The Navy Defense Travel System Business Rules
Version 3.1
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Navy DTS Program Management Office
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INTRODUCTION

The Navy’s Defense Travel System (DTS) Business Rules have been developed to provide all Navy travelers, administrative and supervisory personnel, as well as travel services providers, with a common set of transportation and financial rules for implementing and operating the standard automated Department of Defense (DoD) travel program, known as Defense Travel System (DTS). These business rules should be used in conjunction with the Joint Travel Regulations (JTR); the Defense Transportation Regulation (DTR) (DoD 4500.9-R); the DoD Financial Management Regulation (FMR) (DoD 7000.14-R, Volume 5, Chapter 5; DoD 7000.14-R, Volume 9, Chapters 5 and 8; and DoD 7000.14-R, Volume 16, Chapters 1-4), Defense Travel System Regulations: Authorized by DoDI 5154.31, Volumes 3 and 4, OPNAVINST 4650.15B, NAVSUPINST 4650.8, NAVSUPINST 4650.9, Navy Passenger Travel Instruction and current Navy Travel Card Instructions, desk guides and local travel instructions. Temporary Duty (TDY) travel allowances/entitlements for most common TDY travel are described in Appendix G and O of the JTR. In addition, for detailed instructions in utilizing DTS, please refer to the Defense Travel Management Office’s (DTMO) training and reference materials. If a conflict exists between these business rules and the cited references, the cited references take precedence.

DTS is a web-based end-to-end paperless electronic temporary duty travel system that allows the member to request, construct, and liquidate travel from a computer. DTS is the DoD mandated travel system for all travel supported by DTS as per Under Secretary of Defense Mandatory Use of the Defense Travel System (DTS) Memorandum (see Reference Link 21) and NAVADMIN 315/08 (see Reference Link 22). DTS provides the user with multiple choices for travel arrangements including transportation, hotel rooms, and rental cars. In addition to travel arrangements, the traveler can complete the travel claim/voucher at a Common Access Card (CAC) enabled computer and arrange reimbursement of both personal and Individual Billed Account (IBA)/Government Travel Charge Card (GTCC) payments. The DTS website can be accessed at the following address: https://www.defensetravel.osd.mil. The Navy DTS NKO website can be accessed at the following address: https://www.nko.navy.mil/portal/page?pf_communityId=co146970010.

In addition, the Navy DTS PMO’s website, which contains Navy DTS training resources, best practices, and Transportation of People (ToP) audit readiness information, can be accessed at: http://www.navsup.navy.mil/ccpmd/dts

In summary, DTS provides travelers with the ability to:

- Create, update, and digitally sign travel requests at their desk;
- Book transportation, hotel, DoD lodging, and rental cars without physically visiting the Commercial Travel Office (CTO);
- Review the status of a trip record at any time;
- Request Advances and Scheduled Partial Payments (SPPs);
- Electronically route to an Approving Official (AO) for approval;
- Include travel preferences in a Personal Profile;
- Use actual trip information to prepare a claim/voucher;
- Electronically attach receipts/substantiating documents to the trip record;
- Receive expedient travel reimbursements through Electronic Fund Transfers (EFT).
 Commands gain the ability to:

- Utilize electronic trip documents and routing to shorten approval process time;
- Route documents based on organization and type of action;
- Track the obligation and expenditure of travel funds;
- Reduce the number of financial transaction errors;
- Gain the control of travel budget and mission needs;
- Automatically verify compliance with travel policy;
- Increase productivity and record-keeping capabilities;
- Receive real time reporting on unsubmitted travel vouchers;
- Utilize the cross-org (X-Org) funding feature.

1 DTS OVERVIEW

1.1 General.

This document is developed to provide a common set of travel rules for Navy sites using DTS. It is a living document and will change as the system, processes, and policies/regulations evolve.

1.2 Functional Responsibilities.

With the automation of the travel/reimbursement process under DTS, there is a shift in traditional roles and responsibilities. Travelers (or travel clerks) are responsible for booking commercial transportation, car rentals, and lodging. AOs are responsible for determining the necessity of trips and funds availability, authorizing travel and transportation mode, ensuring the proper Line of Accounting (LOA) is cited prior to approval, and approving/certifying travel claims for validity and substantiating records (i.e., receipts) after completion of travel.

The Personnel Support Detachments (PSDs) are only required to process travel claims under those scenarios temporarily excluded from DTS (e.g., Permanent Change of Station (PCS), and Back-to-Back Navy Reserve Order Writing System (NROWS) orders).

The Navy Passenger Transportation Offices (NAVPTOs) are responsible to identify government or contracted airlift (MILAIR) that can support Outside Continental United States (OCONUS) transportation for DTS travel and OCONUS travel review. NAVPTOs are to make transportation arrangements with government or contracted airlifts that can support OCONUS travel requirements.

1.3 Management and Oversight Responsibilities.

A. Under Secretary of Defense, Personnel and Readiness, (USD P&R). The USD (P&R) is the functional proponent for travel management within DoD, to include DTS. The Defense Travel Management Office (DTMO), under the cognizance of the USD (P&R), has been established to consolidate and improve commercial travel oversight and management within DoD, and provide one authoritative, responsible agency for commercial travel within the Department.

B.
B. **Defense Manpower Data Center (DMDC):** The DMDC’s DTS Program Management Office is responsible for guiding transformation of business operations throughout DoD and delivering enterprise-level capabilities that align to traveler needs. The Program Management Office-DTS (PMO-DTS), under the cognizance of the DMDC, is responsible for the acquisition and system integration of DTS.

C. **Defense Travel Management Office (DTMO).** The DTMO serves the DoD by consolidating, streamlining and centrally managing commercial travel, providing a single focal point to the Department and industry. The DTMO provides oversight for commercial travel management, travel policy, implementation, compliance, and functional oversight of the DTS. Customer support is provided through the Travel Assistance Center (TAC). The TAC can be reached toll free at 1-888-435-7146 (if calling from overseas, you can dial the TAC at 312-564-3950 from any DSN line).

D. **Navy DTS Program Management Office (Navy DTS PMO).** The Navy DTS PMO is responsible for the Navy’s management and implementation of DTS, communicating the Navy’s requirements and positions, and coordinating efforts among the different processes and functional owners. The Navy DTS PMO reports to the Naval Supply Systems Command (NAVSUP) Consolidated Card Program Management Division (CCPMD) N1/N5.

E. **The Office of Financial Operations (FMO).** FMO, under the Assistant Secretary of the Navy, Financial Management and Comptroller, acts on behalf of the Department of the Navy (DON) and is responsible for financial and accounting matters, including administering the DON’s consolidated risk management program and coordinating financial statement audit activities. FMO’s website is at http://www.sesecnav.navy.mil/fmc/fmo/Pages/default.aspx

F. **Commercial Travel Office (CTO).** The CTO is a non-government entity contracted with the government to provide both traditional and DTS travel assistance. In DTS, the CTO assists Navy travelers by executing the travel arrangements, to include electronic ticketing (or manual ticket, if authorized). The current contracted CTO is Carlson Wagonlit Travel (CWT)/SatoTravel. Travelers can contact their local CTO during normal business hours. For after-hours support, travelers can contact the CWT/SatoTravel’s toll-free phone number at 1-800-359-9999. Itineraries and “elvoices” are emailed to the traveler’s email address in their DTS profile and duplicate copies can be requested from CWT/Sato’s website www.cwtsatotravel.com

2 DTS REQUIREMENTS

2.1 **Digital Signature – Public Key Infrastructure (PKI).**

PKI is required in DTS to digitally sign and approve electronic travel documents. Support middleware (ActivClient) must be loaded on the desktop before the PKI tools identified below can be executed. Navy has an enterprise license for ActivClient and is deploying it as part of the Navy Marine Corps Intranet (NMCI) desktop. Navy’s tool for PKI is the Common Access Card (CAC). For DTS, the CAC is the tool used to digitally sign documents. Organizations are responsible for ensuring that users of DTS have a CAC, with PKI capability and have an active password/personal identification number (PIN). Because the CAC is the universal identification card, it is highly recommended that the organization make arrangements to get a CAC for each member. To use
the CAC, non-NMCI users will need to obtain smart card (CAC) readers and ensure that the middleware (ActivClient) is downloaded to the computer.

### 2.2 First Time DTS Users.

All first time DTS users should complete initial DTS training as defined in Table 2 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 (see Reference Link 2). Training is available on the DTMO Passport Travel Explorer (TraX) website (see Reference Link 3).

First time users should login to DTS and when prompted, enter their Social Security Number (SSN), or Tax Identification Number (TIN) if a direct hire Foreign National, to bind their CAC to their DTS profile. If the individual does not have a personal profile loaded in the system, the individual will be prompted to self-register. Commands are required to include DTS registration and/or DTS profile validation during local check-in procedures. The initial requirement of self-registration is to find the geographic location and command that you will be registering to. Once location and command are selected, the traveler will be prompted to complete their DTS profile. DTAs should run the Self-Registration Metrics Report to monitor self-registrations and ensure all individuals who have submitted their self-registrations are either accepted or rejected. Further information about Self-Registration can be found in Appendix A of the DTA Manual (see Reference Link 4).

In August 2015, the Defense Travel System (DTS) was updated to change the number of personal profiles a person may have, the way those profiles are created, and the organizations to which they may be assigned. The purpose of these changes was to reduce the potential for fraudulent DTS use and to increase DTS audit compliance (see Reference Link 1). If a DTS profile exists for a traveler using their SSN, a new profile must not be created using a fictitious SSN/TIN. If a gaining organization is having difficulty having a DTS profile detached from a previous organization, the gaining organization should contact Navy DTS PMO for assistance and must not create another DTS profile.

Prior to making the first travel request in DTS, travelers should validate and update profiles with personal preferences for official business travel and verify that all data is correct. In addition, the traveler should confirm with their DTA that the traveler has been assigned to the correct organization within DTS. Travelers should verify that the following information, at a minimum, has been entered and is correct within their DTS profile:

- **A.** Home and work address and phone numbers;
- **B.** Emergency point of contact;
- **C.** Bank/credit union account number and routing number;
- **D.** Government Travel Charge Card (GTCC) number, expiration date, and the charge card radio button must be set to ‘Yes’ by the traveler's Defense Travel Administrator (DTA), if applicable;
- **E.** Correct e-mail address for DTS notifications;
- **F.** If applicable, the traveler/cardholder should ensure that the GTCC is activated prior to travel by contacting their Agency Program Coordinator (APC) or calling
CitiBank’s toll-free customer support number 1-800-200-7056;

G. Navy Reservists, when registering for the first time to setup their reserve profile for reserve related travel (i.e., Annual Training (AT), Active Duty for Training (ADT) and Inactive Duty Training Travel (IDTT)), should use their SSN and will need to check the Reserve/National Guard checkbox on the User Activation screen to have a SELRES profile created. A DTS profile using the Reservist’s SSN with an “R” on the end (i.e., 999999999R) will be created (see Reference Link 1 for instructions).

H. Navy Reservists, when building their profile in the self-registration process should use an email address that is easily accessible to ensure timely receipt of DTS messages. The use of their xxxxx@navy.mil email address is not required for CWTSato to email itineraries.

3 DTS SET-UP

3.1 Organizations

DTS organization codes are limited to 20 characters. All DTS organizations for Department of Navy begin with “DN” and are followed by a 2-digit Major Command (MAJCOM) identifier. Further information about organization setup can be found in Chapter 4 of the DTS Defense Travel Administrator’s Manual (see Reference Link 7). Further information about organization structure can be found in Appendix Q of the DTA Manual (see Reference Link 4).

3.2 Routing Lists

Each organization must have at least one routing list for an authorization, voucher, and local voucher associated with their DTS organization.

In response to DoD Inspector General (DoDIG) report 2015-143, all routing lists must contain conditional Foreign Travel routing steps to facilitate NAVPTO review of OCONUS travel and transportation requirements. Routing list levels 4 through 7 are reserved for NAVPTO Transportation Officer (TO) use. Commands must not adjust any routing steps between levels 4 through 7 and must notify the Navy DTS PMO if any new routing lists are created to ensure that NAVPTO personnel are properly inserted into the routing list.

Further information about routing list setup can be found in Chapter 5 of the DTS Defense Travel Administrator’s Manual (see Reference Link 7).

3.3 Groups and Global Group Membership Rules (GGMR)

A. Groups:

1. Each organization must have at least one Group assigned to an organization. Groups are used in DTS to limit access to travelers’ documents to the users who are authorized access to that group. The Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6) identifies which DTS roles and responsibilities are authorized to have Group Access.
B. Global Group Membership Rules (GGMR):

1. In addition, each organization must set up at least two Global Group Membership Rules. The first GGMR is for the Department of Navy Group. The second GGMR is for the MAJCOM Group. The mandatory GGMRs are listed below. A maximum of 7 GGMRs can be established.

   **Department of Navy GGMR:**
   - The organization that the GGMR is being added to
   - Group Organization Owner Name: DN
   - Group Name: DN

   **MAJCOM GGMR:**
   - The organization that the GGMR is being added to
   - Group Organization Owner Name: DNXX (XX is to be populated with MAJCOM)
   - Group Name: MAJCOM Group Name

   *MAJCOM Group Name examples are DN11, AAUSN, ONR ALL, ONI, DN18, NAVAIR, DN22, DN23, DN24, DN25, DN30, MSC, DN39, DN41, DN52, DN60, DN70, DN72, and DN74.

   Additional information on Groups, GGMRs, and how to create/delete them can be found in Chapter 6 of the DTS Defense Travel Administrator’s Manual (see Reference Link 7).

3.4 People

Navy DTS Commands are to follow the NAVSUPINST 4650.8 regarding check-in and check-out procedures (see Reference Link 5). When checking out, an individual visits the DTA and requests their DTS profile to be detached from the organization. The individual’s profile should never be deleted. An individual’s profile should not be detached until the below tasks have been completed:

- Individual has been removed from all routing lists and appointment paperwork has been terminated and retained;
- Read Only Access (ROA) and Compliance Tool Administrator (CTA) access rights have been removed;
- Outstanding vouchers have been submitted;
- CBA credit and debit transactions have been matched for individual and any dependents;
- All Compliance Tool (CT) records have been resolved and are no longer open; and
- Travel incurred debts have had appropriate action taken to recover/close out.

