NAVPGSCOL INSTRUCTION 4650.4J

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

Ref: (a) Joint Travel Regulations (JTR), Chapter 1-4 (Civilian)
(b) Joint Federal Travel Regulations (JFTR), Chapter 1-4 (Uniformed)
(c) JTR/JFTR Appendix G (Reimbursable Expenses)
(d) DoD Foreign Clearance Guide
(e) NAVPGSCOLINST 4650.1 series
(f) DoD Financial Management Regulations
(g) DTS Document Processing Manual
(h) OMB Circular A-123 Appendix B Chapter 4
(i) NSA Monterey INST 4500.1
(j) NAVSUPINST 4200.99

Encl: (1) Naval Postgraduate School Temporary Additional Duty (TAD) 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 uniformed and civilian personnel assigned to the Naval Postgraduate School (NPS).

2. Cancellation. NAVPGSCOLINST 4650.4H. 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).

   b. Government travel funds are provided to NPS personnel for expenses incurred while conducting official business on behalf of the Department of the Navy (DON). These travel funds are provided by both internal and external sources for academic
or training demands, research requirements, operational tasking or routine administrative needs.

c. References (a) through (j) and enclosures (1) through (3) provide specific guidance regarding the use of travel funds, documentation requirements, and the criteria to be used in determining travel allowances, advances and settlement of claims. This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATACT) in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATACT Case RR12011.

4. Policy

a. Official travel shall be limited to the amount necessary to effectively and efficiently carry out the mission of the command. All NPS offices and departments shall ensure only essential and cost-effective travel is performed, and other means, such as video teleconferencing are considered before scheduling travel.

b. NPS has implemented the Defense Travel Management Office concept of operations, which focuses on mission requirements, empowers authorizing officials to approve travel and funding, and views travelers and supervisors as honest customers. It also incorporates the use of simplified allowances for uniformed personnel and DoD civilians and an automated DTS that allows travelers to submit travel electronically for processing and approval. NPS travelers will use this system in pursuit of total automation of the travel process.

c. References (a) and (b) direct travelers on official business to exercise the same care regarding government travel expenses as could be expected of a prudent person traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations, are unnecessary for the performance of a mission. 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 (j), and the policies and guidance provided in enclosures (1) through (4), the following responsibilities are assigned:

a. Authorizing Officials (AO) will determine whether requested travel meets the criteria for official travel, including sufficient justification that the travel objectives
could not be met by web-based or other communications, and that it serves the best interests of the U.S. Government.

b. AOs must ensure appropriate funds are available for travel, and requested travel is in accordance with references (a) through (h).

c. While traveling on reimbursable funds, a civilian traveler’s labor is expected to be charged to the same Line of Accounting (LOA) used for the travel. If a different LOA is used, the traveler is to follow the procedures in enclosures (2) and (3). While traveling on direct Navy funds, labor will be charged to the individual’s regular department home job order number (JON) regardless of the purpose of travel.

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

Distribution:
NAVPGSCOLINST 5605.2S (List 1)
NPS TEMPORARY DUTY TRAVEL POLICY AND PROCEDURES GUIDE

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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 web site under the “Forms” page (http://www.nps.edu/Services/Travel).

   a. Government travelers are responsible for knowing the regulations that govern official travel. References (a) and (b) should be used for definition of and training on travel allowances. These documents may be accessed at the NPS Travel web site under “Rules and SOPs.” The NPS Travel Office also conducts periodic training opportunities for travelers.

2. Defense Travel System (DTS). DTS is the official travel program for the DoD. 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 “DTMO Website” in the menu of 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 and foreign military members are precluded from using DTS for travel.

   a. Travelers receive initial training in DTS. DTS is used for creating, digitally signing, and forwarding travel authorizations for review and approval prior to travel. DTS is subsequently used for processing a travel voucher (claim) within five days of completion of the travel. The traveler may also use DTS to process a local voucher (see section VI).

