



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
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USNAINST 4651.2H  
4/DepFinance  
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USNA INSTRUCTION 4651.2H

From: Superintendent, U.S. Naval Academy

Subj: TRAVEL ADMINISTRATION

Ref: (a) Joint Travel Regulations (JTR)  
(b) DoD FMR Volume 9, Chapter 2  
(c) DoDI 4515.14  
(d) OPNAV Instruction 4650.15B  
(e) Navy DTS Business Rules Version 3.1  
(f) USNAINST 4600, Delegation of Authority to Approve Travel

1. Purpose. To provide policy and procedures for executing government directed official travel while assigned to the U.S. Naval Academy (USNA).
2. Cancellation. USNAINST 4651.2G. This is a complete revision and should be reviewed in its entirety. Cancels USNA 4650/6 Premium Class Travel Request, USNA 4650/8 U.S. Naval Academy Invitational Travel Request-Dependents, USNA 4651/1 Creating an Employee in DTS, and USNA 4651/5 U.S. Naval Academy Travel Request.
3. Applicability and Scope. Except where indicated, this instruction applies to all military personnel (including midshipmen), civilian employees, and invitational travelers conducting official business travel for the Naval Academy in support of its mission. Permanent Duty Travel (PDT) not executed in Defense Travel System (DTS) will comply with reference (a). This instruction does not apply to employees of the Naval Academy Non-Appropriated Fund Instrumentalities (NAFI); travel paid for with Non Appropriated Fund (NAF) resources; and midshipmen accessions and separations travel. Travel costs for government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations.
4. Background. References (a) through (f) apply throughout instruction. Although travel at government expense is often essential to our mission, travel funding is discretionary. To control costs, supervisors and leaders must ensure travel is appropriate, cost effective, and necessary for mission accomplishment. All government directed travel must be conducted in the most cost efficient manner possible and must be in the best interest of the government. In all situations, when traveling on official orders, each member is expected to exercise the same care and regard for expenses incurred as a prudent person would exercise when traveling at personal expense.

5. Authorizing Official (AO)/Certifying Officials (CO). Within USNA, individuals appointed as AOs are also appointed as COs. These individuals are responsible for reviewing the requirements for travel, identifying sources of travel funding, certifying sufficient funds are available to pay for expenses, the propriety of expenses claimed, and notifying travelers of debt due the government. Preventing fraud, waste, abuse, and mismanagement of taxpayer funds, as well as protecting themselves from pecuniary liability when approving travel authorization and vouchers is an AO/CO's responsibility. Therefore, an AO/CO determines whether travel requirements support mission requirements and budgetary limitations of the activity and ensures the traveler is using the most advantageous travel mode.

6. Policy

a. Mandatory use of DTS. Per reference (a) 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.

b. Mandatory Use of Commercial Travel Office (CTO). Travelers must arrange for commercial transportation, lodging, and rental cars through the Commercial Travel Office (CTO) via DTS, this includes conference travel. Furthermore, travelers must use GSA city pair flights that are available to satisfy mission requirements. All changes must be approved by the respective AO and must go through the CWTSATO Travel Office which has a toll-free number provided on the travel orders. The only exceptions to CTO use pertain to lodging for some Summer Training blocks in locations (i.e. Block Island R.I. and Martha's Vineyard, etc.) where commercial lodging is not available. If a lodging rental agreement is used, it must be signed and uploaded in DTS prior to AO approval. Lodging reservations are not authorized through Air BNB, VRBO, etc. If a Unit Travel Card is used to pay for lodging, the travel authorization must include this information in the comments section in DTS and lodging cost must indicate zero dollar amount.

c. Travel Authorization and Voucher Routing/Approval (RO and AO).

(1) DTS documents must be routed through a Reviewing Official (RO) prior to the approval of the document by the AO. The RO shall have financial management background, preferably a financial management team member, who must review the line of accounting and ensure funding is available prior to final approval of the document. The AO must ensure all mandatory statements are included on the travel documents prior to approval where applicable.

(2) The Authorizing Official must review the document to ensure it is stamped by the RO and ensure all required receipts including eTicket receipts for IBA, CBA, refunds, etc., have been uploaded prior to approval. Where transportation has been charged to the Naval Academy Centrally Billed Account (CBA), the vouchers shall be routed through the Comptroller Department for review by a DTS Reviewing Official, CBA Specialist.

d. Travel Authorizations

(1) DTS documents should be processed following CNO's Navy DTS Business Rules, located on the travel office website's homepage. In addition, all travel will begin and end at the traveler's permanent duty station or residence.