4 DTS PROFILE SETTINGs

Each user in DTS must have a permission level assigned to their specific user profile. These permission levels are assigned by the DTA, depending on the user’s role within the command. A user’s DTS profile may have more than one permission level assigned, designated profile indicators, and group and organizational access depending on the user’s DTS role and responsibilities.
4.1 Permission Levels

Below are the permission levels available in DTS and the functionality that they allow (depending on Organizational/Group Access and profile indicator settings):

- **PERMISSION LEVEL 0**: Allows users to access document preparation functions.
- **PERMISSION LEVEL 1**: Grants view-only access to the Budget module in conjunction with Org Access.
- **PERMISSION LEVEL 2**: Allows access to the Route and Review module and to apply appropriate routing stamps to travel documents. The authority to review and approve travel authorizations and payments is restricted to appropriate officials. This is in accordance with Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 (see Reference Link 2): “Permission levels must provide for appropriate separation of duties.” DTAs are not to be placed in routing lists to apply any type of routing stamp.
- **PERMISSION LEVEL 3**: Allows users to perform tasks in the Budget module. These tasks include establishing and maintaining budgets for their organization’s lines of accounting (LOAs). This permission level allows users to view and edit electronic funds transfer (EFT) information in a traveler's permanent profile.
- **PERMISSION LEVEL 4**: Allows access to the CBA module.
- **PERMISSION LEVEL 5**: Allows users to edit organizations, routing lists, groups, and personal information within an organization. Additionally, allows a user to refresh EFT information in a traveler’s document.
- **PERMISSION LEVEL 6**: Allows editing capability to LOAs and access to the Debt Management Monitor (DMM) Module.
- **PERMISSION LEVEL 7**: Provides Service Level DTAs with the ability to edit Approval Override setting in DTS profiles. Day to day users will not have this permission level.
- **PERMISSION LEVELS 8 AND 9**: Are reserved for the Operations and Support Contractor, the TAC, DTMO, and PMO-DTS.

In addition to the above, permission levels in combination with Organizational/Group Access and profile indicator settings will determine which reports the DTS Report Scheduler will be available to the user to generate and request. Further information regarding available DTS reports can be found in Chapter 10 of the DTS Defense Travel Administrator’s Manual (see Reference Link 7).

Further information regarding permission levels can be found in Chapter 3 of the DTS Defense Travel Administrator’s Manual (see Reference Link 7).
4.2 Group Access

Group access allows a user to have access to the DTS documents of travelers assigned to a DTS group. This access allows a user to search, view, create, edit, and route other traveler's documents. Further information regarding Groups and Group access can be found in Chapter 6 and Chapter 3, respectively, of the DTS Defense Travel Administrator's Manual (see Reference Link 7).

4.3 Organizational Access

Organizational access can allow a user to have access to request and generate reports from the DTS Report Scheduler and DTA Maintenance Tool if appropriate permission levels are granted. Further information regarding Organizational access can be found in Chapter 3 of the DTS Defense Travel Administrator's Manual (see Reference Link 7).

4.4 Profile Indicators

DTS profiles have indicators that can be enabled to allow a user to perform specific activities or access areas in DTS. Profile indicators can include:

- Approval Override
- Manually Entered Transaction
- Non-DTS Entry Agent (T-Entered)
- Debt Management Monitor
- Self-AO
- BI Advanced Reporting Access (only made available to certain users)

Further information regarding profile indicators can be found in Chapter 7 of the DTS Defense Travel Administrator's Manual (see Reference Link 7).

5 DTS ROLES AND RESPONSIBILITIES

Responsibilities, permissions and access to DTS are determined by a user's role within DTS. The section below describes the roles and responsibilities within DTS and the permissions and access required for each role. Since individuals can perform multiple roles (i.e., BDTA & FDTA, or RO & AO/CO) within DTS, commands must ensure that DTS roles, permissions, and accesses are in compliance with NAVADMIN 393/11 (See Reference Link 8) and the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).

Due to command manning levels in support of DTS, waivers are temporarily being accepted to allow commands to continue functioning in DTS until a permanent resolution can be achieved. SoD waivers must be submitted to the user's MAJCOM LDTA to be routed to the Navy DTS PMO for review and final approval.

If an individual's role and responsibilities within DTS change or are removed, applicable permission levels, accesses and indicators must be adjusted or removed accordingly.
5.1 Appointment of Accountable Officials and the DD Form 577

Certain DTS roles require individuals to be appointed as Accountable Officials. Accountable Officials are Service members or DoD civilian employees of a DoD Component who are pecuniarily liable for repayment of losses or deficiencies of public money. For DTS travel, Accountable Officials can be appointed in writing as Certifying Officers (COs) or Departmental Accountable Officials (DAOs) using a DD Form 577/DD 577/DD577. Any individual who certifies payments in DTS must be appointed as a CO. Payments that can be certified in DTS include:

- Non-ATM Advances
- Scheduled Partial Payments (SPPs)
- Voucher payments
- Local Voucher payments
- CBA invoice payments

Navy requires each individual who has the capability within DTS to apply the APPROVED stamp on any DTS document type (Individual or Group Authorization, Voucher, and/or Local Voucher) and/or certify DTS CBA invoices to be appointed as CO using a DD Form 577.

Sections 0303 and 0304 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 (see Reference Link 2) addresses appointment of Accountable Officials as COs and DAOs within the travel management process.

New and terminated appointments of Accountable Officials must be completed by appointing authorities using the latest available version of the DD Form 577 (see Reference Link 30). The instructions on the back/Page 2 must be reviewed and followed explicitly.

The usage, management/maintenance, and retention of current and terminated DD Form 577s by Commands is crucial to Navy auditability. Auditors will usually require the DD Form 577 of the individual whose actions caused a financial event to assess authorizing validity. Commands must be able to readily respond with the DD Form 577 of the individual or have an audit exception levied against them and Navy.

The DoD FMR Volume 5 Chapter 5 (see Reference Link 9) contains regulations over the usage of the DD Form 577, which includes the following requirements (paragraph 050401 and 050402):

- Appointing authorities (see Paragraph 050301) appoint and terminate the appointments of certifying officers and DAOs using DD 577, identifying as necessary the types of payments to be certified (e.g., vendor pay, purchase card, CBAs, travel, transportation, military and civilian pay) and, if appropriate, the entitlement system(s) involved. Avoid the term “various” and similar generalities when identifying types of vouchers to be certified.
- Include the reviewing official’s organization on the appointment if desired. The effective date of an Appointee Acknowledgment (Item 15 or 16a - Digital) * may not be earlier than the date of the Appointing Authority (Item 12) *.
- Include the appointee’s DoD Identification Number (employee number for direct-hire, non-U.S. citizen outside the U.S.), name, organization, and position. Limit access to any personally identifiable information (PII) to only those who require it in the performance of their duties and control it following the Privacy Act of 1974 (5 U.S.C. § 552).
- When appointing employees outside the U.S. who are precluded by local law, treaty, or status of forces agreement from being held pecuniarily liable to the U.S. (see Chapter 1), make an appropriate comment in Item 14.*
- Appointees acknowledge their appointment in Section III; they may not re-delegate their appointed authority.
- Appointments remain in force until terminated by an appointee’s reassignment or for cause. An appointing authority’s reassignment does not affect existing appointments.
- Certifying officers who certify vouchers electronically, (e.g., Defense Travel System), must submit the DD 577 electronically, satisfying the requirements in Chapter 1, subparagraph 010305.C.
- Certifying officers who certify manual vouchers or submit manual certifications of electronic payments must submit original, manually-signed DD 577s (see subparagraph 050402.A.1) or supplemental documents to support electronic DD 577 submissions.
- These forms cannot be amended. Pen-and-ink changes are not authorized. Any change (e.g., to alter the types of vouchers to be certified) requires termination of the existing and preparation of a new appointment.
- Terminate appointments using Section IV and submit the DD 577 to the proper agency for processing.
- Send the form to the DFAS-IN DO (secure e-mail: dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil) following that office’s guidance. Forms sent as attachments to secure e-mails must be copies of original DD 577s, not “copies of copies.”

In addition to the DoD FMR, the Assistant Secretary of the Navy (Financial Management and Comptroller) issued FINANCIAL MANAGEMENT POLICY LETTER 16-0 1: DELEGATION OF AUTHORITY TO APPOINT ACCOUNTABLE OFFICIALS in December, 2015. This FM Policy Letter prescribed policy information regarding appointments of Accounting Officials within Navy, which included the following requirements:

- (paragraph 3a(6)): Delegation of Authority to Appoint COs and DAOs. Authority to appoint COs and DAOs is delegated to commanders, their deputies, and civilians of equivalent responsibility and position, as well as comptrollers and their deputies. Comptrollers and Deputy Comptrollers may further delegate this authority to their lead accountant or accounting director. Civilian equivalents of commanders must have responsibilities similar to commanders appointed in writing under an assumption of command letter (e.g., be appointed in writing as responsible for an activity, organization, unit, etc...). Specific to the Government Purchase Card Program (GPC), Agency Program Coordinators (APC) are delegated the authority to appoint GPC Approving Officials as COs and GPC cardholders as DAOs. The authorities under this paragraph are not further delegable.
- (paragraph 3b): Internal Control Requirements. Commanders will ensure an effective system of internal controls is in place, including compliance with the following requirements:
  o Ensure each appointee still requires a DD Form 577, and make terminations and new appointments as necessary.
  o Ensure proper distribution and retention of appointments and terminations using DD Form 577.
  o Ensure block 10 of DD Form 577 includes a descriptive title indicating the appointer is a commander or civilian equivalent, a comptroller or deputy comptroller, delegated lead accountant or director of accounting, or APC.
  o Ensure the appointees acknowledgement date (Block 15) is not earlier than the appointing authorities appointment date (Block 12) on DD Form 577*.
  o Ensure DD Form 577 is not used for other purposes (e.g., liabilities associated with Personally Identifiable Information, automated systems access, or data).
5.2 Lead Defense Travel Administrator (LDTA).

*Authorized permission levels, accesses, and profile indicators for the LDTA role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).*

*Appointed as DAO (See Section 5, Paragraph g, Sub-section 1 of NAVSUPINST 4650.8 (Reference Link 5)).*

*Note* - All LDTAs will have permission level 2 for the sole purpose of assigning it to DTS users who will be placed in DTS routing lists. LDTA’s shall never be in any routing list or create and/or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher. All LDTAs will have ROA administrative rights at their MAJCOM level and will be provided a secondary user/non-traveler profile to have ROA user access at the “DN” level.

*LDTAs will have all profile indicators selected only for the purposes of granting it to other DTS users as required.*

*Responsibilities* - The LDTA position for DoN is specifically reserved at the MAJCOM level only. The LDTA is responsible for the management, coordination and dissemination of the overall travel functions for the MAJCOM and subordinate commands to include, but not limited to:

1. Act as the MAJCOM point of contact to NAVSUP’s Navy DTS PMO;
2. Performing control activities related to TOP. Additional information about the activities and frequency is available in the TOP and Financial Improvement and Audit Readiness (FIAR) section of this document;
3. Establishing the DTS organization and subordinate organizations, creating and maintaining personal profiles, groups, and routing lists;
4. Assigning, adjusting, and removing profile permission levels, accesses, and profile indicators based on individual’s DTS role and responsibilities
5. Maintaining traveler profile information (addresses, phone numbers, government credit card numbers, bank account information, etc.), unless these duties have been delegated to a command Organizational DTA (ODTA);
6. Receiving and detaching traveler/user profiles;
7. Initiating and maintaining appointment and acknowledgement letters for DAOs;
Maintain a central repository of DD577s and annual Certifying Officer Legislation (COL) training certificates for all DTS Approving Officials (AOs) and annually validate COL training completion as per DTS Executive Policy Notice (EPN) #4 (see Reference Link 10).

8. Ensuring travelers and users have active CACs with PKI capability (digital signature);

9. Establishing and maintaining the organization routing structures for reviewing, approving, and certifying travel;

10. Remaining current on all DTS changes;

11. Resolving traveler and user DTS problems, and/or reporting problems to the TAC and following up on resolution;

12. No routing, creating, or editing of travel documents (except their own). LDTA’s are never to be placed in a routing list or create or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher;

13. Utilize Read Only Access (ROA). An LDTA who is required to review a traveler’s document may only do so through ROA Mode;

14. Generate "Pending Airline Cancellation Report" daily, and ensure travel authorizations are approved to prevent airline reservation cancellation.

15. Monitor entries in the DTS Compliance Tool on the TraX/Passport website and ensure that travelers, NDEAs, and AOs are taking necessary action to resolve outstanding compliance issues.

Additional instructions regarding LDTA responsibilities can be found in the NAVSUPINST 4650.8 (see Reference Link 5).

5.3 Organizational Defense Travel Administrator (ODTA).

*Authorized permission levels, accesses, and profile indicators for the ODTA role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).*

*Appointed as DAO (See Section 5, Paragraph h, Sub-section 1 of NAVSUPINST 4650.8 (Reference Link 5)).

*Note* - All ODTAs will have permission level 2 for the sole purpose of assigning it to DTS users who will be placed in DTS routing list. ODTA’s shall never be in any routing list or create and/or edit a traveler Group Authorization, Authorization, Voucher, or Local Voucher.

*ODTAs will have all profile indicators selected only for the purposes of granting it to other DTS users as required. The LDTA will determine whether to grant the ODTA ROA Administrator Access or ROA User Access. The LDTA will determine if the ODTA will be authorized to grant permission level 6 and other accesses to the command, or if the sole responsibility will rest on the LDTA to delegate permissions and accesses. If an ODTA is assigned Group Access, they are never to apply a signature
stamp to any DTS document. The ODTA can apply the SIGNED stamp to their own documents, but will never apply the “SIGNED” or “T-ENTERED” stamp to any other traveler’s DTS document. In addition, the ODTA will never apply any routing stamps (i.e., “REVIEWED”, “CERTIFIED”, “APPROVED”, etc.) to any DTS document, including their own. ODTAs are to use ROA ability to view documents. If an ODTA is not assigned permission level 6, Group Access, and/or Debt Management Monitor, the ODTA must ensure that a Financial DTA (FDTA)/Budget DTA (BDTA)/Debt Management Monitor (DMM) are assigned these DTS functions within the ODTA’s area of responsibility.

