



Defense Travel Management Office



WELCOME

A200 – Vital AO Skills



A200 Class Overview

- Topic:** Vital AO Skills
- Target Audience:** Authorizing Officials (AOs) & TCP-AO Candidates
- Time:** 60 minutes
- Pre-Requisites:** DTS Approval Process WBT (or equivalent training / experience)



Training Objectives

- AO tools
- Strategies for checking travel documents for accuracy / regulatory compliance
 - Substantiating records
 - Itinerary
 - Transportation / lodging reservations
 - Expenses
 - Mileage / per diem allowances
 - Funding sources & GTCC use
 - Written justifications
- Special considerations (e.g., constructed travel)





AO Tool #1: The Regulations



DoD Travel & Financial Regulations

- Joint Travel Regulations (JTR)
 - Covers travel and transportation allowances
 - If item isn't mentioned, it's not reimbursable
- DoD Financial Management Regulation (DoD FMR)
 - Covers travel pay and finance-based travel roles
- Component / local guidance and policies



JTR



DoD FMR



How DTS Helps You

- Other authorizations
 - Items that:
 - Are needed for printed authorization
 - Require additional scrutiny
- Pre-audit flags
 - Items that:
 - Don't align with the "standard" in the regulations
 - Exceed certain cost thresholds
 - Require written justification by traveler
- Advisory notices
 - Items that may need correcting





AO Tool #2: Training & Reference Materials



Training Opportunities in TraX

- Travel Certificate Program – Authorizing Officials
 - Validates that AO has knowledge and skills required for position
- Web-Based Trainings
 - TAOCO (COL) Initial & Annual Refresher
 - DTS Approval Process
 - Travel Policies
- Distance Learning
 - JTR Modules A-H



TraX



DTMO Website

- Latest copy of JTR
 - Changes incorporated monthly
- Trifolds
 - Review, Certify, & Approve DTS Documents
 - AO Checklist
- RSS Feeds
 - **Defense Travel Administrator Toolkit**
 - See articles intended for traveler / AO distribution
 - **Travel Regulations**
 - Recent / upcoming changes to JTR



JTR



*AO Checklist / Review,
Certify, & Approve DTS
Documents Trifolds*



RSS Feeds




Questions?





Reviewing Travel Documents

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

Document List

Route/Sign

Adjustments

Setup

Preview

Other Auths.

Pre-Audit

Digital Signature

Amendment Preview Screen

Print Document



Substantiating Records



Receipts

- Required for:
 - Expenses of \$75.00 or more
 - All lodging expenses (unless on flat rate per diem)
- Must:
 - Match claimed amounts
 - Be legible
 - Be itemized
 - Show payment

Aloft Chesapeake
1454 Crossways Blvd
Chesapeake, VA 23320
United States
Tel: 757-410-9562 Fax: 757-410-9563

aloft

Page Number : 1
Guest Number :
Folio ID : A
Arrive Date : 22JUN15
Depart Date : 23JUN15
No. Of Guest : 1
Room Number :
Club Account :
Copy

Aloft Chesapeake 23JUN15 07:32

Date	Reference	Description	Charges (USD)	Credits (USD)
22JUN15	DEPOSIT	Deposit-VI		-85.36
22JUN15	RT53	Room Charge	74.00	
22JUN15	RT53	Occupancy Tax	1.00	
22JUN15	RT53	City Tax	5.92	
22JUN15	RT53	State Tax	4.44	
** Total			85.36	-85.36
*** Balance			0.00	



Additional Substantiating Records

- Examples:
 - DD Form 1351-2 / SF1164
 - Required for **T-ENTERED** voucher / local voucher
 - Constructed travel worksheet (CTW)
 - Special approvals
 - Leave forms
 - Other than economy/coach class travel approval
 - Regulation-supported checklists
 - E.g., Restricted airfare checklist
- Local policies may require additional documents



