

# The Navy Defense Travel System Business Rules Version 3.3

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Navy DTS Program Management Office

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## INTRODUCTION

The Navy's Defense Travel System (DTS) Business Rules provide all Navy travelers, administrative and supervisory personnel, as well as travel services providers, with a common set of transportation and financial rules for implementing and operating the standard automated Department of Defense (DoD) electronic travel system, known as the Defense Travel System (DTS). These business rules should be used in conjunction with the Joint Travel Regulations (JTR); the Defense Transportation Regulation (DTR) (DoD 4500.9-R); the DoD Financial Management Regulation (FMR) (DoD 7000.14 series, Volume 5, Chapter 5; DoD 7000.14 series, Volume 9, Chapters 5 and 8; and DoD 7000.14 series, Volume 16, Chapters 1-4), the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3, the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4, the OPNAVINST 4650.15 series, the NAVSUPINST 4650.7, the NAVSUPINST 4650.8, the NAVSUPINST 4650.9, the Navy Passenger Transportation Instruction and current Navy Travel Card Instructions, desk guides and local travel instructions. Temporary Duty (TDY) travel allowances/entitlements for most common TDY travel are contained in Chapters 2-3 of the JTR. In addition, for detailed instructions in utilizing DTS, refer to the Defense Travel Management Office's (DTMO) training and reference materials. If a conflict exists between these business rules and the cited references, the cited references take precedence. See Section 13: [REFERENCE LINKS](#), for internet hyperlinks to the references listed above.

DTS is a web-based end-to-end paperless electronic temporary duty travel system that allows the member to request, construct, and liquidate travel from a computer. DTS is the DoD mandated electronic travel system for all travel supported by DTS as per the Department of Defense Instruction (DoDI) 5154.31, Volume 3 ([Reference Link 21](#)) and NAVADMIN 315/08 ([Reference Link 22](#)). The DTS website can be accessed at the following address: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view>.

In summary, DTS provides travelers with the ability to:

- Create, update, and digitally sign travel authorization requests;
- Book transportation, lodging, and rental cars without physically visiting the Travel Management Company, formerly the Commercial Travel Office (CTO);
- Review the status of a trip record at any time;
- Request non-Automated Teller Machine (ATM) travel advances and Scheduled Partial Payments (SPPs);
- Electronically route travel authorizations, vouchers/local vouchers to an AO/CO for approval;
- Include travel preferences in a Personal Profile;
- Use actual trip information to prepare a claim/voucher;
- Electronically attach receipts/substantiating documents to the trip record;
- Receive expedient travel reimbursements through Electronic Fund Transfers (EFT);
- Arrange reimbursement/split disbursement to both personal and Individual Billed Account (IBA)/Government Travel Charge Card (GTCC).

Commands gain the ability to:

- Utilize electronic trip documents and routing to shorten approval process time;

- Route documents based on organization and type of action;
- Track the obligation and expenditure of travel funds;
- Reduce the number of financial transaction errors;
- Gain the control of travel budget and mission needs;
  - DTS is not an official accounting system. DTS can check travel targets loaded in the budget module and simplify the process of making should-cost estimates but is not designed to substitute for official accounting procedures.
- Automatically verify compliance with travel regulations;
- Increase productivity and record-keeping capabilities;
- Receive real-time reporting on unsubmitted travel vouchers;
- Utilize the cross-org (X-Org) funding feature.

In addition, the Navy DTS PMO's CAC-enabled website, which contains Navy DTS training resources, best practices, and Transportation of People (ToP) audit readiness information, can be accessed at: [https://my.navsup.navy.mil/webcenter/portal/ccpmd\\_dts](https://my.navsup.navy.mil/webcenter/portal/ccpmd_dts). Users should use their identity certificate vice their email certificate when accessing the Navy DTS PMO's website. CAC registration using the following link is required prior to accessing the Navy DTS PMO website: <https://registration.pki.navy.mil>.

## 1 DTS OVERVIEW

### 1.1 General

This document supplies a common set of travel rules for Navy organizations, travel administrators, and travelers using or funding travel through DTS. It is a living document and will change as the system, processes, procedures, guidance and regulations evolve.

### 1.2 Functional Responsibilities

With the automation of the travel/reimbursement process under DTS, there is a shift in traditional roles and responsibilities. Travelers or travel preparers acting on behalf of travelers are responsible for creating and signing DTS authorizations and using the DTS to the maximum extent possible to arrange all en-route transportation, rental cars, commercial lodging, and Government quarters when the DTS's functionality is available as per JTR, Par. 010205 ([Reference Link 20](#)). Travelers (or Non-DTS Entry Agents (NDEAs) on behalf of travelers) input and digitally sign DTS vouchers or local vouchers. As per the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3, Para. 030401 ([Reference Link 2](#)), "AOs control the mission by authorizing travel and controlling the use of travel funds in accordance with the JTR."

AO/COs must:

1. Determine if travel is mission essential and in the U.S. Government's interest. If correspondence, teleconference, web-based communications, or other appropriate means can more economically accomplish the mission, AO/COs must not authorize travel.
2. Ensure all foreign and North Atlantic Treaty Organization (NATO) clearance requirements

for foreign travelers are met and documented in the travel authorization before approval. This includes ensuring the Aircraft and Personnel Automated Clearance System (APACS) request was submitted and an APACS ID number is included in the DTS travel authorization as part of a pre-audit remark or other “Comments to the Approving Official.”

3. Verify the DTS lines of accounting are assigned correctly.
4. Verify the DTS budget module has enough funds prior to authorizing travel. When official travel “should cost” estimates exceed the amount of funds available, request the Finance Defense Travel Administrator (FDTA) add funding allocations to the budget module. If additional funds are not allocated, the AO/CO must not authorize travel.
5. Review travel documents to verify compliance with the JTR, DoD Component guidance, and mission requirements.
6. Review DTS flag items as questionable or non-compliant with travel regulations to verify justifications are valid. If justifications are not valid, return the document for correction.
7. Verify all requests for other than economy/coach class travel are “APPROVED” per the JTR.
8. Verify all required pre-trip substantiating documentation is electronically attached to travel documents.
9. Approve authorizations promptly to allow obligations for travel expenses and obtaining reservations for expected travel. When air travel is required, expeditious handling is critical to ensure ticket purchasing of flights.
10. Review all vouchers and justifications to verify expenses are valid.
11. Verify all required supporting documents are attached to the DTS voucher
12. Certify all vouchers for payment by using a digital signature to allow split disbursement of funds for authorized expenses to the GTCC/IBA vendor (Citi) and the traveler.

The Personnel Support Detachments (PSDs) are only required to process travel claims under those scenarios temporarily excluded from DTS (e.g., Permanent Change of Station (PCS) and Evacuation Travel for civilians).

The Navy Passenger Transportation Offices (NAVPTOs) are responsible for identifying government or contracted airlift (MILAIR) that can support Outside Continental United States (OCONUS) transportation for DTS travel and OCONUS travel review. NAVPTOs are to make transportation arrangements with government or contracted airlifts that can support OCONUS travel requirements.

### 1.3 Management and Oversight Responsibilities

- A. **Under Secretary of Defense, Personnel and Readiness, (USD P&R).** The USD (P&R) is the functional proponent for travel management within DoD, to include DTS. The Defense Travel Management Office (DTMO), under the cognizance of the USD (P&R), has been established to consolidate and improve commercial travel oversight and management within DoD, and provide one authoritative, responsible agency for commercial travel within the Department.
- B. **Defense Manpower Data Center (DMDC).** The DMDC’s DTS Program Management Office handles transformation of business operations throughout DoD and delivering enterprise-level capabilities that align to traveler needs. The Program Management Office-DTS (PMO-DTS),

under the cognizance of the DMDC, handles the acquisition and system integration of DTS. The PMO-DTS holds and is responsible for all information security documentation (e.g., Interim Authority to Operate (IATO), Authority to Operate (ATO), and DoD Information Assurance Certification and Accreditation Process (DIACAP), etc.).

- C. **Defense Travel Management Office (DTMO).** The DTMO is the Department of Defense's single focal point for commercial travel that provides central oversight for commercial travel management, travel policy and implementation, Government Travel Charge Card program management, customer support and training, functional oversight of the DTS, and station/housing allowances program management.
- D. **Travel Assistance Center (TAC).** The DTS help desk and customer support is provided through the TAC. The TAC can be reached toll free at 1-888-435-7146. If calling from overseas, you can dial the TAC at 312-564-3950 from any DSN line. The TAC is available 24 hours a day, seven days a week including federal holidays. The TAC provides a Live Chat capability where users can use the chat feature to request aid with DTS login and profile issues, TraX/Passport login issues, and travel documents "stuck at CTO Submit" and reservation issues. Live Chat is available Monday through Friday, 8am-6pm ET, not including holidays.
- E. **Travel Management Company (TMC).** The TMC, formerly known as the CTO, is a non-government entity contracted with the government to supply both traditional and DTS travel assistance. In DTS, the TMC assists Navy travelers by executing the travel arrangements, to include electronic ticketing (or manual ticketing, if authorized). The current contracted TMC is Carlson Wagonlit Travel (CWT)/CWTSatoTravel. Travelers can contact their local TMC during normal business hours. For after-hours support, travelers can contact the CWTSatoTravel's toll free phone number provided on the travel invoice, or at 1-800-359-9999. Itineraries and eInvoices are emailed to the traveler's email address in their DTS profile and duplicate copies, known as "OnDemand Invoices," can be requested from CWTSatoTravel's website [www.cwtsatotravel.com](http://www.cwtsatotravel.com).
- F. **The Office of Financial Operations (FMO).** The FMO, under the Assistant Secretary of the Navy, Financial Management and Comptroller (ASN, FM&C), acts on behalf of the DoN and is responsible for financial and accounting matters. FMO leads financial programs and activities that are designed to improve the way the DoN does business and support the warfighter. FMO reports on financial data, as well as develops and manages accounting and finance related programs to help Budget Submitting Offices (BSOs), commands, and other Shared Service Providers (SSP) follow the DoD requirements and audit response. FMO's website is: <https://www.secnav.navy.mil/fmc/fmo/Pages/default.aspx>.
- G. **Navy DTS Program Management Office (Navy DTS PMO).** The Navy DTS PMO is responsible for the Navy's management and implementation of DTS, communicating the Navy's requirements and positions, and coordinating efforts among the different processes and functional owners. The Navy DTS PMO reports to the Naval Supply Systems Command (NAVSUP) Consolidated Card Program Management Division (CCPMD) N16. NAVSUP CCPMD manages the Navy DTS PMO budget and annually affirms with the PMO-DTS that all security and accreditation documentation is up to date for budget submission. Navy DTS PMO can be contacted by email at [navsup\\_navy\\_dts\\_pmo@navy.mil](mailto:navsup_navy_dts_pmo@navy.mil).

## 2 DTS REQUIREMENTS

### 2.1 Who May Use DTS?

The “Who May Use the Defense Travel System?” ([Reference Link 48](#)) document provides a summary of when DTS can and cannot be used.

## 2.2 Accessing DTS

Accessing DTS requires a fully compatible web browser, obtaining a digital Public Key Infrastructure/Enabling (PKI) certificate, and contacting the local Organizational Defense Travel Administrator (ODTA) to set up/receive the DTS profile.

The DoD PKI certificate is normally located in the chip on the Common Access Card (CAC). This certificate is used by DBsign to verify the identity and authority of an individual to use DTS. Because of this, a CAC reader is currently required to access DTS.

## 2.3 First Time DTS Users and Newly “Received” Navy Command Profiles

All first time DTS users are required to complete initial DTS training as defined in Table 2 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#)). Training is available on the DTMO Passport Travel Explorer (TraX) website ([Reference Link 3](#)).

First time users should login to DTS and when prompted, enter their Social Security Number (SSN) (or Tax Identification Number (TIN) if a direct hire Foreign National), to associate their CAC to their DTS profile. Users who need an SSN or TIN should contact the Social Security Administration (SSA) to apply for an SSN or TIN.

If the individual does not have a personal DTS profile loaded in the system, the individual will be prompted to self-register. Commands must include DTS registration and/or DTS profile validation during local check-in procedures. The first requirement of self-registration is to find the geographic location and command that the traveler’s profile will be registered to. Once location and command are selected, the traveler will be prompted to complete their DTS profile. DTAs should run the “Self-Registration Metrics Report” to monitor self-registrations and ensure all individuals who have submitted their self-registrations are either accepted or rejected. Further information about Self-Registration can be found in Appendix A of the DTA Manual ([Reference Link 4](#)).

For first time DTS users and traveler profiles that have recently been gained to a new Navy command, prior to entering a travel request in DTS should validate and update their DTS profiles with preferences for official business travel and verify that all data is correct. In addition, the traveler should confirm with their DTA that their DTS profile has been assigned to the correct organization within DTS. Travelers should verify that the following information, at a minimum, has been entered and is correct within their DTS profile:

- A. Home and work address and phone numbers;
- B. Emergency point of contact;
- C. US based bank/credit union account number and routing number;
- D. Government Travel Charge Card settings are proper depending on the traveler’s card holder status;

<b>Government Charge Card (GOVCC) DTS Profile Data Item:</b>	<b>Setting for GTCC Holder</b>	<b>Setting for Non-GTCC Holder</b>
<i>Gov't Charge Card Holder:</i>	Yes	No
<i>Advance Authorization:</i>	CARD HOLDER	Other than CARD HOLDER
<i>Mandatory Use Of GOVCC:</i>	Non-Exempt	Exempt
<i>Account Number:</i>	16-digit account number on card	(Leave Empty)
<i>GOVCC Exp. Date:</i>	Expiration month and year on card	(Leave empty)

- E. Actively monitored email address that can receive important TMC and DTS notifications (such as TMC itineraries/receipts, debt messages, approval rejections, EFT returns, etc.);
- F. The traveler’s official Government/Navy email address is recommended. However, if an email address other than the traveler’s Government/Navy email address is used (e.g., command functional mailbox, traveler preparer, DTA, etc.), the individual(s) authorized to monitor emails to the email address are responsible to ensure the traveler is aware of any received notifications (see Section 3.4.6);
- G. If applicable, the traveler/cardholder should ensure that the GTCC is activated prior to travel by contacting their Agency Program Coordinator (APC) or calling Citi’s toll-free customer support number 1-800-200-7056. Outside U.S. call collect 757-852-9076;
- H. Navy Reservists, when registering for the first time to setup their reserve profile for reserve related travel (e.g., Annual Training (AT), Active Duty for Training (ADT) and Inactive Duty Training Travel (IDTT)), should use their SSN and will need to check the “Reserve/National Guard” checkbox on the “User Activation” screen to have a Selected Reservist (SELRES) profile created. A DTS profile using the Reservist’s SSN with an “R” on the end (e.g., 999999999R) will be created ([Reference Link 1](#) for instructions).

## 2.4 Personnel Check-Out/Check-In Procedures

When checking out, a DTS traveler/user must contact the proper DTA or command travel office to request detachment of their DTS profile from the organization. The following, as applicable, must be completed prior to detachment:

- ✓ If profile ends in an “R” (SELRES profiles), do NOT detach without Commander, Navy Reserve Forces Command (CNRFC) MAJCOM LDTA approval.
- ✓ Unsubmitted or returned vouchers are submitted for approval.
- ✓ All travel documents with a “RETURNED” or “EFT RETURN” stamp have been corrected and/or resubmitted.
- ✓ Travel incurred debts have appropriate action taken to recover/close out.
  - A traveler is NOT to have their DTS profile detached until all debts are paid, are in a payroll collection/salary offset process, or waivers/appeals are approved.

- ✓ CBA transactions are matched for the individual and any dependents.
- ✓ All Compliance Tool (CT) records are resolved and are no longer open.
- ✓ Individual is removed from all DTS routing lists and has removed any delegated signature authority.
  - For Navy, use of the “Delegate Signature Authority” feature in DTS is **prohibited**.
- ✓ Appointment paperwork is terminated and retained.
- ✓ Read Only Access (ROA) and Compliance Tool Administrator (CTA) access rights are removed.
- ✓ If a traveler has dual profiles, the DTA should reset the user ID prior to detaching the profile.
- ✓ Check-in/check-out procedures as listed in DoN CCPMD IBA Desk Guide ([Reference Link 51](#)).

Upon completion of the above, the profile is to be detached immediately so it can be gained by the individual’s new command to prevent travel administration or processing delays. DTS profiles are NEVER to be deleted - only detached. Deleted profiles create the risk that the traveler’s documents may not be viewable/accessible in the future, leading to audit or investigative findings.

When checking in with a new command, an individual is to contact the proper DTA or travel office to have their DTS profile received and updated into the new command’s DTS hierarchy/organization. If the traveler has been assigned to a new command and the DTS profile cannot be gained/received, the previous command/Major Command Lead Defense Travel Administrator (MAJCOM LDTA) must be contacted along with an email to the “Site DTA ID” system generated email address (provided when attempting to receive the member) requesting to be detached. If the previous command is unresponsive for greater than 5 business days and/or the traveler must initiate travel in less than 5 business days, a detachment request with an attached copy of the email sent to the previous command may be sent to the Navy DTS PMO email inbox (navsup\_navy\_dts\_pmo@navy.mil) for further assistance.

## 3 DTS ADMINISTRATIVE SET-UP AND MAINTENANCE

### 3.1 Organizations

DTS organization codes are limited to 20 characters. All DTS organizations for Navy commands begin with “DN” and are followed by a 2-digit Major Command (MAJCOM) identifier. Further information about organization setup can be found in Chapter 4 of the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)).

For Navy, UICs are to be used in the DTS organization naming convention (DN+2-digit MAJCOM identifier + Echelon 3 UIC + Echelon 4 UIC that is under the Echelon 3 UIC, etc.) and should conform to the Standard Navy Distribution List (SNDL). There can be exceptions to this convention.

When a Navy command experiences certain changes, their current DTS organization may need to be re-organized to reflect those changes. A formal reorganization, an organization name change, or reassignment of personnel are examples of situations that may require reorganization. The MAJCOM LDTA must coordinate and receive approval from the Navy DTS PMO prior to initiating a DTS reorganization as it may impact servicing TMCs and DTS CBAs.

All organizations must have a DTA ID and a functional mailbox or distribution list email address linked to the DTA ID. The DTA ID functional mailbox/distribution list email address must be manageable so that important notifications can be viewed and acted upon promptly by appropriate individuals. The email address linked to the DTA ID cannot be an individual's email address. If an organization needs to have the email address updated for the DTA ID, they must notify their MAJCOM LDTA, who is to forward the request to the Navy DTS PMO. Only users with permission level 7 can create DTA IDs and link an email address to the DTA ID.

## 3.2 Document Routing/Routing Lists

In DTS, a routing list establishes the path for electronic processing of travel documents. It identifies the entities (routing elements) who need to see the document to conduct reviews, verify funds availability, approve travel or payments, and much more. The routing list also shows the order in which the routing elements receive the documents. The designated DTS status stamp must each be applied to move the document to the next step in the process. For more information, refer to Chapter 5 of the DTA Manual ([Reference Link 7](#)).

For Navy, the following applies to document routing/routing lists:

- DTS organizations must have at least one routing list for each document type: authorization, voucher, and local voucher.
- Each routing list entity (or step) requiring a user to apply a status stamp should have, at minimum, one primary and one alternate user assigned to prevent bottlenecks and routing delays.
- Routing lists should be streamlined. Eliminate unnecessary, excessive, or duplicative steps.
- All routing lists for authorizations must be prepared to have conditional Foreign Travel routing steps to facilitate NAVPTO review of OCONUS travel and transportation requirements as per Navy corrective action response to DoD Inspector General (DoDIG) report 2015-143. Routing list levels 4 through 7 are to be reserved for NAVPTO Transportation Officer (TO) use. For commands with DTS organizations participating in the Navy's Air Mobility Command (AMC) Patriot Express DTS pilot program, routing steps 4 through 7 must not be adjusted and Navy DTS PMO must be contacted if any new routing lists are created to ensure that NAVPTO personnel are properly inserted.
- Commands who use CBAs may want to set up conditional routing to ensure proper use of CBA.
- Any user inserted in a routing list step with the capability to apply the "APPROVED" status stamp on any DTS document type must be appointed as a "Certifying Officer" (CO) using a DD Form 577 (see Section 4.1).
- Users who no longer have any routing responsibilities are to have permission level 2 removed and be removed from ALL assigned routing lists to include cross-org routing lists if applicable.

## 3.3 Groups and Global Group Membership Rules (GGMR)

#### A. Groups:

1. Each organization must have at least one group defined. The organization's travelers who belong to groups in DTS provide users the ability to search, view, create, edit, and route travel documents of travelers assigned to the group. The Navy Rules for Permissions and Accesses to the Defense Travel System/Separation of Duties (SoD) Matrix ([Reference Link 6](#)) identifies DTS roles and responsibilities who are authorized to have group access. Granting a user access to a group exposes personally identifiable information (PII) of others, so should only be given to individuals who have applicable command designated role(s), such as a travel preparer or NDEA.

#### B. Global Group Membership Rules (GGMR):

1. In addition, each organization must set up at least two GGMRs: A GGMR for the Navy group and a second GGMR for the organization's MAJCOM group:

##### **Navy GGMR:**

- The organization that the GGMR is being added to
- Group Organization Owner Name: DN
- Group Name: DN

##### **MAJCOM GGMR:**

- The organization that the GGMR is being added to
- Group Organization Owner Name: DNXX (XX is to be populated with the MAJCOM)
- Group Name: MAJCOM Group Name

Contact the MAJCOM LDTA or Navy DTS PMO if the MAJCOM GGMR is unknown.

MAJCOM group name examples are: *DN11, DN12, ONR ALL, ONI, DN18, NAVAIR, DN22, DN23, DN24, DN25, DN30, MSC, DN39, DN41, DN52, DN60, DN70, DN72, and DN74.*

Up to 7 additional GGMRs can be set up. Other information on groups, GGMRs, and how to create/delete them can be found in Chapter 6 of the DTS Defense Travel Administrator's Manual ([Reference Link 7](#)).

### 3.4 Profiles

Everyone who accesses DTS must have a personal profile in the system. DTS has limitations on profile creation and assignment to reduce fraudulent use and increase audit compliance of the system ([Reference Link 1](#)). If a DTS profile already exists for an individual using their SSN, ***a new profile must not be created using a fictitious SSN/TIN.***

See Section 2 for procedures if a gaining command is experiencing trouble having a DTS profile detached from a previous command. The gaining command must not create additional DTS profiles due to lack of detachment of an existing DTS profile.

For initial DTS profile setup, detachment, and gaining, see Section 2.

### 3.4.1 Profile Types

DTS supports two types of personal profiles:

1. **User profile:** For individuals who do not/will not use the system for travel.
2. **User/traveler profile:** For individuals who may or will use the system for travel.

An individual with command designated DTS/travel role(s)/responsibilities can have either personal profile, and will need to have proper permission levels, organizational/group access, and/or special feature indicators assigned by a MAJCOM LDTA or ODTA. Upon termination of any DTS roles/responsibilities, the MAJCOM LDTA or ODTA are to rescind all applicable permission levels, organizational/group access, and/or special feature indicators.

### 3.4.2 Permission Levels

Assigned permission levels combined with other profile settings define what an individual can do in the system. Authorized permission levels, accesses, and profile indicators for Navy DTS roles/responsibilities are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/Separation of Duties (SoD) Matrix ([Reference Link 6](#)). Below are the permission levels available in DTS and the functionality that they allow:

- PERMISSION LEVEL 0: Allows users to access document preparation functions.
- PERMISSION LEVEL 1: Grants view-only access to the Budget module.
- PERMISSION LEVEL 2: Allows access to the “Trips Awaiting Action” module and to apply proper routing stamps to travel documents. The authority to review and approve travel authorizations and payments is restricted to appropriate officials. This is in accordance with the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 (Reference Link 2): “Permission levels must provide for appropriate separation of duties.”
- PERMISSION LEVEL 3: Allows users to perform tasks in the Budget module. These tasks include establishing and maintaining budgets for their organization’s lines of accounting (LOAs). This permission level also allows users to view and edit EFT information in a traveler’s DTS profile.
- PERMISSION LEVEL 4: Allows access to the CBA module.
- PERMISSION LEVEL 5: Allows users to edit organizations, routing lists, groups, and personal information within an organization. Additionally, allows a user to refresh EFT information in a traveler’s document.
- PERMISSION LEVEL 6: Allows editing capability to LOAs and access to the Debt Management Monitor (DMM) Module.
- PERMISSION LEVEL 7: Provides Service Level DTAs with the ability to edit Approval Override settings in DTS profiles. Can establish DTA IDs. Day to day users will not have this permission level.
- PERMISSION LEVELS 8 AND 9: Reserved for the Operations and Support Contractor, the TAC, DTMO, and PMO-DTS.

