



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

IN REPLY REFER TO:

NAVPGSCOLINST 4650.4H

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16 Jul 08

NAVPGSCOL INSTRUCTION 4650.4H

Subj: POLICY FOR OFFICIAL TRAVEL PERFORMED BY NAVAL
POSTGRADUATE SCHOOL PERSONNEL

Ref: (a) Appendix O, JFTR/JTR, Temporary Duty (TDY) Travel
Entitlements
(b) Appendix G, JFTR/JTR, Temporary Duty (TDY)
Miscellaneous Expenses
(c) Joint Federal Travel Regulations (JFTR), Vol. I
(d) Joint Travel Regulations (JTR), Vol. II
(e) DoD Foreign Clearance Guide
(f) DoD Financial Management Regulations
(g) DTS Document Processing Manual

Encl: (1) Naval Postgraduate School Temporary Duty (TDY) Travel
Policy and Procedures Guide
(2) Multiple Purpose Travel and Timekeeping Procedure
While on Travel
(3) Travel Memorandum for the Record (MFR) Template

1. Purpose. To prescribe policy and procedural guidance for
the administration of official travel by all military and
civilian personnel assigned to the Naval Postgraduate School
(NPS).

2. Cancellation. NAVPGSCOLINST 4650.4G. This instruction has
been revised and should be read in its entirety.

3. Background.

a. NPS uses the Defense Travel System (DTS) to administer
Temporary Additional Duty (TAD) travel and falls under the
guidelines of references (a) and (b), which supersede the TDY
entitlements sections of the JTR/JFTR, except where specifically
stated in these references.

b. Government travel funds provide for the transportation
needs of personnel for expenses incurred while conducting
official business on behalf of the Department of the Navy. NPS
uses travel funds provided through direct appropriations or
reimbursable accounts to meet the various travel needs of

student, faculty and support personnel. These travel requirements may stem from academic or training demands, research requirements, operational tasking or routine administrative needs.

c. References (a) through (g) and enclosures (1) through (3) provide specific guidance regarding the use of travel funds, their documentation requirements, and the criteria to be used in determining travel entitlements, advances and settlement of claims.

4. Policy.

a. It is the policy of the Department of the Navy and NPS that official travel shall be limited to the amount necessary to effectively and efficiently carry out the mission of the command. Therefore, all NPS offices and departments shall ensure only essential and cost-effective travel is performed.

b. NPS has implemented the Department of Defense (DoD) reengineered TDY travel concept of operations that focuses on mission requirements, empowers authorizing officials to approve travel and funding, and views travelers and supervisors as honest customers. NPS travel system incorporates the use of simplified entitlements for uniformed personnel and DoD civilians and an automated DTS that allows travelers to submit travel electronically for processing and approval. NPS travelers should use this system in pursuit of total automation of the travel process in keeping with the intent of the DoD Travel Reengineering program.

c. Regarding travel expenses, reference (a) directs travelers on official business to exercise the same care as could be expected of a prudent person traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations, unnecessary for the performance of a mission, are not considered a prudent use of funds. Excess costs or additional expenses incurred to satisfy a personal preference or convenience will be borne by the individual concerned.

5. Action. To ensure compliance with references (a) through (g), and the policies and guidance provided in enclosures (1) through (3), the following responsibilities are assigned:

a. Authorizing Officials (AO) will determine whether requested travel meets the criteria for official travel and that it serves the best interests of the U.S. Government.

b. Authorizing Officials will ensure appropriate funds are available for travel and that requested travel is in accordance with references (a) through (g).

c. All military and civilian personnel executing official travel will adhere to the requirements of references (a) through (g) and enclosures (1) through (3) of this instruction as applicable.

A handwritten signature in black ink, appearing to read 'D. Smarsh', written over a horizontal line.

DAVID SMARSH
Chief of Staff

Distribution:
NAVPGSCOLINST 5605.2S (List 1)

NPS TEMPORARY DUTY TRAVEL POLICY AND PROCEDURES GUIDE

I. INTRODUCTION.

1. General. The following guidance shall be adhered to in the authorization, preparation and execution of travel orders and submission of travel claims. Examples of applicable documents may be found in the NPS Travel website under the "Documents & Forms" page (<http://www.nps.edu/travel>).

a. Government travelers are responsible for knowing the regulations that govern official travel. The travel entitlements contained in references (a) and (b) are to be used for reference and training. These documents may be accessed at the above web site under "Rules & Regulations."

2. Defense Travel System (DTS). DTS is the official travel program for the Department of Defense. It provides travelers with a mechanism for electronically arranging travel, routing travel requests for approval, and processing vouchers upon return. A more complete explanation of DTS is found by clicking on the "Training" icon on the DTS Welcome Page at <http://www.defensetravel.osd.mil>.

