

# FY 2015 City Pair Contract Flights

<http://cpsearch.fas.gsa.gov/>

## Fare Finder

SEARCH

All fares are listed one-way and valid in either direction. Domestic fares include all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. Domestic fares do not include fees such as passenger facility charges, segment fees, and passenger security service fees. For FY10 and beyond, international fares are exclusive of taxes and fees, but inclusive of fuel surcharge fees.

**Disclaimer:** The fuel surcharge and baggage fees are an estimate and may change prior to the date of travel. These estimates are provided based on current data and are updated regularly, to provide travelers an estimate of total airline travel costs.

**Note:** Fuel surcharge fees may be different in a particular market depending on the origin and destination city.

[Enter Site](#)

Click "Enter Site"

S

Enter your Departure City Airport Code, then click "Search FY15"

**Origin: DCA Destination: Any City**  
 Click on the Fare link for Fuel Surcharge and Baggage Fees

Origin Airport	Destination Airport	Airline	Serv	Govt YCA Fare	Govt -CA Fare	Govt -CB Fare	Contract Effective Date	Contract Expiration Date
<a href="#">RONALD REAGAN NATIONAL AIRPORT</a>	ABERDEEN	Delta	<a href="#">C</a>	<a href="#">536.00</a>	<a href="#">410.00</a>	0.00	10/01/2014	09/30/2015
<a href="#">BALTIMORE/WASHINGTON INT'L AIRPORT</a>	ABILENE	American	<a href="#">C</a>	<a href="#">499.00</a>	<a href="#">249.00</a>	0.00	10/01/2014	09/30/2015
<a href="#">RONALD REAGAN NATIONAL AIRPORT</a>	ABILENE	American	<a href="#">C</a>	<a href="#">589.00</a>	<a href="#">294.00</a>	0.00	10/01/2014	09/30/2015
<a href="#">CHECK DCA, BWI OR IAD</a>	ABU DHABI	American	<a href="#">N</a>	<a href="#">1,039.00</a>	0.00	<a href="#">4,868.00</a>	10/01/2014	09/30/2015
<a href="#">CHECK DCA, BWI OR IAD</a>	ABUJA	United	<a href="#">C</a>	<a href="#">1,250.00</a>	<a href="#">950.00</a>	0.00	10/01/2014	09/30/2015
<a href="#">CHECK DCA, BWI OR IAD</a>	ACCRA	United	<a href="#">C</a>	<a href="#">999.00</a>	<a href="#">699.00</a>	0.00	10/01/2014	09/30/2015
<a href="#">CHECK DCA, BWI OR IAD</a>	ADDIS ABABA	United	<a href="#">C</a>	<a href="#">2,300.00</a>	<a href="#">1,800.00</a>	0.00	10/01/2014	09/30/2015
<a href="#">CHECK DCA, BWI OR IAD</a>	ADELAIDE, S. AUSTRALIA	American	<a href="#">C</a>	<a href="#">2,520.00</a>	0.00	0.00	10/01/2014	09/30/2015
<a href="#">RONALD REAGAN NATIONAL AIRPORT</a>	AKRON	American	<a href="#">N</a>	<a href="#">499.00</a>	<a href="#">197.00</a>	0.00	10/01/2014	09/30/2015

**C:** Connection  
**YCA:** Last seat availability

**N:** Non-stop  
**-CA:** Mandatory if available, not upgradable

## Reason Codes

This is a list of Pre-Audit reason codes that apply to NON-CONTRACT FARE.