In addition, permission levels in combination with organizational/group access and profile

indicator settings determine which reports in the DTS “Report Scheduler” and the “Business Intelligence and Reporting Tool” (BIRT) are available to request by the user. Further information regarding available DTS reports can be found in Chapter 10 of the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)).

Further information regarding permission levels can be found in Chapter 3 of the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)).

### 3.4.3 Group Access

Group access allows a user to search, view, create, edit, and route the travel documents of travelers assigned to a group. Group access should be limited to individuals who have authorized command designated role(s)/responsibility requiring it, such as a travel preparer or NDEA. Further information regarding groups and group access can be found in Chapter 6 and Chapter 3, respectively, of the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)) and in Section 3.3.

### 3.4.4 Organizational Access

Organizational access, with proper permissions, allows a user to access the DTA Maintenance Tool. It also allows a user to request and generate reports (depending on DTS profile settings) from the DTS Report Scheduler, DTA Maintenance Tool and the BIRT. Further information regarding organizational access can be found in Chapter 3 of the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)).

### 3.4.5 Profile Indicators

DTS profiles have indicators that can be enabled to allow a user to perform specific activities or access areas in DTS. Profile indicators can include:

- “Approval Override”
- “Manually Entered Transaction”
- “Non-DTS Entry Agent (T-ENTERED)”
- “Debt Management Monitor”
- “Self-AO”
- “BI Advanced Reporting Access”

Further information regarding profile indicators can be found in Chapter 7 of the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)).

### 3.4.6 Profile Email Address

An actively monitored email address that can receive important TMC and DTS notifications (such as TMC itineraries/receipts, debt messages, approval rejections, etc.) must be input into each DTS profile. The individual’s Government/Navy email address is recommended. However, if an email address other than the traveler’s Government/Navy email address is used (e.g., command functional mailbox, traveler preparer, DTA etc.), the individual(s) authorized to monitor emails

to the email address are responsible to ensure the individual is aware of any received notifications. If a functional mailbox or distribution list email address is used in lieu of an individual's email address, it must be manageable so that important notifications can be viewed and acted upon in a timely manner by appropriate individual(s).

### 3.4.7 System Functions Based on DTS Profile Settings and Permissions

Functions	Permission Levels Required	Organization Access Required?	Group Access Required?	Profile Indicator Required
Create, edit, and sign <i>own</i> travel documents.	0	No	No	None
Create, edit, and sign* travel documents on behalf of others.	0	No	Yes	DTS Entry Agent (T-ENTERED) only needed if signing vouchers/local vouchers.
View budget information and reports.	0,1	Yes	No	
View, add, edit, and manage budget information. Request budget reports.	0,1,3	Yes	No	Manually Entered Transaction
Add, edit, and delete organizations, routing lists, groups, and personal profiles.	0,1,5	Yes	No	
Add, edit, and delete LOAs.	0,1,5,6	Yes	No	
Grant permission levels, Organizational Access, Group Access, and profile indicators to other users.	All permissions as allowed by the MAJCOM LDTA/ODTA	Yes	Yes	All profile indicators as allowed by MAJCOM LDTA/ODTA
Review and stamp routed documents. <i>(Requires insertion into a routing list).</i>	0,1 <i>(optional to view-only Budget Module), 2</i>	Yes	No	Self-AO (if approving own authorizations) Approval/Signature Override (if stamping documents outside of a routing list)
Reconcile CBA Invoices/ Transactions.	0,4	Yes	Yes	DTS Entry Agent (T-ENTERED) if signing vouchers/local vouchers for CBA reconciliation.

Functions	Permission Levels Required	Organization Access Required?	Group Access Required?	Profile Indicator Required
Debt Management	0,6	Yes	Yes	Debt Management Monitor
Reporting – Report Scheduler	0 at minimum	Yes	No	
Reporting – BI and Reporting Tool	0 at minimum	Yes	No	BI Advanced Reporting Access

### 3.4.8 Approval Override

Approval/Signature Override is granted by Navy DTS PMO. To request this capability, the MAJCOM LDTA must submit the request through email to a Navy DTS PMO representative (Program Manager, Deputy Program Manager, or Contractor Support) or to the Navy DTS PMO email address. The request must have the following:

1. The full name and DTS organization of the DTS user requesting Approval/Signature Override.
2. Justification for and duration of the request.
3. A new or updated SoD waiver form for the DTS user that includes the “Approval/Signature Override” column marked (X), and a detailed explanation provided in the “Justification for SoD Waiver” and the “Management Control(s) Established to Monitor Roles, Permissions, And Accesses” columns. Other columns may need to be completed depending on other roles the DTS user performs.
4. An attesting that the DTS user has:
  - A current DD Form 577 appointment as a “Certifying Officer” (CO) whose responsibilities include DTS/travel on file (see Section 4.1).
  - Completed initial/annual Certifying Officer Legislation (COL) training and certificate is on file.
  - Completed AO training as prescribed in DoDI Volume 3, Navy DTS Business Rules, and NAVSUPINST 4650.8.

The Navy DTS Program Manager or Deputy Program Manager will review and approve or reject the request, and the decision will be emailed back to the MAJCOM LDTA. If approved, a Navy DTS PMO representative will enable the Approval Override special feature in the DTS user’s profile.

### 3.4.9 Updating DTS Profiles

When applicable, DTS profiles must reflect an individual’s current:

1. Traveler status;
2. DTS/travel role(s)/responsibilities (if any);
3. Email address;
4. General traveler data;

5. Personal data;
6. Duty station data;
7. Government charge card (GOVCC) data; and
8. Electronic Funds Transfer data

Individuals with personal profiles in DTS and their servicing ODTA(s) are responsible to ensure settings and information within the profile are promptly updated when any of the above changes.

In addition, individual's with traveler profiles (or travel preparers on a traveler's behalf) will be prompted by the system to verify and/or update profile information, which includes GOVCC card numbers and expiration dates, every 60 days or when the GOVCC has or will expire within 30 days, when creating DTS travel authorizations. This system prompt should not be used as a replacement of the individual or their servicing ODTA in promptly updating profiles, but as a supplement.

ODTAs will be required, at minimum, to semi-annually review all DTS users/profiles assigned to their respective DTS organizational hierarchies that have greater than traveler or general reporting capabilities in the system (see Section 5 and Appendix A).

## 4 DTS ROLES AND RESPONSIBILITIES

The section below describes the roles and responsibilities within DTS for Navy. The "Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix" ([Reference Link 6](#)) defines the requirements for users to maintain separation of duties within DTS. A user's command designated role(s) and responsibilities within DTS governs the permission levels, access, indicators, and system placement (e.g., insertion into a routing list) assigned to their profile.

If a user's designated role(s) and responsibilities within DTS cannot comply with the requirements outlined by the SoD Matrix, the MAJCOM LDTA may submit a SoD Waiver Request form to the Navy DTS PMO. The MAJCOM LDTA will be responsible for ensuring that all requests and justifications have been thoroughly reviewed and vetted ensuring that all measures for maintaining compliance with separation of duties could not be alleviated prior to submitting a SoD waiver to the Navy DTS PMO. The MAJCOM LDTA will also be responsible for sending updates, adjustments and removals of personnel who have SoD waivers on file to the Navy DTS PMO. All SoD waiver submissions are temporary in nature and will remain on file with the Navy DTS PMO unless a removal request has been submitted by the MAJCOM LDTA. Any SoD waiver requests that are submitted to the Navy DTS PMO by anyone other than the MAJCOM LDTA will not initially be accepted but sent to the MAJCOM LDTA for final review and re-submission or concurrence.

If a user's designated role(s) and responsibilities within DTS change or are removed, applicable permission levels, accesses and/or indicators must be adjusted or removed accordingly.

### 4.1 Appointment of Accountable Officials and the DD Form 577

Certain DTS roles require individuals to be appointed as accountable officials. Accountable officials are Service members or DoD civilian employees of a DoD Component who are pecuniary liable for repayment of losses or deficiencies of public money. For DTS travel, accountable officials can be appointed in writing as Certifying Officers (COs) or Departmental Accountable Officials (DAOs)

using a DD Form 577 (also known as a DD577 or a DD 577). See DD Form 577 Desk Guides for examples of DD Form 577 templates of DTS Accountable positions ([Reference Link 54](#)).

For Navy, the following designated DTS roles that require/may require appointment as an accountable official:

Role	Appointment Required?	Additional Information
DTA, including: Lead, Organizational, Financial, and Budget DTA	Yes, as DAO	Appointment is not needed for individuals <i>supporting</i> the designated accountable DTA.
Travel Approver (Authorizing Official/ Certifying Officer)	Yes, as CO	See below.*
Non-approving Routing Official (e.g., Reviewer)	Determined by command/Appointing Authority	Review DoD FMR Volume 5, Chapter 5, paragraph 050305 ( <a href="#">Reference Link 9</a> ).
Certifying CBA Specialist	Yes, as CO	See below.*
Non-Certifying CBA Specialist	Determined by command/Appointing Authority	Review DoD FMR Volume 5, Chapter 5, paragraph 050305 ( <a href="#">Reference Link 9</a> ).
Debt Management Monitor (DMM) - Debt Manager who initiates any debt related actions	Yes, as DAO	Appointment is not required for individuals <i>supporting</i> the designated accountable DMM.

\*Any individual who certifies payments in DTS must be appointed as a "Certifying Officer." Payments that can be certified in DTS include:

- Non-ATM Advances
- SPPs
- Voucher payments
- Local voucher payments
- CBA invoice payments

**Navy requires anyone who has the capability within DTS to apply the "APPROVED" stamp on any DTS document type and/or certify DTS CBA invoices to be appointed as CO using a DD Form 577.** Prior to being appointed as a "Certifying Officer," the user must complete initial Certifying Officer Legislation (COL) training and complete COL refresher training annually. Initial and annual refresher COL training is available on the TraX/Passport website ([Reference Link 3](#)). Information about accessing the training is available in the Accessing Training for Accountable Officials and Certifying Officers (TAOCO) guide ([Reference Link 24](#)).

Sections 0303 and 0304 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#)) addresses appointment and responsibilities of accountable officials as COs and DAOs within the travel management process.

New and terminated appointments of accountable officials must be completed by appointing authorities using the latest available version of the DD Form 577 ([Reference Link 30](#)). The

instructions on the back/Page 2 of the DD Form 577 must be followed explicitly.

The usage, management/maintenance, and retention of current and terminated DD Form 577s by commands is crucial to Navy auditability. Auditors usually require the DD Form 577 of the individual whose actions caused a financial event to assess authorizing validity of the transaction. Commands must be able to readily respond to audit requests with an applicable DD Form 577, or risk having an audit finding levied. When supplying a copy of a DD Form 577 for examination/assessment, the copy must be completely legible, including information contained in applied digital signatures. In addition, if the form uses the DoD Identification Number, it must be visible and unredacted.

The DoD FMR Volume 5, Chapter 5 ([Reference Link 9](#)) contains regulations regarding the usage of the DD Form 577, which includes the following requirements (paragraph 050401 and 050402):

- Appointing authorities (see paragraph 050301) appoint and terminate the appointments of COs and DAOs using DD 577, identifying as necessary the types of payments to be certified (e.g., vendor pay, purchase card, CBAs, travel, transportation, military and civilian pay) and, if appropriate, the entitlement system(s) involved. Avoid the term “various” and similar generalities when identifying types of vouchers to be certified.
- Include the reviewing official’s organization on the appointment if desired. The effective date of an Appointee Acknowledgment (Item 15 or 16a – Digital Signature)\* may not be earlier than the date of the Appointing Authority (Item 12).\*
- Include the appointee’s DoD Identification Number (employee number for direct-hire, non-US citizen outside the U.S.) name, organization, and position. Limit access to any PII to only those who require it in the performance of their duties and control it following the Privacy Act of 1974 (5 U.S.C. § 552).
- When appointing employees outside the U.S. who are precluded by local law, treaty, or status of forces agreement (SOFA) from being held pecuniarily liable to the U.S. (see Chapter 1), make an appropriate comment in Item 14.\*
- Appointees acknowledge their appointment in Section III; they may not re-delegate their appointed authority.
- Appointments stay in force until terminated by an appointee’s reassignment or for cause. An appointing authority’s reassignment does not affect existing appointments.
- COs who certify vouchers electronically, (e.g., in DTS), must submit the DD 577 electronically, satisfying the requirements in Chapter 1, subparagraph 010305.C.
- COs who certify manual vouchers or submit manual certifications of electronic payments must submit original, manually signed DD 577s (see subparagraph 050402.A.1) or supplemental documents to support electronic DD 577 submissions.
- These forms cannot be amended. Pen-and-ink changes are not authorized. Any change (e.g., to alter the types of vouchers to be certified) requires termination of the existing and preparation of a new appointment.
- Terminate appointments using Section IV and submit the DD 577 to the proper agency for processing.
- Send CO appointments and terminations to the DFAS-IN DO (secure e-mail: [dfas.indianapolis-in.jfd.mbx.dfas-incdDD577@mail.mil](mailto:dfas.indianapolis-in.jfd.mbx.dfas-incdDD577@mail.mil)) following that office’s guidance.

Forms sent as attachments to secure e-mails must be copies of original DD 577s, not “copies of copies.” As per DFAS-Indianapolis Disbursing- JFDAB, appointing authorities have the primary/final responsibility to send CO appointments and terminations to the DFAS-IN DO and the CO has the responsibility to ensure that their appointment or termination is sent.

In addition to the DoD FMR, the Assistant Secretary of the Navy (Financial Management and Comptroller) issued FINANCIAL MANAGEMENT POLICY LETTER 16-0 1: DELEGATION OF AUTHORITY TO APPOINT ACCOUNTABLE OFFICIALS in December 2015. This FM Policy Letter prescribed policy information about appointments of Accounting Officials within Navy, which included the following requirements:

- (paragraph 3a(6)): Delegation of Authority to Appoint COs and DAOs. Authority to appoint COs and DAOs is delegated to commanders, their deputies, and civilians of equivalent responsibility and position, as well as comptrollers and their deputies. Comptrollers and Deputy Comptrollers may further delegate this authority to their lead accountant or accounting director. Civilian equivalents of commanders must have responsibilities similar to commanders appointed in writing under an assumption of command letter (e.g., be appointed in writing as responsible for an activity, organization, unit, etc.). Specific to the Government Purchase Card Program (GPC), Agency Program Coordinators (APC) are delegated the authority to appoint GPC Approving Officials as COs and GPC cardholders as DAOs. The authorities under this paragraph are not further delegable.
- (paragraph 3b): Internal Control Requirements. Commanders will ensure an effective system of internal controls is in place, including compliance with the following requirements:
  - Ensure each appointee still requires a DD Form 577 and make terminations and new appointments as necessary.
  - Ensure proper distribution and retention of appointments and terminations using DD Form 577.
  - Ensure block 10 of DD Form 577 includes a descriptive title indicating the appointer is a commander or civilian equivalent, a comptroller or deputy comptroller, delegated lead accountant or director of accounting, or APC.
  - Ensure the appointees acknowledgement date (Block 15) is not earlier than the appointing authorities appointment date (Block 12) on DD Form 577.\*
  - Ensure DD Form 577 is not used for other purposes (e.g., liabilities associated with PII, automated systems access, or data).
  - Ensure DD Form 577 is properly completed (corrections are not allowed on this form).
  - Ensure all appointees have completed proper initial and refresher accountable official training.

Navy DTS PMO issued DTS Execution Policy Notice (EPN) FY16 #4 ([Reference Link 10](#)) which requires Navy BSOs to create and maintain a central repository of DTS AO (which includes AO/COs, see Section 4.9) DD Form 577s and annual COL training certificates. In addition, a training guide on DTS AO key supporting documentation to support auditability is available ([Reference Link 33](#)).

*\*These requirements address using the latest version of the DD Form 577 ([Reference Link 30](#)).*

## 4.2 Major Command Lead Defense Travel Administrator (MAJCOM LDTA)

The MAJCOM LDTA role for Navy is specifically reserved at the MAJCOM (Echelon II or higher) level only. The MAJCOM LDTA is to be assigned all necessary permission levels, organizational access, group access and profile indicators in their DTS profile to 1). manage, maintain, and monitor the overall DTS activities of the MAJCOM/BSO and 2). grant/adjust/remove permission levels, organization access, group access, and profile indicators of other DTS user/traveler profiles.

The MAJCOM LDTA will have ROA Administrative rights at their MAJCOM level and be granted a secondary user/non-traveler profile to have ROA User access at the “DN” level. If the MAJCOM LDTA does not have this setup, they should contact Navy DTS PMO for assistance.

MAJCOM LDTAs must not be inserted in routing lists as any type of approving or routing official and must not use assigned group access to create, edit, route, or amend a travel authorization, voucher, or local voucher for a traveler. The MAJCOM LDTA may only review traveler’s documents using ROA User Access.\*

**Responsibilities** - The MAJCOM LDTA is responsible for the management, coordination, and dissemination of the overall travel functions for the MAJCOM and subordinate commands to include, but not limited to:

1. Acting as the MAJCOM primary point of contact and intermediary with Navy DTS PMO;
2. Manages and supports MAJCOM performance and responses related to ToP DTS internal controls, audit related matters, and corrective actions.
3. Manages and maintains a central repository of DD Form 577s and annual COL training certificates (either originals or copies) for all DTS AOs (which includes AO/COs, see Section 4.9) and annually validate COL training completion as per DTS EPN FY16 #4 ([Reference Link](#) 10).
4. Staying current on all DTS changes;
5. Monitoring error records in the DTS Compliance Tool on the TraX/Passport website and ensure that travelers, NDEAs, and AO/COs are taking necessary action to resolve outstanding compliance issues. For more information on the Compliance Tool, see Section 4.13.
6. Ensuring organizational, financial (lines of accounting), budget, and debt management DTS administrative coverage is in place for all sub-organizations, travelers, and travel for the entire MAJCOM and address coverage gaps.
7. Performing or providing management or support for the following:
  - Establishing/updating/re-organizing (with Navy DTS PMO oversight) organizations;
  - Creating/editing/deleting Groups and GGMRs;
  - Creating/maintaining/removing routing lists and routing list elements, taking the following into consideration:
    - User staff job responsibilities, least privilege, and SoD compliance.
  - Creating/receiving/detaching DTS profiles for travelers and users, taking the following into consideration:
    - Separated and transferred users should have their DTS profiles detached following completion of all DTS related check-out procedures (see Section 2.4).

- Ensuring check-in and check-out procedures prescribed in Section 2.4 are integrated in command processes.
- Maintaining/updating assigned permission levels, accesses, special feature indicators, and information input into DTS profiles for travelers and users, taking the following into consideration:
  - Granting of DTS privileges should be issued in consideration of least privilege and need-to-know security principals.
  - Limit the number of users who have privileges that can perform actions in the DTA Maintenance Tool.
  - DTS report access and distribution is limited.
  - DTS privileges should be updated or removed whenever users promptly report role and responsibility changes.
  - DTS access and privileges are reviewed periodically by management and unauthorized or inappropriate access identified during the review exercise is remediated promptly.
  - DTS access and privileges belonging to users with administrative roles in the system are reviewed on a periodic basis to ensure separation of duties are commensurate with job responsibilities.
- Generating and reviewing available reporting from DTS as needed to monitor travel and travel related functions and mitigate issues.
- Resolving traveler and user DTS problems, and/or reporting problems to the TAC and following up on resolution.

Additional instructions regarding MAJCOM LDTA responsibilities can be found in the NAVSUPINST 4650.8 series ([Reference Link 5](#)).

*\*An individual assigned the MAJCOM LDTA role who is designated or is performing role(s) and responsibilities that are not in compliance with the "Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix" ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the MAJCOM LDTA holds any of the additional role(s): **ODTA, FDTA, BDTA, and/or DMM**.*

### 4.3 Organizational Defense Travel Administrator (ODTA)

An ODTA is to be assigned necessary permission levels, organization access, group access and/or profile indicators as designated in their DTS profile by their MAJCOM LDTA to 1). manage, maintain, and monitor the overall DTS activities of their area of responsibility (AoR) and 2). grant/adjust/remove permission levels, organization access, group access, and profile indicators of other DTS user/traveler profiles. If an ODTA is not granted specific profile settings (e.g., permission levels 2 or 6) due to MAJCOM LDTA/command determination, then the MAJCOM LDTA/command must assume responsibility of functions the ODTA cannot perform in DTS.

An ODTA may have either ROA Administrative or User rights, as determined by the MAJCOM LDTA.

ODTAs must not be inserted in routing lists as any type of approving or routing official and must not use assigned group access to create, edit, route, or amend a travel authorization, voucher, or

local voucher for a traveler. An ODTA may only review a traveler's documents using ROA User Access.\*

**Responsibilities** - The ODTA will be the organizational point of contact to the sub-organization(s) assigned. The ODTA is responsible for the overall management of the travel system for the sub-organization(s) in their AoR to include, but not limited to:

1. Supporting MAJCOM LDTA responsibilities, including those listed in Section 4.2.
2. Staying current on all DTS changes;
3. Monitoring error records in the DTS Compliance Tool on the TraX/Passport website and ensure that travelers, NDEAs, and AO/COs are taking necessary action to resolve outstanding compliance issues. For more information on the Compliance Tool, see Section 4.13.
4. Ensuring organizational, financial (lines of accounting), budget, and debt management DTS administrative coverage is in place for all sub-organizations, travelers, and travel for the sub-organizations in their AoR and address coverage gaps.
5. Performing the following (or delegate to a lower level ODTA):
  - Establishing/updating/re-organizing (with MAJCOM and Navy DTS PMO allowance) organizations,
  - All responsibilities listed in MAJCOM LDTA Responsibilities #7.

*\*An individual assigned the ODTA role who is designated or is performing role(s) and responsibilities that are not in compliance with the "Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix" ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the ODTA holds any of the additional role(s): **FDTA, BDTA, DMM, and/or MAJCOM LDTA.***

#### 4.4 Financial Defense Travel Administrator (FDTA)

A FDTA may have ROA User rights, as determined by the MAJCOM LDTA/ODTA and may only review a traveler's documents using ROA User Access.

An FDTA should not be in any routing list and will not create, edit or adjust any traveler's document.\*

**Responsibilities** - An FDTA manages the financial aspects of DTS for the organization(s) in their AoR and per 31 U.S.C. 1341 (also known as the "Anti-deficiency Act"), adhere to sound funds control and accounting practices. An FDTA's responsibilities include, but are not limited to:

1. Establishing/maintaining/deleting LOAs. This includes:
  - Establishing LOAs with proper and correct accounting elements to prevent accounting and financial system rejects;
  - Assigning LOAs to organizations within their AoR;
  - Performing LOA fiscal year rollovers;
  - Making LOAs and applicable routing lists available to organizations and travelers

outside their AoR through the cross-organizational (X-org) funding feature in DTS when their organization is the funding organization and retracting as soon as need of funding expires (see Section 8.8.1);

- Deleting LOAs when no longer needed for travel.
2. Working collaboratively with accounting and financial system points of contact to ensure flow and integrity of transactions between systems;
  3. Management of DTS, serving as the point of contact for correcting accounting and financial system reject. FDTAs will contact the traveler, NDEA or travel clerk to correct DTS documents that have rejected from their appropriate accounting system/entitlement pay system;
  4. The FDTA must follow all Department-wide and local financial policies and procedures for establishing and maintaining LOAs and must be familiar with the regulations and policies:
    - Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3
    - Joint Travel Regulations (JTR)
    - Financial Field Procedures Guide
    - All service or agency internal control policies and procedures

*\*An individual assigned the FDTA role who is designated or is performing role(s) and responsibilities that are not in compliance with the "Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix" ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the FDTA holds any of the additional role(s): **ODTA, BDTA, DMM, and/or MAJCOM LDTA.***

## 4.5 Budget Defense Travel Administrator (BDTA)

A BDTA may have ROA User rights, as determined by the MAJCOM LDTA/ODTA and may only review a traveler's documents using ROA User Access.

