Welcome

Mary Aguilar
Travel Officer
CTO Business Rules

Mary Aguilar, Travel Officer
Jim Egerton, DTS Instructor
New NPS Business Rules

- NAVPSCOLINST NST 4650.4J approved 27 July 2012
- Approved by DoD PDTATAAC
  - Per Diem Travel And Transportation Allowance Committee
- Posted on Travel web site under Rules and SOPs
- Important changes will be highlighted here
- It implements “CTO Business Rules” on travel web site
• International Military Students (IMS) may no longer use DTS (JFTR change)

• They are not covered by the JFTR, but by the Defense Security Cooperation Agency’s (DSCA) Security Assistance Management Manual (SAMM.)

• Reservations are made by NAVPTO Monterey (CSD) for CONUS travel, and NAVPTO Bangor for OCONUS travel. CSD pays their hard copy vouchers

• IMS are allowed to use government airline fares

• This does not pertain to non-NPS foreign military
  – MIPR funds for them
FY 13 Travel

- FY13 LOAs will be loaded by end of September
- To request travel in 1st three weeks of October, email Travel Officer with
  - Name of Traveler
  - LOA
  - Organization
  - Dates and Location of Travel
  - Purpose of Travel
  - Estimated cost
FY13 Contract City Pair Fares

- 21 contracts vice 18 for FY12
- US Airways only for El Paso and San Antonio!
- City pair costs are still high
  - Use Excursion Fares to get around this
- Dulles and Reagan are city pair airports (both $518 one way,) Baltimore/Washington is not
- Monterey to San Diego is now Alaska Air, non-stop
- Two _CA (limited availability) fares; these are still mandatory if available (and are not upgradeable)
  - San Antonio and San Diego ($99 one way)
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<th>Destination Airport</th>
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FROM/TO MONTEREY (ONE-WAY)

N: Non-stop
C: Connections
FY13 Contract City-Pairs

• These fares are NOT in DTS yet under _CA and YCA tabs (but are under DG tab—see below)
**FY-13 Contract City-Pair Flights from Monterey vs. Excursion Fares**
(Approximate costs)

<table>
<thead>
<tr>
<th>DESTINATION</th>
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<th>Contract R/T</th>
<th>Excursion R/T</th>
<th>Savings</th>
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• **Foreign Flag Carriers** – Travelers are required to follow the Fly America Act. Waivers/exceptions must be documented in DTS per APP O (T 4060 para B.3)

• **Failure to use Contracted City Pair Fares**
  Valid justification is required when the contracted flights are not chosen – cost is NOT a valid reason
• NPS now requires a Constructed Travel Worksheet for travel to destination by POV or rental car (next slide)

• AO may approve POV if advantageous to the government (Change)

• If traveler has rental car at destination, he/she cannot be reimbursed for using public transportation
**Defense Travel System**

**A New Era of Government Travel**

**Worksheet Instructions**

**DTS Constructed Travel Comparison Worksheet - Authorization**

(refer to the worksheet instructions for completion guidance)

Name: ______________________  Locations and Dates of Travel: ______________________

**Transportation Expenses for the Standard Mode (Commercial Air):**

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air:

   $ __________

**Related Expense Cost Factors:**

b. If applicable, enter the additional fee normally charged by your CTO:

   $ __________

c. Cost for transportation to and from all airports:

   $ __________

Total Expense Cost Factors (lines b+c):

   $ __________

**Per Diem cost factors required by your AO:**

D. Per diem amount for the *allowable travel days* for your preferred transportation mode(s):

   $ __________

e. Per diem amount for the *allowable travel days* for travel by commercial air:

   $ __________
Rental Car on Leave

• It is no longer legal to reserve a rental car in DTS for days of leave or non-duty
• Reserve for official travel days only
• Arrange car for leave days at pick-up
  – Remove GARS fee ($5/day)
  – No gov’t insurance provided
  – If leave days charged on GTCC, traveler pays for these days in voucher using split disbursement
• Or, rent a different car for leave
• Navy Audit is finding problems with this area
• Used when non-government activity funds travel
• Ethics Official approval required prior to travel
  – Follow SOP exactly
• If non-gov’t. activity funding entire trip
  – Traveler creates Permissive TA to cover absence
• If gov’t. paying part of expenses
  – Traveler creates regular TA, followed by TV and LV*
• Method of payment
  – In kind (activity pays charges directly)
  – By check (made out to U.S. Treasury only)
    • *Traveler uses Local Voucher to receive funds from check
• Travel within Local Area can now be reimbursed with a Local Voucher in DTS
  – Previous direction about using SF1164 was incorrect.
• Overnight lodging in Local Area not reimbursable!
• Local Area is Santa Clara, Santa Cruz, San Benito counties and Monterey county down through King City.
• J FTR/J TR prohibits using travel agent web sites for making lodging reservations (Travelocity, Expedia, Priceline, etc.)

