



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 4651.2G
4/DepFin

26 AUG 2011

USNA INSTRUCTION 4651.2G

From: Superintendent

Subj: POLICIES AND PROCEDURES FOR TRAVELERS PERFORMING OFFICIAL GOVERNMENT TRAVEL IN THE DEFENSE TRAVEL SYSTEM (DTS)

Ref: (a) Joint Federal Travel Regulations (JFTR)
(b) Joint Travel Regulations (JTR)
(c) OUSD (P&R) memo of 28 Mar 2008
(d) OPNAV Instruction 4650.15A
(e) NAVADMIN 307/10 – 131842Z SEP 10
(f) DODD 4515.14
(g) OUSD (P&R) memo of 7 Sep 07
(h) DoD FMR Volume 9 Chapter 2

Encl: (1) Travel Request
(2) Premium Class Travel Request
(3) Invitational Travel Request
(4) Invitational Travel Request - Dependents
(5) DTS Accountable Officials – Responsibilities
(6) Traveler - Responsibilities

1. Purpose. To publish policy and procedures governing travel administration for travelers performing official government travel in the Defense Travel System (DTS).

2. Cancellation. USNA Instruction 4651.2F. This is a complete revision and should be reviewed in its entirety.

3. Applicability and Scope. This instruction applies to all military and civilian employees conducting official business travel for the Naval Academy in support of its mission. Midshipmen summer travel and Permanent Duty Travel (PDT) (previously Permanent Change of Station (PCS) travel) not executed in DTS will comply with references (a) and (b). This instruction does not apply to employees of the Naval Academy Non-Appropriated Fund Instrumentalities (NAFIs); travel paid for with Non Appropriated Fund (NAF) resources; and Midshipmen accession and separation travel. Travel costs for Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations.

4. Discussion

a. General. Per reference (c) and pursuant to the authority conferred by Management Initiative Directive 921, DTS will be the single, online travel system used by the Department of Defense. Appendix O of references (a) and (b) provides policies and procedures for travelers performing official travel under DTS, including allowances for business and training Temporary Duty (TDY) travel. References (a), (b), (d), and (e) shall be used to determine travel and transportation allowances not addressed.

b. Travel Order Routing. The Naval Academy uses a limited approval/routing process in DTS to minimize the timeframe for electronic processing and approval of travel. Travel orders shall be initiated by the traveler or travel representative, then routed to the Authorizing Official for funding and final approval. To ensure travel is properly requested and approved, enclosure (1) shall be completed by the traveler and uploaded into DTS. This document provides the appropriate assurance and certification that the travel supports the mission and that there are no other means available to successfully complete the mission. The Authorizing Official shall review enclosure (1) uploaded in DTS prior to approval of the

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travel order. Where transportation has been charged to the Naval Academy DTS Centrally Billed Account (CBA), the vouchers shall be routed through the Comptroller Department for review by a DTS Reviewing Official.

c. Local Travel Area. Consistent with reference (f), the local travel/commuting area is defined as the travel area which includes the District of Columbia; Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Hartford, Howard, Montgomery, Prince George's, Saint Mary's, and Washington counties in Maryland; the City of Baltimore; Albemarle, Arlington, Clarke, Culpepper, Fairfax, Fauquier, Green, King George, Loudoun, Madison, Orange, Prince William, Spotsylvania, and Stafford counties of Virginia; Alexandria, Fairfax, Falls Church, Fredericksburg cities of Virginia; Adams county of Pennsylvania; and all cities now and hereafter existing in Maryland or Virginia in the geographic area bounded by the outer boundaries of the combined areas of the counties identified above.

d. International Travel. International travel will be coordinated through the International Program Office (IPO). IPO will assist travelers with passports, visas, NATO orders, pre-travel training requirements.

e. Entitlements. Per reference (a), Midshipmen shall receive the same entitlements as military members, except that no per diem is payable for TDY at a Service academy when both government quarters and a government dining facility are available.

5. Policy

a. Use of DTS

(1) DTS shall be used for arranging, approving, and liquidating all TDY travel.

(2) Group Authorizations. Transportation arrangements for groups of 10 or more travelers are required to be handled by the Commercial Travel Office (CTO). Group authorizations will be created in DTS; however, transportation will NOT be completed in the transportation module. A Commercial Travel Reservation Request, available on the Travel web page, will be completed and forwarded to CTO. CTO will coordinate transportation and ticketing with the customer and the charges coordinated with a Unit Travel Card holder. Individual orders will then be generated.

b. Frequent Travelers

(1) A Naval Academy employee who travels two or more times per year is considered a frequent traveler. Supervisors will ensure that frequent travelers obtain a Government Travel Charge Card (GTCC) Individually Billed Account (IBA) for payment of TDY expenses. Authorizing Officials shall ensure that the DTS profile correctly identifies the traveler's IBA as the primary form of payment for travel expenses, including any transportation charges.

(2) Travelers that require a government travel card shall submit a request to Travel@usna.edu. Processing time is normally two weeks; however, an emergency request may be made with a \$20 processing fee. This fee is an authorized reimbursable expense.

c. Travel Cards

(1) The GTCC IBA is the primary form of payment for all official TDY costs including commercial transportation.

(2) The DTS Centrally Billed Account shall be the secondary form of payment for transportation and shall be used for all invitational travel or for travelers not in possession of an IBA.

