM must approve vouchers within **10** working days



# 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**



# 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.

*If not, advances and partial payments will cause travelers to be 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).





**Flights must be booked in DTS**

**When flights are not booked in DTS,  
reimbursement will be limited to the  
government cost!**



# **Mandatory to use DTS for Lodging Reservations**

- **As of September 1, 2015, the JTR requires travelers to book lodging in DTS.**
- **When lodging is not available in DTS, member must:**
  - **book government lodging directly, or**
  - **contact CTO**
- **Exemption must be selected in DTS when not booking lodging in DTS.**
- **In all cases, the traveler must provides comments to the AO. The AO must validate that reason a traveler is not using DTS to book lodging.**



# Lodging requirements for uniformed personnel

- **Government quarters must be directed for uniformed personnel if TAD is performed at a military installation.**
  - **If government quarters are not available when TAD to a government installation, the traveler needs to obtain a Certificate of Non-Availability from the billeting.**
- **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 (**except for ILPP**)**



# Formal School Reporting and Detaching Endorsement



UNITED STATES MARINE CORPS  
MARINE CORPS DETACHMENT  
U.S. ARMY CYBER CENTER OF EXCELLENCE & FORT GORDON  
BARNES AVE., BLDG 25707  
FORT GORDON, GEORGIA 30905-5221

IN REPLY REFER TO  
1320/2  
SI  
28 Dec 17

From: Commanding Officer

To: Chief Warrant Officer 2 S [REDACTED]

Subj: REPORTING AND DETACHING ENDORSEMENT

Ref: DTS Travel Authorization: 21UTUS

1. Effective 0900, 3 November 2017, you will stand detached from your present station and duties.
2. You reported to the AEHF Course on 15 October 2017.
3. During the period of 15 October 2017 to 18 October 2017 government quarters were not available. During the period of 19 October 2017 to 3 November 2017 government quarters were available.
4. Point of contact for this matter is Staff Sergeant Ruben D. Bramhall at: (706) 791-8880.

  
R. D. BRAMHALL  
By direction



# Integrated Lodging Program Pilot

Section 914 of the FY15 [National Defense Authorization Act \(P.L. 113-291\)](#) authorized the Secretary of Defense to institute a government lodging program. That authority allows the Secretary of Defense to require both DoD civilian employees and members to stay in government (DoD Lodging), privatized or DoD Preferred commercial lodging while on official travel.



# Integrated Lodging Program Pilot

<http://www.defensetravel.dod.mil/site/lodging.cfm>

In the DTMO website, search for **ILPP**



The screenshot displays the Defense Travel Management Office (DTMO) website. The header features the DTMO logo and the text "DEFENSE TRAVEL MANAGEMENT OFFICE THE DOD CENTER FOR TRAVEL EXCELLENCE". A navigation menu includes links for Home, About, Programs & Services, News, References, and a Search bar. A red arrow points to the Search bar. Below the navigation menu, there are status indicators for DTS and EWTs, and a "Login to DTS" button. The main content area is titled "Commercial Travel Management" and features a sidebar with a list of travel services. The "Lodging" section is expanded, showing options for Government, Commercial, and Public-Private Venture Lodging. The main content area displays the "Integrated Lodging Program Pilot" page, which includes a description of the program and a list of quick links and resources.

**DEFENSE TRAVEL MANAGEMENT OFFICE**  
THE DOD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News References Search:  Go

DTS is not available. EWTs is not available. Login to DTS

**Commercial Travel Management**

**U.S. Rental Car and Truck Programs**  
**Military Bus Program**  
**Recruit Travel and Assistance**  
**Commercial Air**  
**Travel Management Center Services**  
**Lodging**  
Government Lodging  
Commercial Lodging  
Public-Private Venture Lodging  
**Rail**

[Programs & Services > Commercial Travel Management > Lodging](#)

### Integrated Lodging Program Pilot

In 2015, the Department of Defense launched a pilot of a new Integrated Lodging Program that includes preferred commercial lodging providers and integrates the ability to book government and privatized (Public-Private Venture) lodging properties through the Defense Travel System (DTS).

