

# REGIONAL DISBURSING OFFICE - WEST DTS VOUCHER SUBMISSION REQUIREMENTS



Updated Jan 20, 2015

*Changes are reflected in this color*

**The information provided in this document will explain DTS voucher submission requirements established by current travel regulations and the Regional Disbursing Office-West. This document is intended to assist both travelers and units to prepare DTS vouchers.**

*For questions regarding the content of this document, please contact the DTS Section, Regional Disbursing Office West at (760) 763-7152*

## References:

- a) [Joint Travel Regulations](#)
- b) [DODFMR, Volume 9](#)
- c) [MCO 4650.39a](#)
- d) [MCO 4600.40b](#)
- e) [MARADMIN 291/12](#)
- f) [TAN 08-11 Valid Receipts for Reimbursement of Travel Expenses](#)
- g) [DTS Document Processing Manual](#)
- h) [Desktop Guide for Authorizing Officials and Certifying Officers](#)

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## Submission Timeline and Settlement Requirements

### Traveler

Commands must ensure travelers are submitting their vouchers within **five** working days of completing their travel. Commands can restrict the number of days a traveler has to submit their voucher in an effort to minimize GTCC delinquencies.

### Units

Commands must ensure that all vouchers are submitted to disbursing within **two** business days from the time a traveler digitally signs the voucher (or is T-entered) for approval.

### Disbursing

Disbursing is required to approve all vouchers within **three** business days from the time the unit AO stamps the voucher "Authorized". *Under no circumstance can a unit AO approve vouchers.*

## Disbursing DTS Audit Section

The Disbursing DTS Audit Section is available to provide DTS authorization and voucher preparation assistance to units who have a group travel, unit exercises, or unique TAD requirements involving multiple travelers. Unit Administrative Chiefs, ODTAs, or AOs can call the Help Desk and ask to speak with the DTS Audit Section Personnel.

## Unit AOs Must Review Every Voucher

[MARADMIN 291/12](#) requires that all vouchers (excluding TECOM) are reviewed by the unit before they are submitted to disbursing.

This disbursing office requires that the last unit reviewer must be a **unit Approving Official, level 25**, and must stamp the voucher with the "**AUTHORIZED**" stamp. **MARFORRES unit AOs: must be level 26 and stamp vouchers with the "CERTIFIED" stamp.** This requirement is in place to ensure unit AOs are approving travel expenses that were not previously approved on the authorization.

*Unit ODTAs are responsible to ensure the CPEN routing list is updated to reflect this process for each unit they support.* [CPEN Routing List Maintenance Instructions](#).

## Required Documentation and Comments

Every voucher should "paint the picture" for disbursing AOs to know the purpose of the TAD and to ensure the TAD trip was in fact for official travel. The documentation mentioned in this section is required to ensure the right lodging and meal rate and reimbursable expenses are paid correctly.

### Authorizations

The unit AO must certify that the: **TAD objective cannot be accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means.** This certification must be included in each authorization under **Review/Sign/Other Auths/Add Additional Authorizations For This Trip/Other.**

## Trip Type, Purpose and Description

JTR, Appendix H, part 1 require that Authorizations and Vouchers identify the correct Trip Type and Purpose.

A detailed explanation of the TAD purpose is required in **Trip Description** block (i.e. **UDP advance party, or Attending SACO course**). Avoid using MOS specific acronyms.

## Reporting and detaching endorsements for training or unit exercises

**Formal training:** The schoolhouse commander will determine the appropriate meal rate (M&IE). This is made on the schoolhouse's reporting and detaching endorsement. The endorsement must be included in the voucher.

The endorsement must include the availability of government quarters and messing and identify any periods of field duty. The endorsement should be prepared by the TAD site admin personnel and can be prepared utilizing a [NAVMC 11118](#) or unit letterhead endorsement.

**Unit exercises:** (Includes any TAD define by the JTR, chapter 4, part f) Personnel TAD to a unit exercise should be placed on field duty. This includes TAD to ITX, WTI, RIMPAC, Cobra Gold, etc.