A BDTA must not be inserted in routing lists as any type of approving or routing official and must not use assigned Group access to create, edit, route, or amend a travel authorization, voucher, or local voucher for a traveler.\*

**Responsibilities** - The BDTA manages budgets in the DTS Budget module and ensures the budget balances in DTS are correct and up to date to facilitate travel authorization approval. **Budgets should remain active until the appropriation expires, and not inactivated at the start of a new fiscal year.** This allows for any vouchers flagged by DFAS Post Payment Review (PPR) or the DTS Compliance Tool to be corrected. A BDTA's responsibilities include, but are not limited to:

1. Creating/maintaining/updating/deleting (unused) budgets in the Budget module;
2. Reconciling budget balances within the Budget module to the accounting system on a regular basis, per local policies;
3. Working collaboratively with accounting system points of contact to ensure account balances between systems;
4. Supporting FDTA responsibilities, including those listed in Section 4.4;

5. Responding expediently to travel document approval failure issues due to lack of funds in the Budget module;
6. Producing Budget module reports required by different users.

*\*An individual assigned the BDTA role who is designated or is performing role(s) and responsibilities that are not in compliance with the "Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix" ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the BDTA holds any of the additional role(s): **ODTA, FDTA, DMM, and/or MAJCOM LDTA.***

## 4.6 Debt Management Monitor (DMM)

A DMM may have ROA User rights, as determined by the MAJCOM LDTA or ODTA and may only review a traveler's documents using ROA User Access.

A DMM must not be inserted in routing lists as any type of approving or routing official and must not use assigned group access to create, edit, route, or amend a travel authorization, voucher, or local voucher for a traveler.\*

Debt management is a requirement of the DoD FMR and DoDI and one or multiple FDTAs within a MAJCOM are required to perform the DMM role in DTS.

**Responsibilities** - Duties and responsibilities of the DMM are outlined in the Guide to Managing Travel-Incurred Debt ([Reference Link 14](#)). DMM responsibilities include, but are not limited to:

1. Monitoring debt management within DTS based on organization access for reports and for all debt related e-mails to ensure **debts do not age greater than 60 days since the last action** to recover/close out the debt;
2. Ensuring the traveler has been served due process and follow up with travelers on how they plan to repay the debt;
3. Initiating and tracking debt collection actions to recover monies owed by the traveler to the government;
4. Assisting travelers in debt to the Government as a result of TDY travel. Assistance includes providing guidance for repaying the debt and instructions on how to request a waiver, an appeal, or a hearing;
5. Initiating Out of Service (OOS) debt processing as necessary; Additional information regarding OOS debt processing can be found:
  - a. On the DFAS Out of Service Debt Processing website ([Reference Link 56](#))
  - b. DoD FMR Volume 16, Chapters 1-4 ([Reference Link 47](#))
6. Resolving Accounts Receivable (A/R) rejects that are posted in DTS.

The DMM must follow all Department-wide and local financial policies and procedures for establishing debt, serving due process, and must be familiar with following regulations, policies, and information:

1. DoD FMR Volume 16 Chapters 1-4 ([Reference Link 47](#))
2. DoDI 5154.31, Volume 3 ([Reference Link 21](#))

3. DTS Guide to Managing Travel Incurred Debt ([Reference Link 14](#))
4. Understanding a Travel Debt ([Reference Link 46](#))

Contractor support may aid with tracking and researching debt but must not serve due process or initiate payroll or OOS collections.

*\*An individual assigned the DMM role who is designated or is performing role(s) and responsibilities that are not in compliance with the “Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix” ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the DMM holds any of the additional role(s): **ODTA, FDTA, BDTA, and/or MAJCOM LDTA.***

#### 4.7 Centrally Billed Account Specialist (CBA-S)

A CBA-S may have ROA User rights, as determined by the MAJCOM LDTA/ODTA and use ROA User Access for view only access to troubleshoot delayed CBA invoices.

A CBA-S must not be inserted in routing lists as any type of approving or routing official. A CBA-S can be assigned group access and the “Non-DTS Entry Agent (T-Entered)” indicator to amend, edit, and route travel documents for the sole purpose of entering/editing CBA ticketed transactions for reconciliation.\*

**Responsibilities** - Reconciliation and payment of a CBA transaction is a **separate** process from the reimbursement of individual travel vouchers. A CBA-S must be granted access to an organization’s CBA by the Navy DTS PMO. Prior to being added to the CBA module as a CBA-S for an account, the command’s MAJCOM LDTA/ODTA must assign a permission level 4 to the CBA-S. If the CBA-S is a contractor, they cannot certify CBA invoices (see Section 4.1 and 4.15). The CBA-S responsibilities include, but are not limited, to:

1. Reconciling transactions on monthly and interim invoices;
2. Acknowledging, certifying and digitally signing the invoices for timely payments;
  - Failure to pay debits on time will result in prompt payment act (PPA) interest being accrued and possible suspension of the account. Commands that do not show due diligence with keeping their account current will be suspended by the card provider bank at 61 days past due and will remain suspended until the outstanding balance is resolved.
3. Continually monitoring and matching transactions in the Suspended, Held, and Credits Not Received bins;
4. Providing guidance to travelers and NDEAs regarding necessary corrections to DTS documents to resolve unmatched CBA transactions;
5. Initiating transfer forms as needed to transfer transactions to the correct account;
6. Ensuring “CitiDirect” access remains current for the CBA-S’s CBA hierarchy;
7. Reviewing weekly CCPMD emails regarding suspended invoices and delinquent accounts and taking necessary action to resolve any suspended invoice or account delinquency;
8. Following CCPMD guidance and utilizing “askDFAS” for assistance with deleting DTS CBA invoices that are on the CCPMD suspended invoice (“M” status invoice) Excel file;

- DTS “M” status invoices have their invoice numbers highlighted in pink on the CCPMD suspended invoice listing.
9. Visiting the Citi card activation website (<https://cardactivation.citi.com/>) to confirm receipt of a new card and notifying Navy DTS PMO of new/updated expiration date.

*\*An individual assigned the CBA-S role who is designated or is performing role(s) and responsibilities that are not in compliance with the “Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix” ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4).*

## 4.8 Routing Official (RO)

An RO may have ROA User rights, as determined by the MAJCOM LDTA/ODTA and may only review unrouted traveler’s documents using ROA User Access if the command/appointing authority deems necessary as per DoD FMR Volume 5, Chapter 5, paragraph 050305 ([Reference Link 9](#)).

An RO must not be assigned group access to create, edit, route, or amend a travel authorization, voucher, or local voucher for a traveler, but can adjust traveler documents in “Trips Awaiting Action” (depending on local policies and COL training governing adjusting routed traveler documents).\*

**Responsibilities** - An RO is a non-approving routing official that reviews routed travel documents prior to the AO/CO. Use of ROs is optional. A RO’s responsibilities include, but are not limited to:

1. Applying an applicable non-approving digital signature stamp;
  - Non-approving digital signature stamps include “AUTHORIZED,” “CERTIFIED,” “REVIEWED,” “REVIEWED1,” “REVIEWED2,” and/or “REVIEWED3.”
  - The RO may also apply a “RETURNED” digital signature stamps to return a trip document back to the traveler.
2. Reviewing travel documents for the following:
  - Correct lines of accounting are assigned.
  - Budget/budget module has sufficient funds.
  - Compliance with the JTR, DoD Component guidance, and mission requirements.
  - Pre-audit flag justifications are appropriate. DTA Manual Appendix K ([Reference Link 4](#)) provides information on pre-audit flags.
  - All requests for other than economy/coach class travel are “APPROVED” per the JTR.
  - All required substantiating documentation is electronically attached to the document.
  - Proper form of payment for commercial air/rail transportation (CBA review).

*\*An individual assigned the RO role who is designated or is performing role(s) and responsibilities that are not in compliance with the “Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix” ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the RO holds any of the additional role(s): **AO/CO**.*

## 4.9 Authorizing Official/Certifying Officer (AO/CO)

The AO/CO term is used interchangeably throughout the Navy DTS Business rules as it relates to approving travel authorizations, vouchers and local vouchers since the "APPROVED" stamp is applied on each of these travel documents that can cause either an obligation and/or a payment to the traveler.

An AO/CO may have ROA User rights, as determined by the MAJCOM LDTA or subcommand ODTA and may only review unrouted traveler's documents using ROA User Access.

An AO/CO must not be assigned group access to create, edit, route, or amend a travel authorization, voucher, or local voucher for a traveler, but can adjust traveler documents in "Trips Awaiting Action" (depending on local policies and COL training governing adjusting routed traveler documents).\*

**Responsibilities** - The AO/CO is the individual who controls the mission, responsible for determining the necessity of trips and funds availability, authorizing travel, and ensuring the proper LOA is assigned prior to authorization. An AO/CO appointed as a "Certifying Officer" can dually authorize and certify travel authorizations that result in non-ATM travel advances and scheduled partial payments, and travel claims for validity and payment after completion of travel.

To accomplish the above, the AO/CO must apply the "APPROVED" digital signature stamp. Since DTS does not currently have a systematic control to prevent unintentional or improper payments by an AO, Navy requires everyone who has the capability within DTS to apply the "APPROVED" stamp on any DTS document type to be appointed as a "Certifying Officer" using a DD Form 577 (see Section 4.1).

An AO/CO's responsibilities can include, depending on responsibilities designated on DD Form 577, the following:

1. Responsibilities listed in Section 1.2;
2. Ensure the following when reviewing/certifying vouchers:
  - All substantiating documents, including original receipts for all lodging expenses, and all original receipts for expenses \$75 or more, to include commercial transportation paid for using a CBA are attached/uploaded.
  - Use a standardized DTS voucher approval checklist when reviewing a DTS travel voucher prior to applying the "APPROVED" stamp as per DTS EPN FY16 #5 series (Reference Link 10). The latest version of "Navy DTS AO Checklist for Approving Vouchers" standardized checklist is available for use on the NAVSUP CCPMD website (Reference Link 10).

*\*An individual assigned the AO/CO role who is designated or is performing role(s) and responsibilities that are not in compliance with the "Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix" (Reference Link 6) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the AO/CO holds any of the additional role(s): **RO***

## 4.10 Non-DTS Entry Agent (NDEA)

As per Section 030406 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#)), NDEAs are non-accountable Service Members, DoD civilian employees, or contractor personnel designated by the appropriate authority (refer to NDEA section of Financial Field Procedures Guide ([Reference Link 53](#))). Non-accountable officials must not be appointed as COs or DAOs. Navy requires all individuals assigned to the NDEA role who will handle applying the “T-ENTERED” stamp to be designated in writing. A DD Form 577 is not to be used to designate or appoint an individual as an NDEA. See ([Reference Link 55](#)) for example of an NDEA designation template.

An NDEA must not be inserted in routing lists as any type of approving or routing official or have organizational access.\*

**Responsibilities** - An NDEA is authorized to input and digitally sign DTS vouchers (including local vouchers) for travelers that do not have reasonable access to DTS. When the NDEA digitally signs on behalf of the traveler, they do so by applying the “T-ENTERED” stamp. An NDEA’s responsibilities include, but are not limited, to:

1. Receive a completed, signed, and dated DD Form 1351-2, Travel Voucher or Sub-voucher; or Optional Form (OF) 1164, Claim for Reimbursement for Expenditures on Official Business (which replaced the Standard Form (SF) 1164); and other required documents from travelers claiming expenses for reimbursement;
  - The April 28, 2020 DTS software release added new “Expense” screen functionality in which an NDEA is prevented from applying the ‘T-ENTERED’ stamp if the system does not detect an added substantiating document labeled “Travel Voucher (Form 1351-2)” for a DTS voucher or “Local Voucher (1164)” for a DTS local voucher under specific circumstances.
  - See Section 9.4.2 for conditions when an NDEA does not require a DD Form 1351-2 to digitally sign on behalf of a traveler. In these conditions, an NDEA should complete and sign the Navy DTS PMO “Memo for Not Uploading a 1351-2” ([Reference Link 57](#)) and add it as a substantiating document with the “Travel Voucher (Form 1351-2)” label selected in the DTS voucher. This will allow application of the “T-ENTERED” stamp. DFAS Post Pay Review has approved the memo and will not cite an audit finding with proper usage.
2. For DD Form 1351-2s, apply/confirm recording of submission date of the travel claim by the traveler and recipient as per NAVADMIN 156/17 ([Reference Link 32](#));
3. Input data into DTS as claimed on the DD Form 1351-2/OF 1164;
  - The NDEA is not responsible for the validity of the DD Form 1351-2/OF 1164 submitted by the traveler but is responsible for entering the data correctly as it was presented.
  - If corrections are needed to the signed DD 1351-2 or OF 1164, the form must be returned to the traveler to correct and returned to the NDEA.
4. NDEAs must use a standardized DTS NDEA/T-ENTERED voucher checklist prior to submitting a DTS voucher on behalf of a traveler as per DTS EPN FY19 #1 series ([Reference Link 10](#)). The latest version of the “Navy DTS PMO NDEA/T-ENTERED DTS Voucher Checklist” is available on the NAVSUP CCPMD website ([Reference Link 10](#)).

*\*An individual assigned the NDEA role who is designated or is performing role(s) and responsibilities that are not in compliance with the “Navy Rules for Permissions and Accesses to the Defense Travel*

System/SoD Matrix” ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the NDEA holds any of the additional role(s): **Travel Preparer**

## 4.11 Travel Preparer

A Traveler Preparer must not be inserted in routing lists as any type of approving or routing official or have organizational access.\*

**Responsibilities** - A Travel Preparer may create and digitally sign DTS authorizations for a traveler. Travel preparers may create DTS vouchers (including local vouchers) for travelers. However, travel preparers may not digitally sign vouchers for travelers. Vouchers created by travel preparers must be digitally signed by travelers to attest to the accuracy of the voucher’s contents. However, if the individual is assigned the Travel Preparer and NDEA role concurrently, they may act as an NDEA when signing DTS vouchers or local vouchers on behalf of the traveler by applying the “T-ENTERED” stamp. Individuals acting as an NDEA must comply with Section 4.10.

*\*An individual assigned the Travel Preparer role who is designated or is performing role(s) and responsibilities that are not in compliance with the “Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix” ([Reference Link 6](#)) is only authorized to do so if a SoD Waiver is on file with the Navy DTS PMO (see introduction in Section 4). An SoD Waiver is not required if the Travel Preparer holds any of the additional role(s): **NDEA***

## 4.12 Traveler

The traveler is any DoD traveler using DTS for travel the system supports as per “Who May Use the Defense Travel System?” ([Reference Link 48](#)).

**Responsibilities** - The traveler is responsible for preparing initial authorizations, amendments and post trip vouchers unless travel documents are processed by Travel Preparers or NDEAs. As cited in the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 Par. 030502-B1b ([Reference Link 12](#)) and DoD FMR Volume 9, Chapter 8, paragraph 08061 ([Reference Link 27](#)), travelers must submit travel claims/vouchers within 5 working days of completion of travel/return to the primary duty station (PDS). The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C 287, 18 U.S.C 1001, and 31 U.S.C 3729). The traveler, or others authorized to act on their behalf, must:

1. Complete required DTS Training as listed in Table 2 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#));
2. Create travel authorizations and book commercial transportation, lodging, and rental car reservations within DTS;
3. If travel is canceled prior to departure, cancel the trip in DTS and call and cancel hotel reservations promptly to prevent a “no-show” fee;
4. Electronically attach/upload receipts (including original itemized receipts for all lodging expenses regardless of amount, and original receipts for all expenses of \$75 or more, including commercial transportation expenses paid by a CBA) and any other substantiating documents to the Expenses section of the DTS voucher or local voucher;

5. Electronically sign and submit vouchers in DTS within 5 working days upon completion of travel or manually complete, sign, and submit a DD Form 1351-2 to their applicable travel office/NDEA within 5 working days of completion of travel (see Section 9 for detailed information regarding travel claim/DTS voucher submission);
6. If applicable, split disburse all charges owed to the IBA/GTCC vendor;
7. Prepare itinerary amendments and all post trip settlement claims;
8. Provide justification to the AO/CO in the “Comments to the AO” field of the trip document variations from policy or any substantial variances between the authorized “should cost” estimate and the final travel claim;
9. When using the DTS for TDY over 45 days, assign scheduled partial payments (SPPs) with the authorization to have payments for estimated travel costs disbursed every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA/GTCC bills are received;
10. Per DoD FMR Volume 9, Chapter 5, paragraph 050514 ([Reference Link 9](#)) and DoD FMR Volume 16, Chapter 2 ([Reference Link 27](#)), review and respond timely to debt management notifications and requirements.
11. For travel regulations on invitational travel/travelers, refer to the JTR, Par. 0305 ([Reference Link 20](#)). For guidance in processing invitational travel, refer to the DTMO’s Invitational Travel Procedures Guide ([Reference Link 25](#)).

#### 4.13 Compliance Tool Administrator (CTA)

The 2012 National Defense Authorization Act (NDAA) included requirements to minimize inaccurate, unauthorized, overstated, inflated, or duplicate travel claims in near real-time, and to establish and maintain a travel policy compliance program. While DTS already helps guide travelers towards policy compliance, and AO/COs are to review vouchers for policy adherence, the travel policy compliance program establishes additional protocols to prevent travelers from claiming reimbursement for invalid expenses. The DTMO implemented the travel compliance program, which utilizes an automated web application called the “Compliance Tool” (CT) which is housed in the DTMO Passport web portal ([Reference Link 3](#)). The CT queries DTS vouchers in near real-time to identify potential duplicate or incorrect payments.

An individual assigned to the CTA role is granted access to the CT through their DTMO Passport account. Prior to CTA assignment, individuals must complete the “Travel Policy CT Administration (P300) distance learning class. The training schedule and class registration is available on the Passport/TraX website ([Reference Link 3](#)).

In general, CTAs are responsible for:

- Examining CT records for accuracy;
- Recording payments (in the CT) made by the traveler or AO/COs to satisfy debts associated

- with an invalid claim;
- Tracking CT records ensuring that travelers and AO/COs are correcting vouchers promptly;
- Running CT reports for their organization and any suborganizations;
- Troubleshooting CT false positives (incorrectly identified errors);
- If authorized, granting administrator privileges to other personnel.

The CTA is responsible for monitoring CT records and ensuring the records do not age past 60 days. Any open record that has been open for 60 days or more must have comments in the “Record Notes” tab of the CT indicating why the record has aged and what actions are being taken to resolve the outstanding CT record. Monthly, the CTA should review the CT Report and follow up to ensure DTS documents are corrected and if necessary, that travelers are placed into debt. The CTA should work with the DMM to track repayment of debt.

Once the debt is collected, the CT record may need to be manually “Closed” by the CTA. The DTMO audits these closed records to ensure CTAs are following proper protocol and not prematurely closing records prior to the completion of the debt collection.

CTAs can either have access to CT records only, or additionally grant CT access to others.

For Navy, each MAJCOM LDTA and alternate MAJCOM LDTA should have access to the CT as an CTA with access granting capability to grant CT access to DTAs and DMMs or individuals who provide support to these roles (e.g., contractors). CTA access is not to be given to any AO/COs, ROs, NDEAs, or Travel Preparers to prevent separation of duty conflicts. MAJCOM LDTAs must review the CTA report in the CT on a semi-annual basis to ensure CTA access is properly removed if a CTA leaves the command or no longer holds the role as a CTA.

Additional information, including a listing of CT queries and the responsibilities of the CTA role can be found at the DTMO’s Travel Policy Compliance Program website: <http://www.defensetravel.dod.mil/site/compliance.cfm>.

#### 4.14 Read Only Access (ROA) Administrator

An ROA Administrator for Navy is held by the MAJCOM LDTA/alternate. However, ODTAs at a subcommand may be granted ROA Administration access at the discretion and designation of the MAJCOM LDTA/alternate. If ODTAs are granted ROA Administrator access, ODTAs may only create and grant ROA User profiles and not ROA Administrator profiles. MAJCOM LDTAs/alternates are granted ROA Administrator Access at the MAJCOM level to:

1. Create, update, and remove both ROA Administrator and User profiles;
2. Run ROA reports; and
3. Access travelers’ documents and CBA/CCV invoices in view-only mode within the ROA module.

In addition to being ROA Administrators for the command, MAJCOM LDTAs/alternates may have Navy wide ROA User access to assist in troubleshooting, auditing, reviewing and/or correcting traveler’s documents who have since left the command.

**Note:** Navy DTS PMO does not require any additional forms or documentation from MAJCOM LDTAs/alternates in order to grant local level ODTAs ROA Administrator access. However, MAJCOM LDTAs/alternates are expected to use a tracking sheet/form to manage those who have been granted ROA User and Administrator access. It is up to the MAJCOM LDTAs/alternates to periodically run and review the DTS ROA Administrative report to reconcile and remove users who no longer require ROA access. At a minimum, ROA profiles should be reviewed on an annual basis and/or have users' access removed as soon as DTS duties no longer require ROA.

For details on who can request ROA access, where to submit ROA requests, additional training/desk guides for the ROA Administrator and User, and an example of an ROA tracking template, refer to the Navy Rules for Obtaining and Using Read Only Access in DTS ([Reference Link 56](#)).

## 4.15 Contractors

As per "Who May Use the Defense Travel System?" ([Reference Link 48](#)), only DoD personal services contract employee personnel may use DTS for TDY travel. All other Government contractors are prohibited from using DTS for travel.

Within Navy, contractors may provide non-accountable DTS support outlined in the contract's Statement of Work (SoW) and when authorized and directed by the Government. In addition, at the command's discretion, a contractor support letter may be used to provide additional detail. The command is responsible for producing and maintaining contractor support letters.

Contractors may not be designated nor appointed to roles held by appointed accountable officials either directed by Navy or determined by command/appointing authority (see Section 4.1 and Table 2 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#))). DTS roles/support that a contractor can hold/provide are:

- Travel Preparer
- Non-DTS Entry Agent (NDEA)
- DTS Administrative/Help Desk Support
  - Minimal permission levels, organizational accesses, special feature indicators are granted to only allow execution of contractual responsibilities.
  - A contractor is never to adjust budget amounts in the Budget Module unless directed by a Service member or DoD Civilian employee.
  - A contractor must not serve due process, initiate payroll collections, or OOS collections in the debt management process.
- Non-certifying CBA-S
  - A contractor must not certify a DTS CBA invoice.
- Non-approving Routing Official
  - A contractor must not be inserted in a routing list to apply the "APPROVED" stamp.
  - A contractor must not apply the "CANCELLED" stamp, even as a non-approving routing official (e.g., Reviewer).

- DTS Auditor/Travel Researcher/Data Analyst
- CTA as delegated by MAJCOM LDТА
  - A contractor must not manually close a CT record.
- ROA Administrator as delegated by MAJCOM LDТА

Contractors must have clear separation of duties, but if a SoD violation cannot be remediated, an SoD waiver may be requested through the MAJCOM LDТА to the Navy DTS PMO.

## 4.16 Training

All DTS roles require initial training and occasional refresher training. Individuals must complete required training prescribed in NAVSUPINST 4650.8 series ([Reference Link 5](#)) and in Table 2 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#)) prior to executing any responsibilities for a DTS role.

The Navy DTS PMO offers AO/CO, DТА, and CBA-S instructor led in-person training classes and Defense Collaboration Service (DCS) distance learning classes for the DMM role and CBA-Ss. Individuals can view and register for available courses on the Navy DTS Training Class Schedule and Registration ([Reference Link 11](#)). If a Navy DTS PMO class is not available, individuals may take the distance learning classes available on the DTMO Passport TraX website ([Reference Link 3](#)).

## 5 SEMI-ANNUAL DTS USER/PROFILE REVIEW

Every fiscal year, Navy DTS PMO distributes two semi-annual reports to the MAJCOM LDТАs of each MAJCOM/BSO listing DTS users/profiles assigned to their respective DTS organizational hierarchies having greater than traveler or general reporting capabilities in the system. MAJCOM LDТАs manage a review of all listed DTS users/profiles to validate and ensure current system privileges are:

- Commensurate with command designated role(s)/position(s) and responsibilities.
- Supported by proper documentation (as applicable).
- Least required (not excessive or unnecessary).
- Compliant with separation of duties as per The “Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix” ([Reference Link 6](#)) or ensuring a SoD waiver is on file with Navy DTS PMO for all SoD conflicts that cannot be mitigated.

Corrective actions are to be performed and documented on the report if a listed DTS user/profile does not meet the above criteria.

