



DTS User Training



DEFENSE TRAVEL SYSTEM
18 February 2015



Course Outline

- Introduction—Handouts
 - DTS Trifolds
 - Slides, for taking notes
 - Others
- Travel Authorization
 - Itinerary, reservations
 - Gov't Travel Credit Card (GTCC)
 - Expenses (Estimated)
 - Hands-on exercise
- Travel Voucher (Claim)
 - Itinerary changes
 - Costs (Exact)
 - GTCC charges paid to CitiBank (Split Disbursing)
 - Receipts
 - Hands-on exercise



Course Objective

- Upon completion, you will be able to create your own travel authorizations and travel vouchers in DTS.



Travel Administrators (ODTA)

- Part I: Complete this course
- Part II: Take follow-on ODTA course
- Part III: Take one-on-one practical test
 - You will receive filled-in Travel Request Form and Travel Voucher receipts
 - You must successfully create an authorization and a voucher in DTS
- You will then receive DTS access to your travelers



Travel Regulations

- **All**: Joint Travel Regs (JTR), Ch 1-10 (**as of 10/1/14**)
 - Appendix O is a summary of these regs
 - Appendix G lists allowable misc expenses
 - Appendix P concerns government contract city-pair flights
- NAVPGSINST 4650.4J (27 July 2012) implements:
 - CTO Business Rules SOP (SATO, reservations)
 - ITA SOP (invitational travel)
 - Fund Cite SOP (other gov't activity pays)
 - Gift Of Travel SOP (non-gov't activity pays)
 - SF182 SOP (conference fees)
- These are all available on NPS Travel web site at <http://www.nps.edu/Travel/> under Rules and SOPs
- Wiki: <https://wiki.nps.edu/display/TO/Travel+Office+Home>



Document Types

- Create Travel Authorization in DTS before you go
 - Make reservations directly with airlines, cars, hotels
 - But not government quarters
 - Enter estimated expenses
 - This creates “should-cost” estimate for the trip
 - Estimated cost is obligated in STARS when approved
- Must be submitted ten days prior to travel
- Must be judged mission essential by NPS President
- Must be fully-funded, Routine authorization
 - Permissive orders no longer allowed for civilian travelers



Document Types cont'd

- Upon return, create Travel Voucher to get reimbursed
 - List actual expenses
 - Attach required receipts
 - Must be submitted within five working days of return
- Upon return from one-day local travel, submit Local Voucher
 - No meals or lodging
 - For multi-day local travel, submit Travel Authorization



Web Site References

- DTS Web site:
 - <http://www.defensetravel.osd.mil/dts/site/index.jsp>
 - Need CAC with PIN to log in
- NPS Travel Web Site:
 - <http://www.nps.edu/Travel>
- Travelers self-register in DTS
 - This puts your profile into DTS
 - Instructions at:
<http://www.nps.edu/Travel/Documents/SelfRegister.pdf>





Airline Reservations

- Travelers must make airline reservations in DTS, and pay for them with GTCC.
- Pick flights and select seats
- GSA “City Pair” contracts mandatory
 - Monterey has 42 (FY15) contract destinations
 - See handout for destinations
 - Ref: JTR Appendix P
 - SATO assists, stamps “CTO BOOKED”
- SATO buys tickets 4 days before travel
 - Stamps document “CTO TICKETED”



Airline Reservations (cont'd)

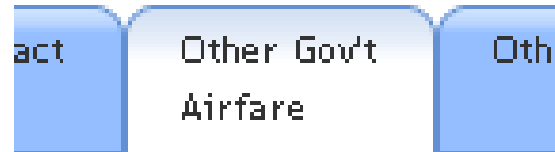
- Flights confirmed when selected (book as you go)
- Flights displayed in tab order:



- **_CA** GSA Contract w/Limited Avail. (41 of these from Monterey)
 - **_CA mandatory when available**
 - Not upgradable to business/first with freq flyer miles!
 - If _CA available, YCA fares on same flights **are not shown**
- **YCA** GSA Contract Airfare (42 city-pairs from Monterey)
 - **Use of contract airline is mandatory**
- **DG** Other Gov't Airfare



Other Gov't Airfare (DG or “me-too”)



- Flights to (~6000) non-city-pair contract airports
- If no city-pair contract flight available, this fare **MUST** be used.
- Sort flights by price
 - To find lowest cost flight
- Traveler should attempt to reserve lowest cost flights
- Fare not guaranteed until ticketed

DOD Policy requires travelers to utilize the GSA Contract Carrier Fare when available. Exception to this policy requires justification and is subject to approval by your Authorizing Official.

Sort By: Departure Time Arrival Time Elapsed Time Price Default



| Origin Airport | Destination Airport | Airline | Serv | Govt YCA Fare | Govt -CA Fare |
|--------------------------|--------------------------------|----------|----------|--------------------------|--------------------------|
| MONTEREY | ALBUQUERQUE | American | <u>C</u> | 429.00 | 215.00 |
| MONTEREY | ATLANTA | American | <u>C</u> | 242.00 | 190.00 |
| MONTEREY | AUSTIN | United | <u>C</u> | 395.00 | 198.00 |
| MONTEREY | BOSTON | American | <u>C</u> | 320.00 | 227.00 |
| MONTEREY | CHARLOTTE | American | <u>C</u> | 489.00 | 244.00 |
| MONTEREY | O'HARE INT'L AIRPORT | American | <u>C</u> | 245.00 | 173.00 |
| MONTEREY | COLUMBIA | American | <u>C</u> | 489.00 | 244.00 |
| MONTEREY | DALLAS/FT. WORTH INT'L AIRPORT | American | <u>C</u> | 315.00 | 158.00 |
| MONTEREY | DAYTON | American | <u>C</u> | 483.00 | 241.00 |
| MONTEREY | DENVER | American | <u>C</u> | 165.00 | 130.00 |
| MONTEREY | EL PASO | American | <u>C</u> | 410.00 | 205.00 |
| MONTEREY | FAYETTEVILLE | American | <u>C</u> | 489.00 | 244.00 |
| MONTEREY | FRANKFURT | United | <u>C</u> | 1,292.00 | 1,242.00 |
| MONTEREY | GULFPORT | American | <u>C</u> | 569.00 | 284.00 |
| MONTEREY | HONOLULU | American | <u>C</u> | 281.00 | 201.00 |
| MONTEREY | HOUSTON INTERCONTINENTAL | United | <u>C</u> | 453.00 | 226.00 |
| MONTEREY | HUNTSVILLE | United | <u>C</u> | 433.00 | 225.00 |
| MONTEREY | INDIANAPOLIS | American | <u>C</u> | 483.00 | 241.00 |
| MONTEREY | JACKSONVILLE | American | <u>C</u> | 489.00 | 244.00 |
| MONTEREY | LAS VEGAS | United | <u>C</u> | 274.00 | 137.00 |
| MONTEREY | LOS ANGELES INT'L AIRPORT | United | <u>N</u> | 144.00 | 0.00 |
| MONTEREY | MUNICH | United | <u>C</u> | 1,304.00 | 1,254.00 |

FY 2014 CITY-PAIR CONTRACTS FROM MRY (ONE-WAY)

**N: Non-stop
C: Connections**



| | | | | | |
|--------------------------|------------------------------------|----------|-------------------|--------------------------|------------------------|
| MONTEREY | NEWARK LIBERTY INT'L AIRPORT | United | C | 496.00 | 248.00 |
| MONTEREY | NORFOLK | American | C | 399.00 | 200.00 |
| MONTEREY | OKLAHOMA CITY | United | C | 382.00 | 191.00 |
| MONTEREY | ORLANDO | American | C | 244.00 | 191.00 |
| MONTEREY | PENSACOLA | American | C | 519.00 | 259.00 |
| MONTEREY | PHILADELPHIA INT'L AIRPORT | American | C | 270.00 | 212.00 |
| MONTEREY | PHOENIX | American | N | 419.00 | 210.00 |
| MONTEREY | PORTLAND | United | C | 251.00 | 126.00 |
| MONTEREY | PROVIDENCE | American | C | 489.00 | 244.00 |
| MONTEREY | RALEIGH-DURHAM | American | C | 509.00 | 254.00 |
| MONTEREY | SALT LAKE CITY | United | C | 397.00 | 198.00 |
| MONTEREY | SAN ANTONIO | American | C | 324.00 | 190.00 |
| MONTEREY | SAN DIEGO | Alaska | N | 219.00 | 99.00 |
| MONTEREY | ST. LOUIS | American | C | 332.00 | 166.00 |
| MONTEREY | TAMPA | American | C | 438.00 | 219.00 |
| MONTEREY | TOKYO | United | C | 1,093.00 | 843.00 |
| MONTEREY | TUCSON | American | C | 398.00 | 199.00 |
| MONTEREY | BALTIMORE/WASHINGTON INT'L AIRPORT | American | C | 290.00 | 228.00 |
| MONTEREY | WASHINGTON DULLES INT'L AIRPORT | United | C | 491.00 | 246.00 |
| MONTEREY | RONALD REAGAN NATIONAL AIRPORT | American | C | 646.00 | 323.00 |



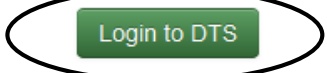
- Home
- DTMO Website
- Training
- Travel Assistance
- Travel Explorer
- Programs and Services
- Contacts

Welcome to DTS


The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.