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

   c. First-time DTS users must log-in to DTS with their Common Access Card (CAC) and, when prompted, enter their SSN. If travelers do not have a personal profile loaded in the system, then they will be prompted to self-register. The
instructions for self-registration are located at http://www.nps.edu/Services/Travel/Documents/SelfRegister.pdf.

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

(1) NPS e-mail address for DTS notifications;

(2) Addresses and phone numbers for both home and work;

(3) Emergency point of contact (should be next of kin or Command Duty Officer, (831)901-6649);

(4) Bank account number and bank routing number;

(5) Government Travel Charge Card (GTCC) number and expiration date, if applicable.

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

f. All travelers must have and use a GTCC unless precluded by their credit history per reference (h). GTCCs will be obtained by contacting the GTCC APC in the Travel Office. All travelers who possess a GTCC must use that card to pay for airline tickets, lodging and rental cars, and should use it to pay for other legitimate travel expenses per references (a), (b), (f) and (h). (See paragraph VIII below concerning the prohibition of using the GTCC to pay for conference registration fees.)

g. In accordance with the DoD’s best practices for maintaining government charge card programs, reference (h), the NPS Travel Card APC will deactivate the GTCC’s of all travelers who travel less than twelve times a year when they are not in a travel status. Those NPS employees with limited non-travel status may request the APC to not de-activate their travel cards.

h. Travelers whose GTCCs are in a delinquent status will be notified of such status by email with a copy to the traveler’s
supervisor and the Chief of Staff. A traveler whose GTCC is suspended is not allowed to travel on official business.

i. As part of the NPS check out procedure, all travelers are required to check out with the NPS Travel Card APC, who will cancel or transfer the card hierarchy as appropriate, and verify all travel documents/credit card charges are properly closed out.

2. Principal Investigator (PI). PI’s, or their equivalent, are people who identify a need for travel for reimbursable fund activities and provide the justification for cost and the effort. It is the PI 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 LOA to capture the cost of the travel. For reimbursable funds, the Reviewing Official must contact the PI to receive approval for the use of such funds for the travel.

4. Authorizing Official (AO). The AO is the individual who controls the mission, authorizes the trip, and controls the funds for TAD travel. The AO reviews and approves travel authorizations submitted by the traveler. When AOs approve an authorization containing Scheduled Partial Payments and/or a Travel Advance, they are also acting as a Certifying Officer. A Certifying Officer is a person who authorizes the disbursement of government funds (paragraph 5 below).

   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 their supervision. 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 authority is required to authorize AO travel requests.

   c. AOs will be trained initially in a “one-on-one” session by the DTS Instructor. This training will consist of a briefing on TAD travel policy, followed by hands-on instruction in how to approve a travel authorization. Upon completion of this
training, the DTS Instructor will have AOs sign a DD Form 577 designating them 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 the AO be granted the required DTS permissions and added to the appropriate routing lists.

d. Annually, and prior to the anniversary date of the initial training, the AO will need to complete the on-line training for AOs located at: https://www.nps.edu/Technology/WebBasedTraining/Auth/modules/DTS AO/index.asp. An e-mail reminder will serve as a notification of the requirement.

   (1) After completing the course, the AO returns to the “NPS – DTS AO Online Training” page, to take and pass this examination with a grade of 70 percent or greater. This course completion will be recorded in the Travel Office’s database.

   (2) The annual refresher training is required to retain the AO’s permissions to approve travel authorizations. If all departmental AO’s permissions are removed, departmental travelers will not be able to travel until their department establishes a qualified AO.

5. Certifying Officer (CO). The CO approves travel vouchers and local vouchers. 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, and they are also required to complete the “Training for Accountable Officials and Certifying Officers” course in the DoD Travel Explorer (TraX) available from the Defense Travel Management Office web site. 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 chapter 2 of reference (g,) which is located at: http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_2.pdf.

1. All transportation arrangements and reservations will be made in accordance with the NPS Commercial Travel Office

2. The traveler’s supervisor 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 first travel request in DTS, travelers are required to verify that all data in their profile is correct. Travelers must verify and enter corrections to their personal information directly on the profile screen.