(2) Official duty and approved leave dates must be included in the travel itinerary. DTS per diem allowances and reimbursements will be adjusted accordingly for the leave days. Leave for civilian employees should be properly charged in SLDCADA, the civilian payroll system used by USNA, or to the military member's military pay account.

(3) The actual TDY location must be listed on the travel order. For example, where travel is to a military installation such as the Naval Academy Preparatory School in Newport RI, the location will read Newport Naval Station rather than Newport, RI.

e. Group Authorizations. Travel arrangements for groups of 10 or more are required to be handled by the CTO Group Desk. Group travel authorizations must be submitted 10 days prior to travel. Travel documents will be created in DTS; however, transportation will not be completed in the transportation module. A CTO reservation request form, available on the travel website, will be completed and forwarded to the CTO. The CTO will coordinate transportation and ticketing with the customer, and any changes will be coordinated with the CBA card holder. The individual travel orders will then be generated and airline reservations must be added to individual travel orders by the originating office.

f. International Travel.

(1) For international travel funded through the International Program Office (IPO), IPO will assist travelers with passports, visas, NATO orders, and pre-travel training requirements.

(2) For all other international travel, IPO will assist travelers with passport and visa requirements, but the traveler is responsible for international requirements in coordination with their department.

g. Invitational Travel. Individuals requesting Invitational Travel orders must contact their Departmental Organizational Defense Travel Administrator (ODTA). The three-page USNA 4651/7 Invitational Travel Request, is the only form currently authorized for use for invitational travel.

h. Training. USNA travelers attending training must fill out an SF 182, Authorization, Agreement and Certification of Training form, obtain appropriate signatures and approvals, and upload the form in DTS prior to authorization to travel by the AO. Payment for training courses must be made using the Government Commercial Purchase Card. Travelers are not authorized to

register for training courses using their Individually Billed Account/travel card. Please see USNAINST 4650.2, Government Travel Card Management - Individual Billed Accounts.

i. Local Travel.

(1) Local travel shall be approved in advance. Government vehicles will be used, or to receive the standard rate of reimbursement for POV mileage a non-availability statement must be obtained from the motor pool dispatch office. When a POV is used, travel within the “local commuting area,” may be reimbursed POV mileage roundtrip mileage to and from the destination minus the normal commuting mileage and tolls.

(2) The local commuting area for personnel assigned to USNA Annapolis, Maryland is defined as the travel area which includes the District of Columbia; Anne Arundel, Baltimore, Calvert, Caroline, Harford, Howard, Kent, Montgomery, Prince George’s, Queen Anne’s, and Talbot Counties in Maryland; Arlington and Fairfax Counties of Virginia, (Figure 1); and all cities now and hereafter existing in Maryland and Virginia in the geographic area bounded by the outer boundaries of the combined areas of the counties identified above.



Figure 1

(3) Lodging is not authorized for local travel unless group cohesion is required, e.g., due to the nature of the TDY itself, promotion board selection. In such cases, when all travelers are required to remain overnight, TDY allowances may be authorized.

(4) The local commuting area applies to travel for all USNA personnel which includes faculty, staff, and midshipmen with the exception of the Midshipmen Summer Internship program for which guidance will be promulgated separately.

j. Entitlements. 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 or when onboard a government vessel such as a Yard Patrol Craft (YP) or N44 Sail Training Craft (STC).

k. Travel Cards

(1) The Government Travel Charge Card (GTCC) is the primary form of payment for all official TDY costs including meals, lodging, and commercial transportation. Supervisors must ensure all DOD Personnel with the exception of midshipmen, obtain a government travel card. Travelers shall ensure their GTCC is active prior to travel. Additional information can be obtained by reviewing the USNA GTCC ADMINISTRATION IBA Instruction 4650.2, visiting the Comptroller's travel office website, or by contacting the IBA Program Manager at [travel@usna.edu](mailto:travel@usna.edu) or 410-293-1642.

(2) Authorizing Officials shall ensure the DTS profile correctly identifies the traveler's IBA as the primary form of payment for all travel related expenses, including any transportation charges.

l. Travel Advances

(1) Generally, travel advances will be issued for TDY travel of two nights or more. Travelers may receive up to 80% of the TDY locality rate for lodging, meals and incidental (M&IE) expenses plus 100% of other reimbursable expenses.

(2) Advances will be issued to midshipmen travelers who do not have a GTCC or to travelers with suspended or revoked GTCCs. An advance will not be granted if a traveler has failed to submit a voucher for a previous travel order or has not made arrangements for settlement of an outstanding advance or overpayment.

(3) Advances must be requested 30 days prior to travel by submitting an electronic request to the USNA travel office at [travel@usna.edu](mailto:travel@usna.edu). The request must be submitted on an Excel spreadsheet and include each travelers first and last name and the trip start date.

