DTS
Organizational Defense
Travel Administrator
Course
19 May 2014
Course Outline

• Introduction
• NPS Travel web site
• Government Travel Credit Card (GTCC)
• Voucher Topics
• Travel SOP’s
• TraX Passport
• ODTA Certification
This course covers

- Up-to-date features of and problems with DTS
- Self-registration in DTS
- Recurring problems found in NPS travel documents
- The latest dope on keeping yourself updated
- NPS Standard Operating Procedures
  - Non-DoD Conference Attendance
  - Gift of Travel
  - Invitational Travel
  - International Travel
  - Fund Cites
This web site is intended to enhance our mission and vision in providing support and services to the staff, students, and other customers of the Naval Postgraduate School. We provide a number of resources here to help you make travel plans, check travel regulations, view current rates, resolve problems, and suggest improvements to our service.

**Defense Travel System (DTS) Home Page**

- **Access to DTS** (2 Aug 2011)
  Welcome to the new era of government travel that can really take you places. Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

**Announcements / News**

- **Approval of Travel Authorizations** (27 March 2014)
  a. All NPS travel requires the prior approval of the President of NPS and your AO. You must have BOTH approvals in place before you depart.
  b. The DTS system will automatically notify you via email when your AO has approved your travel request.
  c. When the President of NPS approves your travel, you will receive a confirmation email from the Travel Officer (on the date of approval). This email will be your sole confirmation. You may wish to scan this notification into your travel authorization as attestation of approval. Do not travel without both approvals in advance. If you have not received your email notification of the NPS President’s approval by the day before departure, and by Thursday for Saturday through Monday planned departures, contact the Travel Officer or Chief of Staff to determine the status of your approval.

- **New POV Mileage Rate** (31 January 2014)
  The POV mileage rate, effective 1 January 2014, is 50.56/mile vice 50.55.

- **Post-shutdown Travel Guidance** (17 October 2013)

**NPS Travel Points of Contact**

- The Travel Office is open from 0700 to 1600 Monday through Friday, except it will be closed from 1330 to 1430 on Wednesday for a meeting.
  COMM 831-656-2041
  DSN 765-2041
  Fax 831-656-7532 or DSN 756-7532.
  E-mail travel@nps.edu

- Our official address is:
  Naval Postgraduate School
  Travel Office
  1 University Circle, Building 220
  Hermann Hall - Room 038
  Monterey, California 93943

- **Travel Officer**
  COMM 831-656-3600
  E-mail NPSTravelOfficer@nps.edu

- **NPS Travel Office Passport Agent**
  Travel Office
  Tue-Thu: COMM 831-656-2247, Mon & Fri: 831-324-3798
  Available by appointment 0730-1600 Tuesday - Thursday

- **DTS Contact Numbers for Help Desk of other commands** - Link

- **SATG**: NPS Email: 300
Before pressing LOGIN TO DTS, insert your CAC in the reader. 
WAIT until the light on the reader stops blinking or blinks faster than when first inserted.
GSOIS—Grad School of Org and Info Sci
Org 06 at NPS
Org DN2262271 06 in DTS
- D DoD
- N Navy
- 22 Chief of Naval Personnel
- 62271 NPS Unit Identification Code
- 06 GSOIS
NPS (DTS) Organizations

- 00 President
- 01 Provost
- 013 Library
- 02 Dean of Students
  - Students
- 06 GSOIS
- 07 GSEAS
- 08 GSBPP
- 20 Financial Mgm’t.
- 30 Info Technology
- 40 Research
- 50 Academic Affairs
- 90 SIGS
- ITO Invitational Travel Orders--CBA
- TRAC
While Traveling

- **Reservation changes**
  - Travel date changes must be approved by AO
  - More than 36 hours in future:
    - Use DTS, or have traveler call ODTA
    - Call airline if no airport changes
  - Within 36 hours:
    - Monterey (during NPS working hours) 855 744-4657
    - National (outside NPS working hours) 800 359-9999 Call or email AO to get changes approved

- **When traveler returns to permanent duty station (PDS,) trip is automatically over**
  - To continue traveling immediately, create new TA
• Submit within five working days of return
  – Travel Office will notify travelers who are late

• An ODTA can create, but **traveler** must sign

• Voucher is paid by DFAS Indianapolis within three working days after approval to
  – Citi for split disbursed charges
  – Traveler’s bank account for other reimbursements
Non-Mileage Expenses

- Laundry reimbursable in **CONUS** (48 states) only
  - Civilian must be gone at least 4 nights
  - Military must be gone at least 7 nights, allowed avg. $2/day

- Hotel tax reimbursable in **U.S.** only
  - Foreign country room tax included in lodging rate

- If traveler got ATM advance, claim service fee

- Airport parking may not exceed taxi fare to and from airport (**Shuttle fare cannot be used**)!