Login to the Defense Travel System

Begin using the Defense Travel System.



System Status

 **DTS Status**
DTS is Available
Updated: 9 Oct 2014

 **EWTS Status**
EWTS is Available
Updated: 8 Oct 2014

DoD Lodging

Military travelers going TDY to military installations must check DoD lodging availability before making other accommodations. Civilians are encouraged to use DoD lodging when available.

[Click here to check availability.](#)



Travel Assistance

Click button to contact your local help desk

[Army](#)
[Air Force](#)
[Navy](#)
[DoD Agency](#)
[Marine Corps](#)
[Joint Command](#)

Travel Assistance Center



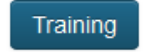

First Time Users

Learn more about DTS and the tools required for use.



Training

Learn how to use DTS & find additional training resources.



Notices

[Effective 10/1: Incidental Expenses Policy](#)

[Effective 11/1: Flat Rate Per Diem Policy](#)

[TraX Status: 1.5-Hour Downtime on 10/8](#)

[DTS Status: 6-Hour Downtime on 10/24](#)



Notable Policy Changes

- News**
- [Effective October 1: JFTR-JTR Merges into One Volume](#)
 - [Effective 10/1: Incidental Expenses Policy](#)
 - [Effective 11/1: Flat Rate Per Diem Policy](#)
 - [Travel Policy Compliance Program](#)
 - [Instructions for](#)



Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome James W Egerton

Organization: DN2262271
Org Access:
Group Access:
Permission: 0

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

| Document Name | Current Status | Departure Date | Type |
|---------------|----------------|----------------|------|
|---------------|----------------|----------------|------|

No documents found.

Message Center

SYSTEM DOWNTIME NOTICE: Due to scheduled maintenance, DTS will be unavailable for six hours beginning at 2300 ET on Friday, October 8, 2010 through 0500 ET on Saturday, October 9, 2010. (Posted on 10/4/10)



DTS Organization

- Organizations and groups based on dept.
- NPS Org 06 (GSOIS) =
DTS Org DN226227106
- CS dept = DTS Group CS
- Your Organizational Defense Travel Administrator (ODTA) can see travel documents for all travelers in the group



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



Hands-on Exercise

- Creation of a travel authorization
- You are logged into a training account
- Open Internet Explorer
- Click EWTS in Favorites
- Click at bottom of Privacy/Ethics
- Select
 - “Official Travel”
 - “Authorizations/Orders”



Defense Travel System

A New Era of Government Travel

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼

- Authorizations / Orders
- Vouchers
- Local Vouchers
- Group Authorizations / Orders

MONTEREY-A
HTMONTEREY
Org Access:
Group Access:
Permission: 0



Create an Authorization



Defense Travel System
A New Era of Government Travel

[View Vouchers](#)

[View Local Vouchers](#)

[View Group Authorizations](#)

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](#)

[> Create Trip Template](#)

Existing Authorizations/Orders

| Sort by Document Name | Sorted by Departure Date | Sort by Status | Sort by TA Number | View/Edit | Print | Remove | Amend |
|--------------------------|-----------------------------|-------------------|----------------------|-----------|-------|--------|-------|
|--------------------------|-----------------------------|-------------------|----------------------|-----------|-------|--------|-------|

Close

NOTE: If you travel without a Travel Authorization, you must have Comptroller approval to create an after-the-fact authorization and travel voucher.



Verify Profile

Profile Validation

Profile Information must be updated before creating documents for the first time.
Please ensure your EFT information is accurate.
Inaccurate EFT information may cause delays in payment of travel vouchers.
Please contact your DTA for assistance or complete the information below:

Please Note: A **Red Star** (*) indicates a required field.

Last Name : NAVPOSTGRAD
First Name : HELEN
Middle Initial : D
SSN: 731066436
Gender: N/A M F

Mailing

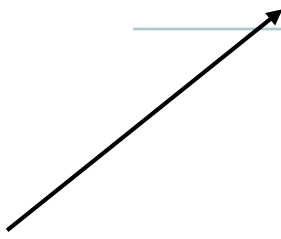
*Address Line 1 :
Address Line 2 :
*City :

Account Information

EFT and Charge Card Accounts

| Account Type | Account Number | Routing Number | Expiry Date |
|--------------|------------------|----------------|-------------|
| CHECKING | 847509238745 | 256074974 | ? |
| GOVCC | 4242424242424242 | 938917044 | 04/30/10 |

- On first authorization:**
1. Verify/change address info
 2. Verify/change account info
 3. Click on “Update Pers. Info”






Itinerary Screen, part A, B

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below): 

*Starting Point: RES: Monterey * CA

Search

Starting locations in profile:

RESIDENCE
DUTY STATION

*Departing On: 10/20/2014
(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: SITE VISIT

Trip Description:

1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing, involving movement of heavy equipment and setup of pwr sups.
2. Source of funding: Reimbursable from CMOT DT project (15 R7E8X.)

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:



07:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)



Itinerary

- Starting Point (Residence or Duty Station)
 - Must be official primary residence or workplace
- Departure date
- Trip Type
 - Routine,
 - Permissive (Gift of Travel only)
- Trip Purpose
 - Conference, attend or present
- **Trip Description**
 - 1. Clear and concise description of the trip and its purpose;
 - 2. Source of funding (reimbursable from X, direct (w/dept.), interim account must be verified through comptroller)
 - 3. Statement outlining the essential nature of the trip and consequences associated with trip cancellation or deferral in terms of the overall mission of NPS.

Select

- Select
- BETWEEN TOURS TRAVEL
- CONFERENCE ATTENDANCE
- EMERGENCY TRAVEL
- INFORMATION MEETING
- OTHER TRAVEL
- RELOCATION
- SITE VISIT
- SPECIAL MISSION TRAVEL
- SPEECH OR PRESENTATION
- TRAINING ATTENDANCE



Itinerary cont'd

- Method of travel and time of departure
- Location of TDY
- Check box: Need rental car
- Check box: Need lodging
- Entering multiple locations on trip
- Ending Point (home or work)
- Click “Save and Proceed”



Enter Itinerary

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: Monterey * CA Search

*Departing On: 10/20/2014
(mm/dd/yyyy)

Starting locations in profile:

- RESIDENCE
- DUTY STATION

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: SITE VISIT

Trip Description:

1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing, involving movement of heavy equipment and setup of pwr sups.
2. Source of funding: Reimbursable from CMOT DT project (15 R7E8X.)

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:

07:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)



Location Tools

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car


Other

Time:



07:00 AM ▾

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working): 

*Location 1:

*Arriving On:

(mm/dd/yyyy)

*Departing On:

(mm/dd/yyyy)

Location Tools:

Search By:

Location

State/Country - Location

Zip Code

County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car

Lodging

E Will you be traveling to another TDY location?

Yes

No



Select Location of TDY

Location Tools:

Search by:

- Location
- State/Country - Location
- Zip Code
- County Lookup

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term (TDY/TAD Location)

Search Results:


"washington, dc" produced 3 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):


| Select | Location | County | State/ Country | Conus/ Oconus | DOD Base/ Installation | Seasonal Dates | Lodge Rate | M&IE Rate |
|----------------------------------|---------------------------|----------------------|----------------|---------------|-------------------------|-------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------|
| <input checked="" type="radio"/> | WASHINGTON | DISTRICT OF COLUMBIA | DC | C | | 03/01-06/30 07/01-08/31 09/01-09/30 10/01-10/31 11/01-02/28 | 224.00 167.00 219.00 219.00 184.00 | 71.00 71.00 71.00 71.00 71.00 |
| <input type="radio"/> | WASHINGTON NAVAL DISTRICT | DISTRICT OF COLUMBIA | DC | C | Details | 03/01-06/30 07/01-08/31 09/01-09/30 10/01-10/31 11/01-02/28 | 224.00 167.00 219.00 219.00 184.00 | 71.00 71.00 71.00 71.00 71.00 |




Part D - Check to get Rental Car and Lodging

C My TDY location is - (Where I will be working): 

*Location 1:

*Arriving On: 
(mm/dd/yyyy)

*Departing On: 
(mm/dd/yyyy)

Location Tools:

Search By:

-
-
-
-

D At this location I will need - (Select all that apply from the list below)

| | | | |
|-------------------------------------|------------|-------------------------------------|---------|
| <input checked="" type="checkbox"/> | Rental Car | <input checked="" type="checkbox"/> | Lodging |
|-------------------------------------|------------|-------------------------------------|---------|

E Will you be traveling to another TDY location?