(3) Travelers shall ensure that their GTCC IBA is active when their travel has been approved by their supervisor. Travelers that need to reactivate their travel card should contact the Travel Office at Travel@usna.edu.

d. Travel Advances

- (1) Advances shall not be issued to travelers who have a GTCC IBA.
- (2) Advances shall not be issued to travelers who have elected not to accept the GTCC or whose GTCC has been suspended or revoked because of delinquent payments.
- (3) An advance will not be granted if a traveler has failed to submit a claim on a previous travel order under which an advance was paid, or has not made arrangements for settlement of an outstanding advance or overpayment.
- (4) Generally, advances will not be issued for TDY of one (1) night or less than \$50.00.
- (5) Advances shall be approved by the Department Head on enclosure (1). Travelers may receive up to 80% of the TDY locality rate for lodging and meals and incidental expenses (M&IE) plus 100% other reimbursable expenses.
- (6) Where an advance has been obtained and the TDY is cancelled, it is the traveler's responsibility to promptly make arrangements to return the advance.
- (7) Travelers with advances that are not properly liquidated will receive an advisory letter. If not settled in the prescribed time frame, advances will be promptly collected from the traveler's pay unless other arrangements have been approved.

e. Premium Class Travel (First and Business Class)

- (1) Coach (economy) class accommodations shall be used except when authorized as an exceptional circumstance and in accordance with references (a), (b), (d), and (e).
- (2) Premium Class travel accommodations must be authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If approval is not subsequently obtained, the traveler is responsible for the cost difference between premium class fare and the least costly available coach seat.
- (3) Flights over 14 hours do not automatically qualify for use of premium class travel. As with shorter flights, premium class travel should be the exception, not the rule, for flights over 14 hours.
- (4) Approving Authorities. The Superintendent is the approving authority for business class travel. The Director Navy Staff is the approving authority for all First Class travel requests; requests for approval will be forwarded via the Superintendent.
- (5) To ensure premium class travel is properly requested and approved, enclosure (2) shall be completed by the traveler and uploaded into DTS. The Authorizing Official shall review enclosure (2) prior to approval of the travel order.
- (6) The Comptroller shall report approved premium class travel per reference (g).

f. Unused Tickets. Any portion of an official commercial transportation ticket that is not used must be accounted for during the voucher process. Specifically:

- (1) Travelers shall upload the e-invoice with their receipts when submitting their voucher. The Travel Office will reconcile the e-invoice charges to the individual line items on the CBA statement.
- (2) Paper tickets. Unused paper tickets (full or partial) must be returned to the travel office.

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g. Spouse Travel. Spouse travel will normally be limited to transportation only. The Superintendent is the approving authority for spouse travel. The Director Navy Staff is the approving authority for travel of the Superintendent's spouse.

h. Travel Orders

(1) General. Per references (a) and (b), all TDY travel will begin and end at the travelers permanent duty station or residence. Both official and non-official (leave) travel days will be included in the travel itinerary. DTS per diem allowances and reimbursements will be adjusted accordingly for the non-official (leave) travel. While DTS allows documentation of personal leave days taken for non-official travel, it does not offer automatic leave reporting processing. Therefore, travelers shall ensure leave is properly charged in their pay system. Use of the GTCC is not authorized while an individual is on non-official (leave) travel.

(2) Location. To ensure proper reimbursement, the actual TDY location must be listed on the travel order. For example, where the travel is to a military installation (e.g., the Naval Academy Preparatory School in Newport RI.) the location will read Newport Naval Station and not Newport RI.

(3) Trip Type. Travelers shall choose the appropriate option (e.g., routine TDY, permissive, etc.).

(4) Trip Purpose. Travelers shall choose the most appropriate option (e.g., site visit, information meeting, conference attendance, etc.). This information is used to pull queries when responding to travel/financial data calls.

(5) Trip Description. Travelers should provide sufficient detail to ensure approved travel supports mission requirements (e.g., 13th Annual GSA Smart Pay Conference, NAPS Graduation, etc.).

(6) Transportation

(a) Transportation will be arranged by CTO. Transportation is usually ticketed three days prior to travel for orders approved in DTS.

(b) Authorization for personally procured travel must be stated in the travel orders, and may not be granted after the fact during the voucher process. The following statement will be included in the remarks section, "Pre-approval has been granted for this traveler to procure their own transportation." Reimbursement will not exceed the cost the Naval Academy would have incurred if the transportation had been purchased through CTO. A copy of the ticket and the receipt (e.g., airline, train, etc.) must be submitted with the travel voucher. Additionally, reimbursement will not be provided where transportation was provided by a non-U.S. Flag Carrier or in the event the TDY is cancelled.

(c) Rental Vehicles will be arranged by CTO.

(7) Per Diem

(a) Lodging

(1) Per diem rates for lodging vary by location but should be sufficient to support travel requirements. Where the lodging rate in DTS is not sufficient to cover the cost, the orders will identify Actual Expense Authorize (AEA) and the actual nightly lodging rate set in the per diem entitlements. The Authorizing Official will review these additional entitlements prior to approving the travel order. DTS will flag AEA and require justification.

(2) Per reference (a), military members traveling to a U.S. installation must check Government Quarters availability. A certificate of non-availability is required to support reimbursement at the commercial rate. While not required by reference (b), civilian travelers should exercise prudence and use government quarters where available.

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(b) Meals and Incidental Expenses

(1) The meal rate shall be determined based on the traveler, the availability of government meals at the TDY location, and mission requirements. Options include the Government Meal Rate, Commercial Meal Rate, Deductible Meal Rate, and the Proportional Meal Rate. The Authorizing Official will ensure the approved meal rate is identified on the orders.

(2) Where government quarters are directed, the military members will use government messing when available and practical.

(3) Meals provided/included in a registration/conference fee will be identified on the orders. The government should not pay for the same meal twice (e.g., originally by registration fee, etc. and then again through per diem).

(c) Other Reimbursable Expenses

(1) All other reimbursable expenses should be estimated in the travel order. Cost estimates should include hotel taxes (CONUS), mileage to/from commercial transportation terminals, mileage within the vicinity of the TDY point, parking, tolls, taxis, rental car, GPS rental, gas for rental car, rental of special conveyance (e.g., U-Haul trailer, etc.) commercial airfare (where prior approval is granted), registration/conference fees, official local and long distance telephone calls, ATM fees and other authorized miscellaneous expenses.

