



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 4650.1

M8C

26 Feb 07

NAVY MEDICINE EAST INSTRUCTION 4650.1

Subj: TRAVEL MANAGEMENT

- Ref:
- (a) Joint Travel Regulations, Volumes 1 and 2
 - (b) DoD Financial Management Regulations (FMR) Volume 5 Chapter 33 and Volume 9, Chapter 2 and 3
 - (c) OPNAVINST 5050.24F
 - (d) BUMEDINST 5050.6
 - (e) OPNAVINST 4650.11F
 - (f) 41 CFR 301-51
 - (g) 41 CFR 301-10
 - (h) Office of Personnel Management (OPM) CFR Part 550
 - (i) OPM Newsletter of 1990
 - (j) DoD Comptroller policy Memorandum of 10 Aug 01

- Encl:
- (1) DTS Tri-fold for Authorization
 - (2) DD Form 4650/2, Travel/Training Request
 - (3) DTS Tri-fold for Voucher
 - (4) DD Form 1351-2, Travel Voucher or Subvoucher
 - (5) DD Form 577, Appointment/Termination Record -
Authorized Signature

1. Purpose. To provide guidance for administering official travel performed by military members and civilian employees of Navy Medicine East (NME).

2. Background. References (a) through (f) provide detailed provisions for the approval, order writing, payment, and accounting of official travel.

3. Cancellation. HLTHCARESUPPOINST 4650.1C

4. Policy. Official travel shall be limited to that necessary and essential to effectively carry out the mission of NME. References (c) through (e) will guide each department head/director in the decision to approve individual travel requests.

5. Types of Travel

26 Feb 07

a. Mission Essential. Travel necessary to carry out a basic mission objective.

b. Administrative. Travel which could be cancelled without directly impacting on the essential or critical mission objectives of the activity concerned or which could be achieved by alternative means. Examples of administrative travel are coordination visits between activities, attendance at change of command ceremonies, or training courses not specifically required for job performance.

c. Conferences, Workshops, Seminars, Symposia, and Similar Events. Attendance at periodic mission-related meetings, conferences, and conventions of a scientific, technical, or professional nature with emphasis on general knowledge and information interchange vice specific skills and knowledge improvement. Staff members may request to attend on job related conference per fiscal year funded by NME. Approval is contingent upon availability of travel funds.

d. "No Cost" (Permissive) Orders. On certain occasions, although travel may be desirable from the command's viewpoint, it may not be sufficiently necessary to warrant the expenditure of limited travel funds. Under these circumstances, the command may write an authorization (permissive order) permitting, as distinguished from directing, the travel at no expense to the Government. The travel order must contain the following statement:

This authorization is issued with the understanding that you will not be entitled to reimbursement for transportation, per diem, or miscellaneous expenses in connection therewith. In case you do not desire to personally bear this expense, you will consider this authorization cancelled.

6. Transportation Requirements and Procedures

a. Commercial Air Transportation

(1) Except for requiring the use of a privately owned conveyance (POC), the command may direct the use of a particular mode of transportation for members. Travel by common carrier

26 Feb 07

air transportation is generally the most cost efficient and expeditious way to travel. With the exception of government air when reasonably available, it is mandatory that travelers make their official travel and transportation arrangements through an available CTO via the Defense Travel System (DTS), using their Individually Billed Account (IBA,) as the method of payment.

(2) The Department of the Navy policy on promotional items/gifts/bonuses is that travelers may keep unsolicited promotional items offered by airlines which cannot be used by the Navy, and which are of nominal intrinsic value such as pens, pencils, note pads, calendars, and other items. Additionally, a member who participates in a promotional program, which will accrue personal benefits such as free seat, upgrades (to other than first class), memberships in clubs and check cashing privileges are not required to turn in such benefits since they have no value to the Government. However, a member may not exchange mileage credits for accommodation upgrades where such use requires redemption of mileage credits or could result in a loss of credit toward discount or free tickets that could be used by the Government.

