Renée Dishon
Travel Officer
Good Morning!!
WHY?
Because you asked....

Information Sharing

- Policy Changes
- Process Improvements
Please hold your questions until after the presentations.

Thank you.
Jim Egerton

DTS Instructor
New Travel Features

• Integrated Lodging Pilot Program
  – Preferred lodging will be required (like contract flights)
  – Pilot sites at beginning
  – Late May-Early June
  – Applies to non-DoD conferences

• Updating GTCC info with new chip and PIN GTCC
  – Profile needs to be updated
  – Travel Office will promulgate procedure
New Training Requirement

• Requirement by DoD Financial Management Regulations
• DTMO TraX “Programs & Policies – Travel Policies”
• Required to be completed by all travelers before traveling, starting 1 July
  – Must retake every three years
• Travel Office will track completion
• Also required by AO’s and ODTA’s
Vinny Carr

Travel Assistant
• NPS Guidance

• Changes to Procedure

• Updated Documentation Requirements
NPS Conference Process

**NPS Non-DoD Conference Process**

1. Traveler(s) determine need to attend/present at a non-DoD hosted conference.


3. Child page created for the conference being requested.

4. Travelers wishing to attend will add themselves to the existing conference request worksheet.

5. Determines when processing must be initiated/appropriate.

6. Conference POC coordinate travel information and prepare necessary documentation.

7. Documents submitted to Dean/President/Provost for review. Draft conference memo.

8. Submit documents to conference child page on/via wiki.

9. Wiki will be restricted to comments and document uploads.

10. Conference reviewed and prepared for President.

11. Assess accuracy and compliance with guidance.

12a. Conference approved.

12b. Conference denied. END PROCESS.

**Documents:**
1. Non-DoD Conference Workbook
2. Cost Comparison (if applicable)

Wiki will be restricted to comments and document uploads.
Documents

- Non-DoD Conference Request
- Conference Agenda
- Conference Worksheet
- Cost Comparison Worksheet
- Conference Request Memo
- Conference Approval Memo
**Conference Request**

- Initiates Process
- No signature required
- Editable on wiki
- Slight changes

- Submit with conference agenda

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**NON-DOD CONFERENCE ATTENDANCE REQUEST**

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Conference Start Date</th>
<th>Conference End Date</th>
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</thead>
<tbody>
<tr>
<td>Conference Location/Airport</td>
<td>Attendance Description</td>
<td>Conference Website</td>
</tr>
</tbody>
</table>
| Non-DoD Sponsor Organization | Description of conference in third-person. | General Description of Conference
| Conference Website | Describe how conference supports and advances DoN/DoD mission. | Slight changes |

- **Attendee Name**
- **Attendee Title**
- **Role at Conference**
- **Presentation Title**
- **Departure Date**
- **Travel Date Justification**

- **Funding Sponsor**
- **Specific Outcomes for Attendee**
- **Essential Presentations/Activities**

- **POC Name**
- **Additional Remarks**

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All requests must be submitted to the Non-DoD Conference Tracker Wiki at:
https://wiki.nps.edu/display/NCT/Non-DoD-Conferences
• Compiles Traveler Costs
• Generates the Following:
  – Majority of Brief Sheet
  – Conference Breakdown
## Conference Worksheet

**Conference Title:**

**Conference Name:**

<table>
<thead>
<tr>
<th>Conference Start Date (on Agenda)</th>
<th>Conference End Date (on Agenda)</th>
<th># Conference Days</th>
<th>Cost Per Person</th>
<th>Cost Person/Day</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
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<tr>
<td>Lodging Rate for Location</td>
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<td>Meal Rate</td>
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<td>Incidental Rate ($5.00 for CONUS)</td>
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<td>OCONUS? (YES/NO)</td>
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**Per Diem Rates Available Here:**

http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

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If additional spaces are required for attendees, please email travel@nps.edu and an updated spreadsheet will be sent to you.

Please do not fill in the green or red cells as they contain formulas to help calculate total expenses.

<table>
<thead>
<tr>
<th>Name of Traveler</th>
<th>Attendee Location (Depart From)</th>
<th>Conference Location (Destination)</th>
<th>Arrival Date</th>
<th>Departure Date</th>
<th>Days TDY</th>
<th>Conference Fee</th>
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### Conference Brief Sheet

- **Majority Filled by Worksheet**
- **Copy/Paste Info from Request**
- **Required Entry:**
  - 4-Conference Dates
  - 12-Lodging Location/Cost
  - 9-Trip Duration
  - 15-Meals Provided
  - 10-Host Agency
  - 16-Conference Fees
  - 11-Number of NPS Attendees
  - 18-Cost Reduction Efforts

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Conference Site</td>
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<td>Location</td>
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<td>Trip Duration</td>
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<td>Meals Provided</td>
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<td>Host Agency</td>
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<td>Conference Fees</td>
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<td>Number of NPS Attendees</td>
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<td>10</td>
<td>Cost Reduction Efforts</td>
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<tr>
<td>11</td>
<td>Conference POC Information</td>
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</tbody>
</table>

Certified in accordance with travel regulations.

*Signature*

**Note:** All content and expense data is subject to review and approval.
# Cost Breakdown

**Conference Name**

**LOCATION**

**RATES**

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<tr>
<th>LODGING</th>
<th>MEALS</th>
<th>INCIDENTALS</th>
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<th>Name</th>
<th>Airfare</th>
<th>Lodging</th>
<th>Meals</th>
<th>Incidental</th>
<th>POV Mileage</th>
<th>Taxi (RES-Terminal)</th>
<th>Taxi (Terminal-TDY)</th>
<th>Rental Car / Taxi TDY</th>
<th>Parking</th>
<th>Other</th>
<th>Conference Fees</th>
<th>Hotel Tax</th>
<th>Total</th>
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• When Requesting Rental Car or ALE
• Compares:
  – Rental Car Cost
  – Actual Lodging Cost
  – Daily Taxi Fare
• Costs Generated in Workbook
Conference Guidance

- Explanation of Process
- Defines Roles
- Explains Documents
- Explains Process
- Clarifies Approval Authority
• Packages Reviewed by:
  – Conference POC
  – Dean/Director
  – Travel Office
  – Chief of Staff
  – Provost
  – President NPS
• Remains Central to Conference Activity
  – Communication/Notification
  – Document Maintenance
  – Coordination
  – Status Updates
  – Document Retention
Key Elements

• All cost reduction measures must be employed
• Timely Submission = Timely Approval
• Cross-Departmental Cooperation
• Oversight
• Traveler Flexibility
• Better Advocacy for Travelers
• More Control Over Conference Processing
• Standardized Guidance and Expectations
• Simplified Document Processing
• Traveler Training
  Goal Effective Date 07/01/15
• Student’s Authorizations and Vouchers
  Goal Effective Date 07/01/15
• Non-DoD Conferences
  Goal Effective Date 05/04/15
Questions?