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

   d. Travelers who depart on travel without a written travel authorization must submit the following information to the Comptroller or Deputy Comptroller in order to have the travel authorization and a follow-on travel voucher approved:

      (1) A description of the circumstances, including the reason the traveler departed without a written order.

      (2) A request to have the travel approved, citing an oral order issued prior to departing (JFTR, par. U2210-B and JTR, par. C2210-B and APP I2, par. B).

      (3) An acknowledgement travel was authorized orally in advance and circumstances precluded written orders in advance.

      (4) The AO’s approval.

   e. If the requirement for travel occurs outside of normal working hours, travelers need to obtain approval of their AO, then contact the CTO 24-hour number (800 359-9999) to obtain tickets.
(1) The appropriate travel administrator must enter the travel authorization on the next workday on behalf of the traveler, or the traveler must enter it upon return.

(2) Upon return, the traveler needs to also ensure travel costs are documented properly and applied to the proper form of payment. Since tickets have already been issued, 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.

3. The authorization is reviewed by the Reviewing Official if assigned, who contacts the PI to assure the correct LOA is applied and 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 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 AO ensures arrangements and “should-cost” estimates are reasonable and consistent with mission requirements as a condition of granting approval.

   d. In accordance with references (a) and (b), the AO will ensure the authorization includes justification that alternate means, such as Secure Video Teleconference or other web-based communication, are not sufficiently able to accomplish travel objectives.

   e. While it is the AO’s responsibility to ensure funds are available when using reimbursable funds for travel, it is the PI’s responsibility to ensure 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 the proper LOA is applied to the transaction.

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

g. 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.

h. The AO’s signature approval authorizes the trip, causes funds to be obligated in the NPS accounting system, and permits the CTO to purchase tickets.

i. The traveler is responsible for ensuring the Authorization has been approved before the departure date. The CTO purchases tickets and notifies the traveler of this fact by email three business days before departure. If travelers have not received this email by the day before departure, they must notify the Travel Office before 1400 of that day so action can be taken to have it approved by an alternate AO if the permanent AO is not available. Failure to do so may cause the trip to be cancelled.

4. Travel by uniformed students for medical purposes to Travis Air Force Base Hospital or other medical facilities outside the local area must be approved and funded by Student Services Office. Uniformed emergency leave travel overseas, in cases where a government obligation exists to fund such travel, e.g., Philippine nationals, must also be approved and funded by Student Services.

IV. PROCESSING A VOUCHER (CLAIM FOR REIMBURSEMENT)

1. Voucher Preparation. The traveler should file a travel voucher via DTS within five working days after completing their travel. Instructions for preparing DTS travel vouchers are contained in chapter 4 of reference (f,) which is located at: http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DP_4.pdf.

   a. Expenses. All expenses submitted in a voucher will be in strict accordance with references (a), (b), and (c). Specifically:
(1) Parking at an airport shall not exceed the cost of getting to the airport and returning to the starting point in a taxi. A shuttle is not a taxi and the limitation is “the cost of two one-way taxicab fares.” (JFTR, par. U4925 and JTR, par. C4760.)

(2) Travelers who desire to travel by Personally Owned Conveyance (POC) rather than the authorized transportation mode must submit a Constructed Travel Worksheet (CTW), which must show it is more advantageous to the government in order for the AO to approve POC use as more advantageous. If not more advantageous, the traveler is reimbursed the lesser of the cost of the POC or the authorized mode (including policy-constructed airfare with taxes and fees, terminal taxi fares to and from home and to and from TDY locations and excess baggage cost). If the travel is between contract city-pair airports, then the non-capacity controlled city-pair airfare is used for comparison, not an available capacity-controlled city-pair airfare.

