



DTS User Training



DEFENSE TRAVEL SYSTEM
April 2014



Course Outline

- Introduction—Handouts—Travel Website/DTS
 - User Handouts
 - <http://www.nps.edu/Travel/Documents/DLUserHandouts.pdf>
 - DTS Trifolds
 - <http://www.nps.edu/Travel/Documents/DLTrifolds.pdf>
 - These Slides
 - <http://www.nps.edu/Travel/Documents/DLUserSlides.pdf>
- Travel Authorization
 - Itinerary, reservations
 - Gov't Travel Credit Card (GTCC)
 - Expenses (Estimated)
- Travel Voucher (Claim)
 - Itinerary changes
 - Costs (Exact)
 - GTCC charges paid to CitiBank (Split Disbursing)
 - Receipts



Course Objective

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



Travel Regulations

- Military: Joint Federal Travel Regs (JFTR), Ch 1-4
- Civilian: Joint Travel Regs (JTR), Ch 1-4
- JTR/JFTR Appendix O is a summary of these regs
- JTR/JFTR Appendix G lists allowable misc expenses
- JTR/JFTR Appendix P concerns government contract city-pair flights
- NAVPGSINST 4650.4J (dated 27 July 2012)
 - CTO Business Rules SOP
- These are all available on NPS Travel web site at <http://www.nps.edu/Travel/> under Rules and SOPs



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 local travel, submit Local Voucher
 - No meals or lodging



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>





- [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.

[Login to DTS](#)

First Time Users

Learn more about DTS and the tools required for use.

[First Time Users](#)

Training

Learn how to use DTS & find additional training resources.

[Training](#)

Notices

DTS Status: DTS Downtime Scheduled for August 23, 2013

EWTS Status: EWTS Downtime Scheduled for August 16, 2013

Updated DTS Constructed Travel Worksheet and Instructions

System Status



DTS Status

DTS is available

Updated: 24 Aug 2013



EWTS Status

EWTS is available

Updated: 24 Aug 2013

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



Click here to visit the

**DEFENSE TRAVEL
MANAGEMENT OFFICE**

www.defensetravel.dod.mil

News

- [Travel Policy Compliance Program](#)
- [Dispatch](#)
- [72-Hour Air Reservation Auto Cancellation](#)
- [Restricted Fares and Restricted Fares Checklist](#)



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
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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



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

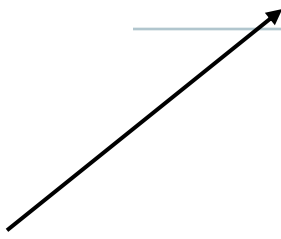
*Address Line 1 :
Address Line 2 :
*City :

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

*Departing On: 11/25/2013 
(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: SITE VISIT

Starting locations in profile:

- RESIDENCE
- DUTY STATION

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 (14 V7E8X).

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

Commercial
Air

Rail

Rental Car

Other

Time:




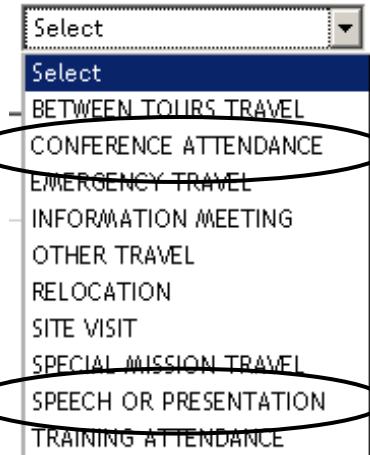
07:00 AM

(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
 - (*Military 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: 11/25/2013
(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 (14 V7E8X).

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)

washington, dc

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

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



Return locations in profile:

- RESIDENCE
- DUTY STATION

*Arriving On: 12/01/2013 (mm/dd/yyyy)

*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



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 26 (FY14) contract destinations
 - See User Handout for other destinations
 - Ref: JFTR/JTR Appendix P
 - SATO assists, stamps “CTO BOOKED”
- SATO buys tickets 4 days before travel
 - Stamps document “CTO TICKETED”



Airline Reservations (cont'd)

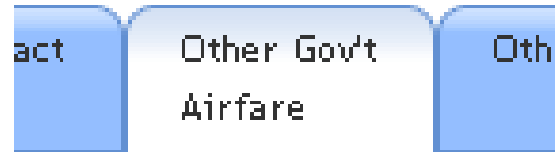
- Flights confirmed when selected (book as you go)
- Flights displayed in tab order:



- **_CA** GSA Contract w/Limited Avail. (only 7 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 (26 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



