



NAVAL
POSTGRADUATE
SCHOOL

DTS

Organizational Defense

Travel Administrator

Course

19 May 2014



- Introduction
- NPS Travel web site
- Government Travel Credit Card (GTCC)
- Voucher Topics
- Travel SOP's
- TraX Passport
- ODTA Certification



- This course covers
 - Up-to-date features of and problems with DTS
 - Self-registration in DTS
 - Recurring problems found in NPS travel documents
 - The latest dope on keeping yourself updated
 - NPS Standard Operating Procedures
 - Non-DoD Conference Attendance
 - Gift of Travel
 - Invitational Travel
 - International Travel
 - Fund Cites



www.nps.edu/Travel

Calendar | Directory SEARCH go

NAVAL POSTGRADUATE SCHOOL

NPS TRAVEL ONLINE

DTS Rules and SOPs Forms Training Travel Card Student Travel FAQs Additional Links

NPS Travel

Services > Travel

This web site is intended to enhance our mission and vision in providing support and services to the staff, students, and other customers of the Naval Postgraduate School. We provide a number of resources here to help you make travel plans, check travel regulations, view current rates, resolve problems, and suggest improvements to our service.

Defense Travel System (DTS) Home Page

- **Access to DTS (2 Aug 2011)**
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.

Announcements / News

- **Approval of Travel Authorizations (27 March 2014)**
 - All NPS travel requires the prior approval of the President of NPS and your AO. You must have BOTH approvals in place before you depart.
 - The DTS system will automatically notify you via email when your AO has approved your travel request.
 - When the President of NPS approves your travel, you will receive a confirmation email from the Travel Officer (on the date of approval). This email will be your sole confirmation. You may wish to scan this notification into your travel authorization as attestation of approval.
 - Do not travel without both approvals in advance. If you have not received your email notice of the NPS President's approval by the day before departure, and by Thursday for Saturday through Monday planned departures, contact the Travel Officer or Chief of Staff to determine the status of your approval.
- **New POV Mileage Rate (31 January 2014)**
The POV mileage rate, effective 1 January 2014, is \$0.56/mile vice \$0.565.
- **Post-shutdown Travel Guidance (17 October 2013)**

NPS Travel Points of Contact

- **The Travel Office is open from 0700 to 1600 Monday through Friday, except it will be closed from 1330 to 1430 on Wednesday for a meeting.**
COMM 831-656-2041
DSN is 756-2041
Fax 831-656-7632 or DSN 756-7632.
E-mail travel@nps.edu
- **Our official address is:**
Naval Postgraduate School
Travel Office
1 University Circle, Building 220
Herrmann Hall - Room 038
Monterey, California 93943
- **Travel Officer**
COMM 831-656-3600
E-mail NPSTravelOfficer@nps.edu
- **NPS Travel Office Passport Agent**
Travel Office
Tue-Thur: COMM 831-656-2247, Mon & Fri: 831-324-3769
Available by appointment 0730-1600 Tuesday - Thursday
- **DTS Contact Numbers for Help Desks of other commands - [Link](#)**
- **SATO:**
NPS Rldn 300



Self-Registration

The screenshot shows the DTS website homepage. At the top, the address bar displays `http://www.defensetravel.com/dts/site/index.jsp`. The main header features the "Defense Travel System" logo and the tagline "A New Era of Government Travel". A blue callout box labeled "DTS Website" points to the header area. Below the header is a navigation menu with links for Home, DTS Travel Center, ABOUT DTS, News & Events, Training, System Status, Help Desk, Documents & Downloads, and Contacts. The main content area is titled "Welcome to DTS!!" and includes a map of the United States with the text "Phase 1 & IT Sites Online". A blue callout box labeled "Login button to begin self registration" points to a green "LOGIN TO DTS" button. To the right, there is a "System Status" section showing "DTS" with a green indicator. Below that is a "Recent Updates" section with a list of news items. A red callout box at the bottom left contains instructions: "Before pressing LOGIN TO DTS insert your CAC in the reader. WAIT until the light on the reader stops blinking or blinks faster than when first inserted." Other visible elements include a "TRAINING" button and a "Maintenance" link.