II. PERSONNEL IN THE TRAVEL ROUTING PROCESS.

1. The Traveler. A traveler may be any NPS student, faculty member or staff member. Contract personnel are precluded from using DTS for travel.

a. Travelers receive initial training in DTS and are then able to use DTS for creating, digitally signing, and forwarding any travel authorization for review and approval, and then subsequently processing a travel voucher (claim) upon completion of the travel. The traveler may also use DTS to process a local voucher (see section V).

b. As part of the NPS check-in process, all travel cardholders are instructed to check in with the NPS Travel Card Agency Program Coordinator (APC) in the NPS Travel Office upon arrival at NPS. The APC will transfer the cardholder's card into NPS' reporting hierarchy.

c. Each first time DTS user must login to DTS with his/her Common Access Card (CAC) and, when prompted, enter his/her SSN. If the individual does not have a personal profile loaded in the system, then he/she will be prompted to self-register. The instructions for self-registration are located at <http://www.nps.edu/travel/documents/SelfRegister-2007.pdf>.

d. During the self-registration process, travelers shall update profiles with personal preferences for official business travel and verify that all data is correct. Travelers shall verify that the following information, at a minimum, has been loaded and is correct:

- (1) Correct NPS e-mail address for DTS notifications;
- (2) Home and work addresses and phone numbers;
- (3) Emergency point of contact (should be Command Duty Officer, 831-656-2442;)
- (4) Bank account number and bank routing number;
- (5) Government Travel Charge Card (GOVCC) number and expiration date, if applicable.

e. When creating travel authorizations, travelers are responsible for ensuring that arrangements and "should-cost" estimates are reasonable and consistent with mission travel requirements prior to forwarding for review and approval.

f. Each traveler must have and use a government travel credit card (GOVCC) unless precluded by his/her credit history. GOVCCs will be obtained by contacting the GOVCC Agency Program Coordinator in the Travel Office. All travelers who possess a GOVCC must use that card to pay for airline tickets, lodging and rental cars, and may use it to pay for other legitimate travel expenses. (See paragraph VII below concerning the prohibition of using the GOVCC to pay for conference registration fees.)

2. Principal Investigator. The Principal Investigator, or his/her equivalent, is the person who normally identifies a need for travel and provides the justification for cost and the effort. It is the Principal Investigator who initiates the authorization process.

3. Reviewing Official. The Reviewing Official is either the Sponsored Program Financial Analyst (SPFA) or another Financial Analyst (FA) in the traveler's organization who initially reviews travel requests and claims submitted by the traveler. The Reviewing Official confirms the availability of requested funds and the appropriate line of accounting (LOA) to capture the cost of the travel.

a. For reimbursable funds, the Reviewing Official contacts the Principal Investigator (PI) to receive approval for the use of such funds for the travel.

b. For non-reimbursable funds, the Reviewing Official may also review the voucher prior to its approval in order to assure that all submittals and costs are appropriate.

4. Authorizing Official (AO). The Authorizing Official (AO) is the individual who controls the mission, authorizes the trip, and controls the funds for TDY travel. The AO reviews and approves travel authorizations submitted by the traveler. In some NPS organizations, the AO is also a Certifying Officer for the approval of vouchers. When an AO approves an authorization containing Scheduled Partial Payments and/or a Travel Advance, he/she is also acting as a Certifying Officer, which is a person who authorizes the disbursement of government funds.

a. An AO is a senior level supervisor or department head (e.g., Department Chair, Institute Director, School Dean, or other upper level manager) who has the authority to approve the travel of persons under his/her command. While the AO may utilize the advice and input of others in determining the propriety of the travel, it remains the AO's responsibility to certify the information submitted before granting approval.

b. AOs cannot authorize their own travel requests. Higher level, third party authority is required for this purpose.

c. AOs will be trained initially in a "one-on-one" session by the DTS Instructor. Before the training, **if the AO will also act as a Certifying Officer in approving vouchers**, he/she will be required to complete the Defense Travel Management Office

"Certifying Officer Legislation" course at the following web address:

<http://www.defensetravel.dod.mil/Training/DTS/TAOCO Lessons/Index.htm>. Upon completion of this course, the AO will be required to take and pass the assessment test with a score of 70% or better, then print out the certificate and present it to the DTS Instructor during initial AO training.

d. The actual training will consist of a briefing on TDY travel policy, followed by hands-on instruction in how to approve a travel authorization and, if appropriate, a travel voucher. Upon completion of this training, the DTS Instructor will have the AO sign a DD Form 577 designating him/her as a Certifying Officer who can perform the AO function. After the training is completed, the DTS Instructor will send an email to the NPS DTS Help Desk requesting that the AO be added to the appropriate routing lists.

e. Annually, and prior to the anniversary date of the initial training, the AO will be notified of the need to complete the on-line training for AOs located at:
<https://www.nps.edu/Technology/WebBasedTraining/Auth/modules/DTS AO/index.asp>.

f. After completing the course, the AO is required to return to the "NPS - DTS Authorizing Official (AO) Online Training" page, and take and pass the course examination. Once the AO passes this examination with a 70% or greater, the course completion will be automatically recorded in the course database.

g. Failure to complete the annual refresher training in a timely manner will result in the removal of the AO's name from DTS routing lists, precluding his/her ability to approve travel authorizations. If all departmental AO's names are removed from a routing list, travelers using the routing list will not be able to travel.

5. Certifying Officer (CO). The Certifying Officer is the person who approves travel vouchers and local vouchers. For most organizations the primary COs at NPS are assigned to the Travel Office and approve vouchers as their primary duty. Their training requirements are essentially the same as for AOs in

paragraphs 4.c. and 4.d. In addition, they will receive intensive hands-on training in the approval of travel vouchers. Per reference (f), COs are pecuniarily liable for the full amount of any erroneous payment resulting from the negligent performance of their duties.

III. PROCESSING AN AUTHORIZATION.

Note: Instructions for preparing DTS travel authorizations are contained in reference (g,) which is located at:
<http://www.nps.edu/travel/documents/Document Processing Manual.pdf>.

