

Defense Travel System

Routing List Official's Training

Mission and Agenda

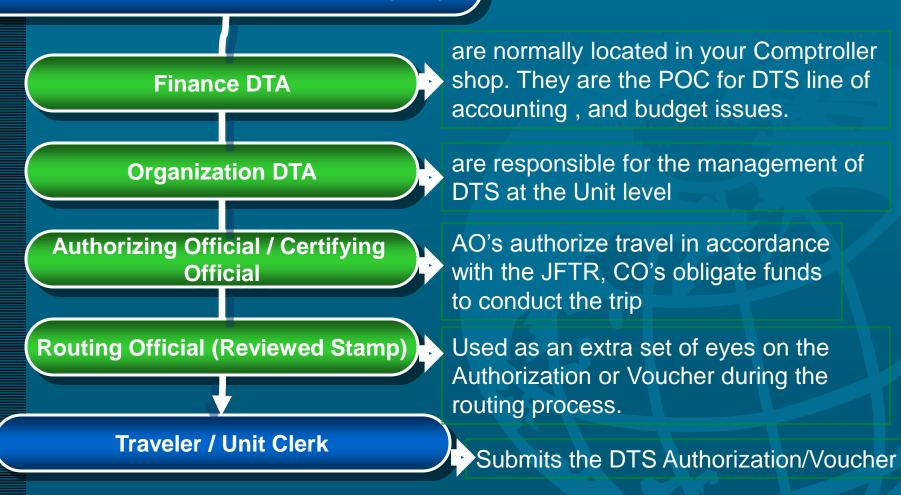


To provide initial training and an introduction to DTS and basic travel policies to users and unit leaders to facilitate TAD travel through DTS

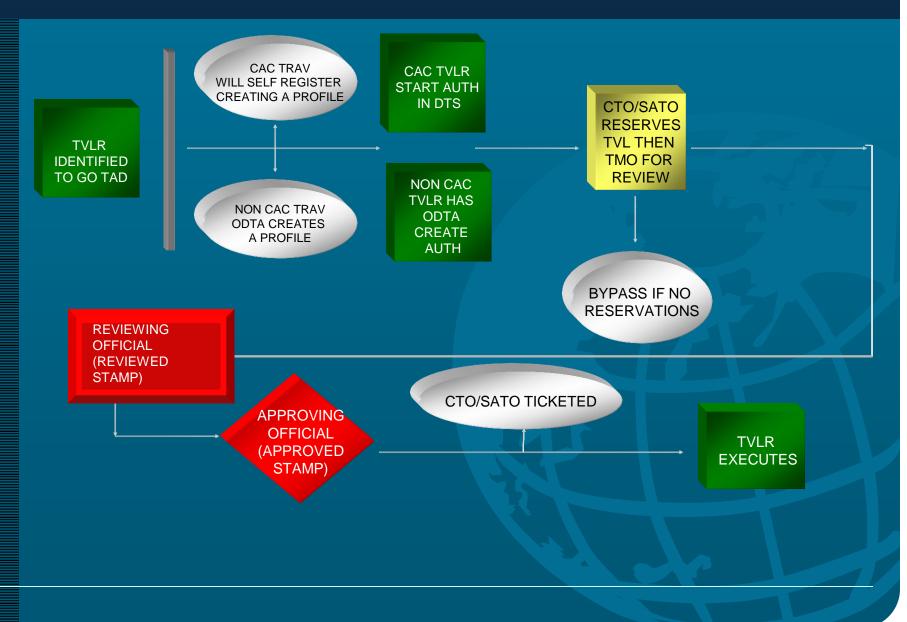
- Authorizations and Vouchers -Process Flow
- Government Travel Charge Card (GTCC)
- Transportation (Commercial Air/Rental Vehicle)
- Authorization
 -Per Diem & Reimbursable Expenses
- Vouchers
 - Completion upon finish of TAD
- Receipts
- Resources/Contact Information

DTS Billets

Lead Defense Travel Administrator (DTA)