### Pre-Audit Reason Codes For NON-CONTRACT FARE

Select	Reason Code & Description	Authority Source Reference
<input type="checkbox"/>	<p>C1 - Does not meet mission requirements</p> <p>Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.</p> <p>Space on scheduled flights (including a confirmed pet space (see note)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the cost of the trip. *Note: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.</p>	<p><a href="#">DTR, Appendix H</a></p> <p><a href="#">JTR, Chapter C2002A,</a> <a href="#">JFTR, Chapter U3145A-4a</a></p>
<input type="checkbox"/>	<p>C2 - Outside normal working hours</p> <p>The contractors flight schedule is inconsistent with explicit policies of individual Federal department and agencies where applicable to schedule travel during normal working hours.</p> <p>The contractors flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.</p>	<p><a href="#">DTR, Appendix H</a></p> <p><a href="#">JTR, Chapter C2002A,</a> <a href="#">JFTR, Chapter U3145A-4a</a></p>
<input type="checkbox"/>	C3 - Lower non-contract fare available to the general public	<p><a href="#">DTR, Appendix H</a></p> <p><a href="#">JTR, Chapter C2002A,</a> <a href="#">JFTR, Chapter U3145A-4a</a></p>
<input type="checkbox"/>	C4 - Seat not available on contract air carrier	<a href="#">DTR, Appendix H</a>
<input type="checkbox"/>	C5 - Used contract fare for portion of trip, but not entire trip.	<a href="#">DTR, Appendix H</a>
<input type="checkbox"/>	C6 - Lower Non-contract fare used on contract carrier	<a href="#">DTR, Appendix H</a>
<input type="checkbox"/>	<p>C7 - Traveler refused contract fare because:</p> <p>(a) Airport Specified (b) Carrier specified (c) Routing specified (d) Time specified (e) Personal reasons.</p>	<a href="#">DTR, Appendix H</a>
<input type="checkbox"/>	C8 - No cost ticket (e.g. Frequent Flyer).	<a href="#">DTR, Appendix H</a>
<input type="checkbox"/>	C9 - Foreign Military Service (FMS)	<a href="#">DTR, Appendix H</a>
<input type="checkbox"/>	<p>C10 - Rail service available and cost effective</p> <p>Rail service is available and that service is cost effective and consistent with mission requirements.</p>	<p><a href="#">DTR, Appendix H</a></p> <p><a href="#">JTR, Chapter C2002A,</a> <a href="#">JFTR, Chapter U3145A-4a</a></p>

18 August 2014

## Recent Changes to NPS Travel

- The POV mileage rate is \$0.56/mile (vice \$0.565) as of 1/1/2014.
- Travel authorizations must be submitted at least ten days before travel.
- Trip description must contain (1) detailed purpose of trip, (2) source and type of funding, and (3) detailed reason why trip is mission essential, which must be confirmed by the President of NPS.
- Attendance at a non-DoD conference must be approved by DoN (Asst. for Admin), and must be submitted to the Travel Office at least 45 days prior to the conference. If the total travel cost of all NPS travelers attending is more than \$100K, then it must be approved by the Secretary himself and therefore must be submitted at least 135 days prior to the conference.
- A Gift of Travel trip must be fully funded by the donor, and must be submitted at least six weeks prior to travel.
- Invitational travelers must use government rates and available contract city-pair flights for their travel; and, if a rental car is authorized, it must be a government-contract car.
- Justification must be on all authorizations in the Other Authorizations section for not using SVCTA/TC or other internet connections.
- NPS requires a constructed travel worksheet for travel to destination by POV (over 800 miles round trip) or rental car.
- If traveler has a rental car at destination, he/she cannot be reimbursed for using public transportation.
- It is not legal to reserve a rental car in DTS for days of leave or non-duty. Arrange leave days with the rental car company, and have them remove the \$5/day GARS fee from the contract.
- Deputy comptroller approval is required PRIOR to reimbursement on voucher for:
  - not start/ending TDY at permanent duty station
  - renting a car outside of DTS *even for missing last SFO-Monterey flight!!!*
- There are 42 city pair contracts vice 25 from FY-14. City pair costs still high.
- Baltimore/Wash., Dulles and Reagan are all city pair airports from MRY.
- JFTR/JTR states parking at airport many not exceed cost of getting to/from the airport in a taxi (this does not include a shuttle.)
- Travel (mileage less daily commuting distance plus tolls and parking) within the local area (Santa Clara, Santa Cruz, San Benito, and Monterey county down to King City) will be reimbursed with a local voucher. **Meals and lodging within this area cannot be reimbursed.**
- A detailed, itemized receipt from hotel is required showing room cost for each day. If not attached to voucher, traveler **will not be reimbursed.**
- Lost receipt forms are not authorized for on-line hotel bookings.
- Foreign Flag Carriers: travelers are required to follow the Fly America Act.

