DTS User Training

DEFENSE TRAVEL SYSTEM
18 February 2015
Course Outline

• Introduction—Handouts
  – DTS Trifolds
  – Slides, for taking notes
  – Others

• Travel Authorization
  – Itinerary, reservations
  – Gov’t Travel Credit Card (GTCC)
  – Expenses (Estimated)
  – Hands-on exercise

• Travel Voucher (Claim)
  – Itinerary changes
  – Costs (Exact)
  – GTCC charges paid to CitiBank (Split Disbursing)
  – Receipts
  – Hands-on exercise
Course Objective

• Upon completion, you will be able to create your own travel authorizations and travel vouchers in DTS.
Travel Administrators (ODTA)

• Part I: Complete this course
• Part II: Take follow-on ODTA course
• Part III: Take one-on-one practical test
  – You will receive filled-in Travel Request Form and Travel Voucher receipts
  – You must successfully create an authorization and a voucher in DTS
• You will then receive DTS access to your travelers
Travel Regulations

- **All**: Joint Travel Regs (JTR), Ch 1-10 (*as of 10/1/14*)
  - Appendix O is a *summary* of these regs
  - Appendix G lists allowable *misc expenses*
  - Appendix P concerns government contract city-pair flights

- **NAVPGSINST 4650.4J** (27 July 2012) implements:
  - [CTO Business Rules SOP](https://wiki.nps.edu/display/TO/Travel+Office+Home) (SATO, reservations)
  - [ITA SOP](https://wiki.nps.edu/display/TO/Travel+Office+Home) (invitational travel)
  - [Fund Cite SOP](https://wiki.nps.edu/display/TO/Travel+Office+Home) (other gov’t activity pays)
  - [Gift Of Travel SOP](https://wiki.nps.edu/display/TO/Travel+Office+Home) (non-gov’t activity pays)
  - [SF182 SOP](https://wiki.nps.edu/display/TO/Travel+Office+Home) (conference fees)

- These are all available on NPS Travel web site at [http://www.nps.edu/Travel/](http://www.nps.edu/Travel/) under *Rules and SOPs*

- Wiki: [https://wiki.nps.edu/display/TO/Travel+Office+Home](https://wiki.nps.edu/display/TO/Travel+Office+Home)
Document Types

• Create **Travel Authorization** in DTS before you go
  – Make reservations directly with airlines, cars, hotels
    • But not government quarters
  – Enter **estimated** expenses
  – This creates “should-cost” estimate for the trip
  – Estimated cost is obligated in STARS when approved

• **Must be submitted ten days prior to travel**
• **Must be judged mission essential by NPS President**
• **Must be fully-funded, Routine authorization**
  • Permissive orders no longer allowed for civilian travelers
Document Types cont’d

• Upon return, create **Travel Voucher** to get reimbursed
  – List **actual** expenses
  – Attach required receipts
  – Must be submitted within five working days of return

• Upon return from one-day local travel, submit **Local Voucher**
  – No meals or lodging
  – For multi-day local travel, submit Travel Authorization
Web Site References

• DTS Web site:
  – http://www.defensetravel.osd.mil/dts/site/index.jsp
  – Need CAC with PIN to log in

• NPS Travel Web Site:
  – http://www.nps.edu/Travel

• Travelers self-register in DTS
  – This puts your profile into DTS
  – Instructions at:
    http://www.nps.edu/Travel/Documents/SelfRegister.pdf
Airline Reservations

- Travelers must make airline reservations in DTS, and pay for them with GTCC.
- Pick flights and select seats
- GSA “City Pair” contracts mandatory
  - Monterey has 42 (FY15) contract destinations
    - See handout for destinations
    - Ref: JTR Appendix P
  - SATO assists, stamps “CTO BOOKED”
- SATO buys tickets 4 days before travel
  - Stamps document “CTO TICKETED”
Airline Reservations (cont’d)

- Flights confirmed when selected (book as you go)
- Flights displayed in tab order:
  - **_CA** GSA Contract w/Limited Avail. (41 of these from Monterey)
    - _CA mandatory when available
    - Not upgradable to business/first with freq flyer miles!
    - If _CA available, YCA fares on same flights are not shown
  - **YCA** GSA Contract Airfare (42 city-pairs from Monterey)
    - Use of contract airline is mandatory
  - **DG** Other Gov’t Airfare
Other Gov’t Airfare (DG or “me-too”)

- Flights to (~6000) non-city-pair contract airports
- If no city-pair contract flight available, this fare **MUST** be used.
- Sort flights by price
  - To find lowest cost flight
- Traveler should attempt to reserve lowest cost flights
- Fare **not** guaranteed until ticketed

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
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FY 2014 CITY-PAIR CONTRACTS FROM MRY (ONE-WAY)

N: Non-stop
C: Connections
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<tr>
<th>Destination</th>
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<th>Price Round Trip</th>
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</table>
Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Login to the Defense Travel System

Begin using the Defense Travel System.

First Time Users
Learn more about DTS and the tools required for use.

Training
Learn how to use DTS & find additional training resources.

Notices

Effective 10/1: Incidental Expenses Policy
Effective 11/1: Flat Rate Per Diem Policy
TraX Status: 1.5-Hour Downtime on 10/8
DTS Status: 6-Hour Downtime on 10/24
Welcome James W Egerton

Organization: DN262271
Org Access: 
Group Access: 
Permission: 0

Documents Awaiting Your Approval -->  Click Here

My Signed Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Current Status</th>
<th>Departure Date</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No documents found.</td>
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</tbody>
</table>

Message Center

SYSTEM DOWNTIME NOTICE: Due to scheduled maintenance, DTS will be unavailable for six hours beginning at 2300 ET on Friday, October 8, 2010 through 0500 ET on Saturday, October 9, 2010. (Posted on 10/4/10)
DTS Organization

• Organizations and groups based on dept.
• NPS Org **06** (GSOIS) = DTS Org DN2262271**06**
• CS dept = DTS Group CS
• Your Organizational Defense Travel Administrator (ODTA) can see travel documents for all travelers in the group
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
Hands-on Exercise

• Creation of a travel authorization
• You are logged into a training account
• Open Internet Explorer
• Click EWTS in Favorites
• Click at bottom of Privacy/Ethics
• Select
  – “Official Travel”
  – “Authorizations/Orders”
<table>
<thead>
<tr>
<th>Authorizations/Orders</th>
<th>Vouchers</th>
<th>Local Vouchers</th>
<th>Group Authorizations/Orders</th>
</tr>
</thead>
</table>

**Org Access:**

**Group Access:**

**Permission:** 0,
NOTE: If you travel without a Travel Authorization, you must have Comptroller approval to create an after-the-fact authorization and travel voucher.
Verify Profile

Profile Validation

Profile Information must be updated before creating documents for the first time. Please ensure your EFT information is accurate. Inaccurate EFT information may cause delays in payment of travel vouchers. Please contact your DTA for assistance or complete the information below:

Please Note: A Red Star (*) indicates a required field.

Last Name: NAVPOSTGRAD
First Name: HELEN
Middle Initial: D
SSN: 731066426
Gender: N/A ☐ M ☐ F ☐

Mailing

*Address Line 1: 1 University Circle
Address Line 2: 
*City: Monterey

Account Information

EFT and Charge Card Accounts

Account Type | Account Number | Routing Number | Expiry Date
---------- | -------------- | -------------- | ---------
CHECKING   847509238745  256074974  ?
GOVCC 42424242424242  938917044  04/30/10

On first authorization:
1. Verify/change address info
2. Verify/change account info
3. Click on “Update Pers. Info”
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A

I am leaving from - (Select from list or enter below):

- Starting Point: RES: Monterey, CA
- Departing On: 10/20/2014
- Trip Type: AA-Routine TDY/TAD
- Trip Purpose: SITE VISIT

Trip Description:
1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing, involving movement of heavy equipment and setup of PWR sups.
2. Source of funding: Reimbursable from CMOT D3 project (15 R7E8X.)