(2) Prior approval must be included on the travel order for rental car upgrades, personally procured tickets, dual lodging, government travel card expedite fees, and registration/conference fees.

i. Conference/Training Travel. Travel authorized for attendance at a conference, training or similar event will include substantiating documentation. Appropriate documentation includes the Request for Training (SF-182), Conference Agenda, brochure, etc.

j. Gifts of Travel. Travel authorized as a result of a gift of travel will include the substantiating documentation for review by the Authorizing Official. The Gift of Travel form and instructions are available on the Travel web site. The approved gift of travel form will be uploaded into DTS.

k. Invitational Travel. See Appendix E of references (a) and (b) for policies and procedures for invitational travel. Individuals requesting Invitational Travel orders will route enclosure (3) or (4) (as applicable) for approval. A copy of the approved travel order, transportation itinerary, and e-ticket will be provided to the traveler in advance of travel. The sponsoring department will clearly articulate the travel allowances and the voucher process to the traveler and assist them in completing their voucher. Coach (economy) class accommodations should normally be used for transportation. Where premium class travel is requested, approval must be obtained per paragraph 5e.

l. Special Circumstances. See JFTR/JTR Chapter 7 for policies and procedures for travel under special circumstances (e.g., pre-employment interviews, witness/juror travel, etc.).

m. Cancellation of Travel. Where travel expenses have been incurred (e.g., transportation ticketed, transportation credited, etc.) a voucher is required reporting \$0.00 costs. This is required for DTS to correctly process the cancellation and not include the travel on the DTS Unsubmitted Voucher report.

n. Travel Vouchers

(1) Travel vouchers shall be filed as soon as possible, but no later than five days after completion of travel.

(2) Receipts. Receipts are required for all expenses over \$75.00 and shall be uploaded into DTS as substantiating documentation. Credit card receipts are not sufficient and cannot be used as the primary receipt (e.g., lodging, rental car, registration fee, or commercial transportation, etc.). The

detailed receipt provided by the vendor is required to appropriately review and approve the reimbursement requested. The e-invoice is required to support air fare costs and is available on the internet at www.virtuallythere.com.

(3) Registration/Conference Fee. Meals provided as part of the event will be identified on the travel voucher.

(4) Foreign Currency Exchange rates. If travel was to a foreign country, the voucher should include the receipt in foreign currency, the amount claimed in U. S. Currency and the conversion rate used. Currency conversion rates can be obtained at <http://www.oanda.com/currency/converter/>. A printout of the page should be included with the receipts and uploaded as substantiating documentation. Where charges were made to a GTCC IBA, the charge card statement may be used as the substantiating documentation.

o. TDY in the Local Travel Area

(1) TDY is not normally authorized within the local travel area. Personnel should travel from their residence to the TDY location daily. A local travel voucher will identify the distance traveled less the distance for the daily commute to USNA.

(2) Travelers requesting TDY in the local travel area will complete enclosure (2) for approval by their Department Heads (Sub Cost Center Heads).

(3) Midshipmen are authorized TDY within the local travel area for TDY associated with an internship. Entitlements for transportation, per diem and other travel costs are the same as TDY travel for military members including travel to a military installation.

p. Local Travel at Permanent Duty Station (PDS). Local travel shall be approved in advance; verbal approval is appropriate. Government vehicles shall be used or a certificate of non-availability obtained from the motor pool dispatch office. Local travel vouchers for travel conducted with privately owned vehicles will be submitted within 10 days or no later than 30 September to ensure timely reporting of the obligation and to protect against potential Anti-Deficiency Act violations. Where a statement of non-availability is not provided with the voucher, reimbursement will be at the reduced mileage rate provided in the GSA mileage table.

6. Roles and Responsibilities

a. Accountable Officials. Accountable officials involved in the travel management process shall serve as Naval Academy control points and be familiar with the responsibilities specified in reference (g). The Comptroller shall designate these personnel in writing per the DoD Financial Management Regulations Volume 5, Chapter 33. Accountable officials at the Naval Academy include authorizing officials, certifying officers, reviewing officials, Finance Defense Travel Administrators (FDTA), Lead Defense Travel Administrators (LDTAs), Organization Defense Travel Administrators (ODTAs), Non-DTS Entry Agents (NDEAs), and Debt Management Monitors. Specific duties and responsibilities are identified in enclosure (5).

b. Cost Center Heads

(1) Ensure travelers, supervisors, and accountable officials comply with travel policies and procedures. Ensure travel vouchers are submitted within five days of the completion of travel.

(2) Maintain a system of internal controls to ensure funds allocated in DTS budget module are available within quarterly/annual funding authorizations.

(3) Forward personnel recommendations for DTS accountable positions to the Comptroller.

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c. Comptroller/Travel Office

(1) Review Cost Center requests for DTS accountable positions for approval. Designate approved personnel in writing and maintain signed letters of appointment.

(2) Ensure that access permission levels and routing schemes within DTS provide for appropriate separation of duties.

(3) Provide Unsubmitted Voucher Reports to Cost Center Heads monthly for follow-up action on outstanding/unliquidated travel obligations.

(4) Initiate debt collection action, as required, to recover monies owed to the Government by travelers.

d. Supervisors. Review requests for travel and approve TDY in support of mission requirements. Travel must be necessary to accomplish the mission and in the government's interest. Approve reimbursable expenses requiring prior approval. Approve requests for travel advances and recommend the amount of advance. Approve leave in conjunction with travel and ensure leave is recorded in the pay system. Identify source of funding for the Authorizing Official.

e. Travelers

(1) Comply with enclosure (6).

(2) Complete enclosure (1) to initiate travel orders.

(3) Do not commence travel without a signed travel order approving the travel as a mission requirement.

(4) Ensure transportation has been ticketed by CTO before leaving; this will eliminate any problems at the ticket counter. A copy of the e-receipt should be printed and retained to include with the travel voucher.

