

DEFINITIONS

- ★1. Accountable Officials. 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.
- ★2. Actual Expense Allowance (AEA). Payment of authorized actual expenses incurred up to the limit prescribed by the General Services Administration (GSA) or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem. (See JFTR/JTR, Appendix A.)
3. Actual Travel Time. Travel time from physical departure to arrival.
4. Agency Program Coordinator (APC). The agency person who acts as the liaison between the travel card contractor and agency cardholders. APCs are responsible to the respective DoD Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.
5. Allowable Travel Time. The number of days allowed for official travel.
- ★6. Approved. This term is defined in the JFTR/JTR, Appendix A as the ratification or confirmation of an act already done. Its use, with respect to official travel, applies equally to military and civilian personnel.
- ★7. Approving Official. Individuals in the chain of command of organizations not operating under the Defense Travel System (DTS) that specifically have been designated in writing to approve TDY travel orders and approve travel claims.
- ★8. Arrangements Only Travel. A term to cover all travel not paid under JFTR/JTR, Appendix O, Simplified TDY Travel.
- ★9. Authorized. This term is defined in the JFTR/JTR, Appendix A, as the giving of permission before an act. Its use, with respect to official travel, applies equally to military and civilian personnel. (NOTE: In JFTR/JTR, Appendix O, this term also is used in place of “approved.”)
10. Authorized Travel Time. The maximum allowable travel time determined before travel begins and based on the mode of travel authorized in the orders.
- ★11. Authorizing Official (AO). An official, or the designated representative, to whom final authority to issue travel orders is delegated in writing by a DoD Component, by organizational title, and/or name. He or she directs travel and is responsible for funding. This is the same as Authorizing/Order-Issuing Official.

- ★12. Authorizing Official (AO) (Defense Travel System). An individual appointed in writing who 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. (See JFTR/JTR, Appendix O, paragraph T4000.)
- ★13. Business Travel. This term is defined in JFTR/JTR, Appendix O, paragraph T4070. Business travel includes all standard travel to support mission requirements other than schoolhouse training or deployment or unit travel by DoD military personnel and civilian employees who have access to the common user interface (CUI). It also includes certain local travel, but not leave or evacuation.
- ★14. Cardholder. An individual issued a government travel card to facilitate the performance of his or her official travel.
- ★15. Centrally Billed Accounts (CBA). An account for the purchase of official transportation tickets established between the government and a GSA SmartPay contractor.
- ★16. Certifying Official (CO). An official or representative, designated in writing, responsible for certification of travel vouchers for payment.
- ★17. Commercial Travel Office (CTO). As is defined in the JFTR/JTR, Appendix A, a commercial activity providing a full range of commercial travel and ticketing services under a contract and/or memorandum of understanding with the government.
- ★18. Common User Interface (CUI). The software that integrates the necessary functions of the Defense Travel System.
19. Component Program Managers (CPM). The designated headquarters program manager for each agency using the GSA SmartPay contract. CPMs are responsible for establishing the hierarchies for their agency and distributing program management information from the Defense Finance and Accounting Service (DFAS).
- ★20. Concurrent Travel. Travel under which the member is accompanied or immediately followed by the member's spouse and/or dependents.
- ★21. Continental Unites States (CONUS). The continental/contiguous 48 states of the United States and the District of Columbia, which do not include Alaska and Hawaii.
- ★22. Defense Accounting and Disbursing Systems (DADS). DoD financial systems that make travel payments to travelers and maintain accounting data.
- ★23. Defense Travel Administration (DTA). The DTS function responsible for managing the administrative aspects of the travel process on an organizational level.