“Yes” to Select a Follow-on TAD Location



Commercial Air, Time, Conference Attendance

C I am returning to: (Select from list or enter below):

*Ending Point: RES: Monterey * CA Search

*Arriving On: 10/26/2014
(mm/dd/yyyy)



Return locations in profile:

- RESIDENCE
- DUTY STATION

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other

Time: 10:00 AM

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

F *Conference/Event Name: Not Applicable Not Applicable Search Conference/Event

CTO Full Assistance Request Save and Proceed

DO NOT USE



Conference Attendance

- New entry on Trip Overview screen

F *Conference/Event Name: Not Applicable

- Search Conference/Event

| Sort By Event ID | Sort By Conference Name | Sort By Start Date | Sort By End Date | Sort By Zip Code |
|----------------------------------|----------------------------------------------------------------------------|------------------------------------|----------------------------------|----------------------------------|
| N20131010074 | Industry-Defense Technical Exchange on Network Management Interoperability | 10/29/2013 | 10/29/2013 | 21075 |
| N20131010073 | TechNet International | 10/23/2013 | 10/24/2013 | N/A |

- Other Trip Information

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: CONFERENCE ATTENDANCE

Trip Description:

Conference/Event Name: TechNet International - 10/23/2013-10/24/2013



Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
MRY - Monterey Peninsula Ap

* Arrival Airport (or city, state):
DCA - Washington Ronald Rea

* Arrival or Departure:
Departure

10/20/2014

07:00 AM

Show Alternate Airports:

Search

Air Travel

Please select flights for MRY - Monterey Peninsula Apt to DCA - Washington Ronald Reagan National Apt departing on 10/20/2014 Skip This Flight

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contract w/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$345.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCADCA [Fare Rules](#) [View Available Seats](#) Select Flight

| | | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------|
| American Airlines 2619 | 10:00 AM Depart MRY - Monterey Peninsula Apt 11:20 AM Arrive LAX - Los Angeles International Apt | Mon 20-Oct-14 | Flying Time: 1h 20min Lay-over Time: 1h 5min |
| | Equipment CRJ Operated by SKYWEST AIRLINES AS AMERICAN EAGLE | | |
| American Airlines 52 | 12:25 PM Depart LAX - Los Angeles International Apt 08:30 PM Arrive DCA - Washington Ronald Reagan National Apt | Mon 20-Oct-14 | Flying Time: 5h 5min |
| | Equipment 738 | | |

_CA fare available, therefore mandatory



Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
MRY - Monterey Peninsula Ap

* Arrival Airport (or city, state):
IAD - Washington Dulles Inter

* Arrival or Departure:
Departure

10/20/2014

07:00 AM

Show Alternate Airports:

Search

Air Travel

Please select flights for MRY - Monterey Peninsula Apt to IAD - Washington Dulles International Apt departing on 10/20/2014

Skip This Flight

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contract w/ Limited Availability | GSA Contract Airfare | Other Gov't Airfare | Other Airfare | AltGSA

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$268.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: SCAIAD [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

| | | | |
|----------------------|------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------|
| United Airlines 5316 | 06:00 AM Depart MRY - Monterey Peninsula Apt 07:21 AM Arrive LAX - Los Angeles International Apt | Mon 20-Oct-14 | Flying Time: 1h 21min Lay-over Time: 1h 19min |
| | Equipment CRJ Operated by SKYWEST DBA UNITED EXPRESS | | |
| United Airlines 1237 | 08:40 AM Depart LAX - Los Angeles International Apt 04:40 PM Arrive IAD - Washington Dulles International Apt | Mon 20-Oct-14 | Flying Time: 5h 0min |
| | Equipment 738 | | |

_CA fare available, therefore mandatory



Seat Selector

Flight: UA 5316 MRY -> LAX 10/20/2014 06:00

The seat selection interface displays a grid of seats for flight UA 5316. The grid has columns labeled A, B, C, and D, and rows numbered 2 through 13. Seats are represented by icons: blue for available, grey for unavailable, and a blue square with a white 'X' for a selected seat. In row 9, seat C is selected and circled in black. Red arrows point to the aisle seats (B and C) in row 8. To the right of the grid is a large, empty dropdown menu for seat selection.

DTMO recommends selecting Aisle or Window from Seat Selection dropdown and leaving Seat Number blank.

If a specific seat can not be selected, please choose which type of seat you prefer:

Seat Selection: Seat Number:

Advance seat selections are not guaranteed and are subject to change by the airline(s).



TSA Secure Flight Program

- DTS collecting new personnel data
 - Full middle name
 - Date of birth
 - Gender
- **Full name reported to TSA must match state or federal government ID used at airport security**
 - **Minor variation in middle name/initial ok**
- Screen (next slide) in DTS after first air reservation
 - Click box to save data to profile
 - Ignore Redress Number



TSA Secure Flight Program



Enter DoD ID Number from back of CAC in Known Traveler Number. This will speed you through TSA screening at large airports. (Not MRY)

Travel/Ticket Identification Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSAs Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name:

* First Name:

Middle Name: Check if no Middle Name

* DOB: (MM/dd/YYYY):

* Gender: M F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

Save TSA Information



Rental Car Reservations

- Must make car reservations in DTS
 - This implements gov't insurance coverage
 - Compact car standard size
 - Must pick cheapest company for size chosen
- Must pay for car with GTCC
- Use of a government contract rental car is allowed while on leave during travel
 - Do not reserve car for leave days in DTS
 - **Tell car company about leave days**
 - No gov't insurance while on leave
 - Exclude GARS fee (\$5/day) for leave days
 - Traveler must pay for car during leave days



Rental Car

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date:
10/20/2014

* Pick-Up Time:
04:30 PM

* Drop-Off Date:
10/23/2014

* Drop-Off Time:
09:30 AM

One-Way Rental:

* Pickup Airport (or city, state):
IAD - Washington Dulles

* Type:
Full Size

Search

Rental Car

Select Rental Car for
IAD - Washington Dulles International Apt, DC
(USA)
from 10/20/2014 through 10/23/2014

Skip This Car

RESERVATIONS SUMMARY:

AIR: \$802.20

MRY to IAD : 10/20/14 06:00 AM Arrive: 04:40 PM [Cancel Flight](#) [Change](#)

IAD to MRY : 10/26/14 09:05 AM Arrive: 02:14 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$0.00

Government Rates | Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

| | | | |
|--------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------|
| \$113.35 [Estimated Total Cost Including Taxes & Fees] | | Select Car | |
| | ENTERPRISE IN TERMINAL/SHUTTLE TO CAR Full Size Car | Daily Rate: \$26.00 Air Conditioning Automatic | Extra Hour: \$5.00 Extra Day: \$26.00 Unlimited Miles/Kilometers |



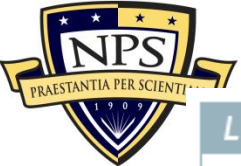
Lodging Reservations

- Should make hotel reservations in DTS
 - Can call hotel if desired
 - **If you call, beware of cancellation policy if you later cancel trip!**
- SATO can make long-term reservations (30 days or more) (**This is mandatory as of 11/1/14!**)
 - Send comment to SATO to request
- Must pay for hotel with GTCC
- Actual lodging—when hotel costs more than allowed lodging rate
 - Special local events
 - Requires justification in Pre-audit section



On-Line Hotel Booking

- Should make reservation directly (DTS/phone to hotel)
 - Priceline/Expedia on-line reservation reimbursement allowed **only** if on-line reservation agent provides a **detailed** receipt showing daily room cost, taxes, other items.
 - JTR 1115 B. 2.
- Must have **itemized** receipt **from hotel or travel agency** showing room cost by day. **Otherwise you will not be reimbursed.**



Lodging

Modify Search

Please Note: A **Red Star (*)** indicates a field is required.

* Check-in Date:
10/20/2014

* Check-Out Date:
10/26/2014

Select By:
TDY Location

* City / TDY Location:
WASHINGTON DC

* Distance:
10 Miles

Search

Lodging

Select Lodging for WASHINGTON from 10/20/2014 through 10/26/2014

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$802.20

MRY to IAD : 10/20/14 06:00 AM Arrive: 12:00 AM [Cancel Flight](#) [Change](#)
IAD to MRY : 10/26/14 09:05 AM Arrive: 02:14 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$113.35

ENTERPRISE IAD - Washington Dulles International Apt, DC (USA) [Cancel Car](#) [Change](#)
Pickup: 10/20/14
Drop-off: 10/23/14

LODGING: \$0.00

Govt Safety Compliant Lodging

Other Published Rates

Sort By: Distance Rate Range Hotel Name

Lodging Per Diem Rate Allowed is \$219.00 in WASHINGTON,DC


> NEXT 10

\$60.95 - \$63.95

Rate Range

[Additional Hotel Information](#)

Select Hotel

| | | | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|---------------------------|
|  | Motel 6 Washington, D.C. 5701 Allentown Rd Camp Springs MD, 20746 | Phone: 301/702-1061 Fax: 301/899-3478 Toll Free: 800/466-8356 | FEMA Approved | Approx. Distance: 9 Miles |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------|---------------------------|



Lodging

Search By:

Check-in Date:

10/20/2014

Check-Out Date:

10/26/2014

Select By:

TDY Location

City :

WASHINGTON

State :

DC

Country :

Distance :

10

Miles

[Return to Hotel Listing](#)

Lodging

**Select Lodging for WASHINGTON
from 10/20/2014 through 10/26/2014**

[Skip This Hotel](#)

RESERVATIONS SUMMARY:

AIR: \$802.20

MRY to IAD : 10/20/14 06:00 AM Arrive: 12:00 AM

[Cancel Flight](#)

[Change](#)

IAD to MRY : 10/26/14 09:05 AM Arrive: 02:14 PM

[Cancel Flight](#)

[Change](#)

RENTAL CAR: \$113.35

ENTERPRISE IAD - Washington Dulles International Apt, DC (USA)

[Cancel Car](#)

[Change](#)

Pickup: 10/20/14

Drop-off: 10/23/14

LODGING: \$0.00

Lodging Per Diem Rate Allowed is \$219.00 in WASHINGTON,DC

Accommodations Selected



Holiday Inn Washington DC Central/White House
1501 Rhode Island Ave NW
Washington DC, 20005
Phone: 202/483-2000
Fax: 202/797-1078
Toll Free: 800/248-0016
Web Site: www.inndc.com

[Additional Hotel Information](#)

For property check in/check out times, view 'Additional Hotel Information' or the property website.