(5) File travel voucher as soon as possible upon return to duty station but no later than five days after the end of the travel period. Review split disbursement and adjust amount to be paid to the GTCC IBA.

(6) Ensure timely payment of GTCC IBA either through split disbursement, direct payment, or both.

(7) Do not initiate a new travel authorization when previous travel orders are outstanding.

(8) Ensure leave is recorded in the pay system where there is leave in conjunction with travel.

/S/

S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

U.S. Naval Academy Travel Request

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Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory. Failure to provide required information may result in delay of a response or disapproval of the request.

Name: **Name MUST match full name listed on the ID presented to TSA at the airport.**

Rank: Title: Email:

Phone: Cost Center: Department:

Date of Birth: Gender: Male Female

Authorization Type: Routine Permissive

Method Of Payment:

Government Travel Charge Card Individually Billed Account (GTCC-IBA)

Centrally Billed Account I am a non GTCC-IBA holder and have not traveled 2 or more times within the past 12 months.

Travel Advance is requested.

I have verified that my DTS travel profile information is current.

Date: Departure Date:

Justification for late submittal (less than 10 days before travel):

Dept Head Initials _____

Trip Purpose: Name of Conference/Meeting/Training:

Explain how this TDY benefits the USNA:

For conference & training attendance, attach a copy of your completed SF182 and documentation describing the event.

TDY Site:

Military Travelers: Uniform members are required to lodge in Government Quarters when TDY at a Government Installation.

TDY Site is not a Government Installation. CMR or PMR may be directed.

TDY Site is a Government Installation. Government Lodging & Meal rate directed. Higher rate can only be paid with a certificate of non availability.

Civilian Travelers are asked to exercise prudence by lodging in Government Quarters when available.

Leave will be taken in conjunction with TDY; approved leave slip is attached. Leave dates are:

The use of the GTCC and/or GSA city pairs for leisure travel is not authorized. DTS can only be used to route travelers to official locations-the duty station or TDY site.

Itinerary

Date	FROM	TO	Preferred Departure Time OR	Preferred Arrival Time OR	Travel Status Official or Leisure

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**Include Leave Locations
Transportation**

Mode of Transportation and Estimated Cost:

- Air \$ _____
 Premium Class (request has been processed). Personally procured (arrangements will be made outside of DTS)
- Rail \$ _____ The authorization must state that the tickets are to be sent to the USNA via FEDEX. DTS authorizations must be **approved** 10 days in advance for rail tickets.
- Rental Car \$ _____
 Justification for other than Compact Size:
- Government Vehicle
 Privately Owned Conveyance - Please attach certificate stating that a government vehicle is not available. Privately Owned Conveyance mileage rate is reduced if a government vehicle is available and declined.
 \$ _____ Miles \$ _____ Rate Total\$ _____

Total Transportation Expenses: \$

Actual Expense Allowance requested

AEA Justification

Per Diem Lodging Rate: _____

Actual Rate: _____

Dept Head Initials _____

Per diem

Lodging:

\$

M&IE:

\$

Estimated Travel Cost

Please ensure that estimates are sufficient to account for all expected expenses.

Non Mileage Expenses

Also, please note, expenses for items needed to complete the mission are not reimbursable as travel expenses. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical/computer/musical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.

Expense:	Amount:	Expense:	Amount:	Expense:	Amount:
Excess Baggage:	\$	Internet Access:	\$	Public Transit:	\$
Internet Access:	\$	Taxi-TAD:	\$	Parking - TAD:	\$
Taxi-Airport:	\$	Tolls:	\$	Parking -Airport:	\$
Taxi-TAD:	\$	Pvt-Auto-Terminal	\$	Hotel Tax:	\$
ATM Fees	\$	Expedited GTCC Fee:	\$	Other:	\$
Other:	\$	Other:	\$	Other:	\$
Subtotal:	\$	Subtotal:	\$	Subtotal:	\$

Total:

Privately Owned Conveyance Mileage Expenses

In and around mileage	\$	To/From Terminal	\$	To/From TDY	\$
ESTIMATED TRAVEL COSTS:					
Transportation:	\$	Per Diem:	\$	Non Mileage:	\$
Accounting Label:					