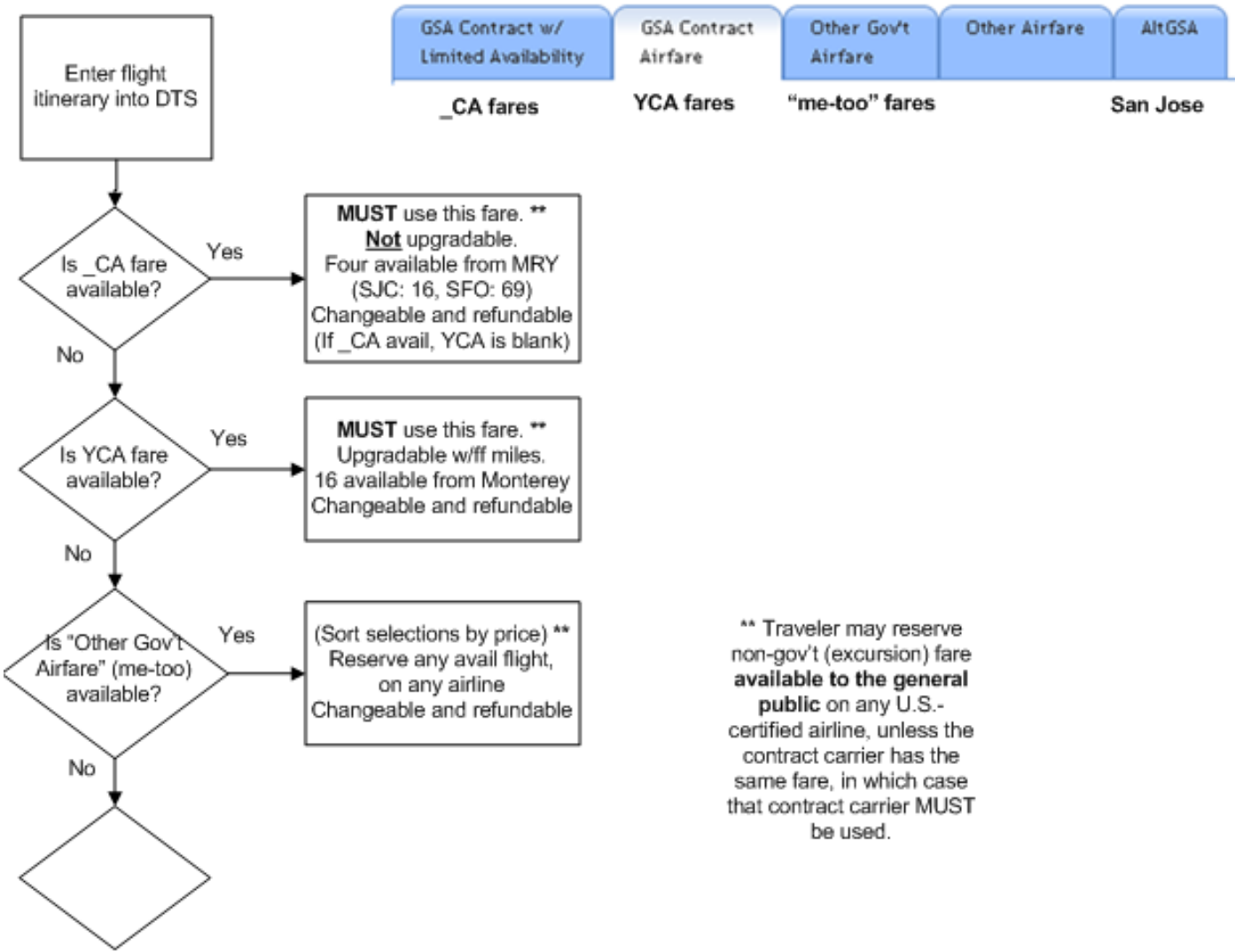
Origin Airport	Destination Airport	Airline	Serv	YCA	-CA
MONTEREY	ATLANTA	United	<u>C</u>	<u>245.00</u>	0.00
MONTEREY	BOSTON	United	<u>C</u>	<u>328.00</u>	0.00
MONTEREY	O'HARE INT'L AIRPORT	United	<u>C</u>	<u>251.00</u>	0.00
MONTEREY	COLORADO SPRINGS	United	<u>C</u>	<u>99.00</u>	0.00
MONTEREY	DALLAS/FT. WORTH INT'L AIRPORT	American	<u>C</u>	<u>303.00</u>	0.00
MONTEREY	DENVER	United	<u>C</u>	<u>164.00</u>	0.00
MONTEREY	EL PASO	US Air	<u>C</u>	<u>394.00</u>	0.00
MONTEREY	FRANKFURT	United	<u>C</u>	<u>1284.00</u>	<u>1034.00</u>
MONTEREY	HONOLULU	American	<u>C</u>	<u>315.00</u>	<u>262.00</u>
MONTEREY	KANSAS CITY	US Air	<u>C</u>	<u>343.00</u>	0.00
MONTEREY	LOS ANGELES INT'L AIRPORT	American	<u>N</u>	<u>166.00</u>	<u>138.00</u>
MONTEREY	NORFOLK	American	<u>C</u>	<u>521.00</u>	<u>348.00</u>
MONTEREY	ORLANDO	United	<u>C</u>	<u>122.00</u>	0.00
MONTEREY	PHILADELPHIA INT'L AIRPORT	United	<u>C</u>	<u>116.00</u>	0.00
MONTEREY	PHOENIX	US Air	<u>N</u>	<u>349.00</u>	<u>199.00</u>
MONTEREY	RALEIGH-DURHAM	American	<u>C</u>	<u>499.00</u>	0.00
MONTEREY	SALT LAKE CITY	American	<u>C</u>	<u>267.00</u>	0.00
MONTEREY	SAN ANTONIO	United	<u>C</u>	<u>338.00</u>	0.00
MONTEREY	SAN DIEGO	Alaska	<u>N</u>	<u>209.00</u>	<u>99.00</u>
MONTEREY	SAN FRANCISCO INT'L AIRPORT	United	<u>N</u>	<u>158.00</u>	0.00
MONTEREY	SEATTLE-TACOMA	United	<u>C</u>	<u>134.00</u>	0.00
MONTEREY	ST. LOUIS	American	<u>C</u>	<u>319.00</u>	0.00
MONTEREY	TAMPA	US Air	<u>C</u>	<u>429.00</u>	0.00
MONTEREY	TOKYO	United	<u>C</u>	<u>998.00</u>	<u>748.00</u>
MONTEREY	BALTIMORE/WASHINGTON INT'L AIRPORT	United	<u>C</u>	<u>145.00</u>	0.00
MONTEREY	RONALD REAGAN NATIONAL AIRPORT	American	<u>C</u>	<u>394.00</u>	0.00