- ★24. Defense Travel System (DTS). DTS is an efficient, flexible system for electronically creating travel authorizations, vouchers, orders and pre-audit documents and for completing the post-travel claims processes. DTS provides for paperless electronic routing, review, and approval of the travel and associated documentation.
- ★25. Defense Travel System Limited (DTS-L). An interim capability developed until the Defense Travel System (DTS) is deployed. DTS provides organizations and users the capability to electronically print appropriate travel forms without connectivity to the DTS interfaces.
- ★26. Dependent. This term is defined in the JFTR/JTR, Appendix A. Dependents of uniformed members can be command sponsored or non-command sponsored.
- ★27. Designated Place. See JFTR/JTR, Appendix A, and JFTR, paragraphs U6002-A and U6051-A, in reference to evacuation allowances.
- ★28. Digital Signature. An electronic analogue of a written signature. A digital signature can be used in proving to the recipient or a third party that a document or message was, in fact, signed by the originator.
29. Directed. An order to do something in a specific way.
30. Disbursing Office. An activity, or that organizational unit of an activity, whose principal function consists of the disbursement and collection of official funds for the government.
- ★31. Dislocation Allowance (DLA). An allowance paid to military members to reimburse them partially for expenses incurred in relocating their households.
- ★32. Element of Expense/Investment Code (EEIC). A five-digit alphanumeric code consisting of two parts: a three-digit account code followed by a two-digit subaccount code to provide further breakdown. The codes are designed for use in budget preparations and accounting systems to identify the nature of services and items acquired for immediate consumption (expense) or capitalization (investment). EEICs are used as part of the Air Force accounting classification in accounting for commitment, obligation, disbursement, collection and international balance of payment transactions.
- ★33. Finance Defense Travel Administration (FDTA). The FDTA consists of one or more budget, resource management, accounting and finance individual(s) responsible for managing and supporting the DTS at the organizational and/or installation level.
- ★34. Foreign Area. Any area or country other than the United States (also see non-foreign area). (See JFTR/JTR, Appendix A.)
- ★35. Funeral Honors Detail. Individuals not employed by the government who participate in funeral honors detail for a veteran (see 10 U.S.C. 1491) and may be authorized transportation or transportation reimbursement and expenses.

36. Government Bill of Lading (GBL). A government document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at government expense.
- ★37. Government Dining Facility or Government Mess. A government-owned facility, funded by appropriated funds, with the primary mission of serving meals to military enlisted members. (See JFTR/JTR, Appendix A.)
- ★38. Government Entity. A DoD organization or personnel designated by local command authority that will input and digitally sign trip requests and reimbursement claims in the Common User Interface (CUI) for unconnected travelers.
- ★39. Government Travel Card. The GSA SmartPay system contractor-issued charge card used for the purpose of procuring transportation and other authorized travel-related services.
- ★40. Group Authorization. The process in the DTS used to establish a trip record for two or more travelers who are traveling together to such events as conferences, exercises or deployment.
- ★41. Group Movement. This term is defined in the JFTR/JTR, Appendix A, as the movement of two or more travelers as a group, under the same orders (either Permanent Change of Station (PCS) or Temporary Duty (TDY) travel) for which transportation is furnished by government-owned/procured means from the same origin to the same destination. Movement may include locations en route as specified in the orders. (NOTE: Personnel, traveling together under orders directing no reimbursement or limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.)
- ★42. Hierarchy. A structure showing how individual travel card accounts are linked to the organization responsible for issuing the card by billing cycle and DoD Component management information.
- ★43. Household Goods (HHG). Items associated with the home and all personal effects belonging to a member/employee and dependents that legally may be accepted and transported by an authorized commercial transporter. (See JFTR/JTR, Appendix A which states what household goods does and does not include.)
- ★44. Individually Billed Account (IBA). An account where a GSA SmartPay contractor-issued charge card is issued to an individual employee to pay for passenger transportation services, subsistence expenses, and other travel expenses incurred in connection with official travel.
- ★45. Individual Mobilization Augmentee (IMA). A category of the Reserve Component Selected Reserve membership. While on active duty, travel and per diem are paid to such personnel in accordance with the JFTR, Chapter 7.
- ★46. Invitational Travel Order (ITO). (See JFTR/JTR, Appendix E.)