(4) Advances will be issued no more than 10 days prior to the travel start date. When an advance has been obtained and the trip is subsequently canceled, it is the traveler's responsibility to promptly refund the government by returning the advance in full immediately. This includes midshipmen.

(5) Travelers with advances that are not liquidated timely will receive an advisory letter. If not settled in the prescribed timeframe, advances will be promptly collected from the travelers' pay unless other arrangements have been approved. Midshipmen must contact the Debt Management Monitor (DMM) to make payment arrangements at [travel@usna.edu](mailto:travel@usna.edu) or 410-293-1642.

m. Premium Class Travel. The Superintendent is the approving authority for business class travel. The Director Navy Staff is the approving authority for all first class travel requests. To ensure premium class travel is properly requested and approved, travelers are required to complete the premium travel request form for approval. Additional policy and requirements are available on the travel office website.

n. Unused Tickets

(1) Any portion of an official ticket that is not used must be accounted for during the voucher process. Travelers or travel vouchers preparers shall upload the e-invoice with their receipts when submitting their vouchers. The travel office will reconcile the e-invoice charges to the individual line items on the CBA statement.

(2) All unused tickets for the Summer Training Program (STP) will be tracked by the STP Subject Matter Expert (SME) and reported to the Comptroller's travel office by the 15th of each month, beginning 15 June to 15 October.

o. Spouse Invitational Travel. Generally, spouse travel will be limited to transportation only. The Superintendent is the approving authority for spouse invitational travel. The Director Navy Staff is the approving authority for travel of the Superintendent's spouse.

p. Actual Expense Authorization. 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 Authorized (AEA) and the actual nightly lodging rate set in the per diem entitlements. The AO will review these additional entitlements prior to approving the travel order in DTS. DTS will flag AEA and require justification.

q. Sharing rooms on TDY. When two or more government travelers or midshipmen share a room, each official traveler is reimbursed for the prorated share limited to the lodging portion of the locality per diem rate. Each must upload in DTS a copy of the lodging receipt showing the split cost as substantiating documentation.

r. Personally Identifiable Information (PII). Emails to the travel office which contain Personally Identifiable Information (PII) must be sent encrypted. Contact the ITSD helpdesk for encryption assistance.

s. Tax Exempt Forms for Lodging. All travelers must submit tax exempt forms at hotels if applicable. Several states and cities have specifically exempted uniformed members/federal employees from paying a hotel occupancy tax when that municipality's requirements are met. As such, federal employees and uniformed members may be authorized a tax exemption by the hotel. When traveling on an individually billed government travel charge card (one that was issued to that person for that person's official travel), travelers should ask about exemption from state taxes when making reservations with hotels or rental car companies. Visit <https://www.gsa.gov/portal/content/212667> for additional information and to print forms.

t. Conference Travel.

(1) USNA travel approval authority may be delegated no lower than deputy cost center heads. (the second senior O-6, GS-15, or Administratively Determined (AD) or Nonappropriated White-Collar Payband (NF) civilian in each cost center or an individual of the same seniority acting in that capacity when delegated on a DD577 Appointment/ Termination Record-Authorized Signature). Cost center heads and deputy cost center heads may act as agents on behalf of the Superintendent to approve, administer, and record travel determined to be mission essential.

(2) Please upload a copy of the conference information such as an agenda with cost information in DTS prior to AO approval. When meals are provided as part of the conference fee, per diem will be reduced. It is the traveler's responsibility to report on the travel claim that meals were provided.

(3) The primary method of payment for conference registration fees is the Government Purchase Card (GPC). Travelers should contact their GPC cardholder to make the payment. In very limited circumstances, a traveler may be able to use their IBA travel card for conference registration fees such as onsite registration. Travelers should refer to USNAINST 4650.2, Government Travel Charge Card Administration - Individual Billed Account, for specific guidance on when it may be appropriate to use the IBA to pay conference registration fees or contact the IBA APC at [travel@usna.edu](mailto:travel@usna.edu) or 410-293-1642 prior to trip start date.

u. Foreign Exchange Students. To establish a DTS profile, USNA foreign exchange students who do not have a SSN will need to apply with the IRS for a tax identification number (TIN). If they do not have a CAC, orders will have to be appropriately generated. Visit the IRS website for Individual Taxpayer Identification Number (ITIN) information and application instructions at <https://www.irs.gov/pub/irs-pdf/p1915.pdf>.

v. Travel Vouchers.

(1) Travel vouchers must be filed as soon as possible, but no later than 5 business days after completion of travel.

(2) NDEAs reviewing a DD Form 1351-2 Travel Voucher or Subvoucher/OF 1164 Claim for Reimbursement for Expenditures on Official Business prepared by a traveler must ensure the travel claim is signed and dated by the traveler with all required blocks/items validated as being completed.