Vouchers submitted to disbursing requesting the payment of per diem must include a field duty statement/certification and the quarters and messing availability statement. The LOI can be submitted to certify the payment of per diem only if it specifically identifies the quarters and messing availability.

## Field duty

**The certification is required for any TAD identified as unit exercises/JTFs, or TAD involving field duty.**

Disbursing requires the unit AO include a statement in the **Comments to the Approving Official** identifying any periods of field duty or to certify that if field duty was performed (i.e. **performed field duty Apr 4-9 and Apr 12-18, or No field duty was performed**).

Field Duty is defined by the JTR as: a period in which an individual or unit is provided meals in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. (Quoted from JTR, Appendix A1)

## Conferences

Travelers attending a conference must identify the type of conference in the **Trip Overview** (Section F), **Preview Trip**, or for local vouchers: in the **Local Voucher Date Screen**.

Per [TAN 13-14](#), the traveler must make a comment in **Comments to the Approving Official** stating if any meals were provided at no cost as part of the conference (i.e. **I was provided lunch on Jul 1 at no cost, or No meals were provided**).

**This is a requirement whether the traveler is claiming a registration/conference fee or not. If the traveler does not make the certification, disbursing will return the voucher.**

If a meal is provided a part of a conference fee or paid by the government, the meal must be identified in the **Per Diem Entitlement Detail** page as **provided** to ensure the appropriate per diem rate is paid for that day.

Example: If a traveler is attending a conference and is being provided lunch at no cost (lunch included as part of the conference fee paid by the government) the traveler can only be reimbursed the **proportional meal rate** for that day.

## Use of Government Quarters

The use of government quarters should be directed to the maximum extent possible when uniformed personnel are ordered TAD to a U.S. installation.

**If the use of government quarters is directed:** the unit AO should include comments on the authorization under **Review/Sign** tab/**Other Auths./Add Additional Authorizations for This Trip** and select **Other**. The AO should also require that the traveler update the exact lodging amount in the authorization.

**If the use of government quarters is not directed:** the unit AO must make comments on the authorization under **Review/Sign** tab/**Other Auths./Add Additional Authorizations for This Trip** and select **Other**, that government quarters are not directed and state why government quarters are not directed (i.e. **the use of government quarters would adversely affect the mission**).

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options

Non-Mileage Mileage Per Diem Entitlements

### Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. The distribution to travelers, use the distribution method selection list to change the distribution method. Then, see link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CAMP LEJEUNE USMCB, NC  
Values Apply From Date: 01/01/2014  
Values Apply Through: 01/01/2014

#### Per Diem Rates

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

Per Diem Rates: 83 / 45  
Lodging: \$ 55.00 > [view expense details / currency calculator](#)  
M & IE: \$ 45.00 > [view expense details / currency calculator](#)

#### Duty Conditions

Check all of the following that apply:

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters
- ☐ Inactive Duty Training (Local Commuting Area)
- ☐ Permissive TDY
- ☐ Hospital Stay
- ☒ Quarters Available

The use of government quarters would have an adverse effect on the mission.

Government Quarters Directed

## Use of Government Messing

Government messing should be directed to the maximum extent possible when uniformed personnel are ordered TAD to a U.S. installation and government quarters are directed.

**If the use of government messing is directed:** The unit AO must direct that government messing be utilized on the authorization under **Review/Sign** tab/**Other Auths./Add Additional Authorizations for This Trip** and select **Other**. In addition, the per diem rate in the authorization should be adjusted to the **Available Rate**, and the block for all three meals should be checked to ensure DTS pays the current rate of \$16.85 a day for meals and incidental expense.

**If the use of government messing is not directed:** The unit AO must ensure that comments under **Review/Sign** tab/**Other Auths./Add Additional Authorizations for This Trip** and select **Other**. Comments should state why the use of government messing is not directed.

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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.

> [Add Additional Authorizations For This Trip](#)

>

#### Other Authorizations

Other Authorization	Remarks	Remove
1 OTHER (See remarks below)	OTHER (See remarks below) Government quarters and messing directed if available.	<a href="#">REMOVE</a>

Save and Proceed to Pre-Audits

## Quarters and messing endorsements

When government messing or quarters are directed but are not available at the TAD site, the traveler must provide a certificate or a non-availability statement from the TAD site.