Waivers/exceptions must be documented in DTS per APP O (T 4060 para B.3)

- Failure to use available Contract City Pair Fares will require a valid justification when the contracted flights are not chosen - cost is NOT a valid reason.
- For changes, more than 36 hours from departure, changes must be made in DTS; less than 36 hours from departure traveler can change by called the SATO #.
- Changes may be made directly with the airline, as long as a new ticket is not required. Personally procured tickets are not permitted.
- For leave taken at a different location than TDY, all reservations must be made in DTS from permanent duty station (PDS) to official TDY site(s) and back to PDS. Once the tickets are approved and purchased, traveler can change the reservation on their own, but must use www.satovacations.com. Leave portion cannot be reserved at government rates, nor charged to the government credit card.

21 January 2014

## SATO Virtually There Procedure

The recently revised SATO **Virtually There** web site allows you to verify and print out a travel itinerary once DTS reservations have been made, and to print out an e-ticket receipt once the flights are ticketed.

Open the travel authorization in DTS. Click on **Authorizations/Orders** under **Official Travel**, or **Official Travel/Others** and enter the traveler's name.

**Authorizations / Orders**

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> [Create New Authorization/Order](#)

**Existing Authorizations/Orders**

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
DYWASHINGTOND061004_A01-02	06/10/04	AUTH 24 HOUR PASSED	ONWJ99	> <a href="#">view</a>	> <a href="#">print</a>		> <a href="#">amend</a>

Select the appropriate travel authorization from the list, then click >[view](#) or >[view/edit](#) as appropriate.

**Adjustments**

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by \*\*) may be further adjusted or routed. All other document versions are only "VIEW".

View/Edit	Print	Type	Level	Date	Time	Adjustor
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	39	06/07/04	7:03PM	CTO **

Click >[view](#) on the latest (top-most) entry in the **Adjustments** table. When the document opens, click on **Travel|Summary|Final Trip Itinerary**.

**Defense Travel System**  
A New Era of Government Travel

RETURN TO LIST

Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation **Summary**

**Trip Summary**

Payment Information **Final Trip Itinerary**

Email this Itinerary Print this Itinerary

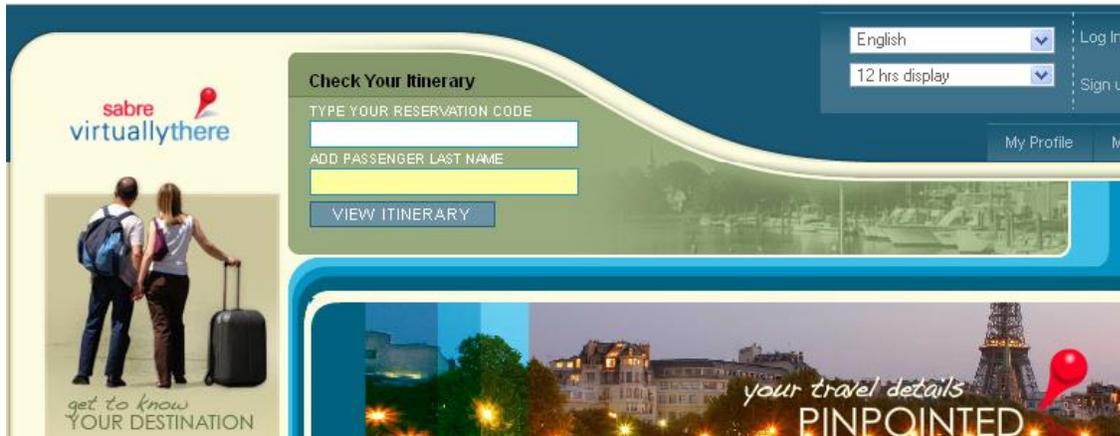
DTS Document Name: DWASHINGTOND051407\_A01  
DTS / CTO Confirmation: 0BHFCB  
(Please Reference this number when contacting the CTO.)

Travel / TDY Information:  
Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: CONFERENCE ATTENDANCE  
Trip Description:

Highlight the six-letter entry (circled above) in **Confirmation:** and then press **Ctrl/C** to copy it to the clipboard.

Click **Close Window** to close the travel authorization, then log out of DTS.

Open the **www.virtuallythere.com** web site in your web browser. This is the SATO site that gives you access to your reservation information.



