

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

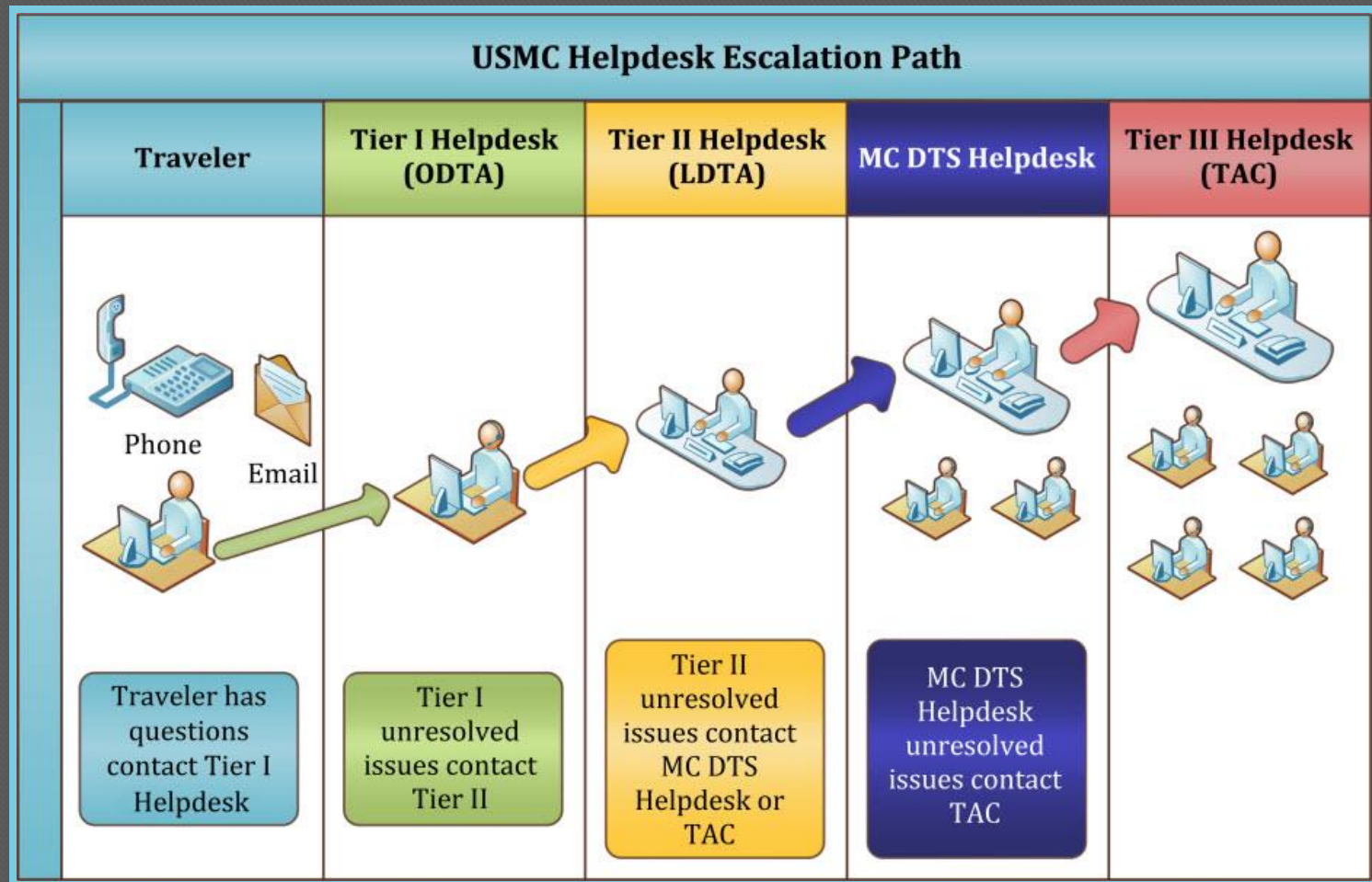
- LDTA and the Tier II Helpdesk
- Basic Billet Overview
- Appointment Requirements
- Roles and Responsibilities
- Authorizations / Vouchers
- Entitlements
- One Day TAD Trip
- Local Vouchers



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

Traveler/Unit Clerk

Initiates/submits the DTS Authorization/Voucher

Reviewing Official

Assists the AO by reviewing documents for accuracy and completion, ensuring substantiating records match expenses claimed

Certifying Official

Ensures that funds are available to conduct the trip and proper Line of Accounting (LOA) is selected

Approving Official

Authorize travel in accordance with the JTR

Organization Defense Travel Administrator (ODTA)

Responsible for administrative management of DTS at the unit level

Finance Defense Travel Administrator (FDTA)

Normally located in your local comptroller shop. FDTAs assist ODTAs with cross orgs and assigning LOAs

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

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

Authorizations

Authorization/Orders

- An approved authorization is the TAD orders. A traveler should have a copy on them at all times while traveling.
- It serves to tell the traveler what lodging and per diem rate he/she is entitled to.

Types of TAD

- Routine TDY

Create New Authorization

Routine TDY and most trip types

This includes: Routine TDY/TAD, Open Allotment, Arrangements Only, Permanent Change of Station, Permissive, House Hunting, Invitational, ITA Family (Transportation Only), and ITA Family (Full Reimbursement).


- Special Circumstances Travel (SCT)

Special Circumstances Travel (SCT)

This includes: Dependent Travel, Special R&R Leave, Family Visitation Travel (FVT), Emergency Leave, Student Travel, etc. For a complete list, consult the JTR.

Authorization/Orders

Logged In As: [MICHAEL L CULLIGAN](#) Document Name: Screen ID: 1039.1 [Close Window](#)
Traveler Name: [MICHAEL L CULLIGAN](#) Document Type: Authorization [Help for this screen](#)

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

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Trip Overview Per Diem Locations

- **Tabs** are located at the top of a travel document. The traveler must navigate left to right through each **Tab** in order to submit the travel document for routing approval.
- Each **Tab** has a unique set of **Subtabs**. The traveler must navigate left to right through each **Subtab** in order to move to the next **Tab**.

What Constitutes Official Travel?

JTR 0301

- 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

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

Travel Entitlements

Commercial Air

Commercial Air

- DTS allows travelers to book flights via CTO for official travel
- Flights are listed by default from cheapest to most expensive.
- GSA Contract Rate w/ Limited Availability and GSA Contract Rate are the only authorized flights, all others require a justification.
- Flights must be charged to the GTCC vice Centrally Billed Account (CBA) if traveler is a GTCC holder

Commercial Air cont.

Flight Step 1 of 3: Select a Flight

SAN - San Diego International

San Diego Interthra ×

Include nearby airports

ARRIVING AT

OAJ - Jacksonville

Include nearby airports

DEPARTING ON

04/17/2018 Morning

SAN to OAJ

Sort by

	SAN 6:15 AM	1 Stop	OAJ 4:50 PM	GSA Contract Rate w/ Limited Availability ⓘ Fare Rules	TOTAL COST \$282.80 includes taxes and fees <input type="button" value="Select Flight >"/>
	SAN 11:10 AM	1 Stop	OAJ 10:36 PM	GSA Contract Rate w/ Limited Availability ⓘ Fare Rules	TOTAL COST \$282.80 includes taxes and fees <input type="button" value="Select Flight >"/>

TOTAL DURATION
⌚ 7h 35m

TOTAL DURATION
⌚ 8h 26m

Commercial Air cont.