B

I will be traveling to my TDY location by - (Select from the list below)

- Commercial Air
- Rail
- Rental Car
- Other

(Select private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense Non-Mileage.)

Time: 07:00 AM
Itinerary

• Starting Point (Residence or Duty Station)
  – Must be official primary residence or workplace
• Departure date
• Trip Type
  – Routine,
  – Permissive (Gift of Travel only)
• Trip Purpose
  – Conference, attend or present
• Trip Description
  – 1. Clear and concise description of the trip and its purpose;
  – 2. Source of funding (reimbursable from X, direct (w/dept.), interim account must be verified through comptroller)
  – 3. Statement outlining the essential nature of the trip and consequences associated with trip cancellation or deferral in terms of the overall mission of NPS.
Itinerary cont’d

• **Method** of travel and **time** of departure
• Location of TDY
• Check box: Need rental car
• Check box: Need lodging
• Entering multiple locations on trip
• Ending Point (home or work)
• Click “Save and Proceed”
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

**I am leaving from** - (Select from list or enter below):

- **Starting Point:** RES: Monterey, CA
- **Departing On:** 10/20/2014

**Trip Type:** AA-Routine TDY/TAD

**Trip Purpose:** SITE VISIT

**Trip Description:**
1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing, involving movement of heavy equipment and setup of PME sups.
2. Source of funding: Reimbursable from CMOT D1 project (15 R7E8X.)

**I will be traveling to my TDY location by** - (Select from the list below)

- **Commercial Air**
- **Rail**
- **Rental Car**
- **Other**

**Time:** 07:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense Non-Mileage.)
Location Tools

B. I will be traveling to my TDY location by - (Select from the list below)

- Commercial Air
- Rail
- Rental Car
- Other

Time: 07:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C. My TDY location is - (Where I will be working):

*Location 1:

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:

Search By:
- Location
- State/Country - Location
- Zip Code
- County Lookup

D. At this location I will need - (Select all that apply from the list below)

- Rental Car
- Lodging

E. Will you be traveling to another TDY location?

Yes  No
Select Location of TDY

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Terms (TDY/TAD Location)

washington, dc

Search Results:

"washington, dc" produced 3 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

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<tr>
<th>Select</th>
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<th>County</th>
<th>State/Country</th>
<th>Conus/O-ccus</th>
<th>DOD Base/Installation</th>
<th>Seasonal Dates</th>
<th>Lodge Rate</th>
<th>MBE Rate</th>
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<td>DC</td>
<td>C</td>
<td>03/01-06/30 07/01-08/31 09/01-09/30 10/01-10/31 11/01-02/28</td>
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<td>224.00 167.00 219.00 219.00 184.00</td>
<td>71.00 71.00 71.00 71.00 71.00</td>
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Part D - Check to get Rental Car and Lodging

“Yes” to Select a Follow-on TAD Location
Conference Attendance

- New entry on Trip Overview screen

- Search Conference/Event

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<th>Sort By Conference Name</th>
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<th>Sort By End Date</th>
<th>Sort By Zip Code</th>
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- Other Trip Information

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<th>Other Trip Information</th>
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<tr>
<td>Trip Type: AA-Routine TDY/TAD</td>
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<tr>
<td>Trip Purpose: CONFERENCE ATTENDANCE</td>
</tr>
<tr>
<td>Trip Description:</td>
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CA fare available, therefore mandatory
CA fare available, therefore mandatory
DTMO recommends selecting Aisle or Window from Seat Selection dropdown and leaving Seat Number blank.
TSA Secure Flight Program

• DTS collecting new personnel data
  – Full middle name
  – Date of birth
  – Gender

• **Full name reported to TSA must match state or federal government ID used at airport security**
  – Minor variation in middle name/initial ok

• Screen (next slide) in DTS after first air reservation
  – Click box to save data to profile
  – Ignore Redress Number
TSA Secure Flight Program

Enter DoD ID Number from back of CAC in Known Traveler Number. This will speed you through TSA screening at large airports. (Not MRY)
Rental Car Reservations

- **Must** make car reservations in DTS
  - This implements gov’t insurance coverage
  - Compact car standard size
  - Must pick cheapest company for size chosen
- **Must** pay for car with GTCC
- Use of a government contract rental car is allowed while on leave during travel
  - **Do not reserve car for leave days in DTS**
  - **Tell car company about leave days**
    - No gov’t insurance while on leave
    - Exclude GARS fee ($5/day) for leave days
  - Traveler must pay for car during leave days
Select Rental Car for
IAD - Washington Dulles International Apt, DC (USA)
from 10/20/2014 through 10/23/2014

RESERVATIONS SUMMARY:
AIR: $802.20
MRY to IAD: 10/20/14 06:00 AM Arrive: 04:40 PM
IAD to MRY: 10/26/14 09:05 AM Arrive: 02:14 PM
RENTAL CAR: $0.00

Government Rates
Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of $5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

$113.35 [Estimated Total Cost Including Taxes & Fees]

<table>
<thead>
<tr>
<th>Enterprise</th>
<th>IN TERMINAL/SHUTTLE TO CAR</th>
<th>Full Size Car</th>
<th>Daily Rate: $26.00</th>
<th>Extra Hour: $5.00</th>
<th>Extra Day: $26.00</th>
<th>Unlimited Miles/Kilometers</th>
</tr>
</thead>
</table>

Search
Lodging Reservations

- **Should** make hotel reservations in DTS
  - Can call hotel if desired
  - **If you call, beware of cancellation policy if you later cancel trip!**
- SATO can make long-term reservations (30 days or more) *(This is mandatory as of 11/1/14!)*
  - Send comment to SATO to request
- **Must** pay for hotel with GTCC
- Actual lodging—when hotel costs **more** than allowed lodging rate
  - Special local events
  - Requires justification in Pre-audit section
On-Line Hotel Booking

• Should make reservation directly (DTS/phone to hotel)
  – Priceline/Expedia on-line reservation reimbursement allowed only if on-line reservation agent provides a detailed receipt showing daily room cost, taxes, other items.
  – JTR 1115 B. 2.

• Must have itemized receipt from hotel or travel agency showing room cost by day. Otherwise you will not be reimbursed.
Lodging Per Diem Rate Allowed is $219.00 in WASHINGTON, DC
Select Lodging for WASHINGTON
from 10/20/2014 through 10/26/2014

RESERVATIONS SUMMARY:

AIR:  $802.20
  MRY to IAD : 10/20/14 06:00 AM Arrive: 12:00 AM
  IAD to MRY : 10/26/14 09:05 AM Arrive: 02:14 PM

RENTAL CAR:  $113.35
  ENTERPRISE IAD - Washington Dulles International Apt, DC (USA)
  Pickup: 10/20/14
  Drop-off: 10/23/14

LODGING:  $0.00

Lodging Per Diem Rate Allowed is $219.00 in WASHINGTON,DC

Accommodations Selected

Holiday Inn Washington DC Central/White House
1501 Rhode Island Ave NW
Washington DC, 20005
Phone: 202/483-2000
Fax: 202/797-1078
Toll Free: 800/248-0016
Web Site: www.inndc.com

Additional Hotel Information

For property check in/check out times, view 'Additional Hotel Information' or the property website.
Cancellations not received according to the hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view 'Additional Hotel Information' or the property website.

