

VOLUME 9, “GLOSSARY”

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 2009 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Section Title	Changes section title from “Definitions” to “Glossary” to conform with Department of Defense (DoD) standard.	Update
All	Verifies and updates hyperlinks.	Update
Number 64	Adds the word “up” to correctly reflect the definition of “Proportional Meal Rate” contained in the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR), Appendix A.	Update

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GLOSSARY

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 [Joint Federal Travel Regulation \(JFTR\)/Joint Travel Regulation \(JTR\), 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 Department of Defense (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 Temporary Duty (TDY) travel orders and approve travel claims.

8. Arrangements-Only Travel

A term to cover all travels not paid under [JFTR/JTR, Appendix O.](#)

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 by 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 that 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, para. T4000](#).)

13. Business Travel

This term is defined in [JFTR/JTR, Appendix O, para. 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 Web Portal. 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. 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).

19. Concurrent Travel

Travel under which the member is accompanied or immediately followed by the member's spouse and/or dependents.

20. Continental United States (CONUS)

The continental/contiguous 48 states of the United States and the District of Columbia, which do not include Alaska and Hawaii.

21. Defense Accounting and Disbursing Systems (DADS)

DoD financial systems that make travel payments to travelers and maintain accounting data.

22. Defense Travel Administration (DTA)

The DTS function responsible for managing the administrative aspects of the travel process on an organizational level.

23. 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.

24. Dependent

This term is defined in the [JFTR/JTR, Appendix A](#). Dependents of uniformed members can be command sponsored or noncommand sponsored.

25. Designated Place

See [JFTR/JTR, Appendix A](#) and [JFTR, paragraphs U6002-A](#) and [U6051-A](#) in reference to evacuation allowances.

26. 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.

27. Directed

An order to do something in a specific way.

28. 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.

29. Dislocation Allowance (DLA)

An allowance paid to military members to reimburse them partially for expenses incurred in relocating their households.

30. 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.

31. Finance Defense Travel Administrator (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.

32. Foreign Area

Any area or country other than the United States (also see non-foreign area). (See [JFTR/JTR, Appendix A](#).)

33. Funeral Honors Detail

Individuals not employed by the Government who participate in funeral honors detail for a veteran (see [10 U.S. Code \(U.S.C.\) Section 1491](#)) and may be authorized transportation or transportation reimbursement and expenses.

34. 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.

35. 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](#)).

36. 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 Web Portal for unconnected travelers.

37. Government Travel Card

The GSA SmartPay system contractor-issued charge card used for the purpose of procuring transportation and other authorized travel-related services.

38. 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.

39. 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.

40. 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.

41. 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.)

42. 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.

43. 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](#).

44. Invitational Travel Authorization (ITA)

Invitational travel is the term applied to authorize travel of individuals who are: (1) not employed by the Government; (2) employed under [5 U.S.C., Section 5703](#) intermittently by the Government as consultants or experts and paid on a daily basis (when actually employed); or (3) serving without pay or at \$1 a year. ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business. The traveler must be an actual "participant" in the proceedings of the gathering, and not there just for the sake of attendance alone.

45. 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 [DOD Travel Regulations](#).)

46. Joint Travel Regulation (JTR)

The regulation that prescribes travel and transportation allowance authorized for DoD civilian employees. The JTR (See [DOD Travel Regulations](#)) is the Department's implementing guidance for the [Federal Travel Regulation \(FTR\)](#), issued by the General Services Administration (GSA).

47. 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).

48. Meals and Incidental Expenses (M&IE)

This term is defined in the [JFTR, Appendix A](#) and [JTR, Appendix A](#).

49. Surface Deployment and Distribution Command (SDDC)

The Army component of the U.S. Transportation Command, which is responsible for DoD traffic management.

50. Surface Deployment and Distribution Command (SDDC) Negotiated Agreements

Negotiated agreements between the SDDC and rental car companies.

51. Nonconcurrent Travel

Travel under which the member is not accompanied or immediately followed by the member's spouse and/or dependents.

52. 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.)

53. 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).)

54. 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.

55. Other-Than-Business Travel

Any travel under the DTS that uses the Common User Interface for arrangements only. This includes official travel combined with leisure travel, new accession travel, and PCS travel. Also known as "arrangements only" travel.

56. 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.](#))

57. Permanent Change of Station (PCS)

This term is defined in the [JFTR/JTR, Appendix A.](#)

58. Permanent Duty Station (PDS)

This term is defined in the [JFTR/JTR, Appendix A.](#) It is also referred to as “official station.”

59. Permissive/Administrative Travel Time

An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.

60. Personally-Procured Household Goods (HHG) Transportation

Transportation and/or nontemporary storage (NTS) of HHG arranged by a member and/or the member’s agent.

61. Premium Class

Any class of transportation service above coach, such as business class or first class.

62. 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.](#))

63. 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.](#))

*64. Proportional Meal Rate

The average of the standard government meal rate and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar (see [JFTR/JTR, Appendix A.](#)) This meal rate is used as prescribed in the JFTR/JTR.

65. 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.

66. 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.

67. Reviewing Official

An official or representative, appointed in writing, to conduct random post-payment reviews of payments in accordance with Volume 5, section 3306.

68. 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, paragraph C6300, sec. 550.402.](#))

69. "Should Cost" Estimate

Calculation generated before travel in the DTS through the Web Portal. It includes all known costs and should account for approximately 90 percent of the final cost. All known costs, including applicable taxes and taxi, and parking costs, should be incorporated into the estimate to ensure the most accurate estimated cost.

70. 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.

71. 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.

72. 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.

73. 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, Appendix A.](#))

74. 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.](#))

75. 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.](#))

76. 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.](#))

77. 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.

78. 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: [Per Diem Rates and Allowances.](#)

79. 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.

80. Transportation Officer (TO)

A person appointed or designated by the commander of a DoD activity to perform traffic management functions. This person may also be designated as “installation transportation officer,” “traffic manager,” “traffic management officer,” or “passenger transportation officer.”

81. 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, Part C](#), and [JTR, Appendix A](#) and [Chapter 4](#)).

82. Traveler

Refers to military members, DoD civilian employees, and invitational travelers who travel in an official capacity.

83. Travel Authorization (Also Referred to as a Travel Order)

A written or electronic instrument issued or approved by a person(s) to whom authority has been delegated, that directs an individual or group of individuals to travel. (See [JFTR/JTR, Appendix A](#).)

84. 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 or on the traveler’s behalf 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.

85. Unconnected Traveler

Travelers who do not have reasonable access to the DTS Web Portal.

86. 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.

87. U.S. Installation

This term is defined in [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.

88. Web Portal

The software that integrates the necessary functions of the Defense Travel System.

89. Withholding Tax Allowance (WTA)

An estimated partial payment of the final RITA payment.

90. Year One (RITA)

The calendar year in which the WTA payment is made to a civilian employee.

91. Year Two (RITA)

The calendar year in which the RITA payment is made to a civilian employee.