Welcome

Mary Aguilar
Travel Officer
CTO Business Rules

Mary Aguilar, Travel Officer
Jim Egerton, DTS Instructor
New NPS Business Rules

- NAVPGSCOLI NST 4650.4J approved 27 July 2012
- Approved by PDTATAC
- Posted on Travel web site under Rules and SOPs
- Important changes will be highlighted here
- It implements “CTO Business Rules” on travel web site
Foreign Military

- International Military Students (IMS) may no longer use DTS (JFTR change)
- They are not covered by the JFTR, but by the Defense Security Cooperation Agency’s (DSCA) Security Assistance Management Manual (SAMM.)
- Reservations are made by NAVPTO Monterey for CONUS travel, and NAVPTO Bangor for OCONUS travel. CSD pays their vouchers
- IMS are allowed to use government airline fares
- SOP being developed
FY13 Contract City-Pairs

- These fares are NOT in DTS yet under _CA and YCA tabs (but are under DG tab—see below)

DOD Policy requires travelers to utilize the GSA Contract Carrier Fare when available. Exception to this policy requires justification and is subject to approval by your Authorizing Official.

$312.00 Total Estimated Airfare (Including Taxes and Fees) Non Contract Government

Class: YCA
• DO NOT create FY13 travel until instructed to do so
• 21 contracts vice 18 for FY12
• US Airways only for El Paso and San Antonio!
• City pair costs are still high
  – Use Excursion Fares to get around this
• Dulles and Reagan are city pair airports (both $518 one way,) Baltimore/Washington is not
• Monterey to San Diego is now Alaska Air, non-stop
• Two _CA (limited availability) fares; these are still mandatory if available (and are not upgradeable)
  – San Antonio and San Diego ($99 one way)
## FY13 City Pair Contracts

<table>
<thead>
<tr>
<th>Origin Airport</th>
<th>Destination Airport</th>
<th>Airline</th>
<th>Serv</th>
<th>YCA</th>
<th>-CA</th>
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<td>MONTEREY</td>
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</table>

FROM/TO MONTEREY (ONE-WAY)

N: Non-stop
C: Connections
**Excursion Fare Savings**

**FY-13 Contract City-Pair Flights from Monterey vs. Excursion Fares**
(Approximate costs)

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>Airline</th>
<th>Contract R/T</th>
<th>Excursion R/T</th>
<th>Savings</th>
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<tbody>
<tr>
<td>FRANKFURT</td>
<td>United</td>
<td>2200</td>
<td>1110</td>
<td>1090</td>
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<td>LAS VEGAS</td>
<td>United</td>
<td>760</td>
<td>270</td>
<td>490</td>
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<td>SAN ANTONIO</td>
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<td>1000</td>
<td>420</td>
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<td>TOKYO</td>
<td>United</td>
<td>1520</td>
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<td>360</td>
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</table>
• **Foreign Flag Carriers** – Travelers are required to follow the Fly America Act. Waivers/exceptions must be documented in DTS per APP O (T 4060 para B.3)

• **Failure to use Contracted City Pair Fares**
  Valid justification is required when the contracted flights are not chosen – cost is NOT a valid reason
• NPS now requires a Constructed Travel Worksheet for travel to destination by POV or rental car (next slide)

• AO may approve POV if advantageous to the government (Change)

• If traveler has rental car at destination, he/she cannot be reimbursed for using public transportation
DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name: __________________________ Location and Dates of Travel: __________________________

Transportation Expenses for the Standard Mode (Commercial Air):
Commercial Air Costs (see worksheet instructions for additional information):
   a. What it would cost to travel by commercial air: $________

Related Expense Cost Factors:
   b. If applicable, enter the additional fee normally charged by your CTO: $________
   c. Cost for transportation to and from all airports: $________

   Total Expense Cost Factors (lines b+c): $________

Per Diem cost factors required by your AO:
   d. Per diem amount for the allowable travel days for your preferred transportation mode(s): $________
   e. Per diem amount for the allowable travel days for travel by commercial air: $________
• It is no longer legal to reserve a rental car in DTS for days of leave or non-duty

• Reserve for official travel days only

• Arrange car for leave days at pick-up
  - Remove GARS fee ($5/day)
  - No gov’t insurance provided
  - If leave days charged on GTCC, traveler pays for these days in voucher using split disbursement

• Or, rent a different car for leave
• Travel within Local Area can now be reimbursed with a Local Voucher in DTS
  - Previous direction about using SF1164 was incorrect.

• Overnight travel in Local Area requires travel authorization and voucher

• Local Area is Santa Clara, Santa Cruz, San Benito counties and Monterey county down through King City.
Lodging Reservations

• JFTR/JTR prohibits using travel agent web sites for making lodging reservations (Travelocity, Expedia, Priceline, etc.)

• Detailed itemized receipt from hotel required showing room cost for each day
  - Otherwise traveler will not be reimbursed

• Lost receipt form may not be used in place of hotel receipt
• J FTR/J TR states parking at airport may not exceed cost of getting to/from in taxi

• For out-of-town airports, we can no longer use shuttle cost. Round trip taxi fares from Monterey:
  - San Jose Airport $400
  - San Francisco Airport $500
FY 13 Per Diem Rates

• New rates will be loaded into DTS on/about 30 Sept.
• FY12 rates will appear for FY13 dates
• New rates for FY13 days will be entered automatically when voucher created
• FY13 LOAs will be available by exception after 1 September
“Is this trip necessary?”