Cancellations not received according to the hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view 'Additional Hotel Information' or the property website.

State/Local rates may not apply to Federal Government Travelers



Select Type of Room

FedRooms Rates

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|-----------------------------|
| FEDROOMS INCLUDES WIFI 1 KING LEISURE NONSMOKING KICK BACK ON THE SLEEPER SOFA AND USE THE FREE HIGH SPEED WIRELESS INTERNET ACCESS TO CATCH UP | \$219.00/night | | Select Room |
| FEDROOMS INCLUDES WIFI 2 FULL BEDS NONSMOKING FREE HIGH SPEED WIRELESS INTERNET HELPS YOU STAY IN TOUCH WITH FRIENDS AND COWORKERS DURING | \$219.00/night | | Select Room |
| FEDROOMS INCLUDES WIFI STANDARD ROOM WHEN YOU ARRIVE AT THE HOTEL WE WILL DO OUR BEST TO MEET YOUR ROOM BED TYPE AND SMOKING | \$219.00/night | | Select Room |
| FEDROOMS INCLUDES WIFI 1 KING WHEELCHAIR ACCESSIBLE NONSMOKING THIS ROOM FEATURES COMPLIMENTARY HIGH SPEED WIRELESS INTERNET ACCESS AND A ROLL | \$219.00/night | | Select Room |

Government Rates

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|-----------------------------|
| GOVERNMENT RATE ID REQ THE PER DIEM RATE INCLUDES A BREAKFAST COUPON FOR 1 KING LEISURE NONSMOKING KICK BACK ON THE SLEEPER SOFA AND USE THE FREE HIGH SPEED WIRELESS INTERNET ACCESS TO CATCH UP | \$222.00/night | | Select Room |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|-----------------------------|



Airline Summary and Method of Payment

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information

Final Trip Itinerary

Air Travel Payment Summary:

[Add New Flight](#)

\$802.20 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

| | | | | | Cancel | Change |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------|--------------------|------------------------|------------------------|
|  United Airlines 5316 | Depart: 06:00 AM MRY-Monterey Peninsula Apt Arrive: 07:21 AM LAX-Los Angeles International Apt Frequent Flyer #: --Please Select-- | > Special Requests | Mon 10/20/2014 | SEAT: 17F(changed) | | |
|  United Airlines 1237 | Depart: 08:40 AM LAX-Los Angeles International Apt Arrive: 04:40 PM IAD-Washington Dulles International Apt Frequent Flyer #: --Please Select-- | > Special Requests | Mon 10/20/2014 | SEAT: 17F | | |
| | | | | | Cancel | Change |
|  United Airlines 1720 | Depart: 09:05 AM IAD-Washington Dulles International Apt Arrive: 12:08 PM SFO-San Francisco International Apt Frequent Flyer #: --Please Select-- | > Special Requests | Sun 10/26/2014 | SEAT: 17F(changed) | | |
|  United Airlines 6359 | Depart: 01:30 PM SFO-San Francisco International Apt Arrive: 02:14 PM MRY-Monterey Peninsula Apt Frequent Flyer #: --Please Select-- | > Special Requests | Sun 10/26/2014 | SEAT: 17F | | |

*Type: (Required)

Comm Air (Indiv Bill)

Method of Reimbursement:

GOVCC



Rental Car and Lodging Summary


Rental Car Payment Summary:

[Add New Rental Car](#)

| | | | | | |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|-----------------------------------------|-----------------------------------------------|
| \$113.35 Estimated Total Cost (Including Taxes & Fees) | | Daily Rate: \$26.00 | | View Rental Car Details | |
|  | ENTERPRISE IAD - Washington Dulles International Ap Frequent Renter #: --Please Select-- Frequent Flyer #: --Please Select-- | Special Requests | Pick-up Date: Mon 10/20/2014 | Drop-off Date: Thu 10/23/2014 | Cancel Change |
| *Type: (Required) | GOVCC | Method of Reimbursement: | | GOVCC | |

Lodging Payment Summary:

[Add New Lodging](#)

| | | | | | |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------|--------------------------------------|-----------------------------------------------|
| \$1,314.00 Estimated Total Cost (Excluding Taxes & Fees) | | Rate: \$219.00 / Night | | View Lodging Details | |
|  | Holiday Inn Washington D Frequent Guest #: --Please Select-- Frequent Flyer #: --Please Select-- | Special Requests | Check In: Mon 10/20/2014 | Check Out: Sun 10/26/2014 | Cancel Change |
| *Type: (Required) | GOVCC | Method of Reimbursement: | | GOVCC | |

Rail Payment Summary:

[Add New Rail](#)

Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

Change TDY Location

Save and Continue



Final Trip Itinerary – Air (going) and Car

Conf. code for www.cwtsatotravel.com

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information Final Trip Itinerary

DTS Document Name: **FWASHINGTOND102014_A02**
 DTS / CTO Confirmation: **00DGMU**
 (Please Reference this number when contacting the CTO.)

DTS Detailed Travel Itinerary for Eric T Monterey-L

Travel / TDY Information:
 Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: SITE VISIT
 Trip Description: 1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing, involving movement of heavy equipment and setup of pwr. sups. 2. Source of funding: Reimbursable from CMOT DT project (15 R7E8X.) 3. This trip is essential to the completion of departmental project.

Location - 1 WASHINGTON,DC Time Zone: EST (06)
 Leave From: WASHINGTON,DC
 Arrive: 20-Oct-14
 Leave: 26-Oct-14

20-Oct-14

Air:

United Airlines - Flight: 5316
 06:00 AM MRY-Monterey Peninsula Depart: Mon 20-Oct-14 Elapsed Travel Time: 1h 21min Seat: 17F(changed) Air Confirmation: 123456
 Apt
 07:21 AM LAX-Los Angeles Arrive: Mon 20-Oct-14 Lay-over Time: 1h 19min Frequent Flyer:
 International Apt Special Requests:

United Airlines - Flight: 1237
 08:40 AM LAX-Los Angeles Depart: Mon 20-Oct-14 Elapsed Travel Time: 5h 0min Seat: 17F Air Confirmation: 123456
 International Apt
 04:40 PM IAD-Washington Dulles Arrive: Mon 20-Oct-14 Frequent Flyer:
 International Apt Special Requests:

Car:

ENTERPRISE
 IAD - Washington Dulles International Pick-Up: 10/20/14 Drop-off: 10/23/14 Class: Full Size Car Car Confirmation: ABCD1234678-
 Ap Time: 05:00 PM Time: 10:00 AM Frequent Renter:
 Frequent Flyer:
 Special Request:



Final Trip Itinerary – Lodging and Return Air

20-Oct-14

Lodging:

Holiday Inn Washington D

1501 Rhode Island Ave NW
WASHINGTON DC 20005
United States
Phone: 202/483-2000
Fax: 202/797-1078
Toll Free: 800/248-0016

Phone Number: 202/483-2000
Check In: 10/20/14
Check Out: 10/26/14
Hotel Confirmation: 12345678-
Room Type Code: KNGXVU
Frequent Guest:
Frequent Flyer:
Special Request: Non-Smoking

Room:
FEDROOMS INCLUDES WIFI
1 KING LEISURE NONSMOKING
KICK BACK ON THE SLEEPER
SOFA AND
USE THE FREE HIGH SPEED
WIRELESS INTERNET ACCESS
TO CATCH UP

Hotel Policies:
Cancellations not received according to hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view "Additional Hotel Information" or the property website.

26-Oct-14

Air:

United Airlines - Flight: 1720

09:05 AM IAD-Washington Dulles
International Apt
12:08 PM SFO-San Francisco
International Apt

Depart: Sun 26-Oct-14
Arrive: Sun 26-Oct-14
Elapsed Travel Time: 6h 3min
Lay-over Time: 1h 22min

Seat: 17F(changed)
Air Confirmation: 123456
Frequent Flyer:
Special Requests:

United Airlines - Flight: 6359

01:30 PM SFO-San Francisco
International Apt
02:14 PM MRY-Monterey Peninsula
Apt

Depart: Sun 26-Oct-14
Arrive: Sun 26-Oct-14
Elapsed Travel Time: 44min

Seat: 17F
Air Confirmation: 123456
Frequent Flyer:
Special Requests:



Non-Mileage Expenses

- Enter all estimated expenses
 - Non-Mileage, Mileage, Per Diem
 - Establishes “should-cost” estimate
- Allowed expenses
 - See JTR Chap. 2, Part M, and Appendix G
 - Airline charges to check baggage are allowed
- Parking at local airport:
 - Parking cost must not exceed round trip taxi cost to airport
 - R/T taxi cost SJC (\$400), SFO (\$500)
- Conference registration fee not allowed on voucher
 - The navy considers it a business expense, not a travel expense



Non-Mileage Expense Types

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 20-Oct-14 | Return: 26-Oct-14

Non-Mileage Expense #1

* Select Expense Type:

- OR -

- Passenger (No Claim)
- Private Plane Airport Tax
- Private Plane Hangar Fee
- Private Plane Landing Fee
- Private Plane Tie Down Fee
- Private Vessel
- Public Transit
- Registration Fees
- Shipment of HHG
- Taxi - TDY/TAD
- Taxi - Terminal
- Tickets-Personally Procure
- Tolls (highway bridge etc)

se

- Airport Tax
- Cancel Fee - Air Travel
- Cancel Fee - Hotel
- Cancel Fee - Rental Car
- Commercial Auto-In/Around
- Commercial Auto-TDY/TAD
- Commercial Auto-Terminal
- Dual Lodging Cost
- Excess Baggage
- Gasoline-POV
- Gasoline-Rental/Govt. Car
- Government Auto
- Hotel Room Tax
- Hotel Sales Tax
- Lodging Late Check-out Fee
- Paper Ticket Fee
- Parking - Recruit/Train
- Parking - TDY/TAD
- Parking - Terminal

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #3



Incidental Expenses now include:

- The following expenses are no longer considered as separately reimbursable expenses:
 - Authorized Business Call (reimburse with SF-1164)
 - Authorized Call Home
 - Baggage Tips
 - GOVCC ATM Advance Fee
 - GOVCC ATM Service Fee
 - Laundry/Dry Cleaning
 - Non-GOVCC ATM Advance Fee
- These expenses will be included as part of the daily incidental expense rate.



