Welcome

Marc Pritchard
Travel Officer
• Travel Approval Update
• Non-DoD Conferences
• Travel Errors
• Excursion Fares
• Travel to Washington, D.C.
• Recent Updates
• Rental Cars on Leave
• Gift of Travel
• Constructed Travel Worksheet
• Do-It-Yourself Java Update
Travel Approval Update

• Process
  – Complete trips in DTS (all costs, trip description, and JON)
  – Weekly spreadsheet provided to President, Provost, and COS
  – Line by line review of each trip

• VADM Route travel approval...the bad side:
  – Once a week
  – Limited ability to “run something in for signature”

• VADM Route travel approval...the good side:
  – All complete trips in DTS through June were approved
  – He is a “volume” approver
Non-DoD Conference Approval

• Process
  – Start with the wiki (https://wiki.nps.edu/display/NCT/Non-DoD+Conferences)
  – Drag and drop the Non-DoD Request Form
  – Key elements:
    • Target approval date – a date that has a tangible benefit (e.g., early registration discount)
    • Specific outcomes – why is this important to curricula, research, NPS, DoN, etc.
    • Generalities are the kiss of death

• Hard timelines (new DCMO guidance of 06NOV13)
  – 30 days for total NPS attendance cost <$100K
  – 120 days for total NPS attendance cost >$100K
Non-DoD Request Form

**Non-DoD Conference Attendance Request**

- **Conference Name**
- **Conference Start Date**
- **Conference Location**
- **Non-DoD Sponsor/Organization**
- **Target Approval Date**
- **Approval Date & Explanation**

- **General Conference Description**
- **Target DoD Audience of Conference**

- **Attendee Name**
- **Attendee Title**
- **Role at Conference**
- **Presentation Title**

- **Funding Source**
- **Funding Type**

- **Specific Outcomes for Attendees**

- **POC Name**
- **Phone Number**
- **Email**

**Department Chair/Director Signature**

---

**All Requests Must Be Submitted To The Non-DoD Conference Tracker Wiki At:**

[https://wikins.nps.edu/display/NTT/Non-DoD-Conferences](https://wikins.nps.edu/display/NTT/Non-DoD-Conferences)

You will need to login to access the wiki.

Submission by other means will not be accepted.
## Delegation of Authority - Service Comparison

**Attendance at Non-DoD Hosted Conferences**

<table>
<thead>
<tr>
<th>Value ($)</th>
<th><strong>Navy &amp; Marine Corps</strong></th>
<th><strong>Air Force</strong></th>
<th><strong>Army</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 100K</td>
<td>Secretary of the Navy/Under Secretary of the Navy</td>
<td>Under Secretary of the Air Force</td>
<td>Secretary of the Army/Under Secretary of the Army</td>
</tr>
<tr>
<td>50K-100K</td>
<td>Administrative Assistant to the Secretary of the Air Force</td>
<td></td>
<td>Chief of Staff of the Army, Vice Chief of Staff of the Army, Army Forces Command, Army Training &amp; Doctrine Command, Army Materiel Command, Administrative Assistant to the Secretary of the Army</td>
</tr>
<tr>
<td>10K - 20K</td>
<td>Department of the Navy/Assistant for Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 10K</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* No authority to approve hosted conferences
Jim Egerton

DTS Instructor
• Use GTCC for all travel expenses
  – Air, Hotel and Rental Car mandatory

• Split disburse all GTCC charges
  – Additional Options/Payment Totals screen

• Justification for all exceptions
  – Other Authorizations/Pre-Audit
  – Must be REASON for exception

• Attach air eTicket Receipt from SATO to voucher
  – Itinerary not allowed (voucher will be returned)
Non-Gov’t (Excursion) Fares

• Allowed if cheaper fare **available to general public** is available
  – Look it up outside of DTS (airline or travel agent web site)
  – MUST be on U.S. airline or code share
  – MUST be specifically approved by AO in travel authorization

