ODTA Meeting 13/17 Mar 2015

Welcome

Renée Dishon Travel Officer



Overview

- 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



Rules and Regulations

- 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



NPS Travel Instruction

- 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



Travel Authorization

- <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., delete it when done
 - Click on "trip cancel"



Contract Flights

- 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



Non-Contract Reason Codes

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



Rental Cars on Leave

- Reserve cars in DTS for Duty Days only
 - 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



Travel 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



Airline Receipts

- 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

Non-DoD Conference Approval

Process

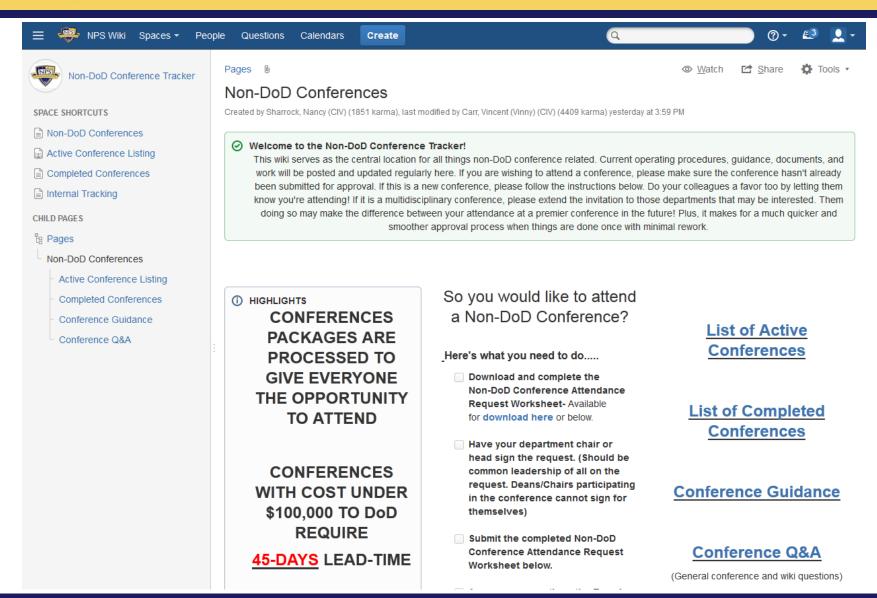
- Start with the wiki (https://wiki.nps.edu/display/NCT/Non-DoD+Conferences)
- Drag and drop the Non-DoD Request Form
- Key elements:
 - Target approval date a date that has a tangible benefit (e.g., early registration discount)
 - Specific outcomes why is this important to curricula, research, NPS, 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 Request Form

NON-DOD CONFERENCE ATTENDANCE REQUEST

Conference Name											
Conference Start Date		Conference End Date									
Conference Location											
Non-DoDSporsorOrg											
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 <\\\100000 to the DoD will be initiated 45 days before the start of the conference by the Travel Office Conferences >\\\\100000 to the DoD will be initiated 135 days before the start of the conference by the Travel Office											
⊖ General Conference	e Descrip	otion									
O Target DON Audie											
O Alternative CONUS (If conference is O	noes 📗										
Add Attende	e e	[Rem	ove Last Attend	ee						
Attendee Name											
Attendee Title							Attendes	eStatus			-
Rolle at Conference		▼ Registration Fee \$0.00									
Presentation Title	Title of	Title of your presentation									
Departure Date		Return Date									
Travel Date Justification (Arrive day prior, leave scheduled, additional meetings, flights, times, etc)											
O Funding Sponsor							JON/LOA				
O Specific Outcomes for Attendee Attend											
Add POC		[Re	emove Last POC							
POC Name				Phone Number				E-Mail			
Department Chair/ Director Name/Title											
Department Chair/Dire	ctorSign	ature 🏻	MAKEN								
ALL REQUESTS MUST BE SUMBITTED TO THE NON-DOD CONFERENCE TRACKER WIKIAT:											

- Updated form
- Please submit via the wiki
- Try to avoid the "specific outcomes copy and paste" special when completing the form for multiple attendees

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

SUBMISSION BY OTHER MEANS WILL NOT BE ACCEPTED



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

NAVAL POSTGRADUATE SCHOOL

Travel Errors

- 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

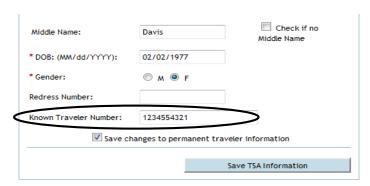
Traveler must be

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



New Features

- 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!)



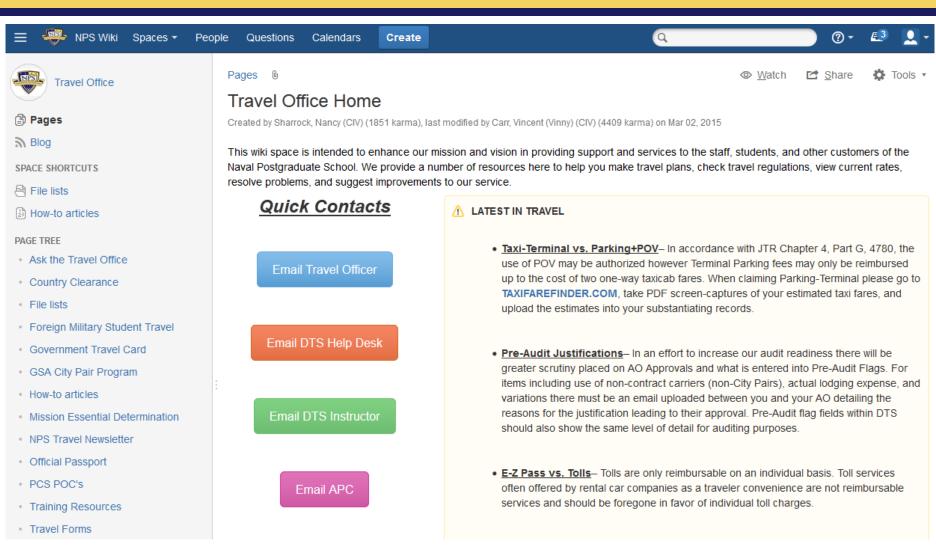


Travel Resources

- 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
 - <u>DTS-HelpDesk@nps.edu</u>
 - DTMO TAC
 - 1-888-Help1Go
 - http://www.defensetravel.dod.mil/Passport



NPS Travel Wiki





Future Improvements

- <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



Travel Approval Update

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?