

## How to Set Up Local Travel

In this case, “local” is loosely defined as less than an hour drive from USNA; a trip that could be conducted in a single morning or afternoon. The distinction being that trips further afield where travel costs can be significant and meals would be necessary require use of the Defense Travel System (DTS).

**Note:** Trips to and from the Naval Support Activity are authorized by the Assistant Dean for Academic Affairs. You need only to make sure your project mentor knows where and when you’re going.

For **students**:

For local travel (other than to the Naval Support Activity):

1. **Create a Movement Order.** In general:
  - a. Classification: ACADEMIC FIELD TRIP
  - b. Priority: STANDARD, NOT AUTHORIZED TO MISS MANDATORY EVENTS
  - c. Status: OBTAINING APPROVALS
  - d. Organization: EX485M MULTIDISCIPLINARY CAPSTONE DESIGN
  - e. If you are going during EX485M you will not miss class time.
  - f. In this case, you are traveling in an official capacity as a representative of the U.S. Naval Academy. You must be in uniform. Which uniform is up to the discretion of your project mentor. When in doubt, dress up.
  - g. If you intend on submitting a transportation request (i.e. requesting a sedan or van from the motorpool, contact Irene Starr at x5724 or [Irene.M.Starr@iapws.com](mailto:Irene.M.Starr@iapws.com) to check availability and give her a heads up.
2. **The Dean’s Travel Scratchpad.** Access the scratchpad [here](#). In general:
  - a. DONAA Package Required: No
  - b. Traveler’s Last: Various
  - c. Traveler’s First Name: Various
  - d. Trip Purpose: copy from MO
  - e. Total Days TDY: 1
  - f. Total Cost: 0
  - g. Location: copy from MO
  - h. Trip description: copy from MO (purpose and itinerary)
  - i. Funding Source: N/A
  - j. Movement Order #: copy from MO
  - k. Midshipman Alpha #: Various

For **instructors**:

Once an MO has been entered into MIDS, assuming you are the POC, you should get an automated e-mail from MIDS. Using the MO number:

3. Change "OBTAINING APPROVALS" to "SUBMITTED TO LOGISTICS OFFICER" for the MO.
4. It's good practice to give the logistics officer an e-mail ([logistics@usna.edu](mailto:logistics@usna.edu)) or call, just to ensure your request is given the proper attention. For very short notice trips and/or requests that might be viewed as out of the ordinary, a call to the ADAA has proven useful in the past.