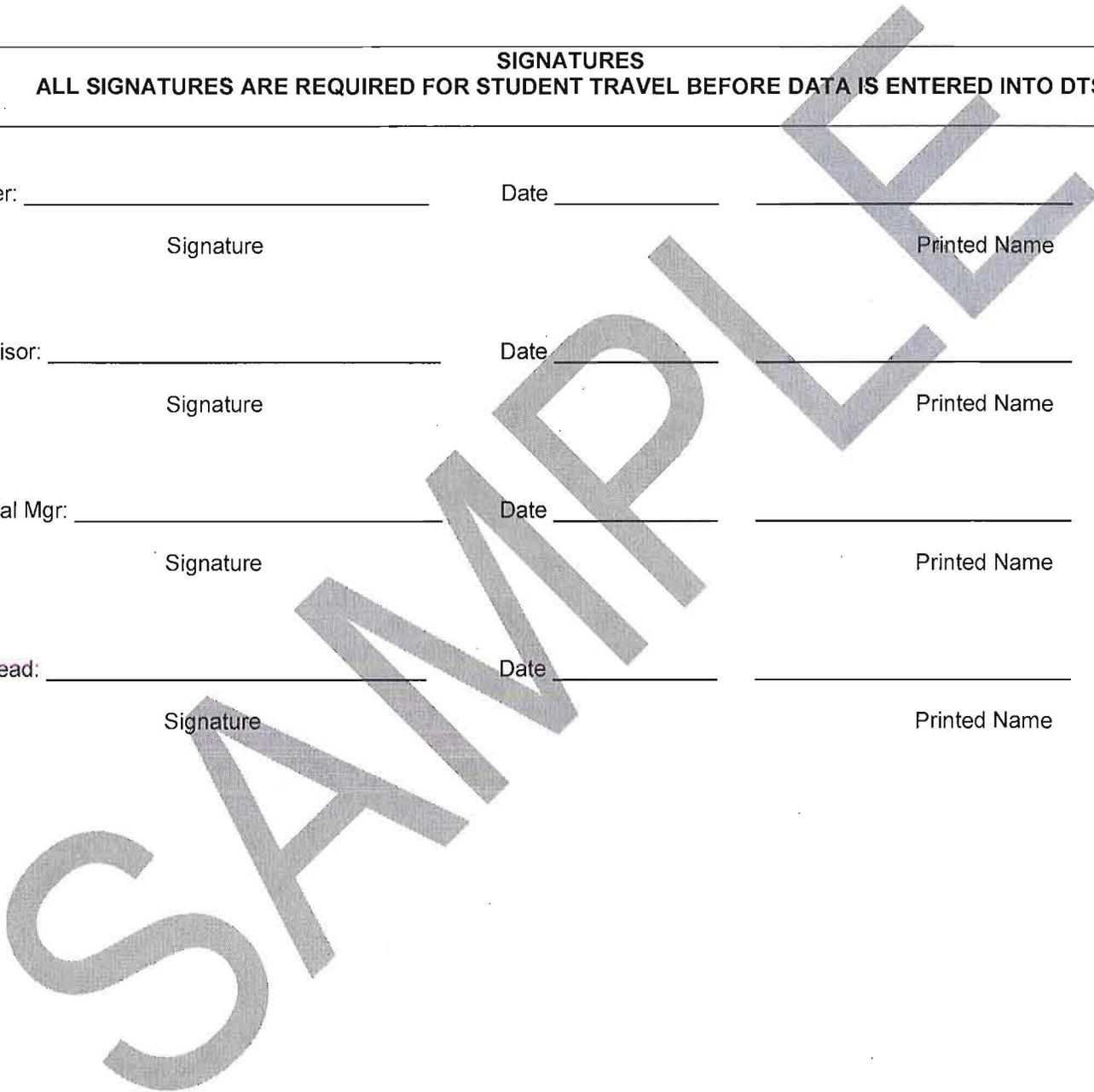
SIGNATURES
ALL SIGNATURES ARE REQUIRED FOR STUDENT TRAVEL BEFORE DATA IS ENTERED INTO DTS

Traveler: _____ Date _____
Signature _____ Printed Name _____

Supervisor: _____ Date _____
Signature _____ Printed Name _____

Financial Mgr: _____ Date _____
Signature _____ Printed Name _____

Dept Head: _____ Date _____
Signature _____ Printed Name _____



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PREMIUM CLASS TRAVEL REQUEST

A. Traveler's Name:
(Last) *(First)* *(MI)*

B. Rank/Grade (e.g., O-7, E-6, GS-14):

C. Last 4 digits of SSN:

D. Service :

E. Organization:
(Code) *(UIC)* *(fax number)*

Organization Requesting Authority:
(Name) *(Rank)* *(DSN Phone)*

F. Mode (Airplane, Ship, Train):

G. Travel Purpose (select one from below) :

- 0=Site Visit
- 1=Information Meeting
- 2=Training
- 3= Speech/Presentation
- 4=Conference
- 5=Relocation
- 6=Entitlement Travel
- 7=Special Mission Travel
- 8=Emergency Travel
- 9=Other

H. Origin (location Premium Class Travel starts):
(must be completed for all legs on Premium Class)

I. Destination (location Premium Class Travel ends):
(must be completed for all legs on Premium Class)

J. Date Travel Begins:
(YYYY) *(MM)* *(DD)*

K. Fare for Premium Class Travel:

L. Coach Fare:

M. Ticket Issuing CTO Name and Location:
(Name) *(Location)*

N. APPROVAL REASON CODE (select one from below):

First Class

- F1 = Lower Class Not Available in Time (JTR C2204 B3a / JFTR U3125 B3a)
- F2 = Medical (JTR C2204 B3b / JFTR U3125 B3b (see attached form))
- F3 = Security (JTR C2204 B3c / JFTR U3125 B3c)
- F4 = Mission (JTR C2204 B3d / JFTR U3125 B3d)
- F5 = Only first class provided (JTR C2204 B3e / JFTR U3125 B3e)
- F6 = Non-Federal source (JTR C2204 B3f / JFTR U3125 B3f)

Business Class

- B1 = Lower Class Not Available in Time (JTR C2204 B4a / JFTR U3125 B4a)
- B2 = Medical (JTR C2204 B4b / JFTR U3125 B4b)
- B3 = Security (JTR C2204 B4c / JFTR U3125 B4c)
- B4 = Mission (JTR C2204 B4d or JFTR U3125 B4d)
- B5 = Only business class provided (JTR C2204 B4e / JFTR U3125 B4e)
- B6 = Non-Federal source (JTR C2204 B4f / JFTR U3125 B4f)
- B7 = Foreign flag coach not adequate (JTR C2204 B4g / JFTR U3125 B4g)
- B8 = Overall savings (JTR C2204 B4h / JFTR U3125 B4h)
- B9 = Over 14 hours (JTR C2204 B4i or JFTR U3125 B4i)

O Navy Approval Authority (E.G., VCNO):
(Name)

(Rank)

(signature)

Note: This signed (approved) document must be attached to the orders. Premium Class Travel must be stated in the orders.

FOR OFFICIAL USE ONLY (when filled in)

U.S. Naval Academy Invitational Travel Request

NOTE: Government employees and contractors are not authorized to travel on Invitational Travel Orders.

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory. Failure to provide required information may result in delay of a response or disapproval of the request.

Use of this form is reserved for non government employees and dependents traveling at the invitation of the United States Government.

