



NAVAL
POSTGRADUATE
SCHOOL

Renée Dishon

Travel Officer



Good Morning!!





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WHY?



Because you asked....

Information Sharing

- Policy Changes
- Process Improvements



Please hold your questions
until after the presentations.

Thank you.



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Jim Egerton

DTS Instructor



- Integrated Lodging Pilot Program
 - Preferred lodging will be required (like contract flights)
 - Pilot sites at beginning
 - Late May-Early June
 - Applies to non-DoD conferences
- Updating GTCC info with new chip and PIN GTCC
 - Profile needs to be updated
 - Travel Office will promulgate procedure

- Requirement by DoD Financial Management Regulations
- DTMO TraX “Programs & Policies – Travel Policies”
- Required to be completed by all travelers before traveling, starting 1 July
 - Must retake every three years
- Travel Office will track completion
- Also required by AO’s and ODTA’s





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Vinny Carr

Travel Assistant



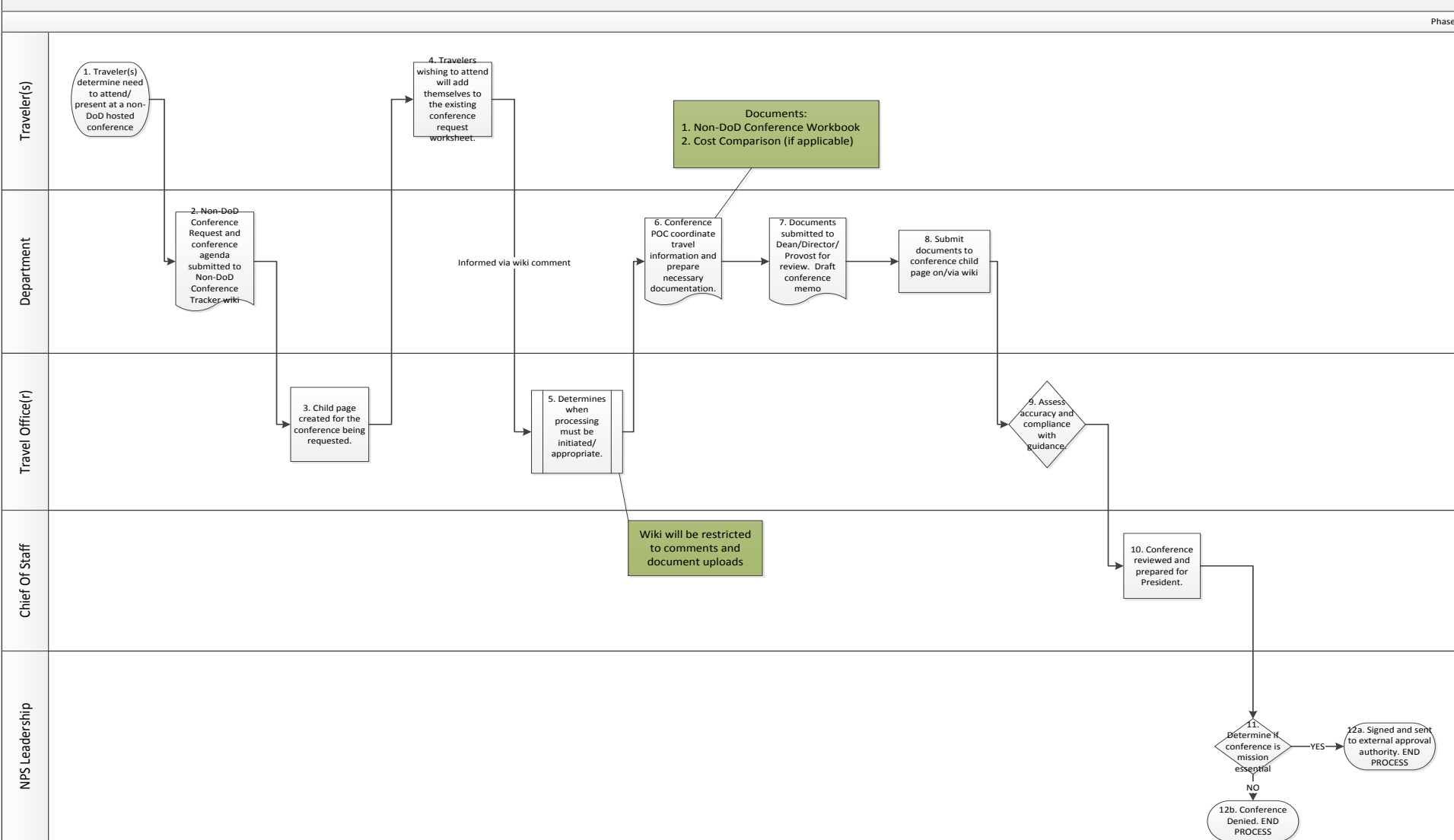
Non-DoD Conference Update

- NPS Guidance
- Changes to Procedure
- Updated Documentation Requirements



NPS Conference Process

NPS Non-DoD Conference Process





- Non-DoD Conference Request
- Conference Agenda
- Conference Worksheet
- Cost Comparison Worksheet
- Conference Request Memo
- Conference Approval Memo



Conference Request

- Initiates Process
- No signature required
- Editable on wiki
- Slight changes

- Submit with conference agenda

NON-DOD CONFERENCE ATTENDANCE REQUEST

Conference Name	<input type="text"/>		
Conference Start Date	<input type="text"/>	Conference End Date	<input type="text"/>
Conference Location/Airport	<input type="text"/>		
Non-DoD Sponsor Organization	<input type="text"/>		
Conference Website	<input type="text"/>		
<input type="radio"/> General Conference Description	General description of conference in third-person.		
<input type="radio"/> Target DON Audience of Conference	Describe the conference audience.		
<input type="radio"/> Value of attendance/participation to DoN	Describe how conference supports and advances DoN/DoD mission.		
<input type="button" value="Add Attendee"/>		<input type="button" value="Remove Last Attendee"/>	