***Completion of reviewing the DTS users/profiles listed as AOs, ROs, or AOs/ROs in the first semi-annual report distributed in the fiscal year is considered performance of ToP CP03 (See Section 10.2.3).***

For details on conducting the semi-annual DTS user/profile review, see Appendix A.

## 6 DTS ASSISTANCE

### 6.1 Recommended DTS Assistance Process

When a traveler requires assistance with DTS, it is recommended that they first try to get resolution by contacting their servicing ODTA/travel office/DTS help desk, who can either assist the traveler, have the TAC contacted (see Section 6.2), or work with the MAJCOM LDTA. If the issue persists without resolution, a request to include a documented TAC ticket, can be routed to the Navy DTS PMO for assistance through the MAJCOM LDTA as per NAVSUPINST 4650.8 series ([Reference Link 5](#)).

Reservists requiring Navy Reserve Order Writing System (NROWS) or DTS assistance should work with their Navy Operational Support Center (NOSC) Training Office or call the NROWS DTS I/E Help Desk at 800-537-4617.

### 6.2 Travel Assistance Center (TAC)

The TAC is available to all DoD travelers 24 hours a day, seven days a week. The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) from either commercial or DSN lines.

Users can also submit a TAC help desk ticket through the Tickets section of the DTMO Passport TraX website ([Reference Link 3](#)). The Tickets section of Passport/TraX maintains a record of a user's call and TraX submitted help desk tickets and provides the capability to track progress of tickets from creation to resolution. It is the user's responsibility to monitor and track the status of their TAC ticket.

Additionally, some issues can be resolved using the TAC Live Chat feature.\* Live Chat is available weekdays from 0800-1800 Eastern Time and can be used to assist with DTS login & profile, TraX, "CTO SUBMIT," and reservation issues.

*\*Live Chat is currently only configured to assist with these specific issues. Users with other DTS related issues must submit a ticket through TraX or call the TAC directly.*

DTS users can participate in TAC Outreach Calls. Calls are designed to inform and educate the DoD travel community on issues and topics related to Defense travel and DTS. Calls are conducted in an interactive environment using a combination of both PowerPoint presentations and live demonstrations using DCS. All calls will include a question and answer period for the subject presented and an open forum for general DTS questions. TAC Outreach Calls are conducted on the second and fourth Tuesday of each month at 0800 and 1300 Eastern Time. More information about the TAC Outreach Call, including slides for the current and previous calls, can be found on the DTMO Passport TraX website ([Reference Link 3](#)).

### 6.3 DTS System Change Requests (SCRs)

Navy DTS PMO authors, reviews, and submits DTS SCRs using the established DTMO Change Management process. Any requests within Navy for DTS SCRs must be sent to Navy DTS PMO through the MAJCOM LDTA. Upon receiving the DTS SCR, the Navy DTS PMO will review the request and determine course of action on submission to the DTMO Change Management process.

## 7 PAYMENT METHODS

### 7.1 Forms of Payment Eligible for Use in DTS

The Government Travel Charge Card (GTCC) is the primary method (or form) of payment within DTS. A GTCC can be either an IBA or CBA. The CBA is used as the form of payment for travelers who do not qualify for an IBA and can only be used for commercial air and rail ticket purchases. Navy policy only allows CBA use when the traveler does not qualify or is ineligible for an IBA. The default form of payment in DTS is determined by the settings in a traveler's DTS profile (see Section 2.3 and Section 7.2). For DoD regulations regarding GTCC usage, refer to the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 12](#)).

### 7.2 Individually Billed Account (IBA)

Unless otherwise exempt as per Section 0406 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 2](#)), all Navy personnel must use the IBA for all travel expenses incident to official TDY, including lodging and transportation costs (e.g., airfare and rental cars). The IBA application process is detailed in Section 0409 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 12](#)).

Upon receipt of an IBA card, cardholders must verify receipt of the card with the Citi/Agency Program Coordinator (APC) and set up their PIN when they receive it, ensure their account is active and available for use prior to travel, and use the card for all expenses related to official travel unless otherwise exempted. Additionally, the cardholder must validate that the account limit will support transportation and travel charges. Refer to Section 040207 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 12](#)).

To prevent improper use of CBA for travel, DTAs should validate that:

- The GTCC data in a traveler's DTS profile is not expired;
- "GTCC Holder" radio button in the cardholder's DTS profile is set to "Yes;"
- The "Non-Exempt" radio button is selected, which indicates the GTCC holder is not exempt from adhering to the Travel & Transportation Reform Act (TTRA) of 1998; and
- The profile must be updated whenever there is a change in account number and/or expiration date.

For instructions on how to update DTS profiles, refer to Chapter 7 of the DTS Defense Travel Administrator's Manual ([Reference Link 7](#)). Refer to DTMO's How to Update Your DTS Profile ([Reference Link 15](#)) and Updating your Government Travel Charge Card Information in a DTS travel authorization with Unticketed Reservations ([Reference Link 16](#)) for instructions in how to update IBA information in DTS profiles and authorizations, respectively.

Travelers must use the card for all expenses related to official travel (refer to Section 040207 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4, [Reference Link 12](#)).

Upon return from TDY, the traveler is required to submit a travel claim/DTS voucher within 5

working days (see Section 9.1 for information regarding travel claim/DTS voucher submission) and use split disbursement functionality in DTS to have the system pay all expenses charged to the card directly to Citi. AO/COs are responsible for ensuring that split disbursement amounts are correct. Travelers who are IBA cardholders are responsible for payments of any remaining balance of undisputed charges to Citi. Refer to Sections 040207 and 041007 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 12](#)).

### 7.3 DTS Centrally Billed Account (CBA)

Each command may be eligible for a DTS CBA to charge commercial transportation expenses. When a DTS CBA is used for a commercial transportation expense of \$75 or more, a commercial transportation receipt must be attached to the applicable commercial expense(s) or uploaded into the ‘Substantiating Documents’ section of the traveler’s voucher. Refer to Under Secretary of Defense Reduction of Centrally Billed Accounts Memorandum ([Reference Link 26](#)).

The DTS CBA cannot be used to pay for bus transportation, lodging, rental car, or any other travel expenses. Commands should consult their MAJCOM LDTA, and when necessary, NAVSUP CCPMD for specific CBA guidance.

The CBA-S must perform the following:

1. Request to be added to the CCPMD email distribution list to receive the weekly CBA delinquency report and the semi-weekly CBA invoice suspension report.
2. Monitor the delinquency report to ensure their account does not go past due.
3. Monitor the CBA invoice suspension report to identify any CBA invoices on the report belonging to the command. If an invoice is identified, the CBA-S must follow the directions provided in the email to have an invoice deleted by DFAS. Suspended invoices indicate that one or more transactions do not have a proper obligation for the TANUM.

**Note:** A CBA-S should never request the TAC to restage an invoice that is on CCPMD’s suspended invoice report.

#### 7.3.1 Establishing a DTS CBA

A new DTS CBA must be requested for travel processed through DTS (e.g., you cannot use the same account in DTS that you use for non-DTS travel). All requests for new DTS CBAs should be made through the Navy DTS PMO through the MAJCOM LDTA.

Once an account has been established by Citi and loaded into OnePay, all relevant account information will be entered into DTS by a Service-Level DTA (Permission Level 7).

#### 7.3.2 DTS CBA Reconciliation

The command is responsible for reconciling the DTS CBA in the system and ensuring invoices are certified in a timely manner. Partial invoices can be certified in DTS and the command can generate subsequent interim invoices. The invoice, once certified and digitally signed, is transmitted to DFAS for payment to Citi.

The CBA-S must **never** use the “Initiate Amendment” or the “Route for Approval” buttons in the CBA Module. Utilizing the “Initiate Amendment” and the “Route for Approval” buttons locks the

transaction in an “Amendment Pending” status and the transaction cannot be held. If timely approval is not received, the transaction can cause the entire invoice to unnecessarily accrue Prompt Payment Act (PPA) interest. Instead, the appropriate DTS document corresponding to the TANUM should be amended to make the necessary corrections to allow the transaction to match.

Navy DTS PMO provides CBA-S training for DTS CBA reconciliation. See Section 7.3.

## 8 PROCESSING TRAVEL IN DTS

### 8.1 Local Travel

DTS allows travelers to submit local vouchers for reimbursement of official travel expenses incurred in the local area of their PDS (refer to JTR Chapter 2, par. 02060, [Reference Link 20](#)) for travel in and around the PDS). Mission-related and personal expenses are not to be claimed or reimbursed using DTS local vouchers. Additionally, local vouchers are not to be used for reimbursement of fares or mileage of a POV in connection with TDY travel involving per diem allowance (DoD FMR Volume 9, Chapter 8, sub-paragraph 080602-A, [Reference Link 27](#)).

DoD FMR Volume 9, Chapter 8, paragraphs 080404, 080603, 080604, and 080606 ([Reference Link 27](#)) provides specific travel circumstances and conditions that require using a OF 1164 (local voucher) to claim reimbursement of expenditures.

See Section 9 for submitting DTS local voucher.

### 8.2 Travel Authorization (Request for Travel)

DTS travel authorizations establish the conditions under which official travel is performed at U.S. Government expense. Authorizations should be created, signed, and approved before travel begins unless urgent or unusual situations prevent prior creations and approval. Authorizations may include multiple temporary duty (TDY) destinations.

DTS supports two types of travel authorizations:

1. Individual Authorization: Individual authorizations establish “should cost” estimates for official travel by a single traveler on a single TDY trip.
2. Group Authorization: Group authorizations are appropriate when multiple people are traveling together to the same TDY location(s). Group authorizations:
  - a. Allow entry of travel information for all travelers at one time. Creating group authorizations may save considerable time and resources.
  - b. When approved, automatically create separate, individual authorizations for each traveler. Travelers must prepare separate, individual vouchers to be reimbursed for authorized expenses.

#### 8.2.1 Individual Travel

Individual travel authorizations are created by the traveler or Travel Preparer. Once created, travelers may adjust authorizations if necessary up until the point where the AO/CO approves

the authorization. Upon approval, a six-digit alpha-numeric travel authorization number (TANUM) is assigned to the trip record and will be used for the authorization and resulting voucher for the trip. Commercial transportation is not purchased and ticketed without AO/CO approval. After approval, and before a document is signed again, any change made is considered an amendment.

Between application of the "SIGNED" stamp and the "APPROVED" stamp, any initiated changes are called adjustments. Travel authorizations are automatically assigned a document name (e.g., "RFCHARLESTONS102304\_A01-01") with the breakdown as follows:

1. Initials of traveler. ("RF")
2. Location of destination. ("CHARLESTON")
3. Start date of trip (MMDDYY). ("102304")
4. Document type and sequential number if more than one document exists with the same initials of traveler, location, and start date of trip. ("A01" indicates a travel authorization and it is the first document to be created with that name on 10/23/04)
5. Amendment level (if applicable). ("-01")

Approved individual authorizations can be amended up to a system limited 75 calendar days after the authorization's trip end date.

For detailed instructions in creating, signing/routing, and amending individual authorizations within DTS, refer to DTS Guide 2: Authorizations ([Reference Link 17](#)).

## 8.2.2 Group Travel

The traveler or travel preparer can create a group travel authorization (also known as a "GAUTH") when two or more travelers are traveling together following the same trip itinerary. Group authorizations allows creation of one travel document that can have multiple travelers assigned.

Commercial air transportation arrangements for group travel must be made outside of DTS with the TMC. Groups of 2-9 travelers fall under the GSA Airline City Pair Program contract as mandatory users and will be ticketed individually. Accordingly, it is recommended the group authorization only be used for groups of 2 more if no commercial air transportation is needed, or 10 or more when commercial air transportation is required.

Upon initial approval of the group authorization, DTS will automatically "spawn" individual authorizations for each traveler on the group authorization. After "spawning," the group authorization is in an "unlocked" status. If the group authorization is amended, all spawned individual authorizations will be automatically updated with the changes.

Once the group authorization is locked (either manually or by the system 3 days after the trip end date), it becomes permanently locked/view-only. This means changes affecting all group travelers must be made on each individual authorization.

Each spawned authorization will have its own TANUM and require its own voucher to be completed in DTS.

For detailed instructions in creating, signing/routing, and amending group authorizations within DTS, refer to DTS Guide 5: Group Authorizations ([Reference Link 17](#)).

## 8.3 Commercial Transportation

### 8.3.1 Air Transportation

#### 8.3.1.1 GSA City Pair Program

The GSA City Pair Program consists of GSA Federal Supply Service awarded contracts for air transportation for travelers on official Government travel. The contracts are awarded competitively based on the best overall value to the Government.

DoD travelers on official business must use GSA City Pair Program contract carriers/Contract Rates unless a specific exception applies. Choosing not to use the contract carrier because of personal preference (frequent flyer clubs, etc.), is not permitted.

Information regarding the GSA City Pair Program, exceptions to the use of contract carriers, and frequently asked questions can be found on GSA's website at <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/city-pair-program-cpp>.

#### 8.3.1.2 Air Fare Types

DTS allows the booking of flights during creation of a travel authorization through the reservation module. The reservation module is an interactive booking tool with a live connection to the air carrier's reservation system. Travelers should only select flights when travel dates are firm, to prevent multiple changes and potential debit memos for multiple/duplicate reservations. DTS initially lists available flights with policy-compliant fares at the top, other fares at the bottom, and from least expensive to most expensive:

1. ***GSA Contract Rate w/Limited Availability (-CA)***. These flights are offered at a government-contracted price, but there is a limit to the number of seats available at the government price. This option is usually significantly less expensive than the GSA Contract Airfare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a GSA Contract w/Limited Availability if the route has both GSA Contract w/Limited Availability and GSA Contract Airfare.
2. ***GSA Contract Rate (YCA)***. These flights also have a government-contracted price, but there is not a limit to the number of seats that the government can purchase at this price, other than the number of available seats at the time of booking. These rates are higher than the rates for Government Contract with Limited Availability flights. An AO/CO cannot allow purchasing a YCA airfare when a -CA airfare is available and meets the mission's needs, unless the traveler is held financially responsible to reimburse the government for the difference.
3. ***Other Gov't Rate (\_DG)***. If there is already a contract fare from the origin to the end destination, other government fares may NOT be combined to circumvent the award already made. In markets that do not have an awarded government-contracted fare, DTS may show other discounted government fares (\_DG) or may try to combine two

separate government fares. In these instances, a combination of contract fares and/or any other available fare may be used so that the price results in the lowest cost alternative to the government and meets the traveler's needs.

4. **Other Airfare.** These fares are available to the general public and may have advance purchase requirements. Selection of this type of fare requires you to justify its selection to your AO/CO.
5. **Lowest Logical Airfare.** These fares are only available when a traveler is traveling to a single TDY location that is NOT in a City Pair market. Restrictions apply to these fares and must be ticketed by 23:59 the day the traveler selects the flight. See Section 8.3.1.3 for further information.

**ALTGS (not a fare type, but an option).** In cases where there are no government-contract flights, DTS searches for an alternate city within an 80-mile radius of the origin, destination, or both, to locate government-contract flights.

The GSA City-Pair contract and DoD policy require the use of GSA Contract Fares (Rates) whenever they are available. If a traveler selects a flight that is not a GSA Contract Fare, and GSA City Pair flights are available, the Government Contract Fare Not Selected message displays. This message is to inform them that they will have to justify the selection of this flight.

If the flight required cannot be found in the selection list, click the "Request TMC Assistance" link at the bottom right of the "Select a Flight" screen and enter details of the flight(s) requested through a text box for comments to the TMC.

If the traveler requests flights on a non-contract carrier, the TMC books the traveler's reservations as requested but may also send a comment to DTS that a contract carrier is available. The TMC may also send comments when a less costly fare is available.

### 8.3.1.3 Lowest Logical Airfare (LLA)

DTS allows restricted airfare, also referred to as lowest logical airfare (LLA), to be displayed and selected if the following conditions are met:

1. The trip includes only a single TDY location.
2. The overall trip is **NOT** a GSA City Pair market.
3. The traveler has an IBA/GTCC.

Travelers who select a restricted fare will be presented with a large yellow box on-screen identifying that restrictions apply. Some restrictions are that the flight must be ticketed by midnight or what penalties or restrictions apply for changing or cancelling the flight. If there is a risk that the mission could change, the trip could be cancelled, or the AO/CO cannot approve the authorization the same day, the traveler may want to avoid selecting a restricted fare.

When the authorization is stamped "CTO BOOKED" by the TMC, the applicable routing officials will receive an email from DTS indicating that immediate approval is needed for the restricted airfare. If the ticketing time limit expires prior to the AO/CO approving the authorization, DTS will prevent the approval of the authorization and the AO/CO will only have the "RETURN FARE EXPIRED" stamp available to select. If this occurs, the authorization must be cancelled, and the

traveler or travel preparer must complete a new authorization.

#### 8.3.1.4 Other Than Economy/Coach-Class Transportation

Refer to DoD and Navy guidance OPNAVINST 4650.15 series ([Reference Link 40](#)) that establishes approval levels for First Class and Business Class travel accommodations and discusses data collection, retention, and reporting requirements.

The JTR ([Reference Link 20](#)) para. 020206-J “Class of Service Used in Transportation” states “A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service from the appropriate authority within 7 days after travel is completed. All other travelers must submit their requests in advance for accommodations at a higher class of service other than economy or coach.” JTR Table 2-4 identifies other circumstances or conditions under which an AO/CO can approve upgraded accommodations. JTR Table 2-5 lists the Approving Authority for “Other than Economy or Coach Class.” The approval documentation must be included in the “Substantiating Documents” section in DTS. AO/COs should check local business rules for any additional information. The TMC will not issue Other Than Economy-/Coach-Class Transportation tickets without proper authorization. Additionally, TMCs must report the issuance of Other Than Economy/Coach-Class tickets per applicable commercial travel contracts. For additional information regarding Other Than Economy/Coach-Class Transportation, refer to paragraph 020206-J of the JTR ([Reference Link 20](#)).

#### 8.3.1.5 72-Hour Auto-Cancellation

Any travel authorization that includes air reservations must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a TMC.

Those travelers making travel plans within 72 hours of departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation (see Section 8.8.2, “Last-Minute” Travel).

**Note:** The DTS “Report Scheduler” “Pending Airline Cancellation Report” should be generated daily to verify unapproved authorizations and avoid cancellation of airline reservations. See MAJCOM LDТА/ODТА responsibilities in Section 4.

### 8.3.2 Ground Transportation

#### 8.3.2.1 Bus Travel

Travelers should make bus travel (e.g., Greyhound) requests through DTS using the reservation module. Because DTS does not have direct connectivity to the various bus lines, TMC assistance in reserving bus reservations must be requested. After the TMC has booked the travel, the traveler should confirm that reservations were made as requested.

#### 8.3.2.2 Rail Travel

Travelers should make rail requests through DTS using the reservation module. When requesting rail, users must be aware that current rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of CONUS Amtrak train schedules. The user must request TMC assistance and should ensure that all applicable remarks for rail travel are included. After the TMC has booked the travel, the traveler should confirm reservations were made as requested. Because Amtrak issues paper tickets, the traveler is responsible for arranging delivery of tickets with the TMC. Foreign Rail Tickets cannot be reserved using the DTS reservation system and are often not available through the TMC.

Amtrak accommodations cancelled more than 24 hours in advance of travel are fully refundable (excluding Value fares). Accommodations cancelled less than 24 hours in advance will incur a refund fee of 10% of the ticket cost.

### 8.3.3 Rental Car

Refer to JTR Chapter 2, par. 020309 ([Reference Link 20](#)) for DoD rental vehicle regulations. Rental vehicles (except for aircraft or bus) must be obtained through DTS when it is available or through the TMC, if it is not available. To be reimbursed, an AO/CO must authorize or approve use of a rental vehicle.

The standard size for official travel is a compact car, which is the default selection in DTS. However, the AO/CO may authorize or approve a larger vehicle for specific reasons listed in JTR Chapter 2, par. 020309-A ([Reference Link 20](#)). The least expensive rental vehicle that meets mission, travel, and safety requirements must be selected at time of booking. Justification is required in the DTS trip record for any non-compact or non-least cost requested/approved rental vehicle.

For travelers traveling to foreign OCONUS locations requiring a rental car, Navy authorizes obtaining rental vehicles that can increase traveler safety. These rental vehicles may have additional features like left-hand drive and automatic transmissions.

Rental cars should be requested from the TMC *if*:

- DTS states government rates are not available.
- Pickup or drop-off will not be at an airport rental location.
  - Specific locations and times must be specified.
- Obtaining rental vehicles in foreign OCONUS locations requiring 1) automatic transmissions and 2) left-hand drive.

Per Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 12](#)), a GTCC/IBA cannot be used for any leisure travel expenses. Therefore, if travelers are combining leave in conjunction with official TDY, the traveler should not reserve their rental car in DTS for any leave days. If the leave is prior to the start of the TDY, the rental car pick-up should be delayed until the Official TDY start date. If the leave is after the TDY, the rental car should be returned on the same day as the Official TDY end date.

**Note:** If a non-automated teller machine (ATM) advance or SPPs are authorized and paid to the traveler, the full estimated cost of the rental car for the entire trip duration will be included in

the first payment. The traveler is financially responsible to manage disbursed funds to pay monthly/final rental car charges incurred for official travel.

## 8.4 Lodging

A traveler on TDY must reserve lodging compliant with U.S. Fire Administration Guidelines through DTS or the TMC (5 U.S.C. §5707a). DoD travelers must use the Integrated Lodging Program Pilot (ILPP) facilities if available. The Government cannot direct the traveler to accept inadequate accommodations. Refer to JTR Chapter 2, par. 020303 ([Reference Link 20](#)) for DoD lodging regulations.

If a room cannot be located using DTS that meets mission requirements, the “Request TMC Assistance” link can be used. For detailed instructions in making lodging reservations within DTS, refer to DTS Guide 2: Authorizations ([Reference Link 17](#)).

If the authorization is done outside DTS, then DoD Lodging reservations must be made through DoD Lodging or by contacting the Government quarters facility directly.

Due to the requirements that lodging must be compliant with U.S. Fire Administration Guidelines and lodging must be booked through DTS/TMC, vacation rental sites (e.g., Airbnb, Vacation Rentals by Owner (VRBO)) cannot be used to book lodging for official travel (<https://www.defensetravel.dod.mil/site/rssDetail.cfm?id=763>).

### 8.4.1 Government Lodging Program

The Government Lodging Program requires Service members and DoD civilian employees to reserve, in priority order of availability:

1. Government quarters (DoD Lodging)
2. Public-Private Venture (privatized) Lodging
3. DoD Preferred Commercial Lodging at designated ILPP U.S. Installation and metro sites.

DTS automatically provides available Government Lodging Program options based on locations entered in the travel authorization itinerary. Itinerary location(s) must be for the actual location(s) the TDY/TAD will be performed and **NOT** a:

- Lodging location that is different than the TDY/TAD location;
- A “nearby” or an all-encompassing geographic location if a specific location can be selected.
  - Example: TDY to Norfolk Naval Station, VA: “Norfolk Naval Station, VA” should be selected in DTS, Not “Norfolk, VA.”

Accurate location selection in DTS results in proper lodging reservation and meal rate options.

If a traveler elects not to use available ILPP lodging at the ILPP site, the traveler is limited to what the Government would have paid (the total of the ILPP negotiated lodging rate plus taxes, unless the traveler is tax exempt at that location for commercial lodging) and is financially responsible for all other costs associated with other than ILPP site use. Refer to JTR Table 2-15 ([Reference Link 20](#)) for lodging reimbursement rules.

DTS will limit lodging reimbursement when travelers decline available directed lodging (Government quarters (DoD Lodging), Public-Private Venture (privatized), and DoD Preferred Commercial Lodging) and produce pre-audit flag(s) requiring justification.

The Department of Defense (DoD) Integrated Lodging Program Pilot (ILPP) document ([Reference Link 50](#)) provides detailed information about the ILPP, including exceptions of use that the AO/CO may authorize or approve. The DTMO ILPP website ([Reference Link 43](#)) has information on the program, including ILPP site listings.

#### 8.4.2 Government Quarters

Appendix A of the JTR ([Reference Link 20](#)) has a full listing of facilities defined Government quarters.

Service Members ordered to (*not nearby*) a U.S. installation must use adequate and available Government quarters. DoD Civilian employees ordered to (*not nearby*) a U.S. installation must use adequate and available Government quarters **at designated ILPP sites**. When ordered to a U.S. installation that is not part of the ILPP site, a DoD civilian employee is encouraged, but not required, to use available Government quarters. Refer to JTR paragraph 020303-B ([Reference Link 20](#)).

