

DTS EPN FY16 #5.3C– Requirement for Navy DTS Approving Officials (AOs) to Use a Voucher Approval Checklist

Note: MAJCOM LDTAs and BSO FIAR MANAGERS - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO ALL ODTAS, AOs, TRAVEL SUPERVISORS AND SUPPORT STAFF THROUGHOUT THE MAJCOM HIERARCHY AND ENSURE ONGOING AWARENESS AND COMPLIANCE BY FUTURE AOs.

PURPOSE: This DTS Execution Policy Notice (EPN) requires Navy DTS AOs to use a checklist when reviewing a DTS travel voucher for approval to verify claimed entitlements and expenses are compliant with applicable regulations, policies, and rules and have substantiating documentation supporting claimed amounts attached/uploaded into the DTS voucher.

BACKGROUND: A fiscal year (FY) 2015 Schedule of Budgetary Activity Audit Notice of Finding and Recommendation (NFR) for Transportation of People (TOP) was that travel vouchers are not properly approved. The auditors identified approved DTS vouchers with claimed expense amounts that did not match the actual expenses on attached receipts. The NFR stated: "Ineffective travel voucher approvals may result in misstatements to advances and delivered orders, and accordingly the Schedule of Budgetary Activity (SBA) and related disclosures, and these misstatements may not be identified and corrected timely."

In addition, the Defense Finance and Accounting Service (DFAS) Postpay Review & Analysis program, which audits sampled DTS vouchers to assess the improper travel payment rate, is finding: 1). approved and paid DTS vouchers with missing or invalid receipts for claimed and reimbursed lodging, rental car, and/or airline expenses, 2). amounts not matching or supported by uploaded documentation; and 3). vouchers submitted by Non-DTS Entry Agents (NDEAs) on behalf of travelers with missing, unsigned/undated or incomplete DD Form 1351-2s. The program reports findings related to the above are in Navy's top 5 improper DTS travel payment errors each review period. As a result, the Office of the Under Secretary of Defense (Comptroller) Office of the Deputy Chief Financial Officer has mandated Service/Agencies to develop corrective action plans to remediate improper travel payments.

NAVSUP (the Office of Primary Responsibility (OPR) for TOP-DTS NFRs and Navy DTS improper travel payments) is tasked to enact corrective actions, which are as follows, to ensure Navy DTS AOs verify claimed entitlements and expenses and their amounts are compliant and are substantiated by uploaded/attached documentation:

Action Required:

1. Navy DTS AOs are to use a standardized DTS voucher approval checklist when reviewing a DTS travel voucher for accuracy and completeness prior to approval. Navy DTS PMO does not require a completed checklist to be retained or uploaded into Substantiating Documents section of the DTS voucher. However, Commands can mandate checklists to be individually completed and retained/uploaded at their discretion.
2. Attached to this EPN is the latest version (1.3) of the Navy DTS PMO's standardized AO DTS voucher approval checklist. The checklist may be modified to include Command specific business rules/policies.
3. Quarterly, a random sampling of DTS vouchers approved by AOs from each MAJCOM/BSO will be reviewed by Navy DTS PMO for errors. Error findings will infer ineffective use of a DTS voucher approval checklist by the approving AO.

Contact Navy DTS PMO

DON Consolidated Card Program Management Division
https://my.navsup.navy.mil/webcenter/portal/ccpmd_dts

Help Desk Contact Information:

- Email: navsup_navy_dts_pmo@navy.mil

Navy DTS AO Checklist for Approving Vouchers

Version 1.3 Effective June 2019

TANUM:

Review Trip Voucher	
	Reviewed Trip Details (Trip Type, Trip Description, Dates, Conference/Event Name).
	Reviewed Comments to the Approving Official & Comments from the Travel Agent for noted refunds or exchanges.
	Reviewed Itinerary Locations and Dates (May need correction depending on other info/documentation in voucher).
	Reviewed lodging for each Location . (If Gov't DoD Lodging has No for Reserved, Non-Availability # is visible).
	Verified Non-Mileage expense listing does NOT contain duplicated expenses (see Note 1 on Additional Details page).
	Verified commercial air method of payment is correct (GOVCC-C for IBA or GOVCC-C for CBA).
Expenses Screen (see Note 2 on Additional Details page for definition of a valid receipts)	
	For lodging expenses (except for Flat Rate prior to 13-Aug-18), verified final itemized receipt is attached/uploaded and shows \$0 balance due or evidence of payment .
	For TMC/CTO procured commercial air expenses (including CBA purchases) , verified E-Ticket Receipt/Invoice is attached/uploaded and shows 'This is Your Official Receipt For Travel' at top.
	For rental car expenses , verified final itemized receipt is attached/uploaded and shows 1. Actual return date & time , 2. In and out mileage/mileage incurred and 3. final (not estimated) charges AND fuel service option (FSO)/pre-paid fuel expenses and any surcharges to earn reward points is NOT reimbursed.
	Verified each expense \$75 or more has receipt attached/uploaded (local policy may require receipts/documentation for expenses less than \$75).
	Verified lodging taxes claimed properly (see Note 3 on Additional Details page).
	Verified traveler is NOT claiming mission/personal expense(s) (see Note 4 on Additional Details page).
	Verified traveler is NOT claiming expense(s) on behalf of another traveler (i.e., claiming room expense for traveler who lost/forgot GTCC, claiming rental car fuel expense when not the authorized renter).
	If traveler used POV to/from TDY, verified Mileage expense lists Pvt Auto-TDY/TAD with proper From/To locations/zip codes and Constructed Travel Worksheet, if applicable, is uploaded (see Note 5 on Additional Details page).
	If traveler used POV in/around TDY, verified Mileage expense lists Pvt Auto-In/Around and aligns with any authorized/expected allowances for in/around use (if applicable).
	If Voucher is T-ENTERED for a traveler claiming official travel allowances, a traveler completed, signed, and dated 1351-2 w/submission date and recipient name is uploaded and info on Form matches/supports the voucher.
	Verified additional required documentation is uploaded (i.e., CTW, CNA, Currency Conversion Rate (GTC, Authorization for Premium Class Travel, Verbal Authorization/Oral Orders). (i.e., GTCC billing statements or account screenshots showing currency conversion rates).
Per Diem Screen	
	Verified overnight/across the International Date Line travel dates are correctly reflected (Overnight: In Transit , International Date Line: IDL-E/W). Reference <i>JTR para. 020314 for IDL Lost Day and per diem implications</i> .
	Verified each day/grouped similar days the correct Meal Rate, Duty Conditions, Other Entitlements, and Lodging Costs are entered/claimed.
	Verified lodging costs claimed for each day/grouped similar days are entered accurately (see Note 6 on Additional Details page).
	Verified applicable M&IE per diem allowances are adjusted accordingly for incurred leave or deductible meals.
	For Long Term TDY incurred prior to Aug 13, 2018: Verified lodging and M&IE have been reduced correctly if Flat Rate Per Diem applied. Reference http://www.defensetravel.dod.mil/site/perdiemCalc.cfm .
Accounting Screen	
	Verified assigned Lines of Accounting (LOAs) are correct and expenses are properly allocated.
	Reviewed Accounting Summary and verified Expense Summary and Disbursement Summary amounts are accurate.

