



**Department of Defense HIV/AIDS Prevention
Program (DHAPP) Standard Operating Procedures
(SOP) for Travel**

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Glossary of Acronyms

CCR – Country Clearance Request
CTLP – Complete Travel Liquidation Packet
CTO – Commercial Transportation Office
DCA – Direct Cite Authorization
DFC – Direct Fund Cite
DHAPP – The Department of Defense HIV/AIDS Prevention Program
DTF – Department of Defense HIV/AIDS Prevention Program (DHAPP) Travel Form
DTO – Department of Defense HIV/AIDS Prevention Program Travel Office
DTS – Defense Travel System
EFT – Electronic Funds Transfer Form
FCG – Foreign Clearance Guide
IOM – Internal Operations Manager
ITO – Invitational Travel Orders
JON – Job Order Number
NHRC – Naval Health Research Center
NTO - Naval Health Research Center Travel Office
OM – Operations Manager
PM – Program Manager
POC – Point of Contact
PSD – Personnel Support Detachment Office
SATO – Scheduled Air Transportation Office
SOP – Standard Operating Procedures
TAD Request – Temporary Additional Duty Travel Order Request
TOR – Travel Order Request
TVS – Travel Voucher Summary
WinATOS – Windows Automated Travel Operating System

The following procedures have been set in place as a go-by for DHAPP travel. *All travelers must adhere to the following guidelines.*

I. Pre-Travel

❖ An “open” travel folder will be created for every traveler traveling for DHAPP. These folders will be located in a central location in an “open file” storage tray in the DHAPP Administration office.

▪ The Open File Folder will contain:

- **Completed DHAPP Travel Form (DTF)**

- ◆ Upon receiving a confirmation or notice of intent to travel, the traveler must visit the DHAPP Web site at:
<http://www.nhrc.navy.mil/programs/dhapp/index.html>.
- ◆ Select the “External Traveler Information” section and download the DHAPP Travel Form (DTF).
- ◆ Complete the DTF form and fax the form to (619) 553-8383 or e-mail the following address: code02s1@nhrc.navy.mil, Attn: DHAPP Travel Office.
- ◆ Please confirm the form was received by e-mailing the following address: code02s1@nhrc.navy.mil.

- **Travel Itinerary**

- ◆ For travelers who will make their own flight reservations, travelers must consult their Commercial Transportation Office to make travel arrangements and submit the travel itinerary to the DHAPP Travel Office (DTO) by e-mailing the following address: code02s1@nhrc.navy.mil, Attn: DHAPP Travel Office, within 1 week of travel notification.

- **Travel Order Requests (TORs)**

- ◆ There are 2 TOR forms for external travelers:
 - Direct Cite Authorization (DCA) – For military and civil servants outside of NHRC.
 - Invitational Travel Orders (ITO) – For personnel outside of the Military and civil service, excluding contractors. (The Navy **cannot** supply a Direct Fund Cite (DFC) to traveling contractors.)

- **Country Clearance Request (CCR)**

- ◆ The CCR must be submitted as soon as the travel itinerary is in hand.
- ◆ Please consult the Foreign Clearance Guide (FCG) at <http://www.fcg.pentagon.mil> for the appropriate template (format for the message) for each individual country to complete the CCR. The template for the message is located in **SECTION III: PERSONNEL ENTRANCE REQUIREMENTS FOR OFFICIAL TRAVEL**.
 - Country-specific information for inclusion in paragraph 9 of the Travel Clearance Request must be included in the country clearance request

message. The items needed, most of which can be found in the DTF, are listed below:

- Name of visitor
 - Present position
 - Rank
 - Date of rank
 - Date of birth
 - Unit address
 - Telephone number (commercial)
 - Purpose of visit to include proposed facilities to be visited
 - Any discussion point pertinent to the visit
 - Date of proposed visit
 - Previous destination
 - Composition of visiting groups
- **Visas for Travel**
 - ◆ E-mail the DTO at the following address: code02s1@nhrc.navy.mil Attn: DHAPP Travel Office, to find out if the traveler will require a visa to enter the country.
 - If the traveler does require a visa, then consult the State Department link to Foreign Entry Requirements, http://travel.state.gov/travel/tips/brochures/brochures_1229.html to find out what the visa requirements are for that country.
 - Travelers traveling to South Africa are urged to use their “blue” tourist passport which requires no visa.