For Government quarters use policy for Service Members, refer to JTR paragraph Table 2-14 ([Reference Link 20](#)).

Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. When Government quarters are not available, a DoD Service member must obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem. When Government quarters are not available at an ILPP site, a civilian employee must obtain a non-availability confirmation number provided by the Service's lodging registration process to justify reimbursement for commercial lodging and per diem. Refer to JTR Chapter 2, par. 020303-E and F ([Reference Link 20](#)). When booking Government quarters through DTS, the system automatically produces a certificate of non-availability confirmation number as required by policy when quarters are not available.

If adequate Government quarters are available on the U.S. installation/foreign installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging, the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation. Refer to JTR paragraph Table 2-14 ([Reference Link 20](#)). DTS displays a pre-audit flag and limits reimbursement for Service members TDY to U.S. installations who choose not to use available Government quarters displayed in the system.

The DTS is used as the primary source to reserve Government quarters.

Some U.S. installation Government quarter reservations need to be arranged outside of DTS (e.g., Inn of the Corps). Lodging is to be reserved by contacting the facility with the nightly rate entered into the per diem entitlements section of the authorization. Travelers can call 1-877-NAVY-BED or the applicable quarters telephone number to check for Navy Government quarters availability, if DTS is not available. DTMO maintains a list of locations that have Government quarters and

DTS interface/reservation capability status ([Reference Link 42](#)).

### 8.4.3 DoD Preferred Commercial Lodging

DoD Preferred Commercial Lodging are commercial lodging facilities in the Government Lodging Program at select ILPP sites offering negotiated lodging rates below per diem that meet established standards/requirements.

In DTS, the DoD Preferred Commercial Lodging options are displayed by rate, lowest to highest. The JTR does not require travelers to book the least expensive hotel or the first hotel on the list.

### 8.4.4 Non-DoD Preferred Commercial Lodging

These are commercial lodging facilities that do not fall under Government Quarters and DoD Preferred Commercial Lodging. Travelers who use these commercial lodging facilities can be limited in reimbursement if directed lodging is available and adequate at the TDY location or if the lodging nightly rate exceeds the lodging per diem rate for the locality unless the AO/CO authorizes actual expenses.

### 8.4.5 Booking Commercial Lodging

All TDY commercial lodging arrangements should be booked through DTS or the contracted TMC, if available.

As per JTR Chapter 2, par. 020303-A ([Reference Link 20](#)), travelers are responsible for:

- Any charges in excess of the per diem rate;
- Canceling a room reservation within the established time frame to avoid any “no-show” charges and must obtain a cancellation number to reverse a “no-show” charge;
- Booking reservations directly with the commercial lodging facility (including the hotel’s online website) if the DTS or TMC are unavailable;
- Providing a documented itemized receipt for room costs, either from the hotel or the online booking agent, that shows the following charges for reimbursement to be authorized:
  - Daily hotel room costs;
  - Daily hotel taxes;
  - Daily miscellaneous fees (if applicable)

**Note:** Only itemized charges are considered for reimbursement. Online booking receipts often break out the cost of the room but combine taxes and fees. In such cases, only the room cost is reimbursable.

Travelers can confirm hotel arrangements through the hotel’s toll-free number. When canceling reservations, the traveler is responsible for confirming canceled reservations directly with the hotel after canceling the travel in DTS.

If the traveler does not have an IBA, the TMC may require a personal credit card to hold lodging reservations. A CBA is never to be used for lodging reservations.

## 8.4.6 GSA State Tax Exemption

Travelers using their IBA to pay for commercial lodging may be exempt from paying lodging taxes in specific states and locations. Travelers and AO/COs that maximize exemptions can save their command and the Navy funds that can be used for other travel. In addition, travelers attest on their GTCC Statement of Understanding (SOU) to be proactive and take the necessary steps to receive lodging tax exemptions from participating states and locations.

Travelers, travel preparers, and AO/COs should become familiar with the states and locations that offer lodging tax exemptions. The following states and locations offer lodging tax exemptions:

- Alaska
- Delaware
- Florida
- Louisiana
- Kansas
- Massachusetts
- Missouri
- New York
- Oregon
- Pennsylvania
- Puerto Rico
- Texas
- U.S. Virgin Islands
- Wisconsin
- California (only following locations):
  - Sacramento
  - City of San Diego
  - San Diego County

**Note:** This list is subject to change. A map of current tax-exempt locations is available on the GSA SmartPay website ([Reference Link 45](#)). Clicking on the locations will display the current lodging tax exemptions and documentation/forms needed for the exemption.

Travelers should call commercial lodging properties in advance to confirm participation in the lodging tax exemption program and required documentation. If a lodging property does not participate, travelers are encouraged to seek a participating property.

If the commercial lodging establishment will not exempt the traveler from paying lodging taxes, the traveler must make a notation in their voucher either in the “Comments to the Approving Official” section on “Review Trip Authorization” page or by adding remarks in the “Other Auths and Pre-Audits” page.

## 8.5 Travel Management Company (TMC) Reservations and Ticketing

### 8.5.1 Passenger Name Record (PNR)

DTS will assign a PNR locator when a travel authorization is signed with booked reservations and/or TMC assistance is requested. DTS will forward the PNR to the TMC, and all travel arrangements for the traveler will be linked to the PNR or in some cases, multiple PNRs. The PNR locator is different than the DTS TANUM and should only be used to obtain a copy of the itinerary from the TMC’s website or to make an inquiry with the TMC. The PNR can be obtained from the authorization. Once the AO/CO has approved the travel authorization, the traveler receives an e-mail confirming approval and referencing the PNR locator. The TMC tickets flights for “APPROVED” travel authorizations three (3) business days before travel begins.

### 8.5.2 Changes to Travel Reservations

The TMC should not make changes to a traveler's selected reservations without authorization to do so from the traveler and/or AO/CO. Before departure, changes should be made using DTS. In the rare case when the clerk and traveler cannot access DTS, changes to the reservations can be made by phone with the TMC. After departure, changes to reservations must be noted on the voucher.

The traveler must obtain approval from the AO/CO before making any changes to an "APPROVED" travel authorization. Changes should be made in DTS, if time allows. Once the "CTO BOOKED" stamp is received in DTS, the authorization amendment will re-route for approval. If the changes are necessary *after* tickets are issued or while in a TDY status, the traveler should contact their servicing TMC through phone to make the changes or may make changes at the airport, if necessary. If the changes are made after normal workhours and the travel will take place before the next official workday, the traveler may call the TMC's emergency 24-hour number (CWTSatoTravel: 1-800-359-9999). The traveler must make the changes directly with the airline if they have checked-in for their flight. When changes are made while in a TDY status with the servicing TMC or TMC's Emergency Service Center, the TMC Agent will make the changes, issue a new ticket for the changes and process the unused portion of the original ticket for refund to the IBA or CBA that was used. The TMC must advise the traveler of any changes in costs and note the information in the record. Any additional charges for official travel can be claimed on the voucher in DTS upon return. The traveler will be reimbursed for only those additional charges approved by the AO/CO, upon completion of travel. Any additional expense to a CBA must be approved by the AO/CO prior to charging.

Changes could result in the traveler initially being charged by multiple airlines, with the credits not reflecting on the charge card bill until the following billing cycle. Travelers are responsible for tracking these changes and maintaining confirmation numbers and receipts. Also, working closely with their APC to make sure their IBA doesn't go delinquent. Travelers will not be reimbursed for the cost of changes made as a convenience to the traveler.

### 8.5.3 Electronic Ticketing

All travelers should be issued an electronic ticket to be utilized at the transportation terminal, if this form of ticketing is available from the commercial transportation provider (e.g., airline). The electronic ticket confirmation number, known as the PNR, is provided by the TMC, and is displayed on the DTS "Review Trip Authorization" or "Review Trip Voucher" screen.

At time of ticketing, an electronic ticket (E-Ticket) Receipt/Invoice from the TMC, confirming ticketed itinerary, ticket number, ticket purchase, and form of payment, is emailed to the email address in the traveler's DTS profile. Travelers, or individuals authorized to act on behalf of travelers, should verify that the email address in DTS is correct and actively monitored prior to making any reservations (see Section 2.3.E).

**Note:** For travelers attempting to check-in and find that tickets have not been issued, immediately contact the AO/CO for assistance. Do not purchase tickets at the counter. If the TMC is available but not used, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC per JTR Chapter 2, par. 020207-E ([Reference Link 20](#))

Travelers, or individuals authorized to act on behalf of travelers, who cannot locate electronic E-Ticket Receipt(s)/Invoice(s) can request an "OnDemand Invoice" at [www.cwtsatotravel.com](http://www.cwtsatotravel.com).

The servicing CWTSatoTravel office that issued the ticket will need to be selected (e.g., NTC Great Lakes, Pearl Harbor NB, Washington DC Navy Yard, etc.). Once the servicing CWTSatoTravel office is selected, the “Itinerary/Invoice Request” button is used to request an “OnDemand” invoice. Additionally, travelers can request a receipt from the commercial air or rail provider at the time of check-in.

Regardless of whether the IBA or the CBA was used as the form of payment, commercial air receipts of \$75 or more must be included in the ‘Substantiating Documents’ section of the traveler’s voucher.

#### 8.5.4 Paper Tickets

If electronic tickets are not available or the mission requires paper tickets, the traveler must coordinate with the servicing ODTA/travel office, in advance for delivery or pickup of paper tickets from the TMC. If electronic tickets are available and paper tickets are requested, an additional fee may apply.

#### 8.5.5 Ticketing Prior to Departure

The TMC tickets GSA city pairs (e.g., -CA, YCA) and other government fares (e.g., \_DG fare) three business days prior to departure, only after the authorization has been approved. For ticketing requirements for LLA/restricted fares, see Section 8.3.1.3. The TMC will send an invoice to the email address in the traveler’s DTS profile at the time of ticketing. A traveler’s DTS travel authorization status stamp should also be updated to “CTO TICKETED” or “CTO AMENDMENT” with the ticket number visible on the “Review Trip Authorization” screen. Travelers are encouraged to monitor their email and their DTS authorization to ensure ticketing actions have occurred. Travelers can attempt to complete online check-in using the airline’s website 24 hours prior to travel to confirm ticketing. If ticketing is not confirmed, call the servicing ODTA/travel office/DTS help desk or the servicing TMC office.

#### 8.5.6 Emergency or En-Route Travel Assistance

Travelers should call the TMC’s local toll-free number or emergency phone number (1-800-359-9999) for after hours or en-route assistance when making itinerary changes. Travelers are required to notify the command AO/CO of any travel changes that would incur additional travel costs. Upon return, travelers must amend their trip record when creating their voucher to reflect any changes.

#### 8.5.7 Unused Tickets

It is the traveler’s responsibility to ensure any unused travel ticket, or partially used ticket is canceled and processed for refund back to the appropriate form of payment (IBA or CBA). Partially used tickets should be processed for refund and not claimed as a reimbursable expense on the travel voucher.

The traveler must notify the TMC of any unused or partially unused tickets, as soon as possible. The TMC can process the credit rapidly if the unused ticket is reported prior to a flight departure. Unused tickets must be returned in the manner they were received. If an e-ticket was provided, the traveler must notify the TMC that the ticket or partial ticket was not used. If paper tickets are provided by the TMC, the tickets must be returned to the TMC before the cost can be refunded to

the government. Paper tickets are only authorized for commercial travel modes requiring a paper ticket (e.g., some foreign carriers, train, bus.).

If the form of purchase for the unused ticket was a traveler's IBA, the traveler needs to ensure that the credit is made to the IBA and the travel voucher is amended to document the unused/canceled portion. Amendments/cancellations in the system adjust the financial system's obligation and expenditure.

If the CBA was used to pay for an unused ticket, the traveler must ensure that the credit is applied to the CBA and that the travel authorization and/or voucher is amended to document the unused/canceled portion. This ensures that costs to Navy are decreased. Amendments/cancellations in the system will adjust the financial system's obligation and expenditure.

An Unused Ticket Report is available in DTS through the Report Scheduler. This report tracks tickets that were purchased for TDY travel but may not have been used.

## 8.6 Reimbursable Expenses

Policies regarding mileage and non-mileage expenses can be found in JTR par. 020103 and par. 0204 ([Reference Link 20](#)). A listing of miscellaneous reimbursable expenses is listed in Table 2-24 in par 0204 ([Reference Link 20](#)).

### 8.6.1 Non-Mileage Expenses

The traveler should capture as many known expenses as possible in the authorization. Travelers should use the drop-down list available in the Enter Travel Expenses screens for a list of commonly incurred expenses.

### 8.6.2 Mileage Expenses

- A. **POV Use for TDY.** Mileage expense is only authorized when the traveler is using a Privately-Owned Vehicle (POV). When the AO/CO authorizes/approves a POV as being to the Government's advantage, reimbursement is authorized at the standard rate per mile for the POV type and the distance between duty locations or between home and TDY location(s). If the AO/CO does not authorize/approve using a POV as being to the Government's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, ferry fares, road, bridge, and tunnel tolls for travel over a direct route etc.) not to exceed the constructed cost of the AO/CO-authorized transportation (e.g., commercial plane, rental car). Refer to JTR para. 020203, 020204, 020210, and Tables 2-10, 2-11, and 2-12 ([Reference Link 20](#)).
- B. **In-and-Around Mileage at TDY site.** The AO/CO may authorize or approve POV (or the most economical transportation mode) at the TDY location that meets mission requirements, and the mode must be specified in the travel order if authorized before travel begins. In-and-around TDY location mileage reimbursement may be authorized or approved for travel between lodging and duty site, duty sites, and lodging/duty site and dining facility. In-and-around mileage is determined by odometer readings, and the AO/CO should limit reimbursable mileage to a set amount per applicable TDY day or total for the TDY duration.

Supporting documentation (e.g., mileage logs, completed SF-1164) may be required by the AO/CO for POV mileage reimbursement claims. Refer to JTR para. 020204, 020210, and 020212 ([Reference Link 20](#)).

- C. **POV Use To and From Transportation Terminal.** When a traveler uses a POV to or from home or place of duty to a transportation terminal, he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate. In taking the most direct route, the AO/CO may allow ferry fares, and road, bridge, and tunnel tolls. When a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal he or she may be reimbursed for round trip mileage at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives. Refer to JTR para. 020213 and Table 2-13 ([Reference Link 20](#)).
- D. **Two One-Way POV Use To and From Terminal.** When a POV is used for one way travel from a residence/PDS to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route. Terminal parking fees while TDY are reimbursable not to exceed (NTE) the cost of two one-way taxi fares, including reasonable allowable tips. Refer to JTR para. 020213 and Table 2-13 ([Reference Link 20](#)).
- E. **Transporting Another Traveler.** When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.

## 8.7 Disbursements Prior To and While on Travel

### 8.7.1 Non-Automated Teller Machine (ATM) Travel Advances

Non-ATM travel advances should be approved only as required to perform the mission. A non-ATM travel advance allows travelers who do not have or cannot use an IBA to obtain necessary funds before trip departure. The standard practice is for the traveler to use their IBA to obtain cash from an ATM for expenses that cannot be charged to the travel card. Personnel who are not eligible for government travel cards may obtain non-ATM travel advances. The commander or supervisor, in coordination with the disbursing officer, may authorize non-ATM travel advances in limited situations where no other process is available to accomplish the mission. Refer to DoD FMR Volume 9, Chapter 5, paragraph 0504 ([Reference Link 27](#)).

An exception exists when a traveler may require a non-ATM travel advance to pay for a restricted flight ticketing charge on their IBA before submitting a voucher in the system. If a non-ATM travel advance is requested for this purpose, the advance amount should be limited to the cost of the restricted airfare. For more information, refer to the DTMO Travel Advances for Restricted Airfare information paper ([Reference Link 49](#)).

Non-ATM travel advances are divided into two categories, which are set in the “Advance Authorization” setting in the traveler’s DTS profile:

1. **“ADVANCE AUTH”:** Up to 80% of reimbursable cost estimate;

2. **“FULL ADVANCE”**: Up to 100% of reimbursable cost estimate.

**Note:** Travelers who require the “FULL ADVANCE” setting must receive approval from their MAJCOM LDTA.

For a non-ATM advance, the AO/CO must approve the request in the authorization before electronic disbursement through EFT. For expenses (e.g., restricted airfare, room deposit for conference attendance) that are incurred prior to the departure date, the AO/CO may authorize the non-ATM Advance to be paid immediately; otherwise the non-ATM advance is paid and deposited 10 days prior to the departure date if approved in advance.

If the advance requested is split between LOAs for two fiscal years, the advance amount on the new fiscal year will not be paid until the accounting systems resume normal processing after the start of the new fiscal year (typically 8 OCT or later). Travelers who commence TDY at the start of a new fiscal year and need a travel advance will not receive their advance until the accounting system begins processing for the new fiscal year. Fiscal year processing schedules and downtimes for each accounting system are published on the DTMO website at <https://www.defensetravel.dod.mil/site/fycross.cfm>.

If a travel authorization is amended, and adjustments change the reimbursable trip entitlements/expenses amounts, a requested but unpaid non-ATM advance must be recalculated to ensure accurate disbursement to avoid a shortage of funds for the traveler or an improper overpayment requiring repayment.

If a traveler receives an advance and the trip is subsequently cancelled, the traveler is responsible for re-paying the debt and is not eligible for a debt waiver or appeal. Refer to DoD FMR Volume 9, Chapter 5 ([Reference Link 27](#)).

**Note:** Non-ATM advances and SPPs function independently from each other. Special attention should be made when requesting both payment options for the same trip as there could be increased potential for improper **overpayment** requiring the traveler to be placed in a Due U.S. status.

## 8.7.2 ATM Travel Advances

Travelers should use the GTCC IBA at ATMs to obtain cash needed to pay for “out-of-pocket” travel-related expenses. Valid “out-of-pocket” travel-related expenses are those that cannot be charged on the IBA. ATM travel advances will not be obtained more than three working days before the scheduled departure date of any official travel. ATM advance fees are not a separately reimbursable expense. Refer to Section 040304 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31 series, Volume 4 ([Reference Link 12](#)) for DoD requirements on ATM use. For information regarding reimbursable expenses, refer to pars. 020103 and 0204 of the JTR ([Reference Link 20](#)).

## 8.7.3 Scheduled Partial Payments

Scheduled Partial Payments (SPPs) allow a traveler to be reimbursed periodically for estimated travel expenses. The traveler is responsible for making sure these estimates are accurate. This function is only allowed for trips greater than 45 days. When selected, a partial payment schedule is set up to pay the traveler every 30 days. If changes are made to a travel authorization

during the TDY, future SPPs are adjusted accordingly. Adjustments should not be made for previously paid periods.

**Note:** For information related to SPPs when booking a rental car, see “**Note**” in Section 8.2.3.

SPPs can create large debts. For amendments to an authorization that include itinerary changes, DTS will automatically reset the per diem entitlements to the maximum locality rate(s), including lodging originally approved for Government lodging and GMR/PMR/incidentals only meal rates. If the applicable per diem rates are not adjusted back to pre-amendment settings, remaining SPPs will be based on the reset maximum locality rate(s) and if paid, can result in significant improper overpayments requiring repayment. Additionally, if a traveler returns early, the authorization **MUST** be amended to 1). change the return date and 2). unpaid SPPs must be de-scheduled.

**Note:** Non-ATM advances and SPPs function independently from each other. Special attention should be made when requesting both payment options for the same trip as there could be increased potential for improper **overpayment** requiring the traveler to be placed in a Due U.S. status.

## 8.8 Cancellation of Travel

Detailed cancellation procedures can be found in the DTMO Trip Cancellation Procedures Information Paper ([Reference Link 41](#)) and How to Cancel a Trip in DTS Tri-Fold ([Reference Link 13](#)). All travelers and ROs/AO/COs should also be familiar with the auto-cancellation features within DTS for unsigned/unapproved authorizations.

- A. **Scheduled Partial Payments (SPPs).** To prevent future SPPs from being paid, the authorization’s itinerary must be shortened. If SPPs are already scheduled, they will need to be cancelled *prior* to executing the trip cancellation, if payments are to be stopped. A travel voucher will need to be processed and approved to establish a debt for repayment of the paid SPPs.
- B. **72-Hour Auto-Cancellation.** Any travel authorization that includes non-restricted airfare travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a TMC. Those travelers making travel plans at least 72 hours prior to departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.

**Important Note:** For signed, but not “APPROVED” authorizations (meaning AO/CO has not yet applied the “APPROVED” stamp), DTS will automatically cancel reservations at different time segments according to the type of reservation. It is the traveler’s responsibility to contact the CWTSatoTravel office to ensure reservations have been confirmed cancelled.

- C. **Rental Car Cancellation.** If there are no flight reservations reserved, all rental car reservations will be cancelled 6 hours prior to rental car pickup.
- D. **Hotel Cancellation.** Confirm that the authorization shows a cancellation number. Even if the travel authorization remains unsigned, if lodging was selected, it is the traveler or Travel Preparer’s responsibility to ensure cancellation occurs.
- E. In accordance with the lodging policy, the traveler should cancel directly with the lodging

facility to ensure “no show” charges are not applied to account. Traveler should ensure that a cancellation number is received. Any “no-show” charges applied to the traveler’s account is the sole responsibility of the traveler. The traveler is responsible for any costs (e.g., “no-show fees”) incurred due to their negligence in untimely cancellations of travel arrangements.

## 8.9 Special Circumstances Travel

### 8.9.1 Travel Funded by Another Command (X-ORG)

Navy commands funding travel in DTS for an outside traveler or organization must use the DTS cross-organization funding feature, also known as “X-Org” funding, to make available the funding LOA and the appropriate routing list to authorize/approve travel. In addition, Navy travelers whose travel is funded by another command or DoD Service/Agency, must be processed in DTS by using the “X-Org” funding feature to make available the LOA and routing list. This is to align with the requirement in the Defense Travel System Regulations: Authorized by DoDI 5154.31 series, Volume 3 ([Reference Link 2](#)) that “AOs control the mission by authorizing travel and controlling the use of travel funds in accordance with the JTR.”

**Note:** Direct Cite LOAs are not authorized for Navy DTS travel.

1. Use of the “X-Org” funding feature allows a funding LOA organization (an organization that owns the LOA) to share their LOA and funding organization’s routing list with another organization or traveler within DTS. At any time, the funding LOA organization may remove the funding LOA label from use by another organization or traveler. The funding LOA label and its budget remain in the funding organization, and the funding organization can run budget reports to determine whether a funding LOA was used.
2. If selecting “X-Org” for a DTS organization code, the funding LOA label becomes available to all travelers of the cross organization.
3. If selecting “X-Org” for a specific SSN, the funding LOA becomes available to a specific traveler.
4. Once a LOA is shared using the “X-Org” funding feature, an email is sent to the cross organization DTA ID stating the funding organization name and LOA label, the name and email of the funding organization’s FDTA; and advises that the limitations and guidance for use of the fund site be strictly adhered to.
5. If a funding organization refuses to use the “X-Org” funding feature to make an LOA and/or a routing list available, follow the procedures below:
  - If the funding organization is a Navy command, the traveler’s command must contact their MAJCOM LDTA. The MAJCOM LDTA is to contact the Navy DTS PMO for assistance;
  - If the funding organization is a non-Navy DoD Service/Agency, the traveler’s command must request in writing, the funding organization to use the “X-Org” funding feature in DTS to make available the applicable LOA and funding organization routing list. If the funding organization refuses, the traveler’s DTS trip documents may be routed through the traveler’s organization for approval only if documentation of the request and the refusal by the funding organization is uploaded into the DTS trip record. The documentation should include POCs at the funding organization.

## 8.9.2 “Last-Minute” Travel

All reservations should be made in DTS. Travelers should have awareness of their servicing TMC office’s normal business hours when booking reservations in DTS. If confirmation of ticketing is not received from the TMC in a reasonable time, the traveler should contact the servicing ODTA/travel office/DTS help desk or the servicing TMC office.

If making plans within 24 hours of departure, authorizations must be approved in DTS and commercial air flights ticketed at least 6 hours prior to flight departure time to avoid cancellation.

If last-minute travel is necessary and occurs after-hours or during the weekend, the traveler with an IBA should call the TMC’s toll free number (CWTSatoTravel: 1-800-359-9999) to make reservations and purchase tickets. Travelers will never have access to a CBA. If a CBA needs to be used, reservations must be made by the command APC or CBA account holder.