- GSOIS—Grad School of Org and Info Sci
- Org 06 at NPS
- Org **DN2262271** 06 in DTS
 - D DoD
 - N Navy
 - 22 Chief of Naval Personnel
 - 62271 NPS Unit Identification Code
 - 06 GSOIS



NPS (DTS) Organizations

- 00 President
- 01 Provost
- 013 Library
- 02 Dean of Students
 - Students
- 06 GSOIS
- 07 GSEAS
- 08 GSBPP
- 20 Financial Mgm't.
- 30 Info Technology
- 40 Research
- 50 Academic Affairs
- 90 SIGS
- ITO Invitational
Travel Orders--CBA
- TRAC



- Reservation changes
 - Travel date changes must be approved by AO
 - More than 36 hours in future:
 - Use DTS, or have traveler call ODTA
 - Call airline if no airport changes
 - Within 36 hours:
 - Monterey (during NPS working hours) 855 744-4657
 - National (outside NPS working hours) 800 359-9999 Call or email AO to get changes approved
- When traveler returns to permanent duty station (PDS,) trip is automatically over
 - To continue traveling immediately, create new TA



- Submit within five working days of return
 - Travel Office will notify travelers who are late
- An ODTA can create, but **traveler** must sign
- Voucher is paid by DFAS Indianapolis within three working days after approval to
 - Citi for split disbursed charges
 - Traveler's bank account for other reimbursements



Non-Mileage Expenses

- Laundry reimbursable in CONUS (48 states) only
 - Civilian must be gone at least 4 nights
 - Military must be gone at least 7 nights, allowed avg. \$2/day
- Hotel tax reimbursable in U.S. only
 - Foreign country room tax included in lodging rate
- If traveler got ATM advance, claim service fee
- Airport parking may not exceed taxi fare to and from airport (**Shuttle fare cannot be used!**)
- Civilians may not claim tips for personal baggage
 - Tips for gov't. equipment ok
- Allowed expenses in JTR/JFTR Appendix G



New JTR Rule as of 12/1/12

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.*



New JTR Rule cont'd.

- *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).



Prior AO Approval Required

- Rental Car
 - GPS, FastTrack transponders
 - (necessary for official business)
- Services of Others
 - Drivers, Guides, Packers, etc.
- Clerical Assistance
- Property Storage
- Office Rental
- Internet Connection
- Official Phone Calls
 - Safe arrival, medical, schedule change
- Excess Baggage
 - Checked bag charge ok
- Personally procured air tickets
- Prepaid phone/cell contracts
- Dual Lodging Costs
- Nonrefundable Room Deposits
- Lodging Fees
 - Late Checkout
 - Early Arrival
- GTCC Late Payment Fees
- GTCC Expedited Delivery

- **All** GTCC charges **must** be paid by DFAS to Citi
 - Called “Split Disbursing” (more later)
- GTCC charges with MOR of GOVCC (airfare, car, hotel, non-mileage expenses) are automatically split disbursed

[→ create an expense item from a government charge card transaction](#)

Leave: 20-Apr-09 Return: 26-Apr-09

Edit Expense

*Expense Type: Gasoline-Rental/Govt. Car

- Open an Expense, click

[Create an expense from a government charge card transaction](#)

- Check CITI charges

- Accuracy
- Are all charges included in TV?
- Click [Add>](#) for missing expenses
- Use Citi amt for foreign currency conversion

CITI			
Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$ 197.35	Add >
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$ 24.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$ 26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	Add >
<input checked="" type="checkbox"/> Greyhound Busline (4131)	12/20/2006	\$ 99.31	Add >
<input type="checkbox"/> Wal-Mart (1234)	12/19/2006	\$ 1,226.60	
<input type="checkbox"/> Cheers Pub (1234)	12/18/2006	\$ 35.00	



- Apply only to driving own privately owned automobile
- Driving to airport: “Private Auto-Terminal”
 - **Airport parking limited to taxi fare to and from airport**
 - Family member round-trip drop-off ok
- Driving to TAD site: “Private Auto-TAD/TDY”
 - Submit Constructed Travel Worksheet
 - Use Defense Table of Distance (DTOD) for mileage
 - Use odometer for in-and-around at TAD site
 - AO approval required for reimbursement



