DTS Do's, Don't, and Don't Forgets

Building DTS Trip

Start anytime to hold reservations if funding is unclear or authorization documents are still pending. Sign to Meche - unless you email John Joyce he will not review it!! At least one week before traveling, **verify your trip authorization is completely approved.**

Submitting a Request in DTS

- ☐ SF182 (Only if attending a conference or training) Send SF182 to Chair or Assoc. Chair, cc Myra, they will sign as first line supervisor, Myra will then collect HR training officer signature and second line supervisor's signature (if needed)
- ☐ CRF Approval. This is a Naval Academy "ism".   ANY travel requires CRF Approval Comprehensive Review Form (CRF) In the "Comments to the Approving Official" box, you need to add the date the CRF was approved in addition to attaching the approval document. Example: "Lt. Gen. Michael J. Borgschulte approved this trip on ..."   OR   "Provost approved this trip on..."
- ☐ Travel Fund Approval Form (Blank) Add paperwork that proves your funding source (i.e. orders or a travel fund form).

Commonly missed expenses to include up front

Travel to and from the airport	**Baggage Fees**
Airport and Hotel Garage Fees	**Rental Car Fuel**
Hotel Tax (Domestic Travel Only) typical thumb rule is 15-20% of daily rate. If you travel to AK, DE, FL, GU, KS, LA, NY, OR, PA, PR, WI, TX, or VI you are exempt from paying state taxes on hotels. It is your responsibility to get that exemption. https://smartpay.gsa.gov/content/state-tax-information	

*Know your max per diem and hotel rates. Hotel rates change with the season and fiscal year. https://www.gsa.gov/travel/plan-book/per-diem-rates

The goal is to get expected expenses within 15% of actual expenses.

Routing Chains and Reasons

Routing Chain	Reason
Reimbursables	-Midshipmen travelling on Research **and** any faculty traveling with them -Department Chair or Associate Chair traveling -Internships for Mids
MECHE	-Travel being paid with LOA "26" AD MECHE PT, "26" AD MECHE CT - Research done without Midshipmen and you are not the Dept. Chair or Associate Chair
ACDEAN	-LOA has "ADG" for AcDean Gift

While on Travel

Just because you spend money on your trip does not make it reimbursable

*Whatever you have been approved to spend is what you should stick to.

For example: Rental Car upgrades, incidental expenses that are less than the cash withdrawals made with your GTCC.

*If something happens and your travel plans need to change you should go through DTS first. If there is a short notice change like a flight cancellation or the hotel gives away your room, call **SATO Travel, (800) 235-9184 .** It is your responsibility to know what is allowed and book appropriate travel. SATO will book what you ask for (within reason) but if it is beyond what is allowed, you will likely be responsible for paying the excess. If there is a charge increase, please notify the authorizing official, they will need to complete the authorization.

Conference registration:

PCO - Include who is attending, address and dates of conference on the second item line.

Quote

SF182 - Civilian (Cody or Darius and HR training officer), Military (Cody or Darius only)

Travel Fund Approval Form

CRF (can still submit PCO request but will need approval before payment can be made)

OCONUS Travel [OCONUS Travel Guide]

SF182 -Required: first and second line supervisor signature, APF attestation, HR training officer signature (Myra will submit the SF182 and OCONUS checklist [OCONUS Checklist] for APF attestation via the Correspondence Log

Voucher

- [ ] Vouchers are to be completed within 5 business days upon completion of travel, regardless of what you are doing next.
- [ ] Receipts are needed for any cost >$75. MIDN are excluded, they need to add all receipts for all listed expenses.
- [ ] Tips for taxi's services are reimbursable up to 20%, but not tips at restaurants or hotels.
- [ ] Actual expenses should be within 15% of predicted, otherwise it will get scrutinized.
- [ ] **Check your Citibank account ~30 days later to ensure the balance is $0.00**