



Welcome

Mary Aguilar
Travel Officer



CTO Business Rules

Mary Aguilar, Travel Officer
Jim Egerton, DTS Instructor

- NAVPGSCOLINST 4650.4J approved 27 July 2012
- Approved by DoD PDTATAC
 - 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

- 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)



FY13 City Pair Contracts

Origin Airport	Destination Airport	Airline	Serv	YCA	-CA
MONTEREY	ATLANTA	United	<u>C</u>	<u>253.00</u>	0.00
MONTEREY	BOSTON	American	<u>C</u>	<u>318.00</u>	0.00
MONTEREY	O'HARE INT'L AIRPORT	American	<u>C</u>	<u>251.00</u>	0.00
MONTEREY	DALLAS/FT. WORTH INT'L AIRPORT	American	<u>C</u>	<u>303.00</u>	0.00
MONTEREY	EL PASO	US Air	<u>C</u>	<u>375.00</u>	0.00
MONTEREY	FRANKFURT	United	<u>C</u>	<u>1084.00</u>	0.00
MONTEREY	HONOLULU	United	<u>C</u>	<u>282.00</u>	0.00
MONTEREY	KANSAS CITY	United	<u>C</u>	<u>361.00</u>	0.00
MONTEREY	LAS VEGAS	United	<u>C</u>	<u>380.00</u>	0.00
MONTEREY	LONDON	United	<u>C</u>	<u>555.00</u>	0.00
MONTEREY	LOS ANGELES INT'L AIRPORT	United	<u>N</u>	<u>149.00</u>	0.00
MONTEREY	NORFOLK	United	<u>C</u>	<u>598.00</u>	0.00
MONTEREY	PHOENIX	American	<u>C</u>	<u>180.00</u>	0.00
MONTEREY	SALT LAKE CITY	United	<u>C</u>	<u>344.00</u>	0.00
MONTEREY	SAN ANTONIO	US Air	<u>C</u>	<u>494.00</u>	<u>299.00</u>
MONTEREY	SAN DIEGO	Alaska	<u>N</u>	<u>199.00</u>	<u>99.00</u>
MONTEREY	ST. LOUIS	American	<u>C</u>	<u>304.00</u>	0.00
MONTEREY	TOKYO	Delta	<u>C</u>	<u>737.00</u>	0.00
MONTEREY	TUCSON	United	<u>C</u>	<u>329.00</u>	0.00
MONTEREY	RONALD REAGAN NATIONAL AIRPORT	United	<u>C</u>	<u>518.00</u>	0.00
MONTEREY	WASHINGTON DULLES INT'L AIRPORT	United	<u>C</u>	<u>518.00</u>	0.00

**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)

[GSA Contractw/ Limited Availability](#)
[GSA Contract Airfare](#)
[Other Gov't Airfare](#)
[Other Airfare](#)
[AltGSA](#)

Seats on the Government Contract Airline are no longer available or you are traveling in a market in which no Government Contract fare exists.

DOD Policy requires travelers to utilize the GSA Contract Carrier Fare when available. Exception to this policy requires justification and is subject to approval by your Authorizing Official.

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$312.00 Total Estimated Airfare (Including Taxes and Fees) Non Contract Government

[Class: YCA](#)
[Fare Rules](#)
[View Available Seats](#)
[Select Flight](#)

 United Airlines 6328	05:29 AM Depart MRY - Monterey Peninsula Apt	Tue 23-Oct-12	Flying Time: 45min Lay-over Time: 2h 37min
	06:14 AM Arrive SFO - San Francisco International Apt		
 United Airlines 663	08:51 AM Depart SFO - San Francisco International Apt	Tue 23-Oct-12	Flying Time: 5h 13min
	11:04 AM Arrive HNL - Honolulu International Apt		
	Equipment EM2		
	Equipment 777		



Excursion Fare Savings

FY-13 Contract City-Pair Flights from Monterey vs. Excursion Fares (Approximate costs)

DESTINATION	Airline	Contract R/T	Excursion R/T	Savings
FRANKFURT	United	2200	1110	1090
LAS VEGAS	United	760	270	490
SAN ANTONIO	United	1000	420	580
TOKYO	United	1520	1160	360



Justifications SATO Requires

- **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



Constructed Travel Worksheet



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: \$



- 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.



Lodging Reservations

- JFTR/JTR 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



- JFTR/JTR 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



"Is this trip necessary?"

- 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.

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

Other Authorizations

	Other Authorization	Remarks	Remove
1	OTHER (See remarks below)	Justification for not using SVTC: My presence is required because I am presenting a paper at a Naval Research symposium.	➤ remove

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



Travel Auth. Approval

- 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)



Pop-up Box in TA

Logged In As: [Luke Skywalker](#) Document Name: LSFTBENNINGGA010117_A01 Screen ID: 1059.1 [Close Window](#)
 Traveler Name: [Luke Skywalker](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval.

Document Action

* Submit this document as: **SIGNED**

Routing List: AAAA2

Additional Remarks:

Stamp Doc without adjustment

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To	By	Level
CERTIFIED	Sam T Damon	3

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

transportation mode than authorized by your
AO.



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 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&IE, rental car, gas, laundry, POV mileage, etc. CANNOT be paid. Ensure that the PDS in DTS is correct.

- 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.”