- Civilians may not claim tips for personal baggage
  - Tips for gov’t. equipment ok

- Allowed expenses in JTR/JFTR Appendix G
C2000 OBLIGATION TO **EXERCISE PRUDENCE** IN TRAVEL (FTR §301-70.1)

*NOTE:* While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., laundry/dry cleaning and taxi expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.
**B. Circumstances.** The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of GOV’T funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

*1. Use of the least expensive transportation mode to and from the transportation terminal;*

*2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self parking is available);*

*3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;*

*4. Use of the least expensive authorized/approved Special Conveyance/Rental Vehicle (both in terms of using the ‘standard’ compact size and the least expensive vendor); and*

*5. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a ‘Dash’CA airfare in lieu of a YCA airfare).*
Prior AO Approval Required

- Rental Car
  - GPS, FastTrack transponders
  - (necessary for official business)
- Services of Others
  - Drivers, Guides, Packers, etc.
- Clerical Assistance
- Property Storage
- Office Rental
- Internet Connection
- Official Phone Calls
  - Safe arrival, medical, schedule change
- Excess Baggage
  - Checked bag charge ok
- Personally procured air tickets
- Prepaid phone/cell contracts
- Dual Lodging Costs
- Nonrefundable Room Deposits
- Lodging Fees
  - Late Checkout
  - Early Arrival
- GTCC Late Payment Fees
- GTCC Expedited Delivery
• **All** GTCC charges **must** be paid by DFAS to Citi
  – Called “Split Disbursing” (more later)

• GTCC charges with MOR of GOVCC (airfare, car, hotel, non-mileage expenses) are automatically split disbursed

• Open an Expense, click
  Create an expense from a government charge card transaction

• **Check Citi** charges
  – Accuracy
  – Are all charges included in TV?
  – Click **Add>** for missing expenses
  – Use Citi amt for foreign currency conversion
Mileage Expenses

• Apply only to driving own privately owned automobile

• Driving to airport: “Private Auto-Terminal”
  – Airport parking limited to taxi fare to and from airport
  – Family member round-trip drop-off ok

• Driving to TAD site: “Private Auto-TAD/TDY”
  – Submit Constructed Travel Worksheet
  – Use Defense Table of Distance (DTOD) for mileage
    • Use odometer for in-and-around at TAD site
  – AO approval required for reimbursement
• Enter **Ldg Cost** from hotel receipt for **each day**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Edit</th>
<th>Reset</th>
<th>Ldg Cost</th>
<th>Ldg Allowed</th>
<th>M&amp;IE Allowed</th>
<th>Per Diem Rate</th>
<th>Code</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Qtrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/20/09</td>
<td>WASHINGTON,DC</td>
<td><img src="edit.png" alt="Edit" /></td>
<td><img src="reset.png" alt="Reset" /></td>
<td>209.00</td>
<td>209.00</td>
<td>GOV/CC-Individual</td>
<td>48.00 Personal</td>
<td>209 / 64</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• If cost is more than allowed Per Diem Rate, *Edit* and select Actual Lodging (AO approval required)
  – Detailed justification required in Pre-Audit

• Foreign country Ldg Cost **includes** hotel room tax

• **Edit days for Annual Leave, Non-Duty Days**
  – These **zero out** Lodging and M&IE
  – Annual leave must be approved with separate leave request

• **Meals Provided** (conference only)
  – One or two meals: Proportional Meal Rate (~ 60%)
  – Three meals provided: IE only ($5.00/day)
Substantiating Records

• Click Print Fax Cover Sheet

• Fax to phone number on cover sheet

• Include ALL lodging receipts

• Include others of $75.00 or more, (including airline eTicket Receipts from www.virtuallythere.com)
  – SATO Itinerary is not acceptable!