Opening Substantiating Records

Substantiating Records

Document History

Date	CTW	Notes	View
14-Oct-2015	<input type="checkbox"/>	Rental Car Receipt	View
14-Oct-2015	<input type="checkbox"/>	Lodging Receipt	View

WWW.TOPRENTALCARS.COM

TOP RENTAL CARS
123 EXAMPLE STREET
SMITHVILLE
IA
50004

CASHIER: #1723
CUSTOMER: TRAVELER, DOD

PURCHASE:

DAILY RENTAL TOTAL \$132.30
GARS TOTAL \$15.00

STATE TAX +6.00% TAX: \$0.84

TOTAL: \$156.14

PAYMENT METHOD: CREDIT CARD
TRANSACTION #1447181709 -001
DATE: 03/27/2016 6:55:09 PM

HOMWOOD
SUITES
BY HILTON

Folio

Room 137/KHWN
Arrival Date 2/27/2016 10:58:00AM
Departure Date 3/1/2016 5:03:00AM 1

Adult/Child 1/0
Room Rate 94.00

RATE PLAN L-GR1
HH#
AL#
CAR#

CONFIRMATION NUMBER: 3/9/2016 PAGE 1

If the debited card you are using for checkout is attached to a bank or checking account, a hold will be placed on the account for the full estimated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
Rates subject to applicable rates, occupancy, or other terms. Please do not leave any money or items of value unattended in your suite. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the included printed company or destination fails to pay for this bill or the full amount of these charges. I have requested verifying delivery of USA Today. If refused, a credit of \$1.75 will be applied to my account in the event of an emergency, I or someone in my party, require the special evacuation sequence due to a physical disability. Please indicate yes by checking here: ☐

Signature

date	reference	description	amount
2/29/2016	747388	GUEST ROOM EXEMPT	\$94.00
3/1/2016	747845	GUEST ROOM EXEMPT	\$94.00
3/8/2016	749468	GUEST ROOM EXEMPT	\$94.00
3/8/2016	749469	GUEST ROOM EXEMPT	\$94.00
3/8/2016	749470	VS **7669	(\$376.00)
** BALANCE **			\$0.00



Comparing Receipts to Voucher



- ☐ Do receipts match claims?
- ☐ Are receipts valid in all other ways?
- ☐ Are there any missing receipts?

CAR:		
NUMBER :	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such the date of check-out or longer at the discretion of your financial institution. Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held responsible if my company or association fails to pay for any part or the full amount of these charges. "I have requested a refund of \$7.75 will be applied to my account." In the event of an emergency, I, or someone in my party, require special services. Please indicate yes by checking here: <input type="checkbox"/>	
E 1	Signature	
reference	description	amount
747386	GUEST ROOM EXEMPT	\$94.00
747645	GUEST ROOM EXEMPT	\$94.00
749468	GUEST ROOM EXEMPT	\$94.00
749469	GUEST ROOM EXEMPT	\$94.00
749470	VS *7669	(\$376.00)
	** BALANCE **	\$0.00

Accounting Summary	
Actual/Estimate	
	16 TRAVEL view
Accounting Code:	
COM. CARR.-I:	\$636.70
LODGING:	\$376.00
M&IE:	\$265.50
MILEAGE:	\$19.54
OTHER:	\$188.98
RENTAL CAR:	\$156.14
TRANSPORT:	\$43.17
16 TRAVEL Sub Total:	\$1,686.03
Calculated Trip Cost:	\$1,686.03



Questions?