If government quarters and messing is directed on the authorization, the government messing rate and the government lodging rate for that installation will be paid if the traveler does not provide the proper justification or a non-availability statement.

*Government quarters and messing cannot be directed when the TAD is not on a government installation.*

*For formal schools: the schoolhouse commander makes all government quarters and messing determinations. This determination is provided in the reporting and detaching endorsement issued by the schoolhouse.*

## TAD in the Local Area

Per diem is not authorized when TAD is performed in the local area of the traveler's duty station or permanent worksite unless overnight lodging is required at the TAD site.

If the unit AO determines that the TAD trip overnight lodging is required and that the traveler is entitled to per diem, the unit AO must include the justification on the voucher.

The I MEF DTS website contains the [Camp Pendleton](#) and [MCAS Miramar](#) local area designations.

## TAD Leave

Units should have procedures in place to ensure that leave is being reported and approved before a traveler departs for TAD. There is no entitlement to per diem for when a traveler is on leave.

[Click here for more information on TAD leave and how it should be reflected on the voucher.](#)

## Voucher Preparation and Submission

[Click here to obtain basic instructions on how to prepare a voucher.](#)

[Click here to obtain detailed instructions on how to prepare a voucher.](#)

## T-entered Vouchers/Local Vouchers

Per [MARADMIN 348/14](#), travelers should prepare and digitally sign their own DTS vouchers. Vouchers should only be T-entered for travelers who are unable to prepare their own voucher because they do not have reasonable access to a cac-enabled computer. *T-enter refers to vouchers that have been prepared by someone other than the traveler.*

**Vouchers.** Vouchers that have been T-entered require a signed [DD 1351-2](#). The DD1351-2 must be signed by the traveler and must be uploaded into the voucher as a substantiating record. [Click here for an example of a filled out DD 1351-2.](#)

The signed DD1351-2 must reflect:

- block 4: Full Social Security Number
- block 18: All expenses being claimed (i.e. lodging, rental car, airfare, and all non-mileage expenses)
- block 16: POC travel (owner/operator) has to be checked for the payment of POV mileage



**Local Vouchers.** Local Vouchers that are T-entered must have a [SF1164](#) form completed and signed by the traveler. The signed SF1164 must be uploaded as a substantiating document. [Click here for an example of a filled out SF form 1164.](#)

## Local Vouchers

[Click here to obtain basic instructions on how to prepare a local voucher.](#)

[Click here to obtain detailed instructions on how to prepare a local voucher.](#)

Local vouchers are used for reimbursement for expenditures on official travel in the local area of the traveler's duty station or worksite. Items commonly reimbursed through a local voucher are, but not limited to, mileage for local travel and missed meals.

**Local vouchers must clearly identify the purpose or justification for the expense under *Comments to the Approving Official*. For example: “*Traveler attending a required medical appointment.*”**

By forwarding the local voucher to disbursing via the AUTHORIZED or CERTIFIED stamp, the unit AO is certifying that the expenses being claimed are for official business and that the required comments are included.

## Local Mileage Reimbursement

POV mileage can be authorized for **official travel** between a traveler's residence and an alternate work site or military treatment facility within the local area. If this is the case, the traveler must deduct normal one way commute under “Normal one-way mileage from Residence to PDS” for each portion of travel. This is required as the JTR only authorizes reimbursement for the distance that exceeds the normal commuting distance.

AO's should be familiar with the JTR, para 2805 which describes travel in local area of the duty station. In addition, para U2805.E has several examples of how a traveler's normal commute must be deducted.

**Travel to Required Medical Appointments Over 100 Miles.** Uniformed personnel traveling by POV to a required medical appointment are authorized the reduced mileage (Other Mileage Rate). (Reference JTR, para 7095). Review the JTR, chap 2600 for the current rate. In DTS, the traveler must select the: **POC Use-Gov Vehicle Avail** rate.