(3) The submission date of the travel claim by the traveler must be recorded on the actual travel claim in any available block/item between 20c and 23 or included with the travel claim as supporting documentation. All travel vouchers must be entered in DTS immediately following receipt of signed DD Form 1351-2.

(4) All DTS Vouchers/Local Vouchers T-ENTERED in order to reimburse a traveler must have the completed, signed, and dated travel claim uploaded into the substantiating records section in the DTS Voucher/Local Voucher module along with any required receipts and other supporting documentation. Receipts are required for all expenses over \$75. Credit card statements are not sufficient and cannot be used as the primary receipt (e.g. lodging, rental car or commercial transportation). All e-ticket receipts are required to be uploaded in DTS, as well as all lodging receipts, regardless of cost.

(5) All midshipmen must complete outstanding vouchers and satisfy debt prior to departure from USNA or be subject to debt collection.

w. Foreign Currency Exchange Rates. If travel was to a foreign country, the voucher must 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 conversion must be uploaded as substantiating documentation in DTS with receipts. The GTCC IBA charge card statement may be used as substantiating documentation if applicable.

x. Checkout Procedures. All USNA personnel, with the exception of midshipmen, should follow electronic checkout instructions indicated on the travel website homepage prior to departing USNA <https://intranet.usna.edu/Comptroller/Travel/>. Midshipmen should checkout with the CMDT Travel Office located in Room 126, Bancroft Hall. Contact x38020 and x38023 for assistance.

## 7. Roles and Responsibilities

a. Accountable Officials. Accountable officials involved in the travel process shall serve as Naval Academy control points and be familiar with the responsibilities in reference (e). The Comptroller shall designate these personnel in writing per the DOD Financial Management Regulations Volume 5, Chapter 5. Accountable officials at the Naval Academy include authorizing officials, certifying officers, reviewing officials, Finance Defense Travel Administrators (FDTAs), Lead Defense Travel Administrators (LDTAs), Organization Defense

Travel Administrators (ODTAs), Non-DTS Entry Agents (NDEAs) and Debt Management Monitors (DMM). Specific duties and responsibilities are identified in reference (e).

b. Cost Center Heads. Ensure travelers and accountable officials comply with travel policies and procedures. Ensure travel vouchers are submitted within 5 business days of the completion of travel. Maintain a system of internal controls to ensure funds allocated in the DTS budget module are available with quarterly/annual funding authorizations. Forward personnel recommendations for DTS accountable positions to the Comptroller of USNA.

c. Comptroller Travel Office. Oversee travel program for the Naval Academy. Review Cost Center requests for DTS accountable positions for approval. Designate approved personnel in writing and maintain signed letters of appointment. Ensure that access permission levels and routing schemes within DTS provide for appropriate separation of duties. Provide Un-submitted Voucher Reports to Cost Center Heads and Cost Center Budget Officers semi-monthly for follow-up action on outstanding/unliquidated travel obligations. 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.

e. Travelers

(1) Comply with the JTR, The Navy Defense Travel System Business Rules, and all USNA Instructions. Do not commence travel without a signed travel order approving the travel as a mission requirement. In the case of a verbal order, it must come from an AO and the document must be entered in DTS as soon as possible. Ensure transportation has been ticketed by the CTO prior to departing for travel and ensure you have a copy of approved travel orders and e-ticket.

(2) File travel voucher as soon as possible upon return to duty station, but no later than five business days after the end of the travel period. Review the split disbursement and adjust amount to be paid to the GTCC IBA. Ensure timely payment of GTCC IBA either through split disbursement, direct payment, or both. Do not initiate a new travel authorization when previous travel authorizations are outstanding. Ensure leave is recorded in the pay system when leave is executed in conjunction with travel.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Comptroller will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

10. Forms. SF 182 Authorization, Agreement and Certification of Training can be found at the U.S. General Services Administration's website at <https://www.gsa.gov/reference/forms#>. The SF 182 should be submitted to the USNA Human Resources Office. OF 1164 Claim for Reimbursement for Expenditures on Official Business and DD Form 1351-2 Travel Voucher or Subvoucher should be downloaded from DTS and submitted to the appropriate NDEA for processing. DD Form 577 Appointment/Termination Record - Authorized Signature should be obtained from the DoD Issuances Website at [https://www.esd.whs.mil/Directives/forms/dd0500\\_0999/](https://www.esd.whs.mil/Directives/forms/dd0500_0999/) and should be retained by the appointing authority. USNA 4651/7 USNA Invitational Travel Request should be obtained from the USNA official forms website at <https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php> and submitted to the appropriate ODTA for processing.

  
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