Confirm Selection

The flight you've selected is not a GSA contract rate fare. You'll be required to provide justification later in the process and the reservation may be subject to cancellation.

Cancel

Confirm Selection

- If the traveler selects a flight other than GSA Contract Airfare, DTS will generate an error message and a Pre-Audit Flag requiring the traveler to provide justification.

2.

Reason Flagged	Item Description	* Justification to Approving Official <Help>
NON-CONTRACT FARE	Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: AA - 5524 CLT-Charlotte 17-Apr-18 - 04:18 PM OAJ-Jacksonville 17-Apr-18 - 05:15 PM	Reason Codes

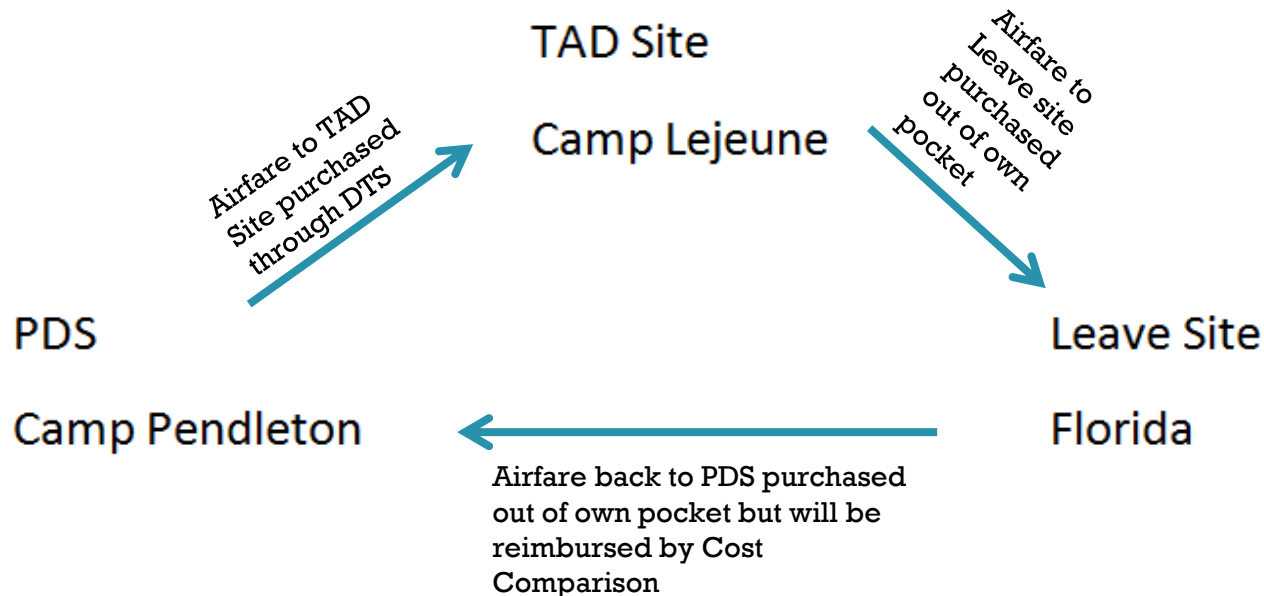
Commercial Air Cont'd

- CTO tickets 72 hours before flight. The authorization **MUST** be approved 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.

Leave in Conjunction

- The AO can authorize a traveler to take leave in conjunction with TAD travel. When a traveler takes leave, he/she may purchase their own plane tickets.
- Reimbursement is limited to the government cost from the TAD site to the duty station.



Travel Entitlements

Rental Vehicle

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 with proper justification in either Other Auths, Pre-Audit Flags, or Digital Signature.

Good example: Non-Compact car authorized due to SNM having to transport 2 additional Marines while TAD.

Bad example: Mission requirements.

Rental Vehicle

Reimburse all legitimate costs associated with the rental vehicle. Common examples of reimbursable expenses associated with rental vehicles include:

- Fuel/Gas
- Transportation to and from rental facility such as taxi or mileage
- 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 **not** authorized.
- Extra insurance is **not** reimbursed for TAD sites within the United States.
- Extra insurance is authorized for TAD sites outside of the United States.
- TECOM will **not** fund rental vehicles. However TECOM will approve a rental vehicle if the unit authorizes it and provides the unit LOA.

Travel Entitlements

**Personal Vehicle
(POV)**

Personal Vehicle (POV)

- A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV (53 Comp. Gen 67 (1973)).
- The AO must determine if POV usage is advantageous to the government to determine the maximum amount a traveler will be reimbursed.
- If the TAD site is 400 miles or more (one way) the traveler is required to fill out and upload a Constructed Travel Worksheet
- The CTW will be uploaded under the "Expenses" tab under the "Substantiating Records" sub-tab.



DTS Constructed Travel Worksheet - Authorization

Not required for any travel legs of 400 one-way miles or less, if by POV (auto or motorcycle)
Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the directed transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY					\$0.00
TDY to PDS					\$0.00

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the directed transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$0.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$0.00
E. Fee normally charged by your TMC	\$0.00
F. Total constructed transportation cost	\$0.00

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$0.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$0.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$0.00

4. Additional considerations (non-monetary):

Check all that apply to this trip:

- Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission
- Scheduled common carrier is not available or is not practical to support the mission
- Potential for traffic, weather, or routing delays would negatively impact the mission
- POV use would be more efficient, more economical, or result in a more expeditiously accomplished mission

Directed transportation mode

Cost avoided by using requested mode to include rental car, baggage fees, terminal parking, etc

POV to TAD Site: Advantageous to Government

A POV is considered advantageous to the Government only after other transportation types such as GSA airfare, gov't vehicle, and rental vehicle have been considered or if one-way mileage is less than 400 miles. Factors include:

- 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

If POV use is considered advantageous to the government, mileage is paid for the entire trip.



DTS Constructed Travel Worksheet - Authorization

Not required for any travel legs of 400 one-way miles or less, if by POV (auto or motorcycle)
Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the directed transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	08/26/2017	CAMP PENDLETON, CA	YUMA, AZ	Air	\$121.00
TDY to PDS	08/29/2017	YUMA, AZ	CAMP PENDLETON, CA	Air	\$121.00

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

Cost of flight = \$242.00

2. Constructed cost of the directed transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$121.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$121.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$242.00
E. Fee normally charged by your TMC	\$0.00
F. Total constructed transportation cost	\$242.00

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$15.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$135.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$20.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$170.00

POV is more advantageous because the member can avoid terminal parking and rental vehicle fees.

Expense Name	Date	Cost
Mileage Expense (Pvt Auto-TDY/TAD)	2017	\$115.56
Mileage Expense (Pvt Auto-TDY/TAD)	2017	\$231.66

Cost of POV = \$231.66

POV to TAD Site: **NOT** Advantageous to Government

POV usage is considered not advantageous to the government if another mode of transportation will cost less than POV mileage. A CTW is used to calculate cost comparison.

- Travelers can still elect to drive their POV but reimbursement is limited to the constructed cost of the authorized transportation type.
- Additional expenses associated with driving POV such as parking and tolls are not reimbursed.



