



Welcome

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Travel Officer



CTO Business Rules

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New NPS Business Rules

- NAVPGSCOLINST 4650.4J approved 27 July 2012
- Approved by PDTATAC
- Posted on Travel web site under Rules and SOPs
- Important changes will be highlighted here
- It implements "[CTO Business Rules](#)" on travel web site

- International Military Students (IMS) may no longer use DTS (JFTR change)
- They are not covered by the JFTR, but by the Defense Security Cooperation Agency's (DSCA) Security Assistance Management Manual (SAMM.)
- Reservations are made by NAVPTO Monterey for CONUS travel, and NAVPTO Bangor for OCONUS travel. CSD pays their vouchers
- IMS are allowed to use government airline fares
- SOP being developed



FY13 Contract City-Pairs

- These fares are NOT in DTS yet under _CA and YCA tabs (but are under DG tab—see below)

[GSA Contractw/ Limited Availability](#)
[GSA Contract Airfare](#)
[Other Gov't Airfare](#)
[Other Airfare](#)
[AltGSA](#)

Seats on the Government Contract Airline are no longer available or you are traveling in a market in which no Government Contract fare exists.

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

\$312.00 Total Estimated Airfare (Including Taxes and Fees) Non Contract Government

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

| | | | |
|-----------------------------|---|---------------|---|
| United Airlines 6328 | 05:29 AM Depart MRY - Monterey Peninsula Apt | Tue 23-Oct-12 | Flying Time: 45min Lay-over Time: 2h 37min |
| | 06:14 AM Arrive SFO - San Francisco International Apt | | |
| United Airlines 663 | 08:51 AM Depart SFO - San Francisco International Apt | Tue 23-Oct-12 | Flying Time: 5h 13min |
| | 11:04 AM Arrive HNL - Honolulu International Apt | | |
| | Equipment EM2 | | |
| | Equipment 777 | | |



- DO NOT create FY13 travel until instructed to do so
- 21 contracts vice 18 for FY12
- US Airways only for El Paso and San Antonio!
- City pair costs are still high
 - Use Excursion Fares to get around this
- Dulles and Reagan are city pair airports (both \$518 one way,) Baltimore/Washington **is not**
- Monterey to San Diego is now Alaska Air, **non-stop**
- Two _CA (limited availability) fares; these are still mandatory if available (and are not upgradeable)
 - San Antonio and San Diego (\$99 one way)



FY13 City Pair Contracts

| Origin Airport | Destination Airport | Airline | Serv | YCA | -CA |
|--------------------------|---------------------------------|----------|----------|----------------|---------------|
| MONTEREY | ATLANTA | United | <u>C</u> | <u>253.00</u> | 0.00 |
| MONTEREY | BOSTON | American | <u>C</u> | <u>318.00</u> | 0.00 |
| MONTEREY | O'HARE INT'L AIRPORT | American | <u>C</u> | <u>251.00</u> | 0.00 |
| MONTEREY | DALLAS/FT. WORTH INT'L AIRPORT | American | <u>C</u> | <u>303.00</u> | 0.00 |
| MONTEREY | EL PASO | US Air | <u>C</u> | <u>375.00</u> | 0.00 |
| MONTEREY | FRANKFURT | United | <u>C</u> | <u>1084.00</u> | 0.00 |
| MONTEREY | HONOLULU | United | <u>C</u> | <u>282.00</u> | 0.00 |
| MONTEREY | KANSAS CITY | United | <u>C</u> | <u>361.00</u> | 0.00 |
| MONTEREY | LAS VEGAS | United | <u>C</u> | <u>380.00</u> | 0.00 |
| MONTEREY | LONDON | United | <u>C</u> | <u>555.00</u> | 0.00 |
| MONTEREY | LOS ANGELES INT'L AIRPORT | United | <u>N</u> | <u>149.00</u> | 0.00 |
| MONTEREY | NORFOLK | United | <u>C</u> | <u>598.00</u> | 0.00 |
| MONTEREY | PHOENIX | American | <u>C</u> | <u>180.00</u> | 0.00 |
| MONTEREY | SALT LAKE CITY | United | <u>C</u> | <u>344.00</u> | 0.00 |
| MONTEREY | SAN ANTONIO | US Air | <u>C</u> | <u>494.00</u> | <u>299.00</u> |
| MONTEREY | SAN DIEGO | Alaska | <u>N</u> | <u>199.00</u> | <u>99.00</u> |
| MONTEREY | ST. LOUIS | American | <u>C</u> | <u>304.00</u> | 0.00 |
| MONTEREY | TOKYO | Delta | <u>C</u> | <u>737.00</u> | 0.00 |
| MONTEREY | TUCSON | United | <u>C</u> | <u>329.00</u> | 0.00 |
| MONTEREY | RONALD REAGAN NATIONAL AIRPORT | United | <u>C</u> | <u>518.00</u> | 0.00 |
| MONTEREY | WASHINGTON DULLES INT'L AIRPORT | United | <u>C</u> | <u>518.00</u> | 0.00 |