• Receipts may also be scanned and uploaded

• Make sure all receipts are legible

• Blank out all Privacy Act Data (SSN, GTCC #, etc.)
  – Whether faxed or scanned/uploaded
• If airline ticket has been refunded
  – Go to virtuallythere.com
  – Enter last name and Confirmation code
  – Click on Invoices
  – Print **Electronic Invoice** which shows credit refund (w/ minus sign)
  – Include this document with eTicket Receipts
The ‘Payment Totals’ Screen

• Previously listed items are automatically split-disbursed

• All other GTCC charges not specifically designated must be entered under the Additional Options section on the Payment Totals screen of the voucher
  – Add’l GOVCC ATM: ATM advances
  – Add’l GOVCC Amt: All others
    • Hotel room and hotel tax when on leave (or Non-Duty Days)
    • Other personal hotel charges on bill (movies, meals, etc.)
    • Meals purchased in restaurants with GTCC

• Vouchers not split disbursed properly will be returned to traveler
### Entitlement Summary

<table>
<thead>
<tr>
<th></th>
<th>Personal($)</th>
<th>Individual GOVCC($)</th>
<th>Total($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$527.08</td>
<td>$1,890.53</td>
<td>$2,417.61</td>
</tr>
<tr>
<td>Less Prior Pmts</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Collections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net to Traveler</td>
<td>$527.08</td>
<td>$1,890.53</td>
<td>$2,417.61</td>
</tr>
<tr>
<td>Add GOVCC ATM</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Add GOVCC Amt</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Less Prev Pmts to GOVCC(By Traveler)</td>
<td>0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Prev Pmt Adjustments</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Final Distribution</td>
<td>$527.08</td>
<td>$1,890.53</td>
<td>$2,417.61</td>
</tr>
</tbody>
</table>

**Payment Totals Screen**

Enter amounts, then click **Calculate**

- To traveler’s bank account
- To Citi
Other Authorizations/Pre-Audit

- Enter any additional justifications
  - Detailed reason; don’t say “auth” or “mission essential”
- Explain any Add’l GOVCC Amt:, Add’l GOVCC ATM:

<table>
<thead>
<tr>
<th>2.</th>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>* Justification to Approving Official</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add GOVCC-Individual Amount</td>
<td>Add GOVCC-Individual Amount</td>
<td>$39.55 prorated part of rental car, $56.34 restaurant meals GTCC, $27.61 hotel room service charges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.</th>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>* Justification to Approving Official</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add GOVCC-Individual ATM</td>
<td>Add GOVCC-Individual ATM</td>
<td>$100.00 ATM advance</td>
</tr>
</tbody>
</table>
• Traveler **MUST** sign voucher with his/her own CAC

• If traveler does not have a CAC, it must be signed in the Travel Office by a Non-DTS Entry Agent (email Travel@nps.edu).
  – This requires a complete DD-1351-2 signed by traveler

• All vouchers are approved in the Travel Office

• Vouchers are paid by DFAS in 3 days
CBA used to pay for airline tickets for travelers who do not have a GTCC
- Invitational Travelers (ITAs)
- Travelers with bad credit
- Foreign nationals
• To reimburse travel expenses for local travel
• No M&IE, no overnight lodging
• From and To mileage expenses only
  – Less daily commuting distance
  – No in-and-around mileage
  – Tolls and parking
• No travel authorization required
• Approved in Travel Office
• Local area definition
<table>
<thead>
<tr>
<th>SOP Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTO Business Rules SOP</td>
<td>Required procedures to be followed for all travel reservations at NPS and interactions with SATO.</td>
</tr>
<tr>
<td>Fund Cite SOP</td>
<td>Fund cites are issued by a command when paying for the travel of a DoD traveler from another command. The fund cites can be incoming to a command or outgoing from a command.</td>
</tr>
<tr>
<td>Honoraria SOP</td>
<td>A procedure for the authorization of payment of a fee for service rendered by a lecturer/panelist. Honoraria are intended for one-time events only.</td>
</tr>
<tr>
<td>Gift of Travel SOP</td>
<td>A gift of travel occurs when a command accepts payment(s) from a non-federal source for travel, subsistence or related expenses for a command employee for any function related to official duties. All Gifts of Travel &lt;$12k must be approved by the Director, Navy Staff.</td>
</tr>
<tr>
<td>International SOP</td>
<td>International travel means the traveler's destination is outside the continental United States (OCONUS). The Int'l Travel Program is a PowerPoint overview of int'l travel requirements.</td>
</tr>
<tr>
<td>Hard Copy Orders (DU1610)</td>
<td>This procedure is to be used to create hard copy orders when DTS is disabled or CBA is unavailable.</td>
</tr>
<tr>
<td>Local Travel SOP</td>
<td>This procedure is used when local travel is less than 12 hours, and involves no overnight stay.</td>
</tr>
<tr>
<td>Visit Request SOP</td>
<td>This SOP describes the process of arranging for permission for NPS personnel to visit other commands, which is essentially security clearance verification.</td>
</tr>
<tr>
<td>ITA SOP</td>
<td>Invitational travel authorizations are issued when a person who is not a federal government employee travels at the expense of NPS.</td>
</tr>
<tr>
<td>Intl Military Student Travel SOP</td>
<td>This procedure is used to create and process hard copy orders for NPS International Military Students (IMS). The five fillable forms required are linked here.</td>
</tr>
<tr>
<td>SF 182 SOP</td>
<td>This procedure is used for submitting the required SF 182 form when using Government Purchase Card to pay for conference or training fees.</td>
</tr>
</tbody>
</table>