1. A responsible person, such as a Principal Investigator (PI) or equivalent defines a need for travel and articulates this need by describing the purpose, the objective, the destination, the duration, and the benefit that will accrue to NPS.

a. The traveler must prepare an authorization in DTS, per the specifications provided by the PI. Each activity (travel, lodging, M&IE, car rental, per diem, etc.) will be assigned an actual or estimated cost, and the sum total amount will serve as the cost estimate, or "should-cost" amount of the trip.

b. Upon creating the initial travel request in DTS, the traveler is required to verify that all data in his/her profile is correct. The traveler must verify and can enter corrections to the following personal information directly on the profile screen.

- (1) Home and work addresses with phone numbers;
- (2) Bank routing number, account type, and account number;
- (3) Government Travel Charge Card (GOVCC) number and expiration date; and
- (4) Correct e-mail address for DTS notifications.

c. Travelers taking leave in conjunction with TDY must submit separate leave papers for approval when using DTS orders.

d. Airline reservations and tickets are strictly in accordance with reference (a,) with the following exceptions.

(1) For those routes with contract city-pairs, the use of available capacity-controlled fares (V fares) is encouraged but not required. Where available, however, the use of contracted fares (Y fares) is required.

(2) The use of excursion (promotional) fares is allowed where significant savings exist provided (1) such use is approved in each case in advance by the Deputy Comptroller or Comptroller, and (2,) reservations are made and tickets are purchased through SATO.

2. The authorization is reviewed by the Reviewing Official, who contacts the PI to assure that the correct line of accounting (LOA) is applied and that funds are available to cover the cost of the trip. If the PI approves and available funding is confirmed, the Reviewing Official digitally applies the REVIEWED stamp to the travel document, which is then routed to the Approving Official (AO) for final approval.

a. If the estimated cost of travel is greater than the amount of funds available, the Reviewing Official stamps the authorization RETURNED and enters the reason in the remarks section.

b. If the LOA for the travel is from a different organization than the Reviewing Official's, the Reviewing Official must contact the appropriate SPFA or FA from that organization to confirm the LOA and the availability of funds. The SPFA or FA will then insert the proper LOA into the document.

c. The Authorizing Official (AO) ensures that the arrangements and "should-cost" estimates are reasonable and consistent with mission requirements as a condition to granting approval.

d. While it is the AO's responsibility to ensure funds are available when using reimbursable funds for travel, it is the Principal Investigator's (PI's) responsibility to ensure that the travel is appropriate and supports the work. In the absence

of a SPFA or FA to serve as Reviewing Official, the AO must also ensure that the proper line of accounting (LOA) is applied to the transaction.

e. When the AO approves the authorization, obligations are posted to the LOA in the accounting system.

f. AOs cannot authorize travel when the "should-cost" estimate exceeds the amount of funds available in their travel budget. If this situation occurs, the AO must contact the Financial Defense Travel Administrator (FDTA) for further guidance.

g. The AO's signature approval authorizes the trip.

NOTE: Travel by military personnel (staff, student, faculty) for medical purposes to Travis Air Force Base Hospital or other medical facilities outside the local area must be approved and funded by the Dean of Students (Code 03).

NOTE: Military emergency leave travel overseas, in cases where a government obligation exists to fund such travel, e.g., Philippine nationals, must be approved and funded by Code 03.

3. Ticketing.

a. Electronic Ticketing. All travelers are issued an electronic ticket if this form of ticketing is available from the airlines. The electronic ticket confirmation number, also called the PNR locator, will be available, immediately after making reservations, in the Final Trip Itinerary screen in the Travel section of the DTS Travel Authorization. A traveler may enter this number, together with his/her last name, in the SATO web site (<https://www.virtuallythere.com>) to review the trip itinerary.

b. Paper Tickets. If an airline does not issue electronic tickets or the mission requires paper tickets, the traveler must coordinate with the ODTA in advance for delivery or pickup of paper tickets from SATO, which is located in building 300 at NPS.

IV. PROCESSING A VOUCHER (CLAIM FOR REIMBURSEMENT).

1. Voucher Preparation. The traveler will file a travel voucher via DTS within five working days after completing his/her travel.

a. As required by reference (f), the traveler must electronically submit receipts (by fax or scan & upload) for all lodging costs, regardless of amount, and any other items of \$75.00 or more, including airline tickets, to DTS for the Reviewing Officer's and AO's review. Airline ticket receipts may be obtained by clicking on "eTicket Receipt" in the traveler's itinerary at <https://www.virtuallythere.com>.

NOTE: For documents that are faxed or scanned and uploaded, ensure that all Social Security Numbers and other Privacy Act information are masked out prior to transmittal.

b. Because the traveler will be using his/her GOVCC, the voucher needs to be promptly processed and paid in order to avoid delinquencies and late fees, or requiring the traveler to pay the GOVCC bill with personal funds.

c. Split disbursement is defined as the process where all GOVCC charges are paid by DFAS directly to the charge card vendor bank, and all other expense reimbursements are paid directly to the traveler's bank account. All GOVCC charges must be split-disbursed. For reimbursements which are specifically listed as expenses, the Method of Payment must be GOVCC. For other legal travel expenses charged to the GOVCC which are not specifically listed, such as ATM advances, meals, the total amount of these charges must be entered in the "Add'l GOVCC ATM:" or the "Add'l GOVCC Amt:" fields on the Payment Totals screen under Additional Options.

d. The traveler will digitally sign all DTS transactions with a PKI digital certificate. Travel administrators may create and sign travel authorizations, but each traveler MUST sign his/her own voucher in DTS.

e. Upon completion and electronic signing of the voucher, DTS then routes it for review and approval.