AO must add comments to the voucher stating: **“I certify that this traveler was referred by a competent medical official to a specialty care provider outside 100 miles from the traveler's primary Military Treatment Facility. POV mileage is authorized in accordance with JTR, para 7095.”**

***Unofficial Travel.*** A member who voluntarily travels to the medical facility to obtain a medical diagnosis or treatment (i.e. sick call or appointments) is not on official travel and therefore POV mileage is not authorized. (JTR, para 2800.f)

## Missed Meals

[JTR, Chapter 4, Part F](#) addresses reimbursement for missed meals. If authorized by the AO, reimbursement is for actual expenses only and the daily amount claimed cannot exceed the [Proportional Meal Rate](#) for the area.

## Government Travel Credit Card (GTCC)

### **Mandatory Use**

Per [MCO 4600.40b](#), travelers that have been issued a GTCC are mandated to use the GTCC to pay for transportation charges (most commonly airfare), lodging, and rental vehicles. Travelers should use to GTCC to the maximum extent possible for travel related expenses to minimize cash withdrawals.

### **Split Disbursement**

Per [MARADMIN 291/12](#), disbursing is mandated to ensure that the GTCC balance is paid off upon settling DTS vouchers. Disbursing will verify the GTCC balance through the Citibank website and ensure that travelers have split disbursed enough money to pay off the balance. If the traveler did not allocate enough funds to pay the card balance, disbursing will make the adjustment pay off the card. Disbursing will not reduce the amount of split disbursement even if the amount exceeds the GTCC balance.

### **Back-to-Back TAD Trips**

When a traveler is traveling on back-to-back TAD trips in which the GTCC balance reflects charges from other TAD trips, the traveler must make annotations on the voucher that is being routed for approval under ***Comments to the Approving Official*** stating how much to send to the GTCC. Example: ***I am (or, traveler is) on a concurrent TAD trip and elect to have \$\_\_\_\_ sent to the GTCC.*** Failure to provide comments will prompt disbursing to pay off the current GTCC balance. Disbursing will still validate that the traveler will have enough entitlements on the current and future voucher to pay off the GTCC balance before allowing any amount less than the balance to be split disbursed on the current voucher.

### **GTCC Expedited Fees**

[MARADMIN 691/13](#) eliminates travel advances for TAD and mandates that travelers apply for the GTCC upon notification of an upcoming TAD trip effective February 1, 2014. Unit AOs are prohibited from scheduling advance payments in DTS unless authorized by MARADMIN 691/13.

If the traveler is applying for the GTCC and the card delivery must be expedited, the AO can authorize the GTCC expedited fee of \$20. This expense must be justified by the unit AO.

## **Required Receipts**

All receipts must conform to the requirements of [TAN 8-11](#). Receipts must contain the name of the company providing the services, date(s) of purchase or date(s) services were rendered, and the unit price. In addition, the receipt must indicate that the balance had been paid.

[Click here for detailed listing of required receipts.](#)

The following receipts are required for:

1. Airfare
2. Lodging
3. Rental vehicle
4. Expenses of \$75.00 or more



## **Statements-in-Lieu**

Travelers can submit [statements-in-lieu of receipts](#) when the original receipt is impracticable to obtain or it has been inadvertently lost/destroyed. The traveler must state why the original receipt cannot be provided and statement must be completely filled out. Disbursing ROs and AOs will scrutinize these statements and will contact the establishments to validate the expenses being claimed.

## **Airfare Receipts**

[Click here for an example of an airfare receipt.](#)

Airfare receipts are required when paid with the GTCC or when authorized to be purchased with a personal credit card. The receipt must show the amount of the airfare and the last four numbers of the credit card used to pay the airfare.

Airfare receipts, booked through SATO (Camp Pendleton, MCAS Miramar, MCAGCC Twenty-nine Palms), can be found on [www.virtuallythere.com](http://www.virtuallythere.com)

Airfare receipts, booked through RAVENEL Travel (MCAS YUMA, MCB Barstow, Reserve units) can be found on <https://mytripandmore.com/>. *Airfare receipts are available up to 7 days after the return flight.*

***Note:** Travelers commonly mistake the flight itineraries as the airfare receipts. Remember: the airfare receipt must reflect the cost of the flight and credit card info.*

## **Rental Vehicles Receipts**

[Click here for examples and explanations of a rental car receipts and fees.](#)

The rental car receipt must be the receipt that the rental car facility issued the traveler upon returning the rental car. The rental car receipt must be itemized and show all the fees charged by the rental car facility.