Authorization Process Flow

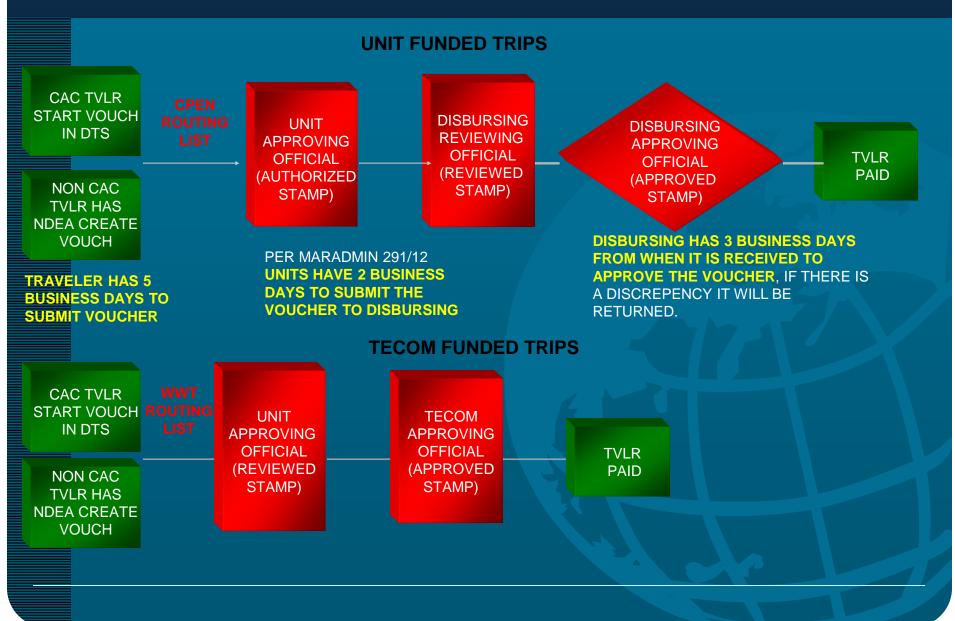


Centralized Voucher Process

- Camp Pendleton Disbursing office approves all vouchers and local vouchers that are unit funded under I MEF.
- Local vouchers/vouchers must be sent up the CPEN routing list.

 Authorized/reviewed by unit AO and then routed to disbursing for approval.

Voucher Process Flow



CPEN Routing List

| | Pending Routing Actions | | | | | Update Remove | Voucher | REVIEWED | Willbur D Hubbard | 27 | |
|---|---------------------------|---------------------|-------|------------|-----|---------------|---------|----------|----------------------|----|--|
| | Awaiting Status Change To | UNIT AO'S | Level | | | Update Remove | Voucher | REVIEWED | LINDSEY E FARRELL | 27 | |
| | | | | | | Update Remove | Voucher | REVIEWED | DEMARIUS C BROWN | 27 | |
| | REVIEWED V | KEVIN GASCON | 25 | | | Update Remove | Voucher | REVIEWED | MADISA L ONNI | 27 | |
| | REVIEWED | KATHRYN M PARRNELLI | 25 | | | Update Remove | Voucher | REVIEWED | JOEL B MENDIOLA | 27 | |
| | REVIEWED | TERESA ARROYOARROYO | 25 | | | Update Remove | Voucher | REVIEWED | KENINA M BONNER | 27 | |
| | REVIEWED | MARY S TIPPER | 27 | Disbursing | | Update Remove | Voucher | REVIEWED | KENNETH M RASYS | 27 | |
| | | | | RO's | | Update Remove | Voucher | REVIEWED | RICHARD R AGUILA | 27 | |
| | REVIEWED | MAURO A REYES | 27 | | | Update Remove | Voucher | REVIEWED | DEVIN A BOYD | 27 | |
| | REVIEWED | Madisa L Onni | 27 | | | Update Remove | Voucher | REVIEWED | MA K TITOPACE | 27 | |
| | REVIEWED | JONAS W PAYTON | 27 | l I | | Undate Remove | Voucher | APPROVED | ΒΥΔΝΙΜ CΔΡΟΝΙ | 30 | |
| | | | | | | Update Remove | Voucher | APPROVED | PRESTON G NICHOLAS | 30 | |
| | | | | | | Update Remove | Voucher | APPROVED | BECKON B DIGAETANO | 30 | |
| | APPROVED | RYAN M CARON | 30 | | | Update Remove | Voucher | APPROVED | IOANA CANTAVE | 30 | |
| | APPROVED | BRIAN R HIATT | 30 | | | pdate Remove | Voucher | APPROVED | Edgar A Garcia | 30 | |
| | APPROVED | IOANA CANTAVE | 30 | | 1 | Update Remove | Voucher | APPROVED | Kevin R Simon | 30 | |
| | APPROVED | Kevin R Simon | <0 | Disbursing | | Update Remove | Voucher | APPROVED | MARY T LACEY | 30 | |
| | APPROVED | Edgar A Garcia | 30 | AO's | | Update Remove | Voucher | APPROVED | Alexander Gonzalez | 30 | |
| | APPROVED | DAVID R PRINDLE | 30 | | -1 | Update Remove | Voucher | APPROVED | RICHARD BLANKENSHIP | 30 | |
| | APPROVED | GERALD P GARRITY | 30 | | _ L | | | | | | |
| | APPROVED | Alexander Gonzalez | 30 | | | | | | | | |
| | APPROVED | JEREMY C PROVENZANO | 30 | | | | | | | | |
| | APPROVED | RICHARD BLANKENSHIP | 30 | | | | | | | | |
| - | | | | | | | | | | | |