State/Local rates may not apply to Federal Government Travelers
### Select Type of Room

#### FedRooms Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Select Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDROOMS INCLUDES WIFI 1 KING LEISURE NONSMOKING KICK BACK ON THE SLEEPER SOFA AND USE THE FREE HIGH SPEED WIRELESS INTERNET ACCESS TO CATCH UP</td>
<td>$219.00/night</td>
<td><a href="#">Select Room</a></td>
</tr>
<tr>
<td>FEDROOMS INCLUDES WIFI 2 FULL BEDS NONSMOKING FREE HIGH SPEED WIRELESS INTERNET HELPS YOU STAY IN TOUCH WITH FRIENDS AND COWORKERS DURING</td>
<td>$219.00/night</td>
<td><a href="#">Select Room</a></td>
</tr>
<tr>
<td>FEDROOMS INCLUDES WIFI STANDARD ROOM WHEN YOU ARRIVE AT THE HOTEL WE WILL DO OUR BEST TO MEET YOUR ROOM BED TYPE AND SMOKING</td>
<td>$219.00/night</td>
<td><a href="#">Select Room</a></td>
</tr>
<tr>
<td>FEDROOMS INCLUDES WIFI 1 KING WHEELCHAIR ACCESSIBLE NONSMOKING THIS ROOM FEATURES COMPLIMENTARY HIGH SPEED WIRELESS INTERNET ACCESS AND A ROLL</td>
<td>$219.00/night</td>
<td><a href="#">Select Room</a></td>
</tr>
</tbody>
</table>

#### Government Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Select Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNMENT RATE ID REQ THE PER DIEM RATE INCLUDES A BREAKFAST COUPON FOR 1 KING LEISURE NONSMOKING KICK BACK ON THE SLEEPER SOFA AND USE THE FREE HIGH SPEED WIRELESS INTERNET ACCESS TO CATCH UP</td>
<td>$222.00/night</td>
<td><a href="#">Select Room</a></td>
</tr>
</tbody>
</table>
### Airline Summary and Method of Payment

**Trip Summary**

<table>
<thead>
<tr>
<th>Flight Details</th>
<th>Departure Time</th>
<th>Departure Location</th>
<th>Arrival Time</th>
<th>Arrival Location</th>
<th>Airline</th>
<th>Frequent Flyer #</th>
<th>Method of Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Airlines 5316</td>
<td>06:00 AM</td>
<td>MRY-Monterey Peninsula Apt</td>
<td>07:21 AM</td>
<td>LAX-Los Angeles International Apt</td>
<td>United Airlines 5316</td>
<td>Please Select</td>
<td>Special Requests</td>
</tr>
<tr>
<td>United Airlines 1237</td>
<td>08:40 AM</td>
<td>LAX-Los Angeles International Apt</td>
<td>04:40 PM</td>
<td>IAD-Washington Dulles International Apt</td>
<td>United Airlines 1237</td>
<td>Please Select</td>
<td>Special Requests</td>
</tr>
<tr>
<td>United Airlines 1720</td>
<td>09:05 AM</td>
<td>IAD-Washington Dulles International Apt</td>
<td>12:08 PM</td>
<td>SFO-San Francisco International Apt</td>
<td>United Airlines 1720</td>
<td>Please Select</td>
<td>Special Requests</td>
</tr>
<tr>
<td>United Airlines 6359</td>
<td>01:30 PM</td>
<td>SFO-San Francisco International Apt</td>
<td>02:14 PM</td>
<td>MRY-Monterey Peninsula Apt</td>
<td>United Airlines 6359</td>
<td>Please Select</td>
<td>Special Requests</td>
</tr>
</tbody>
</table>

**Total Cost (Including Taxes & Fees):** $802.20

**Method of Reimbursement:** Comm Air (Indiv Bill)
### Rental Car Payment Summary:

<table>
<thead>
<tr>
<th>Type:</th>
<th>GOVCC</th>
</tr>
</thead>
</table>

**Estimated Total Cost** (Including Taxes & Fees): **$113.35**

**Daily Rate**: $26.00

**PICK-UP DATE**: Mon 10/20/2014

**DROP-OFF DATE**: Thu 10/23/2014

**Special Requests**

**Method of Reimbursement**: GOVCC

### Lodging Payment Summary:

<table>
<thead>
<tr>
<th>Type:</th>
<th>GOVCC</th>
</tr>
</thead>
</table>

**Estimated Total Cost** (Excluding Taxes & Fees): **$1,314.00**

**Rate**: $219.00 / Night

**Check-In**: Mon 10/20/2014

**Check-Out**: Sun 10/26/2014

**Special Requests**

**Method of Reimbursement**: GOVCC

### Rail Payment Summary:

**Add New Rail**

### Other Ticketed Transportation:

**Add New Ticketed Transportation**

---

**Change TDY Location**

**Save and Continue**
Final Trip Itinerary – Air (going) and Car

Conf. code for www.cwtsatotravel.com

DTS Detailed Travel Itinerary for Eric T. Monterey-L

Travel / TDY Information:
Trip Type: Air-Routine TDY/TAD
Trip Purpose: SITE VISIT
Trip Description:
1. To setup the CMID D3 Test infrastructure in preparation for flight testing, involving movement of heavy equipment and setup of pwr. sups. 2. Source of funding: Reimbursable from CMID DT project (15 K7EBX.) 3. This trip is essential to the completion of departmental project.

Location – 1 WASHINGTON, DC Time Zone: EST (05)
Leave From: WASHINGTON, DC
Arrive: 20-Oct-14
Leave: 26-Oct-14

20-Oct-14
Air:
United Airlines - Flight: 5316
06:00 AM MRY-Monterey Peninsula Apt
07:21 AM LAX-Los Angeles International Apt
Depart: Mon 20-Oct-14
Elapsed Travel Time: 1h 21min
Arrive:
Seat: 17F (changed) Frequent Flyer: Special Requests:
Air Confirmation: 123456

United Airlines - Flight: 1237
08:40 AM LAX-Los Angeles International Apt
04:40 PM IAD-Washington Dulles International Apt
Depart: Mon 20-Oct-14
Elapsed Travel Time: 5h 0min
Arrive:
Seat: 17F
Air Confirmation: 123456
Frequent Flyer: Special Requests:

Car:
ENTERPRISE
IAD - Washington Dulles International Pick-Up: 10/20/14
Drop off: 10/23/14
Time: 05:00 PM
Class: Full Size Car
Car Confirmation: ABCD12346789
Frequent Renter:
Frequent Flyer:
Special Request:
20-Oct-14

Lodging:
Holiday Inn Washington D
1501 Rhode Island Ave NW
WASHINGTON DC 20005
United States
Phone: 202/483-2000
Fax: 202/797-1078
Toll Free: 800/248-0016

Check In: 10/20/14
Check Out: 10/26/14
Hotel Confirmation: 12345678-
Room Type Code: KNGXVU
Frequent Guest: 
Frequent Flyer: 
Special Request: Non-Smoking

Room:
FEDROOMS INCLUDES WIFI
1 KING LEISURE NONSMOKING
KICK BACK ON THE SLEEPER
SOFA AND
USE THE FREE HIGH SPEED
WIRELESS INTERNET ACCESS
TO CATCH UP

Hotel Policies:
Cancellations not received according to hotel policy may result in
financial obligations such as cancellation penalties. For the hotel
Cancellation policy, view "Additional Hotel Information" or the property
website.