(3) Travelers who have an approved rental car while traveling are not allowed to also be reimbursed for public transportation while in possession of the rental car.

b. As required by reference (f), the traveler must electronically submit receipts (by fax or scan and upload) for all lodging costs, regardless of amount, and any other items of $75.00 or more, including airline tickets, to DTS for the CO’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 Personally Identifying information are masked out prior to transmittal.

c. Because travelers will be using their GTCCs, vouchers need to be promptly processed and paid to avoid delinquencies and late fees, or requiring travelers to pay their GTCC bills with personal funds.

d. Split disbursement is defined as the process where all GTCC charges are paid by Defense Finance and Accounting Service (DFAS) directly to the charge card vendor bank, and all other expense reimbursements are paid directly to the traveler’s bank account. In accordance with reference (f), all GTCC charges must be split-disbursed between the GTCC contractor and the
traveler’s personal checking or savings account. For reimbursements which are specifically listed as expenses, the Method of Payment must be GTCC (GOVCC). For other legal travel expenses charged to the GTCC 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.

e. Any traveler wishing to dispute a charge to a GTCC may do so by completing a Government Cardholder Dispute Form and faxing it to the GTCC vendor bank. The form, along with instructions, is located at http://www.nps.edu/Services/Travel under the section entitled “Travel Card.” Disputes may vary, but typically they include (1) credit not received, (2) duplicate charges, (3) overcharges, (4) contested charges, and (5) damages.

f. The traveler must digitally sign all DTS transactions with a PKI digital certificate. Travel administrators may create and sign travel authorizations, but travelers MUST sign their own vouchers in DTS.

g. 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. Travelers who desire to contest a Certifying Officer decision may file requests for reconsideration in accordance with volume 9, chapter 8, paragraph 0807 of reference (f).

3. Certifying Officer Approval. The Certifying Officers for vouchers are located in the Travel Office and are the final approval authority in the process. As the person financially liable for any erroneous payments, the Certifying Officer will ensure the accuracy, propriety and correctness of the voucher.
a. The Certifying Officer will ensure the required receipts have been uploaded into the voucher and will review those receipts per references (a), (b), and (c) prior to approving vouchers. The Certifying Officer will also ensure all GTCC charges are properly split-disbursed. A voucher that is not properly and completely split-disbursed will be returned to the traveler for correction.

b. If the traveler has included additional costs on the voucher that were not included in the authorization, the Certifying Officer must ensure proper justification is included on the voucher and all additional charges are for “mission essential” business only. The Certifying Officer must ensure any unofficial costs are removed from the voucher. If an expense requires AO approval by reference (c), then the Certifying Officer will request and obtain that approval by email prior to approving the claim.

c. If the travel does not start and/or end at the traveler’s permanent duty station, then the voucher will be reviewed by the Deputy Comptroller prior to being paid.

d. 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 approves the voucher, and the voucher is processed for payment.

e. All approved travel claims will be paid via Electronic Funds Transfer. All GTCC travel card charges will be paid by the DFAS to the GTCC travel card vendor bank, as described in paragraph IV.1.c above. Non-GTCC-charged expenses will be forwarded to the traveler’s personal bank account, as indicated in the traveler’s profile.

f. While traveling, the civilian traveler’s labor is expected 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).

V. OTHER TRAVEL OFFICIALS

1. Comptroller. The Comptroller monitors the availability of funds for travel, validates accounting data and oversees all activities within the Travel Office.
2. **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 the DTS software at NPS.
   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) Establishing the organization routing structure for approving and certifying travel;
      
      (5) Remaining current on all DTS changes;
      
      (6) Reporting problems to the DTS Helpdesk and following up on fixes;
      
      (7) Overseeing the financial DTA; and,
      
      (8) Running reports.

3. **Debt Management Monitor (DMM).** The DMM monitors all travel overpayment. Duties and responsibilities include:
   a. Ensuring 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 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 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 any changes in regulations and in DTS may have on the travelers’ ability to successfully utilize DTS;

   e. Maintain the NPS Travel web site.

5. **Financial Defense Travel Administrator (FDTA).** The FDTA is appointed in writing as an Accountable Official. The FDTA is the travel funds administrator and has control and oversight of travel LOAs, budget, and funding. The 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. Preventing violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices.