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

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



Air Fare Flowchart



** Traveler may reserve non-gov't (excursion) fare **available to the general public** on any U.S.-certified airline, unless the contract carrier has the same fare, in which case that contract carrier **MUST** be used.



Airline City Pair Contracts

- Log into NPS Travel Website
 - <http://www.nps.edu/Travel/>
- Click on “Additional Links”
 - Click “GSA Airline City Pair Contracts”
 - Click “Enter Site”
- Enter Departure City or Airport Code
- Click “Search FY14”



Air Travel

Modify Search

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

* Departure Airport (or city, state):

* Arrival Airport (or city, state):

* Arrival or Departure:
 Departure

Show Alternate Airports:

Air Travel

Please select flights for MRY - Monterey Peninsula Apt to DCA - Washington Ronald Reagan National Apt departing on 11/25/2013

RESERVATIONS SUMMARY:

AIR: \$0.00

GSA awarded fare is \$394.00

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$415.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

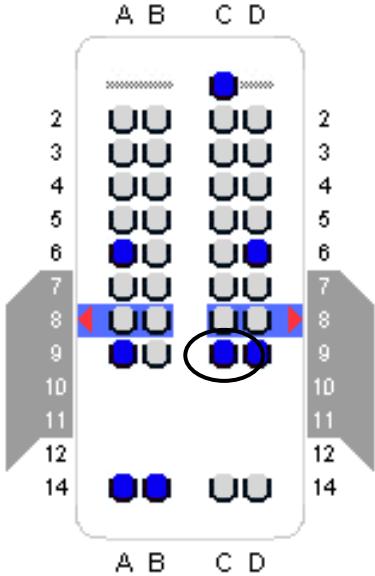
Class: YCADCA [Fare Rules](#) [View Available Seats](#)

 American Airlines 2616	06:00 AM Depart MRY - Monterey Peninsula Apt	Mon 25-Nov-13	Flying Time: 1h 15min Lay-over Time: 35min
	07:15 AM Arrive LAX - Los Angeles International Apt Equipment CRJ		
 American Airlines 240	07:50 AM Depart LAX - Los Angeles International Apt	Mon 25-Nov-13	Flying Time: 4h 50min
	03:40 PM Arrive DCA - Washington Ronald Reagan National Apt Equipment 738		



Seat Selector

Flight: UA 5268 MRY -> DEN 11/25/2013 05:30



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 Numbers:

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 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.).

