NAVAL POSTGRADUATE SCHOOL

Welcome

Renée Dishon
Travel Officer

- Approvals
- JTR Course
- Rules and Regulations
- NPS Travel Instruction
- Travel Authorization
- Contract Flights
- Excursion Fares
- Travel Voucher
- Airline Receipts

- Local Area
- Non-DoD Conferences
- GTCC
- Travel Errors
- Gift of Travel
- New Features
- Travel Resources
- Future Improvements

Jim Egerton

DTS Instructor

- JFTR and JTR were merged into JTR 10/1/14
  - 1600 pages vice 2400

- Miscellaneous expenses changed
  - Auth. call home, baggage tips, ATM fees, and laundry are no longer allowed as Non-mileage Expenses
  - Now included as Incidental Expenses in M&IE

- Flat rate per diem
  - >30 days in one place: 75% of lodging and M&IE
  - >180 days, 55%
  - https://www.defensetravel.dod.mil/site/perdiemCalc.cfm

- **NPGSCOLINST 4650.4J**
  - Links to five SOPs
  - Under revision

- Mandatory Training (required by DoD FMR)
  - Located on TraX Passport web site
  - https://www.defensetravel.dod.mil/Passport/
  - All travelers—
    - Programs & Policies – Travel Policies
      - Every three years
  - Travelers new to DTS
    - DTS (Basic) – About DTS
    - DTS (Basic) - DTS Travel Documents (DTS 101)

- Mandatory use of GTCC

- <u>All</u> TA's must have reason for not using SVTC in Other Authorizations
  - Add authorization
  - Select "Other"

- Rental car error
  - Pre-Audit will state that car selected is not cheapest available
    - This is an error.
    - In Pre-Audit comment box, state "DTS Error"

- Dummy TA's
  - If you create TA to find costs, etc., <u>delete it</u> when done
  - Click on "trip cancel"

- **Mandatory Contract Flights**
  - FY14: 25 YCA, 7 of which were _CA
  - FY15: 42 YCA, 41 of which are _CA
    - _CA required where available
      - Not upgradeable to first class w/FF miles
    - If _CA flight listed, same flight in YCA will not appear
- **Justification for non-contract flights inadequate**
  - Inadequate justifications will be returned
- **Excess cost will not be reimbursed**

- **C1 – Does not meet mission requirements**
  - Detailed reason why specific flight doesn't work
  - <u>Don't use any of these to change to your favorite airline</u>

- **C2 – Outside normal working hours**
  - 2400-0600 departure not required

- **C3 – Excursion fare**
  - See next slide

- **C6 – Lower non-contract fare on contract carrier**
  - Abused, change carriers

- **C8 – No-cost ticket (frequent flyer)**
  - Hooray

- ## Reserve cars in DTS for Duty Days <u>only</u>
  - Extend car for leave days at Rental Car Counter
  - Inform company that you will be on leave/non-duty
  - Do not include GARS fee ($5/day) for these days
  - Arrange for insurance for these days

- ## Traveler must pay for car on leave days
  - Use personal credit card for these days, OR
  - Use GTCC, but split-disburse this amount on voucher

- Timeline
  - Required within 5 business days of return

- AO approvals
  - If Appendix G states AO approval required for expense
    - Expense must either be in TA or have email from AO

- Substantiating Records
  - Receipts
  - Travel Officer email (Pres. Approval)

- If not correct, it will be returned

- SATO ticketing email 3 days prior will contain eInvoice as an attachment
    - Use this for receipt
- If flights are changed during travel, email www.cwtsatotravel.com to get invoice
    - http://www.nps.edu/Services/Travel/Documents/SATOInvoice.pdf on Travel web site under SOPs.
- "Your Itinerary" and "eTicket Receipt" are also acceptable

- Local Area
  - Santa Cruz, Santa Clara, San Benito counties and Monterey county down through King City
  - Twelve hours or less
    - Mileage and tolls
    - Submit Local Voucher

- Overnight Travel in Local Area
  - Lodging and meals now authorized
  - Submit routine Travel Authorization

- Process
  - Start with the wiki (https://wiki.nps.edu/display/NCT/Non-DoD+Conferences)
  - Drag and drop the Non-DoD Request Form
  - Key elements:
    - Target approval date – a date that has a tangible benefit (e.g., early registration discount)
    - Specific outcomes – why is this important to curricula, research, NPS, DoN, etc.
    - Generalities are the kiss of death
- Hard timelines
  - 45 days for total DoD attendance cost <$100K
  - 135 days for total DoD attendance cost >$100K