Per Diem Entitlements

- Enter **Ldg Cost** from hotel receipt for **each day**

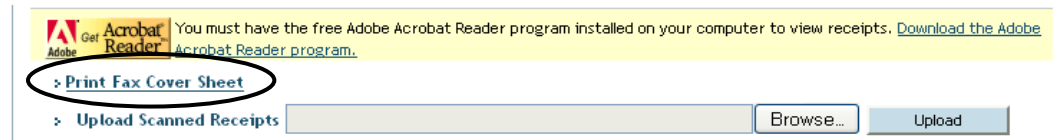
Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/20/09	WASHINGTON,DC	> Edit	> Reset	209.00	209.00 GOVCC- Individual	48.00 Personal	209 / 64	NONE				

- If cost is more than allowed Per Diem Rate, [>Edit](#) and select Actual Lodging (AO approval required)
 - Detailed justification required in Pre-Audit
- Foreign country Ldg Cost includes hotel room tax
- Edit days for Annual Leave, Non-Duty Days
 - These **zero out** Lodging and M&IE
 - Annual leave must be approved with separate leave request
- Meals Provided (conference only)
 - One or two meals: Proportional Meal Rate (~ 60%)
 - Three meals provided: IE only (\$5.00/day)



Substantiating Records

- Click [Print Fax Cover Sheet](#)



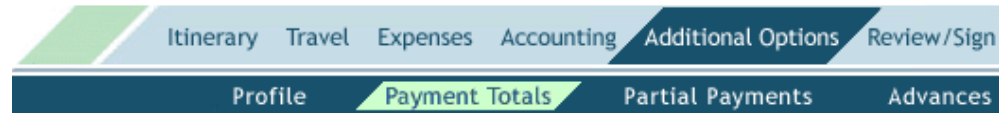
- Fax to phone number on cover sheet
- Include ALL lodging receipts
- Include others of \$75.00 or more, (including airline **eTicket Receipts** from www.virtuallythere.com)
 - SATO Itinerary is not acceptable!
- Receipts may also be scanned and uploaded
- Make sure all receipts are **legible**
- Blank out all Privacy Act Data (SSN, GTCC #, etc.)
 - Whether faxed or scanned/uploaded



- If airline ticket has been refunded
 - Go to virtuallythere.com
 - Enter last name and Confirmation code
 - Click on **Invoices**
 - Print **Electronic Invoice** which shows credit refund (w/ minus sign)
 - Include this document with eTicket Receipts

The 'Payment Totals' Screen

- Previously listed items are automatically split-disbursed



- All other GTCC charges not specifically designated must be entered under the Additional Options section on the Payment Totals screen of the voucher
 - Add'l GOVCC ATM: ATM advances
 - Add'l GOVCC Amt: All others
 - Hotel room and hotel tax when on leave (or Non-Duty Days)
 - Other personal hotel charges on bill (movies, meals, etc.)
 - Meals purchased in restaurants with GTCC
- Vouchers not split disbursed properly will be returned to traveler



Payment Totals Screen

Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Profile **Payment Totals** Partial Payments Advances

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$527.08	\$1,890.53	\$2,417.61
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$527.08	\$1,890.53	\$2,417.61
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$527.08	\$1,890.53	\$2,417.61

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$527.08	\$1,890.53	\$2,417.61
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$527.08	\$1,890.53	\$2,417.61
Add GOVCC ATM:	\$-100.00	<input type="text" value="100.00"/>	
Add'l GOVCC Amt:	\$-185.59	<input type="text" value="185.59"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$241.49	\$2,176.12	\$2,417.61

Enter amounts, then click Calculate

To traveler's bank account

To Citi



Other Authorizations/Pre-Audit

- Enter any additional justifications
 - Detailed reason; don't say "auth" or "mission essential"
- Explain any Add'l GOVCC Amt:, Add'l GOVCC ATM:

<p>2.</p> <p>Reason Flagged</p> <p>→ Add GOVCC-Individual Amount</p>	<p>Item Description</p> <p>→ Add GOVCC-Individual Amount</p>	<p>* Justification to Approving Official <Help></p> <p>\$39.55 prorated part of rental car \$56.34 restaurant meals GTCC \$27.61 hotel room service charges</p>
<p>3.</p> <p>Reason Flagged</p> <p>→ Add GOVCC-Individual ATM</p>	<p>Item Description</p> <p>→ Add GOVCC-Individual ATM</p>	<p>* Justification to Approving Official <Help></p> <p>\$100.00 ATM advance</p>

- Traveler **MUST** sign voucher with his/her own CAC
- If traveler does not have a CAC, it must be signed in the Travel Office by a Non-DTS Entry Agent (email Travel@nps.edu).
 - This requires a complete DD-1351-2 signed by traveler
- All vouchers are approved in the Travel Office
- Vouchers are paid by DFAS in 3 days



- CBA used to pay for airline tickets for travelers who do not have a GTCC
 - Invitational Travelers (ITAs)
 - Travelers with bad credit
 - Foreign nationals



- To reimburse travel expenses for local travel
- No M&IE, no overnight lodging
- From and To mileage expenses only
 - Less daily commuting distance
 - No in-and-around mileage
 - Tolls and parking
- No travel authorization required
- Approved in Travel Office
- Local area definition



Standard Operating Procedures

Become familiar with
these SOP's

CTO Business Rules SOP	Required procedures to be followed for all travel reservations at NPS and interactions with SATO.
Fund Cite SOP FY14 Fund Cite Form	Fund cites are issued by a command when paying for the travel of a DoD traveler from another command. The fund cites can be incoming to a command or outgoing from a command.
Honoraria SOP	A procedure for the authorization of payment of a fee for service rendered by a lecturer/panelist. Honoraria are intended for one-time events only.
Gift of Travel SOP	A gift of travel occurs when a command accepts payment(s) from a non-federal source for travel, subsistence or related expenses for a command employee for any function related to official duties . All Gifts of Travel <\$12k must be approved by the Director, Navy Staff.
International SOP Int'l Travel Program	International travel means the traveler's destination is outside the continental United States (OCONUS.) Int'l Travel Program is a PowerPoint overview of intl travel requirements.
Hard Copy Orders (DD1610)	This procedure is to be used to create hard copy orders when DTS is disabled or CBA is unavailable.
Local Travel SOP	This procedure is used when local travel is less than 12 hours, and involves no overnight stay.
Visit Request SOP	This SOP describes the process of arranging for permission for NPS personnel to visit other commands, which is essentially security clearance verification.
ITA SOP	Invitational travel authorizations are issued when a person who is not a federal government employee travels at the expense of NPS.
Int'l. Military Student Travel SOP Travel Request Worksheet NAVPTO Bangor 4650/2 NPS FORM 1610REV EFT Information Sheet DD Form 1351-2	This procedure is used to create and process hard copy orders for NPS International Military Students (IMS). The five fillable forms required are linked here.
SF182 SOP	This procedure is used for submitting the required SF 182 form when using Government Purchase Card to pay for conference or training fees.



Non-DoD Conference Attendance

- Approval required by dept. chair, dean, NPS president, then DoN AA.
 - If NPS total cost >\$100k, 135 day lead time
 - <\$100k, 45 day lead time
- “Each participant must have an active role as a (1) presenter (2) panel/review member (3) chair/facilitator for an appropriate discussion or (4) member receiving some form of continuing education credits that cannot be obtained via any other more cost effective means.” SECNAV requirement
- Actual lodging and rental car not allowed
- <https://wiki.nps.edu/display/NCT/Non-DoD+Conferences>
- DNS Threshold: \$3000/person, \$600/day