- ★47. Joint Federal Travel Regulation (JFTR). The regulation that directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services. (See website address: www.dtic.mil/perdiem.)
- ★48. Joint Travel Regulation (JTR). The regulation that prescribes travel and transportation allowance authorized for DoD civilian employees. The JTR is the Department's implementing guidance for the Federal Travel Regulation (FTR), (reference (d)), issued by the General Services Administration (GSA). (See website address: www.dtic.mil/perdiem.)
- ★49. Line of Accounting (LOA). A data entity representing a DoD account that may be used to fund official travel (i.e., transportation, per diem, meals and incidental expenses).
- ★50. Meals and Incidental Expenses (M&IE). This term is defined in the JFTR, Appendix A, and JTR, Appendix A.
- ★51. Military Traffic Management Command (MTMC). The Army component of the U.S. Transportation Command, which is responsible for DoD traffic management.
52. Military Traffic Management Command (MTMC) Negotiated Agreements. Negotiated agreements between the MTMC and rental car companies.
- ★53. Nonconcurrent Travel. Travel under which the member is not accompanied or immediately followed by the member's spouse and/or dependents.
- ★54. Non-foreign OCONUS Area. The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; Guam and U.S. territories and possessions. (See JFTR, Appendix A.)
- ★55. Object Classification. A code that classifies transactions according to the nature of the travel services performed rather than their purpose. (See Element of Expense/Investment Code (EEIC).)
56. Open Travel Authorization. A written document issued or approved by an AO for the purpose of performing official government travel for a continuous period of time. Also commonly known as a "blanket" or "repeated" travel authorization.
- ★57. Other Than Business Travel. Any travel under the DTS that uses the Common User Interface for arrangements only. This includes official combined with leisure, new accession, and PCS travel. Also known as "arrangements only" travel.
- ★58. Outside the Continental United States (OCONUS). Outside the continental/contiguous 48 states of the United States and the District of Columbia, the latter also known as "CONUS." (See JFTR/JTR, Appendix A.)
- ★59. Permanent Change of Station (PCS). This term is defined in the JFTR/JTR, Appendix A.

- ★60. Permanent Duty Station (PDS). This term is defined in the JFTR/JTR, Appendix A. It also is referred to as “official station.”
61. Permissive/Administrative Travel Time. An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.
- ★62. Personally-procured Household Goods (HHG) Transportation. Transportation and/or nontemporary storage (NTS) of HHG arranged by a member and/or the member’s agent.
63. Premium Class. Any class of transportation service above coach, such as business class or first class.
- ★64. Privately Owned Conveyance (POC). Any transportation mode used for the movement of persons from place to place, other than a government conveyance or common carrier. It can include a rental car when a rental car has not been authorized/approved as a special conveyance. (See JFTR/JTR Appendix A.)
- ★65. Privately Owned Vehicle (POV). Any motor vehicle owned by, or leased (12 or more months) to a member/employee or dependents for the primary purpose of providing personal transportation. (See JFTR/JTR, Appendix A.)
- ★66. Proportional Meal Rate. The average of the standard government meal rate and the meals portion of the applicable M&IE rate, rounded to the nearest dollar (see JFTR/JTR, Appendix A). This meal rate is used as prescribed in the JFTR/JTR.
- ★67. Public Key Infrastructure (PKI). The mechanism for managing electronic access tokens or devices through the use of public and private key pairs. Each certificate certifies the person’s identity, key authenticity and other information. Permits use of digital signature in the DTS.
- ★68. Relocation Income Tax Allowance (RITA). An allowance authorized to reimburse eligible transferred civilian employees for substantially all of the federal, state and local income taxes incurred by the employee as a result of relocation allowances provided by the government.
- ★69. Reviewing Official (RO). An official or representative, appointed in writing, to conduct random post-payment reviews of payments in accordance with [Volume 5](#), section 3308, of this Regulation.
- ★70. Safe Haven. A designated area to which an employee and dependents and/or military dependents are ordered or authorized to evacuate. (See JFTR, paragraphs U6002-D and U6051-F and JTR, Appendix I.)
- ★71. “Should Cost” Estimate. Calculation generated before travel in the DTS through the Common User Interface (CUI). It includes all known costs and should account for approximately 90 percent of the final cost. All known costs, including applicable taxes, taxi and parking costs, should be incorporated into the should cost estimate to assure the most accurate estimated cost.

★72. SmartPay. A GSA program that provides users with card-based tools to simplify procuring needs in three key operational areas. The Fleet card allows users to efficiently fuel and maintain vehicles, boats, planes or equipment. The travel card allows users to purchase common carrier transportation, car rentals, lodging and meals for official travel and travel-related expenses. The purchase card enables users to make day-to-day purchases of goods and services to satisfy official business needs.