Responsibilities - The ODTA will be the organizational point of contact to the sub-organizations assigned. The ODTA must be appointed in writing as a DAO. When this appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTA functions are reduced to the lowest level required to perform any remaining duties. The ODTA is responsible for the overall management of the travel system for their sub-organization(s) to include, but not limited to:

1. Upon receiving approval from the Navy DTS PMO and their MAJCOM LDTA, an ODTA may establish DTS organizations and sub-organizations;
2. Creating and maintaining routing lists;
3. Creating and maintaining groups; and
4. Establishing and maintaining personal profiles.
5. Generate “Pending Airline Cancellation Report” daily, and ensure travel authorizations are approved to prevent airline reservation cancellation.

5.4 Financial Defense Travel Administrator (FDTA).

Authorized permission levels, accesses, and profile indicators for the FDTA role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).

Appointed as DAO (See Section 5, Paragraph g, Sub-section 1 of NAVSUPINST 4650.8 (Reference Link 5)).

Note - FDTA’s shall never be in any routing list. In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities.

Responsibilities - The FDTA ensures all financial information is current and accurate. The FDTA must be appointed in writing as a DAO. When this appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTA functions are reduced to the lowest level required to perform any remaining duties. Responsibilities of the FDTA include:

1. The FDTA is the travel funds administrator and has control and oversight of travel lines of accounting (LOAs), funds, and collection of debt;
2. The FDTA creates, maintains, or deletes lines of accounting (LOAs). The FDTA is responsible for maintaining the LOAs and assigning them to the correct organizations and cross-organizations through the X-Org funding feature in DTS. Each LOA must also be assigned a corresponding LOA label and budget. A LOA must only be deleted when it is no longer needed, because early deletion prevents use in
a new travel document(s);

3. The FDTA serves as the point of contact for correcting rejected transactions resulting from financial errors;

4. The FDTA must comply with all Department-wide and local financial policies and procedures for establishing and maintaining LOAs and must be familiar with the regulations and policies:
   
   • DoD Instruction 5154.31 Volume 3 (*DoDI 5154.31-V3*)
   • Joint Travel Regulations (JTR)
   • Financial Field Procedures Guide
   • All service or agency internal control policies and procedures

5.5 **Budget Defense Travel Administrator (BDTA).**

*Authorized permission levels, accesses, and profile indicators for the BDTA role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).*

*Appointed as DAO (See Section 5, Paragraph g, Sub-section 1 of NAVSUPINST 4650.8 (Reference Link 5)).*

**Note** - BDTA’s shall never be in any routing list. In addition to budget functions, the BDTA may have additional DTA responsibilities.

**Responsibilities** - The BDTA can create, edit, and deactivate budgets in the Budget module. The BDTA reconciles the balances in the Budget module with official accounting records regularly in accordance with local policies. The BDTA complies with local financial procedures. The FDTA has a link in the LOA list to create a budget item; this link only functions if the FDTA is also the BDTA, otherwise the duties of maintaining LOAs and travel budget target are separate.

The BDTA must be appointed in writing as a DAO. When this appointment expires, DD Form 577 is updated to terminate the appointment, and access to DTA functions/routing are reduced to the lowest level required to perform remaining duties. Responsibilities of the BDTA include:

1. Creating and maintaining information within the Budget module;

2. Reconciling balances within Budget module to official accounting records on a regular basis in accordance with local policies;

3. Producing reports required by different users from the Budget module;

4. No routing, creating, or editing of traveler documents (except their own). BDTAs are never to be placed in a routing list or create or edit a traveler’s Group Authorization, Authorization, Voucher, or Local Voucher.
5.6 Debt Management Monitor (DMM).

*Authorized permission levels, accesses, and profile indicators for the DMM role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).*

*Appointed as DAO (See Section 5, Paragraph g, Sub-section 1 of NAVSUPINST 4650.8 (Reference Link 5)).*

*Note* - Debt management is a requirement of the DoD FMR and DoDI and one or multiple FDTAs within a MAJCOM are required to perform the DMM role in DTS. DMM’s shall never be in any routing list. In addition to debt management functions, the DMM may have additional DTA responsibilities or Compliance Tool responsibilities.

*Responsibilities* - The DMM must be appointed in writing as a DAO. When this appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTA and DMM functions are reduced to the lowest level required to perform any remaining duties. Duties and responsibilities of the DMM are outlined in the Guide to Managing Travel-Incurred Debt document, which can be accessed on the DTMO website. Responsibilities of the DMM include:

1. Monitoring debt management within DTS based on organization access for reports and for all debt related e-mails to ensure debts do not age greater than 60 days since the last action was taken to recover the debt;

2. Ensuring the traveler has been served due process;

3. Initiating and tracking debt collection actions to recover monies owed by the traveler to the government;

4. Assisting travelers who are in debt to the Government as a result of TDY travel. Their assistance includes providing guidance for repaying the debt and instructions on how to request a waiver or an appeal;

5. Initiating Out of Service debt processing as necessary;

6. Resolving Accounts Receivable (A/R) rejects that are posted in DTS.

7. The DMM must comply with all Department-wide and local financial policies and procedures for establishing debt, serving due process, and must be familiar with the regulations and policies:

   a. DoD FMR Volume 16 Chapters 1 -4
   b. DoDI 5154.31 Volume 3
   c. DTS Guide to Managing Travel Incurred Debt (Available on DTMO Website)
   d. Understanding a Travel Debt (Available on DTMO Website)
5.7 Centrally Billed Account Specialist (CBAS).

Authorized permission levels, accesses, and profile indicators for the CBAS role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).

Appointed as CO if certifying CBA invoices for payment (See Section 5, Paragraph g, Sub-section 1 of NAVSUPINST 4650.8 (Reference Link 5)).

Note - Within two weeks of appointment, and before certifying any invoice for payment, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided. The CBA specialist who will certify CBA invoices must be appointed in writing with a DD Form 577 as a Certifying Officer (CO). When the CBA Specialist's appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTS and the CBA module are reduced to the lowest level required to perform any remaining duties. A CBA Specialist will never be in any routing list. A CBA specialist shall not be given the profile indicator of NDEA, thus, never applying a signature stamp to another individual’s DTS document. The CBA Specialist can apply the “SIGNED” stamp to their own documents, but shall never apply the “SIGNED”/”T- ENTERED” stamp to any other traveler's DTS document. In addition, the CBA Specialist shall never apply any routing stamps (i.e., “REVIEWED”, “CERTIFIED”, “APPROVED”, etc.) to any DTS document, including their own.

DTS Accountable Official and Certifying Officer training guidance is available from the DTMO (see Reference Link 23). Additionally, DTMO offers Certifying Officer Legislation (COL) training, which is required annually (see Reference Link 24).

Responsibilities - The CBA Specialist is responsible for reconciling transactions on monthly and interim invoices, acknowledging, certifying and digitally signing the invoices for payment in a timely manner. Reconciliation and payment of a CBA transaction is a separate process from the reimbursement of individual travel vouchers. A CBA specialist must be granted access to an organization’s CBA by the Navy DTS PMO. If the CBA specialist is a contractor, they cannot certify CBA invoices. (See 5.12 Contractor Personnel below). The CBA specialist must continually monitor and match the transactions in the Suspended, Held, and Credits Not Received bins. Failure to pay debits in a timely manner will result in prompt payment act (PPA) interest being accrued and possible suspension of the account. Commands that do not show due diligence with keeping their account current will be suspended by the card provider bank at 61 days past due and will remain suspended until the outstanding balance is resolved.

5.8 Routing Official (RO).

Authorized permission levels, accesses, and profile indicators for the RO role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).

Note - A RO is an optional role. ROs will not be granted group access to travelers’ documents. ROs will only have access to view and adjust documents through the route and review process/documents awaiting your approval link. If a RO needs to view a traveler’s document outside of the “route and review” process, they can be granted ROA by the MAJCOM LDTA.
**Responsibilities** - The Routing Official is the person who reviews documents in the routing list and applies the appropriate status stamp. The status stamp that is to be applied by a routing official is determined by the routing list structure. Routing stamps can include: “AUTHORIZED”, “CERTIFIED”, “REVIEWED”, “REVIEWED1”, “REVIEWED2”, and/or “REVIEWED3.” Stamping must occur in the proper sequence based upon the established routing list.

5.9 Approving/Authorizing Official (AO).

*Authorized permission levels, accesses, and profile indicators for the AO role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).*

*Appointment Requirement* - [DD Form 577](#). See instructions in Appendix C of the [Financial Field Procedures Guide](#).

*Profile Indicator(s)* - None

*Note* - Within two weeks of appointment, and before approving any documents, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided.

DTS Accountable Official and Certifying Officer training guidance is available from the DTMO (see Reference Link 23). Additionally, DTMO offers COL training, which is required annually (see Reference Link 24).

The AO must be appointed in writing using the DD Form 577. When this appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTS and the route and review module are reduced to the lowest level required to perform any remaining duties. It is not necessary to give AOs group access to travelers' documents. These officials can view all documents that are routed to them. AOs will only have access to view and adjust documents through the route and review process/documents awaiting your approval link.

An AO accomplishes their role when authorizing travel without an Advance or Scheduled Partial Payment (SPP) (i.e. applies the “APPROVED” stamp to a document that causes an obligation, not a disbursement). However, a CO accomplishes their role when applying the “APPROVED” stamp to a document that results in an Advance, SPP, Voucher or Local Voucher payment (i.e. approves a document that causes a disbursement).

Certifying officers (COs) perform inherently governmental functions and therefore must be Federal government employees (i.e., not contractors). Certifying officers are pecuniary liable for erroneous payments from negligent performance of duties in accordance with Volume 5, Chapter 33 of the DoD FMR.

AOs will only have access to view and adjust documents through the “route and review” process/"Documents Awaiting Your Approval" link. If an AO needs to view a traveler's document outside of the “route and review” process, they can be granted ROA by the MAJCOM LDTA.

Approval Override capability should only be used in emergency situations in which all AOs are unavailable for travel approval. To request Approval Override capability, a DD Form 577 must
be on file and a waiver request needs to be submitted to the Navy DTS PMO for final disposition.

**Responsibilities** - The Authorizing Official (AO) is the individual who controls the mission, responsible for determining the necessity of trips and funds availability, authorizing travel by applying the "APPROVED" stamp, and ensuring the proper LOA is assigned prior to authorization, and approving/certifying travel claims for validity after completion of travel.

### 5.10 Certifying Officer (CO).

**Permissions** - 0, 1, 2

**Access** - None or Read Only Access for the top level organization of the CO's area of responsibility.

**Profile Indicator(s)** - None


**Note** - Within two weeks of appointment, and before approving any documents, a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106 must be completed. A printed certificate of the course completion needs to be provided to the CO's supervisor. The CO must be appointed in writing as a Certifying Officer. When this appointment expires, the DD Form 577 is updated to terminate the appointment, and access to DTS and the route and review module are reduced to the lowest level required to perform any remaining duties.

Certifying officers (COs) perform inherently governmental functions and therefore must be Federal government employees (i.e., not contractors). Certifying officers are pecuniary liable for erroneous payments from negligent performance of duties. An AO accomplishes their role when authorizing travel without an advance or Scheduled Partial Payment (i.e. approves a document that causes an obligation, not a disbursement). However, a CO accomplishes their role when authorizing travel with an Advance, SPP, Voucher or Local Voucher (i.e. approves a document that causes a disbursement). The AO and CO can be considered having dual roles when authorizing travel by applying the "APPROVED" Stamp in DTS that processes a disbursement of funds in the form of an Advance, SPP, Voucher or Local Voucher.

DTS Accountable Official and Certifying Officer training guidance is available from the DTMO (see Reference Link 23). Additionally, DTMO offers COL training, which is required annually (see Reference Link 24).

**Responsibilities** - The Certifying Officer reviews DTS travel vouchers and local vouchers to ensure the voucher or local voucher is complete and contains all substantiating records, to include original receipts for all lodging expenses, and all original receipts for expenses $75 or more, to include commercial transportation paid for using a CBA. After verifying that the voucher or local voucher is correct for payment, the CO will apply the "APPROVED" stamp and will route the voucher forward for payment. Individuals may act as both the certifying officer and AO on the same travel voucher but may not certify their own travel claim for payment. In addition, Certifying Officers must use the Navy DTS PMO AO Checklist when reviewing DTS Vouchers prior to applying the "APPROVED" stamp as per DTS Executive Policy Notice (EPN) #5.
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5.11 Non-DTS Entry Agent (NDEA).

Authorized permission levels, accesses, and profile indicators for the NDEA role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).

Appointment Requirement - NDEAs are non-accountable Service Members, DoD civilian employees, or contractor personnel. Non-accountable officials must not be appointed as COs or DAOs using a DD577 (See Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3, paragraph 030406 (Reference Link 2)).

Note - A NDEA may be a military member, DoD employee, or a contractor responsible for entering claims for reimbursement in DTS for travelers that do not have reasonable access to DTS. For internal management control, the NDEA shall not be part of any routing list.

Responsibilities - A NDEA may create (and sign) authorizations on behalf of another traveler. When doing so, no specific stamping action is required when signing the authorization, nor are these persons required to be appointed to do so. Contractor personnel may also be authorized to do so as directed per government personnel and dependent on the provisions of their contract.

When the NDEA signs DTS vouchers or local vouchers on behalf of the traveler, they do so by applying the “T-ENTERED” stamp. As such, LDTAs/ODTAs must grant access to the “T-ENTERED” stamp within the NDEAs DTS profile.

The “T-ENTERED” stamp signifies that the DTS voucher/local voucher was signed by an authorized person on behalf of the traveler, and allows the voucher/local voucher to be processed. When submitting the voucher/local voucher in DTS on behalf of a traveler, the NDEA must enter data from the traveler’s completed, signed, and submitted DD Form 1351-2/SF 1164 and certifies that the data entered in DTS was claimed on the DD Form 1351-2/SF 1164. The NDEA is not responsible for the validity of the DD Form 1351-2/SF 1164 submitted by the traveler, but is responsible for entering the data correctly as it was presented. The NDEA must use the ‘Substantiating Records’ feature to upload within DTS the submitted DD Form 1351-2/SF 1164 and all other required receipts in accordance with DoD regulations. See Section 10.1 of these business rules for detailed information regarding travel voucher submission.

5.12 Traveler.

Authorized permission levels, accesses, and profile indicators for the Traveler role are defined in the Navy Rules for Permissions and Accesses to the Defense Travel System/SOD Matrix (see Reference Link 6).