Attendee Name	<input type="text"/>		
Attendee Title	<input type="text"/>	Attendee Status	<input type="text"/>
Role at Conference	<input type="text"/>	Registration Fee	\$0.00
Presentation Title	Title of your presentation		
Departure Date	<input type="text"/>	Airport	<input type="text"/>
Return Date	<input type="text"/>	Airport	<input type="text"/>
Travel Date Justification	(Arrive day prior, additional meetings, flights, times, etc). Please do not include leave dates in anticipated conference dates.		
<input type="radio"/> Funding Sponsor	<input type="text"/>	JON/LOA	<input type="text"/>
<input type="radio"/> 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. Please write in third-person.		
<input type="radio"/> Essential Presentations/Activities	Please identify the presentations and events that are essential to your attendance at the conference. Essential nature of presentations should be covered in specific outcomes section.		
<input type="button" value="Add POC"/>		<input type="button" value="Remove Last POC"/>	
POC Name	<input type="text"/>	Phone Number	<input type="text"/>
E-Mail	<input type="text"/>		
Additional Remarks	Space for additional justifications, clarifications, etc.		

ALL REQUESTS MUST BE SUBMITTED TO THE NON-DOD CONFERENCE TRACKER WIKI AT:
<https://wiki.nps.edu/display/NCT/Non-DoD+Conferences>



Conference Worksheet

Conference Title	Conference Name	# Conference Days	1
Conference Start Date (on Agenda)		Cost Per Person	0
Conference End Date (on Agenda)		Cost Person/Day	0
Conference Location	Location		
Lodging Rate for Location		Per Diem Rates Available Here: http://www.defense-travel.dod.mil/site/perdiemCalc.cfm	
Meal Rate			
Incidental Rate (\$5.00 for CONUS)			
OCONUS? (YES/NO)			

IF ADDITIONAL SPACES ARE REQUIRED FOR ATTENDEES, PLEASE EMAIL TRAVEL@NPS.EDU AND AN UPDATED SPREADSHEET WILL BE SENT TO YOU. PLEASE DO NOT FILL IN THE GREEN OR RED CELLS AS THEY CONTAIN FORMULAS TO HELP CALCULATE TOTAL EXPENSES

Name of Traveler	Attendee Location (Depart From)	Conference Location (Destination)	Arrival Date	Departure Date	Days TDY	Conference Fee
Last, First					1.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
					0.0	\$0.00
1					1.0	\$0.00