Become familiar with these SOP’s
• Approval required by dept. chair, dean, NPS president, then DoN AA.
  – If NPS total cost >$100k, 135 day lead time
    • <$100k, 45 day lead time
• “Each participant must have an active role as a (1) presenter (2) panel/review member (3) chair/facilitator for an appropriate discussion or (4) member receiving some form of continuing education credits that cannot be obtained via any other more cost effective means.” SECNAV requirement
• Actual lodging and rental car not allowed
• [https://wiki.nps.edu/display/NCT/Non-DoD+Conferences](https://wiki.nps.edu/display/NCT/Non-DoD+Conferences)
• DNS Threshold: $3000/person, $600/day
Gift of Travel SOP

- Used when **non-US government** activity funds travel
- Request for non-DoD conference approval required at same time as Gift of Travel submittal (IF travel is to a conference)
- Submit request six weeks in advance of travel
  - Traveler must have interview with Ethics Counselor
  - Must have letter on letterhead from gift donor
  - Traveler’s dean, then NPS President, approval required if <$12k
    - DNS approval also required if >$12k
- Donor must fund entire trip
  - Traveler creates Routine TA to cover absence
- Method of payment
  - In kind (activity pays charges directly)
  - By check (**made payable to U.S. Treasury only**)  
    - *Traveler uses Local Voucher to receive funds from check*
**Invitational Travel Auth. SOP**

- **ALL** ITA processing is done in the Travel Office.
- Travel must be mission essential
- SOP and forms on NPS Travel web site
- Travelers must use DTS/SATO to buy gov’t rate tickets. No excursion fares allowed
  - No foreign airlines if US airline available
- If trip cancelled after ticketing by SATO, authorization MUST be cancelled in DTS
- **Contractors are not allowed to travel on ITAs**
- **ITA traveler is not allowed to “attend” a conference**
  - Conference participation as a presenter is allowed
- **ITA Travel to a foreign country requires a country clearance**
• NAVPGSCOLINST 4650.1
  – Anti-Terrorist Training
• Official passport required
  – Requires long lead time (6-8 weeks)
  – Monique Resquir, NPS Passport Agent, Travel Office
    • 2247 or cell 324-3769
  – Tourist passport recommended for travel
• Country clearance
  – Contact Travel Office
    – 45 day lead time
• Military require NATO orders to travel to NATO country
• Most countries require completion of on-line SERE training
• [http://www.nps.edu/Services/Travel/Documents/NPSInternationalTravelProgram.pdf](http://www.nps.edu/Services/Travel/Documents/NPSInternationalTravelProgram.pdf)
• Strict requirements for mission critical determination by President
US dollar amount must be shown on receipts for all expenses paid in foreign currency
  - Preferred method: use amount on Citi GTCC receipt in DTS
  - Alternate method: use www.oanda.com to convert
    • Enter date of transaction for correct exchange rate

Make sure foreign currency receipts are annotated to show the cost of each item in U.S. dollars