26-Oct-14

Air:

United Airlines - Flight: 1720
09:05 AM IAD-Washington Dulles
International Apt
12:08 PM SFO-San Francisco
International Apt
Depart: Sun 26-Oct-14
Elapsed Travel Time: 6h 3min
Seat: 17F(changed)Frequent Flyer:
Air Confirmation: 123456

Lay-over Time: 1h 22min

United Airlines - Flight: 6359
01:30 PM SFO-San Francisco
International Apt
02:14 PM MRY-Monterey Peninsula
Apt
Depart: Sun 26-Oct-14
Elapsed Travel Time: 44min
Seat: 17F
Air Confirmation: 123456

Arrive: Sun 26-Oct-14
Frequent Flyer:
Special Requests:
Non-Mileage Expenses

• Enter all estimated expenses
  – Non-Mileage, Mileage, Per Diem
  – Establishes “should-cost” estimate

• Allowed expenses
  – See JTR Chap. 2, Part M, and Appendix G
  – Airline charges to check baggage are allowed

• Parking at local airport:
  • Parking cost must not exceed round trip taxi cost to airport
  • R/T taxi cost SJC ($400), SFO ($500)

• Conference registration fee not allowed on voucher
  – The navy considers it a business expense, not a travel expense
## Non-Mileage Expense Types

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IGT).

**Leave:** 20-Oct-14  **Return:** 26-Oct-14

### Non-Mileage Expense #1

**Select Expense Type:**

- Passenger (No Claim)
- Private Plane Airport Tax
- Private Plane Hangar Fee
- Private Plane Landing Fee
- Private Plane Tie Down Fee
- Private Vessel
- Public Transit
- Registration Fees
- Shipment of HHG
- Taxi - TDY/TAD
- Taxi - Terminal
- Tickets-Personally Procure
- Tolls (highway bridge etc)

**Cost:** $  

**Date:** 10/20/2014  

**Method of Reimbursement:** GOVCC-Individual

### Non-Mileage Expense #3

**Select Expense Type:**

- Air Travel
- Cancel Fee - Air Travel
- Cancel Fee - Hotel
- Cancel Fee - Rental Car
- Commercial Auto-In/Around
- Commercial Auto-TDY/TAD
- Commercial Auto-Terminal
- Dual Lodging Cost
- Excess Baggage
- Gasoline-POC
- Gasoline-Rental/Govt. Car
- Government Auto
- Hotel Room Tax
- Hotel Sales Tax
- Lodging Late Check-out Fee
- Paper Ticket Fee
- Parking - Recruit/Train
- Parking - TDY/TAD
- Parking - Terminal

**Cost:** $  

**Date:** 10/20/2014  

**Method of Reimbursement:** GOVCC-Individual
Incidental Expenses now include:

• The following expenses are no longer considered as separately reimbursable expenses:
  – Authorized Business Call (reimburse with SF-1164)
  – Authorized Call Home
  – Baggage Tips
  – GOVCC ATM Advance Fee
  – GOVCC ATM Service Fee
  – Laundry/Dry Cleaning
  – Non-GOVCC ATM Advance Fee

• These expenses will be included as part of the daily incidental expense rate.
Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IUC).


<table>
<thead>
<tr>
<th>Non-Mileage Expense #1</th>
<th>Non-Mileage Expense #2</th>
<th>Non-Mileage Expense #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Select Expense Type:</td>
<td>* Select Expense Type:</td>
<td>* Select Expense Type:</td>
</tr>
<tr>
<td>Gasoline-Rental/Govt. Car</td>
<td>Hotel Room Tax</td>
<td>Parking - Terminal</td>
</tr>
<tr>
<td>- OR -</td>
<td>- OR -</td>
<td>- OR -</td>
</tr>
<tr>
<td>Gasoline-Rental/Govt. Car</td>
<td>Hotel Room Tax</td>
<td>Parking - Terminal</td>
</tr>
<tr>
<td>* Cost: $40.00</td>
<td>* Cost: $100.00</td>
<td>* Cost: $48.00</td>
</tr>
<tr>
<td>* Date: 10/23/2014 (mm/dd/yyyy)</td>
<td>* Date: 10/23/2014 (mm/dd/yyyy)</td>
<td>* Date: 10/26/2014 (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Limited to round-trip taxi fare.
Mileage Expenses (Driving own POV)

- **POV Rate**: $.575/mi as of 1/1/2015
Constructed Travel

- Effective September 26, 2012, Privately Owned Conveyance (POC) use for TDY less than 800 miles round trip is automatically considered advantageous for the government. Commands may authorize POC use for TDY travel of 800 miles or less round trip (400 miles one-way) at its discretion.

- This eliminates the need for a cost comparison in those instances.

- Users may justify the pre-audit for Constructed Travel as not required. Approving Officials will leave dollar amount boxes blank and not check the ‘Approved as Limited’ box on the Cost Comparison screen.
**DTS Constructed Travel Worksheet - Authorization**

Not required for trips shorter than 400 miles one-way or 800 miles round-trip

Refer to worksheet instructions for complete guidance

Name:  
Locations and Dates of Travel:

**Policy Constructed Transportation Cost:**

A. Enter the cost of transportation (including taxes and fees) to, from, and between TDY locations:  

B. Enter the fee normally charged by your CTO:  

Total (Line A + Line B):  

**Additional Comments:**

Enter considerations that are not part of the constructed transportation cost, but help the AO decide whether POC use is to the Government’s advantage. You may include any item found in JFTR, par. U4775-B or JTR, par. C4775-B, but the most common considerations are the cost savings for not renting an authorized vehicle at the TDY location and the constructed transportation costs for POC passengers on official travel.
Expenses (cont’d.)

• Per-diem Entitlements
  – Edit for leave, meals provided, actual lodging, non-duty days
  – M&IE
    • 75% on first and last day
    • Reduced when meals provided

• Conference Registration Fees should be paid for with departmental purchase card or personal credit card, NOT GTCC.
  – Approved form SF182 required for conf. attendance
  – Personal credit card payment must be claimed on a form SF-1164 (Claim for Reimbursement)
Long Term TAD/TDY

- Effective for all travel beginning on or after 1 November 2014, the JTR establishes a flat rate per diem allowance for long term TDY that would authorize a traveler 75% of the locality per diem rate (including M&IE) at one location for TDY periods over 30 days but not exceeding 180 days, and 55% for over 180 days.
  - Contact SATO for long-term lodging reservations
  - See JTR 4250
  - Use [Per Diem Rate Query tool](#) at DTMO to calculate rate
Per Diem, M&IE, Leave, etc.

To change these entries, click on **Edit** for the desired day.
Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements
- Leave
  - Check here if you are taking leave for the above date or date range.
- Sick Leave - No Per Diem
  - Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- Sick Leave - Per Diem
  - Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- Duty Day(s) (No Per Diem)
  - Check here if you need to use Duty Day (No Per Diem) for the above date or date range.
- Non-Duty Day(s)
  - Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay
  - Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging
  - Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount · (Used to reduce the daily incidental rate to the minimum.)
  - Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidents.
- In Place · (Used to increase the M&IE amount to 100% on first or last day of travel)
  - Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.
Accounting

• Select Line of Accounting (job order)
  – Can select more than one (split accounting)
  – Allocate expenses if more than one LOA

• If LOA is from another organization
  – Not visible to traveler or ODTA
  – Put LOA number in “Comments to AO” on Preview Screen
  – Financial Analyst will find LOA and insert into TA
Lines Of Accounting (Job Orders)

LOA from another organization

Comments to the Approving Official:

LOA 13 J3TU9 (from organization 07) not available
LOA Selected

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 20-Oct-14
End Date: 26-Oct-14
Accounting Label: ---Select--- From TNZNPS
Shared LOA: No Other Accounts Available
Cross Org LOA: No Other Accounts Available

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. Please make sure the LOA’s assigned have costs allocated to it.