★73. Split Disbursement. A payment option whereby the traveler can designate that a specified amount of his or her travel entitlement be sent directly to the SmartPay travel card contractor to pay down his or her account, with the remainder of the entitlement sent to his or her direct deposit account.

★74. Supervisory Review. Conducted by a person who has supervisory responsibilities over the person whom he or she directs to travel. The supervisor has knowledge of the basis for the traveler's temporary duty travel claim. The supervisor reviews the travel claim to ensure that it is valid and accurate. He or she signs and dates the travel claim prior to submitting it to the proper travel computation office.

★75. Temporary Change of Station (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion. (See JTR, paragraph C4111.)

76. Temporary Duty (TDY). For the purposes of this volume, TDY includes temporary additional duty (TAD) for those DoD Components that use TAD. (See JFTR/JTR, Appendix A.)

★77. Temporary Lodging Allowance (TLA). An allowance intended to partially pay for lodging/meal expenses when a member/dependents must occupy temporary quarters OCONUS. (See JFTR, Chapter 9, Part C.)

★78. Temporary Lodging Expense (TLE). An allowance intended to partially pay for lodging/meal expenses when a member/dependents occupy temporary quarters in CONUS due to a PCS. (See JFTR, Chapter 5, Part H.)

★79. Temporary Quarters Subsistence Expense (TQSE). A discretionary allowance, not an entitlement, that is intended to reimburse employees for reasonable subsistence expenses to pay for lodging, food and other necessities incurred when they and/or their dependents must occupy temporary quarters on PCS.

★80. Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses TQSE(AE). **An actual expense allowance based on:** (A) the *standard CONUS* per diem rate for temporary quarters occupied in CONUS localities, or (B) the *locality* per diem rate for temporary quarters occupied in OCONUS non-foreign localities. The rates may be found at: <http://www.dtic.mil/perdiem/>.

- ★81. Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses TQSE (F). A lump-sum payment based on the locality per diem rate at the new PDS.
82. Transportation Officer (TO). A person appointed or designated by the commander of a DoD activity to perform traffic management functions. This person may be designated as “installation transportation officer,” “traffic manager,” “traffic management officer,” or “passenger transportation officer.”
83. Travel Status. Individual travel performed away from a permanent duty station on official business under competent travel orders. Delays for the purpose of qualifying for reduced travel fares, and other necessary delays en route incident to the mode of travel and periods of necessary TDY are included (see JFTR, Appendix A and Chapter 2 and JTR, Appendix A and Chapter 4).
84. Traveler. Refers to military members, DoD civilian employees and invitational travelers, who travel in an official capacity.
- ★85. Travel Orders. A written or electronic instrument, issued or approved by person(s) to whom authority has been delegated, that directs an individual or group of individuals to travel. (See JFTR/JTR, Appendix A.)
- ★86. Trip Authorization. For TDY travel, this term refers to the “should cost” estimate. For other official travel, it refers to the travel order.
- ★87. Trip Record. A DTS document, in electronic or paper form, that provides the vehicle on which all official travel authorizations, initial options, modifications and payment decisions are recorded. It is prepared by the CTO, traveler or AO and is the single trip document that includes the travel authorization, fund cite, should cost estimate, itinerary and itinerary updates made during the trip. It serves as the expense report when the traveler completes travel.
- ★88. Unconnected Traveler. Travelers who do not have reasonable access to the Common User Interface.
- ★89. Unit Cards. GSA SmartPay travel cards issued for centrally billed accounts (CBAs) for which the government guarantees payment. CBAs may be issued in one of two ways, either by account number (card not present) or in the form of a plastic charge card.
90. U.S. Installation. This term is defined in the JFTR/JTR, Appendix A, as a base, post, camp, or station where the U.S. government operates permanent or semi-permanent troop shelters and government mess under the local command of a Uniformed Service.
- ★91. Withholding Tax Allowance (WTA). An estimated partial payment of the final RITA payment.
- ★92. Year One (RITA). The calendar year in which the WTA payment is made to a civilian employee.

★93. Year Two (RITA). The calendar year in which the RITA payment is made to a civilian employee.