Date of Request:

USNA POC:

Name: (First, Middle, Last): **As it appears on the government issued ID you will use for travel.**

Title:

Email Address:

Phone Number:

Citizenship:

Date of Birth:

Gender: Male Female

Mailing Address:

City: Country: Zip/Postal Code:

DTS travel profile has been completed

Date:

Departure Date:

Justification for late submittal (less than 10 days before travel):

Dept Head Initials

Trip Purpose:

Name of Conference/Meeting/Training:

Explain how this TDY benefits the USNA:

TDY Site:

Itinerary

Date	FROM	TO	Preferred Departure Time OR	Preferred Arrival Time OR	Travel Status Official or Leisure

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Include Leisure Locations

Mandatory Use Of CTO

Regulations require us to arrange your transportation via the Commercial Travel Office (CTO) using the Defense Travel System. This allows the DoD full refund for all unused tickets, removing us from financial obligations when a TDY is cancelled. Please note, should you arrange your own air transportation, you will be reimbursed for the government rate for official transportation, or for the cost of the ticket you purchased, whichever is less. If you purchase a non-refundable ticket and the event is cancelled, or you are unable to attend, you will not be reimbursed for the personally procured tickets.

Transportation

Mode of Transportation

Air \$

I have read the Mandatory Use of CTO above, and understand the liability associated with personally procuring my own tickets; however, I choose to personally procure my airline tickets.

Rail \$

Travel preparer please note: DTS authorizations must be **approved** 10 days in advance for rail tickets, rail tickets are paper tickets and are mailed to the USNA via FEDX, then forwarded to the traveler. Please plan accordingly.

I have read the Mandatory Use of CTO above, and understand the liability associated with personally procuring my own tickets; however, I choose to personally procure my rail tickets.

Rental Car \$ _____

Justification for other than Compact Size:

Privately Owned Conveyance

Remainder of Form To Be Completed By USNA POC

Transportation Amount: \$

Per diem

Lodging:

\$

M&IE:

\$

Estimated Travel Cost

Please ensure that estimates are sufficient to account for all expected expenses.

Non Mileage Expenses

Also, please note, expenses for items needed to complete the mission are not reimbursable as travel expenses. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical/computer/musical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.

Expense:	Amount:	Expense:	Amount:	Expense:	Amount:
Excess Baggage:	\$	Internet Access:	\$	Public Transit:	\$
Internet Access:	\$	Taxi-TAD:	\$	Parking - TAD:	\$
Taxi-Airport:	\$	Tolls:	\$	Parking -Airport:	\$
Taxi-TAD:	\$	Pvt-Auto-Terminal	\$	Hotel Tax:	\$
Rental Car:	\$	Other:	\$	Other:	\$
Subtotal:	\$	Subtotal:	\$	Subtotal:	\$
				Total:	

Privately Owned Conveyance Mileage Expenses

In and around mileage	\$	To/From Terminal	\$
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ESTIMATED TRAVEL COSTS:

Transportation:	\$	Per Diem:	\$	Non Mileage:	\$	Mileage:	\$
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Accounting Label:	
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Method Of Payment is Centrally Billed Account. Travel Advance is not authorized with Invitational Travel Orders.

SIGNATURES
ALL SIGNATURES ARE REQUIRED BEFORE TRIP IS ENTERED INTO DTS

Traveler: _____ Date _____
Signature Printed Name

Supervisor: _____ Date _____
Signature Printed Name

Financial Mgr: _____ Date _____
Signature Printed Name

Dept Head: _____ Date _____
Signature Printed Name

U.S. Naval Academy Invitational Travel Request - Dependents

NOTE: Government employees and contractors are not authorized to travel on Invitational Travel Orders.

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory. Failure to provide required information may result in delay of a response or disapproval of the request.

Use of this form is reserved for dependents of military and civilian employees traveling at the invitation of the United States Government.	Date of Request:	USNA POC:
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Name: (First, Middle, Last): **As it appears on the government issued ID you will use for travel.**

Title:	Email Address:
Phone Number:	Citizenship:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Mailing Address:

City:	Country:	Zip/Postal Code:
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<input type="checkbox"/> DTS travel profile has been completed	<input type="checkbox"/> Superintendent Approval is attached
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Date:	Departure Date:
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Justification for late submittal (less than 10 days before travel):

Dept Head Initials _____

Trip Purpose:	Name of Conference/Meeting/Training:
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Explain how this TDY benefits the USNA:

TDY Site:

Itinerary

Date	FROM	TO	Preferred Departure Time OR	Preferred Arrival Time OR	Travel Status Official or Leisure

Include Leisure Locations

Mandatory Use Of CTO

Regulations require us to arrange your transportation via the Commercial Travel Office (CTO) using the Defense Travel System. This allows the DoD full refund for all unused tickets, removing us from financial obligations when a TDY is cancelled. Please note, should you arrange your own air transportation, you will be reimbursed for the government rate for official transportation, or for the cost of the ticket you purchased, whichever is less. If you purchase a non-refundable ticket and the event is cancelled, or you are unable to attend, you will not be reimbursed for the personally procured tickets.

Transportation

Mode of Transportation

Air

I have read the Mandatory Use of CTO above, and understand the liability associated with personally procuring my own tickets; however, I choose to personally procure my airline tickets.

Rail

Travel preparer please note: DTS authorizations must be **approved** 10 days in advance for rail tickets, rail tickets are paper tickets and are mailed to the USNA via FEDX, then forwarded to the traveler. Please plan accordingly.

I have read the Mandatory Use of CTO above, and understand the liability associated with personally procuring my own tickets; however, I choose to personally procure my rail tickets.

Rental Car \$ _____

Justification for other than Compact Size:

Privately Owned Conveyance

Remainder of Form To Be Completed By USNA POC

Transportation Amount: \$

Per diem Only authorized in limited situations. Please review USNA Travel Instructions.