**Note:** A traveler with an IBA or command APC with a CBA needs to contact CWTSatoTravel to have flights ticketed, depending on method of payment. If all means to obtain ticketed flights through the TMC are exhausted, a traveler can purchase tickets at the airline counter. Reimbursement for airline tickets purchased at the counter is limited to the GSA city pair rate. If a traveler does not have an IBA and is traveling using a CBA, the APC or CBA Account holder needs to obtain ticketed flights through the TMC (CWTSatoTravel: 1-800-359-9999) and the member does not have the option to purchase tickets at the airline counter.

If the traveler traveled on oral/verbal orders, a travel authorization will need to be processed in DTS. When creating the authorization, no reservations should be made, but all actual expenses are to be entered in the “Enter Travel Expenses” section before signing the document. Since the travel authorization will be approved in DTS after the trip start date, see Section 8.8.3.

## 8.9.3 Initial Travel Approval AFTER Trip Start Date

Circumstances can arise in which a traveler must enter a travel status prior to the travel authorization being initially approved in DTS by an AO/CO. This can be due to urgent/unusual situations and/or operational circumstances that may require official travel to begin/be performed before a written order can be issued. Per JTR. Par. 010206 ([Reference Link 20](#)) under these circumstances an oral/verbal order, conveyed by any medium, may be given. When this occurs, the AO/CO must promptly issue a confirmatory written order.

Navy DTS PMO has issued DTS EPN #3 ([Reference Link 10](#)), which has been reinforced by NAVADMIN 156/17 ([Reference Link 32](#)) to define the expected medium (email or memo) for conveying that oral approval was received by the traveler prior to the trip start date and included in DTS.

## 8.9.4 Travel Outside the Continental United States (OCONUS)

### 8.9.4.1 Foreign Travel Clearances

All DoD personnel performing official TDY abroad must obtain the appropriate travel clearances and force protection training prior to traveling overseas. Travelers use the APACS to obtain the required clearances.

AO/COs should ensure all foreign and North Atlantic Treaty Organization (NATO) clearance requirements for foreign travelers are met and documented in the travel authorization before approval. This includes ensuring the APACS request was submitted and an APACS identification number is included in the DTS travel authorization as part of a pre-audit remark or other “Comment to the AO.” For more information regarding foreign travel clearances, refer to the DoD Foreign Clearance Guide (FCG) ([Reference Link 52](#)).

**8.9.4.2 Air Mobility Command (AMC) Flights**

In accordance with the Defense Transportation Regulation, DoD 4500.9, Part 1, Passenger Movements, all OCONUS travel must be routed through the NAVPTO prior to commercial carrier consideration to ensure USTRANSCOM contracted seats are fully utilized. Because DTS does not have direct connectivity to the Air Mobility command’s reservation system for Patriot Express, all requests for international travel arranged in DTS will route to the NAVPTO. When Patriot Express provides service to the origin or destination, the NAVPTO will determine whether Government air is available. If Government air is available, the Government representative will book the Patriot Express and forward the reservation information to the TMC for booking any additional connecting commercial air/rail service. The traveler’s itinerary will reflect the Government air segment along with the commercial flight arrangements. When Government air does not operate between the origin and destination or the NAVPTO determines Government air is not available over a route, the TMC will confirm commercial air requested in the record, in accordance with Navy travel regulations. Once international/transoceanic reservations have been made and the PNR established, the procedures for domestic reservations will apply.

When Patriot Express arrangements are utilized, the cost of AMC should not be included for payment on a travel voucher. Travelers must include the Customer Identification Code (CIC) or Standard Document Number (SDN), channel, and date of travel in the comments under “Other Auths” (this must be done through an amendment after the authorization is approved). A CIC code is also essential in case an AMC flight is needed and reservations have not been made in advance. The CIC is provided on the Review Trip Authorization page. The CIC construction rules are as follows:

**Navy LOA (All commands who use the MSC, MISIL FMS, Navy 1, Navy ERP, or Navy FMS format maps):**

Position 1	Constant “3”
Position 2	The last position of the Fiscal Year
Positions 3-7	Positions 11-15 of the Standard Document Number (SDN)
Positions 8-13	Positions 1-6 of the Standard Document Number (SDN)
Positions 14-15	Positions 7-8 of the Standard Document Number (SDN)

**SABRS LOA (All commands who use the MC 1 LOA format map):**

Positions 1-15	The Standard Document Number (SDN)
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### 8.9.4.3 Arranging AMC Patriot Express Flights

To request specific AMC Patriot Express arrangements in DTS when creating a new travel authorization, follow these steps:

1. In “Create new Document,” select “Routine TDY Trip;”
2. In “Create Itinerary,” select “Air” for “Traveling By” and “Returning By” (either as applicable);
3. After establishing the itinerary, continue through the “Reservations” progress bar until when DTS requests a flight selection;
4. Instead of selecting a commercial flight, navigate to the bottom of the page and click the “Request TMC Assistance” link;
5. In “Request TMC Assistance,” input the required information for AMC (DoD ID number, rank, CIC, etc.) and then type specific instructions for booking both the departure and return flights and click “Send TMC Request.” Follow the same procedures to request the return flight on AMC Patriot Express.

The TMC will forward the request to the NAVPTO who will then determine whether Government air is available. If Government air is available, the Government representative will book the Government air and forward the reservation information to the TMC for booking any additional connecting commercial air/rail service and final preparation of the traveler’s itinerary reflecting the Government air segment(s). The traveler must provide a copy of the approved DTS travel authorization with the CIC number at the AMC counter as required.

AMC Patriot Express reservations require travelers to check-in at the departure airport/air terminal no later than the “show-time” specified on the AMC flight confirmation. Any travelers arriving after the no-later-than time risk forfeiting their reservation. In the event the traveler misses their scheduled AMC flight, they need to contact their command’s travel helpdesk and/or air terminal for assistance with obtaining onward transportation. Any changes to AMC Patriot Express flights must be made with the servicing NAVPTO. ***Do not use DTS or contact the TMC to make changes to AMC flights.***

### 8.9.4.4 Foreign Flag (Non-U.S.-Certificated) Carriers

Use of foreign flag (non-U.S.-certificated) carriers is not authorized for official government travel, except under special circumstances specified in JTR pars. 010103, 020201, and 020206 ([Reference Link 20](#)).

## 8.9.5 Long Term Travel

### 8.9.5.1 Time Limits for Travel Authorizations

JTR Table 1-6 ([Reference Link 20](#)) contains rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days *at one location* should be made in advance of travel to the authorizing and approval authority identified in JTR Table 1-7 ([Reference Link 20](#)). The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

As per JTR, par. 010206-C ([Reference Link 20](#)), issuing a TDY order for 180 consecutive days or fewer, followed by a brief return to the PDS and then another TDY order for return to the same location, is a violation of the 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued.

Refer to JTR, par. 010206 ([Reference Link 20](#)) for all DoD travel regulations regarding TDY exceeding 180 consecutive days.

### 8.9.5.2 DoD Civilian Employees on Long-Term TDY

As per JTR, par. 010206-D.3 ([Reference Link 20](#)) for DoD civilian employees, if a TDY will last between 6 months and 30 months, **the AO/CO must determine before the travel begins whether the assignment is actually temporary or should be a PCS.** If the assignment is determined to be temporary, the AO/CO must then determine if the duty should be a temporary change of station (TCS) or a (long term) TDY. For an assignment to be designated TDY, it must meet all the following criteria:

- a. Duties are temporary in nature;
- b. Assignment is for a reasonable period of time;
- c. TDY costs are lower than round-trip TCS or PCS expenses.

Before authorizing a long term TDY assignment away from the permanent duty station (PDS) for more than 180 days, the AO/CO should review DoD FMR Volume 9, Chapter 8, paragraph 080206 ([Reference Link 9](#)) for income taxation ramifications. If applicable, the traveler must submit travel claims involving taxable TDY allowances on a DD Form 1351-2 to the appropriate travel settlement office. **DTS does not compute claims involving income taxes; do not use DTS in these instances.** Refer to [Reference Link 39](#) for further information.

For Navy, if the AO/CO determines that the assignment is a long term TDY and not a TCS or PCS IAW JTR para. 010603, the AO/CO and their command must submit a long term TDY request documentation package to the MAJCOM LDTA to review. The package must include, at a minimum, the following documentation:

1. A memorandum formalizing and endorsing the command's request for long term TDY for the traveler, which must include a stated justification for the travel;
2. A detailed cost analysis demonstrating how the command arrived at the financial conclusion that TDY is more economical than TCS or PCS.

If the MAJCOM LDTA concurs with the request and deems the documentation in the package as sufficient, the MAJCOM LDTA forwards the package to the Navy Office of Civilian Human Resources (OCHR) for final review and an authorization determination. OCHR requests that long term TDY requests requiring Secretarial Process approval be submitted at **least two weeks prior** to the commencement of travel as there are instances in which corrections or additional information is needed before a determination can be made. OCHR will work directly with the MAJCOM LDTA, who is the singular point of contact for OCHR in addressing requests.

### 8.9.5.3 Flat Rate Per Diem - Termination of DoD's Flat Rate Per Diem Policy

The 2019 NDAA, section 603, “Prohibition on Per Diem Allowance Reductions Based on the Duration of Temporary Duty Assignment or Civilian Travel,” included a repeal of the authority to prescribe a reduced flat-rate per diem for long-term TDY travel.

The repeal of the authority to prescribe flat rate per diem was effective the day the President signed the NDAA. The last day the traveler is to be paid flat-rate per diem is August 12, 2018. Beginning August 13, 2018, the traveler’s per diem transitions to the Lodging Plus computation method. This means beginning on August 13, 2018, the following applies to current and future long-term (31 days or more) TDY travel:

- Lodging receipts are required for all lodging payments;
- The actual cost of lodging not to exceed the full locality lodging per diem rate will be paid (lodging will no longer be reduced to 75% or 55%);
- Meal and incidental expenses (M&IE) will no longer be reduced to 75% or 55%.

For further information, refer to:

- DTMO’s Frequently Asked Questions for the Termination of Flat-Rate ([Reference Link 36](#));
- Flat-Rate Transition Computation Examples ([Reference Link 37](#));
- Guidance for Updating a DTS authorization or voucher When Flat-Rate and Lodging Plus are Computed ([Reference Link 38](#)).

### 8.9.6 Evacuation Travel

An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances in the continental United States (CONUS), in a non-foreign location outside the CONUS (OCONUS), or in a foreign location. Tables 6-1 through 6-12 in JTR Chapter 6 ([Reference Link 20](#)) identify who can evacuate a location at Government expense and who may authorize an evacuation, designate a destination, receive payments for an evacuee, terminate evacuation status, and authorize return to the evacuated area. Further authority for the allowances is in 37 U.S.C. §475a, 5 U.S.C. §5725, and DoDD 3025.14 series (Non-combatant Evacuation Operations).

DTS is not authorized for processing and approving evacuation travel authorizations/orders, vouchers, and payments for DoD civilian employees, dependents of Service members, or dependents of DoD civilian employees. Evacuation travel for these travelers must be processed through PSDs.

A Service member cannot be evacuated. A Service member who is ordered to depart an area being evacuated must be in a temporary duty (TDY) travel order status and can have their travel processed and approved in DTS.

### 8.9.7 Procedures for Travel if DTS is Not Available

If DTS is not available and an unusual or urgent situation requires travel to be approved or to begin prior to DTS becoming available, adhere to the following protocols:

1. A travel authorization or order should be issued before travel begins (as per JTR 010206).

2. Appropriate authorizing official issues a verbal or written order (manually completed DD Form 1610 is the recommended method) for travel. The individual who authorized travel, the issue date of the order, and the circumstances on why DTS was unavailable is to be noted.
3. The traveler is to contact the TMC if commercial lodging, transportation, and/or rental car reservations are required. The traveler can authorize commercial transportation ticketing if the traveler's IBA is the form of payment. If the traveler is using a DTS CBA, the authorizing official, or other authorized individual (e.g., APC), must contact the TMC to authorize use of the DTS CBA as the form of payment for commercial ticketed transportation. The costs of reserved/ticketed expenses should be added to any manually completed written order.
4. Upon DTS availability, a DTS travel authorization for the travel processed outside of DTS is to be completed and approved, using the information from the verbal or written order. The individual who authorized travel, the issue date of the order, and the circumstances on why DTS was unavailable is to be included in the DTS trip record. Any written orders are to be uploaded into "Substantiating Records."

## 9 LIQUIDATION OF A TRAVEL CLAIM

For detailed instructions in how to create vouchers and local vouchers within DTS, refer to DTS Guide 3: Vouchers ([Reference Link 17](#)). For detailed instructions on how to create travel vouchers within DTS, refer to DTS Guide 4: Local Vouchers ([Reference Link 17](#)).

### 9.1 Voucher/Local Voucher Submission

Vouchers and local vouchers are submitted in DTS to:

1. Reimburse, as applicable, the traveler and Citi (the IBA vendor), for all legitimate, travel-related expenses incurred while on official travel, and;
2. Pay the allowances to which the traveler is authorized as a direct result of official travel as per Defense Travel System Regulations: Authorized in paragraph 030502-A (Voucher) and 030502-B (Local Voucher) of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#)). A voucher is also submitted in DTS for official travel that had no expenses incurred and/or no allowances were authorized, and for cancelled trips with incurred legitimate, travel-related expenses (e.g., an unavoidable lodging "no-show" cancellation fee).

### 9.2 Traveler Requirements

For TDY travel, a travel mission is not complete until the traveler has either submitted the DTS voucher or submitted a completed, signed, and dated DD Form 1351-2 to their respective travel office/NDEA. As per Defense Travel System Regulations: Authorized by the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 Paragraph 030502-B1b ([Reference Link 2](#)) and DoD FMR Volume 9, Chapter 8, paragraph 08061 ([Reference Link 27](#)), travelers must submit their voucher or DD Form 1351-2 within 5 working (business) days after completing their trip or period of travel.

For local travel, the traveler must submit a DTS local voucher or submit a completed, signed, and dated OF 1164 as soon as possible after the official local travel expenses have been incurred. For local travel, travelers may submit claims for each individual trip or by combining recurring trips on one claim.

1. Travelers are required to have DTS vouchers/local vouchers submitted for official travel either by:
  - a. Submitting a voucher/local voucher themselves by applying the "SIGNED" stamp (which does not require a DD Form 1351-2/OF 1164), or;
  - b. Submitting a completed, signed, and dated DD Form 1351-2/OF 1164 to their respective travel office/NDEA, who will use the form to submit a voucher/local voucher on behalf of the traveler by applying the "T-ENTERED" stamp.
2. Travelers are to provide valid receipts (including final itemized receipts for all lodging expenses, all final receipts for expenses entered on the voucher/local voucher of \$75 or more, to include commercial transportation purchases, exchanges, and refunds regardless of form of payment) and any additional required substantiating documentation.
  - a. Receipts
    - i. As per DoD FMR Volume 9, Definitions ([Reference Link 9](#)) a valid receipt must show:
      1. The name of the entity providing the good(s)/service,
      2. The date(s) that the good(s)/service was/were provided/purchased,
      3. The price of the good(s)/service,
      4. Any tax levied,
      5. The total monetary amount due, AND
      6. Total monetary amount due was paid (by evidence of payment such as a credit card charge and/or \$0 balance due).
      7. Pick up and return date (rental cars)
    - ii. Documentation not constituting a valid receipt:
      1. Charge card statements.
      2. DTS/TMC reservations or non-official receipt itineraries.
      3. A rental car agreement or estimated charges.
    - iii. Lost/destroyed receipts:
      1. The traveler is responsible to exhaust all options to obtain a duplicate copy of the receipt.
      2. After attempts to obtain a duplicate receipt are unsuccessful, a written statement, acceptable to the AO/CO explaining the situation must be furnished.
  - b. Additional supporting documentation includes, but is not limited to:

- i. Certificate of Non-Availability (CNA);
- ii. Constructed Travel Worksheet (CTW);
- iii. Foreign currency conversion (see number 3 below);
- iv. Any additional documentation required by local rules, directives and procedures

Documentation must be electronically attached to the voucher/local voucher in DTS. See Section 8.4.3 for obtaining E-Ticket Receipt(s)/Invoice(s) and "OnDemand" invoices from the TMC.

3. As per DoD FMR Volume 9, Chapter 8, sub-paragraph 080401-G ([Reference Link 27](#)), if expenses are incurred and paid in foreign currency, travelers must report the following information on their travel claim: the amount of the expense in foreign currency; the exchange rate on the day the item was purchased in cash or the exchange rate at which the credit card was billed if paid with a credit card; and the bank commission(s) charged for conversion of U.S. dollars to foreign currency.
  - a. The traveler must show the rates of conversion and the commission(s) charged. If the traveler does not show the conversion rate(s), the activity settling the claim must use an appropriate exchange rate for the date the expense was paid.
  - b. The date of any cited exchange rate must be included. An exchange rate alone is not sufficient.
4. If an IBA or CBA was used, the traveler is responsible for the following:
  - a. **IBA:** If an IBA was the form of payment for one or more expenses, the traveler is responsible to have the DTS voucher submitted as soon as possible, and that it contains the proper split disbursement arrangement for correct payment amounts to Citi (to pay down the traveler's account balances and prevent delinquencies) and to the traveler's personal bank account. Any funds not forwarded directly to Citi are the full responsibility of the traveler.
  - b. **CBA:** If a CBA was used to purchase commercial transportation, the traveler is responsible to have the DTS voucher submitted as soon as possible to allow the CBA-S to reconcile the transaction when the corresponding invoice is received.
5. For vouchers, travelers must provide justification for any major changes in cost from the initial authorization to be documented in "Comments to the Approving Official" section.

### 9.3 AO/CO Requirements

1. The AO/CO must review the DTS voucher/local voucher for accuracy, make note of any added expenses, and make sure funds are split disbursed properly. For vouchers, if the traveler has included additional costs on the voucher, the AO/CO must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The AO/CO must ensure that any unofficial costs be removed from the voucher.
2. For vouchers, debt can be incurred by the traveler if the amount of an advance and/or SPP received by an "APPROVED" authorization exceeds the amount reimbursable to the traveler when the voucher is approved or if the trip was cancelled and no reimbursable expenses were incurred. DTS will notify the traveler's DMM of the pending debt status and the DMM can initiate debt collection. To reduce instances of debt, travel estimates should be as accurate as possible and likelihood of travel (especially when assigning advances and SPPs) should be high.

3. Debit memos resulting from a traveler's actions or a DTS-related error are the responsibility of the government and may be included as a reimbursable expense on the voucher when IBA is the form of payment. When included for reimbursement, the traveler must provide a copy of the debit memo in the "Substantiating Documents."
4. The AO/CO must ensure that if changes are made to any claimed expense the traveler is notified and any changes to the amount being paid is clearly stated.

## 9.4 Non-DTS Entry Agent (NDEA) Requirements

For travelers signing their own DTS vouchers to be routed for approval, the submission date is the date the traveler initially signed the voucher in DTS, as displayed in the "Sign and Submit Digital Signature" screen.

Travelers who do not have reasonable access to DTS can submit a completed, signed, and dated DD Form 1351-2 (manual voucher)/OF 1164 to be submitted in DTS by an NDEA.

NDEAs must perform responsibilities in Section 4.10.

### 9.4.1 DD Form 1351-2 Requirements

When using DTS to produce the DD Form 1351-2 for submission:

- "Form Preferences" must be set to "Govt+Form" to have DTS print the DD Form 1351-2 to match the latest prescribed format of the "DD Form 1351-2, Travel Voucher and Subvoucher." Refer to DoD FMR Volume 5, Chapter 5, sub-paragraph 010104-B ([Reference Link 9](#)).
- All blocks/items on the printed DTS produced DD Form 1351-2 must be reviewed and completed as applicable, as the system does not automatically complete all required blocks/items for official travel. The information populated by the system in Block 10 items a-e of the DTS produced DD Form 1351-2 is to be disregarded.
- Ensure the printed DTS produced DD Form 1351-2 is reviewed, signed, and dated by the traveler.
- The DTS voucher must not be "T-ENTERED" by an NDEA until the completed, signed, and dated DD Form 1351-2 is uploaded.
- The submission date of the DD Form 1351-2 by the traveler and the first and last name of the individual receiving the DD Form 1351-2 for processing must be recorded (1) on the actual DD Form 1351-2 in any available block/item between 20.c. and 23, or (2) included with the DD Form 1351-2 as supporting documentation as per NAVADMIN 156/17 ([Reference Link 32](#)). Auditors will use the submission date to assess whether the traveler submitted their travel claim within 5 working days. Submission time is to be measured using the submission date by the traveler and NOT the initial NDEA "T-ENTERED" date in the "Digital Signature" screen.
- A completed, signed, and dated initial/supplemental DD Form 1351-2 must be uploaded into the "Substantiating Documents" in the DTS voucher along with any required receipts and other supporting documentation (refer to Section 030406--B,C, Section 030408--B.2.d, and Section 030502--B.1.c.(6) in the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 ([Reference Link 2](#)). When uploading the DD Form

1351-2 in “Substantiating Documents,” “Form 1351-2 (DoD Travel voucher)” is to be selected from the “Document Type” drop down box and the submission date by the traveler is to be entered in the “Submit Date” date box (**Important:** completing this date box is not a replacement for recording the submission date on/with the uploaded DD Form 1351-2). All information, including the submission date on the travel claim, must be completely LEGIBLE on the uploaded documentation as per NAVADMIN 156/17 ([Reference Link](#) 32).

#### 9.4.2 When DD Form 1351-2 is Not Required

An AO/CO must return any DTS voucher that has been submitted by an NDEA that does not have an uploaded completed, signed, and dated DD Form 1351-2 into “Substantiating Documents,” **unless** the “T-ENTERED” stamp is being applied to the voucher to:\*

- Complete/close out a DTS trip record for a cancelled/unexecuted trip in which the traveler did not initiate official travel and did not incur legitimate travel-related expenses or have authorized allowances. Information must be present in the DTS voucher stating trip was cancelled/unexecuted.
- Correct/resolve an improper overpayment error and, if applicable, establish a debt, on a previously “APPROVED” version of the DTS voucher after 15 calendar days from the traveler being notified of the error and not taking corrective action (refer to the Office of the Under Secretary of Defense (Comptroller) Preventing Travel Pay Improper Payments and Enforcing Recovery Memorandum, dated Oct 7, 2016).
- Accommodate DTS CBA reconciliation.
- Establishing a debt where the traveler refuses to sign their DTS voucher or sign a DD Form 1351-2. The NDEA or DMM must add the comment “Traveler Refused to Sign” in the “Additional Comments” block of the “Digital Signature” screen when submitting the voucher.
- Clear debts for out of service (OOS) write offs or transfers. The email received by the DMM from the DFAS Pay Office indicating the debt cannot be collected due to traveler not being in the service/government, and in the case of debt transfers, the debt acceptance letter from the DFAS OOS Office must be uploaded to the “Substantiating Documents” (the “Other” document type must be selected).
- Clear debts for evidence of collections that did not post in DTS from an automated Advice of Collection (AoC). Evidence of repayment such as a cash collection voucher, accounting system screen shot (e.g., STARS Single Document Inquiry (RDOC), Defense Civilian Pay System (DCPS) Debt Case History, Master Military Pay Account (MMPA), Traveler Leave and Earning Statement (LES), or DFAS email stating the debt was collected must be uploaded to the “Substantiating Documents” (the “Other” document type must be selected).

**Note:** In all the above cases, **NO PAYMENT** will result to the traveler. The “Credit Summary” section on the “Review Financial Summary” screen in the DTS voucher must be viewed to validate that the **“Net To Traveler” amount is \$0.00 prior to approval.**

*\*NDEAs are to upload a memo in lieu of a 1351-2 for the conditions above when the system requires a substantiating document labeled “Travel Voucher (Form 1351-2)” (see Section 4.10).*

### 9.4.3 OF 1164 Requirements

DoD FMR Volume 9, Chapter 8, paragraphs 080404, 080603, 080604, and 080606 ([Reference Link 27](#)) contains instructions in completing an OF 1164 for specific travel circumstances and conditions.