Non-DoD Conference Wiki

Non-DoD Conference Tracker

SPACE SHORTCUTS

- Non-DoD Conferences
- Active Conference Listing
- Completed Conferences
- Internal Tracking

CHILD PAGES

- Pages
  - Non-DoD Conferences
    - Active Conference Listing
    - Completed Conferences
    - Conference Guidance
    - Conference Q&A

Pages 📎

Non-DoD Conferences

Created by Sharrock, Nancy (CIV) (1851 karma), last modified by Carr, Vincent (Vinny) (CIV) (4409 karma) yesterday at 3:59 PM

👁 Watch   ↗ Share   ⚙ Tools ▾

✓ **Welcome to the Non-DoD Conference Tracker!**
This wiki serves as the central location for all things non-DoD conference related. Current operating procedures, guidance, documents, and work will be posted and updated regularly here. If you are wishing to attend a conference, please make sure the conference hasn't already been submitted for approval. If this is a new conference, please follow the instructions below. Do your colleagues a favor too by letting them know you're attending! If it is a multidisciplinary conference, please extend the invitation to those departments that may be interested. Them doing so may make the difference between your attendance at a premier conference in the future! Plus, it makes for a much quicker and smoother approval process when things are done once with minimal rework.

ⓘ **HIGHLIGHTS**

CONFERENCES PACKAGES ARE PROCESSED TO GIVE EVERYONE THE OPPORTUNITY TO ATTEND

CONFERENCES WITH COST UNDER $100,000 TO DoD REQUIRE

45-DAYS LEAD-TIME

So you would like to attend a Non-DoD Conference?

Here's what you need to do.....

☐ Download and complete the **Non-DoD Conference Attendance Request Worksheet**- Available for download here or below.

☐ Have your department chair or head sign the request. (Should be common leadership of all on the request. Deans/Chairs participating in the conference cannot sign for themselves)

☐ Submit the completed Non-DoD Conference Attendance Request Worksheet below.

List of Active Conferences

List of Completed Conferences

Conference Guidance

Conference Q&A

(General conference and wiki questions)

Non-DoD Request Form

NON-DOD CONFERENCE ATTENDANCE REQUEST

Conference Name

Conference Start Date   Conference End Date

Conference Location

Non-DoD Sponsor Organization

Conferences will be processed to maximize the opportunity for NPS personnel to attend and provide flexibility in scheduling. As such the following processing timelines are effective:
Conferences < $100,000 to the DoD will be initiated 45 days before the start of the conference by the Travel Office
Conferences > $100,000 to the DoD will be initiated 135 days before the start of the conference by the Travel Office

○ General Conference Description

○ Target DON Audience of Conference

○ Alternative CONUS Conferences (If conference is OCONUS)

Add Attendee	Remove Last Attendee

Attendee Name

Attendee Title   Attendee Status

Role at Conference   Registration Fee $0.00

Presentation Title   Title of your presentation

Departure Date   Return Date

Travel Date Justification   (Arrive day prior, leave scheduled, additional meetings, flights, times, etc)

○ Funding Sponsor   JON/LOA

○ Specific Outcomes for Attendee   Please tie your attendance at the conference to curricula, research, or something tangible. These should be specific to the individual requesting to attend. If only attending, please explain what the specific benefit is to your current work and how it impacts the NPS mission. Non-Presenting attendance receives the most scrutiny and in turn, the most justification is required.

Add POC	Remove Last POC

POC Name   Phone Number   E-Mail

Department Chair/Director Name/Title

Department Chair/Director Signature

ALL REQUESTS MUST BE SUMBITTED TO THE NON-DOD CONFERENCE TRACKER WIKI AT:

https://wiki.nps.edu/display/NCT/Non-DoD+Conferences

SUBMISSION BY OTHER MEANS WILL NOT BE ACCEPTED

- Updated form

- Please submit via the wiki

- Try to avoid the "specific outcomes copy and paste" special when completing the form for multiple attendees

Government Credit Cards

- ## Deactivation
  - Cards will not be deactivated between travels if traveler goes more than twice a year

- ## Mandatory Use
  - GOVCC use required for all charges on travel

- ## Chip and PIN
  - Jan-Jun: Expiring cards
  - Jul-Oct: All others will be replaced
  - Upon receipt, call Citi to get PIN