• Detailed itemized receipt from hotel required showing room cost for each day
  – Otherwise traveler will not be reimbursed

• Lost receipt form may not be used in place of hotel receipt
• J FTR/J TR states parking at airport may not exceed cost of getting to/from in taxi
• For out-of-town airports, we can no longer use shuttle cost. Round trip taxi fares from Monterey:
  - San Jose Airport $400
  - San Francisco Airport $500
• Justification still required for not using SVTC/VTC or other Internet communications
  - Secretary of Defense requirement
  - Go to Other Authorizations
  - Select Add New Other Authorization
  - Select “OTHER”
  - Enter reason why this mission cannot be completed using SVTC, VTC, or other electronic means on the Internet
  - NPS has many facilities available for holding video conferences
Justification in Other Auths

### 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.

1. **OTHER (See remarks below)**
   - **Remarks:** Justification for not using SVTC: My presence is required because I am presenting a paper at a Naval Research Symposium.

[Save and Proceed to Pre-Audits]
• Justifications for *(legal)* exceptions to travel policies
  - Actual lodging, larger rental car, non-contract flights, etc.

• Justifications must be *(specific reasons)*
  - DO NOT accept “mission essential,” “noted,” “authorized,” or “ok” for justifications
  - These are required for *audit purposes*

• AO is authorized to approve
New Rules starting 1 October

Domestic travel authorization must be approved at least 72 hours before departure (not for int’l. flights)

If reserved within 72 hours of departure, it must be approved within 24 hours

If not approved, reservations will be cancelled

Traveler will be notified by SATO (email or phone)

If traveler gets to airport with no reservation, call SATO for new reservation
  - Do not rebook with airline agent at terminal

Traveler should take copy of itinerary to airport

New pop-up box for travel authorization (next slide)
If this document is not APPROVED or tickets issued at least 72 hours prior to departure, your domestic airline reservations will be cancelled.

* Domestic Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

OK
Making Changes While on TDY

• More than 36 hours from departure

  Changes must be made in DTS

• Less than 36 hours from departure

  Changes may be made by the traveler calling our local SATO Office. If there is an additional cost or new ticket, the traveler must call providing SATO with verbal AO approval.

  Changes maybe made directly with the airline, as long as a new ticket does not need to be purchased – personally procured tickets are NOT permitted.
Leisure Travel

Leisure in Conjunction with Official Travel (LICWO)

• Leave at a different location than the TDY Location
• Make airline reservations in DTS from duty station to TDY location and return to duty station
• Once approved and ticketed – traveler calls SATO Vacations (877 698-2554, or SATOVacations.com) and changes reservations to include leave destination
• Leisure portion cannot be reserved at government rates, and cannot be charged to government travel card
• Active Duty Order to a Base – MUST use BOQ, unless there is no availability – AO cannot waive or approve the lodging outside the base

• TDY (Temporary Duty Station) versus PDS (Permanent Duty Station)

  Per the JTR, TDY is a place away from the PDS to which the traveler is authorized to travel. If Monterey is the PDS, airfare, M&I E, rental car, gas, laundry, POV mileage, etc. CANNOT be paid. Ensure that the PDS in DTS is correct.
Comptroller Review

• Deputy Comptroller approval is now required prior to reimbursement on voucher for:
  – Personally procured airline tickets
    • Disciplinary action will be recommended to supervisor for repeat offenders
  – Not starting/ending TDY at Permanent Duty Station
  – Renting car outside of DTS
    • Even for missing last SFO-MRY flight
• Required by FMR Vol. 9 Chap. 3, para. 031004
• Any voucher not properly split-disbursed will be returned to the traveler
• Voucher approver’s new certification:
  – “By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.”