Appointment Requirements

Required Documents

DD 577 Appointment
 Must be appointed in writing as an Accountable Official

Certifying Officers Legislation (COL)
 Found on the TRAX website under "training" tab

Programs and Policies: Travel Policies
Found on the TRAX website under "training" tab

DTS Training Certificate

Online training certificate does not meet this requirement
Must attend formal training class (Satellite units as well)

Roles and Responsibilities

Reviewing Officials

Responsibilities

Reviewing Official (Reviewed Stamp)

- Reviews the document for accuracy or local policy
- Recommend that RO's work in Admin or S-1 section

•Ensures supporting documents are uploaded

Certifying Officials

(Responsibilities)

Certifying Officials (Certified Stamp)

 Verifies legitimacy and accuracy of expenses claimed on vouchers or local vouchers

•Ensure validity of supporting documents and receipts

Verifies accuracy of expense and entitlement computations

 Ensures legality of a proposed payment under the appropriation or fund involved

Approving Officials

Responsibilities

Has Authority to ensure TAD mission is complete via:

The Authorization:

- Directs/Authorizes Travel
- Determines Funds Availability & Obligates Funds
- > Approves Trip Arrangements/Travel Expenses
- > Approves all Exceptions to Normal Travel Policies
- >Applies the "APPROVED" stamp

The Voucher:

- Liquidates funds originally obligated
- > Verifies for all expenses and receipts
- > Ensures all payments are proper and IAW the JFTR
- Approves all Exceptions to Normal Travel Policies not annotated on Authorization
- > Cannot approve their own claims for payment
- > Applies the "AUTHORIZED" stamp

DoD Accountable Officials and Certifying Officers

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 <u>negligent performance of their responsibilities</u>.

Government Travel Charge Card

Government Travel Charge Card

- GTCC must be used for all lodging, rental car and commercial air expenses.
- Apply for a GTCC by contacting your Agency Program Coordinator (APC). Will generally need to start applying 30 days prior to TAD to receive and be able to use the GTCC for travel.
- Must have GTCC activated prior to CTO ticketing.
- MARADMIN 216/13 mandates that the GTCC be paid in full at the time the voucher is approved. As a traveler, verify your GTCC balance and ensure the voucher accurately reflects it will be paid in full. Vouchers sent through Camp Pendleton Disbursing will be automatically adjusted if the GTCC is not paid in full. TECOM vouchers will not be automatically adjusted.



Subtracting Payments From GOVCC

In the **Payment Totals** tab in DTS you will find the screen shot below

| Entitlement Summar | у | | |
|------------------------------------------|----------------------------------------|----------------------|-------------|
| | 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 | \$0.00 | |
| Add'I GOVCC Amt: | \$0.00 | \$0.00 | |
| Less Prev Pmts to GOVCC(By Traveler): | \$80.00 | \$0.00 | > Calculate |
| Prev Pmt Adjustment: | 5: | \$-80.00 | |
| Final Distribution(Ne | t to traveler) | | |
| Net Distribution: | \$480.00 | \$102.00 | \$582.00 |

