

REGIONAL DISBURSING OFFICE - WEST DTS VOUCHER SUBMISSION REQUIREMENTS



Updated January 14, 2014

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) 763-7152/7154/7157

References:

- (a) [Joint Federal Travel Regulations, Volume I](#)
- (b) [Joint Travel Regulations, Volume II](#)
- (c) [DODFMR, Volume 9](#)
- (d) [MCO 4650.39](#)
- (e) [MCO 4600.40b](#)
- (f) [MARADMIN 291/12](#)
- (g) [TAN 08-11 Valid Receipts for Reimbursement of Travel Expenses](#)
- (h) [DTS Document Processing Manual](#)
- (i) [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.*

Traveler Training Requirements

Ref (d) requires that unit ODTAs are conducting initial user and annual DTS training. It is recommended that units require each DTS user to complete both the [DTS \(Basic\) - About DTS](#) and [DTS \(Basic\) DTS Travel Documents](#) TRAX training.

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. 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 trip and whether certain travel entitlements are payable. The documentation mentioned in this section is required to ensure the right lodging, meal rate and reimbursable expenses are being paid. Please see *Reimbursable (Non-Mileage) Expenses* section for non-mileage expenses that require unit AO comments.

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.***

Type of TAD

Authorizations and Voucher should clearly identify the purpose of the TAD under ***Trip Description*** (i.e. ***UDP advance party, or Attending SACO course***). This is required to ensure the unit AO has the information

needed to decide if the trip is necessary to accomplish the unit's mission. Disbursing AOs will return vouchers if they cannot determine the purpose of the TAD.

Reporting and detaching endorsements for training or unit exercises

A reporting and detaching endorsement must be included in the voucher for formal training or unit exercises (i.e. formal school, ITX and WTI). This endorsement should be prepared by the TAD site admin personnel and can be prepared utilizing a [NAVMC 11118](#) or a formal letter on unit letterhead. The endorsement must identify the availability of government quarters and messing and the TAD period (date of arrival and departure).

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**).

The certification is requirement for any TAD identified as a unit exercise or TAD involving field duty. Vouchers that do not contain this statement will be returned.

Field Duty is defined by the JFTR 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 JFTR, Appendix A1)

Conferences

This office will enforce that units are identifying the type of conference the traveler attended in the **Trip Overview** (Section F), **Preview Trip**, or for local voucher in the **Local Voucher Date Screen**.

The traveler must make a comment in **Comments to the Approving Official** stating if any meals were provided at no cost (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.*

In addition, 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. (If a traveler is attending a conference and is being provided lunch, which was included as part of the conference fee paid by the government, each day of the conference, the traveler can only be reimbursed the [proportional meal rate](#).)

Use of Government Quarters

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

If the use of government quarters is directed: the 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 cost to avoid overpaying advances or partial payments.

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional

Non-Mileage Mileage Per Diem Entitlements So

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. To change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the link to distribute appropriately to travelers. [SSA 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" link to view expense details such as payment method, reimbursable, etc.

Per Diem Rate: \$37.46
Lodging: \$55.00 > view expense details / currency calculator
M & IE: \$46.00 > 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

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*).

The unit AO should ensure that the appropriate block under *Expenses/Per Diem Entitlements/Duty Conditions*. Select *Quarters Available* if directing the use of government quarters or, *Adverse Effects/Commercial Quarters* if the use of government quarters would adversely affect the mission.

Use of Government Messing

Government messing should be directed to the maximum extent possible when a traveler is ordered TAD to a U.S. installation and is utilizing government quarters.

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.

The screenshot shows the 'Other Authorizations' section of the DTS interface. It features a table with the following data:

Other Authorization	Remarks	Remove
1 OTHER (See remarks below)	OTHER (See remarks below) Government quarters and messing directed if available.	Remove

A red arrow points to the 'Remove' button in the table. Below the table is a 'Save and Proceed to Pre-Audits' button.

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.

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.](#)

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 of connectivity issues or command policy.

T-enter refers to vouchers that have been prepared by someone other than the traveler.

T-entered Vouchers/Local Vouchers

Vouchers. Vouchers that have been T-entered require a [DD 1351-2](#) signed by the traveler. The signed DD1351-2 must reflect the travel itinerary and the travel expenses being claimed by the traveler. The DD1351-2 should be manually prepared outside of DTS but the DTS generated DD1351-2 is also acceptable. The signed DD1351-2 must be uploaded into the voucher as a substantiating record.

To obtain the DD1351-2 from DTS, a traveler or NDEA must set their printing option to “Govt” under the DTS home page: [Traveler Setup/Form Preferences/Voucher/Govt](#).

Local Vouchers. Local Vouchers that are T-entered must have a [SF1164](#) form completed and signed by the traveler uploaded as a substantiating document.

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.](#)

Reimbursement for expenditures on official travel in the local area of the traveler’s duty station or worksite will be submitted via local vouchers. 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 for the expense. The unit AO must certify (include comments; for example: ***Traveler attending a required medical appointment.***) that the expenses being claimed are for official business or the traveler must include substantiating documentation to validate the expenses were incurred while on official business.

