



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

NOV 18 2020

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Defense Travel System Unsubmitted Travel Voucher Management

- References: (a) DoD FMR, Vol. 9, Chp. 8, Sec. 080601, April 2020
(b) DASN (FO) Unsubmitted Travel Voucher Report and Metrics Memorandum dtd 19 May 2020
(c) Defense Travel Management Office Guide for Managing Travel-Incurred Debt, Secs. 2.1.2 and 2.1.3
(d) DoD FMR, Vol. 16, Chp. 3, Sec. 030204 and 030303, June 2020

In compliance with reference (a), travelers must submit travel vouchers within five working days of return to, or arrival at, the Permanent Duty Station (PDS). For Reserve Component personnel, this includes returns to the PDS, primary residence, or Place from Which Called or Ordered to Active Duty from a period of Temporary Duty. If within 45 days after the scheduled trip end date a travel voucher has not been submitted within the Defense Travel System (DTS) or the travel authorization has not been stamped "CANCELLED" by an Authorizing Official/Certifying Officer (AO/CO), the Department of the Navy requires the following actions:

- Unless a traveler has submitted a manual DD Form 1351-2 (i.e. outside of DTS) that is awaiting processing, a Non-DTS Entry Agent (NDEA) must submit a zero-dollar reimbursable travel voucher in DTS on behalf of the traveler for approval by the AO/CO, regardless of whether expenses were incurred and/or a travel advance or scheduled partial payment(s) were paid. The NDEA must also upload a completed and signed "Memo in Lieu of a DD Form 1351-2" as a substantiating document with the "Travel Voucher (Form 1351-2)" label selected in the DTS voucher.
 - If an expense was paid using a centrally billed account (CBA), the NDEA, in submitting a voucher in accordance with this memorandum, is not to remove or adjust the expense to prevent the risk of financial rejection, prompt payment interest, and the inability to reconcile the CBA invoice, which can lead to account suspense, credit revocation, and closure.
 - The travel authorization is not to be stamped "CANCELLED," as this prevents future submission of a travel voucher in the system.
 - Reference (b) requires the Navy Defense Travel System Program Management Office (Navy DTS-PMO) to provide Budget Submitting Offices with a monthly report detailing their respective DTS unsubmitted travel vouchers (USVs). Lead Defense Travel Administrators (DTAs) and/or their Organizational DTAs are responsible for providing NDEAs with a listing of USVs requiring applicable action prior to the release of the next report.

- In compliance with reference (c), if an authorized travel advance or scheduled partial payment(s) exists, the NDEA must create and submit a DUE US voucher on behalf of the traveler, and route it to the AO/CO for approval. Once the Debt Management Monitor (DMM) has made contact with a traveler, the traveler must repay the debt; request a hearing to contest the validity or amount of the debt; request a waiver to cancel all or part of the debt; or submit an amended travel voucher. Reference (d) gives DMMs the authority to begin involuntary payroll deduction actions to recover the full amount of advances paid if the traveler does not take any of the above actions.

The submission of a voucher after 45 days does not affect reimbursement for valid expenses. If a traveler's submission of a voucher exceeds 45 days on more than two occasions within 12 months, management has the authority to suspend a traveler's future travel. Reinstatement of travel shall require the approval of a Senior Executive Service official or equivalent.

My points of contact for this matter are Carl Rice, FMO-4.2 Accountant, who may be reached at (202) 685-6424 or carl.rice@navy.mil, and Mark Sullivan, Naval Supply Systems Command, Navy DTS-PMO Program Manager, who may be reached at (717) 557-4804 or mark.j.sullivan3@navy.mil.

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Mobola A. Kadiri
 Deputy Assistant Secretary of the Navy
 (Financial Operations)

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