6. **Organizational Defense Travel Administrator (ODTA).**

   a. Other individuals within local organizations, who work with the Travel Office 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 periodically by the DTS Instructor.

   b. The Travel Officer conducts quarterly meetings to brief ODTAs on changes to the travel system and other topics of interest. All ODTA’s who miss two consecutive quarterly meetings will have their ODTA permissions and organization and group accesses removed. They will then have to requalify by attending the courses in subparagraph a. above.

VI. **LOCAL TRAVEL**

1. **Definition.** The local area for the Monterey Peninsula has been defined in reference (i) as “the counties of Santa Clara, Santa Cruz, San Benito and that portion of Monterey County extending down to the southern extremity of the city limits and suburbs of King City, California.” Local travel is defined as any travel that is within this local area and overnight lodging is not required (except under unusual emergent circumstances such as inclement weather or late airport arrival beyond the traveler’s control). Travel authorizations are not required for local travel. A uniformed member may be reimbursed actual meal cost for a meal purchased outside the PDS limits.

2. **Procedures.**

   a. Travel expenditures such as mileage (less normal commuting distance), parking fees and bridge tolls are to be claimed on a local voucher in DTS. The approval process is the same as with TAD vouchers. The Certifying Officer will ensure that the local voucher contains only legal travel expenses incurred during local travel.

   b. Travel within the local area may be reimbursed in DTS with a local voucher.

VII. **SPECIAL CIRCUMSTANCES**
1. **Overseas Travel.** A traveler going to a foreign country is normally required to have an official, "no fee" passport while on official travel. In accordance with references (c) and (d), passport fees for regular fee passports are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport.

   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 Passport Agent 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 Passport Agent.

   c. Overseas travelers should consult reference (d) at least forty-five days before travel for information on obtaining requisite clearances and approval to enter a foreign country.

   d. Uniformed personnel traveling to North Atlantic Treaty Organization (NATO) countries may require NATO orders, which, if required, will be provided by the Travel Office.

   e. All travelers going to many countries are required to complete on-line Survival, Evasion, Resistance and Escape (SERE) training prior to departure. Check with the Travel Office for more information.

2. **Invitational Travel Authorizations (ITAs).** ITAs (previously referred to as Invitational Travel Orders) are issued to civilian individuals who are not Federal Government employees or members of the U.S. Uniformed Services, who are performing official business for NPS. All ITAs are prepared by the Travel Office in DTS. ITAs may not be issued to contractors or foreign military personnel. Instructions for submitting the proper ITA forms are located at http://www.nps.edu/Services/Travel/Documents/ITA_SOP.pdf

3. **Central Billed Account (CBA).** The CBA, administered by the Travel Office, is used to pay for airline, rail or bus tickets for travelers using ITAs and for other travelers who do not have a GTCC.

4. **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 Travel Office for insertion into DTS.

a. Vouchers for fund cite travel shall be completed in DTS and signed by the traveler. The Fund Cite Standard Operating Procedures (SOP) is at http://www.nps.edu/Services/Travel/Documents/FundCiteSOP.pdf.

5. 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/Services/Travel/Documents/GiftOfTravelSOP.pdf), including cost estimates, to the Ethics Official in the Legal Office for approval 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 Official 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.

6. No cost (Permissive) Travel Authorization. A permissive authorization 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.

a. Under these circumstances, NPS may issue an authorization permitting the uniformed member or civilian employee to travel at no expense to the Government. This authorized administrative absence is not chargeable to leave. Shortage of TAD or training funds is not a justification for granting permissive travel.

b. No cost travel authorizations will be routed to the AO for approval and must state "Permissive" as the travel type in addition to having the following statement:
"This permissive authorization is issued with the understanding 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."

VIII. CONFERENCE FEES

a. In accordance with Chapter 5 of reference (j), conference fees and/or training costs are NOT to be paid by GTCC. Rather, these costs should 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 can be arranged by contacting the appropriate purchase card agent and completing Standard Form 182 in accordance with the standard operating procedure at http://www.nps.edu/Services/Travel/Documents/SF182SOP.pdf. An alternative method is to pay the conference fee with a personal credit card and obtain reimbursement with Standard Form 1164. Conference fees may not be reimbursed by DTS voucher, nor may GTCC ATM cash withdrawals be used to pay for conference fees.