Section 914 of the FY15 [National Defense Authorization Act \(P.L. 113-291\)](#) authorized the Secretary of Defense to institute a government lodging program. That authority allows the Secretary of Defense to require both DoD civilian employees and members to stay in government (DoD Lodging), privatized or DoD Preferred commercial lodging while on official travel. As a first step, the pilot will test the viability of an enterprise-wide commercial lodging program and direct travelers to use government (DoD Lodging), Public-Private Venture (privatized) or preferred commercial lodging at select pilot locations.

The DoD Integrated Lodging Program Pilot affords an excellent opportunity to not only leverage the Department's collective purchasing power, but also incorporate program enhancements that ensure a certain level of "duty of care" for its travelers. The Integrated Lodging Program Pilot will:

- Enable travelers to use DTS to find trusted lodging providers (government, privatized, and preferred commercial)

**Quick Links and Resources**

- FAQs for Travelers
- FAQs for Travel Administrators
- ILPP Guide
- Fact Sheet
- Fact Sheet for Hotels
- ILPP Start Dates (Official List of Pilot Sites)
- 2017 Pilot Sites by Metro Area
- 2017 Rates
- Rates Archive
- DoD and Privatized Lodging



# Preferred Lodging Pre-Audit Flag

## 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](#)

### 3 Items have been Flagged in this Travel Document

1.	<b>Reason Flagged</b> ❖ AVAIL PREFERRED LDG NOT USED	<b>Item Description</b> ❖ TWENTYNINE PALMS,CA: Available preferred lodging was not used for 08/13/2017 to 08/14/2017.	<b>Justification to Approving Official</b> <a href="#">Help</a> <a href="#">Reason Codes</a> (L11) - CTO lodging assistance requested Unable to book preferred lodging in DTS but was able to reserve a preferred lodging establishment at a cheaper rate.
2.	<b>Reason Flagged</b> ❖ CONSTRUCTED TRAVEL WORKSHEET	<b>Item Description</b> ❖ A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	<b>Justification to Approving Official</b> <a href="#">Help</a> <a href="#">Reason Codes</a> NA. POV is the mode of transportation to travel to 29 Palms.
3.	<b>Reason Flagged</b> ❖ LODGING NOT USED	<b>Item Description</b> ❖ TWENTYNINE PALMS,CA: No lodging reservations exist from 08/13/2017 to 08/14/2017.	<b>Justification to Approving Official</b> <a href="#">Help</a> <a href="#">Reason Codes</a> (L3) - Lower rate available .

Save And Proceed To Digital Signature





# AO must ensure appropriate comments are reflected in the Pre-Audit page

Defense Travel System-Welcome to DTS - Internet Explorer

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/\$Border.\$RenderedImage&sp=\$PreAudits&sp=X

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

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

[RETURN TO LIST](#)

### Pre-Audit Trip

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

#### 4 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	❖ CONSTRUCTED TRAVEL WORKSHEET	❖ A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	POV mileage funded by Disbursing. No CTW required.
2.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	❖ LODGING NOT USED	❖ YUMA, AZ: No lodging reservations exist from 01/24/2017 to 01/25/2017.	<a href="#">Reason Codes</a> (L3) - Lower rate available Room cost at on base at Dos Rios was \$70.
3.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	❖ TRAVEL MODES	❖ GVA EXCEEDS THRESHOLD - \$34.85	claiming POV at the reduced rate.
4.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	❖ TRAVEL MODES	❖ GVA EXCEEDS THRESHOLD - \$34.85	claiming POV at the reduced rate





# Dependent Travel



# Dependent Travel

Add dependents to the member's main profile in the maintenance tool.

