The Travel Advisor

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For DTS questions, please contact the 266th FMC DTS helpdesk.

E-mail:

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

Kaiserslautern Helpdesk:
DSN 483-6746/6747

The Bavaria Helpdesk:
DSN 475-7285

Government Travel Charge Card

USAREUR GTCC

Program Managers

DSN: 483-6746/6747

Email:

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

Call or e-mail to reserve a seat!

Upcoming DTS training classes
Location: Kaiserslautern, Germany, Kleber Kaserne, Bldg 3200, RM S205

- ODTA 3-Day Training: 0900-1600: 4-6 June, 24-26 July, 14-16 Aug, 4-6 Sep
- Approving Official Training: 0900-1600: 7 June, 27 July, 17 Aug, 7 Sep
  (Includes instruction on set up/re-organize an organization hierarchy in DTS)

Location: Vilseck, Germany, Rose Barracks Bldg 355

- ODTA 3-Day Training: 0900-1600: 19-21 June, 17-19 July, 21-23 Aug, 18-20 Sep
- Approving Official Training: 0900-1600: 22 June, 20 July, 24 Aug, 21 Sep

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

Did you know? - DTS and GTCC

- DoD Civilians may not be ordered/required to use Government quarters. However, if the Government quarters are available, the approving official may prescribe a reduced per diem rate based on the Government quarter cost prior to the start of travel (i.e. must be noted on the authorization). Please see Appendix O of the JFTR/JTR (Section U4040) for more information.
- If your organization/unit is connected to the CTO (SATO) in DTS, do not make your reservations in DTS and call SATO to make reservations. SATO is seeing many double bookings.
- DTS traveler profiles must contain Electronic Funds Transfer (EFT) routing and bank account numbers. Without EFT information, the traveler will receive an error message when stamping the document SIGNED. The traveler will be advised to go to the "Account Information" screen to enter bank routing and account numbers.
- If your TDY is within 3 business days, it is wise to book all travel arrangements outside of DTS by contacting the CTO directly. You will still need to get your orders approved in DTS, just skip the Reservation Refresh module for booking your travel.

Where is the DTS Helpdesk

USAREUR DTS helpdesk has seven Lead Defense Travel Administrative personnel total. Six assist at the Kaiserslautern office and one LDTA is currently available at the Grafenwoehr office. Phones from Grafenwoehr are routed to Kaiserslautern office when training at Grafenwoehr is conducted, so you may hear new voices that you are not familiar with during those periods. We realize it can get frustrating not being able to get through to us when you call in. Please bear with us as we are making every effort to assist all of our customers. Please utilize our DTS helpdesk email, usarmy.kaiserslautern.266-fmc.mbx.dts-rejects@mail.mil , including as much information as possible with your issue and all attempts will be made to have the issue resolved and a response received within 24 hours either by email or by phone.

YOU MIGHT NOT GET PAID!
Keep Your Profile Updated

It is important for travelers to ensure that Electronic Funds Transfer (EFT), home address, and Government Travel Charge Card (GTCC) information is current in their DTS profile. If this information is not kept up to date, travel reimbursements may be affected. In addition to the information above, travelers should periodically check their profiles in order to update other information such as rank, organization, phone number, emergency contact and other traveler information.

When should I update my profile?

- GTCC expires or is reissued
- Moving/Permanent Change of Station

Promotion/New job

Traveler Steps for Updating Profile Information in DTS

1. From your DTS homepage (after login), mouse over to Traveler Setup on the top menu bar and select Update Personal Profile.
2. On the My Profile screen, click on each section to verify your information (My Preferences, My Additional Information, My TSA Information, My Account Information).

Save changes, select the Update Personal Information button at the bottom of the screen.

LDTA/ODTA must ensure they verify information after receiving traveler profiles into their organizations.

Did You Really Clear Your Unit?

Several of the S-1 and Human Resource sections have not added Defense Travel System (DTS) and Government Travel Card to their in and out processing checklist. This is an important process and should not be forged or ignored. If you have not been released from your prior organization and received into your new organization, it will cause delays in your future DTS travel. With the high tempo of the Army, you can be called to travel at a moment's notice. Don't get left behind…..Be Prepared!

Per DODFMR, VOL 9, Chapter 3/USAREUR Policy #39

Soldiers who have a Government Travel Credit Card GTCC must clear through their unit's travel card Administrator to ensure proper transfer of the GTCC account to the gaining station.

