What’s New in Travel?

Non-DoD Conferences
Conferences are important venues to share research with peers, be updated on advances in your area of expertise, and get a good idea of where your field is moving in the future. We'd like to offer up some tips that could help your next conference request experience smoother and less hectic so you can worry more about the content of your presentation and less on what DoN/AA or DNS might question. Page 2

Government Travel Cards
Just some general information on the beloved card that gets us from A to B during TDY. Page 3

Out with the Old
In with the..
Getting your receipts and itinerary from Sato may be a little more difficult with Sato's decision to discontinue support of VirtuallyThere.com. Page 4

The New JTR
The JTR and JFTR have been merged into a new and improved JTR. The new JTR covers both civilian and military personnel while reducing the number of pages from 2,318 to 1,634. Many of the rules remain the same or similar though there are important changes. Page 5

DTS Training and More!
TRAX Explorer provides great tools and resources to estimate travel costs, learn about travel regulations, figure out how to work DTS, and see what is new in the world of official travel! Page 6

CONTACT US
For additional information, clarification, or topics for upcoming issues:
TRAVEL@NPS.EDU
Getting to a Non-DoD Conference

Getting to a conference anymore can be a real headache (much thanks to the guy on the right). Here are some tips to try and make your next (or first) conference request as easy as possible!

Plan Ahead

One thing you can count on leaving the 2014 World Clown Association Annual Convention is there is going to be one in 2015 that will be even better! When you get home from or hear about a conference, put a reminder on your calendar to submit for the conference early next time around.

Share the Opportunity

Let your colleagues know about conferences that may benefit them so they can get in on the action. Not only does it make submitting easier, think of how great your research project is going to turn out if you collaborated on it together!

Don’t Be Late

Be mindful of the required lead-times to process your conferences. 45 days for conferences <$100,000 to the DoD and 135 days for conferences >$100,000 to the DoD. Other commands require double that time so submitting early doesn’t hurt especially if it is expected to go over $100,000! Think about submitting conferences at the same time you submit your papers too!

Pinch Pennies

Even though we are already doing everything we can to save money conferences take it to the next level. Help us help you by finding ways to cut costs. If you feel like you can convince DoN/AA it would be cheaper to have actual lodging or a fabled rental car authorized, give us the breakdown. Other ways to save money also go a long way in getting support from DoN/AA.

Use the Wiki

The wiki is going to have everything you ever wanted to know about a conference and more! From submission to approval it is the go-to source for all things related to non-DoD conferences.

FOR MORE INFORMATION

Go to [www.wiki.nps.edu](http://www.wiki.nps.edu)
Log in with you NPS username and password
Search for the Non-DoD Conference Tracker

Useful Numbers

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>NPS DTS HELP DESK</td>
<td>866-817-5245 ext-2</td>
</tr>
<tr>
<td>SATO—</td>
<td>855-744-4657</td>
</tr>
<tr>
<td>24-hr—</td>
<td>800-359-6666</td>
</tr>
<tr>
<td>SATO VACATIONS</td>
<td>877-698-2554</td>
</tr>
<tr>
<td>UNITED’S MILITARY NUMBER</td>
<td>800-258-2599</td>
</tr>
<tr>
<td>DELTA’S MILITARY NUMBER</td>
<td>800-325-1771</td>
</tr>
<tr>
<td>CITI BANK</td>
<td>800-200-7056</td>
</tr>
<tr>
<td>AFIT—</td>
<td>937-255-6565</td>
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I have a trip coming up soon, and I am an infrequent traveler. How do I/when do I get my card turned on?

The Travel Card Coordinator runs a daily DTS report to ensure customers who have upcoming travel have active accounts. Activation dates are set according to order travel dates. Customers are encouraged to contact the Travel Card Coordinators (656-2041) for further assistance, especially to ensure the GTCC is open and active at an appropriate time to expedite mission travel.

Why use the GTCC anyway?

It is Navy Policy to have a GTCC while on official travel. Temporary de-activation of the account does not mean "no use of the GTCC."

What is delinquency?

Delinquency is when undisputed charge card account balances remain unpaid more than 61 days past the statement date. Individually billed account (IBA) cardholders are liable for payment on their account regardless of whether they have received reimbursement from their agency. Account balances that are in dispute or being reviewed are not considered delinquent.

Can you inform a traveler when the card is de-activated?

Activation and de-activation dates are according to travel dates. A week after the travel end date on orders will be the de-activation date. DTS will auto-generate an email advising your travel is paid. After the voucher has been processed and paid, you can confirm with the Travel Card Coordinators that the GTCC is de-activated.

Customers will have an OPEN account but it will be in temporary de-active status while NOT on travel. This serves to prevent potential fraudulent activity such as compromise of account information, or if the GTCC is lost or stolen.