People

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

**People** (Search Results)

Organization Name: **DM**  
Include Sub-Organizations: **No**  
Organization Access:

SSN:  
Last Name: **rexroad**  
First Name:

Permission Level:  
Person Type: **All**



<div><div>Update</div><div>Detach</div><div>Delete</div><div>View Group(s)</div><div>View Dependents</div></div>	Name: Rexroad, Austin	SSN: [REDACTED]	Organization: DM
		Permission: 0, 1, 2, 3, 4, 5, 6, 7	Organization Access: DM
		Rank: OTHER	Group Access: DM

1 - 1 of 1



# Dependent Info

**Add Family Member** \* Required

First Name:	*	<input type="text"/>
Middle Initial:		<input type="text" value="Jane"/>
Last Name:	*	<input type="text" value="Smith"/>
Date Of Birth(mm/dd/yyyy):	*	<input type="text" value="3/23/85"/> 
Relation:	*	<input type="text" value="Spouse"/> ▼
Passport Number:		<input type="text" value="Not Provided"/>
Expiration Date:		<input type="text" value="Not Provided"/> 



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# Dependent Travel

Dependent travel is always invitational

### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

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

**A I am leaving from** - (Select from list or enter below):

\*Starting Point:  \*

\*Departing On:

\*Trip Type: 

Select  
AA-ROUTINE TDY/TAD  
AB-OPEN ALLOTMENT  
AX-ARRANGEMENTS ONLY  
B-PERM CHG STA  
C-PERMISSIVE  
D-HOUSE HUNTING  
E-INVITATIONAL  
E1-ITA FAMILY TRANS ONLY  
E2-ITA FAMILY FULL REIMB  
SPECIAL CIRCUMSTANCES

Search

Starting locations in profile:  
RESIDENCE  
DUTY STATION

\*Trip Purpose: 

Select

Trip Description:

**B \*I will be traveling by** - (Select from the list below)

Continental

Air

Rail

Rental Car

Other

Time:

5 April 2017

The U.S. Marine Corps emblem, featuring an eagle with wings spread, perched atop a globe, with a anchor behind it.

# Dependent Travel

How do you annotate the traveler as a dependent?


- When you select a trip type that allows dependent travel, the option to select them will auto-populate


**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

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

**A I am leaving from** - (Select from list or enter below):

\*Starting Point:  \*   Starting locations in profile:  
RESIDENCE  
DUTY STATION

\*Departing On:    
(mm/dd/yyyy)

\*Trip Type:  \*Trip Purpose:

Trip Description:

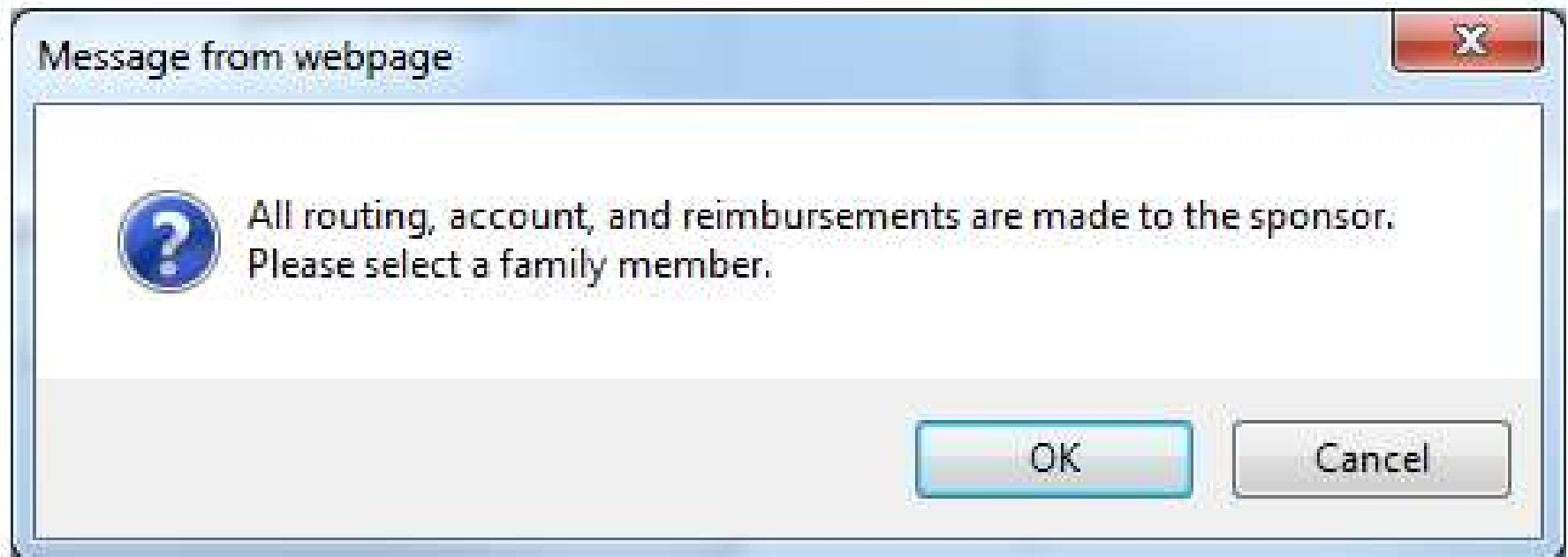
Dependent Travel: ☐

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## Dependent Travel

The Voucher payment goes to the sponsor!



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# Dependent Travel

## Select/add dependents

- If you have the dependents added to the member's profile in the maintenance tool, they will show up under "Choose a Dependent", otherwise you will need to create

### Dependent Search

All routing, accounting, and reimbursement is made to the sponsor. Please select a dependent from the list below or use the second section to create a new entry. Note that only one entry may be created outside of the permanent profile.

Choose a Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
--------	----------------	--------------	-----	-------------	-----------

Create Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
Create	Last: <input type="text"/>	Spouse	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First: <input type="text"/>				
	Middle: <input type="text"/>				
<input type="checkbox"/> Save to Permanent Profile					

Cancel



# Dependent Travel

- Once you have selected the dependent, you continue with creating the Authorization as normal.
  - You will need to create a separate Authorization for EACH dependent
- Who signs the document?
  - The member/sponsor will log in and sign the document
- What about the voucher?
  - The member/sponsor will complete and sign the document





# Dependent Travel

- Does dependent travel get charged to the member's GOVCC?
  - NO – Command needs to provide CBA
- What if the dependent is a military member with a DTS account?
  - Cross Org the traveler and process like normal
- What if the spouse is a DoD Civilian with a DTS account?
  - Cross Org and process like normal
- What if the traveler is DoD, but does not have GOVCC?
  - CBA



# 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



# 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

Government Charge Card (GOVCC) Data	
CSA/TTR:	* No
Gov't Charge Card Holder:	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Advance Authorization:	* Card Holder
Mandatory Use Of GOVCC:	* Non-Exempt



# GTCC

- **Unit AO is responsible to ensure traveler split disburse the balance of the GTCC**
- **Disbursing will also verify GTCC balance**
- **Provide comments on the voucher if the balance has been paid or if member has another voucher to cover the remaining balance**
- **Put card in mission critical status if you foresee a delay in getting the voucher settled.**





## **Best Practices!**

- **APC is also a DTS routing official**
- **APC involves command leadership to get travelers to file their voucher within 5 working days**
- **APC is proactive in researching late and delinquent accounts in DTS**



# DTS

## Roles and Responsibilities



# ODTA Responsibilities

- Tier I Helpdesk (Assist travelers)
- Attach and detach travelers
- Update routing lists (**CPEN** and **WWT**)
- Maintain DTS profiles updated
- Extract, work, and annotate DTS reports



# 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 !***



# WWT Routing List

## ODTA Responsibilities:

- **Ensure this is not the default routing list in traveler's profile.**
- **Maintain the WWT routing list with unit personnel to:**
  - **Review authorizations and vouchers**



# 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.



# Entitlements

## **THE JOINT TRAVEL REGULATIONS**

**UNIFORMED SERVICE MEMBERS  
AND**

**DOD CIVILIAN EMPLOYEES**







**JTR**

## ***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.”***



# 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)





# 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

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[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](#)

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

**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**



# Flat-Rate Per Diem

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

- **Effective for travel beginning 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%.