Non-Mileage Expenses

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 20-Oct-14 Return: 26-Oct-14

Non-Mileage Expense #1

* Select Expense Type: Gasoline-Rental/Govt. Car
- OR - Gasoline-Rental/Govt. Car

* Cost: \$ 40.00
[view expense details/currency calculator](#)

* Date: 10/23/2014
(mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

Non-Mileage Expense #2

* Select Expense Type: Hotel Room Tax
- OR - Hotel Room Tax

* Cost: \$ 100.00
[view expense details/currency calculator](#)

* Date: 10/23/2014
(mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

Non-Mileage Expense #3

* Select Expense Type: Parking - Terminal
- OR - Parking - Terminal

* Cost: \$ 48.00
[view expense details/currency calculator](#)

* Date: 10/26/2014
(mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

Limited to round-trip taxi fare.



Mileage Expenses (Driving own POV)

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 20-Oct-14 Return: 26-Oct-14

Mileage Expense #1

* Expense Type: Pvt Auto-Terminal

* Date: 10/20/2014 (mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles 7.0 x Rate 0.56 = Cost \$ 3.92

Mileage Expense #2

* Expense Type: Pvt Auto-Terminal

* Date: 10/26/2014 (mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles 7 x Rate 0.56 = Cost \$ 3.92

Save Expenses

**•POV Rate \$.57.5/mi
as of 1/1/2015**



Constructed Travel

- Effective September 26, 2012, Privately Owned Conveyance (POC) use for TDY less than 800 miles round trip is automatically considered advantageous to the government. Commands may authorize POC use for TDY travel of 800 miles or less round trip (400 miles one-way) at its discretion.
- This eliminates the need for a cost comparison in those instances
- Users may justify the pre-audit for Constructed Travel as not required. Approving Officials will leave dollar amount boxes blank and not check the 'Approved as Limited' box on the Cost Comparison screen



Constructed Travel Worksheet

PTS Constructed Travel Worksheet - Authorization

Not required for trips shorter than 400 miles one-way or 800 miles round-trip

Refer to worksheet instructions for complete guidance

Name:

Locations and Dates of Travel:

Policy Constructed Transportation Cost:

A. Enter the cost of transportation (including taxes and fees) to, from, and between TDY locations:

B. Enter the fee normally charged by your CTO:

Total (Line A + Line B):

Additional Comments:

Enter considerations that are not part of the constructed transportation cost, but help the AO decide whether POC use is to the Government's advantage. You may include any item found in JFTR, par. U4775-B or JTR, par. C4775-B, but the most common considerations are the cost savings for not renting an authorized vehicle at the TDY location and the constructed transportation costs for POC passengers on official travel.



Expenses (cont'd.)

- Per-diem Entitlements
 - Edit for leave, meals provided, actual lodging, non-duty days
 - M&IE
 - 75% on first and last day
 - Reduced when meals provided
- Conference Registration Fees should be paid for with departmental purchase card or personal credit card, **NOT** GTCC.
 - Approved form [SF182](#) required for conf. attendance
 - Personal credit card payment must be claimed on a form SF-1164 (Claim for Reimbursement)



Long Term TAD/TDY

- Effective for all travel beginning on or after 1 November 2014, the JTR establishes a flat rate per diem allowance for long term TDY that would authorize a traveler 75% of the locality per diem rate (including M&IE) at one location for TDY periods over 30 days but not exceeding 180 days, and 55% for over 180 days.
 - Contact SATO for long-term lodging reservations
 - See JTR 4250
 - Use [Per Diem Rate Query tool](#) at DTMO to calculate rate



Per Diem, M&IE, Leave, etc.

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 |
|----------|---------------|----------------------|-----------------------|----------|------------------------------|---------------------|---------------|------|---|---|---|------|
| 10/20/14 | WASHINGTON,DC | Edit | Reset | \$219.00 | \$219.00 GOVCC-Individual | \$53.25 Personal | 219 / 71 | NONE | | | | |
| 10/21/14 | WASHINGTON,DC | Edit | Reset | \$219.00 | \$219.00 GOVCC-Individual | \$71.00 Personal | 219 / 71 | NONE | | | | |
| 10/22/14 | WASHINGTON,DC | Edit | Reset | \$245.00 | \$245.00 GOVCC-Individual | \$71.00 Personal | 219 / 71 | ACTL | | | | |
| 10/23/14 | WASHINGTON,DC | Edit | Reset | \$219.00 | \$219.00 GOVCC-Individual | \$44.00 Personal | 219 / 71 | MEAL | | X | X | |
| 10/24/14 | WASHINGTON,DC | Edit | Reset | \$0.00 | \$0.00 GOVCC-Individual | \$0.00 Personal | 219 / 71 | ALVE | | | | |
| 10/25/14 | WASHINGTON,DC | Edit | Reset | \$0.00 | \$0.00 GOVCC-Individual | \$0.00 Personal | 219 / 71 | NDTY | | | | |
| 10/26/14 | WASHINGTON,DC | Edit | Reset | \$0.00 | \$0.00 GOVCC-Individual | \$53.25 Personal | 219 / 71 | NONE | | | | |

Reset All

To change these entries, click on **Edit** for the desired day.



Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements**
- Leave**
Check here if you are taking leave for the above date or date range.
- Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements



Accounting

- Select Line of Accounting (job order)
 - Can select more than one (split accounting)
 - Allocate expenses if more than one LOA
- If LOA is from another organization
 - Not visible to traveler or ODTA
 - Put LOA number in “Comments to AO” on Preview Screen
 - Financial Analyst will find LOA and insert into TA



Lines Of Accounting (Job Orders)

Defense Travel System-Welcome to DTS - Mozilla Firefox
https://dtsdcwebgov.defensetravel.osd.mil/dts/app

Logged In As: [Helen D.Monterey-A](#) Document Name: EMWASHINGTOND102014_A02 Screen ID: 1067.1 [Close Window](#)
Traveler Name: [Eric T.Monterey-L](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#) [Accounting Codes](#) [Trip Totals](#)

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 20-Oct-14 [Find Accounting Label](#)
End Date: 26-Oct-14 [Change Organization](#)

Accounting Label: ---Select--- From TNZNPS
Shared LOA: ---Select---
Cross Org LOA: 15 BCD02
15 D2700
15 D2800
15 DEFAULT
15 J45T9
15 R73KL
15 RPH97
15 RTV7N
15 RVG35
15 RVL3P

There are no accounting labels. please select from the above list

Proceed to the following page: [Preview](#) [Continue](#)

Expenses Summary
No accounting information available.

Comments to the Approving Official:

LOA 13 J3TU9 (from organization 07) not available

LOA from another organization



LOA Selected

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 20-Oct-14 [Find Accounting Label](#)

End Date: 26-Oct-14

Accounting Label: From TNZNPS

Shared LOA: - No Other Accounts Available -

Cross Org LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

| Accounting Label | Organization | View/Edit Acctg Code | Remove |
|------------------|--------------|---------------------------|------------------------|
| 15 RTV7N | TNZNPS | view/edit | remove |

Expenses Summary

| 15 RTV7N | | |
|-----------------------|------------|------------|
| Category | Allowed | Actual |
| COM. CARR.-I | \$802.20 | \$802.20 |
| LODGING | \$902.00 | \$902.00 |
| M&IE | \$292.50 | \$292.50 |
| MILEAGE | \$7.84 | \$7.84 |
| RENTAL CAR | \$113.35 | \$113.35 |
| 15 RTV7N Sub Total: | | |
| | \$2,117.89 | \$2,117.89 |
| Calculated Trip Cost: | | |
| | \$2,117.89 | \$2,117.89 |



Additional Options

- Access to DTS profile
 - Traveler can update GTCC, EFT info and TSA Secure Flight info
- Partial Payments
 - TDY over 45 days
 - Makes payments every 30 days
- Advances
 - Available for non-card holders only
 - GTCC holders use ATM for advance
 - Get PIN from CitiBank



My Profile

- > [My Preferences](#)
- > [My Additional Information](#)
- > [My Account Information](#)
- > [My TSA Information](#)

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

Update Information: This information will be saved to traveler's personal data.