(3) A traveler may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight and taking a later flight. However, no additional per diem may be paid as a result of the delay in the traveler's return. If the traveler incurs additional travel expenses as a result of voluntarily giving up the seat, such additional expenses are not the responsibility of the Government. If, in contrast to the above, a member is involuntarily denied boarding on an overbooked flight, compensation for the denied seat is due to the Government. Therefore, if the airline pays the traveler for such denied board, the traveler must relinquish that payment to the Government.

b. Train Transportation

(1) The use of the National Railroad Passenger Corporation (AMTRAK) Metroliner Coach service is considered to be advantageous to the Government.

(2) When overnight travel is involved, the lowest first-class sleeping accommodations available will be allowed.

26 Feb 07

c. Privately Owned Conveyance Transportation

(1) Advantageous to the Government. Travelers may be authorized to travel by privately owned conveyance (POC) when such mode of transportation is acceptable to the member and is determined to be advantageous to the Government. Approval for travel by POC as advantageous to the Government should only be granted when, for example, its use is more efficient and economical or the TAD site is nearby. When using POC authorized as advantageous to the Government, the traveler is entitled to Mileage Allowance in Lieu of Transportation (MALT), at the current rate per mile per reference (g) for the official distance of the ordered travel and must provide a Constructive Travel Worksheet provided in DTS. The traveler is also authorized per diem expenses for the allowable travel time.

(2) For Traveler's Convenience. When POC is used for the traveler's convenience, the traveler will be entitled to the lesser of the following:

(a) MALT (current rate per mile) the official distance plus per diem for the actual travel time, or

(b) What it would have cost the Government had a Government Transportation Request (GTR) been used between the authorized points plus per diem for the actual travel time.

(3) Within the Permanent Duty Station (PDS). When a POC is used for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee will be paid mileage for the distance that exceeds the employee's usual commuting distance.

(4) Use of POC cannot be directed.

7. Responsibilities

a. Authorized Approving Official. The Assistant Chief of Staff (ACOS) is authorized to issue temporary additional duty (TAD) travel orders to places within and outside the continental limits of the United States for military members and civilian employees under his or her jurisdiction. The ACOS will ensure

that the number of personnel authorized to travel and the duration of the travel will be held to the minimum consistent with the nature of the mission to be performed.

b. Member Requesting Travel

(1) When traveling on official orders, the traveler is expected to exercise the same care and regard for expenses incurred as a prudent person would exercise when traveling at personal expense. The traveler should be aware of the Disbursing Officer's right to review claims and should maintain sufficient records to validate expenses incurred.

(2) The traveler is responsible for initiating and submitting the TAD Travel Authorization via the DTS to the Reviewing Official (Travel Administrator), Authorizing Official (Deputy Chief of Staff (DCOS)), and the Approving Official (ACOS), two weeks in advance of travel date. Member runs the risk of cancellation of travel in the event travel is not approved prior to the date of departure. The Authorization will include the purpose of the TAD, the location, inclusive dates (including leave or liberty in conjunction with TAD), mode of travel, and berthing arrangements. See enclosure (1) for information on DTS usage.

(3) Courses and conferences can be reserved directly, if required. Member may not commit to payment of government funds without prior funding approval and authorization through the Chain of Command. Registration fee, if any, should not be included on the DTS Authorization as an expense; instead, the DD Form 4650/2 Travel/Training Request, enclosure (2), should be submitted for the Registration fee to the Resource Management Travel Section for payment processing. DD Form 4650/2 should also be used when OCONUS or Direct Cite (other command funding) travel is required. Calls for any issues regarding flight reservations or rental cars must be made through the Commercial Travel Office (CTO), phone (757) 440-0621.

(4) The traveler is responsible for submitting a DD Form 1351-2, Travel Voucher or Subvoucher, enclosure (3), within DTS, no later than five working days after completion of travel. Enclosure (4) contains information for submission of travel vouchers via DTS. Failure to submit vouchers within five

26 Feb 07

working days may result in administrative action being started to ensure recoupment for the government. Recoupment will include cost of airline transportation, if any. Original receipts for any claim exceeding \$75.00 must be attached to the voucher. DTS provides the ability to fax or upload and attach, substantiating documents to the trip record/voucher. Car rental expenses, registration fees (with number of meals included in fee annotated), and lodging in any amount must be substantiated by a receipt. Note: Although not mandatory, it is recommended (per DoD FMR) that all other receipts, such as gasoline, tolls, taxis, etc., which are less than \$75.00 be maintained by the traveler, as evidence in case of an audit of the claim. Care should be taken to complete the voucher carefully since it will be reviewed by the Disbursing Officer for potential waste, fraud, and abuse. Liquidations are transferred electronically to the traveler's bank or credit union account.