***Note:** Travelers commonly mistake the rental car agreement that is issued to the traveler upon picking up the rental car as the receipt. The receipt will always show the miles “in” and “out”.*

## **Rental vehicle insurance**

**TAD in the continental U.S or in a non-foreign OCONUS location** – GARS insurance is the only insurance that the traveler should elect and is the only insurance that will be reimbursed by disbursing.

**TAD outside the continental U.S.** - Rental car insurance is reimbursable.

## **Rental Car Upgrades**

A compact size rental vehicle is the standard size rental car for official travel. The unit AO may approve an appropriately sized rental vehicle that will meet mission requirements when a compact size does not. Unit AOs must justify the upgrade in the **Comments to the Approving Official** block but preferably in the **Pre-Audit** page of either the authorization or voucher.

Acceptable comments are: *Full size rental vehicle authorized, traveler transporting other travelers. or, The use of an SUV is required, traveler transporting government property.*

## **Lodging Receipts**

[Click here for an example of a lodging receipt.](#)

Lodging receipts must show the daily lodging itemized rate. Express checkout bills are not valid receipts.

***Note:** Express checkout bills are statements provided to travelers the night before checking out and reflect the itemized amount the traveler will be charged. These statements reflect that the balance “**will be settled to**”. These are not valid receipts.*

## **Lodging Reservations Made Online**

Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the online agent can provide the traveler with an itemized receipt reflecting: daily hotel room cost, daily taxes, and miscellaneous fees. Travelers should be warned that most online booking agents do not provide itemized receipts. **Per the JTR, a statement-in-lieu cannot be accepted when an online booking agent cannot provide an itemized lodging receipt.**

## **Meal Rates**

### **Full Rate**

Also known as the **Commercial Meal Rate (CMR)**. CMR is payable when a traveler is authorized the full locality meal rate for the TAD area. The full per diem rate is payable when government messing is not available or directed, or when deductible meals are not provided.

*Note: If a traveler is TAD to a U.S. installation, government messing should be directed and utilized to the maximum extent possible.*

### **Available Rate**

Also known as the **Government Meal Rate (GMR)**. GMR is the rate payable when government messing is directed and available on the U.S installation where the traveler is TAD and the traveler incurs lodging on base. GMR must be directed on the authorization. The current GMR rate is \$16.85 (*Meals and incidental expense*).

### **Proportional Meal Rate**

**Proportional Meal Rate (PMR)** is payable if the traveler is provided one or two meals at no expense or government messing is available for one or two meals on any day. Government lodging must be available and utilized for the PMR to be payable. See [Conferences](#) when meals are provided at no cost to the traveler.

In DTS, under **Per Diem Entitlements**, the traveler must select the **Provided** rate and select which meals were provided or in which government messing was available.

*If all three meals are provided at no cost to the traveler on any day then only the Incidental Expense (IE) is payable.*

### **Incidental Expense (IE)**

1. The standard IE for the continental U.S. (CONUS) is \$5. In DTS, the IE is part of the GMR, PMR, CMR.
2. The standard onbase IE outside CONUS (OCONUS) rate is \$3.50.
3. Review JTR, chapter 4340, for exemptions.

## **Flat-rate per diem**

Effective for travel beginning on orders amended 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). (Reference: JTR, chapter 4, part B, section 4.)

DTS authorizations must include the flat-rate per diem payable. This will ensure that travelers understand exactly what they will be paid.