# Per Diem Entitlements Page

Defense Travel System-Welcome to DTS - Internet Explorer

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/NonMileageExpenseDetail/\$Border.\$RenderedImage&sp=SPerDiemEntitlementer



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Non-Mileage

Mileage

**Per Diem Entitlements**

Substantiating Records

## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date and location. The "reset" link changes the per diem information to the default rates for that date and location.

\*\* The presence of two asterisks before the Location Name indicates that the location was not selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

Date	Location	View	Reset	Ldg Cost	Per Diem Rate	Code	B	L	D	Qtrs
09/13/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual \$42.00 Personal	85 / 56	QTRS			AVAIL
09/14/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual \$56.00 Personal	85 / 56	ADEF			AVAIL
09/15/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual \$56.00 Personal	85 / 56	ADEF			AVAIL
09/16/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual \$56.00 Personal	85 / 56	ADEF			AVAIL
09/17/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual \$56.00 Personal	85 / 56	ADEF			AVAIL
09/18/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$85.00	\$85.00 GOVCC-Individual \$56.00 Personal	85 / 56	ADEF			AVAIL
09/19/15	QUANTICO MC COMBAT DEV CMD,VA	<a href="#">View</a>	N/A	\$0.00	\$0.00 GOVCC-Individual \$42.00 Personal	85 / 56	QTRS			AVAIL

[Reset All](#)

Proceed to the following page:

Accounting Codes

[Continue](#)





## **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 the Flat-Rate per diem in the Per Diem Rates Query and update the authorization.

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### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/01/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$194.00	\$194.00 GOVCC-Individual	\$53.25 Personal	194 / 71	NONE				
11/02/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
11/03/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
11/04/14	CHICAGO,IL	<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				
		<a href="#">Edit</a>	<a href="#">Reset</a>	\$146.00	\$146.00 GOVCC-Individual	\$54.00 Personal	194 / 71	SPEC				

### Per Diem Rates Query

#### CONTIGUOUS UNITED STATES

Updated: 09/29/2014  
[View summary of changes](#)

STATE:

FISCAL YEAR:

☒ TDY 31 to 180 days (75%) / over 180 days (55%)

☐ INCLUDE ALL CITIES AND TOWNS

☐ INCLUDE MILITARY INSTALLATIONS

For unlisted locations, use the [CENSUS County Look-up site](#).

#### OUTSIDE CONUS, Non-Foreign Overseas and Foreign

Updated: 09/29/2014  
[View summary of changes](#)

COUNTRY/STATE: (incl. Alaska & Hawaii)

PUBLISHED:

☐ TDY 31 to 180 days (75%) / over 180 days (55%)

☐ INCLUDE MILITARY INSTALLATIONS



# 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 is not authorized!**



# 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



# TAD In Excess Of 180 Days

## MARADMIN 601 / 05

- JTR: TAD limited to 180 days
- TAD in excess of 180 days requires CMC (MMIB-3)
- 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](mailto:smb_manpower_mmia@usmc.mil)***





# 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](mailto:IMEFDTSHelpdesk@usmc.mil)
- Telephone
  - (760)763-7152
- DTS Website
  - [http://www.imef.usmc.mil/external/imef01/defense\\_travel\\_system.jsp](http://www.imef.usmc.mil/external/imef01/defense_travel_system.jsp)