DTS automatically compensates for crossing the International Date Line
  - Verify that calculations are correct
  - Flying East to India and –stans will be wrong (>180 degrees)
  - See IDL in “Help for this Screen”
180 Degrees from Monterey
Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Edit</th>
<th>Reset</th>
<th>Ldg Cost</th>
<th>Ldg Allowed</th>
<th>M&amp;IE Allowed</th>
<th>Per Diem Rate</th>
<th>Code</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Qtrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/14</td>
<td>IN TRANSIT</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$0.00</td>
<td>$0.00 GOVCC-Individual</td>
<td>$59.25 Personal</td>
<td>231 / 79</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>01/21/14</td>
<td>KARACHI,PAK-IDL W</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$231.00</td>
<td>$231.00 GOVCC-Individual</td>
<td>$0.00 Personal</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/22/14</td>
<td>KARACHI,PAK</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
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<td>$231.00 GOVCC-Individual</td>
<td>$79.00 Personal</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>01/23/14</td>
<td>KARACHI,PAK</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$231.00</td>
<td>$231.00 GOVCC-Individual</td>
<td>$79.00 Personal</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>01/24/14</td>
<td>KARACHI,PAK</td>
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<td>&gt; Reset</td>
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<td>$231.00 GOVCC-Individual</td>
<td>$79.00 Personal</td>
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<tr>
<td>01/25/14</td>
<td>KARACHI,PAK</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$231.00</td>
<td>$231.00 GOVCC-Individual</td>
<td>$79.00 Personal</td>
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<tr>
<td>01/26/14</td>
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<td>&gt; Reset</td>
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<td>$231.00 GOVCC-Individual</td>
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<tr>
<td>01/27/14</td>
<td>KARACHI,PAK-IDL E</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
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<td>$0.00 GOVCC-Individual</td>
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<td>231 / 79</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No M&IE

1.75 day’s M&IE
You have selected a travel location outside the United States of America.

Consult Section III (Personal Entry Requirements for Official Travel) of the Foreign Clearance Guide for country and theatre-specific travel requirements. Failure to comply with FCG requirements may violate DoD travel policy as per the DoD Foreign Clearance Program DoD Foreign Clearance Program.
<table>
<thead>
<tr>
<th>Date</th>
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<th>Edit</th>
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<th>B</th>
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<th>D</th>
<th>Qtrs</th>
</tr>
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<td>Reset</td>
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<td>$0.00 GOVCC-Individual</td>
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</tr>
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<td>Edit</td>
<td>Reset</td>
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<td>$242.00 GOVCC-Individual</td>
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• Method to pay for a DoD employee’s travel from another command
  – Outgoing: NPS pays for an outside employee’s travel
  – Incoming: Another command pays for NPS employee’s travel

• Fund cites are done entirely within DTS

• SOP: http://www.nps.edu/Services/Travel/Documents/FundCiteSOP.pdf

• Outgoing Form:
• TraX
  – Register and get password
  – Computer-based training
  • **Use this asset to maintain your DTS proficiency!**
  – Distance Learning
  – Demonstrations of TAs and TVs
  – Many other assets

• **Defense Travel Dispatch**
  – Subscribe on DTS web
ODTA Certification

- **Part I**: Complete User Training Course
- **Part II**: Complete this ODTA course
- **Part III**: Take one-on-one practical test
  - You will receive filled-in Travel Request Worksheet and Travel Voucher (DD1351-2)
  - You must successfully create an authorization and a voucher in DTS (EWTS)
- You will then receive DTS permissions and access to your travelers
• Frequently Asked Questions
  – NPS Web Site
• I will assist you on your first document if desired
• ODTA quarterly meetings
  – ME Auditorium
  – Travel Officer will send out notices to all ODTAs
  – Must attend at least 2/year to retain permissions
  – Next meeting not scheduled
• Conference attendance
• Reduced travel funds
  – Budget module for direct accounts, 70% of FY10 travel cost
Contacts

- Tier 2 Help Desk
  - DTSHelpdesk@nps.edu, 866 817-5245 ext 2

- Nick Pavlina, Lead DTA
  - njpavlin@nps.edu, 866 817-5245 ext 170

- Jack Shishido, NPS Travel Officer
  - jlshish@nps.edu, 2192

- Regina Panis, Financial DTA
  - panis@nps.edu, 3139

- Jim Egerton, DTS Training
  - jegerton@nps.edu, 3192, 831 277-0622 cell

- Travel Office
  - Travel@nps.edu, 2041, fax 7632