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Financial Summary Screen	
	Reviewed details for Expense Summary and Disbursement Summary and verified information shown is correct.
	Reviewed Credit Summary . If Balance Due US is >\$10, traveler will be placed in Due US status. <i>Notified traveler of debt, including cause and amount and attained evidence that traveler has acknowledged debt.</i>
	Reviewed Entitlement Summary and ensured split disbursement pays expenses charged to GTCC (if applicable).
Other Considerations Prior to Completing Review (see Note 7 on Additional Details page).	
Other Auths and Pre-Audits Screen	
	Verified Other Authorizations and Comments are complete and correct per local policy. If MANUALLY ENTERED EXPENSE is triggered, ensured the expense is legal, proper, and correct and that a justification is provided.
	Reviewed Reason Codes and Justification to Approving Officials for all flagged items. <i>Verified justifications are clear and complete. Verified 'Auth'/'Authorized'/'OK'/periods (':') are NOT the sole entry. Ref. DTA Manual Appendix K</i> If an APPROVAL AFTER TRIP START DATE flag is triggered, ensured proper Reason Code is selected and Justification to Approving Officials and/or uploaded documentation showing verbal authorization (oral orders) from the AO or other justification is included/uploaded Oral order info. includes 1). the circumstances that prevented pre-trip approval, 2). the trip start date, 3) the date the trip was verbally approved, and 4). the name of the AO who provided the oral orders.
Sign and Submit Screen	
	Clicked 'Check document for errors...' link and corrected any errors flagged in the document
	Reviewed for the following stamps: T-ENTERED : If applied for a traveler claiming original/adjusted official travel allowances, a traveler completed, signed, & dated 1351-2 with submission date & recipient name is uploaded and information on 1351-2 matches/supports the voucher. RETURNED : If previously applied , reviewed Comments and validated any issues/errors were addressed or corrected. If applying stamp to return voucher, full review completed & all errors entered in Comments .

Comments

Wet/digital signature (if required by Command policy):

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Additional Details:

Preview Trip Screen

Note 1: The following expenses are not to be in both the Non-Mileage expense section AND other sections of the voucher, as this will cause a duplicate payment:

- Lodging room costs
- Rental car costs
- Commercial air/rail costs

Expenses Screen

Note 2: Attached/uploaded receipts are legible, itemized, & contain: (Ref. DoD FMR Vol. 9, Definitions):

- name of the vendor
- the date(s) good(s)/service(s) was/were provided/purchased,
- price
- any tax levied
- the total amount due
- evidence of payment (i.e. \$0 balance due, credit card swipe)

Receipts must match/support claimed costs. The following are not valid receipts: Charge card & credit card statements, airline and TMC/CTO itineraries (**TMC/CTO itinerary states 'This is Itinerary Only' at top**) & boarding passes, lodging reservation confirmations, and non-itemized online booking agent (e.g. Expedia) receipts are NOT valid receipts or receipt substitutes.

Note 3: US and non-foreign OCONUS lodging: Tax claimed in Non-Mileage expense. Foreign OCONUS lodging: Tax is part of the daily lodging cost claimed in Per Diem Entitlements.

Note 4: Ref. JTR 0204 for allowable Miscellaneous Reimbursable Expenses and ensure they are not listed elsewhere on the voucher.

Note 5: If POV mileage is > 800 miles (roundtrip) or > 400 miles for any travel segment, ensured completed CTW form is attached & correctly populated. If POV use is not advantageous, reimbursement is to be limited.

Per Diem Screen

Note 6:

1. Costs match/are supported by attached/uploaded receipt.
2. Costs are the daily room rate (CONUS & non-foreign OCONUS)/nightly room rate + taxes (Foreign OCONUS).
3. Costs are limited to available DoD Lodging (Gov't Qtrs.) or DoD Preferred Commercial Lodging nightly rate* unless Non-availability number (Gov't Qtrs.) or valid exception is provided for declined available required lodging.
4. Costs limited to maximum locality rate unless AEA is authorized.

Ref. JTR para. 020303-B & DoD Integrated Lodging Program (ILP) Guide*

Other Considerations Prior to Completing Review

Note 7:

Verified if voucher is for a cancelled trip with expenses incurred (documentation/wording in voucher indicates trip was cancelled).

- If a restricted airfare was ticketed for a cancelled flight, checked with traveler for any residual credited amount.
Recorded and tracking all credited amounts to ensure use against future official travel.

If a claimed expense is due to traveler negligence, no reimbursement was authorized (e.g., lodging no show charge incurred due to traveler not contacting the establishment timely).