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

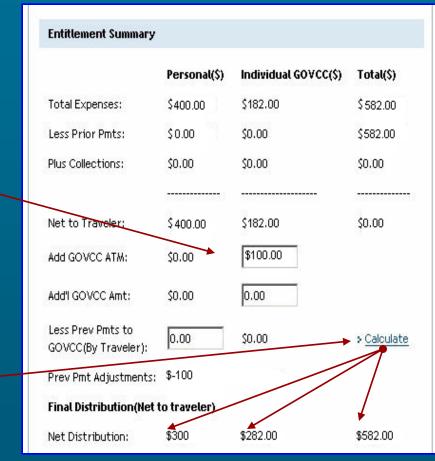
- Enter an amount into the <u>Less Prev Pmts to GOVCC</u>
 (By Traveler) field.
- In this field, the traveler can enter a dollar amount that will take money that was originally going to the GOVCC account and instead send it to the traveler's account.
 - Click Calculate. The specified amount will be incremented to the **Personal Net Distribution** field.

Adding Amounts To The GOVCC

GOVCC ATM Advance

Use the following steps to add a GOVCC ATM Advance:

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



Authorization (Entitlements and Expenses)

Authorizations

- Authorizations must include the following statement "Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means."
- Authorizing official must consider
 - A TAD assignment may be authorized/approved only when necessary for official Gov't business.
 - Duration is no longer than required to complete the official TDY assignment
 - Number of persons assigned is held to the minimum
 - Before approval, the AO must ensure all entitlements are limited to ensure the traveler will not be overpaid

Once it has been established that a TAD will take place, the traveler will create an Authorization. The AO must ensure that the correct meals and lodging rates are utilized for this trip, and that all foreseeable expenses are entered in the Authorization to ensure the proper allocation is done in the accounting system, and to avoid overpaying advances/partial payments.

Commercial Air

It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel! •DTS allows travelers to book Flights and Rental Cars.

- Contract GSA "<u>City Pairs</u>" should be first choice.
- May authorize a Non-GSA "City Pair" flight when appropriate and IAW established command business rules:

GSA Contract

Airfare

- > Leave in Conjunction (No GTCC for Payment) will be limited to the GTR.
- No Contracted flights

GSA Contractw/

Limited Availability

- Flights must be charged to the GOVCC vice Centrally Billed Account (CBA) (If you are mandated to use a GOVCC)
- Authorizing/Approving Officials must ensure travelers select the most cost effective flight to accomplish the mission. (Maradmin 617/06)
- DTS will automatically default to "GSA Contract Airfare" if there are any available. If not, it will default to the next available tab. (moving left to right)

Other Gov't

Airfare

Other Airfare

AltGSA

Commercial Air Cont...

- Unused/Partially Used Tickets must be returned for refund to TMO
- Coach-class will be used for all official travel
- Attach your itinerary and receipt from virtuallythere.com

NOTE: Tickets purchases outside of CTO will be limited to the GTR cost.

Rental Vehicle

• Reimburse all legitimate costs associated with the rental vehicle

- Fuel and oil
- Transportation to and from rental facility
- Tolls and parking fees
- > Taxes
- Government administrative rate supplement (GARS)
- Upgrades reimbursable per command's guidance
 Can authorize the size/quantity necessary to meet missions requirements
- Extra insurance not reimbursed for in CONUS TDY
 - > Should authorize in foreign countries
- TECOM will NOT fund rental vehicles

Personal Vehicle

To Airport Terminal:

• **POV** must be authorized by the AO as the mode of travel

• If spouse is authorized to transport traveler, spouse rates mileage for 2 round trips

Miles claimed must be within a reasonable amount

Per Diem Entitlements

Lodging

• AO will determine whether Government Quarters or Commercial Lodging will be used.

• If Government quarters are directed but not available, traveler needs a certificate of non-availability (CNA)

• When TDY 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

• Can authorize up to 300% of published per diem rate if Lodging could Not be obtained under the ceiling rate

- Lodging more than 30 days (Search for Weekly or Monthly Rates)
- <u>Do not</u> reimburse if staying with relatives/friends

Taxes paid separately from Lodging in CONUS (non-mileage expense)

Per Diem Entitlements

Meals

- There are 3 M&IE Rates; Government Messing Rate (GMR) Proportional Messing Rate (PMR) and Commercial Messing Rate (CMR)
- GMR reimbursed when Government Messing facility is available and utilized
- PMR reimbursed when the traveler has 1 or 2 meals provided. For instance; traveler on TAD cannot make it to the Mess Hall for Lunch because of work schedule.
- 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 government messing is <u>NOT</u> available.
- Must be occupying Government Quarters at the TDY installation to prescribe the GMR or PMR

M&IE cont..