2. Voucher Review. Certifying Officers review the voucher and the attached receipts to ensure that all travel claims are correct, legitimate, and in proper form. Any transactions that are contentious or invalid are reviewed with the traveler for clarification and/or deletion from the voucher.

a. If a voucher is to be amended, the traveler is required to make the necessary corrections and re-submit the amended voucher for review.

b. If a Reviewing Official is involved in this process, that official's review signature is required in order to forward the voucher to the Certifying Officer for his/her review and approval.

3. Certifying Officer Approval. The Certifying Officers for most vouchers are located in the Travel Office and are the final approval authority in the process. As the person pecuniarily liable for any erroneous payments, the Certifying Officer has a vested interest in the accuracy and legitimacy of the voucher.

a. The Certifying Officer will ensure that the required receipts have been faxed/scanned & uploaded into DTS, and he/she also needs to review those receipts per reference (a) prior to approving vouchers. The Certifying Officer will also ensure that all GOVCC charges are properly split-disbursed.

b. If the traveler has included additional costs on the voucher that were not included in the estimate, the Certifying Officer must ensure that proper justification is included on the voucher and that all additional charges are for "mission essential" business only. The Certifying Officer must ensure that any unofficial costs are removed from the voucher.

c. The Certifying Officer is to return any contentious or invalid claims to the traveler for clarification and/or deletion from the voucher. Once all claims are accepted, the Certifying Officer signs his/her approval, and the voucher is processed for payment.

d. All approved travel claims will be paid via Electronic Funds Transfer. All GOVCC travel card charges will be paid by the Defense Finance and Accounting Service (DFAS) to the GOVCC

travel card vendor bank, as described in paragraph IV.1.c above. Non-GOVCC-charged expenses will be forwarded to the traveler's personal bank account, as indicated in the traveler's profile.

Note: While traveling, the civilian traveler's labor is to be charged to the same LOA that is used for the travel. If a different LOA is used, the traveler is to follow the procedures in enclosures (2) and (3).

Note: The NPS President, Provost and Chief of Staff are designated self-authorizing officials. The Comptroller will approve their travel authorizations, and the Certifying Officer in the Travel Office will approve their claims for payment.

V. LOCAL TRAVEL.

1. Definition. Local travel is defined as any activity that is proximate to the command (less than 12 hours total time) and where per diem and lodging are not required. Travel orders are not required for local travel.

2. Procedures. Travel expenditures such as mileage, parking fees, bridge tolls, and occasional meals are to be claimed on a local voucher in DTS. The approval process is the same as with TDY vouchers. The Certifying Officer will ensure that the local voucher contains only legal travel expenses incurred during local travel, which are normally limited to privately owned vehicle mileage and tolls.

VI. SPECIAL CIRCUMSTANCES.

1. Overseas Travel. Overseas travel is defined as travel to foreign countries. The overseas traveler is normally required to have official, "no fee" passports while on official travel. It is recommended, however, for security purposes, that the traveler use his/her personal civilian passport when traveling overseas.

a. Visas are issued by certain foreign countries and give permission to the traveler to enter that particular country. The traveler should consult with the Travel Office on how to determine if a visa is required for a given country.

b. Applications for "no fee" passports and visas are submitted on the traveler's behalf by contacting the Transportation Agent at the Customer Service Desk in NPS building 300.

c. An Anti-terrorism Force Protection Plan for the overseas traveler may be required, depending on the area of overseas travel. A traveler may or may not be required to provide a detailed force protection plan, which includes an estimate of the threat situation, review of the operations area, and an emergency action plan. The NPS Security Office maintains the database of threat areas, and can provide a sample package to assist in the preparation of this document, if required. See paragraph 2 below.

2. Anti-Terrorism Training/Plan (ATP). Travelers are required to initially complete online anti-terrorism training at <https://atlevel1.dtic.mil/at/>, and to repeat this training annually. Once the online training is complete, the certificate must be emailed to the NPS Security Manager at securitymgr@nps.edu.

a. The traveler must contact the Security Manager at least 40 days prior to travel to inquire about the necessity of preparing an ATP. If required, the Security Manager will provide guidance for completing the plan. If an ATP is required, but not submitted, the Country Clearance will be DENIED, and the traveler will not be allowed to enter the noted country.

b. In addition to the passport and visa requirements as previously noted, the following additional requirements may apply when arranging international travel:

(1) Country Clearance requests may be required per the DOD Foreign Clearance Guide, reference (e), in order to authorize official travel to a particular country. Country Clearance Requests are routed to the Travel Office.

(2) The Travel Office may have the traveler fill out specific information from The DOD Electronic Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>).

(3) The Travel Office may generate a country clearance message from this information, and the Security Manager will release the message.

(4) Country Clearance requests, if required, are to be routed 45 days or sooner prior to travel, depending on the requirements of the individual country. Failure to meet this time requirement will require a detailed explanation as to why in order to be given consideration.

(5) Military personnel traveling to NATO countries require NATO orders. The procedure for obtaining these orders is contained at <http://www.nps.edu/Travel/documents/OverseasTravel.pdf>.