<table>
<thead>
<tr>
<th>Accounting Label</th>
<th>Organization</th>
<th>View/Edit Acctg Code</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 RTV7N</td>
<td>TNZNPS</td>
<td>view/edit</td>
<td>remove</td>
</tr>
</tbody>
</table>

Expenses Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Allowed</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM. CARR.-I</td>
<td>$802.20</td>
<td>$802.20</td>
</tr>
<tr>
<td>LODGING</td>
<td>$902.00</td>
<td>$902.00</td>
</tr>
<tr>
<td>M&amp;E</td>
<td>$292.50</td>
<td>$292.50</td>
</tr>
<tr>
<td>MILEAGE</td>
<td>$7.84</td>
<td>$7.84</td>
</tr>
<tr>
<td>RENTAL CAR</td>
<td>$113.35</td>
<td>$113.35</td>
</tr>
</tbody>
</table>

15 RTV7N Sub Total: $2,117.89

Calculated Trip Cost: $2,117.89
Additional Options

• Access to DTS profile
  – Traveler can update GTCC, EFT info and TSA Secure Flight info

• Partial Payments
  – TDY over 45 days
  – Makes payments every 30 days

• Advances
  – Available for non-card holders only
  – GTCC holders use ATM for advance
    • Get PIN from CitiBank
Open DTS Welcome page, click **Traveler Setup**, then
**Update Traveler Profile**. Once profile is open, click
**My TSA Information**.

Open DTS Welcome page, click **Traveler Setup**, then
**Update Traveler Profile**. Once profile is open, click
**My TSA Information**.

**TSA Secure Flight Information**

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

**Update Information**: This information will be saved to traveler’s personal data.

**Current Information**: This is the information currently used for this trip.

- **Last Name**: NAVPOSTGRAD-E
- **First Name**: HELEN
- **Middle Name**: DAVIS
- **DOB**: 08/26/1980
- **Gender**: F

Changes to the traveler identification information will NOT be updated for previously booked reservations for this trip. If your TSA secure flight identification information needs to be changed for previously booked reservations, please contact your CTO directly.

**Update Personal Information**
Other Authorizations/Pre-Audit

- Preview document
  - Comments to Authorizing Official
    - LOA number from another organization
- Enter **detailed** justification for audit flags (not “auth”, “ok”, or “mission essential”)
  - Non-contract flights
  - Actual lodging
  - Larger rental cars
- Click “Submit Completed Document”
### 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 "Other" for justification for not using SVTC or web communications.

<table>
<thead>
<tr>
<th>Other Authorization</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE OR NON-DUTY DAYS</td>
<td>ANNUAL LEAVE OR NON-DUTY DAYS</td>
</tr>
<tr>
<td></td>
<td>Leave request approved</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MEALS PROVIDED</td>
<td>MEALS PROVIDED</td>
</tr>
<tr>
<td></td>
<td>Conference meals included in contract</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NON COMPACT CAR AUTHORIZED FOR ENTERPRISE FROM 10/20/14 TO 10/23/14</td>
<td>NON COMPACT CAR AUTHORIZED</td>
</tr>
<tr>
<td></td>
<td>3 passengers</td>
</tr>
</tbody>
</table>

[Add Additional Authorizations For This Trip]

[Save and Proceed to Pre-Audits]
Add Other Authorization

Following is a master list of Other Authorizations you can add to your travel authorization.

### Other Authorizations Available

<table>
<thead>
<tr>
<th>Select</th>
<th>Other Authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ALTERNATE/DESIGNATED LOCATION</td>
</tr>
<tr>
<td></td>
<td>ATM Advance Authorized</td>
</tr>
<tr>
<td></td>
<td>OFFICIAL CTO NOT USED</td>
</tr>
<tr>
<td></td>
<td>OTHER (See remarks below)</td>
</tr>
<tr>
<td></td>
<td>OTHER PRIVATELY-OWNED VEHICLE</td>
</tr>
</tbody>
</table>
# Added Justification

## 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

<table>
<thead>
<tr>
<th>#</th>
<th>Other Authorization</th>
<th>Remarks</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANNUAL LEAVE OR NON-DUTY DAYS</td>
<td>ANNUAL LEAVE OR NON-DUTY DAYS&lt;br&gt;Leave request approved</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MEALS PROVIDED</td>
<td>MEALS PROVIDED&lt;br&gt;Conference meals included in contract</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NON COMPACT CAR AUTHORIZED FOR ENTERPRISE FROM 10/20/14 TO 10/23/14</td>
<td>NON COMPACT CAR AUTHORIZED&lt;br&gt;3 passengers</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>OTHER (See remarks below)</td>
<td>OTHER (See remarks below)&lt;br&gt;SVTC or other internet communications cannot be used since I am making a presentation at a meeting where my attendance is required.</td>
<td>remove</td>
</tr>
</tbody>
</table>
Pre-Audit

**Pre-Audit Trip**

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

**Constructive Travel Worksheet**

**2 Items have been Flagged in this Travel Document**

<table>
<thead>
<tr>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>Justification to Approving Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUALS EXPENSE</td>
<td>ACTUAL EXPENSE ALLOWANCE REQUESTED.</td>
<td>&lt;Help&gt;</td>
</tr>
</tbody>
</table>

Special event in required hotel

The following are provided for advisory purposes only

<table>
<thead>
<tr>
<th>Advisory</th>
<th>Advisory Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVE REQUESTED</td>
<td>LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.</td>
</tr>
</tbody>
</table>
### 1. Reason Flagged

<table>
<thead>
<tr>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>* Justification to Approving Official</th>
</tr>
</thead>
</table>
| NON-CONTRACT FARE | Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection:  
AA - 3030  
MRY-Monterey, CA (USA)  
09/07/2010 - 04:55 PM  
LAX-Los Angeles International (USA)  
09/07/2010 - 06:05 PM  
GSA Fare: $197.10  
Fare Selected: $308.10  
Fare Price Difference: $111.0 | ![Help](#) |

### 2. Reason Flagged

<table>
<thead>
<tr>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>* Justification to Approving Official</th>
</tr>
</thead>
</table>
| NON-CONTRACT FARE | Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection:  
AA - 136  
LAX-Los Angeles International (USA)  
09/07/2010 - 07:55 PM  
LHR-London, England (Heathrow Apt)  
09/08/2010 - 02:15 PM  
GSA Fare: $197.10  
Fare Selected: $0.00  
Fare Price Difference: $-197.1 | ![Help](#) |
Pre-Audit Reason Codes

- Reasons for not taking a contract city-pair flight
  - C1
    - **Not available in time to meet mission requirements**
    - (Make sure this is legitimate and not just an excuse to fly on your favorite airline!)
  - C2
    - Start/End outside normal working hours (2400-0600)
  - C3
    - Lower non-contract fare available to general public
    - Excursion (Promotional) fare
  - C4
    - Seat not available on contract air carrier
Signing Travel Authorization

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: NPS

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Pending Routing Actions

<table>
<thead>
<tr>
<th>Awaiting Status Change To</th>
<th>By</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNED</td>
<td>Helen D Monterey-A</td>
<td>0</td>
</tr>
</tbody>
</table>

Document History

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Time</th>
<th>Name</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATED</td>
<td>09/05/14</td>
<td>1501</td>
<td>Helen D Monterey-A</td>
<td></td>
</tr>
</tbody>
</table>

View Reasons for Audit Failures
SATO Interactions

• SATO sends email to traveler when ticketed.
  – This email includes a document called “Your Itinerary,” which should be retained and attached to your voucher as the airline ticket receipt.