1. On the travel day to the TDY location, the traveler receives up to 100% lodging per diem at the locality rate and 75% meals and incidental expenses (M&IE).
2. 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. The 75% is paid from day one for the entire period.
3. 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).
4. Travelers must incur a lodging cost in order to be reimbursed flat rate per diem.
5. If the traveler incurred a lodging expense, the AO is required to annotate in the voucher that the traveler did incur lodging: *I certify that this traveler will incur a lodging expense.*
6. Authorizations for travel beginning Nov 1, 2014 for more than 30 days must reflect the flat-rate per diem.
7. If travelers are unable to find suitable commercial lodging at or under the reduced per diem rate, they should contact their Commercial Travel Office (CTO) 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.
8. Lodging taxes [CONUS and non-foreign OCONUS (see appendix A for definition)] are separate reimbursable expenses (non-mileage expense). Lodging taxes must be prorated if the lodging cost alone exceeds the amount of flat-rate per diem for lodging.

The following MARADMINs and resources explain Flat-rate per diem in detail:

[MARADMIN 533/14](#) and [MARADMIN 674/14](#)

### **Flat-Rate Per Diem FAQs**

### **Guidance for Completing Flat-Rate Per Diem in DTS**

#### **Exemptions:**

1. 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.
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%.

## **Special Rate Option for Meals in DTS**

[The special rate option for meals is to be used to pay the flat-rate per diem.](#) In addition, the special rate can be used to pay WESTPAC UDP per diem for Sailors or other service personnel. Do not use the special rate option to for CMR, PMR, GMR.

## **Lodging**

Lodging cost should normally be under the [established maximum lodging rate](#).

Lodging that exceeds the established maximum will only be paid by disbursing if [actual expense allowance \(AEA\)](#) for lodging is authorized and justified by the unit AO.

For TAD in the continental U.S., travelers must claim the lodging tax separately as a non-mileage expense.

1. When lodging exceeds the maximum lodging rate and AEA is not authorized, the lodging expense will be limited to the maximum lodging rate. AO must also ensure the all reimbursable taxes and prorated.
2. **Personal choice to use other quarters:** If government quarters weren't used due to personal preference the traveler must be reimbursed the rate of government quarters.
3. **Online booking:** Lodging booked online can only be reimbursed if the booking agent provides and itemized lodging receipt. **A statement-in-lieu cannot be used to claim lodging if the online agent cannot provide an itemized receipt.**
4. **Shared room:** If two travelers on funded TAD orders shared a room, they must both pay half the lodging cost and should claim their share on the voucher. If a traveler shares the room with a person not on orders (spouse) then the traveler must claim the single room rate and fill out a [shared room statement](#).

## **Miscellaneous Expenses (Non Mileage Expenses)**

[Appendix G](#) of the JTR, addresses the more commonly incurred reimbursable expenses. Every expense is listed and identified as reimbursable to uniformed members by an X under *UNIF MBR*. Additionally, the expense is reimbursable for civilians/DOD employees by an X under *CIV EMP*. **Travelers should communicate with the unit RO or AO before claiming an expense that is not listed in Appendix G of the JTR.**

***Effective 1 October 2014: ATM fees, certain baggage tips, laundry/dry cleaning and transportation tips are no longer reimbursable. They are part of the Incidental Expense portion of the M&IE. The JTR, appendix G has been updated to reflect this change.***

**Note:** *Travelers must ensure that the amounts claimed on the voucher are in fact for expenses incurred and that they match the receipts submitted; not doing so will normally result in the voucher being returned for clarification.*

*This office recommends that unit's business practices require that travelers upload receipts for all expenses claimed under non-mileage expenses.*

**Airport terminal parking.** Reimbursement is limited to two one-way cab fares. Cab fare estimates can be obtained from any rental car company's website that provides the cab fare estimate tools.

**GTCC Expedited Fee.** The \$20 expedite fee can only be claimed if the card was expedited due to a short notice TAD requirement. The unit AO must authorize the expense.

**CTO fees.** CTO fees are automatically posted in DTS when flights are booked in DTS. Additional fees are incurred if flights are changed. Traveler should review their GTCC to verify if additional fees have been charged by the CTO. Additional fees can be claimed as a non-mileage expense.