- Must prescribe GMR/PMR up front Authorization
- Meal rates cannot be decreased after being approved except to show original intent, upon receipt of an endorsement stating a lower rate was provided while on TAD, or failure to provide required substantiating records.
- No Per Diem while aboard a government vessel
- No Per Diem while on PTAD
- No Per Diem while on Leave
- Travelers will most likely not receive Per Diem while on Field Duty. This limitation of Per Diem begins at 0001 the day after commencing Field Duty and ends at 2400 the day before it ends.
 - Circumstances under which the traveler may rate Per Diem while on any of the statuses afore mentioned can be found in JFTR U4510

Reimbursable Expenses

Miscellaneous Expense Types

- Transportation in and around TDY site.
- Transportation to and from the airport
- GOVCC ATM Advance fee (determined by applicable rate for card)
- Baggage tips
- Laundry/Dry Cleaning, must be TDY in CONUS for at least 7 consecutive days. Maximum allowed reimbursement equal to \$2.00/day. Civilians must be TDY in CONUS for 4 consecutive days.
- Parking fees. Limited to cost of two round trip taxis.
- Tolls. Ensure amounts are within reason and obtain receipts when possible.
- Excess baggage must be addressed in the authorization. Contact TMO with questions regarding limitations

JFTR, Appendix G for Miscellaneous expense

Travel



For 1 day TDY outside limits of PDS, the AO will:

- Over 12 Hours may authorize M&IE rate of 75% for the TDY location (highest rate if more than one) over 12 Hours
- <u>Under 12</u> Hours most likely no Per Diem. If AO determines it is payable actual reimbursement not to exceed PMR may be given.

Vouchers

Travel

Local Voucher

- Utilized to reimburse travelers for mileage.
- Reimbursement will be actual miles driven subtracted by usual commute.
- Utilize DTS Mileage Lookup tool or the Defense Table of Official Distances (DTOD) to determine mileage that will be paid.

TDY Completion

After The TDY Travel

Reviewing Official Ensures:

- All receipts/supporting documentation is uploaded in substantiating records.
- Flights billed to correct Billing Account

Verify correct Per Diem Entitlements

- GOVCC reimbursements and Personal reimbursements correctly separated
- All expenses are claimed only once
- Verify that all exceptions to policy have been documented

Return Voucher for additional information or Approve it!



VALID RECEIPTS. TO BE CONSIDERED A VALID RECEIPT, THE DOCUMENT MUST CONTAIN THE FOLLOWING:

- THE NAME OF THE COMPANY PROVIDING SERVICE (E.G. THE NAME OF THE HOTEL, AIRLINE, RENTAL CAR AGENCY)
- DATES SPECIFIC SERVICES WERE RENDERED OR ARTICLES PURCHASES, AND THE UNIT PRICE. Lodging Receipts
 - FOR LODGING STATEMENTS/RECEIPTS, THE NAME AND ADDRESS OF THE LODGING FACILITY, THE DATES THE LODGING WAS OBTAINED/USED, WHETHER OR NOT OTHERS SHARED THE ROOM, AND THE COST OF A SINGLE ROOM.
- INFORMATION STATING THAT THE AMOUNT DUE WAS PAID BY THE TRAVELER. IF THE DOCUMENT SHOWS AN AMOUNT DUE, WITH NOTHING TO INDICATE THE TRAVELER PAID THE AMOUNT THEN IT IS ASSUMED THAT THE TRAVELER HAS NOT PAID. THERE MUST BE POSITIVE INDICATION OF PAYMENT FOR THE DOCUMENT TO BE A RECEIPT, IF NOT IT IS CONSIDERED A BILL. IF THE TRAVELER UTILIZES AN EXPRESS CHECKOUT OPTION THAT SHOWS ONLY THE AMOUNT DUE, THE TRAVELER WILL NEED TO PROCURE A PAID IN FULL RECEIPT FROM THE HOTEL OR RENTAL CAR COMPANY.