II. Travel Liquidation

- ❖ The next stage in the travel process is travel liquidation.
 - The following items are needed to liquidate travel (to reimburse traveler for any costs incurred during their travel):
 - If the traveler’s command cannot process a DFC, the travel liquidation must be processed by our local Personnel Support Detachment Office (PSD).
 - If the traveler’s command is Navy or can accept a Navy fund cite, then the travel must be processed through the local PSD.
- ❖ The DTO must have the following items to process travel for travelers whose command **cannot** accept a Navy fund cite.
 - **1351-2 Travel Liquidation Form**
 - ◆ Travelers need to liquidate their travel using the 1351-2 as soon as possible after they return from travel. The 1351-2 form can be found on the DHAPP Web site at <http://www.nhrc.navy.mil/programs/dhapp/index.html> by selecting the “External Traveler Information” section.

- ◆ Complete the 1351-2 Travel Liquidation Form and fax the form to (619) 553-8383 or e-mail address: code02s1@nhrc.navy.mil, Attn: DHAPP Travel Office. Please confirm the form was received by e-mailing the following address: code02s1@nhrc.navy.mil.
- **Electric Funds Transfer (EFT) Form**
 - ◆ The traveler needs to complete an EFT form as soon as possible after they return from travel. The EFT form can be found on the DHAPP Web site at <http://www.nhrc.navy.mil/programs/dhapp/index.html> by selecting the “External Traveler Information” section
 - ◆ Complete the EFT form and fax the form to (619) 553-8383 or e-mail address: code02s1@nhrc.navy.mil, Attn: DHAPP Travel Office. Please confirm the form was received by e-mailing the following address: code02s1@nhrc.navy.mil.
 - ◆ The DTO **must** receive the **original** copy of the EFT. Please mail the ETF form to the following address: Naval Health Research Center, Department of Defense HIV/AIDS Prevention Program, 271 Catalina Blvd, Bldg 304, Room 205, San Diego, CA 92152.
- **Original Receipts**
 - The traveler must provide all **original** receipts for anything charged to the fund cite over \$50.00.
 - Also include any airline ticket receipts or electronic airline ticket invoices (especially if purchased during the course of travel).
- **Complete Travel Liquidation Packet (CTLP)**
 - ◆ The CTLP will contain the following items:
 - Original signed 1351-2 Travel Liquidation Form
 - Original funding document (DFC or ITO)
 - Original EFT
 - All receipts for anything (allowable) over \$50.00, including airline ticket receipts or electronic airline ticket invoices
 - ◆ Required information above **MUST BE** received from traveler within one week of their return date from travel.
 - ◆ The traveler will receive a follow-up e-mail from the DTO within 4 weeks after date of submission to confirm that the traveler has been reimbursed. If you do not receive an e-mail within this time frame, please contact the DTO at the following e-mail address: code02s1@nhrc.navy.mil, Attn: DHAPP Travel Office.

III. Travel Resolution (wrap-up)



- ❖ The next stage in the travel process is the resolution or the wrap-up of travel.

- **Payment or Reimbursement for Travel**

- ◆ Travelers must use the myPay Web site at <http://mypay.dfas.mil/> to print a copy of the Travel Voucher Summary (TVS) or request a copy of the TVS from their travel office.
 - The TVS is a summary of travel expenses listing what was paid directly to the traveler (i.e., per diem, taxi fees, visa fees, etc.) and what was paid to a credit card for the overall travel (i.e., airline ticket, hotel, etc.).
- ◆ After payment has been made, the traveler must forward a copy of the TVS from myPay to the DTO at the following e-mail address: code02s1@nhrc.navy.mil, Attn: DHAPP Travel Office.

IV. Close the Travel File

❖ The final stage in the travel process is to close the file on that particular travel.

- **The Completed Travel File**
 - ◆ The completed travel file will contain the following items:
 - DTF
 - Original funding document
 - TVS
 - ◆ The folder will be filed in the central filing cabinet located in the DTO.