Effective June 10,2009, the Government Credit Card program can be used for relocation expenses. This program contains safeguards to give cardholders the opportunity to use the GTCC for relocation expenses without the fear of delinquency and subsequent account suspension due to late payment. Individuals are required to process through their organization Agency Program Coordinator (APC) for registration into the program. Individuals not properly registered in the program will be considered non-participants and subject to current Government Charge Credit Card program policies including suspension of accounts and delinquency. Accessions and Separations are excluded from the program. Authorized expenses that may be used with your GOVCC card, under the PCS program, are transportation, lodging, meals, temporary quarters subsistence expenses, and approved housing expenses.

To Amend or Not to Amend

That is the Question

When is it necessary, or even prudent to amend your authorization? Well, that depends. Back in the old days (pre-DTS) Orders were amended every time anything was added, removed, or changed. With the dawn of a new era (DTS) having multiple amendments is no longer necessary. The majority of changes can be made when creating the voucher.

The traveler makes amendments after the AO has approved the travel document. The traveler usually makes an amendment because trip arrangements are changed prior to the trip, significant additional expenses are identified or accounting codes have changed. First let's discuss some **DON'T'S**:

Travel dates change. If dates of travel change, usually up to seven days before or after the scheduled travel date, no amendment is necessary. To change the airlines reservations, simply call your servicing SATO and request a flight transfer. Once travel is completed, change the dates on the voucher.

Forgot an expense, i.e. laundry, parking, hotel sales tax. To add an expense (with the exception of Registration Fees), no amendment is necessary. Expenses can be added or changed on the voucher.

Remove an expense. No amendment is necessary; remove the expense on the voucher.

Now, some **DO'S**:

If on an extended TDY and receiving Scheduled Partial Pay and there is a significant change in lodging costs, or dates of travel, etc, then an amendment is necessary to ensure that the partial payments are correct and reduce the chances of the traveler ending up in a Due US status.

If there is a major expense change, significant rental vehicle charges or other large expenses added or removed etc, an amendment should be processed to keep the estimated TDY costs as close as possible.

Registration Fee: These fees **must be** on the authorization and can not be added to the voucher. Amend the authorization and add the fees in the expense category.

While there may be other situations where it is necessary to amend an authorization, it is not a requirement to amend for all changes. To lessen potential problems or situations, be cautious when amending. There is no standard answer for when to or not to amend. However, there is one simple rule. **Once your Authorization has received a Pos Ack (positive acknowledgement) stamp, if at all possible leave it alone. Remember, the less changes that are made, the smoother the travel process.**

MYTH OR TRUTH

MYTH: If a traveler does not submit a traveler settlement voucher within five (5) working days from the conclusion of a trip, he/she may be denied reimbursement for travel expenses and entitlements.

FACT: A traveler has six (6) years to settle a travel claim against the US government. (31 United States Code Section 3702-Authority to Settle Claims)

MYTH: A traveler is only entitled to seek mileage reimbursement for driving a POV when the trip is outside of a 50 mile radius from their duty station.

FACT: **I**f a traveler uses their POV to travel to/from home, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work**. (JFTR/JTR Appendix O, T4040 Section D- Lodging Overnight Not Required)**Please see local business practices for use of government vehicles.

MYTH: If a traveler is TDY where all meals are provided, the M&IE for the first and last day will be reduced to $3.50 OCONUS/ $5.00 CONUS.
FACT: The M&IE rates for the departure and return day is 75% of the M&IE rate for the travelers TDY location. (JFTR/JTR Appendix O, T4040 Section A - Eating)

MYTH: A uniform member maybe required to check for government quarters at another nearby US installation when quarters at the location they are assigned is full.
FACT: A member is only required to check for government quarters when the quarters exist at the US installation where they are assigned. Per diem **CANNOT** be based on the presence of 'nearby' Government quarters. The non-availability statement for government quarters in only required 'on' the US installation which the member is assigned. (JFTR/JTR Appendix O, T4040 Section A – Sleeping)

MYTH: A traveler is TDY and lodged at an Off Base commercial lodging facility maybe reduced to the government mess rate for eating.
FACT: If a traveler is directed to secure off base commercial lodging, the traveler is authorized the locality meal rate and **CANNOT** be reduced to the Government Mess Rate (GMR) or the Proportional Meal Rate (PMR). (JFTR/JTR Appendix O, Section T4040 Section A – Eating)