



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 4600.1  
SUPPLY  
SEP 20 2017

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4600.1

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: POLICIES AND PROCEDURES FOR APPROVING TRAVEL

Ref: (a) USNAINST 4600  
(b) ALNAV 011/17  
(c) DoD Conference Guidance, Ver 4.0 of 26 Jun 16  
(d) The Joint Travel Regulation

Encl: (1) Commandant Travel Spreadsheet  
(2) Travel Checklist

1. Purpose. To establish guidance for delegation as an approving official and to provide guidance on the requirements for submission and approval of official travel.
2. Scope and Applicability. These policies and procedures apply to all Commandant Cost Center personnel traveling on official orders on behalf of or in support of the United States Naval Academy (USNA).
3. Policy
  - a. Per reference (a), Deputy Cost Center Heads (DCCH) must be designated using DD Form 577, located at [www.secnav.mil](http://www.secnav.mil). Further delegation of travel approval authority is not authorized. In cases where the Commandant or DCCH are absent, travel may only be approved by the Chief of Staff. This letter supersedes all previous delegation direction.
  - b. In general, travel is deemed mission essential if delaying or not executing it would significantly degrade USNA's effectiveness or prevent performance of some portion of USNA's assigned Mission, Functions, and Tasks (MFT).
  - c. Those exercising delegated travel approval authority must ensure that expending travel funds beyond the local area is limited to only those events deemed mission essential.
  - d. To maintain an audit trail for all travel approvals, cost centers will make and retain a written mission essential determination which must include a statement that it cannot be performed through alternative means. Additionally, travel approvals should contain an itemized summary of expenses. Departments shall utilize DD Form 577 to satisfy audit trail requirements. Travel that is not necessary to accomplish assigned MFTs or to maintain professional licensure

or certifications will not be authorized. The following are examples of travel that might be deemed mission essential.

(1) Travel or training that is required to accomplish assigned MFTs, including travel or training that allow an individual or team to meet or maintain professional qualifications. This category includes USNA personnel attending conferences associated with USNA's MFTs when such travel is required to professionally develop faculty, staff, or midshipmen.

(2) Travel or training necessary to comply with statutory, regulatory, or other legal requirements.

(3) Travel or training necessary to effectively represent the Department of the Navy before any department, agency, court, court-martial, or administrative body.

(4) Travel or training required to exercise command or to meet oversight requirements.

(5) Travel or training that if not conducted would negatively impact safety or create a safety risk.

e. After the travel is determined to be mission essential, the travel must be conducted judiciously and in a manner that best preserves limited resources. On the rare occasion that travel approval exceeds a cost center's budget controls, travel shall only be approved with the Superintendent's authorization.

4. Conference Attendance. Pursuant to reference (b), authority to approve USNA personnel to attend non-DoD sponsored or hosted conferences is delegated to levels defined in reference (c).

a. Following reference (c) section III, paragraph 3c, the approval authority for conferences with a total cost of \$100,000 or less, not sponsored or hosted by DOD, is as follows:

(1) For conferences estimated to cost \$3,000 or more per attendee or \$600 or more per day per civilian employee or military member, approval will be made by the Commandant of Midshipmen or the Chief of Staff.

(2) For conferences estimated to cost less than \$3,000 per attendee and less than \$600 per day per civilian employee or military member, and for no-cost conferences, approval will be made by the DCCH.

5. Procedures. All travel requests shall be submitted to the Sub Cost Center Financial Manager utilizing enclosure (1) at least 10 business days prior to the travel departure date. The day of submission is not counted as a business day in the timeline. Emergency travel and late submissions will be processed on a case by case basis. For step by step guidance, see enclosure (2).

6. Records Management. Records created as a result of this instruction, regardless of media format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. The Supply Officer will review this instruction annually on the anniversary of the 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. This instruction will automatically expire five years after the effective date unless reissued, otherwise canceled prior to the five year anniversary date, or an extension has been granted.



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SEP 20 2017

COMMANDANT TRAVEL SPREADSHEET

Delegated Approval Authority	Commandant's Budget Office	Traveler Name (Last, First)	Destination	Travel dates	Total Travel Cost Estimate including: (Per Diem, Lodging, Travel, Misc.)	Funding Source	Trip Details / Purpose	Requirement cannot be performed via other means (Y/N)	Mission Classification (Critical, Essential)	Date submitted, POC Name and Contact Info

# TRAVEL CHECKLIST

## 1. TRAVELER RESPONSIBILITY, DTS ORDER WRITER ASSIST WITH DTS

- Ensure DTS profile and government travel card are linked to USNA and active [Must contact USNA Travel Office for assistance X3-1642]
- Establish estimated cost of travel via TRAX [TRAX link found bottom left DTS homepage]
- Submit travel requirements to Cost Center Financial Manager 10 business days prior to travel departure date utilizing enclosure (1) format for travel tracker
- Once travel approved by designated official, generate DTS Authorization 5 business days prior to travel departure date. Arrange lodging in DTS, arrange flight (if applicable) in DTS, upload required documents i.e. Gift of Travel, training forms, or any other documentation required for subject travel under substantiating documents in DTS, and sign DTS authorization [once DTS Authorization is signed, DTS automatically sends email to DTS Approving Official(s)]
- Ensure DTS Authorization is approved by DTS Approving Official 1 business day prior to departure date [DTS automatically sends traveler an email when DTS Approving Official approves DTS transactions]
- Complete travel voucher within 5 business days of travel return date [future travel will not be approved when traveler has outstanding travel voucher]

## 2. SUB COST CENTER FINANCIAL MANAGER

- Validate information from traveler on the travel tracker, ensure proper DTS Budget Label is specified on travel tracker [Commandant Budget Office will provide pertinent DTS Budget Labels for all funding sources, APF, Gift & Reimbursable, pertinent to your SCC]
- Notify Commandant Budget Office via email [Commandant\\_Budget\\_Office@usna.edu](mailto:Commandant_Budget_Office@usna.edu) travel is on the travel tracker for review
- Review travel tracker daily for DCCH approval or denial, let traveler know whether travel is approved or denied, and archive status on the travel tracker by moving to approved tab or denied tab
- Ensure all DTS Authorizations are approved 1 business day prior to travel departure date [Traveler will receive an email when DTS Approval Official approves DTS Authorization]
- Ensure all DTS Vouchers are processed by traveler within 5 business days from travel return date

SEP 20 2017

### 3. COMMANDANT BUDGET OFFICE

- Review travel trackers daily to verify funds availability and sign off on travel tracker
- Once funds availability verified, notify appropriate DCCH that there is travel for review travel tracker
- Review DTS daily for Authorization and Voucher awaiting review and approval. DTS Approving Official will email traveler when DTS transactions require amendment for entitlements and support documentation. Traveler will receive an email when DTS Approving Official approves all DTS transactions

### 4. DEPUTY COST CENTER HEAD (DCCH)

- Review travel tracker daily and determine whether travel is Mission Essential and approve or deny on travel tracker