• Justification still required for not using SVTC/VTC or other Internet communications
  - Secretary of Defense requirement
  - Go to Other Authorizations
  - Select Add New Other Authorization
  - Select “OTHER”
  - Enter reason why this mission cannot be completed using SVTC, VTC, or other electronic means on the Internet
  - NPS has many facilities available for holding video conferences
**Other Authorizations**

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip]

<table>
<thead>
<tr>
<th>Other Authorization</th>
<th>Remarks</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER (see remarks below)</td>
<td>Justification for not using SVTC: My presence is required because I am presenting a paper at a Naval Research symposium.</td>
<td>remove</td>
</tr>
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</table>

[Save and Proceed to Pre-Audits]
• New Rules starting 1 October
• Travel authorization must be approved at least 72 hours before departure
  – This may be changed later to 48 hours
• If reserved within 72 hours of departure, it must be approved within 24 hours
• If not approved, reservations will be cancelled
• Neither traveler nor DTS will not be notified
  – Cancellation will appear in virtuallythere.com
  – DTS will be changed soon (?) to notify travelers
• If this happens at airport, call SATO for new reservation
Making Changes While on TDY

• More than 36 hours from departure
  Changes must be made in DTS

• Less than 36 hours from departure
  Changes may be made by the traveler calling our local SATO Office. If there is an additional cost or new ticket, the AO must call providing SATO with verbal approval.

  Changes maybe made directly with the airline, as long as a new ticket does not need to be purchased – personally procured tickets are NOT permitted.
Leisure in Conjunction with Official Travel (LICWO)

- Leave at a different location than the TDY Location
- Make airline reservations in DTS from duty station to TDY location and return to duty station
- Once approved and ticketed – traveler calls SATO Vacations (877 698-2554, or SATOVacations.com) and changes reservations to include leave destination
- Leisure portion **cannot** be reserved at government rates, and **cannot** be charged to government travel card
• Active Duty Order to a Base – MUST use BOQ, unless there is no availability – AO cannot waive or approve the lodging outside the base

• TDY (Temporary Duty Station) versus PDS (Permanent Duty Station)

  Per the J TR, TDY is a place away from the PDS to which the traveler is authorized to travel. If Monterey is the PDS, airfare, M&IE, rental car, gas, laundry, POV mileage, etc. CANNOT be paid. Ensure that the PDS in DTS is correct.
• DTS prints July 2002 version of voucher
• This form is no longer acceptable for NDEA
• Use May 2011 version on Travel web site
• Must have wet ink signature
  – Electronic signature not allowed
• Deputy Comptroller approval is now required prior to reimbursement on voucher for:
  - Personally procured airline tickets
    • Disciplinary action will be recommended to supervisor for repeat offenders
  - Not starting/ending TDY at Permanent Duty Station
  - Renting car outside of DTS
    • Even for missing last SFO-MRY flight
• Required by FMR Vol. 9 Chap. 3, para. 031004
• Any voucher not properly split-disbursed will be returned to the traveler
• Voucher approver’s new certification:
  – “By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.”
• All GTCC charges not already entered as expenses (flights, cars, hotel, gas, etc.) must be entered under the **Additional Options** section on the **Payment Totals** screen of the voucher
  – Add’l GOVCC ATM: ATM advances
  – Add’l GOVCC Amt: All others
    • Hotel room and tax when on leave (or Non-Duty Days)
    • Other personal hotel charges on bill (movies, meals, room service, etc.)
    • Meals purchased in restaurants with GTCC
    • Prorated part of rental car payment for leave days
  – If more than Total Personal expenses, reduce amount to personal bank account to zero
Enter amounts, then click Calculate

### ATM Advance

- **Net to Traveler:** $527.08
- **Add GOVCC ATM:** -$100.00
- **Add'l GOVCC Amt:** -$185.59

### Total of other GTCC charges

- **Less Prev Pmts to GOVCC (By Traveler):** 0.00
- **Prev Pmt Adjustments:** 0.00

### Final Distribution (Net to Traveler)

- **Net Distribution:** $241.49
- **Final Distribution (Net to Traveler):** $2,176.12
- **Total (Net to Traveler):** $2,417.61

To traveler’s bank account

To Citi
• Explain any Add’l GOVCC Amt:, Add’l GOVCC ATM:

<table>
<thead>
<tr>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>* Justification to Approving Official</th>
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</thead>
<tbody>
<tr>
<td>Add GOVCC-Individual Amount</td>
<td>Add GOVCC-Individual Amount</td>
<td>$39.55 prorated part of rental car, $56.34 restaurant meals GTCC, $27.61 hotel room service charges</td>
</tr>
</tbody>
</table>

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<thead>
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</thead>
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<tr>
<td>Add GOVCC-Individual ATM</td>
<td>Add GOVCC-Individual ATM</td>
<td>$100.00 ATM advance</td>
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