(5) Per reference (j), all personnel traveling on official business will be required to use the government travel card to pay for expenses. The only exceptions will be for personnel who have been denied the travel card or who have had their cards revoked for financial irresponsibility. Daily expenses usually paid by cash, such as parking, tips, or personal meals, are exempt from card payment. Members must use their government travel cards to pay for travel expenses and must obtain their authorized travel advances via ATM.

c. Resource Management Directorate

(1) For Members from Other Commands Traveling Under NME Funding

(a) The sponsor should submit a Travel/Training Request (with explanation of why NME is funding the travel) to Resource Management. In most cases, training should be contained in the COS approved annual training plan, maintained by the DCOS.

(b) Following approval by the ACOS, Resource Management will prepare a letter containing funding data, estimated costs and liquidation instructions to the member's command. If the command is set up with DTS, Resource Management will provide a Line of Accounting (LOA) in DTS format.

(c) The Resource Management Directorate will track liquidation of travel, following up with reminder letters to member, if necessary.

(2) NME Staff Members Traveling Under Other Command Funding

(a) If travel is liquidated within our PSD, as a courtesy to the traveler, Resource Management/Travel will forward a liquidated copy of travel documents to the funding command. However, liquidation and follow-up remain the responsibility of the traveler.

(b) When travel is funded by Army, Air Force, or a Non-DoD entity (voucher cannot be processed locally), it will be the member's responsibility to liquidate and follow-up directly with the command funding the travel.

(3) Area Clearances. The Operational Readiness (POMI) Department (Code M1C) will assist in preparing area clearance requests for travelers traveling OCONUS in areas requiring clearances. However, it is the traveler's responsibility to ensure that a request has been submitted.

d. Authorizing and Approving Officials

(1) All personnel designated as an Authorizing or Approving Official within DTS must complete enclosure (5) prior to assuming the approval duties within DTS. Completed and signed forms must be returned to Resources Management Directorate for submission to Defense Finance and Accounting Service.

(2) Designated Approving and Authorizing officials must also complete the Certifying Officer's Legislation computer based training and test. Copies of the certificate must be forwarded to Resource Management. This course can be found at http://www.dtstravelcenter.dod.mil/Secs/COL_training.cfm

8. Overtime/Compensatory Time for Travel During Non-Working Hours

NAVMEDEASTINST 4650.1

M8C

26 Feb 07

a. Per reference (a), travel will be scheduled, whenever possible, to ensure employees travel during regular hours of duty.

b. Reference (h) is a Comptroller General decision which concluded that Sunday travel to and from a temporary duty station does not result in an entitlement for overtime or compensatory time pay. Per reference (i), time spent traveling is hours of work for overtime/compensatory time only if:

(1) The travel involves performance of work while traveling (e.g., a truck driver) or

(2) It is incident to travel that involves the performance of work while traveling (e.g., escorting a prisoner) or

(3) It is carried out under arduous conditions, or

(4) It results from an event which could not be scheduled or controlled administratively by the agency.

9. Review. The DCOS for Resource Management will review this instruction annually and recommend revisions as necessary.

10. Forms. DD Form 577, DD Form 1351-2 and NAVMEDEAST Form 4650/2 are located in J:\\00General Information\\Forms.


P. H. NETZER
Chief of Staff

Distribution:
List A

2007 FEB 03

Create an Authorization

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- On the DTS User Welcome screen, mouse over **Official Travel** on the navigation bar.
- Click **Authorization/Orders** from the drop-down menu.

Click the **Create New Authorization/Order** link. **NOTE:** If using DTS for the first time the system will prompt the user to review or update the traveler's profile. Make necessary changes and click **Update Personal Information** button.

