

VOLUME 9, CHAPTER 2: “DEFENSE TRAVEL SYSTEM (DTS)”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated March 2010 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
0202	Updated mailing address for Defense Travel Management Office.	Update

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CHAPTER 2

DEFENSE TRAVEL SYSTEM

0201 GENERAL

020101. General

This chapter identifies the Department of Defense (DoD) policies and procedures for travelers performing official government travel under the Defense Travel System (DTS) when DTS is used to prepare authorizations and compute travel vouchers for payment. This includes business travel, schoolhouse training travel, and deployment or travel involving more than one person. This guidance and the Joint Federal Travel Regulations/Joint Travel Regulations ([JFTR/JTR](#)), Appendix O, and other JFTR/JTR material address simplified allowances for official travelers using the DTS. It does not include every condition under which travel and transportation allowances are authorized or limited by the JFTR/JTR. Information contained in this volume does not modify the JFTR/JTR.

020102. Payment Method

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department. Supervisors may authorize alternate methods of payment in limited situations in which the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement--which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount--must be made available to travelers as a payment option. For split disbursement payments outside of DTS refer to Volume 9, Chapter 8, paragraph 080102.

020103. Additional Guidance

General, non-regulatory information can be obtained from the [Defense Travel Management Office Home Page](#).

*0202 TRAVEL POLICY AND IMPLEMENTATION

Questions concerning travel policy, exceptions or deviations should be addressed to:

Defense Travel Management Office
ATTN: Enterprise Operations Division
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

NOTE: Questions related to travel and transportation allowances should be addressed to "ATTN: Enterprise Operations Division." For other travel questions, please contact 1-888-Help1Go (888-435-7146) to connect you with the Travel Assistance Center. From

overseas dial DSN 312-564-3950 or commercial 809-463-3376 (wait for the beep) then dial 1-888-Help1Go. Travelers may submit a help desk ticket through the tickets section of Travel Explorer (TraX) <http://www.defensetravel.dod.mil/site/news.cfm?ID=16>.

0203 RESPONSIBILITIES

020301. Accountable Official Responsibilities

Accountable officials involved in the travel management process serve as control points within the organization. These positions must be designated in writing by Heads of DoD Components (or designees) as prescribed by Volume 5, Chapter 33. Accountable officials include self-authorizing officials, authorizing officials, certifying officers, the Finance Defense Travel Administrators, Lead Defense Travel Administrators, Organization Defense Travel Administrators, and Debt Management Monitors.

A. General Responsibilities for all Accountable Officials

1. Acknowledge responsibilities in writing. Accountable officials are appointed in writing. When the accountable official no longer holds the position, the appointment shall be revoked in writing.
2. Implement, maintain, and enforce system and other internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies, and procedures.
4. Respond in a timely manner to inquiries by review officials.
5. Accountable officials must maintain signed letters of appointment in their offices. These letters and signed letters of revocation of appointment shall be archived for 6 years and 3 months after the accountable official no longer holds the position in accordance with each organization's records management guidance.

B. Finance Defense Travel Administrator (FDTA). The FDTA can be one or more person(s) in the budget, resource management, accounting or finance functions who is responsible for assisting in the management and support of the DTS at the organizational and/or installation level as designated by the responsible commander. The FDTA responsibilities include:

1. Manage and support the DTS at the organizational and/or installation level.
2. Manage travel data by reconciling periodically the official accounting system with the DTS.

3. Allocate funds to the appropriate DTS budget module after funds have been certified as available by comptroller, or designated representative.

4. Ensure lines of accounting (LOAs) are properly established and maintained in the authorizing official's DTS budget module, labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the LOA label.

5. Prevent violations of the Antideficiency Act by adhering to sound funds control and accounting practices.

6. In accordance with Volume 5, Chapter 11, paragraph 110203, retain a file of approved letters of appointment for authorizing officials appointed as certifying officials for travel claims at the organizational and/or installation level supported by the FDTA. The FDTA must provide a letter signed by the installation or activity commander to the appropriate disbursing office(s) stating that all authorizing officials acting as certifying officials for travel claims have been appointed and delegated in writing in accordance with Volume 5, Chapter 33. This requirement does not apply if the disbursing office can be provided with the capability to verify electronically that certifying officials for electronic vouchers have been duly appointed in writing.