- Used when **non-US government** activity funds travel
- Request for non-DoD conference approval required at same time as Gift of Travel submittal (IF travel is to a conference)
- Submit request six weeks in advance of travel
 - Traveler must have interview with Ethics Counselor
 - Must have letter on letterhead from gift donor
 - Traveler's dean, then NPS President, approval required if <\$12k
 - DNS approval also required if >\$12k
- Donor must fund entire trip
 - Traveler creates Routine TA to cover absence
- Method of payment
 - In kind (activity pays charges directly)
 - By check (**made payable to U.S. Treasury only**)
 - *Traveler uses Local Voucher to receive funds from check



- ALL ITA processing is done in the Travel Office.
- Travel must be mission essential
- SOP and forms on NPS Travel web site
- Travelers must use DTS/SATO to buy gov't rate tickets.
No excursion fares allowed
 - No foreign airlines if US airline available
- If trip cancelled after ticketing by SATO, authorization **MUST** be cancelled in DTS
- **Contractors are not allowed to travel on ITAs**
- **ITA traveler is not allowed to "attend" a conference**
 - Conference participation as a presenter is allowed
- **ITA Travel to a foreign country requires a country clearance**



International Travel SOP

- NAVPGSCOLINST 4650.1
 - Anti-Terrorist Training
- Official passport required
 - Requires long lead time (6-8 weeks)
 - Monique Resquir, NPS Passport Agent, Travel Office
 - 2247 or cell 324-3769
 - Tourist passport recommended for travel
- Country clearance
 - Contact Travel Office
 - 45 day lead time
- Military require NATO orders to travel to NATO country
- Most countries require completion of on-line SERE training
- <http://www.nps.edu/Services/Travel/Documents/NPSInternationalTravelProgram.pdf>
- Strict requirements for mission critical determination by President
-