The screenshot shows the Sabre VirtuallyThere website interface. On the left, there is a logo for 'sabre virtuallythere' and an image of a couple with a suitcase, with the text 'get to know YOUR DESTINATION'. The main content area is titled 'Check Your Itinerary' and contains two input fields: 'TYPE YOUR RESERVATION CODE' and 'ADD PASSENGER LAST NAME'. Below these fields is a 'VIEW ITINERARY' button. In the top right corner, there are dropdown menus for 'English' and '12 hrs display', along with 'Log In' and 'Sign up' links. At the bottom right, there are links for 'My Profile' and 'My Trips'. A banner at the bottom of the page features a night view of a city with the Eiffel Tower and the text 'your travel details PINPOINTED'.

Paste the **Confirmation** code that you copied from the travel authorization into the box labeled **TYPE YOUR RESERVATION CODE**. Type the traveler's last name in the box labeled **ADD PASSENGER LAST NAME**. Click the **VIEW ITINERARY** button.



The screenshot shows the Carlson Wagonlit Travel website interface. On the left, there is a logo for 'Carlson Wagonlit Travel' and an image of a couple with a suitcase. The main content area is titled 'Check Your Itinerary' and contains a 'Traveler Verification' input field with the text 'satotravel' entered. Below this field is a checked checkbox labeled 'REMEMBER ME' with the text 'Please enter your e-mail address or the password provided by your travel arranger'. A 'VIEW ITINERARY' button is located below the checkbox. In the top right corner, there are dropdown menus for 'English' and '12 hrs display', along with 'Log In' and 'Sign up Now' links. At the bottom right, there are links for 'My Profile', 'My Trips', and 'Help'.

If the above screen appears, then enter the traveler's email address in the **Traveler Verification** box, and then click **REMEMBER ME** so you will not have to enter the password in the future.

This opens the traveler's reservation screen, which shows airline reservations along with other useful information.

Carlson Wagonlit Travel

**SATO TRAVEL**  
 THANK YOU FOR BOOKING WITH SATO TRAVEL  
 Phone: +1-831-372-5232  
 MONTEREYCTO@SATOTRAVEL.COM

English | Log In  
 12 hrs display | Sign up Now

Home | View Itinerary | City Guides | Help | My Profile | My Trips

TRIP TO: BOSTON, MA | PREPARED FOR: | RESERVATION CODE: KQOGMO | TRAVEL DATES: May 09 - May 16

Overview | Air | Others

**Travel Arranger Priority Comments**  
 CHECK-IN AT THE OPERATING CARRIER TICKET COUNTER

Saturday May 9	<b>MRY</b> MONTEREY CA MRY, CA	<b>DEN</b> DENVER, CO
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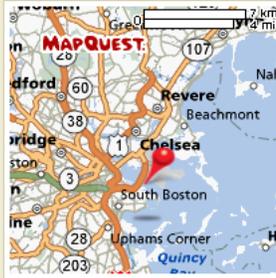
UNITED AIRLINES UA 6732 Operated by UNITED EXPRESS/SKYWEST AIRLINES	Departing At <b>06:00 am</b> Terminal Not Available	Arriving At <b>09:25 am</b> Terminal Not Available
---------------------------------------------------------------------------------	--------------------------------------------------------------	-------------------------------------------------------------

Passenger Name	Seats	Frequent Flyer Number
JON P LETOURNEAU	Check-In Required	
Airline Reservation Code	ZD5964	Duration 02hr(s) :25min(s)
Status	Confirmed	Class Economy
Aircraft	CRJ-700 CANADAIR REGIONAL JET	Gate <a href="#">Check for latest information</a>
Meals		Stops 0
Smoking	No	Mileage 0946

Please verify flight times prior to departure

**NEXT STEPS**

- Print Itinerary
- E-mail Itinerary
- Add to Calendar
- View eTicket Receipt
- View eInvoice
- Add to My Trips



This screen shows the **Overview** tab. There is more information about the airline reservations in the **Air** tab, and rental car and hotel reservation information is shown in the **Others** tab.

To print this screen, click **Print Itinerary** in the **NEXT STEPS** section above.