DTS Constructed Travel Worksheet - Authorization

Not required for any travel legs of 400 one-way miles or less, if by POV (auto or motorcycle)
Refer to worksheet instructions for complete guidance

Name: CHESTY PULLER

1. Travel itinerary for the directed transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	08/26/2017	CAMP PENDLETON, CA	FT. SILL	Air	\$202.00
TDY to PDS	08/29/2017	FT. SILL	CAMP PENDLETON, CA	Air	\$202.00

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

Cost of flight = \$417.42

2. Constructed cost of the directed transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$202.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$202.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$404.00
E. Fee normally charged by your TMC	\$13.42
F. Total constructed transportation cost	\$417.42

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$15.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$135.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$35.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$15.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$60.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$260.00

POV is less advantages to Government. Reimbursement is limited to \$417.42.

Expense Name	Date	Cost
Mileage Expense (Pvt Auto-TDY/TAD)	08/26/2017	\$702.99
Mileage Expense (Pvt Auto-TDY/TAD)	08/29/2017	\$702.99

Cost of POV = \$1405.98

Limiting the Member

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

Worksheet

Transportation Expenses: 1 → 0.00

Expense Cost Factors: 2 → 0.00

Total Allowed Cost: 3 → 0.00

5 → Approve as Limited

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructed cost of common carrier transportation as specified by the JFTR.

Preferred Travel	
Pvt Auto-TDY/TAD:	\$547.56
Preferred Trip Total:	\$547.56 ← 4

Cancel | Approve and Continue ← 6

1. Transportation expense from line 2D of CTW
2. Fee normally charged by CTO
3. Automatic calculations from DTS
4. Compare preferred trip total vs POV
5. If preferred mode of travel is cheaper you will check the approve as limited. This will limit the member to cost of the flight.

Travel to Terminal

- When travelers drive their POV to/from the airport terminal, they rate mileage.
- Terminal parking can be authorized not to exceed two one-way cab fares.
- If an immediate family member drops off/picks up traveler, the traveler rates mileage for 2 round trips
- This will be inputted under the “Expenses” tab under the “Mileage” sub tab as “Pvt Auto-Terminal”

[Return to Doc List](#)

[Itinerary](#)

[Reservations](#)

[Expenses](#)

[Accounting](#)

[Additional Options](#)

[Review/Sign](#)

Other Expenses



Mileage Expense (Pvt Auto-Terminal)

05/19/2018

\$21.80

Per Diem Entitlements

Lodging

Mandatory DTS CTO Use for Lodging Reservations

- As of September 1, 2015, the JTR requires travelers to book lodging in DTS (for both government quarters and commercial lodging).
- 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 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. Not applicable to ILPP locations.

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

ILPP

- Enable travelers to use DTS to find trusted lodging providers (government, privatized, and preferred commercial).
- Ensure travelers are staying in quality lodging facilities that are close to TDY locations; are protected from certain fees; and provide amenities at no additional cost with room rates below the established government per diem rates.
- Enhance traveler care and satisfaction; provide greater traveler security; reduce lodging spend per night; and improve program management and data collection.

ILPP Locations

Metro Area

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

Installation(s)

1. Joint Base Charleston
2. Wright-Patterson AFB
3. All area U.S. installations
4. Naval Support Activity Saratoga Springs
5. Marine Air/Ground Combat Center MacDill AFB

Current Locations and Rates at DTMO website:

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

Lodging Step 1 of 3: Select Your Lodging

SEARCH BY

City



CITY

TWENTYNINE PALMS,

CHECK IN

05/17/2018

CHECK OUT

05/23/2018

[Advanced Options](#)

DISTANCE

10 mi



HOTEL NAME

Search

TWENTYNINE PALMS, CA

Available Options

NOTE: These facilities comply with the Fire Safety Act administered by Federal Emergency Management Agency (FEMA). These properties are not monitored by DoD and are not required to comply with DoD safety, security or quality requirements and rates may exceed per diem.

Sort by

[Rate \(A-Z\)](#)



Motel
6

Motel 6 Twentynine
Palms
72562 Twentynine
Palms Hwy
Twentynine Palms CA,
92277

[Contact Info](#)

Fire and Safety
Compliant

[Additional Lodging Info](#)

DAILY COST RANGE

\$79.99 - \$84.99

[Select Lodging](#)

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

- **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.**
- **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

M&IE

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
- On the first and last day of travel the traveler rates 75% of the full Per Diem
- No Per Diem when:
 1. Aboard a government vessel
 2. PTAD
 3. 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 reimbursement is limited to flat rate if the member does not acquire a statement from CTO/unit AO. The taxes associated with limited lodging are paid at a prorated amount.

Example: Flat Rate: \$75.00/Night

Actual Cost: \$100.00/Night + 10% Tax \$10.00/Night

Limited Amount: \$75.00/Night + 10% Tax \$7.50/Night

Flat Rate Per Diem cont.

DTMO Per Diem Rates Query

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

Per Diem Rates Query

CONTIGUOUS UNITED STATES		OUTSIDE CONUS, Non-Foreign Overseas and Foreign	
Updated: 05/30/2017 View summary of changes		Updated: 06/28/2017 View summary of changes	
STATE:	FISCAL YEAR:	COUNTRY/STATE: <i>(incl. Alaska & Hawaii)</i>	PUBLISHED:
STANDARD CONUS RATE ▼	2017 ▼	HAWAII ▼	01 JUL 17 ▼
<input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS <input checked="" type="checkbox"/> INCLUDE ALL CITIES AND TOWNS <input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS		<input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS <input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS	
<input type="button" value="CALCULATE"/>		<input type="button" value="CALCULATE"/>	

Location	County	Seasons (Beg-End)	Full Locality Rate 100% TDY length is 30 days or less			75% Flat Rate TDY length is 31 - 180 days			55% Flat Rate TDY length is 181 days+			Effective Date
			Lodging	M&IE	Maximum Per Diem	Lodging	M&IE	Flat Rate Per Diem	Lodging	M&IE	Flat Rate Per Diem	
STANDARD CONUS RATE	STANDARD CONUS RATE	01/01-12/31	91	51	142	68.25	38.25	106.50	50.05	28.05	78.10	10/01/2016

Per Diem Entitlements

Flat Rate Cont'd

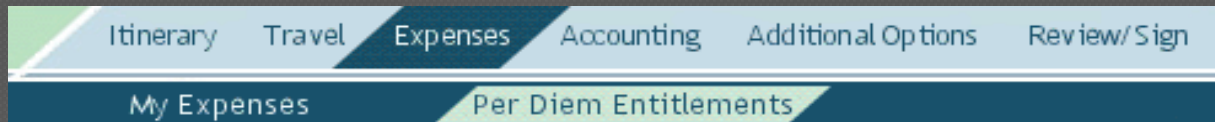
Exemptions:

1. The flat rate per diem does not apply when government lodging or contracted government lodging is used, or 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.

- 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

Values Apply From Date:	05/17/2018
Values Apply Through:	05/17/2018 

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

Per Diem Entitlements cont.