* Last Name:	<input type="text" value="Monterey-L"/>	
* First Name:	<input type="text" value="Eric"/>	
Middle Name:	<input type="text" value="Travis"/>	<input type="checkbox"/> Check if no Middle Name
* DOB: (MM/dd/YYYY):	<input type="text" value="01/01/1985"/>	
* Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	
Redress Number:	<input type="text"/>	
Known Traveler Number:	<input type="text"/>	
<input type="checkbox"/> 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:
11/25/2013

* Pick-Up Time:
03:00 PM

* Drop-Off Date:
11/28/2013

* Drop-Off Time:
10:00 AM

One-Way Rental:

* Pickup Airport (or city, state):
BWI - Baltimore Wash

* Type:
Full Size

Search

Rental Car

Select Rental Car for
**BWI - Baltimore Washington International Apt,
MD (USA)**
from 11/25/2013 through 11/28/2013

Skip This Car

RESERVATIONS SUMMARY:

AIR: \$333.60

MRY to BWI : 11/25/13 05:30 AM Arrive: 03:14 PM
BWI to MRY : 12/01/13 04:19 PM Arrive: 09:11 PM

[Cancel Flight](#) [Change](#)
[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:

\$116.72 [Estimated Total Cost Including Taxes & Fees]

Select Car

AVIS	AVIS	Daily Rate: \$21.00	Extra Hour: \$21.00
	Full Size Car	Air Conditioning Automatic	Extra Day: \$21.00 Unlimited Miles/Kilometers



Lodging Reservations

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



On-Line Hotel Booking

- Should make reservation directly (DTS/phone to hotel)
 - Priceline/Travelocity on-line reservation reimbursement allowed **only** if on-line reservation agent provides a **detailed** receipt showing daily room cost, taxes, other items.
 - JTR C1115 B. 2.
- Must have **itemized** receipt **from hotel or travel agency**



Lodging

Modify Search

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

* Check-in Date:
11/25/2013

* Check-Out Date:
12/01/2013

Select By:
TDY Location

* City / TDY Location:
WASHINGTON DC

* Distance:
10 Miles

Search

Lodging

Select Lodging for WASHINGTON from 11/25/2013 through 12/01/2013

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$333.60
 MRY to BWI : 11/25/13 05:30 AM Arrive: 12:00 AM [Cancel Flight](#) [Change](#)
 BWI to MRY : 12/01/13 04:19 PM Arrive: 09:11 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$116.72
 AVIS BWI - Baltimore Washington International Apt, MD (USA) Pickup: [Cancel Car](#) [Change](#)
 11/25/13
 Drop-off: 11/28/13

LODGING: \$0.00

Govt Safety Compliant Lodging Other Published Rates

Sort By: Distance Rate Range Hotel Name

Lodging Per Diem Rate Allowed is \$184.00 in WASHINGTON,DC

> NEXT 10

\$60.00 - \$199.00	Rate Range	Additional Hotel Information	Select Hotel
	Courtyard Arlington Rosslyn 1533 Clarendon Blvd Arlington VA, 22209	Phone: 703/528-2222 Fax: 703/528-1027 Toll Free: 800/321-2211	FEMA Approved Approx. Distance: 2 Miles



Lodging

Search By:

Check-in Date:

11/25/2013

Check-Out Date:

12/01/2013

Select By:

TDY Location

City :

WASHINGTON

State :

DC

Country :

Distance :

10 Miles

[Return to Hotel Listing](#)

Lodging

Select Lodging for WASHINGTON from 11/25/2013 through 12/01/2013

[Skip This Hotel](#)

RESERVATIONS SUMMARY:

AIR: \$333.60

MRY to BWI : 11/25/13 05:30 AM Arrive: 12:00 AM

[Cancel Flight](#)

[Change](#)

BWI to MRY : 12/01/13 04:19 PM Arrive: 09:11 PM

[Cancel Flight](#)

[Change](#)

RENTAL CAR: \$116.72

AVIS BWI - Baltimore Washington International Apt, MD (USA) Pickup:

[Cancel Car](#)

[Change](#)