Itinerary & Trip Information



Reference & Comments

- Check in accordance with local policy:
 - **Reference**
 - **Comments to Approving Official**
 - Could contain “Alternate means...” statement
 - **Comments from Travel Agent**

Reference Information	
Reference:	
Document Comments	
Comments to the Approving Official:	Alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives.
Comments from the Travel Agent:	



Trip Type & Trip Purpose

- **Trip Type**

*JTR*

- Establishes traveler allowances
- Most trips are **AA-Routine TDY / TAD**
- Others include:
 - **Special Circumstances** (+ secondary trip type)
 - **Invitational**

Other Trip Information	
Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	TRAINING ATTENDANCE

- **Trip Purpose**

- Generic classification of trip
- For local reporting only – doesn't impact allowances



Trip Description / Conferences

- **Trip Description**
 - Optional field for traveler
 - May provide additional detail (when considered alongside **Trip Type** and **Trip Purpose**)
 - Check in accordance with local policy
- **Conference / Event Name**
 - Verify that traveler included for related TDYs

Trip Description: Attending project management training

Conference/Event Name: Not Applicable



Location Information

- Trip locations:
 - Must identify where duty is being performed
 - City vs. U.S. installation
 - Establish per diem allowances
 - Dates
 - Mandatory lodging use
 - Time zone: IDL
 - Must be listed separately
(for multi-location TDYs)

Overall Starting Point Time Zone: EST (06)		
Itinerary: Edit	Leave From:	ARLINGTON, VA
	Leave:	28-Mar-16
Location 1 - SHEPPARD AFB, TX Time Zone: CST (07)		
Itinerary: Edit	Leave From:	ARLINGTON, VA
	TDY/TAD Location:	SHEPPARD AFB, TX
	Arrive:	28-Mar-16
	Leave:	31-Mar-16
Government DoD Lodging:	Reserved:	No
	Non-Availability Number:	



Checking Trip & Location Information



- Did the traveler:
 - ☐ Include required “Adequate means...” statement?
 - ☐ Provide adequate explanation of trip?
 - ☐ Select the correct **Trip Type**?
 - ☐ Select a conference *(if applicable)*?
 - ☐ Enter the correct TDY location?
 - ☐ Enter trip dates that meet the mission?

Reference Information	
Reference:	<input type="text"/>
Document Comments	
Comments to the Approving Official:	Alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives.
Comments from the Travel Agent:	

Other Trip Information		
Trip Type:	AA-ROUTINE TDY/TAD	
Trip Purpose:	TRAINING ATTENDANCE	
Trip Description:	Attending project management training	
Conference/Event Name:	Not Applicable	
Overall Starting Point: Time Zone: EST (06)		
Itinerary:	Leave From:	ARLINGTON, VA
Edit	Leave:	04-May-16
Location 1 - SALT LAKE CITY, UT Time Zone: MST (08)		
Itinerary:	Leave From:	ARLINGTON, VA
Edit	TDY/TAD Location:	SALT LAKE CITY, UT



Questions?





Reservation Information



Reservations Made Through DTS

- Traveler must use DTS to make reservations
 - Fare or Cost: Validate w/ receipts
 - Locations and dates: Sensible, appropriate
 - Method of Reimbursement: GTCC* or CBA (air, rail)

Air Travel: View		Rental Car: View		Lodging: View	
Carrier:	American Airlines	Company:	ADVANTAGE	Name:	La Quinta Inn & Suites D
Flight:	1271	En-Route:	No	Cost:	\$95.00 / Night
Fare:	\$260.60	Cost:	\$191.49	Tax:	0%
Airport Passenger facility charge included in ticket price		Location:	DEN - Denver Intl Apt, CO (USA)	Check-In:	25-Mar-13 11:59PM
Depart:	DCA-Washington Ronald Reagan National Ap 25-Mar-13 07:10AM	Pick-Up:	25-Mar-13 01:00PM	Check-Out:	30-Mar-13 11:30AM
Arrive:	DFW-Dallas/Fort Worth Intl Apt 25-Mar-13 09:45AM	Drop-Off:	30-Mar-13 10:30AM	Method Of Reimbursement:	
Method Of Reimbursement:	GOVCC	Method Of Reimbursement:	GOVCC	Confirmation:	12345678-
Confirmation:	123456	Confirmation:	ABCD1234678-	Total Room & Tax:	\$95.00 / Night excluding additional fees
Seat Preference:	17F	Restrictions:	Weekly \$111.00, Extra Day \$15.86, Extra Hour \$3.97, Unlimited miles/kilometers, Estimated Total Cost \$191.49		