**Rental car.** If the rental car was properly reserved in DTS, the traveler must ensure that the amount paid is updated in the **Travel/Rental Car** DTS screen. **A separate non-mileage expense should not be created to claim the rental car expense.**

**Registration fees.** Only registration fees associated with conference attendance can be reimburse on a DTS voucher.

### **The Following Expenses Require Justification:**

<i>Excess Baggage</i>	<i>License/ Permit, International Driver</i>
<i>Birth Certificate</i>	<i>Dual Lodging</i>
<i>Daytime Lodging Fees</i>	<i>Legal Service Fees</i>
<i>Lodging While on Leave</i>	<i>Registration/Conference fees</i>
<i>Computer Connections</i>	<i>Operating Cost for Government Vehicles</i>
<i>Nonrefundable Room Deposits</i>	<i>GTCC Expedited Fees</i>
<i>Driver Services Early</i>	<i>Checkout Fees</i>
<i>Green Card Passport, Visa, Fees</i>	<i>Interpreter Services</i>
<i>GTCC Late Fees</i>	

### **Mission-Related Expenses**

Per JTR, Appendix G, mission-related expenses are not authorized to be reimbursed on a DTS voucher. Examples of mission-related expenses include (but not limited to) school/course tuition, communication services (cell phone), witness fees, printing costs, supplies (batteries, tools, parts), mail (FedEx) expenses.

Travelers incurring mission related expenses must contact the unit AO who in turn will contact the comptroller's office and determine if the expense is reimbursable. If payable, the comptroller's office will process a Wide Area Workflow (WAWF) System miscellaneous payment.

### **Group Travel**

Group travel is defined in the JTR as travel away from the duty station during which the mission requires travelers to remain together as a group while actually traveling. Normally per diem is payable for travel days unless the authorization directs **limited or no reimbursement**. This comment can be added to the authorization under **Review-Sign/Other Auths./Other(see remarks below)**. If **limited or no reimbursement** is cited on the authorization, this means that food and/or lodging was provided at no cost to all travelers for travel days. Further explanation can be found in the JTR, para 4090.g.

## Mileage Reimbursement

**Mileage To and From the TAD site.** The unit AO must make the determination to approve the travel as **advantageous to the government** (beneficial to the government) or **not-advantageous to the government** (beneficial to the traveler). The unit AO must make the determination and state this in the ***Comments to the Approving Official*** section of the voucher so that disbursing AOs know whether to pay full POV mileage or limit the reimbursement to the amount reflected in the CTW.

The traveler must allow DTS to compute the mileage amount by reflecting mileage from the Duty Station to the TAD site under the non-mileage tab. Unit ROs and AOs should become familiar with [Chapter 4, part G of the JTR](#) for the regulations on POV mileage reimbursement options for travel to the TAD site.

The AO can authorize mileage from the residence to the TAD site. This must be done on the authorization or the AO must include comments on the voucher that mileage is authorized from the residence to and from the TAD site.

**In and Around the TAD Site.** If the unit AO authorizes in and around mileage at the TAD site, it should normally be authorized/approved for travel between the lodging and duty site, duty sites, and lodging or duty site and dining facilities. Mileage reimbursement is only authorized for travel on official business. A traveler can fill out an [in-and-around mileage statement](#) and claim the total in the non-mileage section of the voucher.

## Constructed Travel Worksheet (CTW)

[Click here for instructions CTW worksheets](#)

Travel to the TAD site should be performed by the most expeditious and cost-effective transportation mode.

POV use is advantageous to the government for distances of 400 miles or less (800 miles round trip). No CTW is needed to be uploaded to the DTS authorization/voucher.

A CTW is required if a traveler is authorized to travel via privately to TAD locations which are commonly traveled to/from by commercial air.

A CTW is also required when a traveler is authorized to purchase his/her own transportation due to going on leave before or after a TAD trip if the traveler will deviate from the travel .

### **Traveler's requirements.**

The traveler must complete the CTW. The traveler must also attach supporting documentation to the authorization that shows the cost of the transportation, such as the DTS Travel module cost display or cost provided by the CTO. For airfare, this would be the GSA Contract Fare.

### **Unit AO's requirements when authoring POC travel.**

The unit AO must make the determination to approve the travel as **advantageous to the government** (beneficial to the government) or **not-advantageous to the government** (beneficial to the traveler).