- 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:	93 / 51
Lodging:	\$ 93.00 : view expense details / currency calculator
M & IE:	\$ 38.25 : 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:
<input type="checkbox"/> Field Conditions
<input type="checkbox"/> Adverse Effects/Commercial Quarters
<input type="checkbox"/> Inactive Duty Training (Local Commuting Area)
<input type="checkbox"/> Permissive TDY
<input type="checkbox"/> Hospital Stay
<input type="checkbox"/> Quarters Available
<input type="checkbox"/> Group Travel
<input type="checkbox"/> Essential Unit Messing
<input type="checkbox"/> Aboard U.S. Vessel
<input type="checkbox"/> 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.

- 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	

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
- **Tolls** (official business)
- **Excess baggage**- limited to mission essential items and must be justified (I.E. issued gear, K-9 crates, etc.)
- Tips are NOT reimbursable, they are covered by incidental amount of M&IE

JTR 0204 Table 2-24 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 GTCC/Personal account to ensure traveler will not become delinquent
- The split disbursement between the GTCC/ 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 Payments' sub-tab is active. 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, which is highlighted with a red box.

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: New 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

Government Charge Card

Mandatory GTCC use for all lodging, rental car, and commercial air expenses.

- Travelers may use GTCC for per diem expenses as long as they do not exceed their daily allowance.
- Apply for a GTCC 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 GTCC for travel.
- Cards can be expedited for personnel who are scheduled to travel within five working days.
- If GTCC is not being utilized, ensure the traveler's profile has the card information in it and return the document, instructing the traveler to use the card. It is the responsibility of the individual traveler to input their GTCC number into their DTS profile.

Individually Billed

- When a traveler pays for travel expenses with their GTCC, it is referred to as Individually Billed Account (IBA).
- GTCC must be activated and the card number/expiration date must be up-to-date in the DTS profile.

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
Cancel			
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](#)

Centrally Billed

- When the unit is paying for a member's travel expenses, it is referred to as Centrally Billed Account (CBA).
- CBA is not an authorized payment method unless the member is not a GTCC holder.

Trip Summary



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

Changes have been made to the page. Click 'Save And Continue' to keep them. If you leave this page without saving then your changes will be lost.

Payment Information **Final Trip Itinerary**

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

\$162.40 Total Cost (Including Taxes & Fees) [View Flight Details](#)

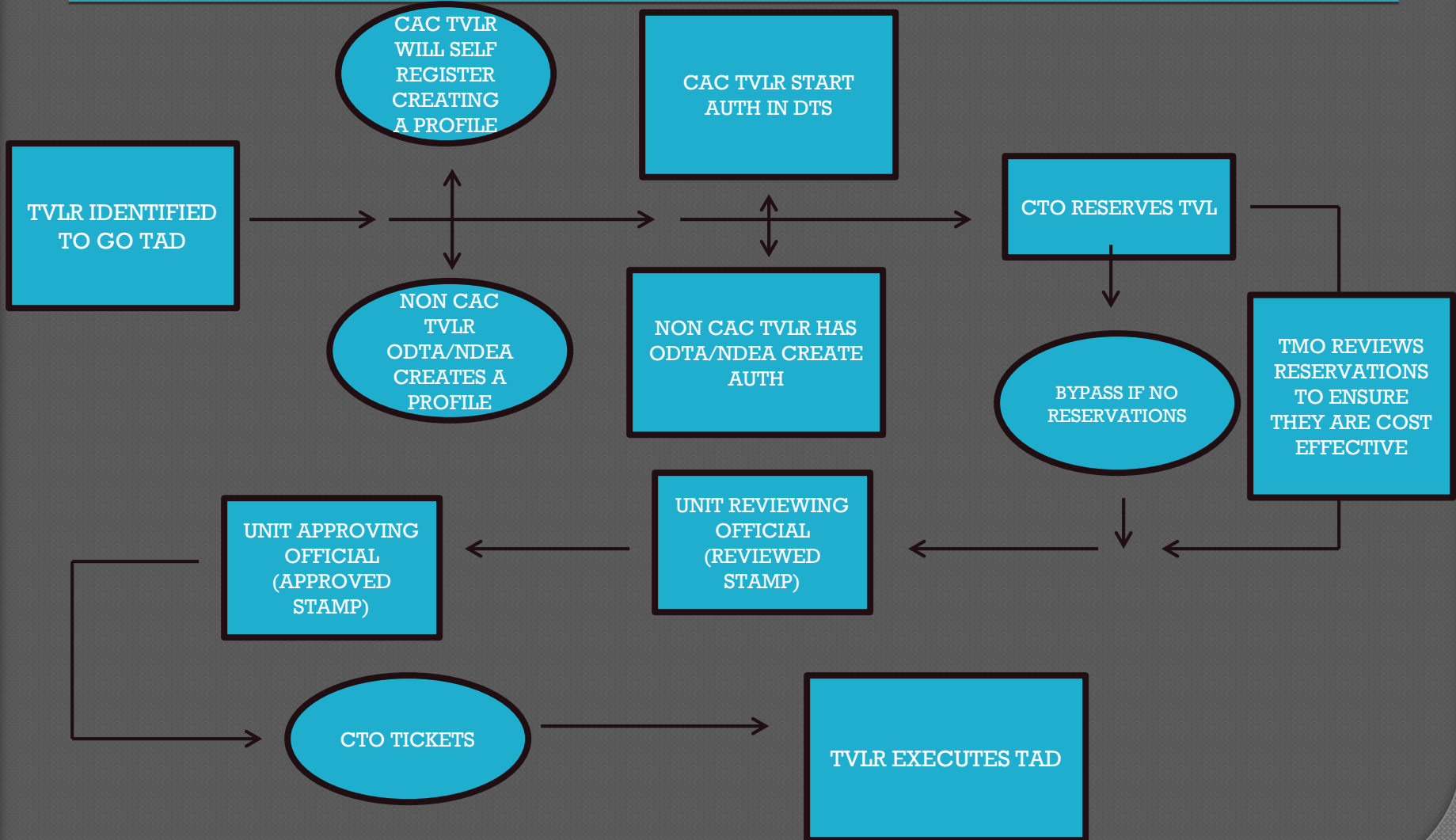
Cancel				
 United Airlines 5675	Depart: 06:15 AM LAX-Los Angeles International Apt Arrive: 07:16 AM SAN-San Diego International Frequent Flyer #: --Please Select--	Special Requests	Thu 08/24/2017	SEAT:
Cancel				
 United Airlines 1578	Depart: 06:15 AM SAN-San Diego International Arrive: 07:25 AM LAX-Los Angeles International Apt Frequent Flyer #: --Please Select--	Special Requests	Thu 08/31/2017	SEAT:

*Type: (Required)	Comm Air (Central Bill)	Method of Reimbursement:	CENTRAL BILL
CBA Label:		CBA Account:	CBA Accounts