Travel Itinerary

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- Enter **Starting Point** by clicking the location from the **Starting Locations** in Profile box or by typing a location in the field.
- In the **Departing On** field type the date or use the calendar tool to enter the departure date.
- Select **Trip Type and Trip Purpose** by using the drop-down menus.
- Click **Search Location** in the Location Tools box on the right to enter TDY location.
- In the Search Location window, enter City, State or Country, or Installation. Click **Search Location** button.
- Click the radio button next to the preferred TDY location then click **Select and Close**.
- If the destination is not found, click the **TDY/TAD Location Lookup Tool** link. Select the state from drop-down menu, and then select a location for that state in next drop-down menu. (If the location still does not appear refer to section 2.4.2.2 in the Document Processing Manual.) Click **Save Location and Return**.
- In the **Arriving On:** date field click on the Calendar tool and select the arrival date for the TDY location.
- In the **Departing On:** date field click on the Calendar tool and select the departure date for the TDY location.
- Click **Yes or No under Traveling to another TDY Location**. If Yes, repeat steps a-i.
- Enter the **Ending Point** by clicking the location from the **Return Locations** in Profile box.

- Select **Air Travel** and then click the **Save and Proceed** button.
- If no reservations, proceed to **Preview**.

Travel Reservations

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- Type name of airport city or airport code for departure and arrival airport.
- Ensure that **Arrival/Departure** time is correct in the drop-down menu and click **Search Availability**. Flight options display.
- Check up to 10 flights and click **Price Flight(s)** at top or bottom of screen.
- On the Air Travel screen, click **Select and Continue** next to the appropriate flight. If no flights are available, click **Request Assistance in Booking Flight** for help from the CTO.
- In the Seat Selection section, click the **Select Seat** link to choose a seat from available inventory and click **Done**, or select window or aisle from the drop-down menu.
- Click the **Save Selected Flight** button.
- Click **Find Next Flight** and repeat steps a-e until all flights have been selected.
- Select the **Continue** button at bottom of page.

Lodging

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- Military members on TDY at a military installation must contact the lodging facility to reserve lodging (*Document Processing Manual*, Section 2.6.2).
- Select the radio button next to the appropriate search option: **By hotel name, Near an Airport or Near a City**.
 - Click **Search Accommodations**. The Search Results screen opens.
 - Click **Hotel Info & Pricing** next to the desired hotel.
 - Select the radio button next to the room type/rate and then select **Save Selected Accommodations**.
 - If no rooms are available with the selected hotel, select the **Find Different Accommodations** button. If no hotels appear in the Search Results

screen, select the **Request Assistance Booking Lodging** button.

- Select the **Continue** button at bottom of page.

Rental Car

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- Click the **Search Rental Car Availability** button.
- Click the **Select and Continue** button next to the desired Rental car company.
- Select the **Save Selected Car** button.
- Select the **Continue** button at bottom of page.

Expenses

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- Use the drop-down menu to select a non-mileage expense. If the expense is not listed in the menu, type it in the **Or** field.
- Type the estimated **Cost** of the expense and select the projected **Date** the expense will be incurred. Select the **Method of Reimbursement** for the expense from the drop-down menu.
- Enter the expenses on this screen.
- Click **Save Expenses**.
- Select **Mileage** from the subnavigation bar and enter any expected mileage expenses for private vehicle travel.
- Click the **Save Expense** button.
- The **Substantiating Records** link allows you to add supporting documents by faxing or scanning and then uploading. Document Processing Manual, Section, 2.7.3.

Lines of Accounting (LOAs)

Home | Traveler Setup | Business Administration | Back | Home/Orders | Help

- Select **Accounting** in the top navigation bar or select **Continue** on the bottom of the expenses page.
- Select the **Accounting Label** associated with the current trip from the drop-down menu. ****If multiple LOAs are required, select them one at a time. The Allocate Expenses** button will appear. Click

26 FEB 2007

**Create an Authorization:
Traveler Instructions**



Defense Travel System

Version 1.3.4, April 14, 2006

(See Chapter 2 in Document Processing Manual)

An authorization or travel order captures the should-cost data for a TDY trip. This includes travel reservations and travel-related expenses that may be incurred during travel or prior to the first day of travel.