Current Information: This is the information currently used for this trip.

* Last Name:

* First Name:

Middle Name:

No Middle Name

* DOB: (MM/dd/YYYY)

* Gender: M F

Redress Number:

Known Traveler Number:

Last Name: NAVPOSTGRAD-E

First Name: HELEN

Middle Name: DAVIS

DOB: 08/26/1980

Gender: F

Redress Number:

Known Travel Number:

Changes to the traveler identification information will NOT be updated for previously booked reservations for this trip. If your TSA secure flight identification information needs to be changed for previously booked reservations, please contact your CTO directly.

Update Personal Information

Open DTS Welcome page, click **Traveler Setup**, then **Update Traveler Profile**. Once profile is open, click **My TSA Information**

- Traveler Setup ▾ Report
- Form Preferences
- Available Routing Lists
- Delegate Authority
- User Preferences
- Rates Lookup
- Update Personal Profile**



Other Authorizations/Pre-Audit

- Preview document
 - Comments to Authorizing Official
 - LOA number from another organization
- Enter **detailed** justification for audit flags (not “auth”, “ok”, or “mission essential”)
 - Non-contract flights
 - Actual lodging
 - Larger rental cars
- Click “Submit Completed Document”



Other Authorizations

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

| | Other Authorization | Remarks | Remove |
|---|---------------------------------------------------------------------|---------------------------------------------------------|--------|
| 1 | ANNUAL LEAVE OR NON-DUTY DAYS | ANNUAL LEAVE OR NON-DUTY DAYS Leave request approved | |
| 2 | MEALS PROVIDED | MEALS PROVIDED Conference meals included in contract | |
| 3 | NON COMPACT CAR AUTHORIZED FOR ENTERPRISE FROM 10/20/14 TO 10/23/14 | NON COMPACT CAR AUTHORIZED 3 passengers | |

Save and Proceed to Pre-Audits

Add "Other" for justification for not using SVTC or web communications



Add Other Authorization

Other Authorizations

Following is a master list of Other Authorizations you can add to your travel authorization.

Other Authorizations Available

| Select | Other Authorizations |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | ALTERNATE/DESIGNATED LOCATION |
| <input type="checkbox"/> | ATM Advance Authorized |

| | |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/> | OFFICIAL CTO NOT USED |
| <input checked="" type="checkbox"/> | OTHER (See remarks below) |
| <input type="checkbox"/> | OTHER PRIVATELY-OWNED VEHICLE |



Added Justification

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

➤ [Add Additional Authorizations For This Trip](#)

Other Authorizations

| | Other Authorization | Remarks | Remove |
|---|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | ANNUAL LEAVE OR NON-DUTY DAYS | ANNUAL LEAVE OR NON-DUTY DAYS Leave request approved | |
| 2 | MEALS PROVIDED | MEALS PROVIDED Conference meals included in contract | |
| 3 | NON COMPACT CAR AUTHORIZED FOR ENTERPRISE FROM 10/20/14 TO 10/23/14 | NON COMPACT CAR AUTHORIZED 3 passengers | |
| 4 | OTHER (See remarks below) | OTHER (See remarks below) SVTC or other internet communications cannot be used since I am making a presentation at a meeting where my attendance is required. | ➤ remove |

Save and Proceed to Pre-Audits



Pre-Audit

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

| 1. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
|----|-------------------|---------------------------------------|--------------------------------------------------------------------|
| | → ACTUALS EXPENSE | → ACTUAL EXPENSE ALLOWANCE REQUESTED. | Special event in required hotel |

The following are provided for advisory purposes only

| 2. | Advisory | Advisory Description <Help> |
|----|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | → LEAVE REQUESTED | → LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS. |

Save And Proceed To Digital Signature



Pre-Audit (not using _CA/YCA)

| 1. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
|----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| | → NON-CONTRACT FARE | → Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: AA - 3030 MRY-Monterey, CA (USA) 09/07/2010 - 04:55 PM LAX-Los Angeles International (USA) 09/07/2010 - 06:05 PM GSA Fare: \$197.10 Fare Selected: \$308.10 Fare Price Difference: \$ 111.0 | Reason Codes <input type="text"/> |
| 2. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
| | → NON-CONTRACT FARE | → Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: AA - 136 LAX-Los Angeles International (USA) 09/07/2010 - 07:55 PM LHR-London, England (Heathrow Apt) 09/08/2010 - 02:15 PM GSA Fare: \$197.10 Fare Selected: \$0.00 Fare Price Difference: \$ -197.1 | Reason Codes <input type="text"/> |



Pre-Audit Reason Codes

- Reasons for not taking a contract city-pair flight
- C1
 - **Not available in time to meet mission requirements**
 - (Make sure this is legitimate and not just an excuse to fly on your favorite airline!)
- C2
 - Start/End outside normal working hours (2400-0600)
- C3
 - Lower non-contract fare available to general public
 - Excursion (Promotional) fare
- C4
 - Seat not available on contract air carrier



Signing Travel Authorization

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED**

Routing List: NPS

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Pending Routing Actions

| Awaiting Status Change To | By | Level |
|---------------------------|--------------------|-------|
| SIGNED | Helen D Monterey-A | 0 |

Document History

| Status | Date | Time | Name | Remarks |
|---------|----------|------|--------------------|---------|
| CREATED | 09/05/14 | 1501 | Helen D Monterey-A | |

[View Reasons for Audit Failures](#)



SATO Interactions

- SATO sends email to traveler when ticketed.
 - This email includes a document called **“Your Itinerary,”** which should be retained and attached to your voucher as the airline ticket receipt.
- See SATO Invoice Procedure handout for how to get the Itinerary if your flights were changed during travel.



Request Assistance

CTO Comments - Air

No Flight Selected
NOTE: Selecting this option will require manual intervention by your Commercial Travel Office and may result in a higher transaction fee to the Government.

If necessary, add additional comments to the CTO:

CTO, please assist traveler with: DCA - Washington Ronald Reagan National Apt to
MRY - Monterey Peninsula Apt, depart on 01/18/2009 at 12:00 AM

Cancel CTO Assistance Send Comments to CTO

This message to SATO is preformatted. You may change it to say anything you want.

THE WORDS “CTO, please assist” MUST REMAIN IN MESSAGE

Example: “CTO, please assist, please find me a cheaper flight,” or “request UA137 at 1135.” Include flight number and time.



Excursion Fare Flights

- Must be available to the general public
 - Find these on airline or travel agency (Expedia) web sites
 - You may select these flights if cheaper than gov't fare, **BUT**
 - Notify Travel Officer (3600) first (mission essential)
 - Excursion fares, usually with with 21-day advance purchase
 - U.S. airlines and/or code shares
 - Must request SATO to reserve (note to CTO in TA)
 - Must have AO approval in authorization, including form on next slide
 - Add this form as a Substantiating Document
 - Must call SATO after approval to buy ticket (within 24 hours of making reservation)
 - Non-refundable (gov't will reimburse if trip cancelled)
 - \$150 (\$200?) change fee! (gov't will reimburse if trip changed)
 - “Use should result in lower overall trip cost”
 - “Traveler should be reasonably sure that trip will take place”



Restricted Fares Checklist for AOs
(See JFTR, par. U3500-A1/JTR, par. C3500-A1)

Existing DoD travel policy allows for the use of restricted airfares that are available to the general public. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

Prior to booking your travel arrangement(s), please review the following questions.

| No. | Item | Yes | No |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. | Is the traveler's departure date more than 7 days from ticket purchase? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is the traveler's mission to a single location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <p>Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit?</p> <p>➤ Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airlines website for advance purchase requirements.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <p>Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$150 or more on a U.S. domestic flight or \$250 on an International flight since these amounts are the change/cancellation fee charges)?</p> <p>Example: \$425 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$150. Answer is yes since $\\$200 + \\$150 = \\$350$ which is still less than \$425.</p> <p>➤ For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or -CA, if offered).</p> | <input type="checkbox"/> | <input type="checkbox"/> |

If the AO answered "NO" to any question, the traveler is not a good candidate for a restricted airfare.

If the traveler met the above criteria, he/she is ready to book a restricted airfare reservation.



KAYAK Search Results

Change your search
 Show fare charts
 Share results in real time

Stops

nonstop
 1 stop **\$463**
 2+ stops **\$449**

Flight Times

Take-off Landing

Price * ▲ **Airline** **Takeoff** **Landing**

Filters: Airlines

Flights to Washington DC
 Find Discount Flights. Find Low Airfares at Expedia®
www.Expedia.com/WashingtonDC

\$557
 Economy
 United
 MRY 6:00a → DCA 4:24p
 DCA 9:45a → MRY 5:10p
 Select

Look up Excursion fares outside of DTS (Kayak, Expedia, airline web site, etc.)

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

Click on "Request Assistance" button to send note to SATO.



Put details of excursion Fare desired in note to SATO.

If necessary, add additional comments to the CTO:
 CTO, please assist. Request book excursion MRY-DCA UA6224/484 0600-1624 1/17/11, DCA-MRY UA609/6662 0945-1710 1/20/11 Cost \$506.50. Gov't fare \$1320.