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

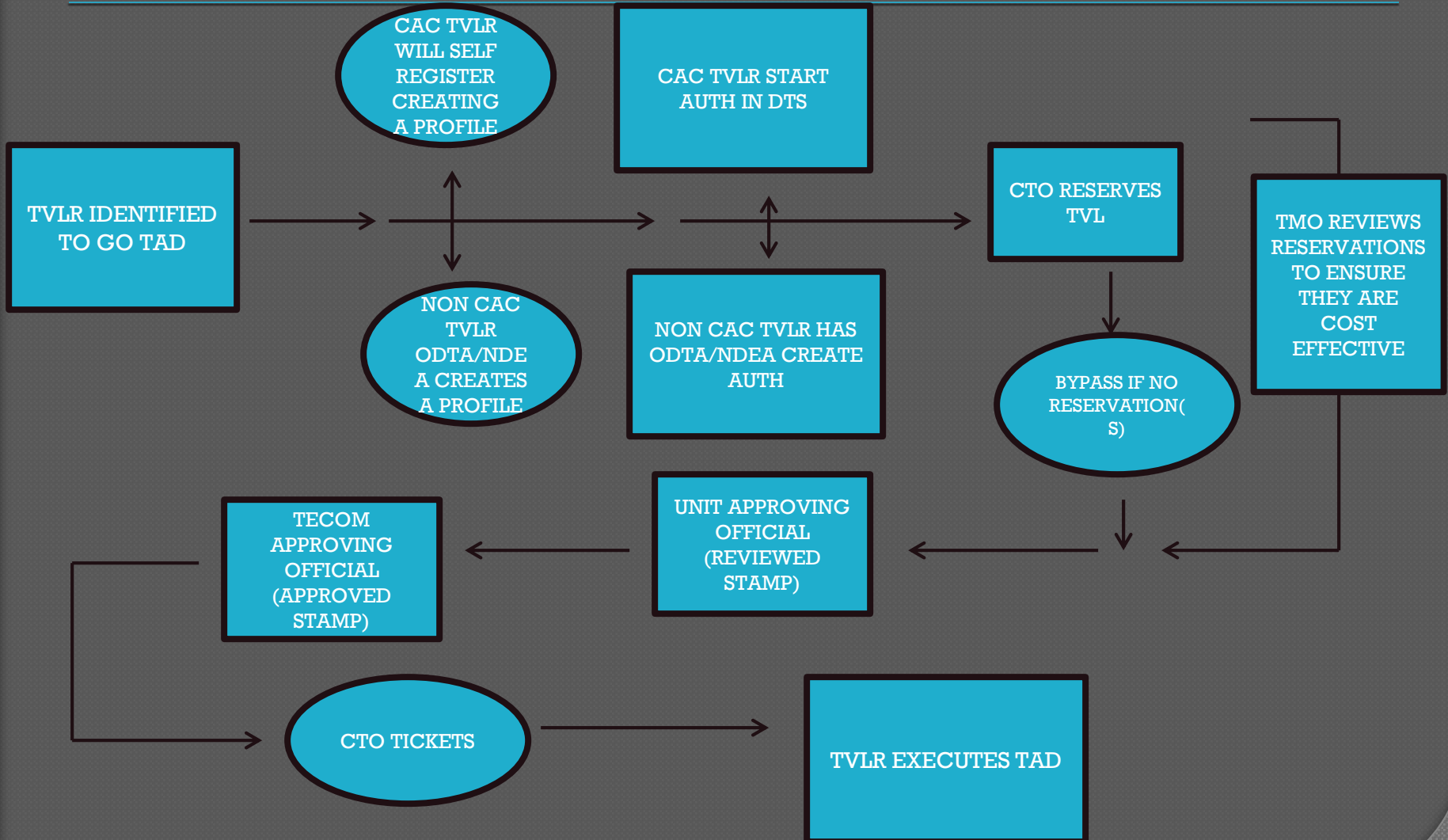
Authorization Process Flow

Unit Funded Trips : CPEN Routing List



Authorization Process Flow

TECOM Funded Trips: WWT Routing List



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 balance is paid off with voucher settlement funds. This **does not** eliminate the requirement for the unit to ensure the GTCC 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 10 working days.

AO Checklist

- **Preview:**
 - Trip Description
 - Endorsement/Funding Letter
- **Airfare:**
 - Dates/Amounts match what is being claimed
- **Rental Car:**
 - Upgrades/extra insurance not reimbursable
 - Compact rate
- **POV:**
 - In/Around Mileage, log sheet required
 - No gas receipts

AO Checklist

- **Lodging:**
 - Itemized and amount matches voucher
 - Shared Room Statement (more than one guest)
 - Taxes claimed in non-mileage (unless outside USA)
 - Statement of Non-Availability
- **Per Diem:**
 - Matches Authorization
 - Flat Rate Per Diem 75% if > 30 Days, 55% if > 180
 - Compare claimed M&IE against TAD Orders
- **Receipts**
 - Anything \$75 or more
 - Valid receipts
 - Match expenses claimed

Route/Sign

Defense Travel System
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Document List **Route/Sign** Adjustments Setup

RETURN TO LIST

Preview Other Auths. Pre-Audit Digital Signature

Amendment Preview Screen Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

2 Substantiating Records 1 Document History

The Route/Sign Tab is used to review a voucher and submit it to Disbursing/TECOM for Approval. Routing Officials must navigate through each of the four Subtabs from left to right in order to apply their stamp.

1. First check the document history to ensure the correct stamps are applied and that any prior discrepancies have been addressed.
2. Next review the substantiating records to ensure expenses claimed match their appropriate receipts and that all supporting docs are attached.

Route/Sign cont.

RETURNED	10/20/2017	1718	MARILEE AMAYA	Please make sure method of reimbursement for lodging is member's personal account or GOVCC. If lodging was government funding please provide justification.
ADJUSTED	10/23/2017	0823	CAVIN A VAUGHAN	
ADJUSTED	10/23/2017	1605	Emily E Prusaczyk	
T-ENTERED	10/23/2017	1614	Emily E Prusaczyk	I MEF LDTA T-ENTERING ON BEHALF OF MEMBER TO SPLIT DISBURSE CORRECTLY AND CHANGE LODGING FROM GOVERNMENT FUNDED. NO MONETARY VALUES CHANGED.
REVIEWED	10/26/2017	1258	TYLER M MORRIS	
CERTIFIED	10/27/2017	0922	FABIAN C DEALVA	
AUDIT PASS	10/27/2017	0922	FABIAN C DEALVA	
CERTIFIED	10/27/2017	1040	ROWEEMARI E ESTANDIAN	
AUDIT PASS	10/27/2017	1040	ROWEEMARI E ESTANDIAN	

T-Entering

If a traveler does not have reasonable access to a CAC-enabled computer, the NDEA or ODTA can apply the “T-Entered” stamp in place of the traveler’s “Signed” stamp

- If Voucher is “T-Entered” , the member must provide a manually prepared and signed (written signature) paper voucher (DD 1351-2 OR SF 1164). This will be uploaded in the substantiating records.