**FROM/TO
MONTEREY
(ONE-WAY)**

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



Excursion Fare Savings

FY-13 Contract City-Pair Flights from Monterey vs. Excursion Fares (Approximate costs)

| DESTINATION | Airline | Contract R/T | Excursion R/T | Savings |
|--------------------|----------------|---------------------|----------------------|----------------|
| FRANKFURT | United | 2200 | 1110 | 1090 |
| LAS VEGAS | United | 760 | 270 | 490 |
| SAN ANTONIO | United | 1000 | 420 | 580 |
| TOKYO | United | 1520 | 1160 | 360 |



Justifications SATO Requires

- **Foreign Flag Carriers** – Travelers are required to follow the Fly America Act. Waivers/exceptions must be documented in DTS per APP O (T 4060 para B.3)
- **Failure to use Contracted City Pair Fares**
Valid justification is required when the contracted flights are not chosen – cost is NOT a valid reason



- NPS now requires a Constructed Travel Worksheet for travel to destination by POV or rental car (next slide)
- AO may approve POV if advantageous to the government (Change)
- If traveler has rental car at destination, he/she cannot be reimbursed for using public transportation



Constructed Travel Worksheet



Defense Travel System
A New Era of Government Travel

[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Authorization (refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$



- It is no longer legal to reserve a rental car in DTS for days of leave or non-duty
- Reserve for official travel days only
- Arrange car for leave days at pick-up
 - Remove GARS fee (\$5/day)
 - No gov't insurance provided
 - If leave days charged on GTCC, traveler pays for these days in voucher using split disbursement
- Or, rent a different car for leave



- Travel within Local Area can now be reimbursed with a Local Voucher in DTS
 - Previous direction about using SF1164 was incorrect.
- Overnight travel in Local Area requires travel authorization and voucher
- Local Area is Santa Clara, Santa Cruz, San Benito counties and Monterey county down through King City.



Lodging Reservations

- JFTR/JTR prohibits using travel agent web sites for making lodging reservations (Travelocity, Expedia, Priceline, etc.)
- Detailed itemized receipt from hotel required showing room cost for each day
 - Otherwise traveler will not be reimbursed
- Lost receipt form **may not** be used in place of hotel receipt



- JFTR/JTR states parking at airport may not exceed cost of getting to/from in taxi
- For out-of-town airports, we can no longer use shuttle cost. Round trip taxi fares from Monterey:
 - San Jose Airport \$400
 - San Francisco Airport \$500



FY 13 Per Diem Rates

- New rates will be loaded into DTS on/about 30 Sept.
- FY12 rates will appear for FY13 dates
- New rates for FY13 days will be entered automatically when voucher created
- FY13 LOAs will be available by exception after 1 September



“Is this trip necessary?”