Cancel CTO Assistance Send Comments to CTO

SATO responds with reservation details. After AO approves auth., call SATO to purchase ticket within 24 hours.

| | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments to the Approving Official: | Lodging is at the Gov't Rate offered by the conference hotel. |
| Comments from the Travel Agent: | Air Comments: EXCURSION FARE IS SOLD OUT ON THE SAN JOSE TO SAN DIEGO FLIGHT THE FARE IS SUBJECT TO CHANGE ON AN EXCURSION FARE GOVT RATE ROUNDTRIP WITH NO PENALTIES IS 343.40 MAY STANDBY AND UPGRADE TO YL FARE ON CHANGE MUST TICKET BY 03NOV OR RESERVATION IS INVALID RATE IS SUBJECT TO CHANGE |

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.



Premium Class Travel

- No First Class
- President, NPS, then Director, Navy Staff (OPNAV) must approve all business class travel.
 - Forms on Travel web site
 - Total travel time > 14 hours
 - Going only, not authorized on return trip
- Does not apply to foreign airline flights which only have first and business class.
- Ok to upgrade using frequent flyer miles
 - Frequent flyer miles belong to the traveler and may be used for any purpose



Gift of Travel

- Used when **non-US government** activity funds all or part of travel
 - Refs: NPSINST 4001.1F, para 5e.; NAVPGSCOLINST 4650.4J, encl (1), para VII.5; Gift of Travel SOP
- Request for non-DoD conference approval required at same time as Gift of Travel submittal
- Submit request **six weeks** in advance of travel
 - Traveler must have interview with Ethics Counselor
 - Must have letter from gift donor
 - >\$12k: Traveler's dean, then NPS President, then Director, Navy Staff, approval required **prior** to travel
 - <\$12k may be approved by NPS President
- Type of Travel Authorization
 - Permissive TA if donor funds entire trip
 - Routine TA if government funds part of trip
- 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



International Travel

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



Fly America Act

- Must use US airline (or code share) if available
 - If US available, foreign airline not listed
 - Exceptions
 - Extend travel by 24 hours (from/to US)
 - Wait 4+ hours or extend trip by 6+ hours (outside US)
 - Eliminate 2+ aircraft changes
 - If foreign flight \leq 3 hrs and US at least twice that
 - US first class only and foreign is $<$ first class
- If you use foreign airline illegally, you will not be reimbursed
- Use of foreign airline must be justified in Pre-Audit



Non-DoD Conference

- Approval required by dept. chair, dean, NPS president, then DNS and DoN AA.
 - If DoD 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
- DNS Threshold: \$3000/person, \$600/day
- Actual lodging and rental car not allowed
- <https://wiki.nps.edu/display/NCT/Non-DoD+Conferences>



Other NPS “Business Rules”

- If you have rental car, you cannot be reimbursed for public transportation
- If TDY not starting/ending at PDS, must have Comptroller review
- Need Deputy Comptroller approval:
 - Personally-procured airline tickets
 - Repeat offenders will be recommended for disciplinary action
 - Not using DTS when renting car
- See handout



Local Area

- Travel within Local Area is reimbursed with a Local Voucher in DTS
- Local Area, defined in NSAMINST 4500.1A, is Santa Clara, Santa Cruz, San Benito counties and Monterey county down through King City.
- Overnight lodging in Local Area is reimbursable for a multi-day trip with extensive commuting!



Hotel Tax Exemption

- Limited state tax exemption info is at GSA SmartPay web site
 - <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>
- Always ask hotel to give you tax exemption
- Hotel may refuse to exempt tax
- Search Google forms for each city/county/state
- If tax is charged, it will be reimbursed as a non-mileage expense only in the U.S.
 - In foreign countries, it is part of per diem



BQ Reservations

- You must request gov't quarters reservations in comment box to SATO
 - Include
 - Name of Base
 - Name of Command working with
 - Rank/Grade
 - CC# and expiration date
 - SSN
- Alternative: make them yourself
 - Click logo on DTS home page →
 - Go to www.dodlodging.net





Government Travel Credit Card

- All eligible travelers must have and use GTCC for all travel expenses
 - APC is Patricia Freeman, teleworker at (831) 214-9517
 - Takes 7-10 days
- Central Billed Account (CBA) (air fare only) used for travelers who are:
 - Credit risks, foreign nationals, over credit limit.
 - Use personal card or advance for other charges
- Use card only for travel expenses
- Cards will be deactivated between travels (<2/yr)
- **If your GTCC account is overdue (60 days,) your card will be suspended, and you may not travel**



Routing Lists

- Authorizations are routed as follows:
 - Preparer stamps SIGNED, **which adds routing list and starts routing**
 - SATO checks reservations and stamps CTO BOOKED
 - SPFA checks LOA/funds and stamps REVIEWED
 - AO stamps APPROVED
 - STARS obligates funds and stamps POS ACK RECEIVED
 - Three days before travel, SATO buys tickets and stamps CTO TICKETED



Changing Itinerary

- Adjustments (before approval): Select view/edit
- Amendments (after approval): Select amend
 - Make reservation changes before departure in DTS
- If SATO comment says cheaper flight available:
 - Adjust TA, open Air Travel comment, state your desires about flight change.
- After departure, call SATO
 - Inform SATO that AO has approved the change
 - Monterey (NPS working hours) 855 744-4657 (toll-free)
 - National (outside NPS working hours) 800 359-9999



Cancellation

- Cancellation
 - Cancellation procedure trifold in your handouts
- DO NOT cancel airline reservations before carrying out this procedure.
- If authorization has not been signed
 - Click “remove”, cancel any reservations inside TA by clicking “cancel” for each



Cancellation cont'd

- If authorization is signed
 - **Click “trip cancel”, select “No Expenses Incurred”, then re-sign TA**
 - Will be routed to AO for cancellation
 - LOA obligation will be cancelled
 - Airline tickets will be refunded automatically

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

| | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | No Expenses were incurred |
| <input type="radio"/> | Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment |

[Return to Document List](#) [Continue](#)



Vouchers

- Create Voucher from Authorization within five business days of return from travel
- Change itinerary dates if required
- Change estimated charges to actual charges
- Add expenses not on authorization
 - Create expenses from a GTCC transaction



Create Voucher

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

[> Create New Voucher From Authorization/Order](#)

Existing Vouchers

| <u>Sort by</u> <u>Document Name</u> | Sorted by Departure Date | <u>Sort by</u> <u>Status</u> | <u>Sort by</u> <u>TA Number</u> | View/Edit | Print | Remove | Amend |
|----------------------------------------|-----------------------------|---------------------------------|------------------------------------|-----------|-------|--------|-------|
| Close | | | | | | | |

Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

| <u>Document Name</u> | <u>Departure Date</u> | <u>Status</u> | <u>TA Number</u> | Create |
|-------------------------|-----------------------|---------------|------------------|-----------------------------|
| EMWASHINGTOND102014_A02 | 10/20/14 | CTO BOOKED | 002MVP | > create |



Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

RES: Monterey CA

* Start Date(mm/dd/yyyy): 10/20/2014

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

RES: Monterey CA

* End Date(mm/dd/yyyy): 10/26/2014

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD
* Trip Purpose: SITE VISIT
Trip Description (optional):
1. To set up the CMOT D3 Test Infrastructure in preparation for flight testing.

* Trip Duration:

Trip Summary

Overall Starting Point

Leave From: Monterey, CA [Edit](#)
Leave: 20-Oct-14

Location 1: WASHINGTON, DC

Leave From: Monterey, CA [Edit](#)
TDY/TAD Loc: WASHINGTON, DC
Arrive: 20-Oct-14
Leave: 26-Oct-14

Carrier/Flight: United Airlines (UA) 5316 [Edit](#) [Remove](#)

Conf/PNR: 123456
Depart: 20-Oct-14 06:00AM
MRY-Monterey Peninsula Apt

Arrive: 20-Oct-14 07:21AM
LAX-Los Angeles International Apt

Carrier/Flight: United Airlines (UA) 1237 [Edit](#) [Remove](#)

Conf/PNR: 123456
Depart: 20-Oct-14 08:40AM
LAX-Los Angeles International Apt

Arrive: 20-Oct-14 04:40PM
IAD-Washington Dulles International Apt

Rental Car: ENTERPRISE [Edit](#) [Remove](#)

Airport: IAD - Washington Dulles International Ap

Confirmation: ABCD1234678-

Pickup: 20-Oct-14 05:00PM



Edit Dates, Other Info

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

* Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

* Conference/Event
Name: Not Applicable

Authorization Number:

Authorization Date:
(mm/dd/yyyy)

Trip Number:



Edit/Add Location

| Location 1: WASHINGTON,DC | |
|---------------------------|---------------|
| Leave From: | Monterey,CA |
| TDY/TAD Loc: | WASHINGTON,DC |
| Arrive: | 20-Oct-14 |
| Leave: | 26-Oct-14 |

[Edit](#)

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: Monterey,CA
Overall Start Date: 20-Oct-14

[Click Here to Add a Destination in Between](#)

Edit a TDY/TAD Location

Click on a button below to select your TDY/TAD Location.

Please Note: A Red Star (*) indicates a required field.

