

# DEFENSE TRAVEL SYSTEM

## The Travel Advisor

VOLUME 2, ISSUE 3

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**DTS Helpdesk Email:**

EUROPE USARMY DTS

Helpdesk / Rejects

Email to the Help Desk:

usarmy.kaiserslautern.266-  
fmc.mbx.dts-helpdesk@mail.mil

Email to Reject:

usarmy.kaiserslautern.266-  
fmc.mbx.dts-rejects@mail.mil

EUROPE USAREUR GTCC

Email

to:usarmy.kaiserslautern.266-  
fmc.mbx.gtcc@mail.mil

EUROPE USARMY DTS

Helpdesk Phone Numbers

Kaiserslautern

DSN: 314.483.6746 or 6747

Grafenwohr

DSN 314.475.7285 or 8969

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# \$42.10

## Commercial Travel Office (CTO) Fee

When manually entering a Commercial Travel Office (CTO) fee (\$42.10, as of 01 December 2012) in DTS, the expense will be entered on the **Other Transportation** screen in the **Travel** module.

**DO NOT** put the expense on the **Non-Mileage** screen located in the **Expenses** module.

The traveler will select the **Type** drop-down arrow and choose either **CTO Fee (Individual Bill)** or **CTO Fee (Central Bill)** (Figure 1). The traveler will enter **890** followed by the ticket number in the **Ticket No** text field to distinguish that this expense is associated with a ticket fee.

Enter the cost of the fee in the **Cost** text field.

The screenshot displays the 'Other Trans.' screen in the Defense Travel System. The page title is 'Defense Travel System A New Era of Government Travel'. The navigation bar includes 'Home', 'Travel', 'Expense', 'Accounting', 'Additional Options', and 'Review/Sign'. Below the navigation bar, there are tabs for 'Air', 'Rail', 'Rental Car', 'Lodging', 'Other Transportation', and 'Summary'. The 'Other Trans.' screen contains the following information:

- Use this screen to enter Other Ticketed Transportation information.**
- DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for transportation.**
- ADD Ticket Information**
- Enter or select the required data.**
- Please Note: A Red Star (\*) indicates a field is required.**
- Type:** CTO Fee (Indiv Bill)
- Description:** CTO Fee (Indiv Bill)
- Ticket No:** 890
- Ticket Value:** 42.10
- Cost:** 42.10 (if different from ticket value)
- Departure Date (mm/dd/yyyy):** 01/19/2012
- Issue Date (mm/dd/yyyy):** [Empty]
- Ticket Date (mm/dd/yyyy):** 01/18/2012
- CSA Label:** [Empty]
- CSA Account:** [Empty]
- If necessary, add comments to the travel agent:** [Text area]
- Save** button

The **Trip Summary** section on the right shows the following details:

- Overall Starting Point:**
  - Leave From: Kaiserslautern, DEU
  - Leave: 19-Jan-13
  - Location 1: FT. BENNING, GA
  - Leave From: Kaiserslautern, DEU
  - TDY/TAD Loc: FT. BENNING, GA
  - Arrive: 19-Jan-13
  - Leave: 08-Feb-13
  - Carrier/Flight: Delta Air Lines (DL) 15
  - Conf/Phlt: GVS7LC
  - Depart: 19-Jan-13 10:15AM
  - FRA-Frankfurt International Apt
  - Arrive: 19-Jan-13 02:45PM
  - ATL-Atlanta Hartsfield-Jackson Int'l Apt
  - Carrier/Flight: Delta Air Lines (DL) 5474
  - Conf/Phlt: GVS7LC
  - Depart: 19-Jan-13 04:22PM
  - ATL-Atlanta Hartsfield-Jackson Int'l Apt
  - Arrive: 19-Jan-13 05:04PM
  - CSG-Columbus Metropolitan Apt
- Overall Ending Point:**
  - Leave From: FT. BENNING, GA
  - Return Loc: Kaiserslautern, DEU
  - Arrive: 08-Feb-13
  - Carrier/Flight: Delta Air Lines (DL) 5566
  - Conf/Phlt: GVS7LC
  - Depart: 08-Feb-13 02:45PM
  - CSG-Columbus Metropolitan Apt
  - Arrive: 08-Feb-13 03:35PM
  - ATL-Atlanta Hartsfield-Jackson Int'l Apt
  - Carrier/Flight: Delta Air Lines (DL) 14
  - Conf/Phlt: GVS7LC
  - Depart: 08-Feb-13 04:35PM
  - ATL-Atlanta Hartsfield-

# Upcoming DTS Training Courses and Locations

Please contact the DTS Helpdesk if interested in attending a training course, provide name, unit, telephone number and e-mail address.