Substantiating Records

[Return to Doc List](#)

[Itinerary](#)

[Reservations](#)

[Expenses](#)

[Accounting](#)

[Additional Options](#)






[Review/Sign](#)

Expenses

[My Expenses](#)

[Per Diem Entitlements](#)

Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
Other	CNA	03/23/18		
Memo For Record	Confirmation TAD ord	04/18/18		
Other	email traffic	03/09/18		
Other	HOTEL CNA	03/23/18		
Other	Lodging with shared ro	03/22/18		

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
- OCONUS Receipts
 - If entire receipt in foreign language-Provide Statement in Lieu
 - If in English, but foreign currency-Provide CitiBank Statement



K-BAY LODGE & COTTAGES
 THE LODGE AT KANEHOE BAY - BOX 63073
 KANEHOE BAY, HI 96863
 Tele - 808-254-2806 Fax - 808-356-4506

JAMES MATTIS

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		-\$149.00
08/01/2015	609	ROOM CHARGES		\$149.00
08/02/2015	609	ROOM CHARGES		\$149.00
08/03/2015	609	ROOM CHARGES		\$149.00
08/04/2015	609	DVD LATE FEE		\$2.00
08/04/2015	609	DVD LATE FEE		\$2.00
08/04/2015	609	ROOM CHARGES		\$149.00
08/05/2015	609	DVD LATE FEE		\$2.00
08/05/2015	609	ROOM CHARGES		\$149.00
08/06/2015	609	DVD LATE FEE		\$2.00
08/06/2015	609	ROOM CHARGES		\$149.00
08/07/2015	609	ROOM CHARGES		\$149.00
08/08/2015	609	VISA PAYMENT		\$149.00
08/08/2015	609	VISA PAYMENT		-\$1,192.00
08/08/2015	609	VISA PAYMENT		-\$8.00
08/08/2015	609	ROOM CHARGES		\$149.00

ITEMIZED

TOTAL DUE: \$0.00

RECEIPT

Rental Agreement Number: _____
 Vehicle Number: _____

YOUR INFORMATION

PULLER, CHESTY
 BUDGET DISC: GOVT DTS (D)
 PAYMENT METHOD: VISA XX7536

YOUR RENTAL

Picked up: HNL
 Date/Time: JUL 23, 2017@02:44PM
 Returned: HNL
 Date/Time: AUG 05, 2017@05:19AM
 Veh Group: Compact
 Veh Charged: Compact
 Vehicle: NISSAN VERSA
 Odometer Out: 15540
 Odometer In: 16064
 Fuel Reading: Full

YOUR VEHICLE CHARGES

2 Wk@ 311.37 622.74

YOUR TIRE AND RIFLEGE. 622.74

YOUR TAXABLE FEES

**11.11% FEE 100.73
 PAE/ESP/SLI CHG 218.92
 VLF FEE 8.84
 CFC 58.50
 GAR 65.00

YOUR SUBTOTAL

TAXABLE SUBTOT 1074.73
 TAX 4.712% 50.64

YOUR NON TAXABLE ITEMS

SSU 39.00

TOTAL CHARGES 1164.37

NET CHARGES USD 1164.37

YOUR TOTAL DUE: 0.00

PAID ON VISA XX7536
 **CONCESSION RECOVERY FEE
 **VEH LICENSE FEES .68/DY

THANK YOU FOR RENTING WITH BUDGET

For inquiries or e-receipt visit
 WWW.BUDGET.COM



Your Itinerary

Trip on Jul 16, 2017

Locator: IOA1ZC

Date: Jun 20, 2017

Traveler: **MIKEY PEREZ**
 THIS IS AN ITINERARY ONLY
 AND NOT A VALID TICKET OR RECEIPT

Customer Number: 5294450

Agent: CJ

NO FARE IS GUARANTEED UNTIL TICKETED*

SERVICE FEES ARE NON REFUNDABLE**

----- IMPORTANT CHANGE -----

IF TICKET NUMBER IS NOT REFLECTED ON THIS ITINERARY,
 THIS AIR RESERVATION WILL AUTOMATICALLY BE CANCELLED
 AT 72 HOURS PRIOR TO TRAVEL DATE IF APPROVAL OR
 ORDERS ARE NOT RECEIVED FOR TICKETING DUE TO AIRLINE
 FARE RULES. THE TRAVELER IS RESPONSIBLE FOR
 CANCELLING ALL ASSOCIATED HOTEL AND CAR RESERVATIONS
 TO AVOID ANY NO-SHOW PENALTIES.
 AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY
 ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT.
 THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER.

Sunday, July 16, 2017

Confirmation: 65122869

**Hotel CROWNE PLAZA MISSION VALLEY**

LOCATION
 2270 HOTEL CIRCLE NORTH
 SAN DIEGO, CA US 92108

CONTACT
 Tel 1-619-297-1101
 Fax 1-619-297-6049

Reserved For	MIKEY PEREZ
Status	Confirmed
Check-In	Jul 16, 2017
Check-Out	Jul 21, 2017
Number of Rooms	1
Rate	USD 259.00/night
Cancellation Policy	Cancel by 6PM
Notes	149.00 EFF 16JUL - 19JUL 219.00 EFF 19JUL - 20JUL 259.00 EFF 20JUL - 21JUL APPROX. TOTAL PRICE 1043.60 USD APPROX. TOTAL PER NIGHT 208.72 SAN DIEGO INTL AIRPORT

Directions

Form of Payment: VIXXXXXXXXXXX0400

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

RENTAL AGREEMENT REF#

SUMMARY OF CHARGES

RENTER

JOHN BASILONE

DATE & TIME OUT

03/28/2017 11:35 AM

DATE & TIME IN

05/02/2017 11:51 AM

BILLING CYCLE

24-HOUR

CAR CLASS CHARGED

SFAR

VEH #1 2016 FORD EXPL SPNR

VIN# 1FMR5K8G14G5C25601

LIC# GHWF77

MILES DRIVEN 2766

CAR CLASS: SFAR

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	03/28 - 04/27	1	MONTH	\$992.00	\$992.00
TIME & DISTANCE	04/27 - 05/02	5	DAY	\$41.00	\$205.00
GARS FEE	03/28 - 05/02	35	DAY	\$5.00	\$175.00
REFUELING CHARGE	03/28 - 05/02				\$0.00

Subtotal: \$1,372.00

Taxes & Surcharges

SALES TAX	03/28 - 05/02			7.75%	\$106.33
VEHICLE LICENSE RECOVERY FEE	03/28 - 05/02	35	DAY	\$1.42	\$49.70

Total Charges: \$1,528.03

Total Estimated Amount Due

\$1,528.03

PAYMENT INFORMATION

AMOUNT PAID \$1,528.03
TYPE Visa

CREDIT CARD NUMBER
XXXXXXXXXXXX3390 PENDING

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
DAN DALY

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

Verify GTCC Payment

- Verify the GTCC balance in CitiBank and ensure the voucher's split disbursement accurately reflects it will be paid in full. MARADMIN 216/13
 - If the voucher is paying less than the balance owed on the traveler's GTCC, all funds must be routed towards balance due to CitiBank.
- To check the split disbursement of final settlement go to the "Additional Options" tab and select the "Payment Totals" sub tab

Adding Amount To the GTCC

- Use the following steps to increase the split disbursement payment to the GTCC to decrease the split disbursement to the personal account prior to the final settlement
 - Enter the monetary amount in the “Add GTCC 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


Subtracting Amount From GTCC

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 GTCC 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 GTCC (By Traveler) field.
 - Click the “calculate” hyperlink
 - The specified amount will be incremented to the **Personal Net Distribution** field

Route/Sign cont.