11/25/13

Drop-off: 11/28/13

LODGING: \$0.00

Lodging Per Diem Rate Allowed is \$184.00 in WASHINGTON,DC

Accommodations Selected



Courtyard Arlington Rosslyn

1533 Clarendon Blvd

Arlington VA, 22209

Phone: 703/528-2222

Fax: 703/528-1027

Toll Free: 800/321-2211

Web Site: www.marriott.com/WASAR

[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

Government Rates

GOVT/MILITARY GOVT/MILITARY, FEDERAL GOVERNMENT ID REQUIRED GUEST ROOM, 1 KING, SOFABED	\$184.00/night		Select Room
GOVT/MILITARY GOVT/MILITARY, FEDERAL GOVERNMENT ID REQUIRED GUEST ROOM, 2 QUEEN	\$184.00/night		Select Room

AAA RATES

AAA HOT DEALS AAA PROMOTION, AAA MEMBERSHIP CARD REQUIRED GUEST ROOM, 1 KING, SOFABED	\$89.00/night		Select Room
AAA HOT DEALS AAA PROMOTION, AAA MEMBERSHIP CARD REQUIRED GUEST ROOM, 2 QUEEN	\$89.00/night		Select Room
AAA AMERCN AUTO ASSN AAA RATE, AAA MEMBERSHIP CARD REQUIRED GUEST ROOM, 1 KING, SOFABED	\$98.00/night		Select Room
AAA WEEKED AAA RATE, AAA MEMBERSHIP CARD REQUIRED GUEST ROOM, 2 QUEEN	\$107.00/night		Select Room

LOWEST SUBSEQUENT RATES



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](#)

\$333.60 Total Cost (Including Taxes & Fees)


[View Flight Details](#)

[Cancel](#) [Change](#)

 United Airlines 5268	Depart: 05:30 AM MRY-Monterey Peninsula Apt Arrive: 09:05 AM DEN-Denver Intl Apt Frequent Flyer #: --Please Select--	Special Requests	Mon 11/25/2013	SEAT: 17F
--	---	----------------------------------	----------------	-----------

 United Airlines 752	Depart: 10:03 AM DEN-Denver Intl Apt Arrive: 03:14 PM BWI-Baltimore Washington International A Frequent Flyer #: --Please Select--	Special Requests	Mon 11/25/2013	SEAT: 17F
---	---	----------------------------------	----------------	-----------

[Cancel](#) [Change](#)

 United Airlines 453	Depart: 04:19 PM BWI-Baltimore Washington International A Arrive: 06:16 PM DEN-Denver Intl Apt Frequent Flyer #: --Please Select--	Special Requests	Sun 12/01/2013	SEAT: 17F
---	---	----------------------------------	----------------	-----------

 United Airlines 6373	Depart: 07:25 PM DEN-Denver Intl Apt Arrive: 09:11 PM MRY-Monterey Peninsula Apt Frequent Flyer #: --Please Select--	Special Requests	Sun 12/01/2013	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](#)

\$116.72 Estimated Total Cost (Including Taxes & Fees)		Daily Rate: \$21.00		View Rental Car Details	
AVIS	AVIS BWI - Baltimore Washington International	✦ Special Requests	Pick-up Date: Mon 11/25/2013	Drop-off Date: Thu 11/28/2013	Cancel Change
	Frequent Renter #: --Please Select--				
	Frequent Flyer #: --Please Select--				
*Type: (Required)	GOVCC	Method of Reimbursement:	GOVCC		

Lodging Payment Summary:

[Add New Lodging](#)

\$1,104.00 Estimated Total Cost (Excluding Taxes & Fees)		Rate: \$184.00 / Night		View Lodging Details	
	SpringHill Suites Alexan Frequent Guest #: --Please Select--	✦ Special Requests	Check In: Mon 11/25/2013	Check Out: Sun 12/01/2013	Cancel Change
	Frequent Flyer #: --Please Select--				
	*Type: (Required)				
GOVCC	Method of Reimbursement:	GOVCC			
Reservation Skipped: WASHINGTON, DC			Dates: 11/25/13 - 12/01/13		Add It Now Remove

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.virtuallythere.com

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

Payment Information Final Trip Itinerary

DTS Document Name: EMWASHINGTOND112513_A01
 DTS / CTO Confirmation: 0IN8MJ
 (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 (14 V7E8X). 3. Project in critical phase. Travel essential to its success.