Tickets are normally purchased by SATO Monterey three working days before travel. Click on **View eTicket Receipt** in the **NEXT STEPS** section. Once the reservations are ticketed, this will open the receipt screen. If the tickets have not been purchased, the next screen will so inform you.

**Do not click “Print Itinerary” or “View eInvoice” and include those in your receipts. The attachment must be the “eTicket Receipt.” If you attach one of the others, the voucher approver will return the voucher for the correct document.**

## eTicket Receipt

Prepared For

ON P [O,SEA,DTS]

SABRE RESERVATION CODE	KQOGMO
TICKET ISSUE DATE	07May09
TICKET NUMBER	0167425929799
INVOICE NUMBER	0125682
ISSUING AIRLINE	UNITED AIRLINES
ISSUING AGENT	RBR1/ATH
ISSUING AGENT LOCATION	SEASIDE CA
IATA NUMBER	05552960
CUSTOMER NUMBER	591300

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09May	UNITED AIRLINES UA 6732 Operated by: /UNITED EXPRESS/SKYWEST AIRLINES	MONTEREY CA MRY, CA  Time 600A	DENVER, CO  Time 925A	Airline Reservation Code ZD5964 Class ECONOMY Seat Number CHECK-IN REQUIRED Booking Status CONFIRMED Fare Basis YCA Not Valid After 09MAY
09May	UNITED AIRLINES UA 584 EXPRESS/SKYWEST AIRLINES	DENVER, CO  1148A Terminal TERMINAL 3	BOSTON, MA  1235P	Airline Reservation Code ZD5964 Class ECONOMY Fare Basis YCA Not Valid After 09MAY

## Payment Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX 6499
Endorsement / Restrictions	NONE
Fare Calculation Line	MRY UA X/DEN Q55.81UA BOS619.53YCA UA X/SFO Q55.81 UA MRY619.53YCA USD1350.68END ZPMRYDENBOSSFO XT 10.00AY 18.00XFMRY4.5DEN4.5BOS4.5SFO4.5
Fare	USD 1350.68
Taxes/Fees /Charges	USD 101.32 US (US TRANSPORTATION TAX)
	USD 14.40 ZP (US SEGMENT TAX)
	USD 28.00 XT (COMBINED TAXES)
Total Fare	USD 1494.40

If a receipt appears, click on **Print this e-Ticket** to print the eTicket receipt. This is the receipt that should be uploaded to the **Substantiating Records** section of the travel voucher upon return from travel.

## DTS Online Training Resources

Open a browser and go to the DTS home page at <http://www.defensetravel.osd.mil>.

**Defense Travel System**  
A New Era of Government Travel

Search DTS  Go!

Web Accessibility | Privacy and Security Notice | Site Map

Home  
DTMO Website  
Training  
FAQs  
Travel Assistance Center (TAC)  
Document Library  
Contacts

### Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

**Click here to visit the DEFENSE TRAVEL MANAGEMENT OFFICE**  
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

#### Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

**LOGIN TO DTS**

#### System Status

**DTS**  
DTS is available

**EWTS**  
EWTS is available

#### Recent Updates

- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Travel Alert for Europe
- Now Available - Fall Edition of the Defense Travel Dispatch

#### Travel Assistance Center

Serving the DoD Travel Community  
24 hours a day, 7 days a week

[Click here for more information](#)

#### ICE

Provide Feedback Here!

#### TRAX TRAVEL EXPLORER

#### First Time Users

Click below to learn more about DTS and the tools required for use.

**LEARN MORE**

#### Training

Click below to learn how to use DTS and for additional training resources.

**TRAINING**

#### Notices

- Travel Alert for Europe
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Now Available - Fall Edition of the Defense Travel Dispatch
- DTS/EWTS Status Update - R11 Software Update Implementation
- Are you experiencing DTS login issues?
- FY2011 Per Diem Rates

Click on TraX (above.) All courses are offered through Travel Explorer (TraX). To access TraX, users must register. Click on this button to register for a new account.