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

Document List **Route/Sign** Adjustments Setup

RETURN TO LIST Preview **Other Auths.** Pre-Audit Digital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[View Unselected Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	
1	MANUALLY ENTERED EXPENSE(S)	MANUALLY ENTERED EXPENSE(S). Reimbursement claimed for manually entered expense(s): Cebu Pacific AirlineTicket, Cebu Pacific AirlineTicket, Cebu Pacific AirlineTicket, Cebu Pacific AirlineTicket. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).	
2	OTHER (See remarks below)	OTHER (See remarks below) Alternate methods (SVTC or other web-based communication) are not sufficient to accomplish the travel objectives. Travelers authorized rental vehicles will not be reimbursed for additional rental insurance. Any additional rental insurance charges will be at the travelers expense. GPS is not authorized for reimbursement. Mbrs are directed to fill gas up before returning rental vehicle and not us the Pre-pay option for fuel. Government lodging is directed. When adequate government quarters are available and the member uses other lodging as a personal choice, lodging reimbursement is limited to the Government quarters cost. Uniformed members are required to check government quarters availability at the TDY location. If traveler claims parking at the airport must also claim mileage to/from airport not to exceed the cost of round trip cab fare. Traveler will NOT be reimbursed more than the cost of round trip cab fare. Airline receipts are REQUIRED regardless if the flight was centrally billed or individually billed. E-Invoice receipts are acceptable. Boarding passes are UNACCEPTABLE. In the event of delays, early return, or airline over bookings, travelers should be prepared to rebook their flights.	

Other Auths.

- Typically system generated messages.
- Allows travelers a space to address abnormal circumstances surrounding Voucher.

Route/Sign cont.

Defense Travel System
A New Era of Government Travel

Document List **Route/Sign** Adjustments Setup

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

[RETURN TO LIST](#)

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](#)

6 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	❖ ADD GOVCC-INDIVIDUAL AMOUNT	❖ Add GOVCC-Individual Amount	*
2.	❖ 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.	SNM USED PERSONAL POV.
3.	❖ LODGING NOT USED	❖ MARCH ARB,CA: No lodging reservations exist from 01/16/2017 to 07/14/2017.	Reason Codes (L5) - Military Lodging staying at the March Inn

Pre-Audit Flags

- Generally generated based on information inputted by the traveler.
- These messages require a justification for level 30 AOs in order to process the travel documents.
- Common Pre-Audit Flags:
 - Actuals Not Authorized
 - GTCC Split Disbursement
 - CTW Needed
 - Trip Dates & Locations Mismatch

Route/Sign cont.

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Document List **Route/Sign** Adjustments Setup

RETURN TO LIST Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: AUTHORIZED ▾

Routing List: CPEN ▾

Additional Remarks:

[View Reasons for Audit Failures](#)

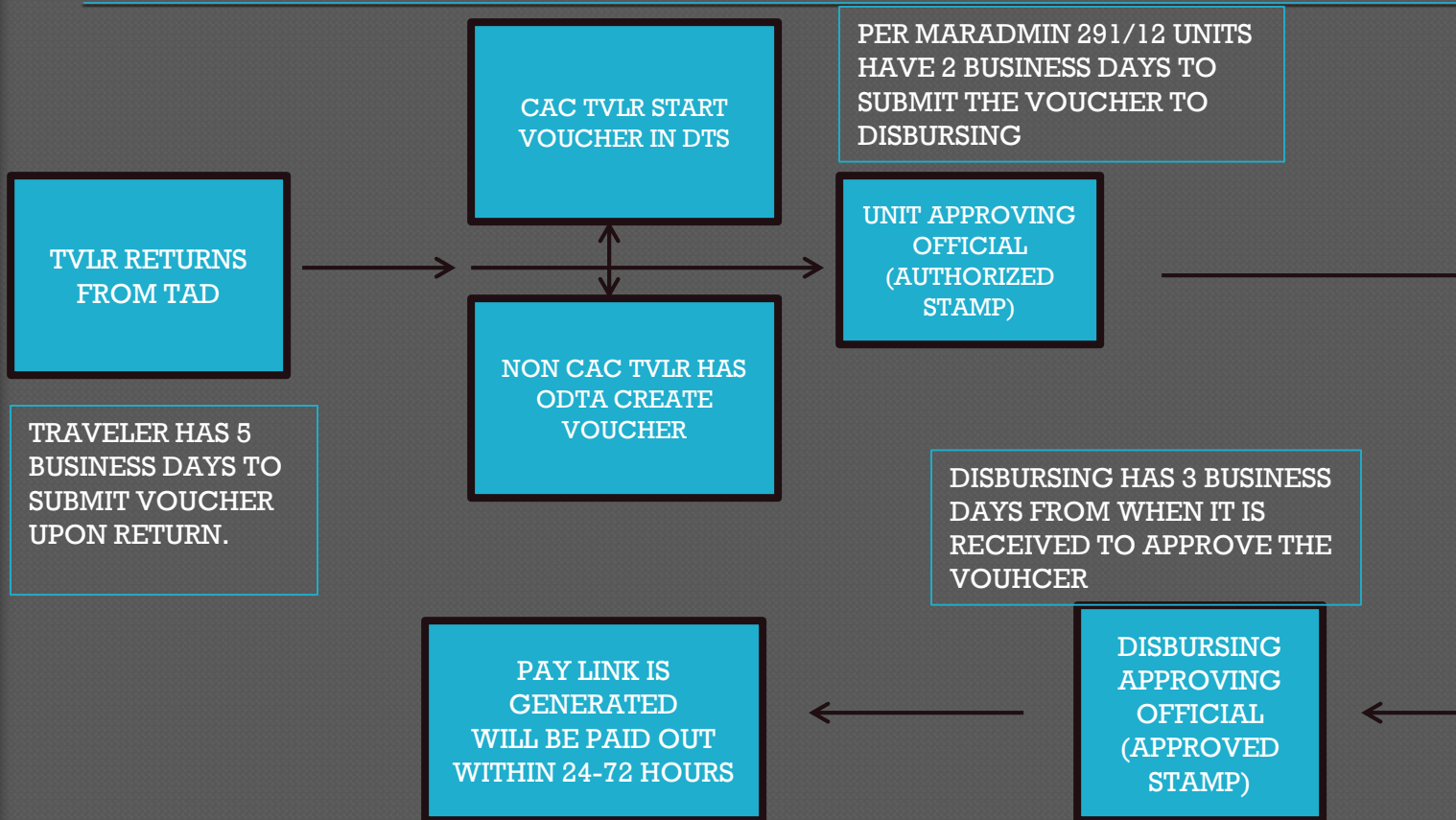
Proceed to the following page: Preview ▾

Digital Signature

- This screen allows unit routing officials to select the appropriate stamp and write a comment (when needed).
- Once the routing official applies their stamp, the document is automatically forwarded to the next level in the routing list.