Local vouchers can only be used to claim expenses incurred while conducting official duties in the local area of the duty station.

A traveler who travels outside the local area of the duty station (i.e. Twenty-nine Palms to Balboa Hospital in San Diego or Camp Pendleton to Twenty-nine Palms) must submit an authorization for approval prior to traveling.

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 JFTR/JTR only authorizes reimbursement for the distance that exceeds the normal commuting distance.

Note: AO’s should be familiar with the [JFTR](#), para U2805 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.

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. (JFTR, para U2805.f)*

Missed Meals

[JFTR, 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 the 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 or the unit 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 are to apply for the GTCC upon notification of an upcoming TAD trip effective February 1, 2014. The current GTCC expedited fee is currently \$20. The expedited fee is reimbursable and the unit AO must make comments as to why the GTCC was expedited.

The GTCC application should only be expedited when the traveler is expected to travel in the near future.

Required Receipts

All receipts must conform to the requirements of [Travel Advisory Notice 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.

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

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

Airfare receipts, booked through RAVENEL Travel (MCAS YUMA, MCB Barstow, Reserve units) can be found on <https://mytripandmore.com/>

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

***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".*

Lodging Receipts

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.*

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

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 ref (a) and (b), a statement-in-lieu cannot be accepted when an online booking agent cannot provide an itemized lodging receipt.**

Shared Lodging

Lodging receipts that reflect more than one occupant in the room require additional justification/documentation on the voucher before reimbursement can be made. If two authorized travelers on funded orders share a room then both travelers will split the lodging cost in half and each traveler will claim that amount on the voucher in the per diem entitlement's daily breakdown page. See [Lodging](#) for further explanation.

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. The traveler must incur lodging on base and government messing is available for all three meals. GMR must be directed on the authorization. The current GMR rate is \$16.85 (*Meals and incidental expense*).

Proportional Meal Rate

Also known as the **Proportional Meal Rate (PMR)**. This rate 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.

The current IE for the continental U.S. (CONUS) is \$5. The outside CONUS rate defaults to the [locality incidental expense](#) based on the TAD location or the AO can establish that an incidental expense of \$3.50 a day is suitable.

Special Rate Option in DTS

The special rate option in DTS should not be used to reimburse or claim meals or the incidental expense. The special rate is reserved to pay WESTPAC UDP per diem for Sailors or other service personnel.

Lodging

AOs should ensure that travelers are prudent as required by the JFTR, para U2000. 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 receipt is itemized.
4. **Shared room statement:** A shared room statement is required if a traveler share a room with another traveler on funded orders or friends/family.
 - a. If the traveler shared a room with a traveler on funded orders, then both should claim half of the lodging rate.
 - b. If one traveler paid for the entire lodging amount, the shared lodging statement must be complete by the traveler. In addition, the AO must complete the bottom portion of the statement.

Miscellaneous Expenses (Non Mileage Expenses)

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

The Following Expenses Require Justification:

<i>Excess Baggage</i>	<i>License/ Permit, International Driver</i>
<i>Birth Certificate</i>	<i>Dual Lodging</i>
<i>Cell Phone Use</i>	<i>Daytime Lodging Fees</i>
<i>Communication Services</i>	<i>Lodging While on Leave</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>Phone Calls</i>
<i>GTCC Late Fees</i>	<i>Registration/Conference fees</i>
<i>Interpreter Services</i>	<i>Legal Service Fees</i>

Parking at the Terminal. Reimbursement is limited to two one-way cab fares.

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.

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: **Traveler transporting other travelers. or, The use of an SUV is required, traveler transporting government property.**

Reimbursable expenses include: Rental costs, taxes, local assessments, GARS insurance. Rental car insurance coverage required in foreign countries.

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.

Group Travel

Group travel is defined in the JFTR 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 JFTR, para U4102.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 Residence or Duty Station to the TAD site under the non-mileage tab. Unit ROs and AOs should become familiar with [Chapter 4, part k of the JFTR](#) for uniformed travelers and [Chapter 4, part H of the JTR](#) for DOD Civilians for the regulations on POV mileage reimbursement options for travel to 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 detailed instruction on the CTW.](#)

Travel to the TAD site should be performed by the most expeditious and cost-effective transportation mode. For TAD, the standard mode of transportation is commercial air or POV for distances of 400 miles or less (800 miles round trip).

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/after/in the middle of a TAD trip. A Travel Constructed Travel worksheet is not required if the distance to the TAD site is 400 miles or less (one way).

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

The JFTR, Chapter U4775 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.

Unit AOs must ensure that the CTW is completed with accurate cost comparison amounts. This includes verifying that the traveler includes supporting documentation for the constructive cost of the airfare.

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. They are entitled to the applicable GMR, PMR, or CMR based on the availability of government quarters and messing. 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. 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.