*DTS refers to a GTCC as a “GOVCC”



Reservations Made Outside DTS

- Traveler must manually account for:
 - Fare / cost of transportation
 - Validate w/ receipts
 - CTO fee (per CTO contract)
 - Departure dates
 - Method of reimbursement: GTCC or CBA (air, rail)

Bus:	Carrier:
	Bus
Cost:	\$120.00
Depart:	07-Jul-14
Arrive:	

CTO Fee (Indiv Bill):	Type:	CF - CTO Fee (Indiv Bill)
	Fare:	\$15.00
	Depart:	10-Mar-14
	Method of Reimbursement:	GOVCC-Individual



Air Reservations

Travelers Must...

- Use U.S. flag air carriers if available
- Use the CTO to make air transportation reservations

Travelers Should...

- Book early
- Use City Pair (-CA / YCA) airfares
 - Declining available City Pair requires a **Reason Code** & written justification to pre-audit flag

Travelers May...

- Use restricted airfares
 - AO must complete checklist in JTR, Appendix H & attach it as substantiating record



Identifying Non-City Pair Flights

- Toggle between **Preview Trip** & **Pre-Audit Trip**

Air Travel: [View](#)

Carrier: United Airlines

Flight: 374

Fare: \$263.60

Airport Passenger facility charge included in ticket price

Depart: IAD-Washington Dulles International Apt
10-Apr-16 07:00AM

Arrive: ORD-Chicago O'Hare International Apt
10-Apr-16 08:03AM

Method Of Reimbursement: GOVCC

Confirmation: 123456

Reason Flagged	Item Description	* Justification to Approving Official Help
→ NON-CONTRACT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: UA - 374 IAD-Washington Dulles International Apt 04/10/2016 - 07:00 AM ORD-Chicago O'Hare International	Reason Codes (C1) - Does not meet mission requirements <div>Available city pair flights would not arrive in time for scheduled event; cannot depart PDS on day prior to TDY event</div>



Rental Car Reservations

Travelers Must...

- Select lowest-priced, compact-sized vehicle
 - Choosing a more-expensive vendor requires justification to pre-audit flag
 - Choosing larger vehicle requires explanation to Other Auth.

Travelers Should...

- Only be authorized a rental car when it's necessary for the mission
- Share their rental car with other official travelers

Travelers May...

- Request a larger vehicle for mission-related reasons (sharing with another official traveler, equipment transport, etc.)



Identifying Rental Car Irregularities

- Toggle between **Preview Trip**, **Other Auths**, & **Pre-Audit Trip**

Rental Car: [View](#)

Company: ENTERPRISE

En-Route: No

Cost: \$207.14

Location: BOS - Boston Logan International Apt, MA

Pick-Up: 14-Dec-15 09:00AM

Drop-Off: 16-Dec-15 06:00PM

Method Of Reimbursement: GOVCC

Confirmation: ABCD1234678-

Restrictions: Daily \$43.00, Extra Day \$43.00, Extra Hour \$8.00, Unlimited miles/kilometers, Estimated Total Cost \$207.14

Other Authorizations			
	Other Authorization	Remarks	Remove
1	NON COMPACT CAR AUTHORIZED FOR ENTERPRISE FROM 12/14/15 TO 12/16/15	NON COMPACT CAR AUTHORIZED Sharing vehicle with other official travelers	

Rental Car: [View](#)

Company: AVIS

En-Route: No

Cost: \$594.70

Location: SLC - Salt Lake City, UT (USA)

Pick-Up: 04-May-16 09:00AM

Drop-Off: 15-May-16 06:00PM

Method Of Reimbursement: GOVCC

Confirmation: ABCD1234678-

Restrictions: Weekly \$170.00, Extra Day \$34.00, Extra Hour \$21.00, Unlimited miles/kilometers, Estimated Total Cost \$594.70

Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ HIGHER RENTAL CAR RATE CHOSEN	→ The rental car rate selected \$594.70 is higher than the lowest rental car rate available \$388.31 for the selected rental car type by \$206.39 AVIS 05/04/2016 - 09:00 AM SLC - Salt Lake City, UT (USA) 05/15/2016 - 06:00 PM.	