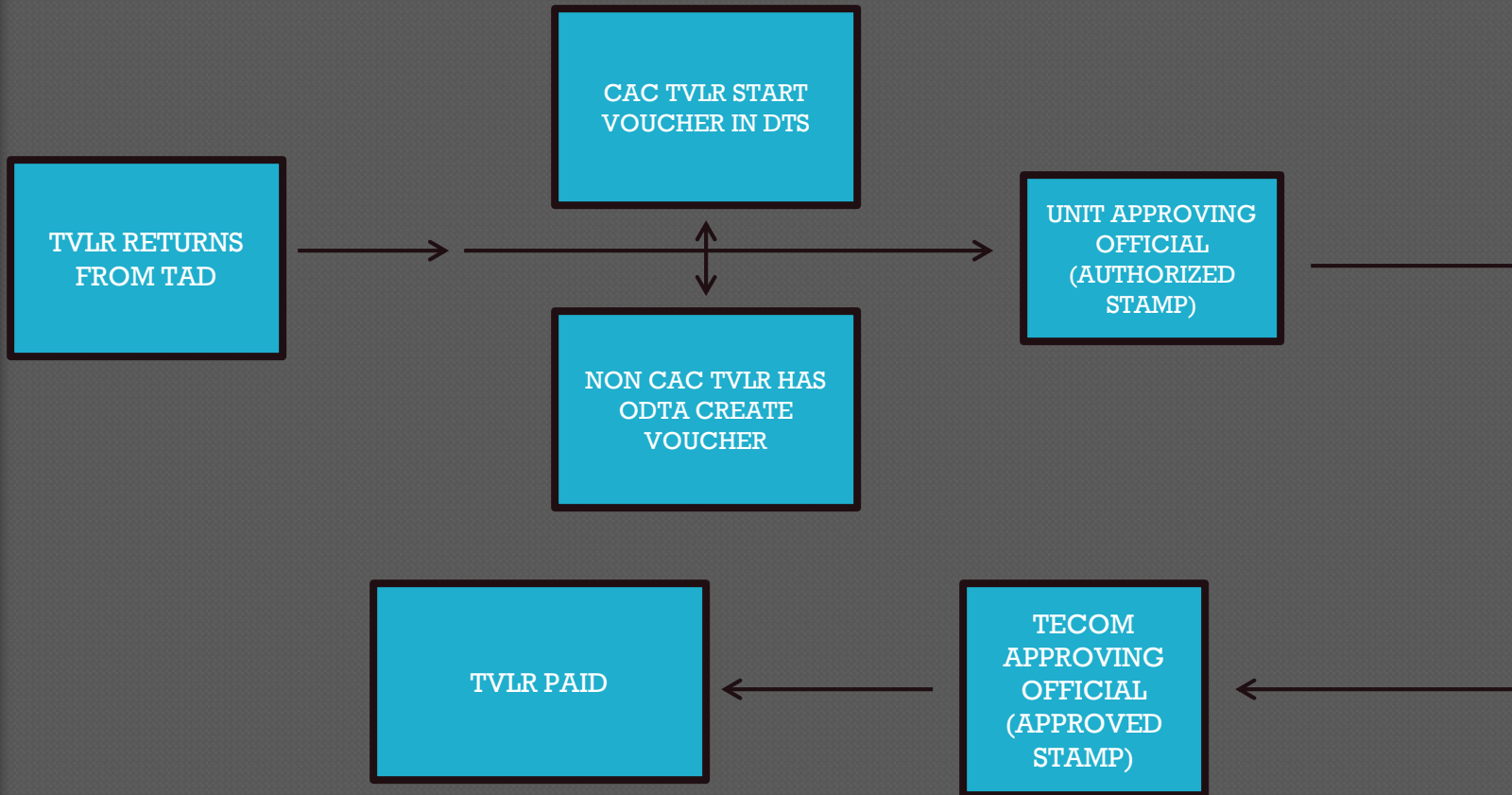
Voucher Process Flow

Unit Funded Trips : CPEN Routing List



Voucher Process Flow

TECOM Funded Trips : WWT Routing List



One Day TAD

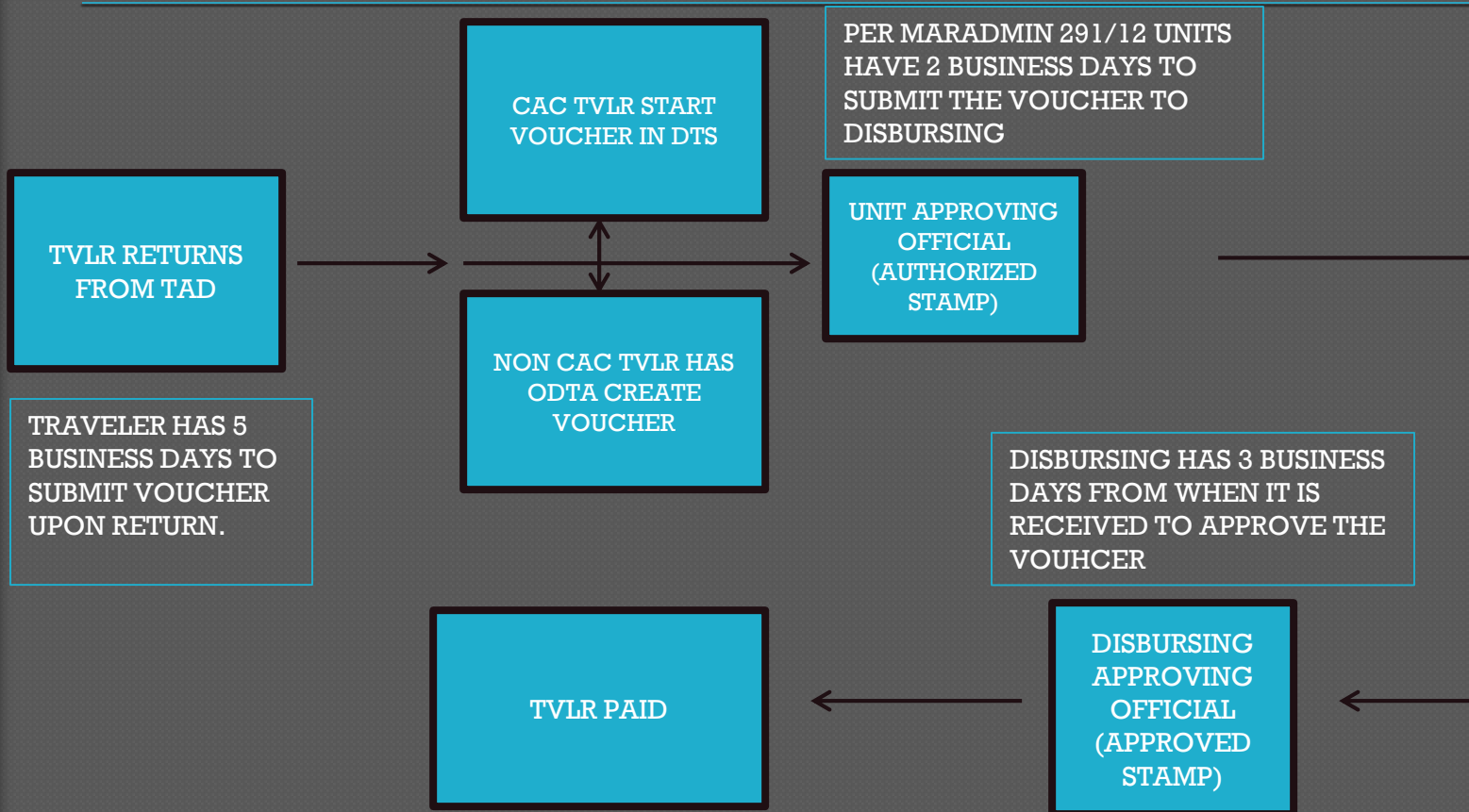
- For 1 day of TAD outside limits of PDS:
 - Over 12 hours: Traveler can be authorized M&IE (at a rate of 75% of the full per diem) for the TAD location and any transportation expense
 - Under 12 hours: Traveler are reimbursed any authorized transportation expense and will most likely receive no M&IE

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 0730-1630 PST

Organization Mail Box (OMB):

i_mef_dts_help_desk@usmc.mil

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(760) 763-7152

DSN: 365-XXXX