Search by:

- [Location](#)
- [State/Country - Location](#)
- [Zip Code](#)
- [County Lookup](#)

*Location: WASHINGTON,DC
*Arriving On: 10/20/2014 [Remove](#)
*Departing On: 10/26/2014

[Click Here to Add a Destination in Between](#)

Overall End Point: RES: Monterey,CA
Overall End Date: 26-Oct-14



Edit Rental Car Cost

From Trip Summary

| | | |
|---------------|------------------------------------------|------------------------------------------------|
| Rental Car: | ENTERPRISE | Edit Remove |
| Airport: | IAD - Washington Dulles International Ap | |
| Confirmation: | ABCD1234678- | |
| Pickup: | 20-Oct-14 05:00PM | |
| Dropoff: | 23-Oct-14 10:00AM | |



Rental Car Selected (ER) En Route

\$113.35

Rental Car: ENTERPRISE
Car Class: Compact Automatic
Location: IAD - Washington Dulles International Ap



Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.

Restrictions: Daily \$26.00, Extra Day \$26.00, Extra Hour \$5.00, Unlimited miles/kilometers, Estimated Total Cost \$113.35

[OSI-Other Supplementary Information](#)

Enter the following details:

Pickup Date: 10/20/2014

Pickup Time: 04:30 PM

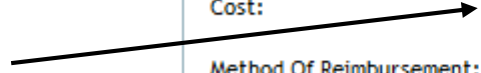
Dropoff Date: 10/23/2014

Dropoff Time: 09:30 AM

Cost: 113.35

Method Of Reimbursement: GOVCC

Total from receipt



Comments to the Travel Agent:

→

Save Selected Car



Edit Each Expense

Expenses Summary

| Expense Type | Date | Cost | E/R |
|---------------------------|------------|----------|------------------------------------------------|
| Gasoline-Rental/Govt. Car | 10/23/2014 | \$40.00 | Edit Remove |
| Hotel Room Tax | 10/23/2014 | \$100.00 | Edit Remove |
| Parking - Terminal | 10/23/2014 | \$48.00 | Edit Remove |
| Excess Baggage | 10/20/2014 | \$25.00 | Edit Remove |
| Excess Baggage | 10/26/2014 | \$25.00 | Edit Remove |

Total Expenses: \$238.00

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

You can see your Citi charges by clicking here

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

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 | |

Leave: 20-Oct-14 Return: 26-Oct-14 **Edit Expense**

* Expense Type: Gasoline-Rental/Govt. Car

- OR - Gasoline-Rental/Govt. Car

* Cost: \$ 38.55

* Date: (mm/dd/yyyy) 10/23/2014

* Method of Reimbursement: GOVCC-Individual

[view expense details / currency calculator](#)

Save Expense



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).



Other Features

- Split disbursing is automatic for all GTCC air, lodging and rental car charges
 - It is **mandatory** for **all** GTCC charges
 - DFAS pays **total** credit card bill to Citi
 - **If voucher not split disbursed properly, it will be returned to the traveler**
- Payment Totals—Add other credit card charges for payment to Citi
 - “Add’l GOVCC ATM:”—ATM advances
 - “Add’l GOVCC Amt:”—All others, such as hotel room, prorated part of rental car, meals, hotel movies, minibar, etc.
 - Any GTCC charge that is NOT listed as an expense



Entitlement Summary

| | Personal(\$) | Individual GOVCC(\$) | Total(\$) |
|--------------------------------------------|----------------------|-------------------------------------|------------------------------------------|
| Total Expenses: | \$300.34 | \$2,055.55 | \$2,355.89 |
| Less Prior Pmts: | \$0.00 | \$0.00 | \$0.00 |
| Plus Collections: | \$0.00 | \$0.00 | \$0.00 |
| Net to Traveler: | \$300.34 | \$2,055.55 | \$2,355.89 |
| Add GOVCC ATM: | -\$100.00 | <input type="text" value="100.00"/> | |
| Add'l GOVCC Amt: | -\$90.03 | <input type="text" value="90.03"/> | |
| Less Prev Pmts to GOVCC(By Traveler): | <input type="text"/> | <input type="text"/> | <input type="button" value="Calculate"/> |
| Prev Pmt Adjustments: | \$0.00 | \$0.00 | |
| Final Distribution(Net to traveler) | | | |
| Net Distribution: | \$198.86 | \$2,157.03 | \$2,355.89 |



Voucher Receipts

- Click on Expenses, then Substantiating Records
- Print out fax cover page
- You are **required** by JTR to fax (or scan and upload) **all lodging** receipts, and other receipts of \$75 or more (**including SATO “Your Itinerary”**) to DTS Substantiating Records.
- You must include email from Travel Officer stating that NPS President has declared that your trip is mission essential.



Logged In As: [Eric T NAVPOSTGRAD-E](#)

Document Name: ENWASHINGTOND011209_V01

Screen ID: 1148.1

[Close Window](#)

Traveler Name: [Eric T NAVPOSTGRAD-E](#)

Document Type: Voucher

[Help for this screen](#)



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[Itinerary](#)

[Travel](#)

[Expenses](#)

[Accounting](#)

[Additional Options](#)

[Review/Sign](#)

[RETURN TO LIST](#)

[Non-Mileage](#)

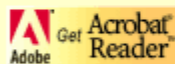
[Mileage](#)

[Per Diem Entitlements](#)

[Substantiating Records](#)

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

[Print Fax Cover Sheet](#)

[Upload Scanned Receipts](#)

[Browse...](#)

[Upload](#)

Currently there are no Receipts on file for this Voucher.

| Date | CTW | Notes | View | Remove |
|------|-----|-------|------|--------|
|------|-----|-------|------|--------|

[Refresh](#)



Voucher Pre-Audit

7 Items have been Flagged in this Travel Document

| 1. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
|----|--------------------------------|----------------------------------------|--------------------------------------------------------------------|
| | →1 ACTUALS EXPENSE | →1 ACTUAL EXPENSE ALLOWANCE REQUESTED. | Special event in required hotel |
| 2. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
| | →1 ADD GOVCC-INDIVIDUAL AMOUNT | →1 Add GOVCC-Individual Amount | \$65.78 prorated part of rental car \$24.25 hotel room service |
| 3. | Reason Flagged | Item Description | * Justification to Approving Official <Help> |
| | →1 ADD GOVCC-INDIVIDUAL ATM | →1 Add GOVCC-Individual ATM | €100 withdrawal 10/19/14 |

Enter explanations for amounts on Payment Totals screen



Vouchers

- Sign voucher (**Only** the traveler can sign a voucher)
- All vouchers are approved in the Travel Office
- Supplemental—Create a voucher amendment
 - For charges you left off original voucher
 - Just add additional charges and sign
- Disagree with Certifying Officer decision?
 - Appeal IAW FMR Vol 9, Ch 8, para 0807
 - Contact Travel Office for help



DTS Administrators

- Lead DTA—Nick Pavlina
 - toll free 866 817-5245 x170
- Financial DTA—Regina Panis 3139
- Travel Officer—Renée Dishon 3600
- GTCC—Patricia Freeman (831) 214-9517
- DTS Training—Jim Egerton 3192
- Help Desk—Bill Rhodes/Melanie Mitchell /Chelsea Palmer
 - toll free 866 817-5245 x2
 - (DTSHelpDesk@nps.edu)
 - Listed under “NPS Travel DTS HelpDesk”



Help

- DTS Document Preparation Manual chapters are available at NPS Travel web site
- DTS has help screens at all levels
 - “Help for this Screen” at top right
- Tier II Help desk in San Diego
- Register for a DTMO Passport account
 - On-line web-based training, distance learning courses, excellent live demos
- Periodic classes provided at NPS for users and travel administrators (NPS web site: Training)
- On-call training for AOs and SPFAs



“Help For This Screen”

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Click on any green text for details. To print screen, right-click and select Print.

Introduction

DTS processes [authorizations](#), [vouchers](#), [vouchers from authorizations](#), [local vouchers](#), and [group authorizations](#). Travelers using DTS can check for current airline, hotel, and rental car availability, as well as check current per diem rates for travel locations online. The user can prepare his own documents, or, with the proper permission, documents for others.

Travelers and unit travel clerks are able to:

- [Input and Update travel documents](#)
- Update travel preferences in a [personal profile](#)
- Use Travel Authorization (TA) information [to prepare a local travel voucher](#)
- [Input](#) and [digitally sign](#) actual trip information
- Determine the status of an [authorization](#) or [voucher](#) at any time.

DTS allows the traveler, if authorized, to select the Line of Accounting (LOA) to which his travel expenses will be charged. **However, 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 it is not designed to substitute for official accounting procedures.

DTS maintains a routing list of the personnel who need to review or approve the document. The traveler, once he has filled out his document, signs the document electronically (with a PKI-encrypted digital signature); the [AO](#) stamps the document electronically with an approval or a cancellation.

The application tracks the document history automatically, so that no changes can be made to the record without a digital signature attached. The document is automatically sent to the people on the routing list in the proper order for review and signature. These routing lists are maintained by a designated Defense Travel Administrator (DTA).

Once the traveler has entered all the necessary travel information, the user can print out the documents in either a default or GOV PLUS form. When printing an authorization, the user has the option of printing out DD1610 travel orders; or when printing a voucher from authorization, the user has the option of printing out a DD1351-2 claim.

Some officers are allowed to approve their own travel; however, this self-approval authority does not extend to authorizations that include a request for a Non-ATM Travel Advance. Note that DTS will prevent an authorization for a Non-ATM Travel Advance for a Self-Authorizing AO user.

USMC (United States Marine Corps) sites fielding DTS will not be allowed to take [advances](#).

[Related Topics](#)