Log On to DTS

- a. Insert the CAC into the reader
- OR-
- b. Insert the diskette into the A: drive.
- c. Use Internet Explorer to go to the DTS Home page: <http://www.defensetravel.osd.mil>.
- d. Click **LOGIN TO DTS**.
- e. Read the Security Alert screen. Select **Yes**.
- f. Click **Accept to the DoD Privacy & Ethics Policy**.
- g. The digital signature window opens. The Key File displays. Enter your PIN (or password).
- h. Click **OK**.
- i. First-time users will see the User Activation screen. Enter your SSN in both fields. Click **Submit**. Your DTS User Welcome screen opens. (Go to Step 1a.)

- If your account has not been activated, only an Administrative menu displays on the screen.
- i. Click the **Administrative** menu.
 - j. Click **Self Registration**. Complete the Required, Recommended, and Preference Information. Click **Self-Registration Submit**.
 - k. Log off DTS.
 - l. You will receive an e-mail when the registration has been accepted. Once accepted, you may login to DTS to create your auth.

Adjust and Amend Authorizations

The traveler can easily edit a document stamped **SIGNED**. An **Adjustment** is a change made to an Authorization or Voucher *before* the AO applies the **APPROVED** stamp. An **Amendment** is a change made to an Authorization or Voucher *after* the AO applies the **APPROVED** stamp.

Creating an Adjustment

- a. Select **Authorization/Orders** from the Official Travel drop-down menu.
- b. Click **View/Edit** next to the document to be adjusted.
- c. Deselect the **View-Only** box to make changes to the document.
- d. At **Digital Signature** window, enter your PIN or password.
- e. View the Preview screen and select the **Edit** link next to the areas that need adjusting.
- f. Under the **Review/Sign** menu, click on **Pre-Audit** to add justifications for any changes made.
- g. Click **Save and Proceed to Digital Signature** and stamp the document **SIGNED**.
- h. At **Digital Signature** window, enter your PIN or password.

Creating an Amendment

- a. Select **Authorization/Orders** from the Official Travel drop-down menu.
- b. Click **Amend** next to the desired document.
- c. Type justification for changes in the Comment box.
- d. At **Digital Signature** window, enter your PIN or password.
- e. On Preview screen, click the **Edit** link next to the areas needing amending. Make and save changes.
- f. Click the **Digital Signature** link under **Review/Sign** and stamp the document **SIGNED**.
- g. At **Digital Signature** window, enter your PIN or password.

Expense Category, Date, Percent, or Dollar Amount

- 1) Click the **Allocate Expenses** button.
 - 2) Enter the appropriate allocation information
 - 3) Click **Save Allocations**.
- c. Select **Additional Options** from the navigation bar.

7 Additional Options

Inventory Travel Expenses Accounting Authorization

- a. **Profile** - Changes or additions to the traveler's personal information
- b. **Per Diem Entitlements** - Changes in this section modify the traveler's entitlement.
- c. **Partial Payments** - Partial payments can be scheduled if TDY/TAD is 45 days or greater
- d. **Advances** - Traveler's who do not have a GOVCC can request a Non-ATM advance. Note: LOA must be selected before applying an advance. Advance drop down is limited to LOA's selected for trip expenses.
- e. After entering any **Additional Options**, click the **Continue** button at bottom of page.

8 Review / Sign

Inventory Travel Expenses Accounting Additional Options

- a. Review the itinerary then click the **Save and Proceed to Pre-Audit** button at bottom of page.
- b. Enter any justifications in each comment box. Justification is mandatory.
- c. Click on **Save and Proceed to Digital Signature**. (Optional) - Select **Other Auths.** in the navigation bar. Click **Add Additional Authorizations** for this trip link to select from a master list of all other authorizations.
- d. On the **Digital Signature** screen, stamp the document **SIGNED**. Click the **Submit Completed Document** button.
- e. When digital Signature window opens enter your PIN or password.
- f. Click **OK**.

26 FEB 2007

Travel/Training Request
(Completion of items in red is mandatory)

Name: _____ Work Phone: _____ Date: 18 September 2006

ICO Emergency, contact: _____ Home Phone: _____ Work Phone: _____

Individuals are required to complete information below in its entirety prior to submitting request up the chain of command.
Please contact Resource Management if you have any problems or questions.