3. Foreign Flag Carriers. U.S. flag air carriers shall be used for all commercial foreign air transportation of persons and property when air travel is funded by the U.S. Government. A foreign flag carrier may be utilized only if the transportation is fully paid for by a foreign government (including under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits) or international agency or if no US carrier is available. SATO will note any selection of Foreign Flag Carrier.

4. Invitational Travel Orders (ITOs). Invitational Travel Orders are issued to individuals who are not Federal Government employees or members of the Uniformed Services, who are performing official business for NPS. ITOs are prepared in DTS. Instructions for completing ITOs are located at http://www.nps.edu/Travel/documents/ITO_SOP.pdf

5. Central Billed Account (CBA). The CBA, administered by the Comptroller, is used to pay for airline, rail or bus tickets for travelers using ITOs and for other travelers who do not have a GOVCC.

6. Fund Cites. Fund Cite Authorizations are created in DTS for official NPS government employee travel using funds from government agencies other than NPS. The LOA from the other agency can be entered directly into DTS for access by the NPS traveler, or it can be transmitted to the traveler, and then delivered to the Financial Defense Travel Administrator (FDTA) for insertion into DTS.

a. Vouchers for fund cite travel shall be completed in DTS and signed by the traveler. The Fund Cite SOP is at <http://www.nps.edu/Travel/documents/FundCiteSOP.pdf>.

7. Gifts of Travel. Employees receiving offers to have travel expenses for official travel paid from sources other than the federal government must submit a completed copy of the Gift of Travel Form as required in the Gift of Travel SOP at (<http://www.nps.edu/Travel/documents/GiftOfTravelSOP.pdf>), including cost estimates, to the Staff Judge Advocate (SJA) or Office of Counsel for approval and forwarding to the Comptroller for processing prior to commencement of travel.

a. Gifts of travel normally CANNOT be approved after travel has taken place. In unusual circumstances when a Gift of Travel is offered after the travel has commenced, the special provisions of 41 Code of Federal Regulations apply, and the written request must be submitted to the Ethics Counselor within seven working days of the completion of travel.

b. Upon completion of travel, the employee must submit vouchers in DTS as directed in the Gift of Travel SOP, itemizing any travel expenses that exceeded applicable subsistence expenses. If the funding source makes full payment in excess of applicable limitations for reimbursable subsistence expenses or common carrier transportation expenses, reimbursement will not exceed the amount of the expenses incurred.

8. Disputed Charges. Any traveler wishing to dispute a charge to a GOVCC may do so by completing a dispute form and faxing it to the GOVCC vendor bank. The form, along with instructions, is located at <http://www.nps.edu/travel> under the section entitled "Travel Card."

a. Disputes may vary, but typically they include:

- (1) Credit not received
- (2) Duplicate charges
- (3) Overcharges
- (4) Contested charges
- (5) Damages

9. Cancellations. If necessary, the traveler must cancel a trip, including all reservations, through DTS as described in Chapter 10 of the DTS Document Processing Manual, reference (g). The AO is required to stamp the authorization CANCELLED in DTS. This action will cancel all reservations, and it will cause any purchased tickets to be submitted for refund by SATO.

a. If less than 24 hours before the commencement of travel, the traveler must contact SATO and directly with the lodging facility to ensure "no show" charges are not applied to account. The traveler must also ensure that a cancellation number is received. Any "no-show" charges applied to the traveler's account will be the sole responsibility of the traveler.

b. Some hotels require cancellation 48 hours in advance, some as much as seven days in advance, and some are nonrefundable when made. When these cases occur, they will usually be noted in the reservation. Such charges may be claimed as expenses when they occur at no fault of the traveler.

c. The traveler will be responsible for any costs associated with negligence in canceling travel arrangements.

10. Unused Tickets. The traveler is to notify SATO of any unused tickets as soon as possible. Unused tickets must be returned in the manner they were received. If an e-ticket is used, the traveler must notify SATO that the ticket or partial ticket was not used. If tickets were delivered by an overnight mail service or courier from SATO, the tickets need to be returned by the same service or delivered to SATO. Tickets that were picked up at the local CTO must be returned to that office.

a. Since the form of payment for the unused ticket is normally the traveler's GOVCC, the traveler must ensure that the credit is applied to the GOVCC, that the travel authorization and/or voucher is amended to document the unused/canceled portion, and that the decreased reimbursement to the traveler is made in accordance with chapter 10 of the DTS Document Processing Manual, reference (g). Amendments/cancellations in the system will adjust the financial systems' obligation and expenditure.

b. If a ticketed trip is properly cancelled in DTS, the ticket is automatically submitted for refund. Normally no action is required on the part of the traveler. In the event that an unused airline ticket is submitted for refund, but a credit is not yet received, the traveler must submit a dispute form to the GOVCC card vendor bank within 60 days of the first statement reflecting the charge in question. The traveler is to provide the bank with pertinent information and any documentation, such as a copy of a credit slip or letter from the airline or travel agency advising that credit will be issued to the account, when initiating a dispute. Instructions on this procedure are set forth in the NPS Travel web site on the "Travel Card" Page, "Procedures for Disputing BofA Charges."