Conference Brief Sheet

CONFERENCE BRIEF SHEET - Attendance at Non-DOD Hosted Conferences Only		
Item	Notes/Comments	
1 Organization	Naval Postgraduate School	
2 Conference Title	Conference Name	
3 Location	Location	
4 Dates		
5 Purpose		
6 Do you have the approval request?	Request DON/AA approval	
7 Describe the target DOD audience for this conference/who the DOD attendees represent		
8 Describe the value to the Department of the Navy & how it advances the DOD mission		
9 Duration (including travel time)	<i>Actual travel does not reflect if there is travel in conjunction with official event. Only dates necessary for official duty reflect.</i>	
10 Host (DOD or other government agency)		
11 Attendees	<i>(Identify Attendees)</i>	
12 Lodging	Secured at the per diem rate for [Conference Location] (\$XXX.XX/night)	
13 Hosts Contribute per diem at hotel?	See Cost Comparison attachment if applicable	
14 Agency	Attached	
15 Meals		
16 Conference fees		
17 Cost Analysis	Total Cost (excluding labor)	\$0.00
	Air fare	\$0.00
	FDV mileage	\$0.00
	Lodging	\$0.00
	Meals	\$0.00
	Incidental expenses	\$0.00
	Conference Fees	\$0.00
	Rental Car	\$0.00
	Taxi Fare - RES-Terminal	\$0.00
	Taxi Fare - Terminal-Hotel	\$0.00
	Hotel Tax (2.0%)	\$0.00
	Parking	\$0.00
	Gasoline	\$0.00
Internet Access	\$0.00	
Taxi/DV	\$0.00	
Public Transportation	\$0.00	
18 (What is in blue code)		
Conf/Exec Statement	I certify that all cost reduction measures have been applied and that all associated expenses and activities comply with all applicable travel, conference, and acquisition regulations.	
Department Head/ Director/ Program Manager Signature		
POC Name, Phone and E-mail		

- Majority Filled by Worksheet
- Copy/Paste Info from Request
- Required Entry:

4-Conference Dates

12-Lodging Location/Cost

9-Trip Duration

15-Meals Provided

10-Host Agency

16-Conference Fees

11-Number of NPS Attendees

18-Cost Reduction Efforts

Conference POC Information



Cost Breakdown

Conference Name

LOCATION Location

CONFERENCE DATES START
END

RATES
LODGING 0 MEALS 0

INCIDENTALS 0

Name	Airfare	Lodging	Meals	Incidentals	POV Mileage2	Taxi (RES- Terminal)	Taxi (Terminal- TDY)	Rental Car / Taxi TDY	Parking	Other	Conference Fees	Hotel Tax	Total	
Last, First	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
													Total	\$ -
													Per Person	\$ -
													Person/Day	\$ -



Cost Comparison Worksheet

- When Requesting Rental Car or ALE
- Compares:
 - Rental Car Cost
 - Actual Lodging Cost
 - Daily Taxi Fare
- Costs Generated in Workbook

CONFERENCE NAME

Location Per Diem Rate /night
Dates Requested Lodging Rate /night

Actual Lodging Expense vs. Rental Car

	Above Per Diem Cost	Per Diem Cost
Lodging	\$	\$
Rental Car	N/A	\$
Rental Car Gas	N/A	\$
Rental Car Parking	N/A	\$
Taxi/Shuttle to & from airports	\$	\$
Total	\$ \$ 0.00	\$ \$ 0.00

Actual Lodging vs. Taxi

	Above Per Diem Cost	Per Diem Cost
Lodging	\$	\$
Taxi to & from the conference	N/A	\$
Taxi/Shuttle to & from airports	\$	\$
Total	\$ \$ 0.00	\$ \$ 0.00

Justification

Provide a detailed justification to include the impact to the mission of not having your request for actual lodging expense or a rental car authorized. Please also provide any supporting documentation or cost analysis as appropriate.