IX. OVERPAYMENTS TO THE TRAVELER

1. Travel-Related Debt. Occasionally a traveler incurs a travel-related debt because of:

   a. An overpayment on a voucher where the traveler’s allowances are less than the amount paid by the government,

   b. Reimbursement for unauthorized travel expenses, or

   c. A trip cancellation after a pre-trip non-ATM advance and/or partial payments.

2. Notification. This overpayment situation is referred to as a “DUE US.” Email notifications and screen alerts in DTS will inform the traveler if this situation exists. The Certifying Officer and the DMM in the Travel Office, are also responsible for informing and advising the traveler.

3. Repayment of Debt. A traveler who has a DUE US may choose to repay the debt before any collection processes begin. Travelers will repay the debt to DFAS Indianapolis, DTS Collections Department. The traveler will be notified by email
with instructions for doing so. Any questions regarding overpayments of travel should be directed to the DMM.

4. Waiver/Appeal Guidelines. DOD regulations provide a DTS traveler with options to request and appeal a waiver of debt using formal DOD processes and procedures. Any questions regarding waivers should be directed to the DMM.

X. SUPPORT

1. Help Desk. The Help Desk is a tiered process: the first tier is the DTS web site (http://www.defensetravel.osd.mil/dtsWBT/site/default.jsp): the second tier is the NPS DTS HelpDesk, (866-817-5245, ext. 2, or DTSHelpdesk@nps.edu): and the third tier is the Defense Travel Management Office Help Desk (http://www.defensetravel.dod.mil/site/tac.cfm or 1-888-Help1Go (1-888-435-7146)).

   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 Help Desk will contact the Defense Travel Management Office Help Desk on behalf of the traveler.

2. 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 proper procedures and 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.

   b. The Travel Officer is responsible for the proper operation of the Travel Office and the performance of Organizational Defense Travel Administrators.

   c. The Travel Officer must be able to communicate with the President of NPS and make decisions concerning travel.

3. 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 LDTA updates DTS as AOs change.

e. Ensures the Comptroller receives the original of DD Form 577 for AO’s, and that DFAS and the Customer Service Desk (CSD) (formerly PSD) receive an electronic copy. The Travel Office will also maintain copies of these documents.

f. Initiates and maintains appointment and acknowledgement letters for accountable officials.

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

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

i. Assists with emergency travel.

j. 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.

k. Assists in preparing and liquidating ITAs, and documents for travelers who do not have a GTCC.

l. Processes all NPS ITA travel documents and all travel authorizations that use the CBA.

4. Agency Program Coordinator for the GTCC. The APC is responsible for all activities related to the issuance and use of the GTCC travel card.

5. Customer Service Desk 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 GTCC Travel Card. A memo from the traveler’s AO to the CPOIC, CSD, Monterey, is required explaining why the GTCC 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 percent of lodging and 100 percent of meals and incidentals.
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, whose 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 their 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 31 United States Code 1301, 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 DTS, record the percentage of costs to be allocated to proper Line of Accounting Job Order Number (JON). Example—five day trip in which three days are purpose “A” and two days are purpose “B” = Line of Accounting JON “A” is 60 percent and JON “B” is 40 percent.

   c. On the timesheet for input to Standard Labor Data Collection and Distribution Application (SLDCADA), 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 changes to the itinerary which affect cost
allocation percentages. Update MFR and scan into DTS with trip
receipts to maintain justification of cost allocation. If labor
hour charges are required, update timekeeping input.

4. Points of Contact. Specific questions are to be directed to
the Travel Office, Timekeepers and SPFAs.
MEMORANDUM FOR THE RECORD

From:  (Insert Name)
To:    Whom It May Concern

Subj:  TRAVEL/LABOR DOCUMENTATION/ITINERARY FOR COST ALLOCATION

Ref:   (a) NAVPGSCOLINST 4650.4I

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.