11. Changes to Travel Reservations. When making any changes to the initial approved travel authorization, the traveler is required to obtain approval from the Authorizing Official, and to do this through DTS if time allows. Once the booking stamp is received in DTS, the authorization amendment will reroute for approval.

a. If the changes are necessary after tickets are issued or while in a TDY status, the traveler may contact SATO by phone to make the changes, or may make changes at the airport. If the changes are made after normal working hours and the travel is to take place before the next official workday, the traveler may call the SATO Emergency 24 hour number (1-800-359-9999).

b. If the call to the local SATO office requires purchasing a new ticket, SATO will advise the traveler to contact his/her AO. The AO or the ODTA must call SATO with the approval to purchase a new ticket. SATO enters a note in the reservation with the AO's name and approval, then purchases a new ticket and submits the old ticket for refund.

c. The traveler may also make the changes directly with the airline. When changes are made while in a TDY status with either SATO or the SATO Emergency Service Center, the SATO agent will make the changes for routing but will not apply additional charges or credits to the traveler's GOVCC. The traveler must ensure that additional charges or credits are applied against the traveler's GOVCC. SATO can only advise the traveler of any

changes in costs. Any additional charges for official travel can be claimed on the voucher in DTS upon return. Upon completion of travel, the traveler will be reimbursed for only those additional charges approved in advance by the Authorizing Official.

d. Changes in tickets could result in the traveler's being charged for the initial ticket and the changed tickets, with the credits not being reflected on the bill until the following billing cycle. Travelers are responsible for tracking these changes and maintaining confirmation numbers and receipts.

e. Travelers will not be reimbursed for the cost of any changes made merely for the convenience of the traveler.

12. Premium Class Travel. In accordance with reference (a), all premium (business or first) class travel, except OCONUS foreign airlines that do not have economy class, must be approved in advance by the Director, Navy Staff (DNS). These requests will be routed through the Travel Office, the Traveler's AO, and the President of NPS before being forwarded to the DNS Office for approval.

a. SATO will purchase business class tickets only when they receive the approval in writing. The "Premium Class Travel Request" form is available on the NPS Travel Web site <http://www.nps.edu/Travel/documents/PremiumClassTravelRequest.pdf>

13. Visit Request (OPNAV 5521/27). If a traveler intends to visit a Military Base on official orders, OPNAV form 5521/27 is required. This form may be obtained from the NPS Security Manager.

a. Visit requests for students are completed and signed by the Director of Student Services, and then faxed or mailed to the site being visited.

b. Visit requests for staff and faculty are forwarded to the Security Manager's office for signature and then faxed or mailed by the traveler's Department to the site being visited.

14. Patriot Express. All OCONUS travel normally arranged through Patriot Express is to be conditionally routed to the Transportation Officer at the Navy Passenger Transportation Office. Because DTS does not have direct connectivity to the Patriot Express reservations system, the Navy Passenger Transportation Office must make the reservations. When this occurs, the actual Patriot Express travel arrangements should not be included in the costs associated with travel arrangements, nor should the costs be included on a travel voucher.

NOTE: Patriot Express has been severely curtailed and may be eliminated in the near future.

15. "Not to Exceed" Funds. If a fund cite is issued for travel and the funds are close to the actual cost of the travel, a "Not to Exceed" funds statement may be placed on the travel orders. The dollar amount not to be exceeded must be clearly stated. When using a "Not to Exceed" funds statement, the traveler must be aware that he/she will not be reimbursed for an amount greater than the funds allow. The allowed amount would also include all air and/or ground transportation.

16. No-cost (Permissive) Travel Orders. These orders may be issued when travel is deemed desirable from the Navy's point of view, but is not sufficiently justified to warrant the expenditure of travel funds. Under these circumstances, NPS may issue an authorization (permissive orders) permitting the military member or civilian employee to travel at no expense to the Government.

a. No Cost orders may be initiated in DTS, then routed to the AO for approval, and must state "Permissive" in the travel authorization "Type" field, in addition to having the following statement in the comment block of the travel authorization: "This permissive authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, per diem, transportation, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled."

17. Travel required in less than 24 hours. All reservations for travel within 24 hours must be made in DTS, with a follow-up call to SATO requesting prompt processing.

a. If the travel occurs outside of normal working hours, the traveler needs to obtain the approval of his/her AO, then purchase tickets directly from the airline, using his/her GOVCC to obtain government rates. The traveler is to have the appropriate travel administrator enter the travel authorization on the next workday, or enter it himself/herself upon return.

b. Upon return, the traveler needs to also ensure that the travel costs are documented properly and applied to the proper form of payment. Since the tickets have already been purchased, the transportation cost data must be entered under the "Other Transportation" icon at the top of the travel authorization. The "Other Transportation" option is only available once the basic itinerary has been completed.

VII. CONFERENCE FEES.

a. Travel Card policy at NPS, in compliance with the DOD Purchase Card Program Management Office (PCPMO) and the DON Financial Management and Comptroller Office (FMO), states that conference fees and/or training costs are NOT to be paid by Government Charge Card (GOVCC), nor are they to be claimed for reimbursement on a DTS travel voucher. Rather, these costs are to be paid via Government-wide Commercial Purchase Card (GCPC). This rule applies even if food/lodging is included in the cost of the conference. Conference fee payment must be arranged by contacting the appropriate purchase card agent and completing an SF182 form.

b. GOVCC ATM cash withdrawals to pay for conference fees are also not allowed.

c. For any exceptions or clarification to the above, persons are directed to the NPS Travel Officer.