### DTMO Passport Account Login

Login/E-Mail Address

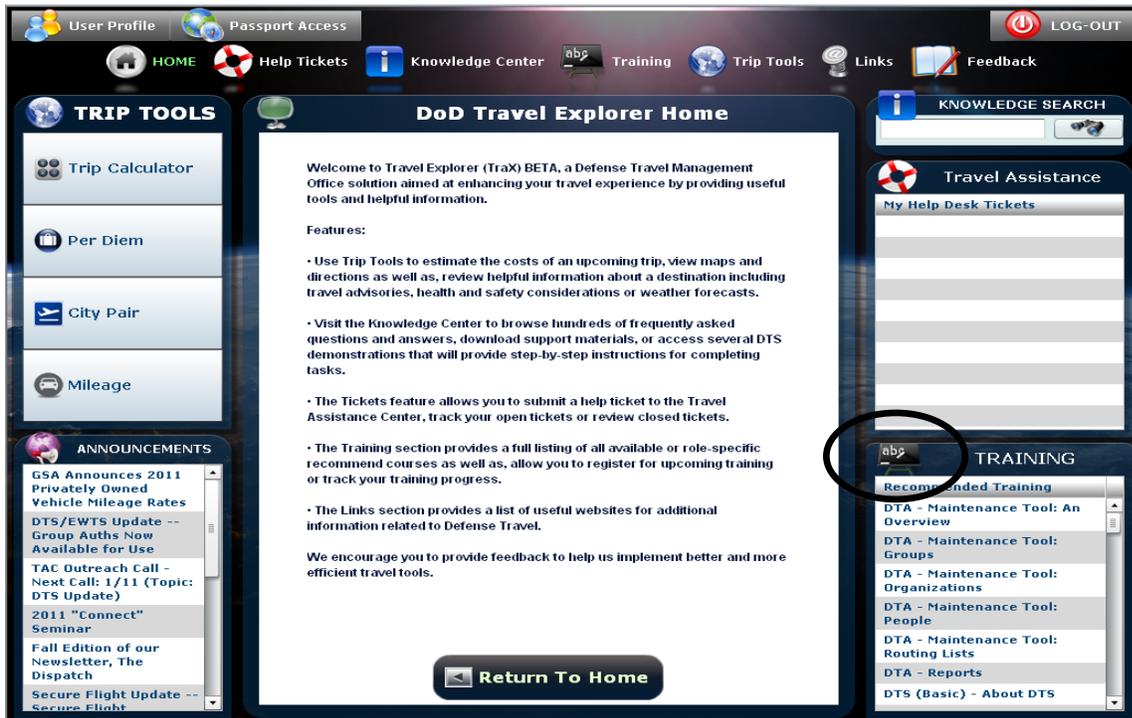
Password

**Password Login**

**CAC Login**

[Forgot Your Password?](#) [Login Help](#) [Register](#)

The TraX Home Page is shown here. Once inside the Passport, many travel assets are available. The courses and demonstrations are accessed as follows:



Click on the “abc” box in the lower right corner to open the Training Resources page. This will open the list of available courses. They are listed in order of (1) Web Based, which are available here by clicking on “Launch!” for each course, (2) Distance Learning, which are available according to the “Schedule” button to the left of each course, and (3) Demo, which are live demonstrations of procedures for creating, reviewing and approving DTS documents.

All DTS documentation is available in TraX by clicking on “Knowledge Center” at the top of the TraX Home page, then selecting “Manuals, Tri-Folds and Quick References” shown in the Summary section below.

## Travel Voucher Checklist

1. Have you reviewed the voucher against the authorization?
2. Were all of the expenses on the voucher on the authorization?
3. Was the mode of travel consistent with the authorization?
4. Are trip dates correct in itinerary?

a. If the travel dates changed from those on the authorization, have the dates of airline tickets, lodging and rental cars been adjusted accordingly?

5. Did you select the correct method of reimbursement (GOVCC travel card or personal) for each transaction?

(NOTE: The default (**and required**) Method of Payment is GOVCC for all transportation and lodging. You have to explicitly change it, and for some things, e.g. airline tickets, you can't. You also cannot change it for lodging and rental cars except through a complex process. The required Method of Payment for all travel expenses is GOVCC.)

6. Are all required receipts (lodging, and any other expense equal to or greater than \$75, including airline "eTicket Receipts") and other substantiating documentation electronically attached to the voucher by having been scanned or faxed? **The Itinerary from [www.virtuallythere.com](http://www.virtuallythere.com) is not acceptable as a receipt.**

7. Do the dollar amounts on the receipts match the amounts in the voucher?

a. If the receipts show charges in a foreign currency, did you convert the dollar amounts using the correct exchange rate?