Receipts Cont'd

- Review <u>required</u> receipts (Substantiating Records)
 - Lodging (Itemized, zero balance)
 - > Rental Car
 - > All expenses \$75.00 or greater
 - > Airfare Itinerary
 - Recommend MBRs submit receipts for all expenses



| Name Here | Folio No. : 43908 | Room No. : 209 |
|-----------|-------------------|----------------------|
| | A/R Number : | Arrival : 06-25-13 |
| | Group Code : | Departure : 06-26-13 |
| | Company : | Conf. No. : 751521 |
| | Invoice No. : | Rate Code : BEST |
| | Cashier No. : 14 | Page No. 1 of 1 |

| Date | | Description | | Charges | Credits |
|----------|---------------------|-----------------|---------|---------|---------|
| 06-25-13 | Best Rate Available | | | 59.95 | |
| 06-25-13 | City Tax - Room | | | 5.40 | |
| 06-26-13 | Visa | XXXXXXXXXXX2898 | | | 65.35 |
| | | | Total | 65.35 | 65.35 |
| | | | Balance | 0.00 | |

Guest Signature: /

I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Scenarios

Scenario 1

If a traveler parks at the airport and claims \$200 in parking fees and taxi fair was authorized and normally costs about \$30 each way – plus tip, what expense should the AO approve?

The AO should approve the cost of the taxi fare + tip, since they were previously authorized the taxi fare + tip based on the local standard method of travel to and from the local airport (business rules apply).

Can the AO approve the \$200 in this scenario?

No, the parking reimbursement cannot exceed the cost of the roundtrip taxi fare plus tips. The AO may wave this limitation under extenuating circumstances! (JFTR U3320)



If a Uniformed Member is going TDY to an installation but has requested commercial lodging instead of government quarters, what should the AO look for before approving the authorization?

The AO should look to see if the traveler has made comments (Preview Screen) indicating government quarters were not available and entered the Non-Availability Confirmation Number.



A traveler's airfare was paid in the authorization utilizing the CBA. The MBR is a GTCC holder however this was not stated in the authorization. Where must reimbursement for the Airfare be directed?

In spite of the fact that the MBR is a GTCC Holder, the unit's CBA paid for the flight and must thus be reimbursed. Sending the money to the MBR's GTCC in this scenario grants them reimbursement for a charge they did not incur.

Scenario 4

A traveler has been authorized commercial Lodging and messing upon return from TDY tells the AO that they consumed some of their meals in the government mess. Can the AO reduce the Commercial Meal Rate to Partial Meal Rate for those meals consumed in the government mess facility when the traveler submits their Voucher?

No, an AO cannot reduce a CMR to GMR or PMR after the fact - except if meals are included in a conference or registration fee.



If a Uniformed Member is going TDY to an OCONUS site for 8 days, how much can you approve for their laundry/dry cleaning?



Uniformed Member and DoD Civilian employees cannot be reimbursed for laundry/ dry cleaning at <u>OCONUS</u> sites. This is included in their Incidental Expenses (IE).



To assist them in their duties, ROs can obtain additional information from:

- Defense Travel System Sites
 <u>www.defensetravel.osd.mil</u>
- JFTR Vol I and the Appendix O of the JFTR
 <u>http://www.defensetravel.dod.mil/perdiem/trvIregs.html</u>
- DoD FMR, Volume 9, Chapter 2
 <u>http://www.defenselink.mil/comptroller/fmr/09/09_02.pdf</u>
- Defense Travel Administrators (DTAs)
- I MEF DTS Website
 <u>http://www.i-mef.usmc.mil/dts</u>
- MCAAT DTS Checklist

https://www.manpower.usmc.mil/portal/page?_pageid=278,193194 7&_dad=portal&_schema=PORTAL

Questions

I Marine Expeditionary Force (I MEF) IMEFDTShelpdesk@usmc.mil Monday to Friday 0700-1700 PST

Comm: (760) 763-7154 (760) 763-7152 (760) 763-7157

DSN: 365-XXXX

Fax: (760) 725-3883

http://www.imef.marines.mil/DTSHelpdes k.aspx