Location - 1 WASHINGTON,DC Time Zone: EST (06)
 Leave From: WASHINGTON,DC
 Arrive: 25-Nov-13
 Leave: 01-Dec-13

25-Nov-13

Air:

United Airlines - Flight: 5268

05:30 AM MRY-Monterey Peninsula Apt	Depart: Mon 25-Nov-13	Elapsed Travel Time: 2h 35min	Seat: 17F	Air Confirmation: 123456
09:05 AM DEN-Denver Intl Apt	Arrive: Mon 25-Nov-13	Lay-over Time: 58min		Frequent Flyer: Special Requests:

United Airlines - Flight: 752

10:03 AM DEN-Denver Intl Apt	Depart: Mon 25-Nov-13	Elapsed Travel Time: 3h 11min	Seat: 17F	Air Confirmation: 123456
03:14 PM BWI-Baltimore Washington International A	Arrive: Mon 25-Nov-13			Frequent Flyer: Special Requests:

Car:

AVIS

BWI - Baltimore Washington International	Pick-Up: 11/25/13 Time: 03:30 PM	Drop-off: 11/28/13 Time: 10:30 AM	Class: Full Size Car	Car Confirmation: ABCD1234678-
				Frequent Renter: Frequent Flyer: Special Request:



Final Trip Itinerary – Lodging and Return Air

12-Nov-12

Lodging:

McLean/Tysons Corner Sta

6845 Old Dominion Dr
MCLEAN VA 22101
United States
Phone: 703/448-5400
Fax: 703/506-0001
Toll Free: 800/238-8000

Phone Number:
703/448-5400
Fax Number: 703/506-0001

Check In: 11/12/12
Check Out: 11/18/12

Hotel Confirmation: 12345678-
Room Type Code: SQNXVU
Frequent Guest:
Special Request:

Room:
FEDROOMS
STUDIO STE 1 QUEEN BED
NOSMOKING STAY
CONNECTED WITH THE
FREE HIGH SPEED WIRELESS
INTERNET ACCESS.PREPARE A
DELICIOUS

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.

18-Nov-12

Air:

United Airlines - Flight: 103

08:00 AM DCA-Washington Ronald
Reagan National Ap
11:25 AM SFO-San Francisco
International Apt

Depart: Sun 18-Nov-12
Arrive: Sun 18-Nov-12
Elapsed Travel Time: 6h 25min
Lay-over Time: 1h 20min

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

United Airlines - Flight: 6359

12:45 PM SFO-San Francisco
International Apt
01:34 PM MRY-Monterey Peninsula
Apt

Depart: Sun 18-Nov-12
Arrive: Sun 18-Nov-12
Elapsed Travel Time: 49min

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 Appendix G
 - Airline charges to check baggage are allowed
- Parking at Monterey airport:
 - Parking cost must not exceed round trip taxi cost to airport
 - R/T taxi cost MRY to 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: 12-Nov-12 Return: 18-Nov-12

Non-Mileage Expense #1

* Select Expense Type:

- Paper Ticket Fee
- Parking - Recruit/Train
- Parking - TDY/TAD
- Parking - Terminal
- Passenger (No Claim)
- ~~Pet Expense~~
- 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)
- Traveler's Check Fee

- Airport Tax
- Authorized Business Call
- Authorized Call Home
- Baggage Tips
- Boarding Fees
- Cancel Fee - Air Travel
- Cancel Fee - Hotel
- Dual Lodging Cost
- Excess Baggage
- GOVCC ATM ADVANCE FEE
- GOVCC ATM SERVICE FEE
- Gasoline-POV
- Gasoline-Rental/Govt. Car
- Government Auto
- Hotel Room Tax
- Hotel Sales Tax
- LAUNDRY/DRY CLEANING
- Lodging Late Check-out Fee
- NON-GOVCC ATM ADVANCE FEE

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

* Date: 11/12/2012
(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

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

* Date: 11/12/2012
(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

* Select Expense Type:

- OR -

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

#3



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: 25-Nov-13 Return: 01-Dec-13

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: 11/28/2013
(mm/dd/yyyy)

* Method of Reimbursement: Personal

Non-Mileage Expense #2

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

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

* Date: 11/28/2013
(mm/dd/yyyy)

Method of Reimbursement: GOVCC-Individual

Non-Mileage Expense #3

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

* Cost: \$ 70.00
[view expense details/currency calculator](#)

* Date: 12/01/2013
(mm/dd/yyyy)

* Method of Reimbursement: Personal

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: 17-Feb-14 Return: 20-Mar-14

Mileage Expense #1

* Expense Type: Pvt Auto-Terminal

* Date: 03/17/2014
(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: 03/20/2014
(mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles 7 x Rate 0.56 = Cost \$ 3.92

Save Expenses

**•POV Rate \$.56/mi
as of 1/1/2014**



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
- In the near future, DTS will be updated in relation to this directive
- 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



Defense Travel System
A New Era of Government Travel

[Worksheet Instructions](#)

DTS Constructed Travel Worksheet - Authorization

(Refer to the worksheet instructions for completion guidance)

Name:

Locations and Dates of Travel:

Policy Constructed Transportation Cost

A. Enter the cost of transportation (including taxes and fees):

B. Enter the fee normally charged by your CTO:

Total (Line A + Line B):

Note: If you will provide transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.