## 9.5 EFT and Split Disbursements

DTS computes travel entitlements and allows split disbursements dictated by the traveler to be sent to their bank account through EFT and IBA. The “Review Financial Summary” screen on the voucher breaks down the dollar value of each disbursement that is to be made when a DTS voucher/local voucher is approved. Travelers are encouraged to utilize DTS to pay the full balance on their IBA by updating the split payment totals on their vouchers/local vouchers. Travelers can increase the payment amount to be sent to Citi by entering an amount in the “Add'l GOVCC Amt” field and selecting the calculate button. This action will trigger a DTS pre-audit flag. Travelers should add a justification that they are paying the balance of their GTCC/GOVCC/IBA.

## 10 DEPARTMENT OF THE NAVY (DoN) TRANSPORTATION OF PEOPLE (ToP) KEY CONTROL POINTS (CPs)

### 10.1 Introduction

For the DoN, the flow of financial transactions related to personnel authorizing and funding travel in the DTS and Non-DTS systems, Reserve Forces (RESFOR) Reservist travel, and PCS travel belongs to the ToP business process segment.

For TDY and local travel order/authorization requests and vouchering, the DoN primarily uses the DTS.

The DoN uses the performance of ToP key control points (CPs), or control activities, to ensure financial events are accurately recorded and are in accordance with the United States Standard General Ledger (USSGL) guidance. The listing below are ToP CPs for DTS travel.

The DoN documented the ToP business process segment in The Department of the Navy Transportation of People Process Cycle Memorandum (PCM) managed by FMO-4.1, which is available at the ToP section of the Navy DTS PMO website ([Reference Link 28](#)). The ToP PCM is used by external auditors to understand and assess DoN’s ToP business segment. ***If a discrepancy exists between the ToP PCM and the Navy DTS Business Rules, the Navy DTS Business Rules prevail.***

### 10.2 Control Points (CPs) and Key Supporting Documents (KSDs)

Each Navy MAJCOM/BSO is responsible to perform the ToP CPs listed below for DTS travel\* and retain the corresponding KSDs for evidence of performance. Subordinate commands/activities must fully cooperate with any direction from the MAJCOM/BSO related to ToP CPs and KSDs.

\*An exception is ToP CP15, which pertains only to Commander, Navy Reserve Forces Command.

The ToP PCM has the financial reporting objective, control activity attributes and description, and any resulting accounting transactions for each CP listed below. The Navy DTS Business Rules provides detailed information in how to perform each CP and produce corresponding KSDs.

### 10.2.1 ToP CP01 - Funding/Travel Request Validated

**Performance:** Appointing authorities ensure each AO/CO responsible for approving DTS travel authorizations is appointed as a “Certifying Officer” with a valid and current DD Form 577 on file (see Section 4.1). The AO/CO reviews each routed DTS travel authorization for validity and conformity to DoD, Navy, and local travel and financial laws, regulations, instructions, and rules which includes appropriate entitlements and estimated expenses, proper forms of payment, and assignment of requested non-ATM travel advances and SPPs (see Section 1.2 and Section 4.9 for a detailed listing of responsibilities and references). After review, the AO/CO applies one of three digital signature stamps to the DTS travel authorization: the “APPROVED” stamp to authorize and fund travel and obligate funding, the “CANCELLED” stamp to cancel travel and de-obligate funds, or the “RETURNED” stamp to return the travel document back to the traveler.

**KSDs:**

- DD Form 577 of the AO/CO;
- DTS travel authorization with line of accounting information;
- Digital signature document history;
- Accounting system transaction record(s);
- Any additional supporting documentation

### 10.2.2 ToP CP02 - Approved Status Report Reviewed

**Performance:** Monthly, the MAJCOM LDTA\* is to generate an “Approved Status” report for the MAJCOM/BSO’s DTS organizations for the previous month, using the following search criteria in the DTS “Report Scheduler:”

“Search Criteria”	Value
“Document Type:”	“ALL”
“Organization: (minimum of 2 characters)”	Appropriate “DNxx” value for MAJCOM/BSO
“Include Sub Organizations:”	Checked
“Start Date”	First calendar date of the previous month
“End Date”	Last calendar date of the previous month
“Include LOA Details”	Checked

Once generated, an unedited version of the report is to be retained.

To conduct the review, DTS travel document records on the report with **any** of the following values in the “Current Status” column (column K) must have corrective actions performed to remediate rejected, incomplete, or unfinalized transactions. Performed corrective actions are to be documented on a separate copy of the report:

“Current Status”	Corrective Actions Should Result In:
“AR REJECT”	Clearing of the reject by the successful posting of the accounts receivable (A/R) in the accounting system (evidenced by a positive acknowledgement “POS ACK RECEIVED” status applied to the DTS document).
“Current Status”	Corrective Actions Should Result In:
“APPROVAL FAILED”	Approval of the document (evidenced by an “APPROVED” status applied to the DTS document).
“ADVANCE EFT RETURN”	Prompt payment of the non-ATM travel advance payment to the proper bank account (evidenced by an “ADVANCE PAID” status applied to the DTS travel authorization), so traveler has funds for official travel.
“ADVANCE REJECT”	Prompt payment of the non-ATM travel advance (evidenced by an “ADVANCE PAID” status applied to the DTS travel authorization) so traveler has funds for official travel.
“EFT RETURN”	Prompt payment to the proper bank account (evidenced by a “PAID” status applied to the DTS voucher or local voucher), so traveler and GTCC, if applicable, is reimbursed for expenses incurred while on official travel.
“FINAL ADJ OB REJECT”	Clearing of the reject by the successful posting of the adjusted obligation in the accounting system (evidenced by a “POS ACK RECEIVED” status applied to the DTS document).
“MANUAL ABANDON”	<ol style="list-style-type: none"> <li>1. <b>If there have been NO payments of any kind</b> (including non-ATM travel advances, SPPs, voucher payments, and DTS CBA transactions) on any DTS document attributed to the TANUM, <b>de-liquidate</b> all obligations from the accounting system.</li> <li>2. <b>If there have been payments of any kind</b> on any DTS document attributed to the TANUM, contact Navy DTS PMO through the MAJCOM LDTA with information regarding the manually abandoned trip record with payment(s). <b>No further action should be taken in DTS.</b></li> </ol>
“REJECT”	Clearing of the reject by the successful posting of the transaction in the accounting system (evidenced by a “POS ACK RECEIVED” status applied in the DTS document).
“SPP REJECT”	Prompt payment to the proper bank account and GTCC, if applicable (evidenced by an “SPP PAID” status applied to the DTS travel authorization), so traveler has funds while on official travel.
“SPP EFT RETURN”	Prompt payment to the proper bank account and GTCC, if applicable (evidenced by an “SPP PAID” status applied to the DTS travel authorization), so traveler has funds while on official travel.

The MAJCOM LDTA\* is to coordinate with applicable O/F/BDTAs and other support personnel as required to conduct the review and perform and document corrective actions. This can include distributing applicable records from the report to separate sub-organizations.

By the end of the month in which the “Approved Status” report was generated, the MAJCOM LDTA\* is to consolidate all applicable records with documented corrective actions for the MAJCOM/BSO. The MAJCOM LDTA\* is to apply a digital signature to the report spreadsheet file (recommended) or a wet signature to a hardcopy file to certify completion of review.

During audits, the certified report may be compared against DTS trip and applicable accounting

system records to validate performance of remediating corrective actions.

\*Or other individual authorized by the MAJCOM/BSO.

***KSDs (to be retained indefinitely by the MAJCOM/BSO):***

- “Approved Status” report (Original, unedited copy);
- Reviewed “Approved Status” report (Certified)

### 10.2.3 ToP CP03 - Approving Official (AO)/Reviewing Official (RO) DTS Access and Authority Reviewed

**Performance:** See Section 5, Appendix A, and instructions in the distributed MAJCOM/BSO DTS “User/Profile” report.

***KSDs (to be retained indefinitely by the MAJCOM/BSO):***

- Semi-annual MAJCOM/BSO DTS “User/Profile” report received from Navy DTS PMO (Digitally signed original, unedited copy);
- Reviewed semi-annual MAJCOM/BSO DTS “User/Profile” report received from Navy DTS PMO (Certified)

### 10.2.4 ToP CP04 - Unsubmitted Voucher Report Reviewed and Escalated

**Performance:** See DTS EPN FY17 #1 ([Reference Link](#) 10).

***KSDs (to be retained indefinitely by the MAJCOM/BSO):***

- Monthly MAJCOM/BSO “Unsubmitted Voucher” report received from Navy DTS PMO (Original, unedited copy);
- Reviewed monthly MAJCOM/BSO “Unsubmitted Voucher” report received from Navy DTS PMO (Certified)

### 10.2.5 ToP CP05 - Travel Expenditure Reimbursement/Voucher Approved

**Performance:** Appointing authorities ensure each AO/CO responsible for approving DTS vouchers/local vouchers is appointed as a “Certifying Officer” with a valid and current DD Form 577 on file (see Section 4.1). The AO/CO reviews each routed DTS voucher/local voucher for validity and conformity to DoD, Navy, and local travel and financial laws, regulations, instructions, and rules, which includes certifying all allowances are authorized, all claimed expenses are legitimate for reimbursement, forms of payment are proper, and all required supporting documentation (e.g., receipts, DD Form 1351-2/OF 1164 for applicable NDEA submissions) are attached/uploaded (see Section 1.2 and Section 4.9 for a detailed listing of responsibilities and references). After review, the AO/CO can apply the “APPROVED” stamp to certify payment to disburse any applicable funds or establish an accounts receivable. Or the AO/CO can apply the “RETURNED” stamp to return the travel document back to the traveler.

***KSDs:***

- DD Form 577 of the AO/CO;

- DTS voucher/local voucher with line of accounting information and receipt list;
- Digital signature document history;
- Valid receipts;
- Completed, signed, and dated DD Form 1351-2/OF 1164 (if applicable);
- Accounting system transaction record(s);
- Any additional supporting documentation

### 10.2.6 ToP CP06 - Travel Eligibility and Compliance Confirmed

**Performance:** Travelers/travel preparers/DTAs ensure that all “Government Charge Card (GOVCC) Data” settings in the traveler’s DTS profile are correct and current (see Sections 2.3 and 3.4.9), which allows DTS to correctly default the proper form of payment (IBA or DTS CBA) in the traveler’s DTS travel authorization. The AO/CO reviews DTS travel authorizations to ensure the proper form of payment assignment for any requested commercial transportation, and if the form of payment is a DTS CBA, the traveler is eligible to use it. The AO/CO confirms the proper form of payment assignment by applying the “APPROVED” stamp. DTS will generate an “Other authorization: INCORRECT USE OF CBA” notice requiring justification if a Non-Exempt cardholder attempts to use a DTS CBA assigned as a form of payment.

Appointing authorities ensure each AO/CO approving DTS travel authorizations is appointed as a “Certifying Officer” with a valid and current DD Form 577 on file (see Section 4.1).

**KSDs:**

- DD Form 577 of the AO/CO;
- DTS travel authorization with line of accounting information;
- Digital signature document history

### 10.2.7 ToP CP07 - CBA Invoice and Travel Transactions Reconciled

**Performance:** Appointing authorities ensure each certifying CBA-S is appointed as a “Certifying Officer” with a valid and current DD Form 577 on file (see Section 4.1). A certifying CBA-S either directly executes the responsibilities in Section 4.7 or monitors execution of these responsibilities by a non-certifying CBA-S. Upon DTS CBA invoice acknowledgement, the certifying CBA-S confirms all transactions on the acknowledged monthly/interim invoice are properly matched/reconciled by applying the “CERTIFY” stamp in the DTS CBA Reconciliation module.

**KSDs:**

- DD Form 577 of the certifying CBA-S;
- Certified monthly/interim invoice or individual DTS CBA transaction summary

### 10.2.8 ToP CP09 - Separation (Segregation in the PCM) of Duties (SoD) Conflicts Reviewed

**Performance:** Quarterly, Navy DTS PMO distributes to each MAJCOM LDTA, through an emailed

meeting invite, a report spreadsheet file listing any AO/COs assigned to DTS organizations corresponding to their MAJCOM/BSO who approved DTS documents in the previous quarter with permission levels and/or accesses constituting a Navy DTS SoD conflict requiring review and a due date for the review to be completed.

To conduct the review, all listed AO/COs on the report must have corrective actions performed/confirmed and documented in the appropriate columns. Detailed instructions are provided in the distributed report. The MAJCOM LDTA\* is to coordinate with applicable O/F/BDTAs and other support personnel as required to conduct the review and perform/confirm and document corrective actions. This can include distributing applicable records from the report to separate sub-organizations.

On or before the assigned due date, the MAJCOM LDTA\* is to consolidate all applicable records from the report with documented corrective actions for the MAJCOM/BSO. The MAJCOM LDTA\* is to apply a digital signature to the report spreadsheet file (recommended) or a wet signature to a hardcopy file to certify completion of review. The MAJCOM LDTA\* is to send a copy of the certified file to the Navy DTS PMO.

During audits, the certified report may be compared against the DTS Maintenance Tool to validate corrective actions.

In addition, quarterly Navy DTS PMO reviews and certifies a Navy DTS SoD report with quarterly AO/CO and approval SoD conflict totals for each MAJCOM/BSO for fiscal year.

\*Or other individual authorized by the MAJCOM/BSO.

***KSDs (to be retained indefinitely by the MAJCOM/BSO):***

- Reviewed quarterly MAJCOM/BSO DTS AO/CO SoD conflict report received from Navy DTS PMO (Certified);
- Reviewed quarterly Navy DTS AO/CO SoD conflict report (Certified)

### 10.2.9 ToP CP15 - (Commander, Navy Reserve Forces Command Only)

***Performance:*** Obtain a “Navy Reserves Order Writing System (NROWS) Fund Approver” report. Filter the “NROWS Fund Approver” report to display individuals who are authorized to approve funds within NROWS. Using the filtered list of NROWS Fund Approvers, validate and document for each listed individual if a valid and current DD Form 577 is on file. If the individual does not have a valid and current DD Form 577 on file, document follow-up actions executed to resolve issue on the filtered report. Upon completion of review, the reviewer signs the filtered and documented “NROWS Fund Approver” report.

***KSDs:***

- Unfiltered “NROWS Fund Approver” report;
- Filtered and reviewed “NROWS Fund Approver” report evidencing DD Form 577 to NROWS Fund Approver List Reconciliation

For guidance in how to request DTS reports, refer to the DTS Defense Travel Administrator’s Manual ([Reference Link 7](#)).

### 10.3 Attaining KSDs for Travel Processed in DTS

During audit or audit exercises, MAJCOMs/BSOs must be able to expediently provide KSDs from DTS to support sampled ToP DTS financial transactions and/or CP performance. This means identifying the attributable:

- DTS trip record document(s) (DTS travel authorization/voucher/local voucher) and version(s) correlating to a sampled financial transaction; or
- The Charge Card Vendor (CCV) transaction and original/interim invoice reconciled and certified in the DTS CBA Reconciliation Module that correlates to a sampled financial transaction.

For the above, the following documentation may be required for the KSD package:

- DTS travel authorization/voucher/local voucher printouts in Government or default form types, with document history, accounting detail, and list of receipts (voucher/local voucher);
- Print-out/screenshot of the “Sign and Submit Digital Signature” screen that displays entire document history, including application of the “APPROVED” stamp by the AO/CO or other pertinent status stamps (e.g., “CANCELLED,” “POS ACK,” “PAID,” “AR SUBMITTED”);
- Printed copies of substantiating documentation (e.g., receipts) uploaded in “Substantiating Documents;”
- Additional print-out/screenshots of applicable screens within DTS documents that provide supportive/amplifying information (e.g., “Other Auths and Pre-Audit” screen);
- TMC receipts/eInvoices;
- Printout/screenshot of the certified monthly/interim invoice with the CCV transactions;
- Print-out/screenshot of the DTS CBA certified monthly/interim invoice certification and payment status.

If the MAJCOM/BSO has exhausted all efforts to locate DTS KSDs for a sampled financial transaction (including working through the MAJCOM LDTA) and requires Navy DTS PMO assistance, samples are to be assigned to NAVSUP FIAR representatives through a child line in the appropriate Navy audit tracking tool (e.g., ARC Tool). NAVSUP FIAR will contact Navy DTS PMO with any DTS KSD requests and will be the only recipients of any DTS KSDs attained. NAVSUP FIAR will upload the DTS KSDs in the Navy audit tracking tool. ***MAJCOM/BSOs are not to contact Navy DTS PMO directly for DTS KSDs to support Navy financial audit requests.***

For detailed information on DTS documents, refer to the DTS Document Processing Manual ([Reference Link 17](#)). For detailed information on DTS CBA reconciliation, refer to the DTS Centrally Billed Account Reconciliation Manual ([Reference Link 29](#)). For legacy Navy DTS PMO training on how to identify the correct DTS document and version for a sampled ToP DTS financial transaction, refer to the NAVSUP ToP FIAR DTS Workshop CP01-09 training slide deck on the Navy DTS PMO ToP website ([Reference Link 28](#)).

***Note:*** The primary KSDs submitted for sampled DTS CBA financial transactions should come from the DTS CBA Reconciliation Module.

## 10.4 Training and Resources

Navy DTS PMO has ToP training materials and resources available in the ToP section of the Navy DTS PMO website ([Reference Link 28](#)).

In addition, command FIAR personnel can provide Navy auditability, audit response, and audit remediation related information and address questions.

## 10.5 Sustainment

Currently, control activities CP01, CP02, CP03, CP04, CP05, CP06, CP07, CP09, and CP15 are to be performed indefinitely as sustainment procedures to provide an audit ready environment. Controls are subject to changes and updates.

## 11 DTS AND TRAVEL LINKS

DTS: [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).

Defense Travel Management Office (DTMO): <http://www.defensetravel.dod.mil>

DTMO Reference Materials: <http://www.defensetravel.dod.mil/site/trainingRef.cfm>

Financial Management Regulations: <http://comptroller.defense.gov/fmr>

Joint Travel Regulations: <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Commercial Travel Office website: <http://www.cwtsatotravel.com>

DoD Lodging: <http://www.dodlodging.net>

GSA City Pair Program: <http://www.gsa.gov/portal/category/27228>

DoN Consolidated Card Program Management Division site: <https://www.navsup.navy.mil/ccpmd>

DTS Passport/TraX (Training & Help Desk Tickets): <http://www.defensetravel.dod.mil/passport>

Financial Management Office: <http://www.fmo.navy.mil/>

TSA Pre-Check (civilians must opt-in through milConnect): <https://www.dmdc.osd.mil/milconnect>

## 12 GLOSSARY

Authorizing Official/Certifying Officer (AO/CO): The AO/CO is the individual who controls the mission by authorizing travel and controlling the use of travel funds within DTS in accordance with the JTR. This individual may also act in the capacity of a Certifying Officer as their authorization/approval may cause a payment to the traveler (e.g., a non-ATM travel advance or scheduled partial payment on a travel authorization or payment on a voucher or local voucher). Navy requires any individual who can authorize/approve travel by applying the "APPROVED" stamp to be designated as an AO/CO (see Section 4.9) and appointed as a "Certifying Officer" on a DD Form 577 (see Section 4.1). The AO/CO reviews and authorizes/approves DTS travel/travel documents as defined in the responsibilities section of their DD Form 577 and in accordance with all applicable travel and financial regulations, guidance, and rules. The AO/CO term is used interchangeably throughout the Navy DTS Business rules as it relates to approving travel authorizations, vouchers and local vouchers since the "APPROVED" stamp is applied on each of these travel documents that can cause either an obligation and/or a payment to the traveler. The AO/CO is pecuniarily liable for and improper or illegal payments.

ATM Advance: When a traveler uses their IBA to obtain cash needed at an ATM to pay for "out-of-pocket" travel-related expenses, it is considered an ATM Advance. ATM advances will not be obtained more than three working days prior to the scheduled departure date of any official travel and the IBA ATM advance fee is not a separately reimbursable expense.

Budget Submitting Office (BSO): The major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions.

Centrally Billed Account (CBA): Government managed accounts utilizing a GTCC that is used to purchase airline and rail tickets for official government travel.

Certifying Officer (CO): An accountable government official appointed in writing who reviews, approves, and certifies travel vouchers and/or certifies CBA invoices for payment. He/she is pecuniarily liable for improper or illegal payments. An AO acts as a Certifying Officer when he/she approves a travel authorization that contains a non-automated teller machine (non-ATM) cash advance and/or scheduled partial payment (SPP).

City Pair Fare: Government contracted flights between point-to-point cities. Government contracted fares must be used if available and if they meet the requirements of the mission.

Travel Management Company (TMC): Commercial (non-governmental) entities contractually responsible for making official travel arrangements as requested by travelers.

Common Access Card (CAC): Military or civilian identification card embedded with the PKI secured digital signature.

Compliance Tool: The Compliance Tool queries DTS vouchers in near real-time to identify duplicate or incorrect payments.

Control Activity: Internal processes (automated or manual) conducted to prevent and/or detect material misstatements on financial statements.

Control Point # (CP#): A specific DoN control activity to be performed to achieve and sustain audit readiness.

Debit Memo: A charge imposed by the airlines when the DTS reservation module or a TMC agent fails to follow the rules of the fare or makes an error in booking or ticketing airline accommodations.

Defense Accounting and Disbursing System (DADS): A suite of financial management systems that

perform accounting, disbursing and vendor-pay functions. An example is STARS-FL (accounting), CDS (disbursing), and STARS-One Pay (vendor-pay).

Defense Travel Administration (DTA): A group of personnel who are responsible for the administration of DTS for their command.

DTS Help Desk: Also known as the Travel Assistance Center (TAC) that provides 24/7 DTS assistance. 1-888-Help1Go (888-435-7146) Overseas: 1-888-Help1Go from any DSN Line.

Departmental Accountable Officials (DAOs): Officials appointed in writing to ensure the adequacy of system internal procedures and act as control points within an organization to minimize opportunities for erroneous payments.

Finance DTA (FDTA): Assigns and manages lines of accounting and the funds applicable to those lines of accounting, manages the budget and performs funds control.

Financial Improvement Audit Readiness (FIAR): DoD Program that outlines the strategy, priorities, and methodology for achieving improvement of financial processes, controls, and information. The DoN has implemented the DoN FIAR program to achieve auditable financial statements, accurate and timely financial information and efficient and effective use of resources.

Global Distribution System (GDS): Commercial reservation system used by the airlines and commercial travel offices to book commercial air transportation. The CDC in DTS interfaces directly with the GDS instead of interfacing with each airline and commercial travel office.

Individually Billed Account (IBA): Government Travel Charge Card (GTCC) issued and to be used by the traveler while on official business travel. The traveler has liability for the user and payment of the account.

Key Supporting Document (KSD): Provide evidence of control activity performance and/or support account balances and financial transactions.

Leisure In Conjunction With Official Travel (LICWO): Travel services requested by a traveler concurrent with, and/or in addition to, authorized official travel. This service must be restricted to point-to-point tickets, auto rental, and lodging arrangements. All added expenses resulting from personal arrangements made ICW official travel must be at the individual traveler's expense.

Major Command (MAJCOM): The Major Claimant, Echelon I or II Command

Meals and Incidental Expenses (M&IE): A fixed meal and incidental allowance specified by a locality per diem rate.

Non-ATM Advance: Request for advance of funds prior to travel through a DTS authorization.

Non-DTS Entry Agent (NDEA): A Military member, DoD employee, or contractor designated in writing by local command authority, responsible for the input of trip requests and claims for reimbursement in the DTS for unconnected travelers who do not have reasonable access to the DTS.

Passenger Name Record (PNR): For travelers utilizing CarlsonWagonlit Travel (CWT)/CWTSatoTravel, the PNR is a six-digit alpha code, for a specific trip, which can be used to lookup reservations and/or eTicket receipts on [www.cwtsatotravel.com](http://www.cwtsatotravel.com).

(System) Privileges: Capabilities or functions a DTS user can perform in the system based on assigned permission levels, organizational access, group access, special features, routing list insertion, and/or any other settings or assignments.

Public Key Infrastructure (PKI): Personal digital information embedded on military/civilian Common Access Card.

**Read Only Access (ROA):** DTS access that allows an individual View Only capabilities to a traveler's document.

**Routing Official (RO):** A person in the DTS routing structure designated to review travel documents before they are routed to the AO/CO for approval signature.

**Scheduled Partial Payment (SPP):** Partial liquidation/payment of a travel authorization in increments of 30 days, for trips that exceed 45 days.

**Self-AOs:** A person who approves his own travel authorization and verifies funds availability. Self-AOs cannot certify their own claims for payment.

**Should Cost Estimate:** An estimate of total costs that a proposed trip, based on the planned and booked arrangements and maximum entitlements, is expected to cost the Government, using a single- source data entry which can be updated throughout the travel process.

