Local Travel

Ref: NAVPGSCOLINST 4650.4 series
JFTR Ch. 4 part B par U3505, U4102 (military)
JTR Ch. 4 part L para C4552 (civilian)

ENCLOSURES: (1) Electronic Funds Transfer Form

*****Look for these forms in the Travel Office in Herrmann Hall Room 038.*****

BACKGROUND:

This procedure is used when local travel is less than 12 hours, and involves no overnight stay. Travelers must file local vouchers for reimbursement using DTS.

POLICY:

While on local travel, travelers are not normally eligible for per diem. Normal reimbursable expenses are POV mileage, (round trip mileage to the destination minus the normal commuting mileage,) and tolls. If the traveler elects to rent a car, then a normal travel authorization must be completed in DTS prior to travel.

PROCEDURE:

1. Travelers should have approval of appropriate supervisory personnel before departing on local travel. After travel is completed, the traveler or Organizational Defense Travel Administrator should complete a Local Voucher in DTS. Local vouchers for students are completed by the Travel Office.

2. The payment will be made by direct deposit to the traveler's bank account listed in DTS, and payment will be received within three days.