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)



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
11/25/13	WASHINGTON,DC	Edit	Reset	\$184.00	\$184.00 GOVCC-Individual	\$53.25 Personal	184 / 71	NONE				
11/26/13	WASHINGTON,DC	Edit	Reset	\$225.00	\$225.00 GOVCC-Individual	\$44.00 Personal	184 / 71	ACTL		X		
11/27/13	WASHINGTON,DC	Edit	Reset	\$225.00	\$225.00 GOVCC-Individual	\$44.00 Personal	184 / 71	ACTL	X	X		
11/28/13	WASHINGTON,DC	Edit	Reset	\$225.00	\$225.00 GOVCC-Individual	\$5.00 Personal	184 / 71	ACTL	X	X	X	
11/29/13	WASHINGTON,DC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$0.00 Personal	184 / 71	ALVE				
11/30/13	WASHINGTON,DC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$0.00 Personal	184 / 71	NDTY				
12/01/13	WASHINGTON,DC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	184 / 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 AD 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)

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: 25-Nov-13 [Find Accounting Label](#)

End Date: 01-Dec-13 [Change Organization](#)

Accounting Label: ---Select--- From TNZNPS

Shared LOA: ---Select---

Cross Org LOA: 14 BCD02

Selected Account: 14 D2700

14 D2800

14 DEFAULT

14 J45T9

There are no account 14 R73KL, please select from the above list

of labels. 14 RDR62

14 RPH97

14 RTV7N

14 RVG35

14 RVL3P

Expenses Summary

No accounting information available.

Proceed to the following page: Preview

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: 25-Nov-13 [Find Accounting Label](#)

End Date: 01-Dec-13

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
14 R73KL	TNZNPS	view/edit	remove

Expenses Summary

14 R73KL		
Category	Allowed	Actual
COM. CARR.-I	\$333.60	\$333.60
LODGING	\$859.00	\$859.00
M&IE	\$238.50	\$238.50
MILEAGE	\$7.90	\$7.90
OTHER	\$170.00	\$170.00
RENTAL CAR	\$123.12	\$123.12
TRANSPORT	\$40.00	\$40.00
14 R73KL Sub Total:	\$1,772.12	\$1,772.12
Calculated Trip Cost:	\$1,772.12	\$1,772.12



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.

* Last Name:

* First Name:

Middle Name:

No Middle Name

* DOB: (MM/dd/YYYY)

* Gender: M F

Redress Number:

Known Traveler Number:

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

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.

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	NON COMPACT CAR AUTHORIZED FOR AVIS FROM 11/25/13 TO 11/28/13	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	NON COMPACT CAR AUTHORIZED FOR AVIS FROM 11/25/13 TO 11/28/13	NON COMPACT CAR AUTHORIZED 3 passengers	
3	OTHER (See remarks below)	OTHER (See remarks below) <u>SVTC</u> or other internet communications cannot be used since I am making a presentation at a conference 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.	Conference 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 <div style="border: 1px solid gray; height: 100px;"></div>
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 <div style="border: 1px solid gray; height: 100px;"></div>



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	10/14/13	1457	Helen D Monterey-A	

✦ [View Reasons for Audit Failures](#)



SATO Interactions

- Verify reservations with “Confirmation:” code (from Final Trip Itinerary screen) in www.virtuallythere.com (password: DTS profile email address)
 - See VirtuallyThere handout
- Short-term travel (less than 36 hours in advance):
 - Call SATO after authorization is approved
 - 855 744-4657 (toll-free)



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 (2192) 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.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? <ul style="list-style-type: none"> ➤ Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airlines website for advance purchase requirements. 	<input type="checkbox"/>	<input type="checkbox"/>
5.	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)? <u>Example:</u> \$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. <ul style="list-style-type: none"> ➤ 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). 	<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
 Select

United
 MRY 6:00a → DCA 4:24p
 DCA 9:45a → MRY 5:10p

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 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 on letterhead 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
- Non-gov't. activity **MUST** fund entire trip
 - Traveler creates **Routine TA** to cover absence
 - **This TA must have no government reimbursable expenses**
- 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 or cell 324-3769
 - 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 DoN AA.
 - If NPS 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
- Details and forms are located at:
<https://intranet.nps.edu/ConferenceSupport/index.html>
- Actual lodging and rental car not allowed