• See SATO Invoice Procedure handout for how to get the Itinerary if your flights were changed during travel.
Request Assistance

CTO Comments - Air

No Flight Selected

NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

If necessary, add additional comments to the CTO:

CTO, please assist traveler with: DCA - Washington Ronald Reagan National Apt to MRY - Monterey Peninsula Apt, depart on 01/13/2009 at 12:00 AM

This message to SATO is preformatted. You may change it to say anything you want.

THE WORDS “CTO, please assist” MUST REMAIN IN MESSAGE

Example: “CTO, please assist, please find me a cheaper flight,” or “request UA137 at 1135.” Include flight number and time.
Excursion Fare Flights

- Must be available to the general public
  - Find these on airline or travel agency (Expedia) web sites
  - You may select these flights if cheaper than gov’t fare, **BUT**
    - Notify Travel Officer (3600) first (mission essential)
    - Excursion fares, usually with with 21-day advance purchase
    - U.S. airlines and/or code shares
    - Must request SATO to reserve (note to CTO in TA)
    - Must have AO approval **in authorization, including form on next slide**
      - Add this form as a Substantiating Document
    - Must call SATO after approval to buy ticket (within 24 hours of making reservation)
    - Non-refundable (gov’t will reimburse if trip cancelled)
    - $150 ($200?) change fee! (gov’t will reimburse if trip changed)
    - “Use should result in lower overall trip cost”
    - “Traveler should be reasonably sure that trip will take place”
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is the traveler’s departure date more than 7 days from ticket purchase?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Is the travel firm (i.e., not subject to date, time and/or destination(s) change)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Is the traveler’s mission to a single location?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airlines website for advance purchase requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by $150 or more on a U.S. domestic flight or $250 on an international flight since these amounts are the change/cancellation fee charges)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:** $425 Round Trip Unrestricted Fare; Nonrefundable fare is $200. Question is whether AO should approve restricted fare of $200, knowing a change fee is $150. Answer is yes since $200 + $150 = $350 which is still less than $425.

- For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).

*If the AO answered “NO” to any question, the traveler is not a good candidate for a restricted airfare.*

If the traveler met the above criteria, he/she is ready to book a restricted airfare reservation.
Look up Excursion fares outside of DTS (Kayak, Expedia, airline web site, etc.)

Click on “Request Assistance” button to send note to SATO.

Put details of excursion Fare desired in note to SATO.

SATO responds with reservation details. After AO approves auth., call SATO to purchase ticket within 24 hours.
Premium Class Travel

- No First Class
- President, NPS, then Director, Navy Staff (OPNAV) must approve all business class travel.
  - Forms on Travel web site
  - Total travel time > 14 hours
  - Going only, not authorized on return trip
- Does not apply to foreign airline flights which only have first and business class.
- Ok to upgrade using frequent flyer miles
  - Frequent flyer miles belong to the traveler and may be used for any purpose
Gift of Travel

- **Used when non-US government** activity funds all or part of travel
  - Refs: NPSINST 4001.1F, para 5e.; NAVPGSCOLINST 4650.4J, encl (1), para VII.5; Gift of Travel SOP

- Request for non-DoD conference approval required at same time as Gift of Travel submittal

- Submit request **six weeks** in advance of travel
  - Traveler must have interview with Ethics Counselor
  - Must have letter from gift donor
  - >$12k: Traveler’s dean, then NPS President, then Director, Navy Staff, approval required **prior** to travel
  - <$12k may be approved by NPS President

- **Type of Travel Authorization**
  - Permissive TA if donor funds entire trip
  - Routine TA if government funds part of trip

- **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*
International Travel

- NAVPGSCOLINST 4650.1
  - Anti-Terrorist Training
- Official passport required
  - Requires long lead time (6-8 weeks)
  - Monique Resquir, NPS Passport Agent, Travel Office, 2247
  - Tourist passport recommended for travel
- Country clearance
  - Contact Travel Office (45 day lead time)
- Military require NATO orders to travel to NATO country
- Many new requirements for travel to Africa
- Most foreign travel requires completion of on-line SERE training
- http://www.nps.edu/Services/Travel/Documents/NPSInternationalTravelProgram.pdf
- Strict requirements for mission critical determination by President
Fly America Act

- Must use US airline (or code share) if available
  - If US available, foreign airline not listed
  - Exceptions
    - Extend travel by 24 hours (from/to US)
    - Wait 4+ hours or extend trip by 6+ hours (outside US)
    - Eliminate 2+ aircraft changes
    - If foreign flight $\leq 3$ hrs and US at least twice that
    - US first class only and foreign is $< $ first class
- If you use foreign airline illegally, you will not be reimbursed
- Use of foreign airline must be justified in Pre-Audit
Non-DoD Conference

- Approval required by dept. chair, dean, NPS president, then DNS and DoN AA.
  - If DoD 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

- DNS Threshold: $3000/person, $600/day
- Actual lodging and rental car not allowed
- https://wiki.nps.edu/display/NCT/Non-DoD+Conferences
Other NPS “Business Rules”

- If you have rental car, you cannot be reimbursed for public transportation
- If TDY not starting/ending at PDS, must have Comptroller review
- Need Deputy Comptroller approval:
  - Personally-procured airline tickets
    - Repeat offenders will be recommended for disciplinary action
  - Not using DTS when renting car
- See handout
Local Area

- Travel within Local Area is reimbursed with a Local Voucher in DTS
- Local Area, defined in NSAMINST 4500.1A, is Santa Clara, Santa Cruz, San Benito counties and Monterey county down through King City.
- Overnight lodging in Local Area is reimbursable for a multi-day trip with extensive commuting!
Hotel Tax Exemption

• Limited state tax exemption info is at GSA SmartPay web site

• Always ask hotel to give you tax exemption

• Hotel may refuse to exempt tax

• Search Google forms for each city/county/state

• If tax is charged, it will be reimbursed as a non-mileage expense only in the U.S.
  – In foreign countries, it is part of per diem
BQ Reservations

• You must request gov’t quarters reservations in comment box to SATO
  – Include
    • Name of Base
    • Name of Command working with
    • Rank/Grade
    • CC# and expiration date
    • SSN

• Alternative: make them yourself
  – Click logo on DTS home page →
  – Go to www.dodlodging.net
Government Travel Credit Card

- All eligible travelers must have and use GTCC for all travel expenses
  - APC is Patricia Freeman, teleworker at (831) 214-9517
  - Takes 7-10 days

- Central Billed Account (CBA) (air fare only) used for travelers who are:
  - Credit risks, foreign nationals, over credit limit.
  - Use personal card or advance for other charges

- Use card only for travel expenses

- Cards will be deactivated between travels (<2/yr)

- If your GTCC account is overdue (60 days,) your card will be suspended, and you may not travel
Routing Lists

- Authorizations are routed as follows:
  - Preparer stamps **SIGNED**, which adds routing list and starts routing
  - SATO checks reservations and stamps **CTO BOOKED**
  - SPFA checks LOA/funds and stamps **REVIEWED**
  - AO stamps **APPROVED**
  - STARS obligates funds and stamps **POS ACK RECEIVED**
  - Three days before travel, SATO buys tickets and stamps **CTO TICKETED**
Changing Itinerary

• Adjustments (before approval): Select view/edit
• Amendments (after approval): Select amend
  – Make reservation changes before departure in DTS
• If SATO comment says cheaper flight available:
  – Adjust TA, open Air Travel comment, state your desires about flight change.
• After departure, call SATO
  • Inform SATO that AO has approved the change
  • Monterey (NPS working hours) 855 744-4657 (toll-free)
  • National (outside NPS working hours) 800 359-9999
Cancellation

• Cancellation
  – Cancellation procedure trifold in your handouts

• DO NOT cancel airline reservations before carrying out this procedure.