<table>
<thead>
<tr>
<th>Is Reimbursable</th>
<th>Is NOT Reimbursable</th>
</tr>
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<tbody>
<tr>
<td>Air fare</td>
<td>Business or First Class air fares without prior written approval</td>
</tr>
<tr>
<td>Maximum lodging amount allowed for the per diem locality excluding lodging tax</td>
<td>Amount in excess of lodging amount allowed for the per diem locality unless previously approved</td>
</tr>
<tr>
<td>Meals (up to the rate for the per diem locality)</td>
<td>Personal &amp; Business calls (See Pg. 5)</td>
</tr>
<tr>
<td>Car rental (approved)</td>
<td>Gifts</td>
</tr>
<tr>
<td>Shuttle, taxi, and tips</td>
<td>Postcards and postage</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td></td>
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</tbody>
</table>
21 October is when we lost our dear VirtuallyThere.com. While we miss the instant access and detailed information it provided, we must move on and embrace CWTSatoTravel.com! The following instructions are the new guidance from the DTMO on getting copies of your receipts:

1. Go to www.cwtsatotravel.com
2. Find the “Travel Office Locator” on the left side of the screen.
3. Choose “Civilian Gov’t” or “Military/Dept of Defense”.
4. Type your Command/Agency in the text box and click “Search”.
5. Select the appropriate office from the list of available links and you will be automatically directed to the webpage for the CWTSato office responsible for handling your travel. You may also click the “Advanced Location Form” link below the Search button of the Travel Office locator.
6. Scroll down and click the “Itinerary/Invoice Request” box.
7. Provide the required information on the form, to include a government email address, and then click “Submit”.

Once you go through all these steps a copy of your invoice will be mailed to you “no later than the next business day.” If you’d like to avoid the hassle of this then you may try holding on to the documents that are sent to you prior to travel.

Voucher Advice
A few commonly identified voucher errors and how to avoid them:

<table>
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<tr>
<th>Voucher Advice</th>
<th>Description</th>
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<tbody>
<tr>
<td>Missing Substantiating Records</td>
<td>Upload your Mission Essential Determination email, e-invoice for airfare, lodging receipts, and expenses of $75.00 or more (meals excluded). Be sure to also include any other approvals such as DoN/AA Conference Approval Memos and AO Approval letters for things like actual lodging, variations, and internet access. <strong>EXPENSES—SUBSTANTIATING RECORDS—CHOOSE FILE—UPLOAD</strong></td>
</tr>
<tr>
<td>SVTC Statement</td>
<td>Indicate why your mission cannot be completed by Secure Video Tele-Conference. <strong>REVIEW/SIGN—OTHER AUTHS—ADD ADDITIONAL—AUTHORIZATIONS—OTHER</strong></td>
</tr>
<tr>
<td>AO Approvals</td>
<td>In your request for AO approval please explain the details behind your request. An audit finding has indicated that a higher level of detail is required for AO’s to make an informed decision on approvals.</td>
</tr>
<tr>
<td>Non-DoD Conference Items</td>
<td>Please read the DoN/AA Approval Memo for your conference before you depart. There is important information including transportation restrictions and lodging expenses. NPS AO’s do not have the authority to authorize rental cars or actual lodging. That authority rests with DoN/AA.</td>
</tr>
<tr>
<td>Third-Party Lodging</td>
<td>Booking lodging through a third-party such as a vacation rental company, Expedia, Hotels.com, Travelocity, etc are at odds with the contract we have with CWT Sato Travel (our CTO). At best you may only be reimbursed the nightly rate for the hotel minus the taxes and fees (if itemized). If they are not itemized then the entire expense is not reimbursable.</td>
</tr>
<tr>
<td>Pre Audits</td>
<td>Entries such as “Auth”, “.” or “I don’t know what this is” may be honest answers but for auditing purposes there needs to be a bit more substance. If you don’t know what to say or don’t understand the Pre Audit flag then call your ODTA, AO, or the Travel Office for assistance.</td>
</tr>
</tbody>
</table>

Find your DoD ID Number on the back of your CAC

Log in to [https://www.dmdc.osd.mil/milconnect](https://www.dmdc.osd.mil/milconnect) and click on “My Profile” and click Pre✓

At the top of your profile, click on the “CIV” tab and look for the Personnel Status information box. Click on the TSA

Look for the Pre✓ box and scroll to the bottom of the page and click “submit.”

Add your DoD ID number to your DTS profile under Traveler Setup. Update your personal profile and add it to your TSA Information tab as your Known Traveler Number.
JTR & JFTR Merger
What is the difference?

Big news at the beginning of the fiscal year has been around the merging of the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) into the cleverly named Joint Travel Regulation (JTR)!

Despite the dramatic change to the name most of the regulations we have learned to follow over the years remain the same. While there are more notes and considerations included throughout the consolidated 1,634 page document we can still fall back on our knowledge of the travel regulations with these new additions to consider:

MISCELLANEOUS EXPENSES

Effective 1 October when you are paid your Meals and Incidental Expenses, that amount is now expected to cover laundry, water, tips, and ATM fees. Business calls have also been removed from possible reimbursement with the new classification as a business/mission expense and not a travel expense.