Appointment Requirement - None

Responsibilities - The traveler is any military member or DoD government civilian employee who is traveling from a DTS command or organization. Contractor personnel are not eligible to use DTS for travel arrangements, including Invitational Travel. The traveler is responsible for
preparing initial authorizations, amendments and post trip vouchers. As cited in DoDI 5154.31, Vol 4 and DoDPR Vol 9 Ch 8, travelers must submit travel vouchers within 5 working days of completion of travel/return to the PDS (see Paragraph 030502-B1b in Reference Link 2 and Ch. 8, Paragraph 08061 of Reference Link 27 for regulatory requirements). The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. 287, 18 U.S.C. 1001 and 31 U.S.C. 3729). The traveler shall:

1. Complete DTS Training
2. Create travel authorizations and book commercial transportation, hotel, and rental car reservations within DTS;
3. In the event that an authorization is canceled prior to travel, cancel the authorization in DTS and call and cancel hotel reservations with the hotel to ensure a no-show fee is not incurred;
4. Fax or scan all records to substantiate certified travel claims (including original itemized receipts for all lodging expenses regardless of amount, and original receipts for all expenses of $75 or more, including commercial transportation expenses paid by a Centrally Billed Account (CBA)) to the Substantiating Records section of the DTS trip record. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 “Accountable Officers’ Accounts Records;”
5. Electronically sign and submit Vouchers within DTS within 5 working days upon completion of travel or manually complete, sign, and submit a DD Form 1351-2 to their respective travel office/NDEA within 5 working days of completion of travel (see Section 10.1 of these business rules for detailed information regarding travel claim/DTS Voucher submission).
6. If applicable, split disburse all charges owed to the contracting bank charge card;
7. Prepare itinerary amendments and all post trip settlement claims;
8. Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized “should cost” estimate and the final travel claim;
9. A traveler updates the trip record as soon as possible after personally making arrangements. When using the DTS for TDY over 45 days, a traveler should include a request for scheduled partial payments with the order so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the IBA bills are received;
10. For travel regulations pertaining to Invitational travel/travelers, please refer to the JTR, Appendix E (see Reference Link 20). For guidance in processing invitational travel, please visit refer to the DTMO’s Invitational Travel Procedures Guide (see Reference Link 25).
5.13 Contractor Personnel.

Only government civilian employees and uniformed members can be appointed as DAOs. According to DoDI 5154.31-V3 LDTAs, ODTAs, BDTAs, FDTAs, DMMs, and Certifying CBAS are all considered DAOs, therefore, these roles should be filled by a military or civilian employee acting in that capacity only. If government contractors require DTS access in the performance of their duties, they cannot be appointed as DAOs. Instead, they may be provided a “Support Contractor Information Letter” from their contractor organization. NDEAs, Routing Officials (excluding ROs that can apply the “APPROVED” stamp), and Non-Certifying CBAS do not require appointment as DAOs and these roles can be held by contractors.

5.14 Compliance Tool Administrator (CTA).

The 2012 National Defense Authorization Act (NDAA) included requirements to minimize inaccurate, unauthorized, overstated, inflated, or duplicate travel claims in near real time, and to establish and maintain a travel policy compliance program. The DTMO took the initiative to implement a compliance program. The compliance program utilizes an automated web application called “Compliance Tool” which is housed in the DTMO Passport web portal. The Compliance Tool queries DTS vouchers in near real time to identify duplicate or incorrect payments.

The program requires each MAJCOM to have a Compliance Tool Administrator (CTA). Each MAJCOM LDTA and alternate MAJCOM LDTA should have access to the Compliance Tool as an administrator. MAJCOM LDTAs can grant their ODTAs access to the Compliance Tool as CTAs. Administrators can manage, track, and close out errors. MAJCOM LDTAs must monitor the CTA report in the CT to ensure CTA access is properly removed if a CTA leaves the command or no longer holds the role as a CTA.

Since administrators have the capability to close out entries in the Compliance Tool, for separation of duty purposes, Navy requires that Compliance Tool Administration access be kept at DTA and DMM levels and not given to Approving Officials, routing officials, travel clerks, or NDEAs.

Prior to being assigned as a CTA, users must complete the distance learning class titled “Travel Policy Compliance Tool Administration (P300). The training schedule and class registration is available on the TraX/Passport website (see Reference Link 3).

The CTA is responsible for monitoring Compliance Tool records and ensuring the records do not age past 60 days. Any open record that has been open for 60 days or more must have comments in the Record Notes tab of the Compliance Tool indicating why the record has aged and what actions are being taken to resolve the outstanding Compliance Tool Record. Monthly, the CTA should be reviewing the Compliance Tool Report for their DTS hierarchy/area of responsibility and follow up to ensure DTS documents are corrected and if necessary, that travelers are placed into debt. The CTA should work with the DMM to track the debt until the debt is fully repaid. Once the debt is collected, the Compliance Tool Record needs to be closed out by the CTA. The
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DTMO audits closed CT records to ensure CTAs are following proper protocol and not prematurely closing records prior to the completion of the debt collection.

Additional information regarding the Compliance Tool and the CTA role can be found at the DTMO's Travel Policy Compliance Program website:
http://www.defensetravel.dod.mil/site/compliance.cfm

5.15 Training

All DTS roles require initial training and occasional refresher training. Individuals must complete required training prescribed in NAVSUPINST 4650.8 (see Reference Link 5) and in Table 2 of the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 (see Reference Link 2) prior to executing any responsibilities for a DTS role.

The Navy DTS PMO offers a DCO class for the DMM role. The Navy DTS PMO offers AO/CO, DTA, and CBA instructor led training classes. Individuals can view and register for available courses on the Navy DTS Training Class Schedule and Registration (see Reference Link 11). If a Navy DTS PMO class is not available, students may take the distance learning classes available on the DTMO Passport TraX website (see Reference Link 3).

6 DOCUMENT ROUTING

Document routing is achieved by DTS users who initiate actions or who are placed within organization routing lists who apply routing stamps onto documents that designate the current status of the document. Document routing will occur through established routing lists. Although standardized routing lists are recommended, organizations may adjust the routing structure based on their requirements. At a minimum, there should be one primary and one alternate at each step of the routing structure.

Approving/Authorizing Officials acting in a Certifying Officer capacity and Certifying Officers must be appointed in writing as a certifying officer using a DD Form 577. It is also essential that any DTS user in the routing structure be removed from that routing chain immediately upon leaving the organization to preclude any travel documents being hung in the system. The routing structure should be as streamlined as possible. Recommended routing chain for Navy is:

![Routing Diagram]

NOTE: In the above scenario, the Authorizing/Approving Official (AO) would apply the “APPROVED” stamp to obligate funds for travel authorizations (requests) and to authorize disbursement of funds for advances or travel liquidation. For advances and voucher liquidation, the DTS user that applies the “APPROVED” stamp is considered a Certifying Officer (CO) and is pecuniarily liable for the disbursement of government funds. Each Approving/Authorizing Official (AO) who is placed within a routing structure and can apply an
“APPROVED” stamp must be appointed in writing in accordance with paragraph 020301 C and D of the DoDI 5154.31, Volume 3 using DD Form 577. In addition, if the AO is acting within a capacity of a Certifying Officer (CO), then the AO must be appointed in writing as a CO in accordance with FMR, Vol 5, Ch 5.

7 DTS ASSISTANCE

7.1 Recommended DTS Assistance Process

When a traveler requires assistance with DTS, it is recommended that they first try to get resolution through DTMO Passport TraX website (see Reference Link 3) or by contacting the local ODTA and/or Command/Activity DTS Help Desk (if applicable). If assistance is still required, the traveler or the local ODTA and/or Command/Activity DTS Help Desk can contact the DTMO Travel Assistance Center (TAC) or send a request to the Navy DTS Inbox (navsup_navy_dts_pmo@navy.mil)

Any requests for Navy DTS PMO assistance from an ODTA must be routed to through the MAJCOM LDTA as per NAVSUPINST 4650.8 (see Reference Link 5).

Reservists requiring Navy Reserve Order Writing System (NROWS) assistance should call the NROWS Help Desk at 800-537-4617.

7.2 DTMO Travel Assistance Center (TAC)

The TAC is available to all DoD travelers 24 hours a day, seven days a week. The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or if calling from overseas, use DSN 312-564-3950.

Users can also submit a TAC help desk ticket through the Tickets section of on the DTMO Passport TraX website (see Reference Link 3). The Tickets section of Passport/TraX maintains a record of a user’s call center and TraX submitted help desk tickets, and provides the capability to track progress of tickets from creation to resolution. It is the user’s responsibility to monitor and track the status of their TAC ticket.

DTS users can participate in TAC Outreach Calls. Calls are designed to inform and educate the DoD travel community on issues and topics related to Defense travel and DTS. Calls are conducted in an interactive environment using a combination of both PowerPoint presentations and live demonstrations using Defense Connect Online (DCO). All calls will include a question and answer period for the subject presented and an open forum for general DTS questions. TAC Outreach Calls are conducted on the second and fourth Tuesday of each month at 0800 (8 AM) and 1300 (1 PM) Eastern Time. More information about the TAC Outreach Call, including slides for the current and previous calls, can be found on the DTMO Passport TraX website (see Reference Link 3).

7.3 DTS System Change Requests (SCRs)

Navy DTS PMO authors and submits DTS SCRs using the established DTMO Change Management process. Any requests for DTS SCRs must be sent to Navy DTS PMO through the MAJCOM LDTA.
8 PAYMENT METHODS

8.1 Forms of Payment Eligible for Use in DTS.

The Government Travel Charge Card (GTCC) is the primary method (or form) of payment within DTS. A GTCC can be either an Individually Billed Account (IBA) or a Centrally Billed Account (CBA). The CBA is used as the method of payment for travelers who do not qualify for an IBA, and can only be used for commercial air, rail, and bus ticket purchases. Navy policy is to utilize the CBA only when the traveler does not qualify or is ineligible for an IBA. The default form of payment in DTS is determined by the settings in an individual's personal profile. For DoD regulations regarding GTCC usage, please see Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 (see Reference Link 12).

8.2 Individually Billed Account (IBA)

1. Unless otherwise exempt as per Section 0406 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 (see Reference Link 2), all DON personnel must use the IBA for all travel expenses incident to official TDY including hotel and transportation costs (e.g., airfare and rental cars). See SECNAVINST 4650.21 (see Reference Link 13). The IBA application process is detailed in Section 0409 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 (see Reference Link 12).

2. Upon reception of an IBA card:
Travelers must verify receipt of the card with the travel card vendor/APC when they receive it, ensure their account is active and available for use prior to travel or transportation ticketing, and that the account limit that will support both transportation and travel charges (see Section 040207 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 (see Reference Link 12).

The traveler’s DTS profile should be updated with account number and expiration date. See Chapter 7 of the DTS Defense Travel Administrator's Manual (see Reference Link 7) for instructions on how to update DTS profiles.

The DTS profile must be updated whenever there is a change in account number and/or expiration date. With the issuance of replacement IBAs with Chip and Pin technology, each with a new expiration date, it is imperative that the DTS profile be updated in order to prevent credit card declines at the CTO, resulting in un-ticketed transportation. Agency Program Coordinators (APCs) should generate Account Listing with Chip Indicator report within the Citibank Electronic Access System (EAS) to monitor for travelers issued a new/replacement Chip and PIN IBA card and coordinate with DTAs to ensure applicable DTS profiles are updated.
See New Chip and PIN Government Travel Charge Cards (see Reference Link 14) for more information on the Chip and PIN IBAs.

Refer to DTMO’s How to Update Your DTS Profile (see Reference Link 15) and Updating your Government Travel Charge Card Information in a DTS Travel Authorization with Unticketed Reservations (see Reference Link 16) for instructions in how to update IBA information in DTS profiles and authorizations, respectively.

3. Travelers must use the card for all expenses related to official travel (see Section 040207 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 (see Reference Link 12).

4. Upon return, the traveler is required to submit a travel claim/DTS voucher within 5 working of the trip return date (see Section 10.1 of these business rules for detailed information regarding travel claim/DTS voucher submission) and is required to use split disbursement functionality in DTS to have payment sent directly to the IBA GTCC vendor for charged expenses. AOs are responsible for ensuring that split disbursement amounts are correct. Travelers who are IBA cardholders are responsible for payments of a remaining balance of undisputed charges to the GTCC vendor. See Sections 040207 and 041007 of the Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4 (see Reference Link 12).

### 8.3 DTS Centrally Billed Account (CBA).

Each command may be eligible for a DTS CBA account that can be used to charge commercial transportation expenses. When a DTS CBA is used for a commercial transportation expense of $75 or more, a commercial transportation receipt must be included in the substantiating records section of the traveler’s voucher. (See Under Secretary of Defense Reduction of Centrally Billed Accounts Memorandum (see Reference Link 26).

The DTS CBA cannot be used to pay for bus transportation, lodging, rental car or any other travel expenses. Commands should consult their major command activity, and when necessary NAVSUP CCPMD for specific CBA guidance.

#### 8.3.1 Establishing a DTS CBA.

1. A new DTS CBA must be requested for travel processed through DTS (i.e., you cannot use the same account in DTS that you use for traditional travel that occurs outside of DTS). All requests for new DTS CBAs should be made through the Navy DTS PMO.

2. Once an account has been established by Citi and loaded into OnePay, all relevant account information will be entered into DTS by a Service-Level DTA (Permission Level 7).
8.3.2 DTS CBA Reconciliation.

1. The Command is responsible for reconciling the CBA in DTS and ensuring invoices are certified in a timely manner. The invoice, once certified and digitally signed, is transmitted to DFAS for payment to CitiBank.

2. Training for DTS CBA reconciliation will be provided by the Navy DTS PMO. CBA specialists can register for training on the NAVSUP Events page.

9 CREATING TRAVEL IN DTS

9.1 Travel Authorization (Request for Travel).

For detailed instructions in creating, processing, and approving individual and group travel authorizations within DTS, please refer DTS Document Processing Manual (see Reference Link 17).

All travel authorizations/orders must have justification for travel included as per the Secretary of Defense (SECDEF) Track Four Efficiency Initiatives Decisions Memorandum (see Reference Link 18). Please refer to the “Justification for Travel” link on the NAVSUP CCPMD Navy DTS PMO website (see Reference Link 19).

9.1.1 Initial Travel Authorization Approval AFTER Trip Start Date

Circumstances can arise in which a traveler must enter a travel status prior to the Travel Authorization being initially approved by an AO. This can be due to urgent/unusual situations and operational circumstances that may require official travel begin/be performed before a written order can be issued. Per JTR. Par. 2210-B, under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, the AO must promptly issue a confirmatory written order.