Other Recent NPS Changes

- 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



Monterey Local Area

- Travel within Local Area is reimbursed with a Local Voucher in DTS
- Monterey Local Area, defined in NSAMINST 4500.1, is Santa Clara, Santa Cruz, San Benito counties and Monterey county down through King City.
- Overnight lodging in Local Area not reimbursable!
- Other areas: check with local base



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
- 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 (<12/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 (more than 36 hrs) in DTS
 - AO will have to approve
 - If change within 36 hours, call SATO
 - Monterey (NPS working hours) 855 744-4657 (toll-free)
 - National (outside NPS working hours) 800 359-9999
- If SATO comment says cheaper flight available:
 - Adjust TA, open Air Travel comment, state your desires about flight change.



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

[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>	<u>Create</u>
EMWASHINGTOND112513_A01	11/25/13	CTO BOOKED	002G59	> create



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)

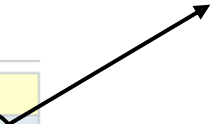
Trip Number:



Edit/Add Location

Location 1: WASHINGTON,DC	
Leave From:	Monterey,CA
TDY/TAD Loc:	WASHINGTON,DC
Arrive:	25-Nov-13
Leave:	01-Dec-13

[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: 25-Nov-13

[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: 11/25/2013 [Remove](#)
*Departing On: 12/01/2013

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

Overall End Point: RES: Monterey,CA
Overall End Date: 01-Dec-13

[Save Changes](#)



Edit Rental Car Cost

From Trip Summary

Rental Car:	AVIS	Edit Remove
Airport:	BWI - Baltimore Washington International	
Confirmation:	ABCD1234678-	
Pickup:	25-Nov-13 03:30PM	
Dropoff:	28-Nov-13 05:30PM	

Rental Car Selected (ER) En Route

\$123.12

Rental Car: AVIS
Car Class: Compact Automatic
Location: BWI - Baltimore Washington International
Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.



Restrictions: Daily \$14.00, Extra Day \$14.00, Extra Hour \$16.00, Unlimited miles/kilometers, Estimated Total Cost \$123.12

OSI-Other Supplementary Information

Enter the following details:

Pickup Date: 11/25/2013

Pickup Time: 03:00 PM

Dropoff Date: 11/28/2013

Dropoff Time: 05:00 PM

Cost: 123.12

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	11/28/2013	\$40.00	Edit Remove
Hotel Room Tax	11/28/2013	\$100.00	Edit Remove
Parking - Terminal	12/01/2013	\$70.00	Edit Remove

Total Expenses: \$210.00

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](#)

Leave: 25-Nov-13 Return: 01-Dec-13 **Edit Expense**

* Expense Type: Gasoline-Rental/Govt. Car

- OR - Gasoline-Rental/Govt. Car

* Cost: \$ 38.55

* Date: (mm/dd/yyyy) 11/28/2013

Method of Reimbursement: Personal

[view expense details / currency calculator](#)

Save Expense

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	



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:	\$456.40	\$1,315.72	\$1,772.12
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$456.40	\$1,315.72	\$1,772.12
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" value="0.00"/>	\$0.00	Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$266.37	\$1,505.75	\$1,772.12



Voucher Receipts

- Click on Expenses, then Substantiating Records
- Print out fax cover page
- You are **required** by JFTR/JTR to fax (or scan and upload) **all lodging** receipts, and other receipts of \$75 or more (**including e-ticket receipt from SATO (NOT Itinerary)**) to DTS
- Receipts will
 - Be visible to voucher approver
 - Stay in DTS for 6 years and 3 months (IRS rule)



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](#)



Defense Travel System
A New Era of Government Travel

[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

6 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	→ ACTUALS EXPENSE	→ ACTUAL EXPENSE ALLOWANCE REQUESTED.	Conference hotel
2.	→ ADD GOVCC-INDIVIDUAL AMOUNT	→ Add GOVCC-Individual Amount	\$65.78 prorated part of rental car \$24.25 hotel room service
3.	→ ADD GOVCC-INDIVIDUAL ATM	→ Add GOVCC-Individual ATM	\$100.00 ATM withdrawal 11/25/13

Enter explanations for amounts on Payment Totals screen



Vouchers

- Sign voucher (**Only** the traveler can sign a voucher)
- All vouchers are now 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—Jack Shishido 2192
- 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