Purpose (Name of Training or Conference, if appropriate): _____

TAD/Training Location (If Training, please attach brochure): _____

Continuous Federal Service (For Civilians requesting Training): _____ Years _____ Months

Daytime TAD Phone Number: _____ Evening TAD Phone Number: _____

Period of TAD/Training: From: _____ To: _____

Desired DATE and TIME to: Depart: _____ / _____ AM Return: _____ / _____ PM

Itinerary Departing From: Suffolk Returning To: Suffolk

Leave/Liberty in Conjunction with TAD: None From: _____ / _____ AM To: _____ / _____ AM

Type of Orders: Cost No Cost Funds Requested: Per Diem Amount of Registration Fee(s): \$ _____

I have made reservations through CTO (440-0681) for: Lodging Air Rental Car

****Use of DTS is mandatory, unless otherwise directed.**

Modes of Travel: POC Local Transportation (includes taxi, train, shuttle, bus, metro) Passenger

Rental Car Size (Required by the Mission): Other Rental Car Chosen for same price: None

Commercial Air *Note: It is mandatory to make your reservations through CTO.

Berthing/Messing (It is mandatory to make reservations through CTO): Commercial Hotel/Motel BOQ

Requester's Remarks: _____

Requester's Signature: _____ Date: _____

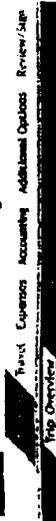
Approval Authority Yes No Immediate Supervisor: _____ Date: _____

Yes No Director: _____ Date: _____

Following Departmental approval forward this request to Resource Management.

26 FEB 2007

1 Itinerary



Note: Only use the following steps if the trip dates changed from those approved on the auth.

- a. Click **Itinerary** on the navigation bar.
- b. Change the **Start Date** or **End Date** field.
- c. Click **Proceed to Per Diem Locations**.
- d. Click **OK** to the Entitlements Update prompt.
- e. Click **OK** to the warning. Each date field now contains a question mark.
- f. Click **Edit** under **Location** in the Trip Summary box.
- g. Click **OK** to the warning.
- h. Enter the correct dates in the **Per Diem Location** box (left side of the screen).
- i. Click **Save Changes**.
- j. Click **OK** to the Entitlements Update prompt.
- k. Click **Remove** next to the air segment that is noted as "Items not Associated to TDY stop."
- l. Click **Travel** on the navigation bar.
- m. Click **Other Trans.** to change the ticket data.
- n. Click **Remove** next to **Lodging** and **Car Rental**. Sections 2 and 3 explain how to change these items.

2 Travel



- a. Click **Travel** on the navigation bar to change any reservations from those approved on the auth.
- b. Click **Edit** in the **Air** Trip Summary column for the flight requiring changes.
- c. Click **Change Ticket Data** to update air travel. Under **Edit Ticket Information**, change the fields as necessary.
- d. Click **Save**.

3 Lodging



Note: Hotel sales tax or room tax, if any, should be added under the **Expenses** tab for **CONUS** trips. However, changes to lodging costs (or **M&IE**) should

- be made on the **Per Diem Entitlements** screen, including proportional meal rates.
- a. Click **Travel** on the navigation bar.
 - b. Select **Lodging** on the subnavigation bar.
 - c. Click **Edit** in the Trip Summary column for the lodging that requires changes. The **Lodging** box displays the lodging information from the auth.
 - d. Change dates as necessary in the **Lodging** box.
 - e. Click **Update Actual Lodging Cost** if lodging costs require updating. The **Per Diem Entitlements** screen opens.
 - f. Click **Edit** for the date on which changes are necessary.
- OR-
- Click **Remove** to delete the lodging entry.

Rental Car



- If a rental car was included as part of the auth, and the original information changed, use the **Rental Car** tab. If a rental car was booked offline or was not included in the auth, use the **Expenses** tab to enter the costs as a **Commercial Auto non-mileage expense**.
- a. Click **Travel** on the navigation bar.
 - b. Click **Rental Car** on the subnavigation bar.
 - c. Click **Edit** next to the rental car that requires changes.
- OR-
- Click **Remove** to delete the rental car entry.