Navy DTS PMO has issued DTS EPN #3 (see Reference Link 10) to define the expected medium for conveying that oral approval was received by the traveler prior to the trip start date and included in the DTS substantiating records. DTS EPN #3 requires travelers who are unable to complete an authorization prior to their trip start date and their Approving Officials who are unable to approve an authorization prior to the trip start date, to complete a justification statement of record or email, and include it as a substantiating record in DTS. The statement or email must be issued from the AO who provided oral approval and must include the following information:

a. The circumstances that prevented pre-trip approval (i.e., response to natural disaster, emergency response, prior approved authorization encountered issue and had to be manually abandoned, etc.)
b. The trip start date
c. The time/date of oral approval

9.1.2 Individual Travel.

Individual travel authorizations are created by the traveler or travel clerk. Once
created, travelers may adjust authorizations if necessary up until the point where the AO approves the authorization. Upon approval, a six-digit alpha-numeric travel authorization number (TANUM) is assigned to the travel document. Commercial transportation is not purchased and ticketed without AO approval. After approval, and before a document is signed again, any change made is considered an amendment. Between application of the SIGNED stamp and the APPROVED stamp, changes are called adjustments. Travel authorizations are automatically assigned document names (EX: “RFCHARLESTONS102304_A01-01”) with the breakdown as follows:

1. Initials of traveler. ("RF")
2. Location of destination. ("CHARLESTON")
3. Start date of trip (MMDDYY). ("102304")
4. Document type and sequential number if more than one document exists with the same initials of traveler, location, and start date of trip ("A01" indicates an authorization and it is the first document to be created with that name on 10/23/04)
5. Amendment level (if applicable). ("-01")

Approved individual Authorizations can be amended up to 75 calendar days after the authorization’s trip end date.

For detailed instructions in creating, processing, and approving Individual Authorizations within DTS, please refer to Chapter 2 in the DTS Document Processing Manual (see Reference Link 17).

9.1.3 Group Travel.

The clerk/traveler can create a Group Authorization (GAUTH) when there are two or more travelers will be on official travel and following the same trip itinerary. Group Authorizations allows users to create one document within DTS that can be have multiple travelers assigned.

Commercial transportation arrangements for group travel must be made outside of DTS with the CTO.

Upon initial approval, Group Authorization, DTS will automatically “spawn” individual authorizations for each traveler on the Group Authorization. The Group Authorization can be amended, and all spawned individual authorizations will be automatically updated. This can occur until the group authorization is locked.

Each spawned Authorization will have its own TANUM, and can be amended to make adjustments upon locking the Group Authorization. Each of the spawned authorizations will require its own Voucher to be completed in DTS.

For detailed instructions in creating, processing, and approving Group Authorizations within DTS, please refer to Chapter 3 in the DTS Document Processing Manual (see Reference Link 17).
9.1.4 Long Term Travel

1. A reduced flat rate per diem applies when a traveler is assigned long term TDY (more than 30 days at one location).
   
a. Long term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.

   b. Long term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location (TDY in excess of 180 days must be authorized/approved IAW JTR par. 2230-C (see Reference Link 20).

2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat rate per diem applies beginning the day after the amendment is issued.

3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat rate per diem is increased or decreased accordingly unless the traveler has entered into a long term lease and the fixed rate per diem no longer covers the cost of lodging. See JTR par. 4250-B3.

For all travel beginning or amendments after 1 November 2014 that contain more than 30 days of TDY at a single location, the flat rate per diem must be used. At this time, DTS does not automatically calculate the flat rate per diem based on the length of the TDY. Travelers will need to complete the calculation and AO's will need to verify the amount and that the long term authorization has the correct per diem amount updated in DTS to prevent an overpayment. When possible, long term travel should be completed using one authorization. The correct flat rate amount should be used when scheduling and requesting scheduled partial payments (SPPs). If long term travel crosses fiscal years, two travel authorizations may be completed to prevent fiscal year crossover issues and the dates for the prior FY should be included for flat rate computation purposes. Multiple authorizations should not be created (i.e., multiple 30-day authorizations to the same TDY location to appear that the TDY is less than 31 days) to circumvent flat per diem rates for long term travel. Travelers and Approving Officials should refer to JTR, par. 4250 and to the DTMO's Flat Rate Per Diem FAQs for additional information and calculation examples.

9.2 Air Transportation

DoD Civilian and military travelers on official business are required to use the contract carrier (GSA City Pair) unless a specific exception applies. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is not permitted.
9.2.1 GSA City Pair Program.

The GSA City Pair Program consists of GSA Federal Supply Service awarded contracts for air transportation for travelers on official Government travel. The contracts are awarded competitively based on the best overall value to the Government. DoD Civilian and military travelers on official business are required to use an available contract carrier. Information regarding the GSA City Pair Program, exceptions to the use of contract carriers, and frequently asked questions can be found in Appendix P of the JTR (see Reference Link 20).

9.2.2 GSA Fare Types.

DTS allows the booking of flights within the creation of a travel authorization. The reservation module is an interactive booking tool with a live connection to the air carriers’ reservation system. Travelers should only select flights when travel dates are firm, to prevent multiple changes and potential debit memos for multiple/duplicate reservations. DTS displays flights according to the type of fare, under individual tabs, as follows:

1. **GSA Contract w/Limited Availability.** These flights are offered at a government-contracted price, but there is a limit to the number of seats available at the government price. This option is usually significantly less expensive than the GSA Contract Airfare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a GSA Contract w/Limited Availability if the route has both GSA Contract w/Limited Availability and GSA Contract Airfare.

2. **GSA Contract Airfare.** These flights also have a government-contracted price, but there is not a limit to the number of seats that the government can purchase at this price, other than the number of available seats at the time of booking. These rates are higher than the rates for Government Contract with Limited Availability flights.

3. **Other Gov’t Airfare.** If there is already a contract fare from the origin to the end destination, other government fares may NOT be combined to circumvent the award already made. In markets that do not have an awarded government-contracted fare, DTS may show other discounted government fares (.DG) or may try to combine two separate government fares. In these instances, a combination of contract fares and/or any other available fare may be used so that the price results in the lowest cost alternative to the government and meets the traveler's needs.

4. **Other Airfare.** These fares are available to the general public and may have advance purchase requirements. Selection of this type of fare requires you to justify its selection to your AO.

5. **ALTGSA.** In cases where there are no government-contract flights, DTS searches for an alternate city within an 80 mile radius of the origin,
destination, or both to locate government-contract flights.

6. The GSA City-Pair contract and DoD policy require the use of GSA Contract Fares whenever they are available. If a traveler selects a flight that is not a GSA Contract Fare, and flights are available, the Government Contract Fare Not Selected message displays. This message is to inform them that they will have to justify the selection of this flight.

7. If the flight required cannot be found in the selection list, the traveler should request assistance in booking flights, and enter details of the flight(s) requested via a text box for comments to the CTO.

8. If the traveler requests flights on a non-contract carrier, the CTO books the traveler’s reservations as requested, but may also send a comment to DTS that a contract carrier is available. The CTO may also forward comments when a less costly fare is available.

9.2.3 Passenger Name Record (PNR).

DTS will assign a PNR locator when an authorization is signed with booked reservations and/or CTO assistance requested. DTS will forward the PNR to the CTO, and all travel arrangements for the traveler will be linked to the PNR or in some cases, multiple PNRs. The PNR locator is different than the DTS TANUM and should only be used to obtain a copy of the itinerary from the CTO’s website or to make an inquiry with the CTO. The PNR can also be obtained from the authorization. Once the AO has approved the travel authorization, the traveler receives an e-mail confirming approval and referencing the PNR locator. The CTO generally tickets flights for approved travel authorizations three (3) business days before travel commences.

9.2.4 Other Than Economy/Coach-Class Transportation

Please refer to DoD and Navy guidance/policy (OPNAVINST 4650.15B) that establishes approval levels for First Class and Business Class travel accommodations and discusses data collection, retention, and reporting requirements.

The JTR Appendix H will require an “Other Than Economy-/Coach-Class Transportation Approval Checklist” to be submitted as part of the approval process. The approval documentation must be included as a substantiating record in DTS. The checklist certifies that all decision factors and other alternatives were considered prior to approval of Other Than Economy-/Coach-Class Transportation. The “Other Than Economy-/Coach-Class checklist” must be certified by the appropriate Authorizing Officials (AO) and submitted as part of the supporting approval documentation. AOs should check local business rules for information on using this form. The CTO will not issue Other Than Economy-/Coach-Class Transportation tickets without proper authorization. Additionally, CTOs must report the issuance of Other Than Economy-/Coach-Class tickets in accordance with applicable commercial travel contracts.

For additional information regarding Other Than Economy/ Coach-Class
Transportation, please refer to Appendix H of the JTR (see Reference Link 20).

### 9.2.5 72-Hour Auto-Cancellation

Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This new policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a Commercial Travel Office (CTO). Those travelers making travel plans at least 72 hours prior to departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.

Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This new policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a Commercial Travel Office (CTO).

Those travelers making travel plans within 72 hours of departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation. (See Short-Term or Last Minute Travel).

It is the traveler’s responsibility to ensure any unused travel ticket, or partially unused ticket is canceled and processed for refund back to the appropriate form of payment (IBA or CBA). Partial unused tickets should be processed for refund and not claimed as a reimbursable expense on the travel voucher.

*Note:* The “Pending Airline Cancellation Report” should be run daily to verify unapproved authorizations and avoid cancellation of airline reservations. See LDTA/ODTA responsibilities.

### 9.3 Bus Travel

Travelers should make bus travel requests through DTS using the reservation module. Because DTS does not have direct connectivity to the various bus lines, CTO assistance in booking must be requested. After the CTO has booked the travel, the traveler should confirm that reservations were made as requested.

### 9.4 Rail Travel

Travelers should make rail requests through DTS using the reservation module. When requesting rail, users must be aware that current rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of CONUS Amtrak train schedules. The user must request CTO assistance and should ensure that all applicable remarks for rail travel are included. After the CTO has booked the travel, the traveler should confirm that reservations
were made as requested. Because Amtrak issues paper tickets, the traveler is responsible for making arrangements with the CTO for delivery of tickets. Foreign Rail Tickets cannot be reserved using the DTS reservation system and are often not available through the CTO.

Amtrak accommodations cancelled more than 24-hours in advance of travel are fully refundable. Accommodations cancelled less than 24-hours in advance will incur a refund fee of 10% of the ticket cost.

9.5 Lodging.

Specific policy for lodging while TDY can be found in the JTR Chapter 4, Part B, Section 2 (Lodging).

9.5.1 Uniformed Member.

Per JTR 2560, a member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/Travel Management Centers (TMCs)) at the U.S. Installation to which assigned TDY. The AO may direct adequate available Government quarters be used for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. Availability/non-availability must be documented as indicated in paragraph 2570. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S Installation to which assigned TDY. Per diem cannot be limited based on the presence of “nearby” Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another “nearby” U.S. Installation or other uniformed facility). The documentation of non-availability is indicated in JTR paragraph 2570.

9.5.2 Government Civilian.

Employees are directed to use Government quarters at Integrated Lodging Pilot Program (ILPP) locations. The full listing of ILPP locations is available on the DTMO website.

Civilians cannot be directed to use Government quarters at non-ILPP locations, but they are encouraged to stay in Gov’t quarters. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., selecting the correct DoD Installation location and checking DoD Lodging in DTS), and are encouraged to use those quarters when TDY to a U.S. Installation.

9.5.3 Government Quarters

DTS was recently updated to have an interface with many Government Lodging locations. A full listing is available on the DTMO website. There are still some DoD
Installations that require government lodging to be arranged outside of DTS (i.e., Inn of the Corps) and nightly rate should be entered into Per Diem entitlements within DTS authorization.

9.5.4 Commercial Lodging

DTS provides users with the ability to search for commercial lodging using different search criteria: by TDY location, by hotel name, by proximity to an airport, by proximity to a city, or by proximity to a zip code. DTS returns hotels under two different rate tabs ("Gov't Safety Compliant Lodging" and "Other Published Rates"), which may then be sorted at the traveler’s discretion by distance, rate range, or hotel name.

DTS displays the lodging per diem rate allowed for the TDY location. If the traveler desires accommodations in a hotel not found in DTS, or if no available rooms at the per diem rate are shown (e.g., rooms are blocked for a conference), the traveler can request assistance in booking a hotel, which auto-populates a statement requiring CTO assistance. The traveler should be sure to provide specific information for the lodging being requested in the comment box.

Travelers can confirm hotel arrangements via the hotel’s toll free number. If canceling reservations, the traveler is responsible for confirming canceled reservations directly with the hotel after canceling the travel in DTS.

If the traveler does not have an IBA, the CTO may require a personal credit card to hold lodging reservations. A CBA is never to be used for lodging reservations.

All TDY commercial lodging arrangements should be booked through the contracted CTO, if available. Exceptions are as follows:

- Traveler is attending a conference that requires staying at a particular hotel or lodging facility.
- Lodging is funded and arranged by another service or organization.

The traveler should ensure that if lodging reservations are booked outside DTS, reservations are not booked again in DTS. If reservations have already been made for lodging outside of DTS (i.e. through a website or telephone line), the traveler should skip the lodging reservation process in DTS and move forward to the Per Diem Entitlements Screen. Otherwise the traveler could have duplicate lodging arrangements and charges.

Travelers who book commercial lodging in the following US states and territories should be exempt from paying lodging taxes: Alaska, Delaware, Florida, Kansas, Massachusetts, Missouri, New York, Oregon, Pennsylvania, Texas, Wisconsin, Puerto Rico, and the US Virgin Islands. Travelers should check the GSA Smart Pay website: https://smartpay.gsa.gov/about-gsa-smartpay/tax-information

If the commercial lodging establishment will not exempt the traveler from paying taxes, the traveler must make a notation in their voucher in the "Comments to the AO” section on Trip Preview or in the Remarks section of the Other Auths page.
9.6 Rental Car.