VIII. DEBT MANAGEMENT.

1. Debt management is required when the traveler is indebted due to an over-advance of entitlement or error in computation of a claim. That is, the traveler is paid more than what he/she was legally entitled to be paid.

a. Vouchers processed in DTS can become "DUE US" when amended and approved to show a negative amount due the traveler. Notification and collection of these vouchers is automated with DTS. The Debt Management Monitor receives notification of "DUE US" vouchers, and enters a Due Process Notification instruction into DTS. The remainder of the collection process is automated through emails from DTS. The traveler pays DFAS according to instructions sent by email, and DFAS records the collection satisfying the debt directly to DTS.

b. The command is responsible for notifying and collecting the overpayment from the traveler. Upon receipt of the overpayment from the traveler, the command will prepare a collection voucher DD 1131, with the appropriate accounting data from the orders, and send it with the payment to the disbursing office.

c. If the military traveler does not pay his/her debt, the command will notify the disbursing office to process a deduction on the pay account of the traveler and provide the accounting data to be used when the deduction is received from DFAS-Cleveland. The disbursing office will process a collection voucher DD 1131 for each deduction received.

d. If the civilian traveler does not pay his/her debt, the command will process a DD Form 2481, Request for Recovery of Debt due the United States by Salary Offset, and this will be forwarded to the civilian payroll office. If the deduction is sent to the command, a collection voucher, DD 1131, will be prepared and sent to the disbursing office for processing. If the deduction is credited to a line of accounting data by the civilian payroll office, the command will receive its credit and a collection voucher will not be required.

e. Approving Officials (Authorizing Officials) are responsible for counseling travelers indebted to the U.S. Government and following up until the debt is satisfied.

IX. SUPPORT.

1. Help Desk. The Help Desk is a tiered process, with the first tier being the traveler relying on help information from the DTS web site, the second tier being the NPS DTS HelpDesk,

(877 477-2058, ext. 2, or DTSHelp@nps.edu) and the third tier being the Northrop Grumman Systems (NGS) (DTS contractor) Help Desk.

a. The traveler should try to research and solve the problem before contacting the NPS DTS Help Desk. If the traveler or NPS DTS Help Desk cannot solve the problem, the NPS DTS HelpDesk will contact the NGS HelpDesk in Fairlakes, VA. on behalf of the traveler.

2. Travel Office. The Travel Office performs the following functions:

a. Oversees the assignment or removal of all AOs at this command.

b. Receives written requests from line managers to designate/remove AOs.

c. Prepares AO designation letters and signature cards with DD Form 577.

d. Ensures the LDТА updates DTS as AOs change.

e. Ensures DFAS receives the original DD Form 577, and that Customer Service Desk (CSD) (formerly PSD) receives a copy.

f. Assists students in self-registering in DTS, and inputs students' travel requests and voucher data into DTS.

g. Supports international travel by processing clearance requests and assists/directs travelers with visa applications and anti-terrorist training.

h. Assists with emergency travel.

i. Monitors late claim submission and over/under payment. Follows up on debt management for those travelers who are overpaid. Notifies the traveler of discrepancies and informs appropriate line managers if travelers are not responsive.

j. Assists in preparing and liquidating ITOs, and documents for travelers who do not have a GOVCC.

3. Travel Officer. The Travel Officer at NPS is responsible for managing and coordinating all travel functions and activities at the command. The Travel Officer is responsible for ensuring that proper procedures/guidelines for travel are established and followed by all travelers at NPS.

a. The Travel Officer is the primary point of contact for any travel-related issue.

4. Agency Program Coordinator for the Government Credit Card (GOVCC). The Agency Program Coordinator is responsible for all activities related to the issuance and use of the GOVCC travel card.

5. Customer Service Desk (CSD) Monterey.

a. CSD Monterey provides the following support for official travel:

(1) Travel Claim Liquidation for claims submitted on a DD Form 1351-2.

(2) Travel advances when traveler is not using DTS and does not possess a GOVCC Travel Card. A memo from the traveler's AO to the CPOIC, Customer Service Desk (CSD), Monterey, is required explaining why the GOVCC Travel Card is not being used. If authorized, travel advances will not be made available more than three working days prior to commencement of travel. Advances cover 80% of lodging 100% of meals and incidentals.

X. GLOSSARY.

1. Certifying Officer (CO). A Certifying Officer authorizes payment of travel claims after reviewing required receipts and is accountable for ensuring that travel claims are correct and in proper form. The Certifying Officer's signature does not obligate funds in the accounting system. At NPS, the Certifying Officers for most organizations are located in the Travel Office.

2. Comptroller. The Comptroller monitors the availability of funds for travel, validates accounting data and oversees all activities within the Travel Office.

3. Debt Management Monitor (DMM). Duties and responsibilities of the DMM are outlined in the Debt Management Monitor Roles and Responsibilities document ([http://www.defensetravel.dod.mil/docs/DMM Roles and Responsibilities V2 1.pdf](http://www.defensetravel.dod.mil/docs/DMM_Roles_and_Responsibilities_V2_1.pdf)). Duties and responsibilities include:

- a. Ensuring that the affected traveler has been served due process;
- b. Providing additional instructions to the traveler on how to make payment;
- c. Providing instruction on the Waiver/Appeal process;
- d. Initiating payroll collection when required;
- e. Initiating "Out of Service Debt Processing" when required;
- f. Facilitating accomplishment of the post payment review (PPR) process to establish a debt;
- g. Monitoring all DTS travel debt utilizing the Debt Management to update waiver request/status and update appeal request/status.