4 Expenses



- After travel, you can add, update, or delete your expenses in the **Expenses** section to reflect actual costs.
- a. Click **Expenses** on the navigation bar.
 - b. Click **Non-Mileage** on the subnavigation bar to enter expenses such as hotel taxes, parking fees, gasoline, and other non-mileage expenses.
 - c. Click **Mileage** on the subnavigation bar to claim expenses for mileage.

- d. Click **Per Diem Entitlements** to modify the traveler's entitlements.
 - e. Click **Substantiating Records** to add documents, such as receipts to the voucher by faxing or scanning and uploading.
- See *Document Processing Manual*, Section 2.7.3. See *Document Processing Manual*, Section 4.5.1.1 for instructions on adding **GOVCC** charges to the voucher.

6 Lines of Accounting



- Note:** If a payment has been made on an **LOA**, e.g., an **Advance/SPP** or voucher settlement, you should **NEVER** remove or change that **LOA**. If a change must be made, it must be done manually outside of **DTS**. If no payment has been made, the **LOA** may be changed.
- a. Select the correct **LOA** from the **Accounting** Label drop-down menu.
 - b. If an **LOA** needs to be deleted and there have been no payments to the **LOA**, click **remove** next to the **LOA**.
 - c. If needed and if no payments have been made on the **LOA**, click **Allocate Expenses**.
 - d. Select the **Accounting Code** needed for each allocation.
 - e. Click **Save Allocations**. The **Expense Summary** box will display a breakdown of the expenses pertaining to each **LOA**.

7 Additional Options



- The **Additional Options** tab enables you to view and change other types of information in **DTS**.
- a. Click **Profile** to update the traveler's personal profile.
 - b. Click **Payment Totals** to view the voucher totals.
 - c. Click **Partial Payments** to view a schedule of partial payments, if the auth included **SPPs**. You may not request an advance after travel is complete.

Review / Sign

Home | Travel | Support | Accounting | Additional Orders | Review

The Review / Sign tab initiates the final steps.

- Click **Review/Sign**. The Preview screen opens. Review the information.
- Click edit or remove to update information. If necessary, add comments to the AO.
- (Optional) – Click **Other Auths.** on the navigation bar. If special documentation is required on the voucher, click **Add Additional Authorizations for this trip**. Check the check box next to the appropriate authorization.
- Click **Add** at the bottom of the page.
- Click **Save and Proceed To Pre-Audit** at the bottom of the page.
- Enter justifications to the AO in each **Comment box** of the flagged items. *Justifications are mandatory.*
- Click **Save and Proceed To Digital Signature**.
- Enter any remarks that must appear on the orders.
- Click the **Submit this document as arrow and select SIGNED**.
- (Optional) Enter comments in the **Remarks box**.
- Click **Submit Completed Document**.
- Enter your PIN or password.
- Click **OK**.

Adjust and Amend Vouchers

A traveler can edit a document that has been stamped **SIGNED**. An **adjustment** is a change to a voucher *before* the AO applies the **APPROVED** stamp. An **amendment** is a change to a voucher *after* the AO applies the **APPROVED** stamp.

Create an Adjustment

- Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- Select **Vouchers**.
- Click **view/edit** next to the desired document.
- Clear the **Open Document VIEW-ONLY** check box.
 Open document view-only:
- Enter your PIN or password.
- Click **OK**. The Preview screen opens.
- Click edit next to the items that need adjusting.
- Click **Review/Sign**.
- Click **Pre-Audit** to justify any changes.
- Click **Save and Proceed to Digital Signature** and stamp the voucher **SIGNED**.

Create an Amendment

- Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- Select **Vouchers**.
- Click **amend** next to the desired document.
- Enter justification in the **Comment box**.
- Enter your PIN or password in the **Digital Signature** window.
- On the Preview screen, click edit next to the items that you will amend. Make changes and save.
- Click **Digital Signature** under the **Review/Sign** tab and stamp the document **SIGNED**.
- Enter your PIN or password on digital signature screen.

Create a Voucher From an Authorization: Instructions for Travelers



Version 2.2, May 19, 2006

(See Chapter 4 in Document Processing Manual)

A voucher is a request for reimbursement of expenses incurred during travel. After travel, a traveler creates a voucher from an authorization (auth) to update the estimated costs with actual costs incurred on the trip.

