

## CHAPTER 2

DEFENSE TRAVEL SYSTEM★0201 GENERAL

020101. General. This chapter identifies the Department of Defense (DoD) financial management policies and procedures for travelers performing official government travel under the Defense Travel System (DTS), including the DTS-Limited (DTS-L) when used to prepare authorizations and compute travel vouchers for payment. This includes (a) business travel, (b) schoolhouse training travel, and (c) deployment or travel involving more than one person. This guidance and the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR), Appendix O, address simplified entitlements for official travelers using the DTS and the Defense Travel System-Limited (DTS-L). 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. Additional Guidance. General, nonregulatory information can be obtained from the Project Manager Home Page: <http://www.dtic.mil/travelink/>, the TRW Inc. DTS Home Page: <http://www.defensetravel.com/> or the Military Traffic Management Command Home Page: <http://mtmc.army.mil/global/pass/reeng/>.

0202 POLICY

Questions regarding finance policy and the DTS should be directed to:

Office of the Under Secretary of Defense (Comptroller)  
Directorate for Finance Policy  
Crystal Square 4, Suite 201  
1745 Jefferson Davis Highway  
Arlington, VA 22202-3402

0203 IMPLEMENTATION

Questions concerning implementation of the DTS should be addressed to:

Project Management Office-Defense Travel System  
Crystal Square 4, Suite 100  
1745 Jefferson Davis Highway  
Arlington, VA 22202-3402  
e-mail: [pmodts@osd.pentagon.mil](mailto:pmodts@osd.pentagon.mil)

★0204 RESPONSIBILITIES

★ 020401. Accountable Official Responsibilities. Accountable officials (AOs) involved in the travel management process shall serve as control points within the organization. These positions shall be designated in writing by Heads of DoD Components (or designees) as prescribed by Volume 5, section 3305, of this Regulation. Accountable officials include authorizing officials, certifying officials and the Defense Travel Administration personnel.

A. General Responsibilities

1. Acknowledge responsibilities in writing by signature.
2. Implement, maintain, and enforce system 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 reviewing officials.
5. Maintain signed letters of appointment for all current accountable officials and archive these letters for three years and six months after the accountable official no longer holds the position in accordance with each organizations records management guidance.

B. 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. 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. Operate and maintain systems to support travel management.
4. Allocate funds to the appropriate DTS budget module after funds have been certified as available by comptroller, or designated representative.
5. Ensure lines of accounting (LOA) are properly established and maintained in the AO'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.

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

C. Authorizing Official (AO). This individual shall be appointed in writing and be responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability, assigning the proper line of accounting (LOA) prior to authorization, and approving travel claims for validity after completion of travel. The AO shall 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 acts as a certifying official (CO) when he or she certifies travel claims for payment by approving and forwarding completed trip records to the disbursing office for payment. This specific responsibility requires that the AO be appointed as a CO and designated in writing in accordance with Volume 5, paragraph 330303, section 3305 of this Regulation and Title 31, United States Code, section 3325. Other responsibilities, as appointed, may include:

1. Determine necessity of a trip as mission essential and in the government's interest.
2. Determine funds availability based on the DTS budget module.
3. Assign the proper LOA prior to authorization.
4. Disapprove trip requests when "should cost" estimates exceed the funding available in the DTS budget.
5. If a requested trip is critical, request additional funding allocation from the appropriate fund allocation official for the DTS budget module when the "should cost" estimate exceeds the amount of funds available in the DTS budget module.
6. Review and authorize trip requests, including "should cost" estimates, for consistency with DoD TDY policy, the JFTR/JTR and mission requirements.
7. Review all policy exceptions and disapprove, approve or justify as appropriate.
8. As a minimum, review receipts and/or required justification when the "should cost" estimate differs substantially from the claim submitted by the travelers.
9. Certify travel claim for payment by approving after completion of travel using an electronic signature.
10. Electronically forward certified claims to the disbursing office for payment.