The DTMO suggests using the Government Travel Charge Card (GTCC) as a way of avoiding the need to use cash (and the ATM fees that come with them). If your cab driver in Tbilisi or the hotel in the Congo don’t accept credit cards, your AO may authorize accepting credit cards, your AO may authorize

A Second Look:
The Cost Comparison Process

Quick Process Summary
A trip has two potential costs:
A= The Government’s (constructed) cost, which cannot include a rental car at the TDY site.
B= The cost of the trip the way the traveler wants to do it, which may include a rental car at the TDY site.

Step 1: The traveler creates A and B.
Step 2: The AO decides whether A or B is cheaper.
If A is cheaper = the reimbursement is capped at A.
If B is cheaper = the reimbursement is for full cost of B.

Mission Essential Determination
It can be confusing to figure out if you are clear to execute official travel under current guidance. Here are the two things you need before you take-off:

- DTS Approval—Just like it has always been, you still need your SPFA’s and AO’s to review and approve your authorizations before anything can happen.
- Mission Essential Email—This customarily comes in the form of an email from the Travel Officer and must be acquired prior to travel. If you travel on approved orders without the mission essential approval then the authorization is void unless it is approved after-the-fact. This must also be loaded into your Substantiating Records for your voucher. For non-DoD conferences, approval from the President is secured before we submit to DNS and DoNJAAA. If you do not have a mission essential approval email then you are NOT approved to travel.

Cost Estimating
In the DoD Travel Explorer website there is a tool that can help in estimating the cost of official TDY. Just click on the Trip Calculator on the main page and it will guide you through the rest. It also has links and information to City Pairs, per diem rates, and even the DoD distance table for your quick reference.

Airfare Tabs Explained
-CA: First tab in DTS, these are capacity controlled and must be selected if available. Usually the cheapest option, refundable, flexible, and GSA City Pairs.
-YCA: Second tab in DTS, these are refundable, flexible, GSA City Pairs and must be used when available.
-DG: Third tab in DTS, these show discounted government tickets. These should only be used if there aren’t flights available in the first two tabs OR if there is a justifiable reason they don’t meet mission requirements.
-Other Airfare: Fourth and most expensive tab, these are flights that are refundable and available to the general public with no discounts. We usually stay away from these unless it is to find flights to request for assistance.
-AltGSA: Where there aren’t GSA City Pairs available, this will search nearby airports for great deals.
Become a Travel Expert

With the near-constant changes, outdated versions of Java, degraded system status, it makes it difficult to overcome the frustration and learn what it takes to travel. The way your Travel Office did it is through the DTMO’s DoD Travel Explorer (Trax for short). Trax is available by CAC so there is no need to remember a separate username and password and what better place to get critical travel information than the people who publish it!

Trax offers an abundance of training resources to cater to different types of users. Start off by clicking on the Training tab to begin exploring the various resources at your disposal. To narrow your search you can click on ‘My Role’ so that trainings relevant to your duties will be displayed and others will be hidden.

Training comes in four methods; Web Based, Demos, Instructor Led, and Distance Learning (Last two are basically the same though). With Web Based trainings

Web Based training is the same type of training as when you did Travel Card 101. It is usually a slideshow presentation with some interaction and a final assessment at the end. These are good for learning the policies and procedures and serve as great refreshers if you don’t run into a topic very often.

Demos are a great learning tool in that they require you to interact with the module. Each module walks you through a certain part of DTS from Authorization to Voucher. The value in this training is not just that it shows you, it teaches you. This is great for learning or as a refresher for those infrequent issues that come up.

More Training & Resources

Additional training and information is also available on the NPS Travel website (nps.edu/travel). Announcements and important information can always be found by just going to the site but more can be uncovered with just a few clicks. Rules and SOP’s houses our rules and SOP’s just like you’d think. This is normally the first place to check for travel questions.

If reading through policies and procedures isn’t your thing then we also offer various in-class user trainings. If you are remote the course has been taped though you miss out on the hands-on exercise.

Special trainings may be arranged for large groups. Contact DTSInstructor@nps.edu for additional information.
Travel Voucher Receipts
(15 October 2014)
To clarify the requirement, all receipts for lodging regardless of amount, and any other receipts for $75 or more must be attached to your travel voucher as Substantiating Records. They can be faxed with a DTS Fax Cover Sheet, or they can be scanned as .pdf documents and uploaded. Airline elinvoices must be downloaded from SATO's web site, www.virtuallythere.com, or obtained from the airline check-in counter. In either case, the word "eInvoice" must be present. You may not use the Itinerary because in some cases the total cost on this document does not agree with the actual receipt.

NPS Travel Points of Contact

- **The Travel Office is open from 0700 to 1500 Monday through Friday, except it will be closed from 1330 to 1430 on Wednesday for a meeting.**
  - COMM 831-656-2041
  - DSN is 756-2041
  - Fax 831-656-7632 or DSN 756-7632.
  - E-mail travel@nps.edu

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

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

- **NPS Travel Office Passport Agent**
  - Travel Office
  - COMM 831-656-2247
  - Available by appointment

- **SATO:**
  - 855 744-4657 | FAX 866 352-9235 (both toll-free)
  - After hours: 800-359-9999 (toll-free)