7. Ensure that access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties.

8. Initiate debt collection action to recover monies owed to the United States by travelers.

C. Authorizing Official (AO). This individual must be appointed in writing and be responsible for determining the necessity of trips and funds availability, authorizing travel, assigning the proper LOA prior to authorization, and approving/certifying travel claims for validity after completion of travel. The AO must be the individual who controls the mission, authorizes the trip, and controls funds for temporary duty (TDY) travel. (See [JFTR/JTR](#), Appendix O, paragraph T4000.) An AO also acts as a certifying officer when he or she approves a travel authorization that contains a non-automated teller machine cash advance and/or scheduled partial payment. This specific responsibility requires that the AO be appointed as a certifying officer and designated in writing in accordance with Volume 5, Chapter 33. The AO, as appointed is responsible to:

1. Determine the necessity of a trip as mission essential and in the government's interest.

2. Determine funds availability based on the DTS budget module.

3. Ensure the proper LOA is assigned prior to approval of the travel authorization.

4. Request additional funding allocation from the appropriate fund allocation official for the DTS budget module if a requested trip is critical and when the “should cost” estimate exceeds the amount of funds available in the DTS budget module. If additional funds are not available, the document must be disapproved.

5. Review and authorize trip requests, including “should cost” estimates, for consistency with DoD TDY policy, the JFTR/JTR, and mission requirements.

6. Review all policy exceptions and disapprove, approve or justify as appropriate.

7. Ensure all requests for Premium Class Travel are approved and processed outside of DTS in accordance with the JFTR/JTR (U2000/C2000) and all substantiating documentation is attached to the trip record.

D. Certifying Officers. Certifying officers are appointed in accordance with Volume 5, Chapter 33. Authorizing officials must be appointed, specifically, in writing as certifying officers in order to perform certification for payment and approve and forward completed trip records to the disbursing office for payment. Individuals may act as both the certifying officer and AO on the same travel voucher but may not certify their own travel claim for payment. Certifying officers are pecuniarily liable for erroneous payments from negligent performance of duties in accordance with Volume 5, Chapter 33. The certifying officer is responsible to:

1. Review all receipts and justifications.

2. Certify travel claim for payment by approving after completion of travel using an electronic signature.

3. Upon electronic certification of the claim, the claim is forwarded to the disbursing office for payment.

4. Ensure required receipts and supporting documentation are attached in an electronic format with the DTS trip record.

E. Self-Authorizing Official. No blanket authorization/orders shall be issued under the DTS system. Instead, individuals who previously traveled under blanket travel authorization/orders may be designated as self-authorizing officials. These individuals may act as their own AOs authorizing their own itineraries and travel arrangements. They may not, however, certify their own claims for payment. Self-authorizing officials shall be designated in writing and shall acknowledge in writing that they may not certify their own claims for payment.

F. Non-DTS Entry Agent (NDEA). An NDEA is a non-accountable official who may be a military member, DoD employee or contractor, designated in writing by the local command authority, responsible for the input of trip requests and claims for reimbursement in DTS for travelers without reasonable access to DTS. When the NDEA electronically signs the

voucher for the traveler, the only certification that is made is that the information contained in the traveler's manually prepared and signed paper voucher is entered as claimed on that voucher. The NDEA is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. Additionally, the NDEA must electronically fax or upload the traveler's signed (the traveler's written signature) DD Form 1351-2, "Travel Voucher or Sub-voucher," to be attached to the DTS vouchers, which is electronically archived at Defense Manpower Data Center for 6 years 3 months, eliminating the requirement to keep the paper copy.