  • **AO Approval form on next slide**
    – MUST be **reserved** and **purchased** through SATO with GTCC
    – Fare is **non-refundable** (traveler reimbursed if trip cancelled)
    – Advance purchase requirement (21-day or other)
    – **Must pay for ticket within 24 hours**
    – Must be reasonably sure plans will not be changed or cancelled
    – ~$150-$200 charge to change reservation (reimbursable)

• **Notify Travel Officer before approving (essentiality)**
## AO Approval Form for Excursion

### Restricted Fares Checklist for AOs


Existing DoD travel policy allows for the use of restricted airfares that are available to the general public. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

**Prior to booking your travel arrangement(s), please review the following questions.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is the traveler’s departure date more than 7 days from ticket purchase?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Is the traveler’s mission to a single location?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airlines website for advance purchase requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by $150 or more on a U.S. domestic flight or $250 on an International flight since these amounts are the change/cancellation fee charges)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:** $425 Round Trip Unrestricted Fare; Nonrefundable fare is $200. Question is whether AO should approve restricted fare of $200, knowing a change fee is $150. Answer is yes since $200 + $150 = $350 which is still less than $425.

➢ For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or CA, if offered).

**If the AO answered “NO” to any question, the traveler is not a good candidate for a restricted airfare.**

If the traveler met the above criteria, he/she is ready to book a restricted airfare reservation.
Change DC Destination to BWI

- MRY-DCA $830 R/T American
- MRY-BWI $330 R/T United
- Dulles is not a city pair

Type in Arrival Airport: BWI
• Patricia Freeman—GTCC APC
  – Now working from Virginia Beach
  – (831) 214-9517

• New POV mileage rate: $.56/mi vice $.565
  – Effective 1 Jan 2014

• TSA Known Traveler Number
  – **Active duty military only**
  – Enter number from back of CAC; click “Save changes”
  – FastTrack through TSA at large airports (keep shoes on!)
Rental Cars on Leave

• Reserve cars in DTS for Duty Days only
  – Extend car for leave days at Rental Car Counter
  – Inform company that you will be on leave/non-duty
  – Do not include GARS fee ($5/day) for these days
  – Arrange for insurance for these days

• Traveler must pay for car on leave days
  – Use personal credit card for these days, OR
  – Use GTCC, but split-disburse this amount on voucher
Gift of Travel SOP revised 4 Feb 2014

- NPS President may approve gifts <$12,000
- Gift must still cover entire travel expense

Traveler must be

- In pay status on official business
- On zero-cost, Routine orders
  - Permissive orders no longer permitted for civilian travelers
DTS Constructed Travel Worksheet - Authorization

Not required for trips shorter than 400 miles one-way or 800 miles round-trip
Refer to worksheet instructions for complete guidance

Name: ______________________________
Locations and Dates of Travel: ______________________________

Policy Constructed Transportation Cost

A. Enter the cost of transportation (including taxes and fees): ______________________________

B. Enter the fee normally charged by your CTO: ______________________________

Total (Line A + Line B): ______________________________

Note: If you will provide transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.
• New Worksheet July 2013
• Always required for POV/rental car trip >800 miles round-trip
• Only include cost of airline tickets
  – City pair contract fare if available
  – Otherwise lowest cost DG fare
  – Do not include other costs associated with travel
  – There is no CTO fee associated with tickets by SATO
• Attach CTW as Substantiating Document
  – Check the CTW checkbox
• AO will then determine if full reimbursement allowed
1. Close all browsers.

2. Go to “All Programs/LANDesk Management/Desktop Manager”

3. Click “Software Deployment Portal”

4. Click “✔ Java 7 Update 51 - New!”

5. Click “Deploy”
Training for New ODTA’s

- Attend DTS User class
  - 0800-1200 Wed 26 Feb

- Attend DTS ODTA class
  - 0830-1100 Thur 27 Feb

- Create TA and TV in EWTS
  - Done one-on-one
Questions?