D. Certifying Officials. COs are appointed in accordance Volume 5, paragraph 330303 and section 3306, of this Regulation and Title 31, United States Code, section 3325. AOs shall be appointed specifically as COs to perform certification for payment when approving trip records for payment. Authorizing Officials shall be appointed in writing as COs if they certify trip records to the disbursing office for payment. Two separate individuals must authorize the trip and certify the trip records. An individual may act as both the CO and AO on the same travel voucher. Certifying officials shall be pecuniarily liable for erroneous payments from negligent performance of duties in accordance with Volume 5, paragraphs 330505 and 33070, of this Regulation.

E. Self-Authorizing Official. No blanket orders shall be issued under the DTS system. Instead, individuals who previously traveled under blanket travel orders shall 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 accordance with service/agency policies and procedures.

★020402. 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. Retain receipts for all lodging expenses, and all receipts for individual reimbursable expenses of \$75 or more, for 4 years in accordance with Internal Revenue Service (IRS) requirements.

B. Provide copies of receipts or signed statement of missing receipts to the AO and reviewing official upon request.

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

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

E. 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.

020403. Reviewing Official. Reviewing officials may be members of the DFAS-Kansas City Center and/or members of installation financial management organizations and shall be appointed in writing to conduct random post-payment reviews of payments in accordance with Volume 5, section 3308, of this Regulation. Reviewing officials conduct pre- and post-payment review of travel payments certified by COs. Both AOs and travelers are required to offer expeditious and complete cooperation to reviewing officials.

## ★0205 TRAVEL AUTHORIZATION

020501. Business Travel. Business travel includes all standard travel to support mission requirements by DoD military personnel and civilian employees who have access to the common user interface (CUI).

020502. Other Than Business Travel. Other than business travel refers to travelers who are performing “Arrangements Only” through the CUI. No electronic commerce/electronic data interface (EC/EDI) transaction will be generated and no obligation of funds will occur in the official accounting system. Travelers who use the CUI only for arrangements will process their settlements using paper vouchers and travel orders in accordance with Chapter 8 of this volume.

NOTE: Upon initial implementation of the DTS, business travel may include travel that cannot be obligated or paid using the DTS. For example, until all Defense Accounting and Disbursing Systems (DADS) are interfaced with the DTS, travel citing others funds cannot be processed in DTS if the paying station is not yet accepting DTS transactions.

020503. Group Authorization. Group authorizations involve two or more individuals who are traveling together. A group authorization allows the AO to generate one trip record with multiple names. Group authorizations are appropriate for such travel as conferences or deployment exercises.

020504. Local Travel at 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 locality of the permanent duty station (PDS). Claims should be submitted as soon as practical after 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 shall 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 must 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 electronically signed by the traveler and approved by a certifying officer.

020505. Nonconnected Traveler. Nonconnected travelers are individuals who belong to organizations operating under the DTS, but do not have access to DTS through computer or telephone dial-in. Nonconnected travelers include new accessions into the Military

Services, including recruits traveling from basic training to follow-on training locations. New accessions are nonconnected travelers only when the Military Entrance Processing Station (MEPS) where they are accessed is part of DTS, or when they leave a training location that is part of DTS.

★0206 FISCAL YEAR END TRAVEL AND ACCOUNTING POLICY

020601. 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 will be posted in the new fiscal year as necessary costs to close down operations.

020602. New Fiscal Year Obligations. Accounting systems shall maintain electronically all new year obligations received from the DTS in a pending status. New fiscal year obligations will not reject to the DTS because funding documents are not received and targets are not loaded into the accounting systems. The DTS will continue to send files to the accounting systems where they will remain until each system completes year-end processing, new year loading, and reopens for the new fiscal year's business. At that time, these stored DTS transactions will be processed. Once the year-end conversions are complete, normal processing is resumed and all transactions are processed in a normal manner.