4. DTS Instructor. The DTS Instructor is responsible for all training related to the utilization of Defense Travel System (DTS) at NPS. The DTS Instructor's primary responsibilities include:

- a. Creating training programs and providing collateral materials necessary for the training of AOs, SPFAs, ODTAs, and travelers on the use of DTS.
- b. Establishing and implementing training courses regularly so that all in need may be able to learn key elements of DTS as suitable for their particular needs.
- c. Being knowledgeable of government travel rules and regulations so that they may be properly included in the DTS training program.

d. Having knowledge of the impact that any changes in regulations and in DTS may have on the travelers' ability to successfully utilize DTS.

5. Financial Defense Travel Administrator (FDTA). The FDTA must be appointed in writing as an Accountable Official. The FDTA is the travel funds administrator and has control and oversight of travel lines of accounting (LOAs), budget, funds, and the collection of debt. FDTA responsibilities include:

a. Managing and supporting DTS at the organizational and/or installation level;

b. Managing travel data by reconciling the official accounting system with DTS on a quarterly basis;

c. Ensuring LOAs are properly established and maintained in the DTS accounting section and budget module, labeled in a clear and easy to understand manner with the fiscal year included in the first two positions of the LOA label;

d. Operating and maintaining the travel system to support travel financial management;

e. Ensuring access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties.

f. Preventing violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices;

g. Initiating debt collection action to recover monies owed by travelers to the United States, as required in Volume 9, chapter 2 of the DoD Financial Management Regulations.

6. Lead Defense Travel Administrator (LDTA). The LDTA is an Accountable Official and will be designated in writing. The LDTA is responsible for the operation of DTS at NPS. The LDTA must be able to communicate with the President of NPS and make decisions concerning travel.

a. The (LTDA) maintains a current listing of AOs that will be provided to CSD and the Travel Office. The LDTA is responsible for:

- (1) Assigning roles and permission levels;
- (2) Maintaining traveler profile information (mailing addresses, phone numbers, government credit card numbers, and bank account information) being collected and properly imported into DTS;
- (3) Adding and deleting travelers;
- (4) Initiating and maintaining appointment and acknowledgement letters for accountable officials;
- (5) Establishing the organization routing structure for approving and certifying travel;
- (6) Remaining current on all DTS changes;
- (7) Reporting problems to the DTS Helpdesk and following up on fixes;
- (8) Overseeing organizational DTAs and financial DTAs;
and,
- (9) Running reports.

7. Organizational Defense Travel Administrator (ODTA). Other individuals within local organizations, who work with the LDTA and/or FDTA to assist new personnel in self-registering in DTS, assist travelers with the use of DTS, and ensure efficient use of the Help Desk processes. ODTAs will be required to complete the DTS User and the DTS ODTA Courses given monthly by the DTS Instructor. Upon completion of these course, the ODTA will submit a DD Form 577 (or contractor equivalent) designating him/her as an Accountable Official to the Comptroller for approval.

MULTIPLE PURPOSE AND/OR DESTINATION TRAVEL
AND TIMEKEEPING PROCEDURE WHILE ON TRAVEL

1. Background. There are instances of travel when a government employee conducts work across various projects and/or accounts. This procedure is to clarify proper accounting and documentation when it occurs. For example:

a. A traveler schedules a trip to attend a conference in Washington, DC, for five days. While on travel, the individual actually spends three days at the conference and two days meeting with a resource sponsor for a reimbursed research project being conducted here at NPS.

b. The Chair of a Department, who salary is fully funded by direct funds, travels for a research project.

c. A Principal Investigator/Program Manager (PI/PM) wants to use workload funds to support his/.her labor while on travel.

d. A PI/PM's travel is in direct support of multiple projects or a single trip provides benefits to multiple projects.

2. Objective. The objective is to be in compliance with 31USC1301, which in part states, "Appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law." Travel and labor actual costs must be charged to the appropriate accounts.

3. Procedures. All travel that meets the above criteria shall include the following:

a. Complete the Memorandum for the Record (MFR) Template, enclosure (3), describing an itinerary of requested travel. Forward a copy to the traveler's timekeeper and affected SPFA(s).

b. In the Defense Travel System (DTS), record the percentage of costs to be allocated to proper Line of Accounting JONs. Example—five day trip in which three days are purpose "A" and two days are purpose "B" = Line of Accounting Job Order Number (JON) "A" is 60% and JON "B" is 40%.

c. On the timesheet for input to ETAC, record hours projected for the travel to the appropriate purpose for timekeepers to allocate to the correct JONs.

d. Upon completion of travel, prepare travel voucher in DTS, to include charges to itinerary which affect cost allocation percentages. Update MFR and scan into DTS with trip receipts in order to maintain justification of cost allocation. If labor hour charges are required, update timekeeping input.

Points of Contact. Specific questions are to be directed to the Travel Office, Timekeepers and SPFAs.

MEMORANDUM FOR THE RECORD

(insert date)

From: (insert name)
To: Whom It May Concern

Subj: TRAVEL/LABOR DOCUMENTATION/ITINERARY FOR COST ALLOCATION

Ref: (a) NAVPGSCOLINST 4650.4H

1. I, (insert name) have a multiple-purpose trip on (insert dates of whole trip including travel days) which is supported by various accounts (insert account JONs) where (insert % to accounts) % of the trip is applied.

2. My itinerary is as follows:

(insert specific dates, purpose, locations, JON, and labor hours)

SIGNED:

NOTE:

1. Forward copies to appropriate SPFA(s) and Timekeeper prior to travel execution.
2. If changes occur during travel, update MFR during travel liquidation.
3. Scan MFR into DTS with receipts during liquidation