(NOTE: The correct rate is that which was used to convert to dollars on the Visa receipt. If the Visa receipt is not available on the Non-Mileage Receipts page in DTS under "create an expense from a government charge card transaction," go to [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) and check the rate for the date of the charge.)

8. If you rented a car and pre-paid for gas, did you make sure not to claim reimbursement for other gas charges?
9. If laundry expenses are claimed for civilians, is the trip at least four days?
10. If laundry expenses are claimed for military, is the trip at least seven days, and is the amount limited to an average of \$2.00 per day?

11. If leave or non-duty days are noted in the per diem entitlements section of Other Authorizations, did you prorate the rental car cost to have you pay for the days you were not receiving per diem?

12. If leave or non-duty days are noted in the per diem entitlements section of Other Authorizations, have you eliminated the hotel room charges and hotel tax for those days from the lodging charges.

(NOTE: The prorated amount that you owe for the rental car, the lodging and lodging tax charges for leave days, meals charges to the GOVCC, and extra hotel charges, such as movies and minibar, should be included on the "Additional Options|Payment Totals" page under "Add'l GOVCC amt.:" so that CitiBank receives the correct amount.)

13. Have you included all GOVCC Expense charges in split payment to CitiBank? (These are available on the Expenses page.)

14. Are rental car insurance charges present for foreign country rental only?

15. Are hotel taxes included in the hotel room cost and not listed as a separate expense for OCONUS (foreign country) lodging?

16. Have you claimed any conference registration fees paid by check or personal credit card on a DD1164 rather than in the voucher?

17 Does the Payment Totals screen show a "Balance Due US?" If so, have you paid the amount due? (Amount to be paid to Travel Office.)

5 December 2013

### Travel Approval Requirements

As a result of the ALNAV dated 16 January 2013, VADM Route is charged with personally determining mission essential travel for NPS personnel; if travel is not determined to be mission essential, it cannot be executed. There is one critical element that must be satisfied for the travel to be approved, and that is that the President determines the trip to be mission essential.

To ensure there is enough time to process your request and to answer potential follow-on questions, please have all of your travel entered into DTS (or processed by the Travel Office in the case of ITAs or Fund Cites) **not later than ten working days prior to the scheduled departure date.**

To better aid in the decision process, all **trip descriptions** entered into DTS must include the following information:

1. A clear and concise description of the trip and its purpose;
2. The source of funding (e.g., reimbursable funds from X, direct funds department X, etc./if traveling on an interim account, the status of the funding must be verified through the NPS Comptroller);
3. A statement outlining the essential nature of the trip and the consequence(s) associated with trip cancellation or deferral in terms of the overall mission of NPS.

Once a determination has been made, the Travel Office will notify the individual traveler with VADM Route's determination or request additional information concerning aspects of the trips.

If the trip is deemed non-mission essential, the traveler may, through his or her chain of command, present additional information to the Chief of Staff as to why the trip is mission essential.

Thank you in advance for your help and patience as we look to streamline the approval process. Questions concerning the process can be sent to the Travel Officer, Marc Pritchard at [mapritch@nps.edu](mailto:mapritch@nps.edu) or feel free to call at (831) 656-3600.



## PART A: GENERAL

### C2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

*\*NOTE: While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., laundry/dry cleaning and taxi expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.*

\*A. General. A traveler must exercise the same care and regard for incurring GOV'T paid expenses as would a prudent person traveling at personal expense. [CBCA 2852-TRAV, 28 August 2012](#).

\*B. Circumstances. The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of GOV'T funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

\*1. Use of the least expensive transportation mode to and from the transportation terminal;

\*2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self parking is available);

\*3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;

\*4. Use of the least expensive authorized/approved Special Conveyance/Rental Vehicle (both in terms of using the 'standard' compact size and the least expensive vendor); and

\*5. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash'CA airfare in lieu of a YCA airfare).

\*C. Receipts. IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

1. Individual expenses of \$75 or more, and

2. All lodging costs.

*\*D. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.*