★0207 DEFENSE TRAVEL SYSTEM-LIMITED

020701. General. Defense Travel System-Limited is an interim capability developed until the DTS is fully deployed.

020702. Capabilities. The DTS-L offers the following travel management capabilities:

- A. Electronic travel order preparation and authorization
- B. Preparation of should cost obligation estimates
- C. Budget module
- D. Static database of airline and hotel data
- E. Ability to print travel related forms
- F. Route and review functions
- G. Computations of final travel settlement with limitation

- H. User training and installation assistance
- I. User developed external financial interfaces.

020703. Comparison with the DTS. The DTS-L is an interim capability meant to assist in the Department's transition to the full DTS. The following capabilities provided by DTS are not included in DTS-L:

- A. Interface to the DoD public key infrastructure (digital signature)
- B. Interface to the Defense Table of Official Distances (DTOD)
- C. Electronic Data Interchange (EDI) to Defense Accounting and Disbursing Systems (DADS)
- D. Live availability of travel reservation data through the commercial Global Distribution Systems (GDS)
- E. Interface to the official DoD travel archive operated by the Defense Manpower Data Center (DMDC).

020704. Levels of DTS-L Functionality. There are three levels of functionality available with the DTS-L. Each organization is responsible for determining the appropriate level of functionality for their respective organizations. The levels of operation are:

A. Level 1: An electronic travel order writer designed to function within the current standard, paper-driven process. The DTS-L will generate an accurate "should cost" computation, provide electronic route and review and print all travel forms. The "should cost" computation available under DTS-L level 1 will be based on the entitlements contained in Appendix O of the JFTR; however, reimbursement to the traveler will be based on the standard JFTR entitlements. Use of Appendix O entitlements for the purpose of reimbursing a traveler is only available to users of DTS-L levels 2 and 3, and DTS.

B. Level 2: Full level 1 capability plus electronic voucher computation designed to function within the current standard, paper-driven process for AO certification. Pre-certified computed vouchers (paper copies) then shall be forwarded to the appropriate disbursing /travel entitlement activity.

C. Level 3: Full level 1 and level 2 capabilities plus a user developed external interface to accounting and disbursing systems or Commercial Travel Offices (CTOs). Users are responsible for the development of all electronic interfaces. Accounting and disbursing interfaces shall be developed in accordance with requirements established by the DFAS. All CTO interfaces shall be developed in accordance with current CTO contracts.

020705. Travel Settlement Computation. The DTS-L has been certified, with qualifications, to compute final travel settlement and payment. None of the prohibited types of travel listed in paragraph T4000 of the JTR/JFTR shall be processed through the DTS-L for final payment. The following additional travel categories do not compute correctly and shall not be processed through DTS-L for final payment:

A. Personally procured transportation (tickets not purchased through a government travel office). There are no verifications in the DTS-L to determine if city-pairs were used or if business or first class tickets were purchased. Consequently, these trip records shall be forwarded to the AO for review of ticket receipt.

B. TDY/Temporary Additional Duty (TAD) with leave (civilian/military), TDY with accompanying dependents, and constructive travel

C. Claims for field duty with occasional missed meals for civilian and military and also field duty requiring lodging cost for civilians

D. Private auto mileage other than terminal mileage, unless the official mileage has been validated with the DTOD and authorized

E. Partial payments

F. Travel settlement vouchers with non-Automated Teller Machine (ATM) advances

020706. Pre- and Post- Payment Audit Random Review. Each of the DTS-L levels of functionality has unique pre- and post- payment audit review requirements. These requirements are:

A. Level 1: Authorizing officials, resource managers, approving officials and certifying officials have the same responsibilities for pre- and post-payment audits and random review as outlined in Chapter 5 of this Volume.

B. Level 2: Level 1 requirements plus a pre-payment review prior to payment authorization by the designated local (base) level comptroller or finance official in accordance with current (established) procedures.

C. Level 3: Follow procedures specified in the OUSD(C) memorandum of August 19, 1997, titled "Responsibilities for Pre- and Post-Payment Review of Travel Settlement Claims at DoD Travel Reengineering Test Sites."