Subj: GUIDANCE ON PROCESSING OF NON-DoD CONFERENCE REQUEST PACKAGES

Ref: (a) Joint Travel Regulations
(b) DoD Conference Guidance 2.0 dated 06 November 2013
(c) NAVPGSCOL INSTRUCTION 4650.4J
(d) Public Law 113-6, "Consolidated and Further Continuing Appropriations Act, 2013"

Encl: (1) Non-DoD Conference Request Worksheet
(2) Non-DoD Conference Workbook, Conference Worksheet
(3) Non-DoD Conference Workbook, Brief Sheet
(4) Non-DoD Conference Workbook, Cost Breakdown
(5) Cost Comparison Worksheet
(6) Conference Request Memo
(7) DoN/AA Approval Memo Example

I. INTRODUCTION

In an effort to curtail spending on travel, training, and conferences in light of overall budget uncertainty and to bring DoD into compliance with reference (d), enhanced oversight has been instituted in the approval of non-DoD hosted conferences. It is the intent of the DoD per reference (b) to ensure the Department is prudent when sending personnel to conferences hosted by other entities.

Conference approval authority within the Department of Navy resides within the Department of Navy Assistant for Administration's office (DoN/AA) for conferences that do not exceed \$100,000 for DoD participation. Conferences where DoD total cost is in excess of \$100,000 must be approved by the Secretary of Navy. To ensure timely processing of conference requests the Director of Navy Staff (DNS) has mandated submission for conferences under \$100,000 to be submitted no less than 30 days (calendar not business) prior to the start of the conference and 120 days for conferences in excess of \$100,000. To keep to these submission thresholds Naval Postgraduate School asks for 15 additional days for internal evaluation, processing, and coordination. In order for a conference to be submitted to appropriate approving authority, the President of Naval Postgraduate School must determine attendance to be "mission essential" and affirm it in writing on enclosure (6). As important as the essential nature is the shared responsibility of NPS leadership and travelers to minimize costs associated with conference attendance and affirmed on the conference memo.

NPS has worked closely with both DNS and DoN/AA to determine best practices when submitting requests for NPS personnel to attend non-DoD hosted conferences. This guidance serves to outline the current process, roles, and considerations for non-DoD conference submissions by NPS personnel.

- Explanation of Process
- Defines Roles
- Explains Documents
- Explains Process
- Clarifies Approval Authority



- Packages Reviewed by:
 - Conference POC
 - Dean/Director
 - Travel Office
 - Chief of Staff
 - Provost
 - President NPS

Conference Package Checklist

Conference Name:

CONFERENCE AGENDA	
Submitted?	

CONFERENCE REQUEST WORKSHEET	
Submitted?	
All fields complete?	
Do dates match conference agenda?	
Do travel dates agree with conference dates?	
Is information complete for all attendees?	
Is there a Conference POC identified?	POC NAME:

CONFERENCE WORKBOOK	
Submitted?	
All fields complete?	
Are costs reasonable?	
Can costs be reduced?	
Do costs exceed \$3000/per and/or \$600/per/day threshold?	
Brief Sheet Signed by Dean/Director/Provost?	
Is there more than one attendee?	<i>If so, please include Conference Breakdown in package</i>

COST COMPARISON WORKSHEET	
Requesting Rental Car or Actual Lodging Expense?	<i>If so, please include Cost Comparison Worksheet in package</i>
Do costs on worksheet match costs in workbook?	

CONFERENCE REQUEST MEMO	
Submitted?	
Do costs match the Conference Workbook?	
Are all sections adequately justified/demonstrated?	
Checked grammar and spelling?	

CONFERENCE REQUEST PACKAGE	
Ready for submission?	Reviewed by:



- Remains Central to Conference Activity
 - Communication/Notification
 - Document Maintenance
 - Coordination
 - Status Updates
 - Document Retention



- All cost reduction measures must be employed
- Timely Submission = Timely Approval
- Cross-Departmental Cooperation
- Oversight



- Traveler Flexibility
- Better Advocacy for Travelers
- More Control Over Conference Processing
- Standardized Guidance and Expectations
- Simplified Document Processing



WIKI



- Traveler Training
Goal Effective Date 07/01/15
- Student `s Authorizations and Vouchers
Goal Effective Date 07/01/15
- Non-DoD Conferences
Goal Effective Date 05/04/15



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Questions?