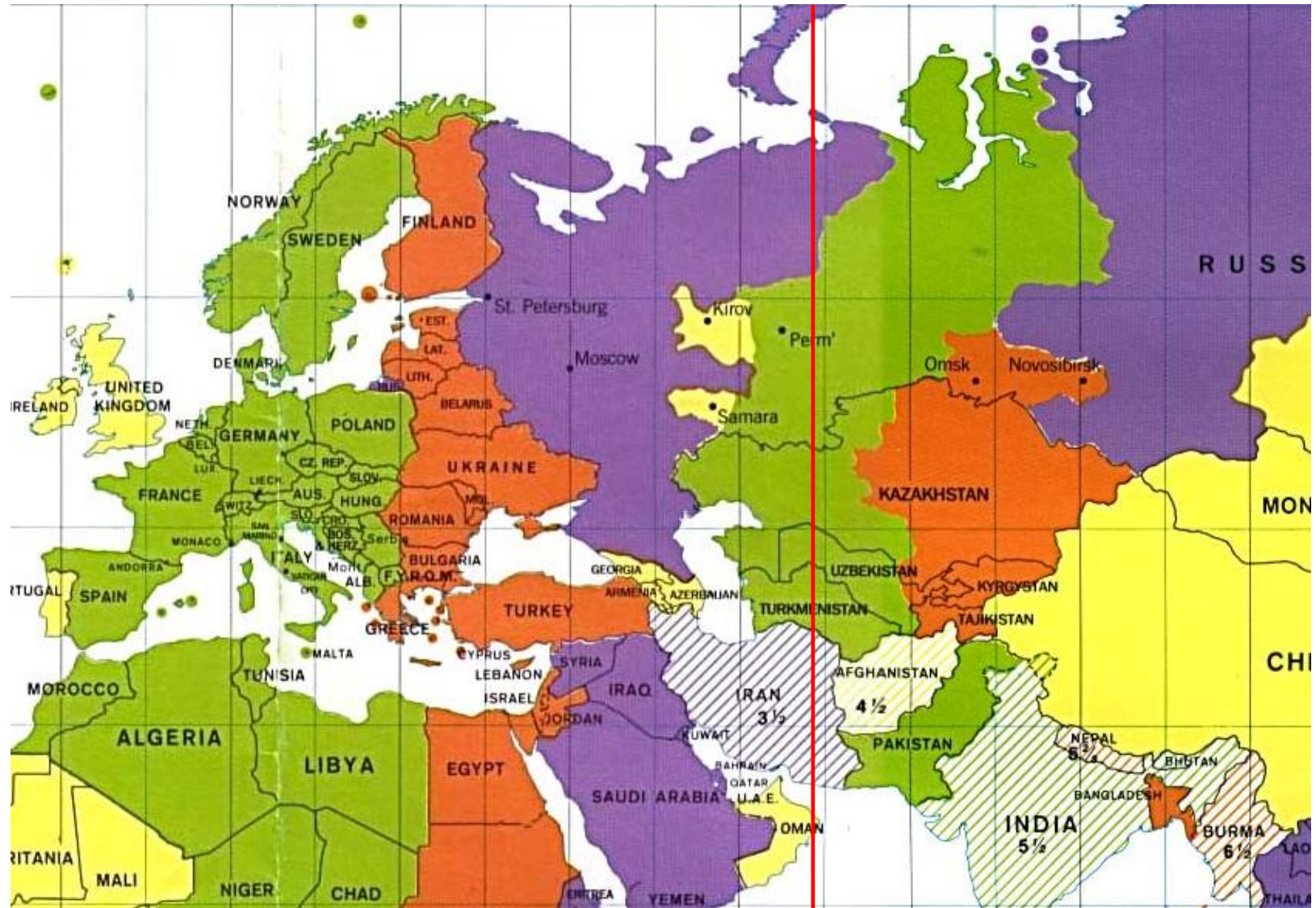


International Travel (cont'd.)

- US dollar amount must be shown on receipts for all expenses paid in foreign currency
 - Preferred method: use amount on Citi GTCC receipt in DTS
 - Alternate method: use www.oanda.com to convert
 - Enter date of transaction for correct exchange rate
- Make sure foreign currency receipts are annotated to show the cost of each item in U.S. dollars
- DTS automatically compensates for crossing the International Date Line
 - Verify that calculations are correct
 - Flying East to India and –stans will be wrong (>180 degrees)
 - See IDL in “Help for this Screen”



180 Degrees from Monterey





Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
01/20/14	IN TRANSIT	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$59.25 Personal	231 / 79	NONE				
01/21/14	KARACHI,PAK IDL W	Edit	Reset	\$231.00	\$231.00 GOVCC-Individual	\$0.00 Personal	231 / 79	NONE				
01/22/14	KARACHI,PAK	Edit	Reset	\$231.00	\$231.00 GOVCC-Individual	\$79.00 Personal	231 / 79	NONE				
01/23/14	KARACHI,PAK	Edit	Reset	\$231.00	\$231.00 GOVCC-Individual	\$79.00 Personal	231 / 79	NONE				
01/24/14	KARACHI,PAK	Edit	Reset	\$231.00	\$231.00 GOVCC-Individual	\$79.00 Personal	231 / 79	NONE				
01/25/14	KARACHI,PAK	Edit	Reset	\$231.00	\$231.00 GOVCC-Individual	\$79.00 Personal	231 / 79	NONE				
01/26/14	KARACHI,PAK	Edit	Reset	\$231.00	\$231.00 GOVCC-Individual	\$79.00 Personal	231 / 79	NONE				
01/27/14	KARACHI,PAK-IDL E-IDL E	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$138.25 Personal	231 / 79	NONE				

No M&IE

1.75 day's M&IE



International Notice

You have selected a travel location outside the United States of America.

Consult Section III (Personal Entry Requirements for Official Travel) of the [Foreign Clearance Guide](#) for country and theatre-specific travel requirements. Failure to comply with FCG requirements may violate DoD travel policy as per the DoD Foreign Clearance Program [DoD Foreign Clearance Program](#).