• If authorization has not been signed
  – Click “remove”, cancel any reservations inside TA by clicking “cancel” for each
Cancellation cont’d

• If authorization is signed
  – Click “trip cancel”, select “No Expenses Incurred”, then re-sign TA
  – Will be routed to AO for cancellation
  – LOA obligation will be cancelled
  – Airline tickets will be refunded automatically

```
<table>
<thead>
<tr>
<th>Trip Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.</td>
</tr>
<tr>
<td>No Expenses were incurred</td>
</tr>
<tr>
<td>Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment</td>
</tr>
</tbody>
</table>
```
Vouchers

• Create Voucher from Authorization within five business days of return from travel
• Change itinerary dates if required
• Change estimated charges to actual charges
• Add expenses not on authorization
  – Create expenses from a GTCC transaction
Create Voucher

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

Create New Voucher From Authorization/Order

Existing Vouchers

<table>
<thead>
<tr>
<th>Sort by Document Name</th>
<th>Sorted by Departure Date</th>
<th>Sort by Status</th>
<th>Sort by TA Number</th>
<th>View/Edit</th>
<th>Print</th>
<th>Remove</th>
<th>Amend</th>
</tr>
</thead>
</table>

Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Departure Date</th>
<th>Status</th>
<th>TA Number</th>
<th>Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMWASHINGTOND102014_A02</td>
<td>10/20/14</td>
<td>CTO BOOKED</td>
<td>002MVP</td>
<td>create</td>
</tr>
</tbody>
</table>
**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

---

**Overall Starting Point Information**

Please Note: A Red Star (*) indicates a required field.

* Select a Location:  -OR-  * Enter a Starting Point:

- RES: Monterey  CA

* Start Date(mm/dd/yyyy): 10/20/2014

---

**Overall Ending Point Information**

Please Note: A Red Star (*) indicates a required field.

* Select a Location:  -OR-  * Enter an Ending Point:

- RES: Monterey  CA

* End Date(mm/dd/yyyy): 10/26/2014

---

**Other Trip Information**

Please Note: A Red Star (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD

**Trip Description (optional):**

1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing.

---

**Trip Summary**

**Overall Starting Point**

<table>
<thead>
<tr>
<th>Leave From:</th>
<th>Monterey,CA</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave:</td>
<td>20-Oct-14</td>
<td></td>
</tr>
</tbody>
</table>

**Location 1: WASHINGTON,DC**

<table>
<thead>
<tr>
<th>Leave From:</th>
<th>Monterey,CA</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY/TAD Loc:</td>
<td>WASHINGTON,DC</td>
<td></td>
</tr>
<tr>
<td>Arrive:</td>
<td>20-Oct-14</td>
<td></td>
</tr>
<tr>
<td>Leave:</td>
<td>26-Oct-14</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carrier/Flight:</th>
<th>United Airlines (UA) 5316</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conf/PNR:</td>
<td>123456</td>
<td></td>
</tr>
<tr>
<td>Depart:</td>
<td>20-Oct-14 06:00AM MRY-Monterey Peninsula Apt</td>
<td></td>
</tr>
<tr>
<td>Arrive:</td>
<td>20-Oct-14 07:21AM LAX-Los Angeles International Apt</td>
<td></td>
</tr>
<tr>
<td>Carrier/Flight:</td>
<td>United Airlines (UA) 1237</td>
<td>Edit</td>
</tr>
<tr>
<td>Conf/PNR:</td>
<td>123456</td>
<td></td>
</tr>
<tr>
<td>Depart:</td>
<td>20-Oct-14 08:40AM LAX-Los Angeles International Apt</td>
<td></td>
</tr>
<tr>
<td>Arrive:</td>
<td>20-Oct-14 04:40PM IAD-Washington Dulles International Apt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental Car:</th>
<th>ENTERPRISE</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport:</td>
<td>IAD - Washington Dulles International Ap</td>
<td></td>
</tr>
<tr>
<td>Confirmation:</td>
<td>ABCD1234678-</td>
<td></td>
</tr>
<tr>
<td>Pickup:</td>
<td>20-Oct-14 05:00PM</td>
<td></td>
</tr>
</tbody>
</table>
Edit Dates, Other Info

**Overall Starting Point Information**

* Select a Location: RES: Monterey, CA
* Start Date (mm/dd/yyyy): 10/20/2014

**Overall Ending Point Information**

* Select a Location: RES: Monterey, CA
* End Date (mm/dd/yyyy): 10/26/2014

**Other Trip Information**

Please Note: A Red Star (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD
* Trip Purpose: SITE VISIT

Trip Description (optional):
1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing.

* Trip Duration:
  - 12 Hours or Less
  - >12 - 24 Hours - With Lodging
  - >12 - 24 Hours - No Lodging
  - Multi-Day

* Conference/Event Name:
  - Not Applicable

Authorization Number: 002MVP
Authorization Date: 09/05/2014
Trip Number: 1
Edit/Add Location

For Booking Travel using the Defense Travel System, you need to provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

<table>
<thead>
<tr>
<th>Location 1: WASHINGTON,DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave From:</td>
</tr>
<tr>
<td>Monterey, CA</td>
</tr>
<tr>
<td>Arrive:</td>
</tr>
<tr>
<td>WASHINGTON,DC</td>
</tr>
<tr>
<td>Leave:</td>
</tr>
<tr>
<td>20-Oct-14</td>
</tr>
<tr>
<td>26-Oct-14</td>
</tr>
</tbody>
</table>

- Overall Starting Point: RES: Monterey, CA
- Overall Start Date: 20-Oct-14

Click Here to Add a Destination in Between

Edit a TDY/TAD Location

Click on a button below to select your TDY/TAD Location.

Search by:
- Location
- State/Country - Location
- Zip Code
- County Lookup

- Location: WASHINGTON,DC
- Arriving On: 10/20/2014
- Departing On: 10/26/2014

Click Here to Add a Destination in Between

- Overall End Point: RES: Monterey, CA
- Overall End Date: 26-Oct-14

Save Changes
Edit Rental Car Cost

From Trip Summary

| Rental Car: | ENTERPRISE |
| Airport:    | IAD - Washington Dulles International Ap |
| Confirmation: | ABCD1234678- |
| Pickup:     | 20-Oct-14 05:00PM |
| Dropoff:    | 23-Oct-14 10:00AM |

Total from receipt

Rental Car Selected

- Cost: $113.35
- Pickup Date: 10/20/2014
- Pickup Time: 04:30 PM
- Dropoff Date: 10/23/2014
- Dropoff Time: 09:30 AM
- Method Of Reimbursement: GOVCC

Enter the following details:

- Rental Car: ENTERPRISE
- Car Class: Compact Automatic
- Location: IAD - Washington Dulles International Ap
- Rental rate is estimated and does not include the Government Administrative Supplemental fee of $5 per day.
- Restrictions: Daily $26.00, Extra Day $26.00, Extra Hour $5.00, Unlimited miles/kilometers, Estimated Total Cost $113.35

> OSI-Other Supplementary Information

Comments to the Travel Agent:

Save Selected Car
Edit Each Expense

You can see your Citi charges by clicking here.

