• Herrmann Hall Room 038
  – Next to Student Services
  – Phone 2041
  – “Travel Office” in Outlook

• Hours of Operation
  – Monday through Friday
  – 0730-1700
  – Closed Wednesday 1330-1430 for training
NPS Travel Office

- Herrmann Hall Room 038
  - Next to Student Services
  - Phone 2041
  - “Travel Office” in Outlook

- Purpose: Process Student Travel
  - Gov’t Travel Credit Card (GTCC)
    - Required for travel
    - Get new or transfer existing GTCC
  - Assist in entering traveler profile in DTS
  - Process travel requests in DTS
    - Approved Travel Request Form required
  - Enter travel voucher in DTS after travel
• Travel Officer
  – Renee Dishon 3600

• Gov’t Travel Credit Card APC
  – Patricia Freeman 831-214-9517

• Fund Cite POC
  – Maria Tinajero 3896

• Passport Agent
  – Monique Resquir 2247
http://www.nps.edu/Travel

or

Click on TRAVEL on NPS Intranet Home Page

Student Travel contains all requirements
Student Travel Request

- All travel reviewed and approved by President of Naval Postgraduate School

- **Travel Request Form**
  - **REQUIRED FOR ALL STUDENT TRAVEL**
  - Detailed trip requirements
  - Job Order (DTS financial account number)
  - Approval signatures required:
    - Principal Investigator/Sponsoring Professor
    - Departmental Sponsored Program Financial Advisor (SPFA)

- Travel Office enters travel request into DTS
  - GTCC **must** be used to pay for flights, rental car and hotel
  - All air and rental car reservations **must** be made in DTS
Special Cases

• CONUS Travel
  – 10 days lead time

• OCONUS Travel
  – Long lead time for Country Clearance
  – Military require NATO orders to travel to NATO countries
  – Passport/Visa/Antiterrorist training
  – On-line SERE training required to visit EUCOM
  – See Int’l Travel Program under SOP’s on Travel web site

• Foreign Military Student Travel
  – 10-15 days lead time for manual processing
• Non-DoD Conferences
  – Requires 45-135 days for processing
  – Required for no-cost conference attendance
  – Check the Non-DoD Conference Tracker Wiki for details

• Gift of Travel
  – Travel funded by non-federal government activity
  – Must be entirely funded by non-federal entity
  – Requires Ethics Counselor approval
• Complete Travel Voucher (DD 1351-2)
  – Traveler signature required

• Travel Office enters into DTS
  – Receipts required
    • ALL lodging receipts
    • Others of $75.00 or more
    • Air receipt: www.cwtsatotravel.com web site

• Vouchers paid quickly
  – All GTCC charges must be paid directly to CitiBank
  – Others paid to traveler’s bank account
The Transportation Incentive Program (TIP) provides **FREE** MST Bus Passes to eligible

- Navy
- Marine Corps
- Army
- Air Force
- Civilians
• MST has partnered NPS to provide non-stop service between the La Mesa and Fort Ord housing communities on lines 14 and 12 respectively.
  – Other lines that provide service to NPS include 2x, 9, 10, 19, 20, and most lines servicing the Defense Language Institute.

• Multiple routes and multiple trips throughout the days provide flexibility for students

• Routes will be coordinated to meet students needs when signing up
  – Check out MST.org to see your route
Eligibility

- Transerve debit cards will usually arrive within 30 days of submission for purchase of fare media.
- Must have an established residence in the area.
- Must be primary means of transportation.
  - At least 3 times per week!
- Dependents are **NOT** eligible.
  - Discounts are available through MST.
- Location determines eligibility.
The Program is Administered in the NPS Travel Office – Herrmann Hall Basement, Room 038

You can also find information on our Transportation Incentive Program Wiki

To Enroll and Get Your Bus Passes Today
Contact Vincent Carr EXT 2265