Lodging:	\$		M&IE:	\$
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Estimated Travel Cost

When authorized, please ensure that estimates are sufficient to account for all expected expenses.

Non Mileage Expenses

Also, please note, expenses for items needed to complete the mission are not reimbursable as travel expenses. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical/computer/musical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.

Expense:	Amount:	Expense:	Amount:	Expense:	Amount:
Excess Baggage:	\$	Internet Access:	\$	Public Transit:	\$
Internet Access:	\$	Taxi-TAD:	\$	Parking - TAD:	\$
Taxi-Airport:	\$	Tolls:	\$	Parking -Airport:	\$
Taxi-TAD:	\$	Pvt-Auto-Terminal	\$	Hotel Tax:	\$
Rental Car:	\$	Other:	\$	Other:	\$
Subtotal:	\$	Subtotal:	\$	Subtotal:	\$
Total:					

Privately Owned Conveyance Mileage Expenses

In and around mileage	\$	To/From Terminal	\$
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ESTIMATED TRAVEL COSTS:

Transportation:	\$	Per Diem:	\$	Non Mileage:	\$	Mileage:	\$
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Accounting Label

Method Of Payment is Centrally Billed Account. Travel Advance is not authorized with Invitational Travel Orders.

SIGNATURES
ALL SIGNATURES ARE REQUIRED BEFORE TRIP IS ENTERED INTO DTS

Traveler _____
Signature Date Printed Name

Financial Mgr _____
Signature Date Printed Name

USNA Chief Of Staff _____
Signature Date Printed Name

SAMPLE

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DTS ACCOUNTABLE OFFICIALS – RESPONSIBILITIES

1. **Accountable Officials.** Accountable Officials are personnel involved in the travel management process. They provide the appropriate internal controls for the travel program at the Naval Academy. Their responsibilities include initiating and/or approving travel authorizations and vouchers, certifying expenses for reimbursement, assigning accounting and budget data; maintaining budgets, as well as the local functionality of the system.

2. **Authorizing Official (AO)/Certifying Officials (CO).** Within USNA, individuals appointed as AOs are also appointed as COs. These individuals are responsible for reviewing the requirement for travel, the propriety of expenses claimed, and for certifying that sufficient funds are available to pay for expenses. Preventing fraud, waste, abuse, and mismanagement of taxpayer funds and protecting themselves from liability when approving authorizations and vouchers will be an AO/CO's main focus. The AO/CO is the last signatory before the authorization documents process through the system and could be held pecuniary liable for errors. Therefore, an AO/CO should be an individual who has knowledge of the travel requirement (e.g., deputy directors, assistant directors, supervisors, etc.). This individual is in a position to determine whether travel requirements support the activity's mission requirements and budgetary limitations. They will ensure that the traveler is using the most advantageous travel mode.

The AO/CO reviews and certifies the travel voucher to ensure travel actually occurred and that expenses claimed were authorized and reasonable in compliance with the JFTR/JTR and DoD policy. The AO/CO is responsible for ensuring any corrections are made prior to certifying the voucher for payment. They will not approve a voucher which does not contain required receipts – airfare and lodging of any dollar amount and any other expense of \$75 or greater. AOs will not allow verbal travel or paper orders when there is sufficient notification of the travel requirement and/or the travel can be accomplished in DTS.

An AO/CO must be appointed in writing, hold a position of authority within a department and complete Certifying Officer Legislation (COL) training. Online training can be found at the DTMO website: <https://www.defensetravel.dod.mil/Passport>. Appointments for Accountable Officials will be made using DD Form 577. After successfully completing the COL training, individuals will provide the Lead Defense Travel Administrator (LDTA) with a copy of the training certificate, and signed DD 577. The LDTA will maintain these documents.

The LDTA will on occasion randomly audit vouchers. The AO/CO will be notified of significant infractions and/or repeat findings and the issue worked.

During the post-payment review process, the AO and traveler are required to provide a response to any request by the LDTA within 15 days from the date of the request. A failure to respond may cause the initiation of the debt collection process against the nonresponsive individual, and may also result in the appropriate disciplinary action.

3. **Lead Defense Travel Administrator (LDTA).** The Comptroller will appoint one primary LDTA and two alternates from his staff. The LDTA is responsible for oversight and day-to-day operations of the system at the local level. The USNA LDTA also serves as the Transportation Officer (TO). Duties include:

a. **DTS Maintenance.** The LDTA will maintain the DTS system using the DTA Maintenance Tool. They are the only individuals authorized to detach, receive, or delete profiles and set permission levels for Accountable Officials.

b. **Training.** The LDTA will provide initial and follow-on training as needed.

c. **Tier 2-level Help-Desk support.** The LDTA will provide Tier 2-level Help Desk support regarding DTS operations, travel policy, & procedures. The LDTA will escalate issues which cannot be resolved at the local level to the Defense Travel Assistance Center (TAC); and coordinate any system issues with TAC.

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d. Post Payment Reviews. The LDTA shall conduct random post payment reviews.

e. Document Reviews. The LDTA shall review travel vouchers wherein the method of payment for transportation is the CBA. Reviews ensure that the data required for CBA reconciliation is present in the document.

f. Cross-Organizational Funding. The LDTA is required to use the Cross Organizational Funding functionality to provide and accept travel funding from other organizations, agencies and services.

g. Transportation Officer (TO). The USNA LDTA serves as the Transportation Officer. The individual(s) will hold the permission necessary to manage and reconcile the Centrally Billed Account (CBA); resolve open invoices; review and acknowledge invoices prior to certification; and certify invoices for payment.

4. **Finance DTA (FDTA)**. Appointed by the Comptroller, the FDTA is responsible for establishing and maintaining Lines of Accounting (LOA) and establishing the corresponding Budget Shell.