- Justification still required for not using SVTC/VTC or other Internet communications
 - Secretary of Defense requirement
 - Go to Other Authorizations
 - Select Add New Other Authorization
 - Select “OTHER”
 - Enter reason why this mission cannot be completed using SVTC, VTC, or other electronic means on the Internet
 - NPS has many facilities available for holding video conferences



Justification in Other Auths

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 | OTHER (see remarks below) | Justification for not using SVTC: My presence is required because I am presenting a paper at a Naval Research symposium. | ➤ remove |

Save and Proceed to Pre-Audits



- New Rules starting 1 October
- Travel authorization must be approved at least 72 hours before departure
 - This may be changed later to 48 hours
- If reserved within 72 hours of departure, it must be approved within 24 hours
- If not approved, reservations will be cancelled
- Neither traveler nor DTS will not be notified
 - Cancellation will appear in virtuallythere.com
 - DTS will be changed soon (?) to notify travelers
- If this happens at airport, call SATO for new reservation



Making Changes While on TDY

- More than 36 hours from departure

Changes must be made in DTS

- Less than 36 hours from departure

Changes may be made by the traveler calling our local SATO Office. If there is an additional cost or new ticket, the AO must call providing SATO with verbal approval.

Changes maybe made directly with the airline, as long as a new ticket does not need to be purchased – personally procured tickets are NOT permitted.

Leisure in Conjunction with Official Travel (LICWO)

- Leave at a different location than the TDY Location
- Make airline reservations in DTS from duty station to TDY location and return to duty station
- Once approved and ticketed – traveler calls SATO Vacations (877 698-2554, or SATOVacations.com) and changes reservations to include leave destination
- Leisure portion cannot be reserved at government rates, and cannot be charged to government travel card



- Active Duty Order to a Base – MUST use BOQ, unless there is no availability – AO cannot waive or approve the lodging outside the base
- TDY (Temporary Duty Station) versus PDS (Permanent Duty Station)

Per the JTR, TDY is a place away from the PDS to which the traveler is authorized to travel. If Monterey is the PDS, airfare, M&IE, rental car, gas, laundry, POV mileage, etc. CANNOT be paid. Ensure that the PDS in DTS is correct.



Version of 1351-2 (Voucher)

- DTS prints July 2002 version of voucher
- This form is no longer acceptable for NDEA
- Use May 2011 version on Travel web site
- Must have wet ink signature
 - Electronic signature not allowed



- Deputy Comptroller approval is now required prior to reimbursement on voucher for:
 - Personally procured airline tickets
 - Disciplinary action will be recommended to supervisor for repeat offenders
 - Not starting/ending TDY at Permanent Duty Station
 - Renting car outside of DTS
 - Even for missing last SFO-MRY flight



- Required by FMR Vol. 9 Chap. 3, para. 031004
- Any voucher not properly split-disbursed will be returned to the traveler
- Voucher approver's new certification:
 - “By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.”



- All GTCC charges not already entered as expenses (flights, cars, hotel, gas, etc.) must be entered under the Additional Options section on the Payment Totals screen of the voucher
 - Add'l GOVCC ATM: ATM advances
 - Add'l GOVCC Amt: All others
 - Hotel room and tax when on leave (or Non-Duty Days)
 - Other personal hotel charges on bill (movies, meals, room service, etc.)
 - Meals purchased in restaurants with GTCC
 - Prorated part of rental car payment for leave days
 - If more than Total Personal expenses, reduce amount to personal bank account to zero



Payment Totals Screen

Enter amounts,
then click
Calculate

ATM Advance

Total of other GTCC
charges

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

[Calculate](#)

To traveler's bank account

To Citi



- Explain any Add'l GOVCC Amt:, Add'l GOVCC ATM:

2.

Reason Flagged

→ Add GOVCC-Individual Amount

Item Description

→ Add GOVCC-Individual Amount

* Justification to Approving Official

[<Help>](#)

\$39.55 prorated part of rental car
\$56.34 restaurant meals GTCC
\$27.61 hotel room service charges

3.

Reason Flagged

→ Add GOVCC-Individual ATM

Item Description

→ Add GOVCC-Individual ATM

* Justification to Approving Official

[<Help>](#)

\$100.00 ATM advance