Per DoD policy, it is mandatory to obtain rental vehicles (except for aircraft or bus) through the
CTO, when the CTO is available (ref JTR Appendix O T4030). In accordance with the government
traveler’s entitlement, the DTS default for rental car is set for a compact car. Travelers should
select the least costly rental car at time of booking. Travelers are required to provide justification
if they select a car size larger than compact, and/or do not select the lowest priced rental car.
Travelers requiring a larger vehicle must specify in the comment section going to the CTO and
include justification for AO approval. The AO must ensure that the traveler provides adequate
justification for any rental car requirements above a compact vehicle. Travelers may sometimes
get a message that rental car or government rates are not available. In this case, the traveler
should request a rental car in the comments section to the CTO. Travelers should also request a
rental car on the premises of the airport, if this is a requirement. Currently, only rental cars at
airport locations are listed in DTS. If the traveler requires a rental car at an off-airport location,
the traveler should request a rental car in the comment section, being sure to specify the specific
location and time they would like to pick the car up.
Per DoDI 5154.31, Volume 4, a GTCC/IBA cannot be used for any leisure travel expenses.
Therefore, if travelers are combining leave in conjunction with official TDY, the traveler should
not reserve their rental car in DTS for any leave days. If the leave is prior to the start of the TDY,
the rental car pick up should be delayed until the Official TDY start date. If the leave is after the
TDY, the rental car should be returned on the same day as the Official TDY end date.

9.7 Reimbursable Expenses.

Policies regarding mileage and non-mileage expenses can be found in JTR Appendix G. A listing of
miscellaneous reimbursable and non-reimbursable travel and transportation expenses is listed in
Chapter 2 Part M of the JTR, along with quick reference tables in Appendix G of the JTR (see Reference
Link 20).

9.7.1 Non-Mileage Expenses

The traveler should capture as many known expenses as possible in the authorization. Travelers
should use the drop-down list available in the expense screens for a list of commonly incurred expenses. For a list of reimbursable expenses, see Appendix G of the JTR.

9.7.2 Mileage Expenses

a. POC Use for TDY: Mileage expense is only authorized when the traveler is using a
Privately Owned Conveyance (POC). When the AO authorizes/approves a POC as being to the
Government’s advantage, reimbursement is authorized at the standard rate per mile
for the POC type and the distance between duty locations or between home and TDY
location(s). If the AO does not authorize/approve using a POC as being to the
Government’s advantage and one is used anyway, reimbursement is authorized at the
standard rate per mile plus reimbursable expenses (parking fees, ferry fares, road, bridge,
and tunnel tolls for travel over a direct route etc.) not to exceed the constructed cost of AO-
authorized transportation (e.g., commercial plane).
The constructed cost should be computed by using the Constructed Travel Worksheet (CTW).

b. **POC Use To and From Transportation Terminal:** When a POC is driven round trip to drop off and/or pick up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is paid TDY mileage for the round trip(s) distance, and reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls for the most direct route. If a member of the traveler’s family drives, it is presumed that the traveler incurs the expense.

c. **Two One-Way POC Use To and From Terminal:** When a POC is used for one way travel from a residence/Permanent Duty Station (PDS) to a transportation terminal to begin a TDY trip and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route. Terminal parking fees while TDY are reimbursable not to exceed (NTE) the cost of two one-way taxi fares, including reasonable allowable tips.

d. **Transporting Another Traveler:** When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved. Only the TDY traveler (usually the driver) who incurs the expense is paid TDY mileage for the trip.

### 9.8 Commercial Air Ticketing

#### 9.8.1 Electronic Ticketing.

All travelers are issued an electronic ticket to be utilized at the airport, if this form of ticketing is available from the airlines. The electronic ticket confirmation number, known as the PNR, is provided by the CTO and on the DTS Preview Trip Screen.

The “eInvoice” confirming ticket purchase, ticket number, and itinerary, will be emailed to the email address in the traveler’s DTS personal profile. Travelers are encouraged to verify that their email address is correct in DTS prior to making any reservations. Invoices can also be obtained from the CWT/SatoTravel website [www.cwtsatotravel.com](http://www.cwtsatotravel.com)

Regardless of whether the IBA or the CBA was used as the form of payment, commercial air receipts of $75 or more must be included in the Substantiating Records section of the traveler’s voucher.

#### 9.8.2 Paper Tickets.

If electronic tickets are not available or the mission requires paper tickets, the traveler must coordinate with the DTA or administrative team, in advance for delivery or pickup of paper tickets from the CTO. If electronic tickets are available and paper tickets are requested, an additional fee may apply.

#### 9.8.3 Ticketing Prior to Departure

The CTO generally tickets three (3) business days prior to departure, only after the authorization has been approved. The CTO will send an invoice to the traveler’s DTS...
email address at the time of ticketing. A traveler’s DTS authorization should be updated to CTO Ticketed or CTO Amendment at the time of ticketing, and the ticket number should be provided on the Trip Preview Screen. Travelers are encouraged to monitor their email and their DTS authorization to ensure ticketing actions have occurred. If ticketing is not confirmed, call the CTO, the LDTA, or ODTA for assistance.

9.9 Short-Term or Last Minute Travel.

1. All reservations should be made in DTS, if at all possible. Travelers will need to keep in mind the CTO’s normal business hours when booking reservations in DTS. If confirmation of ticketing is not received from the CTO in a reasonable time, the traveler should contact the LDTA.

2. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.

3. If last-minute travel is necessary and occurs during the weekend, the traveler with an IBA should call the CTO’s toll free number to make reservations (CWT/SatoTravel: 1-800-359-9999). Travelers will never have access to a CBA. If a CBA needs to be used, reservations must be made by the command APC or CBA account holder.

   Note: A traveler with an IBA needs to contact CWT/Sato Travel to have flights ticketed. If unable to obtain ticketed flights through the CTO, a member can purchase tickets at the airline counter. If a traveler does not have an IBA and is traveling using a CBA, the APC or CBA Account holder needs to obtain ticketed flights through the CTO (CWT/SatoTravel: 1-800-359-9999) and the member does not have the option to purchase tickets at the airline counter.

4. Upon return, the traveler (or travel administrator) should create the authorization and subsequently the voucher in DTS. When creating the authorization, the traveler should not make reservations, but must document actual costs before signing the document. Since the travel has already occurred, the transportation cost data must be entered in “Other Trans” section on the authorization.

9.10 Changes to Travel Reservations.

1. The CTO should not make changes to a traveler’s selected reservations without authorization to do so from the traveler and/or AO. Before departure, changes should be made using DTS. In the rare case when the clerk and traveler cannot access DTS, changes to the reservations can be made by phone with the CTO. After departure, changes to reservations shall be noted on the voucher.

2. The traveler is required to obtain approval from the AO before making any changes to the approved travel authorization. Changes should be made in DTS, if time allows. Once the “CTO BOOKED” stamp is received in DTS, the authorization amendment will re-route for approval. If the changes are necessary after tickets are issued or while in a TDY status, the traveler may contact their servicing CTO via phone to make the changes or may make changes at the airport. If the changes are made after normal work-hours and the travel will take place before the next official workday, the
traveler may call the CTO's emergency 24-hour number (CWT/Sato Travel: 1-800-359-9999). The traveler may also make the changes directly with the airline. When changes are made while in a TDY status with the servicing CTO or CTO's Emergency Service Center, the CTO Agent will make the changes, issue a new ticket for the changes and process the unused portion of the original ticket for refund to the IBA or CBA that was used. The CTO must advise the traveler of any changes in costs and note the information in the record. Any additional charges for official travel can be claimed on the voucher in DTS upon return. The traveler will be reimbursed for only those additional charges approved by the AO, upon completion of travel. Any additional expense to a CBA must be approved by the AO prior to charging.

3. Changes could result in the traveler initially being charged by multiple airlines, with the credits not reflecting on the charge card bill until the following billing cycle. Travelers are responsible for tracking these changes and maintaining confirmation numbers and receipts. Also, working closely with their APC to make sure their IBA doesn't go delinquent. Travelers will not be reimbursed for the cost of changes made as a convenience to the traveler.

9.11 Cancellation of Travel.

Detailed cancellation procedures can be found in the DTS Document Processing Manual (see Reference Link 17). A cancellation matrix is also available within Self-Support via the Help Desk link on the DTS website. All traveler's and reviewing/approving Officials should also be familiar with the auto-cancellation features within DTS for unsigned/unsigned authorizations.

A. **72 Hour Auto-Cancellation**: Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This new policy applies to GSA City Pair and non-contract government flights that are either booked through DTS or through a CTO. Those travelers making travel plans at least 72 hours prior to departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation.

*Important Note:* For signed, but not approved authorizations (meaning AO has not yet applied the “APPROVED” stamp), DTS will automatically cancel reservations at different time segments according to the type of reservation. It is the traveler's responsibility to contact the CWT/SATO Travel office to ensure reservations have been confirmed cancelled.

B. **Rental Car Cancellation.** If there are no flight reservations reserved, all rental car reservations will be cancelled 6 hours prior to rental car pickup.

C. **Hotel Cancellation.** If there is no flight and no rental car, all hotel reservations will be cancelled at 1800 hours, the day prior to hotel check-in.

D. In accordance with the lodging policy, the traveler should cancel directly with the lodging facility to ensure “no show” charges are not applied to account. Traveler should ensure that a cancellation number is received. Any “no-show” charges applied to the traveler's account are the sole responsibility of the
9.12.1 Air Mobility Command (AMC) Flights.

In accordance with the Defense Transportation Regulation, DoD 4500.9, Part 1, Passenger Movements, all OCONUS travel must be routed through the Navy Passenger Transportation Office (NAVPTO) prior to commercial carrier consideration to ensure USTRANSCOM contracted seats are fully utilized. Because DTS does not have direct connectivity to the Air Mobility Command’s reservation system for Patriot Express, all requests for international travel arranged in DTS will route to the NAVPTO. When Patriot Express provides service to the origin or destination, the NAVPTO will determine whether or not Government air is available. If Government air is available, the Government representative will book the Patriot Express and forward the reservation information to the CTO for booking any additional connecting commercial air/rail service. The traveler’s itinerary will reflect the Government air segment along with the commercial flight arrangements. When Government air does not operate between the origin and destination or the NAVPTO determines Government air is not available over a particular route, the CTO will confirm commercial air requested in the record, in accordance with Navy travel policies. Once international/transoceanic reservations have been made and the PNR established, the procedures for domestic reservations will apply.

When Patriot Express arrangements are utilized, the cost of AMC should not be included for payment on a travel voucher. Travelers must include the Customer Identification Code (CIC) or Standard Document Number (SDN), channel, and date of travel in the comments under “Other Auths” (this must be done via an amendment after the Authorization is approved.). A CIC code is also essential in case an AMC flight is needed and reservations have not been made in advance. The CIC is provided on the Trip Preview page.

The CIC is provided on the Trip Preview page. The CIC construction rules are as follows:

**Navy LOA (all Navy, to include the SAP-SSC SD and MSC-FMS LOAs):**

<table>
<thead>
<tr>
<th>Position 1</th>
<th>Constant “3”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 2</td>
<td>The last position of the Fiscal Year</td>
</tr>
<tr>
<td>Positions 3-7</td>
<td>Positions 11-15 of the Standard Document Number (SDN)</td>
</tr>
<tr>
<td>Positions 8-13</td>
<td>Positions 1-6 of the Standard Document Number (SDN)</td>
</tr>
<tr>
<td>Positions 14-15</td>
<td>Positions 7-8 of the Standard Document Number (SDN)</td>
</tr>
</tbody>
</table>

**DBMS LOAs:**

<table>
<thead>
<tr>
<th>Position 1</th>
<th>Constant “1”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 2</td>
<td>Constant “L”</td>
</tr>
<tr>
<td>Positions 3-6</td>
<td>The 4-position Subhead (SH)</td>
</tr>
</tbody>
</table>
9.12.2 Arranging AMC Patriot Express Flights.

To request specific AMC Patriot Express arrangements, select the "Other" radio button under the "I will be traveling to my location by:" field when establishing the authorization. After establishing the itinerary, go to the Other Transportation menu. Select "Government Plane" for type, then insert the Ticket Value and the Departure Date. The ticket value is needed for informational purposes only and defaults to $0.00 on the trip overview screen, as obligations/payment for Patriot Express travel is accomplished outside of DTS. Select "Save" and then select "Create a New Ticketed Transportation Entry" for the return flight, if applicable. Government plane information in Other Transportation records the flight info into the record but DOES NOT pass over to the CTO, so you must enter the request for AMC travel through the CTO Assist function.

After inserting the records into Other Transportation, go to the Air Travel menu and select "Add New Flight" under the Air Travel Payment summary. When the Air Travel request page opens, enter the Departing Origin and Destination AMC codes if known, and insert the departure date, then select "Search". The system will return an error message and provide a button to select "Request Assistance in Booking Flights". Select this button and once the CTO Comments page opens, insert the required information for AMC (DoD ID number (preferred) or SSN, rank, CIC, etc) and then type specific instructions for booking both the departure and return flights, and select "Send Comments to CTO".

The CTO will forward the request to the NAVPTO who will then determine whether government air is available. If government air is available, the government representative will book the government air and forward the reservation information to the CTO for booking any additional connecting commercial air/rail service and final preparation of the traveler’s itinerary reflecting the government air segment(s). The traveler must provide a copy of the approved authorization with the CIC number at the AMC counter as required.

AMC Patriot Express reservations require travelers to check in at the departure airport/air terminal no later than the "show-time" specified on the AMC flight confirmation. Any travelers arriving after the no-later-than time risk forfeiting their reservation. In the event the traveler misses their scheduled AMC flight, they need to contact their command’s travel helpdesk and/or Air Terminal for assistance with obtaining onward transportation. Do not access DTS or contact the CTO to make changes to AMC flights. Any changes to Patriot Express must be made with the servicing NAVPTO.
Patriot Express reservations are not resident within DTS. If you need to cancel an authorization with AMC Patriot Express reservations or are unable to make the scheduled flight, you must contact the NAVPTO or the passenger terminal at your AMC departure point to cancel the reservations.

9.12.3 Foreign Flag (Non-U.S.-Certificated) Carriers.

Use of foreign flag (non-U.S.-certificated) carriers is not authorized for official government travel, except under special circumstances specified in JTR Volume 1, Chapter 3, paragraph 3125-c.

9.13 Unused Tickets.

1. The traveler must notify the CTO of any unused or partially unused tickets, as soon as possible. The CTO is able to process the credit rapidly if the unused ticket is reported prior to a flight departure. Unused tickets must be returned in the manner they were received. If an e-ticket was provided, the traveler must notify the CTO that the ticket or partial ticket was not used. If paper tickets are provided by the CTO, the tickets must be returned to the CTO before the cost can be refunded to the government. (Paper tickets are only authorized for commercial travel modes requiring a paper ticket; e.g., some foreign carriers, train, bus.)