020302. Traveler

The traveler is responsible for preparing initial authorizations, amendments and post trip vouchers. The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. 287, 18 U.S.C. 1001 and 31 U.S.C. 3729). The traveler shall:

A. Fax or scan all records to substantiate certified travel claims (including original receipts for all lodging expenses, and all original receipts for individual reimbursable expenses of \$75 or more) to the DTS trip record. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 "Accountable Officers' Accounts Records."

B. Electronically sign and forward the completed travel claim to the AO.

C. Prepare itinerary amendments and all post trip settlement claims.

D. Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "should cost" estimate and the final travel claim.

020303. Review Official

The review officials shall be appointed in writing to conduct random post-payment reviews of payments in accordance with Volume 5, Chapter 01, section 0103, paragraph 010303. The review officials conduct post-payment review of travel payments certified by certifying officers. The DTS includes extensive programmed system edit checks and internal control mechanisms that perform prepayment reviews on every travel record. Prepayment review by review officials is not required for DTS payments. Both AOs and travelers are required to offer expeditious and complete cooperation to review officials. In particular, AOs and travelers are required to provide a response to any request for documentation within 15 days from the date of each request. A failure to respond may cause the initiation of the debt collection process against the nonresponsive individual, and may also result in the appropriate disciplinary action.

020304. Travelers Without DTS Accounts

Individuals who do not have access to DTS may include new accessions into the Military Services, including recruits traveling from basic training to follow-on training locations. These travelers must provide a signed (written signature) DD Form 1351-2, with all receipts attached, to the NDEA to manually input into a travel voucher.

0204 TRAVEL AUTHORIZATION

020401. Business Travel. Official business travel includes all standard travel to support mission requirements by military personnel and DoD civilian employees who have access to the DTS web portal. NOTE: The NDEA can access the web portal for travelers without access.

020402. Group Authorization. Group authorizations involve two or more individuals who are traveling together. A group authorization allows the AO to generate one trip request with multiple names. Group authorizations are appropriate for such travel as conferences or deployment exercises.

020403. Local Travel at Permanent Duty Station (PDS)

A. General. A claim for reimbursement of expenditures for official business is submitted in DTS using the "Local Voucher." This process can be used for such expenses as taxicabs, public carriers, or privately owned conveyances (POCs) while transacting official business in the local area of the PDS (see definition in JFTR/JTR, Appendix O, par. T4040-D and JFTR, par. U3500-B and JTR, par. C2400-B). Claims must be submitted as soon as practical after an expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on a claim. The local voucher should not be used for use of POC in connection with TDY travel involving per diem allowance.

B. Voucher Preparation and Approval. The voucher created by the traveler must identify the date, type of expense, and amount for each expense. The traveler shall annotate, in the comments field, the point of origin and destination, and the amount of fare and trips or distance for each trip. When identical trips are claimed on a voucher, the comments shall show the dates for each trip unless required by local authority, it is not necessary to compute mileage reimbursement for each trip separately. The number of miles may be added and the total multiplied by the mileage rate. The form shall be signed electronically by the traveler and approved by a certifying officer.

0205 FISCAL YEAR END TRAVEL AND ACCOUNTING POLICY

020501. Split Year Funding. In the event of a trip that is initiated using currently available fiscal year funding, but which requires new fiscal year funding to continue or complete the travel, the traveler shall return to his or her official duty station if no appropriation act has been signed or no continuing resolution has been passed to make available new fiscal year funds. Expenses incurred in returning to the traveler's duty station shall be posted in the new fiscal year as necessary costs to close down operations.

020502. New Fiscal Year Obligations. See web site: <http://www.defensetravel.dod.mil/> and navigate to “Fiscal Year Crossover and Affected Partner Systems.”

A. For travel that crosses fiscal years, only the obligations applicable to current fiscal year funds shall be forwarded from DTS to the accounting systems shall be processed in a normal manner.

B. Until the accounting system(s) begin processing data for the subsequent fiscal year, DTS shall maintain all such pending financial transactions (obligations and expenses) until the accounting system requests release of the transactions. The DTS shall send files to the applicable accounting systems when the applicable system reopens for subsequent fiscal year’s business. Once normal processing begins for an accounting system, all held transactions shall be processed in a normal manner.