OK



Modified M&IE Entries

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
01/13/14	IN TRANSIT	> Edit	> Reset	\$0.00	\$0.00 GOVCC- Individual	\$62.25 Personal	242 / 83	NONE				
01/14/14	DUSHANBE,TJK-IDL W	> Edit	> Reset	\$242.00	\$242.00 GOVCC- Individual	\$0.00 Personal	242 / 83	NONE				
01/15/14	DUSHANBE,TJK	> Edit	> Reset	\$242.00	\$242.00 GOVCC- Individual	\$83.00 Personal	242 / 83	NONE				
01/16/14	DUSHANBE,TJK	> Edit	> Reset	\$242.00	\$242.00 GOVCC- Individual	\$83.00 Personal	242 / 83	NONE				
01/17/14	DUSHANBE,TJK	> Edit	> Reset	\$242.00	\$242.00 GOVCC- Individual	\$83.00 Personal	242 / 83	NONE				
01/18/14	DUSHANBE,TJK-IDL E-IDL E	> Edit	> Reset	\$0.00	\$0.00 GOVCC- Individual	\$145.25 Personal	242 / 83	NONE				

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	FRANKFURT AM MAIN,DEU	01/14/14	01/14/14	Edit	Delete
Insert 2	DUSHANBE,TJK	01/14/14	01/18/14	Edit	Delete
Insert 3	FRANKFURT AM MAIN,DEU	01/18/14	01/18/14	Edit	Delete



- Method to pay for a DoD employee's travel from another command
 - Outgoing: NPS pays for an outside employee's travel
 - Incoming: Another command pays for NPS employee's travel
- Fund cites are done entirely within DTS
- SOP: <http://www.nps.edu/Services/Travel/Documents/FundCiteSOP.pdf>
- Outgoing Form:

Naval Postgraduate School

From: President, Naval Postgraduate School

To:

Subj: FUND CITE AUTHORIZATION FOR DOD PERSONNEL

Ref: (a) DOD FMR, Vol. 9
(b) Travel Re-engineering Implementation Memorandum #11

1. You are hereby authorized to cite the following accounting data for the official travel of:

Name & Title:		SSN#	
Standard Doc #:	N6227113TO	JON	
Phone (comm. & DSN):		Fax:	
Home or Business Address:			
Name & Location of Activity Issuing Invitation			
POC for Travel Arrangement & Travel Claim			
Purpose of Trip:			
You are invited to proceed from:	To:	Dates:	
Size of Rental Car Authorized:			
Justification:			
Authorizations:	Travel	PD	Misc.
Total Estimated Cost	\$		

Remarks: Attach a copy of this funding to your travel orders.

Accounting Information				(complete white boxes only)								
Appropriation Symbol and Sub-Head	Object class	BU Cont Number	Sub-Allot #	Authorized Acctg	Type	Property Acctg	Cost Code					
AA17 3 1804 22MY		210	62271	0 68366	2D	O 00000	62271	3				



- TraX
 - Register and get password
 - Computer-based training
 - **Use this asset to maintain your DTS proficiency!**
 - Distance Learning
 - Demonstrations of TAs and TVs
 - Many other assets
- Defense Travel Dispatch
 - Subscribe on DTS web
 - <http://www.defensetravel.dod.mil/Sections/Dispatch/Dispatch.cfm>



- Part I: Complete User Training Course
- Part II: Complete this ODTA course
- Part III: Take one-on-one practical test
 - You will receive filled-in Travel Request Worksheet and Travel Voucher (DD1351-2)
 - You must successfully create an authorization and a voucher in DTS (EWTS)
- You will then receive DTS permissions and access to your travelers

- Frequently Asked Questions
 - NPS Web Site
- I will assist you on your first document if desired
- ODTA quarterly meetings
 - ME Auditorium
 - Travel Officer will send out notices to all ODTAs
 - **Must attend at least 2/year to retain permissions**
 - Next meeting not scheduled
- Conference attendance
- Reduced travel funds
 - Budget module for direct accounts, 70% of FY10 travel cost



- Tier 2 Help Desk
 - DTSHelpdesk@nps.edu, 866 817-5245 ext 2
- Nick Pavlina, Lead DTA
 - njpavlin@nps.edu, 866 817-5245 ext 170
- Jack Shishido, NPS Travel Officer
 - jshishi@nps.edu, 2192
- Regina Panis, Financial DTA
 - panis@nps.edu, 3139
- Jim Egerton, DTS Training
 - jegerton@nps.edu, 3192, 831 277-0622 cell
- Travel Office
 - Travel@nps.edu, 2041, fax 7632