Log On to DTS

- Insert the CAC into the reader.
-OR-
Insert the diskette into the A: drive.
- Use Internet Explorer to go to the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS**.
- Read the Security Alert screen. Select **Yes**.
- Click **Accept to the DoD Privacy & Ethics Policy**. The Digital Signature window opens. The Key File displays.
- Enter your PIN (or password).
- Click **OK**.

Create a Voucher

- Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- Click **Vouchers** on the drop-down list.
- Created Vouchers display in the Existing Vouchers section.
- Click **Create New Voucher**. (This link will not display if there are no authorizations approved.)
- Click **Create** next to the auth from which you want to create a voucher.



26 FEB 2007

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

| | | | |
|---------------------------|-----|------------|-----|
| GTR/TKT | - T | Automobile | - A |
| Government Transportation | - G | Motorcycle | - M |
| Commercial Transportation | - C | Bus | - B |
| (Own expense) | - C | Plane | - P |
| Privately Owned | - P | Rail | - R |
| Conveyance (POC) | - P | Vessel | - V |

15d. REASON FOR STOP

| | | | |
|-------------------------|------|------------------|------|
| Authorized Delay | - AD | Leave En Route | - LV |
| Authorized Return | - AR | Mission Complete | - MC |
| Awaiting Transportation | - AT | Temporary Duty | - TD |
| Hospital Admittance | - HA | Voluntary Return | - VR |
| Hospital Discharge | - HD | | |

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN:

26 FEB 2007

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE*(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT**

AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.

PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY

| | | |
|---------------------------------------|--------------|-------------------------------|
| 1. NAME (First, Middle Initial, Last) | 2. TITLE | 3. DOD COMPONENT/ORGANIZATION |
| 4. DATE (YYYYMMDD) | 5. SIGNATURE | |

SECTION II - TO: APPOINTEE

| | | |
|---|---|--|
| 6. NAME (First, Middle Initial, Last) | 7. SSN | 8. TITLE |
| 9. DOD COMPONENT/ORGANIZATION | 10. ADDRESS (Include ZIP Code) | |
| 11. TELEPHONE NUMBER (Include Area Code) | 12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD) | |
| 13. POSITION TO WHICH APPOINTED (X one) | | |
| <input type="checkbox"/> CERTIFYING OFFICER | <input type="checkbox"/> ACCOUNTABLE OFFICIAL | <input type="checkbox"/> OTHER (Specify) |

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

DoDFMR, Vol. 5, chapter 33;

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.

| | |
|--|---------------|
| 16. PRINTED NAME (First, Middle Initial, Last) | 17. SIGNATURE |
|--|---------------|

SECTION IV - TERMINATION OF APPOINTMENT

| | | | |
|--|--|-------------------------------|------------------------|
| <input type="checkbox"/> | The appointment of the individual named above is hereby revoked. | 18. EFFECTIVE DATE (YYYYMMDD) | 19. APPOINTEE INITIALS |
| 20. NAME OF COMMANDER/APPOINTING AUTHORITY | 21. TITLE | 22. SIGNATURE | |

26 FEB 2007

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
2. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.

SECTION I.

1. Enter the name of the Commander/Appointing Authority.
2. Enter the Commander/Appointing Authority's title.
3. Enter the Commander/Appointing Authority's DoD Component/Organization location.
4. Enter the date the form is completed.
5. The Commander/Appointing Authority must place his or her legal signature in the block provided.

SECTION II.

6. Enter the Appointee's name.
7. Enter the Appointee's social security number.
8. Enter the Appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD Component/Organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment.
14. Describe in detail the duties the Appointee will be required to perform, to include types of payments, records and vouchers for which authorized (specifying the applicable disbursing station symbol number(s) affected), and any other pertinent information.
15. List all regulations the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The Appointee shall print his or her name and enter his or her legal signature in the spaces provided.

SECTION IV.

Completing this section will terminate the original appointment as of the effective date. If partial authority is to be retained, a new DD Form 577 must be completed.

Mark X in the box provided to indicate the appointment is being revoked.

18. Enter the date the termination is effective.
19. The Appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The Commander/Appointing Authority must place his or her name, title and legal signature in the spaces provided.