The unit AO must make the determination and state this in the ***Comments to the Approving Official*** section of the voucher so that disbursing AOs knows whether to reimburse the traveler the full mileage rate or limit the reimbursement to the government airfare cost.

If no determination is stated on the voucher, disbursing will limit the reimbursement to the government cost.



***The [JTR, Chapter 4775](#) and [Sections 9.3 of the detailed instructions](#) explain the determining factors that the unit AO should consider when determining whether to authorize full or limited mileage reimbursement.***

## Currency Conversion

A traveler is required to provide the exchange rate for any expense paid in foreign currency.

When the expense is paid with the GTCC or credit card, the applicable exchange rate is based on the date the card company posts the expense and not the date the expense is paid by the traveler. It is recommended that travelers review their credit card statement to determine the applicable exchange rate.

Disbursing will utilize the exchange rate reflected on the GTCC if it is visible via the DTS link on the voucher.

Travelers can submit their credit card statement that reflects the amount charged along with the receipt.

Currency conversion rates can be obtained via the OANDA website at <http://www.oanda.com/>.

## WESTPAC Unit Deployment Program (UDP)

**Advance Party:** Both Marines and Sailors participating in the advance party of a UDP (usually travel to Okinawa for 30 days) are required to file a DTS voucher. The proper entitlement to GMR, PMR, or CMR based on the availability of government quarters and messing must be stated on the authorization. The voucher must identify that the traveler was part of a UDP advance party.

It is highly recommended that the unit prepare a roster that identifies all advance party participants and states the availability of government quarters and messing. This will ensure that the correct per diem rate is paid to each traveler.

**UPDs Underway:** The Standard Flat Rate per diem currently payable under [MARADMIN 208/10](#) is reported in MCTFS 3270 and is not payable to Marines via DTS. Because Navy's pay systems does not have the capability to pay Sailors the Standard Flat Rate per diem while on a UDP, Sailors can submit a DTS voucher to get paid for the Standard Flat Rate per diem while participating in a UDP. A unit endorsement identifying the dates of the UDP, in which the per diem is payable, must be uploaded to the voucher.

## Contingency Per Diem for Civilians and Service Members other than Marines

The current per diem payable for service members participating in contingency operations is \$3.50 and starts the day after arrival and stops the day before departure.

The voucher must contain a unit endorsement that identifies the traveler as a participating member, travel dates, and the dates the traveler participated in the operation.

## Tad In Excess Of 180 Consecutive Days

Request for approval of TAD in excess of 180 days must be submitted to HQMC (MMIA) through their OMB: [smb\\_manpower\\_mmia@usmc.mil](mailto:smb_manpower_mmia@usmc.mil). See MMIA's [website](#) and paragraph 3 of [MARADMIN 601/05](#) for additional information. Disbursing will limit reimbursement to 180 days for vouchers that don't have the required approval for TAD in excess of 180 days.

***No traveler should be issued an authorization in excess of 180 days unless HQMC(MMIA)'s approval is received and attached as a substantiating document. Review MARADMIN 601/05 for exceptions.***

## **DTS Debts**

The responsibility to pay back a DTS debt owed back to the government lies mainly with the traveler. The unit and Debt Management Monitor (DMM) will assist and ensure that DTS debts are repaid as soon as possible.

- After a voucher with an amount due to the government is approved, DTS will send the traveler an email *DTS Notification of Debt*.
- The traveler has 30 days to make a payment via the pay.gov website, mail a check, or request a payroll collection.
- A reminder will be sent at the 27 day mark if the debt has not been repaid.
- Marines: A payroll collection will be reported in 3270 for the lump sum of the debt on the 32nd day. *A Marine can contact the DMM to determine if the debt can be paid back in installments.*
- For other service personnel and civilians: The DMM will forward a request for a lump sum payroll collection on the 30 day mark if the traveler has not paid the debt off. *The traveler can contact the DMM to see if the debt can be paid back in installments.*
- Once a debt has been acknowledged as paid off, DTS will send the traveler an email *Notification of a Due U.S. Satisfactory Repayment of Debt*.

***Contact the DMM for more information on the debt collection process.***