## **Organization Defense Travel Administrator (ODTA) Dates and Locations:**

- 22-24 January 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355
- 29-31 January 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 19-21 February 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355
- 05-07 March 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 19-21 March 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355
- 02-04 April 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Baracks Bldg. 2874C
- 23-25 April 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355

## **Approving and Routing Official (AO/RO) Dates and Locations:**

- 25 January 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355
- 01 February 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 22 February 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355
- 08 March 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 22 March 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355
- 05 April 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 26 April 2013, Vilseck, Germany, Digital Training Facility - Vilseck Rose Barracks, BLDG 355

## **Travel Training Dates and Locations:**

- 04 February 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 05 February 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 12 March 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 09 April 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 10 April 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C

## **Government Travel Credit Card (GTCC) Training Dates and Locations:**

- 03 January 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C
- 18 April 2013, Kaiserslautern, Germany, Digital Training Facility - Pulaski Barracks Bldg. 2874C

If your organization wants to sponsor/request a training course dedicated solely to their organization, please feel free to contact the DTS/GTCC help desk so dates, funding, training rooms and personnel can prepare.



# Traveler and Authorizing/Approving Official Responsibilities Checklist

Per the Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR), Traveler, Authorizing/Approving Official (AO) responsibilities include the following:

In general, the AO has broad authority to determine when TDY travel is necessary to accomplish the mission, authorize travel, obligate travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with (ICW) that mission and in accordance with (IAW) the JFTR/JTR.

- Use the cost estimate on the trip authorization to determine if the budget can support the travel. If the standard arrangements made in compliance with travel policies using GOV'T negotiated airline, lodging, and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations. The AO authorizes the cost estimate.
- Obtain information on policies relating to transportation and travel arrangements from the Commercial Travel Office/Travel Management Center (CTO/TMC) and Transportation Officer (TO), command channels or Service headquarters to assist in future travel decisions.
- Assure the traveler has access to a Government Travel Charge Card (GTCC) (a CBA [Centrally Billed Account]) if the traveler does not have a GTCC individually billed account (IBA). Refer inquiries about card usage to the local GTCC program coordinator or the Ticketing Office.
- Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.
- Only authorize travel necessary to accomplish the mission
- Approve non-ATM advances and scheduled partial payments (SPPs)
- Approve amendments related to CBA charges initiated by the local TO or CBA Specialist
- Process all requests for premium class travel outside DTS IAW service directives. If approved, ensure a copy of the premium class

Note: AOs must be appointed in writing as an Accountable Official and, as such, may be held peculiarly liable for erroneous payments resulting from the negligent performance of their duty

# Traveler and Authorizing/Approving Official Responsibilities Checklist

## Authorization (TDY Orders) Checklist

This partial checklist includes reminders for specific points the Traveler and AO should check when processing authorizations in the Defense Travel System (DTS).

Traveler and Authorizing/Approving Official should verify:

- Per Diem (M&IE and Lodging)
- Bed and Breakfast lodging; requires per-diem to be adjusted. Regulations and Business rules will need to justify what is classified as a meal and how to not claim a breakfast on a lodging receipt.
- \*Correct per diem location
- \*Correct meal rate
- Lodging rate is at or below the published rate. If not, the traveler must pay for the difference unless actual lodging is authorized (pre-approved)
- Lodging selected is in accordance with DoD regulations (FEDROOMS, FEMA approved)
- \*If leave was requested, meals are to be provided; per diem entitlements are adjusted correctly on the Per Diem Entitlements screen (DA form 31 or OPM form 71 pre-approved and uploaded)
- If an overnight flight(s) is indicated, per diem entitlements were correctly adjusted
- Sufficient funds are available
- Selected line of accounting (LOA) is correct (FDTA/Resource Management, etc.)
- If variations authorized are required, this option is selected and appropriate comments are entered via the Other Authorization screen
- If a military traveler is going TDY to a military installation, military quarters is selected or a non-availability number is provided

## Transportation

- A city pair flight is selected or justification is provided if not used (DTS Module, CTO/SATO).
- TMP Vehicle Request Form or Statement of Non Availability (SNA)
- Mode of travel selected is advantageous to the government or the traveler's reimbursement is limited
- Traveler uses the appropriate form of payment for all reservations (GTCC IBA or CBA)
- If a rental vehicle was approved, a compact car was selected or justification for not selecting a compact car is provided

Sufficient justification for each travel policy exception is included on the pre-audit screen

## Miscellaneous Items

- Trip is necessary and the appropriate justification for the trip is included in Other Authorizations. "That alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives."
- Traveler uses their GTCC for reimbursable expenses
- If the trip is to a foreign country, the traveler has proper theater and country clearances

# Traveler and Authorizing/Approving Official Responsibilities Checklist

## Voucher Checklist

This partial checklist includes reminders for processing vouchers in the Defense Travel System (DTS).