2. If the form of purchase for the unused ticket was a traveler’s IBA, the traveler needs to ensure that the credit is made to the IBA and the travel voucher is amended to document the unused/canceled portion. Amendments/cancellations in the system adjust the financial systems’ obligation and expenditure.

3. If the CBA was used to pay for an unused ticket the traveler must ensure that the credit is applied to the CBA and that the travel authorization and/or voucher are/is amended to document the unused/canceled portion. This ensures that costs to Navy are decreased. Amendments/cancellations in the system will adjust the financial systems’ obligation and expenditure.

4. An Unused Ticket Report is available in DTS through the Report Scheduler. This report tracks tickets that were purchased for TDY travel, but may not have been used.

9.14 Emergency or En-Route Travel Assistance.

Travelers should call the CTO’s emergency phone number (1-800-359-9999) for after hours or en-route assistance when making itinerary changes. Travelers are required to notify the command AO of any travel changes that would incur additional travel costs. Upon return, travelers must amend their trip record when creating their voucher, as needed, to reflect any changes.

9.15 Travel Funded by Another Command or Service /Agency (X-ORG).

Individuals whose travel is funded by another Command, Service or other DoD entity should be processed in DTS by using the Cross-Organization funding feature which is known as “X-Org funding.”
1. Use of the Cross-Organization (X-Org) funding feature allows a funding LOA organization (an organization that owns the LOA) to share the LOA and funding organization’s routing list with another organization or traveler within DTS. At any time, the funding LOA organization may remove the funding LOA label from use by another organization or traveler. The funding LOA label and its budget remain in the funding organization, and the funding organization can run budget reports to determine whether funding LOA was used.

*Note:* Direct Cite Lines of Accounting (LOA) is no longer authorized for Navy DTS.

2. To align with the DoDI 5154.31-V3, “AOs control the mission by authorizing travel and controlling the use of travel funds in accordance with the JTR,” therefore the funding organization’s routing list must be utilized for all X-Org funding.

*Note:* Approval Override capability should only be used in an emergency situation in which all AOs from the funding organization are unavailable to approve travel. To request Approval Override capability, a DD Form-577 must be on file and a waiver request needs to be submitted to the Navy DTS PMO for final disposition.

3. If selecting X-Org for a DTS organization code, the funding LOA label becomes available to all travelers of the cross organization.

4. If selecting X-Org for a specific SSN, the funding LOA becomes available to a specific traveler.

5. Once an LOA is shared using the X-Org funding feature, an email is sent to the cross organization DTA ID stating the funding organization name and LOA label, the name and email of the funding organization’s FDTA; and advises that the limitations and guidance for use of the fund site be strictly adhered to.

### 9.16 Travel Advances.

Non-Automated Teller Machine (ATM) Travel Advances are not authorized for IBA card holders. A travel advance from DoD disbursing offices may not be authorized for personnel who have been or are eligible to be issued an individual GTCC. Commanders and supervisors may authorize a Non-ATM travel advance within DTS when use of a member’s IBA is prohibited.

#### 9.16.1 Non-Automated Teller Machine (ATM) Travel Advances

Travel advances should be approved only as required to perform the mission. An advance allows travelers to obtain necessary funds before trip departure. Advances are typically limited to those travelers who do not have an IBA. Advances are divided into two categories. They are ADVANCE AUTH (up to 80% of reimbursable cost estimate) and FULL ADVANCE (up to 100% of reimbursable cost estimate). Travelers who require FULL ADVANCE in their profile must receive approval from their MAJCOM LDTA.

For a non-ATM advance, the AO/CO must approve the request in the authorization before electronic disbursement. For expenses (i.e., room deposit for conference attendance) that are incurred prior to the departure date, the AO/CO may authorize the non-ATM Advance to be paid immediately; otherwise the non-ATM advance is paid via electronic funds transfer (EFT) and is deposited 10 days prior to the departure date if approved in advance. If the advance requested is split between LOAs for two fiscal years, the advance amount on the new FY will
not be paid until the accounting systems resume normal processing after the start of the new FY (typically 8 OCT).
If a traveler receives an advance and the trip is subsequently cancelled, the traveler is responsible for re-paying the debt and is not eligible for a debt waiver or appeal. (See JTR Chapter 2 Part E (Reference Link 20 and DoD FMR Vol 9 Ch 5 (Reference Link 27)).

**NOTE:** SPPs and Non-ATM advances function independently from each other. Special attention needs to be made when requesting both a Non-ATM advance and SPP. The potential for DUE U.S. is greater having both of these options selected at the same time.

### 9.16.2 ATM Travel Advances

Travelers should use the GTCC IBA at ATMs to obtain cash needed to pay for “out-of-pocket” travel-related expenses. Valid “out-of-pocket” travel-related expenses are those that cannot be charged on the IBA. ATM advances will not be obtained more than three working days before the scheduled departure date of any official travel. ATM Advance fees are not a separately reimbursable expense. The ATM fees are part of the daily incidental expenses that the traveler receives while TDY (see Per Diem Allowance definition in Appendix A of JTR). For information regarding reimbursable expenses, please refer to Appendix G of the JTR.

### 9.17 Scheduled Partial Payments

Scheduled Partial Payments (SPP) allow a traveler to be reimbursed periodically for estimated travel expenses. The traveler is responsible for making sure these estimates are accurate. This function is only allowed for trips greater than 45 days. When selected, a partial payment schedule is set up to pay the traveler every 30 days. If changes are made to an authorization during the TDY, future SPPs are adjusted accordingly. Adjustments should not be made for previously paid periods.

**NOTE:** SPPs and Non-ATM advance function independently from each other. Special attention needs to be made when requesting both a Non-ATM advance and SPP. The potential for DUE U.S. is greater having both of these options selected at the same time.
10 LIQUIDATION OF TRAVEL CLAIM

10.1 Travel Voucher (Claim).

For detailed instructions in how to create travel vouchers within DTS, please refer to the DTS Document Processing Manual (see Reference Link 17). A travel mission is not complete until the traveler has either 1) signed the DTS voucher for approval or 2) completed, signed, and submitted a manually prepared paper or non-DTS generated electronically produced DD Form 1351-2 to their respective travel office/NDEA.

1. Travelers are required to either 1) sign DTS vouchers for approval or 2) complete, sign, and submit a manually prepared paper or non-DTS generated electronically produced DD Form 1351-2 to their respective travel office/NDEA within 5 working days from the return of the travel (see Paragraph 030502-B1b in Reference Link 2 and Ch. 8, Paragraph 08061 of Reference Link 27).
   a. For travelers signing their own DTS Vouchers to be routed for approval, the submission date is the date the traveler initially signed the voucher in DTS, as displayed in the Digital Signature Document History.
   b. For travelers submitting a signed manually prepared paper or non-DTS generated electronically produced DD Form 1351-2 for a Voucher to be submitted in DTS by an NDEA, the submission date will be derived from a received and/or submitted date affixed on the travel claim by the servicing travel claim/Voucher processing office. If a travel claim does not have a received and/or submitted date affixed, the signature date of the traveler in Block 20b (which is required to be completed by the traveler) on the initial DD Form 1351-2 will be considered by Navy as the date of submission. Submission time is to be measured using signature date of the traveler in Block 20b and NOT the initial NDEA ‘T-ENTERED’ date in the Digital Signature Document History.
   c. All DD Form 1351-2’s submitted by the traveler for a Voucher, including the initial claim, supplemental claims, and corrected claims, must be uploaded into the Substantiating Records of the Voucher by the NDEA (see Paragraph 030406 in Reference Link 2). An AO must return any Voucher or Local Voucher that has been T-ENTERED and does not have the submitted DD Form 1351-2 (or a SF 1164 if a Local Voucher) included in the Substantiating Records.

2. If an IBA or CBA was utilized on travel, it is essential that the travel claim is processed and paid promptly. If an IBA was utilized, the traveler is responsible to split an electronic payment to the bank (travel charge card vendor) and the traveler's personal bank account, if the traveler has an IBA. Any expense that has the IBA listed as the form of payment (i.e., commercial transportation, rental car, and lodging expenses) are forwarded to the government travel card vendor. Other expense reimbursements (i.e., Meals & Incidental Expenses (M&IE)) are forwarded to the traveler's personal bank account, as indicated in the profile.
The traveler is responsible for changing the payment criteria, as deemed necessary. Any funds not forwarded directly to the travel card bank are the full responsibility of the traveler. Any major changes in cost to the initial authorization must be justified and documented in the comments section. If a CBA was utilized to pay for commercial transportation, the traveler should submit their travel claim as soon as possible to allow the CBA Specialist to reconcile the transaction when the corresponding invoice is received.

3. Substantiating Records/Receipts (including original itemized receipts for all lodging expenses, and all original receipts for expenses of $75 or more, to include commercial transportation which used CBA as the form of payment) must be attached to the voucher by uploading scanned/faxed copies within DTS. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 “Accountable Officers’ Accounts Records. It is ultimately the responsibility of the traveler to produce all receipts $75 or more. Travelers should also be aware that airline and rail travel paid for with a CBA account require receipts. The traveler must provide a copy of this expense in the Substantiating Records to ensure substantiation of expense incurred. Travelers will receive their travel invoice from Sato/Carlson at the time of ticketing. If the invoice has been deleted, travelers can request a copy of their invoice online at www.cwtsatotravel.com. Travelers will need to know which Sato Office is used to ticket their transactions. Additionally, travelers can request a receipt from the commercial air or rail provider at the time of check in.

4. The AO/CO must review the voucher for accuracy, make note of any added expenses, and make sure funds are split disbursed properly. If the traveler has included additional costs on the voucher, the AO/CO must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The AO/CO must ensure that any unofficial costs be removed from the voucher.

5. Debt can be incurred by the traveler if the amount of an advance and/or SPP received by an approved authorization exceeds the amount reimbursable to the traveler when the voucher is approved or if the trip was cancelled and no reimbursable expenses are incurred. DTS will notify the traveler’s DMM of the pending debt status and the DMM can initiate debt collection. To reduce instances of debt, travel estimates should be as accurate as possible and likelihood of travel (especially when assigning advances and SPPs) should be high.

6. Debit memos resulting from a traveler’s actions or a DTS-related error are the responsibility of the government and may be included as a reimbursable expense on the travel voucher when IBA is the form of payment. When included for reimbursement, the traveler must provide a copy of the debit memo in the Substantiating Records.
10.2 EFT and Split Disbursements.

DTS computes travel entitlements and allows split disbursements dictated by the traveler to be sent to their bank account through EFT and IBA. The Payment Totals screen on the voucher breaks down the dollar value of each disbursement that is to be made when a voucher is approved. Travelers are encouraged to utilize DTS to pay the full balance on their IBA by updating the split payment totals on their vouchers. Travelers can increase the payment amount by entering an amount in the “Add'l GOVCC Amt” field and selecting the calculate button. This action will trigger a DTS pre-audit flag. Travelers should add a justification that they are paying the balance of their GTCC/GOVCC/IBA.

11 TRANSPORTATION OF PEOPLE (TOP) AND FINANCIAL IMPROVEMENT AUDIT READINESS (FIAR)

11.1 Introduction.

The Navy, in order to align with the DoD’s goal to achieve fully auditable financial statements and overall audit readiness, has implemented the Department of Navy Financial Improvement and Audit Readiness (DoN FIAR) Program which is managed through the Office of Financial Management Audit and Risk Management Division (FMO-4). In order to implement and sustain an audit readiness environment, FMO-4 has designed control activities that must be performed by organizations within the Navy and identified key supporting documents (KSDs) that provide evidence of control activity performance and/or substantiate financial transaction. All control activities and KSDs are under authority of FMO and may change.

11.2 Control Activities/Points (CPs) and Key Supporting Documents (KSDs).

The following CPs pertaining to TOP DTS travel are to be performed and corresponding KSDs are to be retained and be readily available by each MAJCOM/BSO. Subordinate commands and activities are to support the MAJCOM/BSO as required:

1. **CP1.**

   **Control Activity:** Appointed Approving Official reviews travel and advance request against local business rule compliance, regulatory compliance, correct line of accounting and proper estimation. Original and modifications are corrected, cancelled or approved.

   **Performing CP1:** Ensure all Approving Officials have a valid DD Form 577 on file in a MAJCOM/BSO centralized repository.

   **CP1 KSDs:** DD Form 577 and DD Form 1610/DTS Travel Authorization
2. **CP2.**

*Control Activity:* Monthly, the DTS Approved Status Report is reviewed to remediate travel document rejects.

*Performing CP2:* Run Approved Status report within the current month for the previous month. Filter the report to identify all line items with a Current Status of REJECT or AR REJECT. Follow up on line items, and document follow up action on filtered report. Have reviewer sign filtered report with documented follow up.

**CP2 KSDs:** Approved Status Report (Original –No Changes or Edits), Approved Status Report (Original with PII Removed), Approved Status Report (Filtered/Reviewed/Signed with PII Removed)

3. **CP3.**

*Control Activity:* Quarterly, a review is performed of all Approving Officials listed in the MAJCOM/BSO’s routing lists to ensure they have a validated DD Form 577 and cannot edit master data: 1) profiles 2) lines of accounting 3) routing lists or have a Navy DTS SOD Waiver on file.

*Performing CP3:* Run DTS Basic Traveler Information Report and DTS Routing List List Report. Filter Routing List List Report to identify all individuals who can apply the APPROVED stamp. Once identified, transpose permission levels of from Basic Traveler Information report to filtered Routing List List report for these Approving Officials. Document follow up actions taken for Approving Officials who have permission level 5 and/or 6 and DD Form 577 validation. Have reviewer sign filtered report with documented follow up and DD Form 577 validation.

**CP3 KSDs:** Routing List List Report (Original –No Changes or Edits), Basic Traveler Info List Report (Original –No Changes or Edits), Basic Traveler Info List Report (Original with PII Removed), Routing List List Report (Filtered/Reviewed/Signed with PII Removed)

4. **CP4.**

*Control Activity:* Monthly, the DTS Unsubmitted Voucher Report is reviewed and follow-up action is taken on all vouchers remaining unsubmitted for 30 days or greater from the beginning of the current fiscal year.