### Expenses Summary

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline-Rental/Govt. Car</td>
<td>10/23/2014</td>
<td>$40.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Hotel Room Tax</td>
<td>10/23/2014</td>
<td>$100.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Parking - Terminal</td>
<td>10/23/2014</td>
<td>$48.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Excess Baggage</td>
<td>10/20/2014</td>
<td>$25.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Excess Baggage</td>
<td>10/26/2014</td>
<td>$25.00</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Total Expenses: $238.00

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo Rent-A-Car (3387)</td>
<td>12/25/2006</td>
<td>$197.35</td>
</tr>
<tr>
<td>Taxi (4121)</td>
<td>12/23/2006</td>
<td>$24.35</td>
</tr>
<tr>
<td>Shell Oil (5172)</td>
<td>12/22/2006</td>
<td>$26.20</td>
</tr>
<tr>
<td>US 50 Toll Booth (4784)</td>
<td>12/21/2006</td>
<td>$6.50</td>
</tr>
<tr>
<td>GreyHound Busline (4131)</td>
<td>12/20/2006</td>
<td>$99.31</td>
</tr>
<tr>
<td>Wal-Mart (1234)</td>
<td>12/19/2006</td>
<td>$1,226.60</td>
</tr>
<tr>
<td>Cheers Pub (1234)</td>
<td>12/18/2006</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Cost: $38.55

Date: 10/23/2014

Method of Reimbursement: GOVCC-Individual

Save Expense
New JTR Rule as of 12/1/12

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).
Other Features

• Split disbursing is automatic for all GTCC air, lodging and rental car charges
  – It is **mandatory** for all GTCC charges
  – DFAS pays **total** credit card bill to Citi
  – **If voucher not split disbursed properly, it will be returned to the traveler**

• Payment Totals—Add other credit card charges for payment to Citi
  – “Add’l GOVCC ATM:”—ATM advances
  – “Add’l GOVCC Amt:”—All others, such as hotel room, prorated part of rental car, meals, hotel movies, minibar, etc.
    • Any GTCC charge that is NOT listed as an expense
# 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>$300.34</td>
<td>$2,055.55</td>
<td>$2,355.89</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>$300.34</td>
<td>$2,055.55</td>
<td>$2,355.89</td>
</tr>
<tr>
<td>Add GOVCC ATM:</td>
<td>-$100.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Add'l GOVCC Amt:</td>
<td>-$90.03</td>
<td>90.03</td>
<td></td>
</tr>
<tr>
<td>Less Prev Pmts to GOVCC(By Traveler):</td>
<td></td>
<td></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(Net to traveler)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Distribution:</td>
<td>$198.86</td>
<td>$2,157.03</td>
<td>$2,355.89</td>
</tr>
</tbody>
</table>
Voucher Receipts

• Click on Expenses, then Substantiating Records
• Print out fax cover page
• You are **required** by JTR to fax (or scan and upload) all lodging receipts, and other receipts of $75 or more (**including SATO “Your Itinerary”)** to DTS Substantiating Records.
• You must include email from Travel Officer stating that NPS President has declared that your trip is mission essential.
Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.

- Print Fax Cover Sheet
- Upload Scanned Receipts

Currently there are no Receipts on file for this Voucher.

<table>
<thead>
<tr>
<th>Date</th>
<th>CTW</th>
<th>Notes</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refresh
Voucher Pre-Audit

7 Items have been Flagged in this Travel Document

<table>
<thead>
<tr>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>Justification to Approving Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUAL EXPENSE</td>
<td>Special event in required hotel</td>
<td></td>
</tr>
<tr>
<td>ADD GOVCC-INDIVIDUAL AMOUNT</td>
<td>$65.78 prorated part of rental car $24.25 hotel room service</td>
<td></td>
</tr>
<tr>
<td>ADD GOVCC-INDIVIDUAL ATM</td>
<td>$100 withdrawal 10/19/14</td>
<td></td>
</tr>
</tbody>
</table>

Enter explanations for amounts on Payment Totals screen
Vouchers

• Sign voucher (**Only** the traveler can sign a voucher)

• All vouchers are approved in the Travel Office

• Supplemental—Create a voucher amendment
  – For charges you left off original voucher
  – Just add additional charges and sign

• Disagree with Certifying Officer decision?
  – Appeal IAW FMR Vol 9, Ch 8, para 0807
  – Contact Travel Office for help
DTS Administrators

- Lead DTA—Nick Pavlina
  - toll free 866 817-5245 x170
- Financial DTA—Regina Panis  3139
- Travel Officer—Renée Dishon 3600
- GTCC—Patricia Freeman (831) 214-9517
- DTS Training—Jim Egerton  3192
- Help Desk—Bill Rhodes/Melanie Mitchell /Chelsea Palmer
  - toll free 866 817-5245 x2
  - (DTSHelpDesk@nps.edu)
  - Listed under “NPS Travel DTS HelpDesk”
Help

• DTS Document Preparation Manual chapters are available at NPS Travel web site
• DTS has help screens at all levels
  – “Help for this Screen” at top right
• Tier II Help desk in San Diego
• Register for a DTMO Passport account
  – On-line web-based training, distance learning courses, excellent live demos
• Periodic classes provided at NPS for users and travel administrators (NPS web site: Training)
• On-call training for AOs and SPFAs
Introduction

DTS processes **authorizations, vouchers, vouchers from authorizations, local vouchers, and group authorizations**. Travelers using DTS can check for current airline, hotel, and rental car availability, as well as check current per diem rates for travel locations online. The user can prepare his own documents, or, with the proper permission, documents for others.

Travelers and unit travel clerks are able to:
- **Input and Update travel documents**
- **Update travel preferences in a personal profile**
- Use Travel Authorization (TA) information to **prepare a local travel voucher**
- **Input and digitally sign** actual trip information
- Determine the status of an **authorization** or **voucher** at any time.

DTS allows the traveler, if authorized, to select the Line of Accounting (LOA) to which his travel expenses will be charged. **However, DTS is not an official accounting system**. DTS can check travel targets loaded in the budget module, and simplify the process of making should-cost estimates, but it is not designed to substitute for official accounting procedures.

DTS maintains a routing list of the personnel who need to review or approve the document. The traveler, once he has filled out his document, signs the document electronically (with a PKI-encrypted digital signature); the **AQ** stamps the document electronically with an approval or a cancellation. The application tracks the document history automatically, so that no changes can be made to the record without a digital signature attached. The document is automatically sent to the people on the routing list in the proper order for review and signature. These routing lists are maintained by a designated Defense Travel Administrator (DTA).

Once the traveler has entered all the necessary travel information, the user can print out the documents in either a default or GOV PLUS form. When printing an authorization, the user has the option of printing out DD1610 travel orders; or when printing a voucher from authorization, the user has the option of printing out a DD1351-2 claim.

Some officers are allowed to approve their own travel; however, this self-approval authority does not extend to authorizations that include a request for a Non-ATM Travel Advance. Note that DTS will prevent an authorization for a Non-ATM Travel Advance for a Self-Authorizing AO user.

USMC (United States Marine Corps) sites fielding DTS will not be allowed to take **advances**.