**Split Disbursement:** Process in which post travel payments are disbursed two ways: directly to the Government contracted bank (travel charge card) and directly to the traveler's bank account.

**Transportation of People (ToP):** A segment of business defined in the Statement of Budgetary Resources.

**Travel authorization Number (TANUM):** This is the six-digit number assigned by DTS when the AO/CO applies the "APPROVED" stamp to a DTS document.

**Travel Explorer (TraX):** Submit a help desk ticket online through TraX. In addition, a traveler can access self-help resources such as, FAQs, user guides, and computer-based training aides through the Knowledge Center and Training sections of TraX: [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport).

<b>HELPING VERB FORMS: The Following Usages Apply:</b>	
<b>HELPING VERB</b>	<b>DEGREE OF RESTRICTION</b>
Must	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition of an expression of time.

## 13 REFERENCE LINKS

1. DTS Profile Changes to Increase Audit Compliance:  
[https://www.defensetravel.dod.mil/Docs/Training/DTS\\_Profile\\_Changes\\_to\\_Increase\\_Audit\\_Compliance.pdf](https://www.defensetravel.dod.mil/Docs/Training/DTS_Profile_Changes_to_Increase_Audit_Compliance.pdf)
2. Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3:  
<http://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf>
3. Defense Travel Management Office (DTMO) Passport:  
<http://www.defensetravel.dod.mil/Passport>
4. DTS Defense Travel Administrator's Manual – Appendices:  
[https://www.defensetravel.dod.mil/Docs/Training/DTA\\_Manual.zip](https://www.defensetravel.dod.mil/Docs/Training/DTA_Manual.zip)
5. NAVSUPINST 4650.8 Subj: Navy Defense Travel System:  
[https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc\\_content%2FUMECCS2Y04\\_8534%2F%2FidcPrimaryFile&revision=latestreleased](https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECCS2Y04_8534%2F%2FidcPrimaryFile&revision=latestreleased)
6. Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix:  
[https://mynavsup.csd.disa.mil/webcenter/faces/owResource.jspx?z=oracle.webcenter.doclib%21sd5c04e6f\\_2128\\_4a3c\\_8efa\\_da2e2cbf6508%21owc\\_content%2523dDocName%253AUMECCS2Y048548%21%21](https://mynavsup.csd.disa.mil/webcenter/faces/owResource.jspx?z=oracle.webcenter.doclib%21sd5c04e6f_2128_4a3c_8efa_da2e2cbf6508%21owc_content%2523dDocName%253AUMECCS2Y048548%21%21)
7. DTS Defense Travel Administrator's Manual:  
[https://www.defensetravel.dod.mil/Docs/Training/DTA\\_Manual.zip](https://www.defensetravel.dod.mil/Docs/Training/DTA_Manual.zip)
8. NAVADMIN 393/11 - Defense Travel System (DTS) Administrator Permission Level Validation:  
<https://www.public.navy.mil/bupers-npc/reference/messages/Documents2/NAV2011/NAV11393.txt>
9. Department of Defense (DoD) Financial Management Regulation (FMR) Volume 5:  
[https://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_05.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf)
10. Defense Travel System Execution Policy Notices (EPNs):  
[https://my.navsup.navy.mil:443/webcenter/portal/ccpmd\\_dts/page/DTS+EPN%27s](https://my.navsup.navy.mil:443/webcenter/portal/ccpmd_dts/page/DTS+EPN%27s)
11. Navy DTS Training Class Schedule and Registration:  
[https://my.navsup.navy.mil/apps/ops\\$event.event\\_list?p\\_category\\_id=3](https://my.navsup.navy.mil/apps/ops$event.event_list?p_category_id=3)
12. Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4:  
<http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>
13. How to Cancel a Trip TriFold:  
[https://www.defensetravel.dod.mil/Docs/Training/Cancel\\_A\\_Trip\\_Tri-fold.pdf](https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf)
14. Guide to Managing Travel-Incurred Debt:  
[https://www.defensetravel.dod.mil/Docs/Guide\\_to\\_Managing\\_Travel\\_Incurred\\_Debt.pdf](https://www.defensetravel.dod.mil/Docs/Guide_to_Managing_Travel_Incurred_Debt.pdf)
15. How to Update Your DTS Profile:  
[http://www.defensetravel.dod.mil/Docs/GTCC\\_Profile\\_Update.pdf](http://www.defensetravel.dod.mil/Docs/GTCC_Profile_Update.pdf)
16. Updating your Government Travel Charge Card Information in a DTS travel authorization with Unticketed Reservations:  
[http://www.defensetravel.dod.mil/Docs/Updating\\_DTS\\_Auth\\_with\\_GTCC\\_Info.pdf](http://www.defensetravel.dod.mil/Docs/Updating_DTS_Auth_with_GTCC_Info.pdf)

17. DTS Guides 1-5 (formerly known as DTS Document Processing Manual):
  - Getting Started - [http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_1\\_Overview.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf)
  - Authorization - [http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_2\\_Authorization.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf)
  - Group Auth - [http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_5\\_Group\\_Authorization.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf)
  - Voucher - [http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_3\\_Voucher.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf)
  - Local Voucher - [http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_4\\_Local\\_Voucher.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf)
18. Secretary of Defense (SECDEF) Track Four Efficiency Initiatives Decisions:  
[http://www.defensetravel.dod.mil/Docs/OSD\\_02974-11.pdf](http://www.defensetravel.dod.mil/Docs/OSD_02974-11.pdf)
19. Naval Supply Systems Command (NAVSUP) Consolidated Card Program Management Division (CCPMD) Navy Defense Travel System (DTS) Program Management Office (PMO) website:  
[https://my.navsup.navy.mil/webcenter/portal/ccpmd\\_dts](https://my.navsup.navy.mil/webcenter/portal/ccpmd_dts)
20. Joint Travel Regulations (JTR) Chapters 1 – 6, Appendices A-B:  
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
21. Department of Defense Instruction (DoDI) 5154.31, Volume 3:  
[http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/515431\\_vol03.pdf](http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/515431_vol03.pdf)
22. NAVADMIN 315/08 - Mandatory Use of The Defense Travel System (DTS):  
<https://www.public.navy.mil/bupers-npc/reference/messages/Documents3/NAV2008/NAV08315.txt>
23. Training for Accountable Officials and Certifying Officers (TAOCO) Guide:  
[http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/COL\\_Guide.pdf](http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/COL_Guide.pdf)
24. Accessing Training for Accountable Officials and Certifying Officers (TAOCO):  
[http://www.defensetravel.dod.mil/Docs/Training/Accessing\\_Training\\_for\\_AOs\\_and\\_COs.pdf](http://www.defensetravel.dod.mil/Docs/Training/Accessing_Training_for_AOs_and_COs.pdf)
25. DTS Invitational Travel Procedures Guide:  
[http://www.defensetravel.dod.mil/Docs/Training/Invitational\\_Travel\\_Guide.pdf](http://www.defensetravel.dod.mil/Docs/Training/Invitational_Travel_Guide.pdf)
26. Under Secretary of Defense Mandatory Reduction of Centrally Billed Accounts May 3 2007:  
[http://www.defensetravel.dod.mil/Docs/Reduction\\_of\\_CBAs\\_050307.pdf](http://www.defensetravel.dod.mil/Docs/Reduction_of_CBAs_050307.pdf)
27. Department of Defense (DoD) Financial Management Regulation (FMR) Volume 9:  
[http://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_09.pdf](http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_09.pdf)
28. Transportation of People (ToP):  
[https://my.navsup.navy.mil:443/webcenter/portal/ccpmd\\_dts/page/ToP](https://my.navsup.navy.mil:443/webcenter/portal/ccpmd_dts/page/ToP)
29. DTS Centrally Billed Account Reconciliation Manual:  
[http://www.defensetravel.dod.mil/Docs/Training/CBA\\_Users\\_Manual.pdf](http://www.defensetravel.dod.mil/Docs/Training/CBA_Users_Manual.pdf)
30. Appointment/Termination Record - Authorized Signature. DD Form 577:  
<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0577.pdf>
31. On-Base Government Lodging Programs (DoD Lodging and Privatized) listing:  
[http://www.defensetravel.dod.mil/Docs/DoDLodging\\_List.pdf](http://www.defensetravel.dod.mil/Docs/DoDLodging_List.pdf)
32. NAVADMIN 156/17 - Compliance with Travel Requirements:  
<https://www.public.navy.mil/bupers-npc/reference/messages/Documents2/NAV2017/NAV17156.txt>
33. DTS AO Audit Key Supporting Documentation Production and Best Practices:  
[https://mynavsup.csd.disa.mil/webcenter/ShowProperty?nodeId=%2Fowc\\_content%2FUMECS\\_S2Y076219%2F%2FidcPrimaryFile&revision=latestreleased](https://mynavsup.csd.disa.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECS_S2Y076219%2F%2FidcPrimaryFile&revision=latestreleased)

34. Defense Transportation Regulation (DTR) (DoD 4500.9-R):  
<https://www.ustranscom.mil/dtr/index.cfm>
35. NAVSUPINST 4650.7 - Subj: Navy Policies for Operation and Management of The Government Travel Charge Card:  
[https://my.navsup.navy.mil/webcenter/content/conn/owc\\_content/path/Enterprise%20Libraries/ccpmd\\_tc/policies/NAVSUP%20INSTRUCTION%204650.7.pdf](https://my.navsup.navy.mil/webcenter/content/conn/owc_content/path/Enterprise%20Libraries/ccpmd_tc/policies/NAVSUP%20INSTRUCTION%204650.7.pdf)
36. Termination of DoD's Flat Rate Per Diem Policy – Frequently Asked Questions:  
[https://www.defensetravel.dod.mil/Docs/FAQs\\_Termination\\_Of\\_Flat\\_Rate.pdf](https://www.defensetravel.dod.mil/Docs/FAQs_Termination_Of_Flat_Rate.pdf)
37. Joint Travel Regulations – Computation Examples – Flat Rate Per Diem Transition:  
[https://www.defensetravel.dod.mil/site/jtr\\_calc\\_examples.cfm](https://www.defensetravel.dod.mil/site/jtr_calc_examples.cfm)
38. Guidance for Updating a DTS Authorization or Voucher When Flat Rate and Lodging Plus Are Computed:  
[https://www.defensetravel.dod.mil/Docs/Updating\\_Auth\\_Repeal\\_of\\_Flat\\_Rate.pdf](https://www.defensetravel.dod.mil/Docs/Updating_Auth_Repeal_of_Flat_Rate.pdf)
39. Defense Finance and Accounting Service - Income Tax Reimbursement Allowance:  
<https://www.dfas.mil/civilianemployees/travelpay/tdy/itra.html>
40. OPNAVINST 4650.15C – Subj: Navy Passenger Travel:  
<https://doni.documentservices.dla.mil/Directives/04000%20Logistical%20Support%20and%20Services/04-600%20Travel%20Transportation%20Service%20and%20Support/4650.15C.pdf>
41. Trip Cancellation Procedures in DTS Information Paper:  
[https://www.defensetravel.dod.mil/Docs/Cancellation\\_Procedures\\_Information\\_Paper.pdf](https://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf)
42. Integrated Lodging Program Pilot Government (DoD) Lodging Facilities:  
[https://www.defensetravel.dod.mil/Docs/DoDLodging\\_List.pdf](https://www.defensetravel.dod.mil/Docs/DoDLodging_List.pdf)
43. Integrated Lodging Program Pilot:  
<https://www.defensetravel.dod.mil/site/lodging.cfm>
44. Integrated Lodging Program Pilot “APPROVED” DoD Preferred Commercial Lodging:  
[https://www.defensetravel.dod.mil/Docs/ILP\\_PREFERRED\\_List.pdf](https://www.defensetravel.dod.mil/Docs/ILP_PREFERRED_List.pdf)
45. GSA SmartPay State Tax Information:  
<https://smartpay.gsa.gov/content/state-tax-information>
46. Understanding a Travel Debt:  
[https://www.defensetravel.dod.mil/Docs/Understanding\\_A\\_Travel\\_Debt.pdf](https://www.defensetravel.dod.mil/Docs/Understanding_A_Travel_Debt.pdf)
47. Department of Defense (DoD) Financial Management Regulation (FMR) Volume 16:  
[https://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_16.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_16.pdf)
48. Who May Use the Defense Travel System?:  
[https://www.defensetravel.dod.mil/Docs/Who\\_May\\_Use\\_DTS.pdf](https://www.defensetravel.dod.mil/Docs/Who_May_Use_DTS.pdf)
49. Travel Advances for Restricted Airfare:  
[https://www.defensetravel.dod.mil/Docs/Advance\\_for\\_Ticketed\\_Restricted\\_Fare.pdf](https://www.defensetravel.dod.mil/Docs/Advance_for_Ticketed_Restricted_Fare.pdf)
50. Department of Defense (DoD) Integrated Lodging Program Pilot (ILPP):  
<https://www.defensetravel.dod.mil/Docs/AP-ILPP-01.pdf>
51. DoN Consolidated Card Program Management Division (CCPMD) IBA Desk Guide:  
[https://my.navsup.navy.mil/webcenter/content/conn/owc\\_content/path/Enterprise%20Libraries/ccpmd\\_tc/desk\\_guides/IBA%20DESK%20GUIDE%20-%203%2013%2014.pdf](https://my.navsup.navy.mil/webcenter/content/conn/owc_content/path/Enterprise%20Libraries/ccpmd_tc/desk_guides/IBA%20DESK%20GUIDE%20-%203%2013%2014.pdf)

52. DoD Foreign Clearance Guide (FCG):  
<https://www.fcg.pentagon.mil>
53. DTS Financial Field Procedures Guide:  
<https://www.defensetravel.dod.mil/Docs/Training/Financial Field Procedures Guide.pdf>
54. DD Form 577 Template:  
[https://my.navsup.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/sd5c04e6f\\_2128\\_4a3c\\_8efa\\_da2e2cbf6508/Page5.jspx?wc.contextURL=%2Fspaces%2Fccpmd\\_dts&adf.ctrl-state=14fiyirovx\\_58&leftWidth=0%25&showFooter=false&showHeader=true&rightWidth=0%25&centerWidth=100%25&afrLoop=38805731055298870#!](https://my.navsup.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/sd5c04e6f_2128_4a3c_8efa_da2e2cbf6508/Page5.jspx?wc.contextURL=%2Fspaces%2Fccpmd_dts&adf.ctrl-state=14fiyirovx_58&leftWidth=0%25&showFooter=false&showHeader=true&rightWidth=0%25&centerWidth=100%25&afrLoop=38805731055298870#!)
55. NDEA Designation Template:  
[https://my.navsup.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/sd5c04e6f\\_2128\\_4a3c\\_8efa\\_da2e2cbf6508/Page5.jspx?wc.contextURL=%2Fspaces%2Fccpmd\\_dts&adf.ctrl-state=14fiyirovx\\_58&leftWidth=0%25&showFooter=false&showHeader=true&rightWidth=0%25&centerWidth=100%25&afrLoop=38805731055298870#!](https://my.navsup.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/sd5c04e6f_2128_4a3c_8efa_da2e2cbf6508/Page5.jspx?wc.contextURL=%2Fspaces%2Fccpmd_dts&adf.ctrl-state=14fiyirovx_58&leftWidth=0%25&showFooter=false&showHeader=true&rightWidth=0%25&centerWidth=100%25&afrLoop=38805731055298870#!)
56. Navy Rules for Obtaining and Using Read Only Access in DTS:  
[https://my.navsup.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/sd5c04e6f\\_2128\\_4a3c\\_8efa\\_da2e2cbf6508/Page8.jspx?wc.contextURL=%2Fspaces%2Fccpmd\\_dts&adf.ctrl-state=msfix6hsf\\_5&leftWidth=0%25&showFooter=false&showHeader=true&rightWidth=0%25&centerWidth=100%25&afrLoop=6841915949706310#!](https://my.navsup.navy.mil/webcenter/faces/oracle/webcenter/page/scopedMD/sd5c04e6f_2128_4a3c_8efa_da2e2cbf6508/Page8.jspx?wc.contextURL=%2Fspaces%2Fccpmd_dts&adf.ctrl-state=msfix6hsf_5&leftWidth=0%25&showFooter=false&showHeader=true&rightWidth=0%25&centerWidth=100%25&afrLoop=6841915949706310#!)
57. Memo for Not Uploading a 1351-2:  
[https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc\\_content%2FUMECS2Y188143%2F%2FidcPrimaryFile&revision=latestreleased](https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECS2Y188143%2F%2FidcPrimaryFile&revision=latestreleased)

## 14 APPENDIX A

### 14.1 Navy Semi-Annual DTS User/Profile Review

To qualify for review, a DTS user/profile must:

- Be assigned to any “DN” DTS organization
- Be listed on a Navy-wide DTS “Complete Traveler Information List” report (CTIR)
- Have system privileges (permission levels, accesses, and/or special feature indicator settings) to perform functions of one or more of the following DTS roles/responsibilities:
  - Travel preparer
  - NDEA
  - Non-approving RO (e.g., inserted to apply the “REVIEWED” stamp).
  - AO/CO (inserted to apply the “APPROVED” stamp).
  - Self-authorizing Officials (Individuals with the “Self-AO” capability assigned in their profile)
  - CBA-S
  - DMM
  - MAJCOM LDTA
  - ODTA
  - FDTA
  - DMM
  - Travel Support/Help Desk (has DTA privileges, but not DTA role)
  - Any other users (including contractors) that have any of the following:
    - Permission levels greater than “0,” or
    - Group access assigned, or
    - Enabled special feature indicators (other than “BI Advanced Reporting”).

### 14.2 Semi-Annual Reports

The first semi-annual report lists DTS users/profiles that indicate DTA (L/O/F/B), DMM, CBA-S, AO/CO and/or RO role capabilities, or Travel Support/Help Desk role capabilities in the system:

- **DTA & Travel Support/Help Desk:** Permission levels 1, 3 or 5, and organizational access at minimum assigned
- **DMM:** Permission level 6, organizational access, and group access at minimum assigned
- **CBA-S:** Permission level 4, organizational access, and group access at minimum assigned
- **AO/CO and/or RO:** Full name matched any name on a Navy routing list that can apply a digital stamp, have or “Approval Override” or “Self-AO” at minimum assigned

The second semi-annual report lists DTS users/profiles that indicate greater than traveler or general reporting role capabilities OTHER than those listed above in the first semi-annual report:

- **Travel Preparer/Clerk:** Only permission level 0 and group access assigned
- **NDEA:** Permission level 0, group access, and “Non-DTS Entry Agent (T-Entered)” capability assigned
- Any other DTS users/profiles with permission levels, accesses, and/or special feature indicators assigned not listed on the first semi-annual report.

**Note:** The first semi-annual report is distributed within the first 5 business days of the fiscal year. The second semi-annual report is distributed within the first 5 business days after April 30th.

## 14.2.1 Roles and Responsibilities

### **Navy DTS PMO:**

- Creates, maintains, and updates rules, format, and procedures for the semi-annual DTS user/profile review.
- Produces and distributes each MAJCOM’s/BSO’s semi-annual report in a spreadsheet file to all respective MAJCOM LDTAs with a prescribed due date.
- Makes available a Navy wide DTS “Routing List List” report for MAJCOM LDTAs to conduct reviews and performing corrective actions.
- Assists MAJCOM LDTAs as needed to complete the semi-annual reviews, including brokering assistance from other MAJCOM/BSO LDTAs.

### **MAJCOM LDТА(s):**

- Receives and applies a digital signature to the semi-annual report spreadsheet file distributed by Navy DTS PMO.
- Reviews, separates, and distributes DTS user/profile listings from the semi-annual report to responsible ODTAs to conduct review, and document results and any corrective actions.
- Provides necessary guidance and support to ODTAs.
- Collects, reviews, and retains all documented review results and corrective actions received back from ODTAs.
- Re-consolidates (as required) all DTS user/profile listings along with documented review results and corrective actions in a single list and applies a digital signature to the report spreadsheet file to certify completion of review.
- Sends a single, certified report spreadsheet file for the MAJCOM/BSO back to Navy DTS PMO by the prescribed due date.
- Contacts Navy DTS PMO with any questions, requests for assistance, or requests for review extensions.

### **ODТА(s):**

- Attains list of all applicable DTS users/profiles from the MAJCOM LDТА.

- Conducts review on each listed DTS users/profiles assigned to DTS organizations that the ODTA has day to day maintenance responsibilities for, and documents results and corrective actions for each.
- Sends DTS user/profile listing with documented review results and corrective actions back to the MAJCOM LDTA, with an applied digital signature to the spreadsheet file as certification of completion.

**Travel stakeholders and administrative personnel** (e.g., command/sub-command comptroller, human resources, appointing authorities, travel/financial management, supervisors, administrative support):

- Provide MAJCOM LDTA/ODTA support, documentation, information, and/or services as needed to perform and document reviews and corrective actions

**MAJCOM/BSO and Navy financial management/operational leadership:**

- Provides support as needed to ensure timely completion of review.

### 14.3 Step-by-Step Process of Semi-Annual Review

1. Semi-annually, Navy DTS PMO distributes to each MAJCOM LDTA, through emailed meeting invite, a semi-annual report spreadsheet file of DTS users/profiles assigned to DTS organizations corresponding to their MAJCOM/BSO requiring review and a due date for the review to be completed.

The semi-annual report spreadsheet file contains the following sheets:

- **“User List”**: This sheet lists DTS users/profiles and assigned permission levels, organizational access, group access, special features, and routing list insertion in the system requiring review, along with columns to capture review assessment and corrective actions (if required).
  - **“SoD Matrix”**: This sheet has the “Navy Rules for Permissions and Accesses to the Defense Travel System/SoD Matrix” ([Reference Link 6](#)) embedded.
1. Upon reception, the MAJCOM LDTA reviews, separates, and distributes the DTS user/profile records on the “User List” sheet to the applicable ODTAs who have the day-to-day maintenance responsibility.\*
    - The MAJCOM LDTA, on a secondary unedited copy of the semi-annual report, applies a digital signature to the spreadsheet file and retains in a command accessible location for auditability.
  2. Upon reception of applicable DTS user/profile records from the MAJCOM LDTA, the ODTA conducts a review of the DTS user/profile using information in the first sheet.\*
  3. As each listed DTS user/profile is reviewed, the ODTA enters results into columns in the first sheet as specified in the instructions.\*
  4. Columns that have red/highlight fills indicate corrective actions may need to be performed.
  5. ODTAs document any performed corrective actions, along with the date performed.\*
    - Corrective actions must be performed and completed prior to being documented.

6. Upon conclusion of documented review results and performed corrective actions, the ODTA applies a digital signature to the spreadsheet file, certifying review.
7. The ODTA communicates the certified review back to the MAJCOM LDTA by the scheduled due date communicated by the MAJCOM LDTA.\*
  - The ODTA retains a copy of the certified review in a command accessible location for auditability.\*
8. The MAJCOM LDTA monitors and reviews responses sent from ODTA(s) to validate completion. MAJCOM LDTAs are to contact MAJCOM/BSO leadership or Navy DTS PMO for insufficient ODTA responses.\*
9. The MAJCOM LDTA uses all completed, certified responses from ODTAs to update the full MAJCOM/BSO semi-annual report spreadsheet file received from Navy DTS PMO.\*
10. Upon completion of updating the full MAJCOM/BSO semi-annual report, the MAJCOM LDTA applies a digital signature to the spreadsheet file certifying completion of the review.
11. The MAJCOM LDTA sends the reviewed and certified MAJCOM/BSO semi-annual report spreadsheet file back to the Navy DTS PMO by the prescribed due date.\*
  - The MAJCOM/BSO retains a copy of the certified review in a command accessible location for auditability.\*

**\*Additional Notes Regarding Above Procedures:**

- For Steps 2-12, MAJCOM LDTAs are not required to separate and distribute DTS user/profile records to ODTAs. Alternative procedures can be used if all records on the MAJCOM/BSO semi-annual report have documented review and corrective actions.
- MAJCOM LDTAs/ODTAs may delegate steps/actions to support personnel. However, MAJCOM LDTAs/ODTAs CANNOT delegate application of digital signatures.
- For Steps 4-6, MAJCOMs/BSOs may adjust/add columns in the first sheet after the provided DTS user, profile, and routing list information to accommodate alternative review criteria if review results and corrective actions requested in the first sheet are incorporated.