*Performing CP4:* Run Unsubmitted Voucher Report within the current month. In the Unsubmitted Voucher Report Criteria, Days Since Trip End should be set to 29. Generate Unsubmitted Voucher Reports from the start of fiscal year to the present date. Combine line items from all reports and identify all line items in which Days Since Trip End Date is 30 or greater. Follow up on line items, and document follow up action on filtered report. Have reviewer sign filtered report with documented follow up.
**CP4 KSDs:** Unsubmitted Voucher Reports (Originals – No Changes or Edits), Unsubmitted Voucher Reports (Original with PII Removed), Combined Report (Reviewed & Signed with PII Removed)

5. **CP9.**

**Control Activity:** Appointed Approving Official reviews travel claim against local business rule compliance, regulatory compliance, correct line of accounting and proper estimation. Original and modifications are corrected and approved.

**Performing CP9:** Ensure all Approving Officials have a valid DD Form 577 on file in a MAJCOM/BSO centralized repository. Ensure all expenses requiring receipts have a receipt submitted before document is approved.

**CP9 KSDs:** DD Form 577, DD Form 1351-2/DTS Travel Voucher, DTS Local Voucher, receipts and any other required substantiating documentation.

6. **CP14.**

**Control Activity:** Quarterly, Navy DTS PMO reviews and reports to each MAJCOM/BSO a list of AOs that approved DTS documents with an SOD conflict as per TOP FIAR requirements (permission level 5 and/or 6 assigned at approval) in the previous quarter. Commands review the MAJCOM/BSO SOD Conflict Report and document follow up action taken for each listed AO.

**Performing CP14:** Upon receipt of the quarterly MAJCOM/BSO SOD Conflict Report, review the list of AOs and approved transactions. For each listed AO, execute or validate follow up action and document on the report, adding remarks and completion date as required. Have reviewer sign report with documented follow up. Submit back to Navy DTS PMO by the prescribed due date.

Navy DTS PMO management will review a single Navy DTS PMO SOD Conflict Report exhibiting the total number of AOs and approvals per MAJCOM/BSO and for Navy for each quarter in the Fiscal Year to date. Navy DTS PMO management signs the report as evidence of review.

**CP14 KSDs:** MAJCOM/BSO Separation of Duties Conflict Report (Reviewed & Signed), Navy DTS PMO Separation of Duties Conflict Report (Reviewed & Signed).

7. **CP15 (Commander, Navy Reserve Forces Command Only).**

**Control Activity:** Annually, a review is performed of all Approving Officials in NRROWS to ensure a current DD Form 577 is on file with references to travel documentation approval.
Performing CP15: Obtain a Navy Reserves Order Writing System (NROWS) Fund Approver Report. Filter the NROWS Fund Approver Report to display individuals who are authorized to approve funds within NROWS. Using the filtered list of NROWS Fund Approvers, validate and document for each listed individual if a valid and current DD Form 577 is on file. If the individual does not have a valid and current DD Form 577 on file, document follow up actions executed to resolve issue on the filtered report. Upon completion of review, the reviewer signs the filtered and documented NROWS Fund Approver Report.

CP15 KSDs: Unfiltered NROWS Fund Approver Report, Filtered and reviewed NROWS Fund Approver Report evidencing DD577 to NROWS Fund Approver List Reconciliation

For Navy DTS PMO training on how to perform CP1, CP2, CP3, CP4, CP9, please see the NAVSUP Navy DTS PMO ToP FIAR Desk Guide (Nov. 2013) training slide deck on the Navy DTS PMO TOP website (Reference Link 28). Instructions in performing CP14 are provided in the MAJCOM/BSO Separation of Duties Conflict Report. For guidance in how to request DTS reports, please see the DTS Defense Travel Administrator’s Manual (see Reference Link 7).

11.3 Attaining Key Supporting Documents (KSDs) from DTS

It is a requirement for MAJCOMs/BSOs to provide KSDs from DTS to support sampled TOP financial transactions and/or CP performance in an audit. DTS administrative personnel tasked with attaining KSDs from DTS must be capable of identifying, in collaboration with MAJCOM/BSO FIAR and financial management personnel as required the:

- DTS trip record document (Authorization, Voucher, or Local Voucher) and version of the document that correlates to a sampled financial transaction; or
- The Charge Card Vendor (CCV) transaction and original/interim invoice reconciled and certified in the DTS CBA Reconciliation Module that correlates to a sampled financial transaction.

In addition to identifying the correct DTS document and version or the CCV transaction and original/interim invoice, DTS administrative personnel must be capable of attaining and providing to MAJCOM FIAR personnel the following (at the minimum) as required for the KSD packages that will be submitted to auditors/examiners to support sampled financial transaction:

- DD Form 1610/DTS Travel Authorization
- DD Form 1351-2/DTS Travel Voucher
- DTS Local Voucher
- Print-out/Screenshot of the Digital History screen that displays entire Document History
- Printed copies of required substantiating documentation (e.g., receipts) uploaded in Substantiating Records
- CTO elInvoices
- Printout/screenshot of the certified original/interim invoice with the CCV transaction

For detailed information on DTS documents, please refer to the DTS Document Processing Manual (see Reference Link 17). For detailed information on DTS CBA reconciliation, please
The Navy Defense Travel System Business Rules

11.4 Training and Resources.

Navy DTS PMO has materials available at:
https://www.navsup.navy.mil/ccpmd/dts/top

Resources include a DTS Workshop slide deck that gives detailed instructions in performing the above control activities and producing KSDs.

In addition, the FMO website provides authoritative information regarding the DON FIAR Program:
http://www.fmo.navy.mil/AuditReadiness/audit_readiness_information_center.html

11.5 Sustainment.

Currently, control activities CP1, CP2, CP3, CP4, CP9, CP14, and CP15 are to be performed indefinitely as sustainment procedures to provide an audit ready environment. Future updates to the controls activities and new control activities are subject to FMO-4.

12 DTS AND TRAVEL LINKS

DTS: www.defensetravel.osd.mil

Navy DTS site: https://wwwa.nko.navy.mil/portal/page?pa_f_communityId=co146970010

Defense Travel Management Office (DTMO): http://www.defensetravel.dod.mil


Financial Field Procedures Guide:

Financial Management Regulations: http://comptroller.defense.gov/fmr

Joint Travel Regulations: http://www.defensetravel.dod.mil/site/travelreg.cfm

Per Diem Committee: http://www.defensetravel.dod.mil
Commercial Travel Office website: www.cwtsatotravel.com  
DoD Lodging: http://www.dodlodging.net  
GSA City Pair Program: http://www.gsa.gov/portal/category/27228  
DoN Consolidated Card Program Management Division site: https://www.navsup.navy.mil/ccpmd  
DTS Passport/TraX (Training & Help Desk Tickets): http://www.defensetravel.dod.mil/passport  
TSA Pre-Check (civilians must opt in through milConnect): https://www.dmdc.osd.mil/milconnect
13 GLOSSARY

Arrangements Only Travel (AOT): A travel process used to accommodate those travelers who require Commercial Travel Office (CTO) services, but whose travel claims cannot be processed by the Central Data Center (CDC). Arrangements only travel authorizations will not post an obligation and should never be used for any travel that utilizes a DTS CBA.

Approving/Authorizing Official (AO): An individual appointed in writing that is responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability, assigning the proper line of accounting prior to authorization, and approving travel claims for validity after completion of travel. The individual who controls the mission, authorizes the trip, and controls funds for TDY travel.

ATM Advance: When a traveler uses their IBA to obtain cash needed at an ATM to pay for “out-of-pocket” travel-related expenses, it is considered an ATM Advance. ATM advances will not be obtained more than three working days before the scheduled departure date of any official travel and the IBA ATM advance fee is not a separately reimbursable expense.

Budget Submitting Office (BSO): The major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions.

Centrally Billed Account (CBA): Government managed accounts utilizing a GTCC that is used to purchase airline, and rail tickets for official government travel.

Certifying Officer (CO): An accountable government official appointed in writing who reviews, approves, and certifies a travel voucher for payment and is pecuniarily liable for improper or illegal payments. An AO acts as a Certifying Officer when he/she approves a travel authorization that contains a non-automated teller machine (non-ATM) cash advance and/or scheduled partial payment (SPP).

City Pair Fare: Government contracted flights between point-to-point cities. Government contracted fares must be used if available and if they meet the requirements of the mission.

Commercial Travel Office (CTO): Commercial (non-governmental) entities contractually responsible for making official travel arrangements as requested by travelers.

Common Access Card (CAC): Military or civilian identification card embedded with the PKI secured digital signature.

Compliance Tool: The Compliance Tool queries DTS vouchers in near real time to identify duplicate or incorrect payments.

Control Activity: Internal processes (automated or manual) conducted in order to prevent and/or detect material misstatements on financial statements.

Control Point # (CP#): A specific DoN control activity to be performed to achieve and sustain audit readiness.

Debit Memo: A charge imposed by the airlines when the DTS reservation module or a CTO agent fails to follow the rules of the fare or makes an error in booking or ticketing airline accommodations.

Defense Accounting and Disbursing System (DADS): A suite of financial management systems that perform accounting, disbursing and vendor-pay functions. An example is STARS-FL (accounting), CDS (disbursing), and STARS-One Pay (vendor-pay).
The Navy Defense Travel System Business Rules

Defense Travel Administration (DTA): A group of personnel who are responsible for the administration of DTS for their command.

DTS Help Desk: Also known as the Travel Assistance Center (TAC) that provides 24/7 DTS assistance. 1-888-Help1Go (888-435-7146) Overseas: 1-888-Help1Go from any DSN Line.

Departmental Accountable Officials (DAOs): Officials appointed in writing to ensure the adequacy of system internal procedures and act as control points within an organization to minimize opportunities for erroneous payments.

Financial Improvement Audit Readiness (FIAR): DoD Program that outlines the strategy, priorities and methodology for achieving improvement of financial processes, controls, and information. The DoN has implemented the DoN FIAR program to achieve auditable financial statements, accurate and timely financial information and efficient and effective use of resources.

Non-DTS Entry Agent (NDEA): A Military member, DoD employee, or contractor designated in writing by local command authority, responsible for the input of trip requests and claims for reimbursement in the DTS for unconnected travelers who do not have reasonable access to the DTS.

Finance DTA (FDTA): Assigns and manages lines of accounting and the funds applicable to those lines of accounting, manages the budget and performs funds control.

Global Distribution System (GDS): Commercial reservation system used by the airlines and commercial travel offices to book commercial air transportation. The CDC in DTS interfaces directly with the GDS instead of interfacing with each airline and commercial travel office.

Key Supporting Document (KSD): Provide evidence of control activity performance and/or support account balances and financial transactions.

Leisure In Conjunction With Official Travel (LICWO): Travel services requested by a traveler concurrent with, and/or in addition to, authorized official travel. This service must be restricted to point-to-point tickets, auto rental, and lodging arrangements. All additional expenses resulting from personal arrangements made LICWO official travel must be at the individual traveler’s expense.

Individually Billed Account (IBA): Government Travel Charge Card (GTCC) issued and to be used by the traveler while on official business travel. The traveler has liability for the user and payment of the account.

Major Command (MAICOM): The Major Claimant, Echelon I or II Command

Meals and Incidental Expenses (M&IE): A fixed meals and incidentals allowance specified by a locality per diem rate.

Non-ATM Advance: Request for advance of funds prior to travel via a DTS Authorization

Passenger Name Record (PNR): For travelers utilizing CarlsonWagonlit Travel (CWT)/Sato, the PNR is a six digit alpha code, for a specific trip, which can be used to lookup reservations and/or eTicket receipts on www.cwtsatottravel.com

Public Key Infrastructure (PKI): Personal digital information embedded on military/civilian Common Access Card.
Read Only Access (ROA): DTS access that allows an individual View Only capabilities to a traveler’s document.

Routing Official (RO): A person in the DTS routing structure designated to review travel documents before they are routed to the AO for approval signature.

Scheduled Partial Payment (SPP): Partial liquidation/payment of a travel authorization in increments of 30 days, for trips that exceed 45 days.

Self-AOs: A person who approves his own travel authorization and verifies funds availability. Self-AOs cannot certify their own claims for payment.

Should Cost Estimate: An estimate of total costs that a proposed trip, based on the planned and booked arrangements and maximum entitlements, is expected to cost the Government, using a single-source data entry which can be updated throughout the travel process.

Split Disbursement: Process in which post travel payments are disbursed two ways: directly to the Government contracted bank (travel charge card) and directly to the traveler’s bank account.

Transportation of People (TOP): A segment of business defined in the Statement of Budgetary Resources.

Travel Authorization Number (TANUM): This is the six-digit number assigned by DTS when the Authorizing Official (AO) approved the document.

Travel Explorer (TraX): Submit a help desk ticket online via TraX. In addition, a traveler can access self-help resources such as, FAQs, user guides, and computer-based training aides through the Knowledge Center and Training sections of TraX. www.defensetravel.dod.mil/passport

<table>
<thead>
<tr>
<th>HELPING VERB</th>
<th>DEGREE OF RESTRICTION</th>
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<tbody>
<tr>
<td>Must, shall</td>
<td>Action is mandatory</td>
</tr>
<tr>
<td>Should</td>
<td>Action is required, unless justifiable reason exists for not taking action</td>
</tr>
<tr>
<td>May, can</td>
<td>Action is optional</td>
</tr>
<tr>
<td>Will</td>
<td>Is not restrictive; applies only to a statement of future condition of an expression of time.</td>
</tr>
</tbody>
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14 REFERENCE LINKS

1. DTS Profile Changes to Increase Audit Compliance: https://www.defensetravel.dod.mil/Docs/Training/DTS_Profile_Changes_to_Increase_Audit_Compliance.pdf


DTS Defense Travel Administrator’s Manual - Appendices http://www.defensetravel.dod.mil/Docs/Training/DTA_Appendices.zip

4. NAVSUPINST 4650.8 https://www.navsup.navy.mil/ccpmd/dts/policies/NAVSUPINST%204650.8_Navy%20DTS.pdf


http://www.navsup.navy.mil/ccpmd/dts
20. Joint Travel Regulations (JTR)  
22. NAVADMIN 315/08 - MANDATORY USE OF THE DEFENSE TRAVEL SYSTEM (DTS)  
23. Training for Accountable Officials and Certifying Officers (TAOCO) Guide  
24. Accessing Training for Accountable Officials and Certifying Officers (TAOCO)  
25. DTS Invitational Travel Procedures Guide  
27. Department of Defense (DoD) Financial Management Regulation (FMR) Volume 9:  
28. DoN Consolidated Card Program Management Division (DoN CCPMD) Transportation of People (ToP) website:  
https://www.navsup.navy.mil/ccpmd/dts/top
29. DTS Centrally Billed Account Reconciliation Manual  
30. APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE. DD FORM 577  