- ## If your GTCC bill is overdue, you may not travel
  - NPS Travel Instruction

- Use GTCC for all travel expenses
  - Some exceptions
    - Tolls, cash machines, vendor won't accept
- Split disburse all GTCC charges
  - Additional Options/Payment Totals screen
  - Vouchers not split disbursed properly will be returned
    - Required by Financial Management Regulations
- Justification for all exceptions
  - Other Authorizations/Pre-Audit
  - Must be LEGAL REASON for exception

- Gift of Travel SOP revised 25 Feb 2015
  - NPS President may approve gifts <$12,000
    - Director, Navy Staff approves $12k or more
  - New: Gov't may cover part of travel expense

- Traveler must be
  - In pay status on official business
  - On zero-cost, <u>Permissive</u> orders
    - If donor paying all expenses
  - On <u>Routine</u> orders
    - If donor only paying part

- New POV mileage rate: $.57.5/mi vice $.56
  - Effective 1 Jan 2015

- TSA <u>Known Traveler Number</u>
  - Enter number from back of CAC; click "Save changes"
  - FastTrack through TSA at large airports (keep shoes on!)

- NPS Travel Web site
  - http://www.nps.edu/Travel/
- NPS Travel Office Wiki
  - https://wiki.nps.edu/display/TO/Travel+Office+Home
- NPS Traveler
- Help
  - NPS DTS Help Desk
  - 1-866-817-5245 ext 2 | FAX (619) 226-8025
    - DTS-HelpDesk@nps.edu
  - DTMO TAC
    - 1-888-Help1Go
    - http://www.defensetravel.dod.mil/Passport

NAVAL POSTGRADUATE SCHOOL

NPS Wiki | Spaces ▾ | People | Questions | Calendars | **Create**

Travel Office

🗐 **Pages**

🔊 Blog

SPACE SHORTCUTS

🗄 File lists

📄 How-to articles

PAGE TREE

- Ask the Travel Office
- Country Clearance
- File lists
- Foreign Military Student Travel
- Government Travel Card
- GSA City Pair Program
- How-to articles
- Mission Essential Determination
- NPS Travel Newsletter
- Official Passport
- PCS POC's
- Training Resources
- Travel Forms

Pages 🔗

👁 Watch   ↗ Share   ⚙ Tools ▾

Travel Office Home

Created by Sharrock, Nancy (CIV) (1851 karma), last modified by Carr, Vincent (Vinny) (CIV) (4409 karma) on Mar 02, 2015

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

Quick Contacts

[Email Travel Officer]

[Email DTS Help Desk]

[Email DTS Instructor]

[Email APC]

⚠ LATEST IN TRAVEL

- **Taxi-Terminal vs. Parking+POV**– In accordance with JTR Chapter 4, Part G, 4780, the use of POV may be authorized however Terminal Parking fees may only be reimbursed up to the cost of two one-way taxicab fares. When claiming Parking-Terminal please go to **TAXIFAREFINDER.COM**, take PDF screen-captures of your estimated taxi fares, and upload the estimates into your substantiating records.

- **Pre-Audit Justifications**– In an effort to increase our audit readiness there will be greater scrutiny placed on AO Approvals and what is entered into Pre-Audit Flags. For items including use of non-contract carriers (non-City Pairs), actual lodging expense, and variations there must be an email uploaded between you and your AO detailing the reasons for the justification leading to their approval. Pre-Audit flag fields within DTS should also show the same level of detail for auditing purposes.

- **E-Z Pass vs. Tolls**– Tolls are only reimbursable on an individual basis. Toll services often offered by rental car companies as a traveler convenience are not reimbursable services and should be foregone in favor of individual toll charges.

- <u>Defense Travel Dispatch</u>

- Rewrite of JTR
  - Shorter, clearer, and simpler

- Expand Travel Policy Compliance Program
  - From 10 queries to 60

- DTS Modernization
  - Hooray again

- RSS Feeds
  - See page 15 of Dispatch

- ## Process
  - Complete trips in DTS (all costs, trip description, and JON)
    - Do this TEN DAYS prior to departure
  - Weekly spreadsheet provided to President, Provost, and COS for approval on Thursday

- ## Trip Description
  - Three parts
    - Detailed description
    - Source and type of funding
    - Reason why trip is mission essential

- ## Mission Essential Email
  - Sent to traveler upon President's approval
  - Attach this to voucher along with receipts

- JTR Course on Travel Regulations

- Sometime in April
  - Max of 30 students
  - Two to three days, depending on content

Questions?