Traveler and AO should verify:

- Documentation (Receipts, ATRRS, Welcome letter, Emails, FRAGO's, 5W's, etc.)
- \*Receipts were included in Substantiating Records for airfare, lodging and rental car and all individual expenses of \$75.00 or more
- \*Receipts are valid and legible
- \*A signed DD 1351-2 or SF1164 is scanned and uploaded if an NDEA signs the voucher
- Per Diem (M&IE and Lodging)
- \*Daily lodging rate matches receipt
- \*Lodging is not claimed twice (double reimbursement)
- \*Taxes for CONUS and non-foreign OCONUS lodging are claimed on the Non-Mileage Expenses screen (if applicable)
- \*Per diem is not paid on excessive travel days
- Any meals provided (e.g. as part of a registration fee) are properly accounted for
- If the estimated cost of lodging is different than actual cost, lodging costs are adjusted on the Per Diem Entitlements screen
- Per diem is not paid on leave days

## Transportation

- CTO fee (e.g. \$42.10 as of 01DEC2012)
- Travel agent fee is not calculated by DTS
- Claim travel agent fees under Other Transportation
- \*Airfare amount claimed matches receipt
- \*Airfare is not claimed twice (e.g. double reimbursement)
- Rental car is not claimed for reimbursement on unauthorized travel days
- \*Claimed rental car rates matches receipt
- Traveler claimed correct gasoline/fuel amount, if not using government fuel
- Mode of transportation consistent with the approved authorization
- \*Mileage paid correctly per Defense Table of Official Distance (DTOD)
- \*Traveler did not claim mileage on the Mileage Expenses screen, and also gasoline/fuel on the Non-Mileage Expenses screen for POV use. Typically only mileage reimbursement is authorized for POV.
- \*Constructed Travel is paid correctly
- Unused paper or electronic tickets are returned to the Commercial Travel Office (CTO) per local policy
- POV Mileage Rates reflect the authorized mode

## Other Reimbursable Expenses

- \*Authorized reimbursable expenses are claimed for the correct amount (e.g. registration fee, ATM/charge card fees, laundry/dry cleaning, tips, taxi/shuttle/train/bus/ferry, excess baggage, exit tax, tolls, parking fees, phone/internet/fax, etc.)
- \*Currency conversion rate is provided and calculation is correct on the document or receipt
- \*Claimed expenses are travel related

# Traveler and Authorizing/Approving Official Responsibilities Checklist

## Local Voucher Checklist

- Traveler request for local travel expense reimbursement is valid
- \*Receipts are submitted in accordance with local policy
- No future expenses are claimed
- Mileage expenses claimed are only for travel to the event and exceeds normal commuting distances
- \*A signed DD 1351-2 or SF1164 is scanned and uploaded if an NDEA signs the local voucher

## Traveler Helpful Tips

- Any recent charges on a traveler's Electronic Funds Transfer (EFT), duty station, mailing address, email, and GTCC, should be viewed and updated on a regular basis.

## AO Helpful Tips

- Any recent charges on a traveler's GTCC can be viewed in DTS through a link on the Non-Mileage Expenses screen.
- AOs cannot authorize travel when the should-cost estimate exceeds the amount of funds available in the LOA(s) associated to the travel document. If this should occur, the AO must contact their Finance Defense Travel Administrator (FDTA) for further guidance and additional funding.
- AOs should consult their organization's local business rules for supplemental items relating to local travel policies.

## References

An AO must know and understand the regulations and policies that govern the performance of their duties. Some examples are listed below:

- Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR)
- DoD Financial Management Regulation (DoD FMR), Volume 9, Chapters 2 and 3

Links for travel policies and regulations can be located at <http://www.defensetravel.dod.mil/site/travelreg.cfm>

For document processing assistance, see the DTS Document Processing Manual located at [http://www.defensetravel.dod.mil/Docs/Training/Document\\_Processing\\_Manual.zip](http://www.defensetravel.dod.mil/Docs/Training/Document_Processing_Manual.zip)