The FDTA is responsible to ensure that LOA is entered in the correct format required by DFAS; and that accurate budgets are created from the LOA, the budget is not to be created first. The Comptroller may task the FDTA with reviewing documents. The FDTA will participate in any DTMO finance related webinars or conference calls. The FDTA must comply with all local financial policies and procedures for monitoring funds. The FDTA may also act as the Budget DTA. The FDTA will resolve reject documents with DFAS.

5. **Organizational DTAs**. The ODTAs are responsible for the administration of DTS at the cost center level and will assist the LDTA with overall DTS administration for the command. They will identify the cost center's routing, finance and budgetary officials, and resources that will assist them in administering DTS. The Traveler and Authorizing Official will rely on the ODTA as point of contact for routine DTS issues. The ODTA provides training and technical assistance to travelers within their cost center, as needed to ensure smooth travel operations. The ODTA will provide the DTS Tri-Folds for Authorizations, Vouchers, Local Vouchers, and Amendments to travelers to aid them in document preparation. The ODTA will not receive, detach or delete traveler profiles, or set permission levels for Accountable Officials.

6. **Non-DTS Entry Agent (NDEA)**. The Non-DTS Entry Agent (NDEA) is a non-accountable official who may be a military member, DoD employee or contractor, and is designated in writing with a DD 577. In accordance with DoD FMR paragraph 0203F:

a. The NDEA is responsible for the creation of travel authorizations and claims for reimbursement for those without reasonable access to DTS.

b. By electronically signing a voucher, the NDEA certifies that the information listed on the traveler's completed and signed voucher (DD Form 1351-2), has been accurately entered into the system.

The NDEA is only responsible for correctly entering the data as presented, not for the validity of a traveler's Travel Request (TR) Form or DD 1351-2. Prior to digitally signing a voucher, the NDEA will ensure that the completed and signed TR or DD 1351-2 and supporting documentation has been electronically attached to the document; and that the uploaded items are legible.

When creating local vouchers, travelers will provide the NDEA with a completed and signed SF 1164.

No traveler, under any condition may provide his/her CAC and or PIN to another person to create, adjust or sign travel documents on their behalf. This is a major security breach. NDEAs are required to report this immediately.

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7. **Debt Management Monitor (DMM)**. The DMM tracks overpayments that must be repaid to the government. The DMM tracks collection actions within DTS and assists travelers who are in debt to the government as a result of travel. Such assistance includes providing guidance for requesting a waiver, an appeal and for repaying debt. USNA policy requires repayment by check to the Defense Finance and Accounting Service (DFAS), with payroll deduction method as the last repayment option. Payroll deductions cannot be used by Midshipmen to settle a Debt Due U.S.

TRAVELER - RESPONSIBILITIES

Travelers with reasonable access to DTS are expected to process their own travel documents. Anyone who travels on official business must have a DTS profile. Travelers are responsible for the accuracy of their profile and can validate the data by selecting the Additional Options Tab of their DTS documents. Some data fields have restricted access and must be updated by the DTA. No less than annually, the traveler is required to validate, update, or request the updating of the following data:

- a. Residence Information (to include home phone number).
- b. E-mail Address.
- c. Rank (use the correct format, e.g., ME-03, MO-02, GS-06, AD-06, etc.).
- d. Government Travel Card (number and expiration date) (DTA entry only).
- e. Electronic Funds Transfer, (EFT), data: Checking or Savings Account (DTA entry only).

As previously stated, travelers without reasonable access to DTS or those who rarely travel will provide the NDEA with a completed and signed Travel Request, DD 1351-2, or SF 1164, and supporting documentation. Travelers/NDEAs will create authorizations based on a signed Travel Request Form (TR).

Travelers will prepare authorizations using the DTS reservation modules for air, lodging (except government quarters) and commercial auto (rental car).

Travelers will monitor their email for notification of returned travel documents. This is not the responsibility of the NDEA; DTS does not include the NDEA in the notification process. Travelers will make the necessary corrections and re-sign documents to route them for approval.

No adjustments or amendments are made to DTS Authorizations within the Tickets Are Waiting (TAW) date (3 business days before travel). Do not amend authorizations for any reason other than cancellation from the TAW date until the trip end date; changes to reservations in this period must be made telephonically with the CTO.

Prior to departing the Command, travelers will ensure that they have:

a. **An approved travel authorization** - A traveler, who departs the USNA without approved orders, is not on official travel. Truly short notice travel may take place on verbal orders. At the earliest opportunity, the Comptroller will be made aware of the travel requirement, and the authorization will be processed in DTS. Travelers will check the document history to ensure the approved stamp was applied to the authorization before traveling. Note: Document History is the bottom section of the digital signature page – a document is not approved if the approved stamp is still listed in the Pending Routing Action with a number 25.

b. **ETicket issued by CTO** – The CTO will forward a copy of the eticket to the email address listed in the travel profile. If necessary travelers can obtain a copy of the eticket from the CTO website at www.virtuallythere.com. Instructions are listed on the Comptroller's Travel webpage.

c. **CTO contact phone numbers** - Travelers will contact CTO for reservation changes. Numbers are available on the Travel web page.

During the voucher process, travelers **MUST** update the costs for all estimated expenses listed in the authorization to what was actually charged. The traveler **MUST** electronically attach receipts to the voucher for the following items - airfare, lodging of any amount, any item claimed of \$75 or greater.

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Further,

- a. Alternate work schedules are not authorized during any pay period containing TDY days. These pay periods are based on straight eight hour schedules.
- b. Make any airline changes telephonically with the CTO; not the airlines. In the event that CTO directs you to contact the airline, retain the name of the CTO representative and date of call.
- c. Frequent travelers, those who travel two or more times within a 12 month period, will obtain an IBA.
- d. When leave is taken in conjunction with travel, leave dates must be listed on the TR and in the trip description field of the DTS authorization. A copy of the leave slip will be uploaded to the travel authorization.
- e. In/Out Process with the LDTA in the Comptroller's Office.