Lodging Reservations

Travelers Must...

- Use DoD Lodging or Public-Private Venture Lodging when TDY to a U.S. installation*
- Stay within the locality per diem rate**

Travelers Should...

- Understand that their lodging reimbursement may be capped

Travelers May...

- Request a higher lodging rate for mission reasons

*Applies to:

- Uniformed members
- DoD civilian employees TDY to an Integrated Lodging Program Pilot (ILPP) location

Travelers TDY to an ILPP “metro area” are required to use **DoD Preferred Commercial Lodging. Participating properties are guaranteed to be below per diem.



Reviewing Lodging

- Toggle between **Preview Trip** & **Pre-Audit Trip**
- Verify that the traveler:
 - Provided an adequate **Reason Code** (if required)
 - Claimed their lodging tax correctly
 - Separately for CONUS / non-foreign OCONUS
 - Combined with room rate for foreign OCONUS

Lodging View	Name:
	Cost:
	Tax:
	Check-In:
	Check-Out:
	Method Of Reimbursement:

Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ ACTUALS EXPENSE	→ ACTUAL EXPENSE ALLOWANCE REQUESTED.	Participating in conference requires me to stay at conference hotel, with rate that exceeds per diem.
Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ LODGING NOT USED	→ HOUSTON,TX: No lodging reservations exist from 02/08/2016 to 02/11/2016.	Reason Codes (L7) - Conference or Event Attending conference or event with prearranged lodging



Reviewing Reservation Information



Air Travel:
View
Rental Car:
View
Lodging
View

- Did the traveler select reservations:
 - IAW all regulations, such as:
 - ☐ A flight on a U.S. flag carrier *(when available)*?
 - ☐ A City Pair flight *(when available)*?
 - ☐ The lowest-priced, compact-sized rental car?
 - ☐ DoD Lodging / Public-Private Venture Lodging / DoD Preferred Commercial Lodging *(when applicable)*?
 - ☐ A lodging rate within per diem?
 - ☐ That meet mission requirements?
 - ☐ That were prudent?



Questions?





Non-Mileage Expenses & Mileage Allowances



Non-Mileage Expenses

- Must:
 - Be specifically allowed by the JTR
 - Be required for the mission
 - Be travel-related (i.e., not mission-related / personal)
 - Not be duplicated elsewhere (**Travel** module, etc.)
 - Reflect specific date incurred
 - Reflect actual amount paid (based on receipt)
 - Reflect accurate method of reimbursement

Expenses				
Non-Mileage:	No.	Expense Type	Date	Cost
				Method Of Reimbursement
	1.	Hotel Sales Tax	10/30/15	\$30.00
	2.	Tolls (highway bridge etc)	10/26/15	\$2.79
				GOVCC-Individual
				Personal



Mileage Allowances

- Use DTOD for en route mileage
- Use odometer for:
 - Local mileage
 - In / around mileage
- Do not combine en route & in / around mileage
- Only owner / operator of vehicle may claim mileage
- Reflect specific date driven
- Method of Reimbursement always = **Personal**

Mileage:							
No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
1.	Pvt Auto-TDY/TAD	10/30/15	20022 Washington, DC	12205 Albany, NY	\$212.75	Personal	370
2.	Pvt Auto-In/Around	10/30/15			\$18.97	Personal	33



Reviewing Expenses



- Did the traveler:
 - ☐ Enter expense to reflect actual amounts?
 - Include any duplicate claims by:
 - ☐ Entering reservation costs as non-mileage expenses?
 - ☐ Forgetting to delete estimates?
 - ☐ Include improper expenses (e.g., not allowed by JTR, personal expenses)?
 - ☐ Calculate their mileage correctly?

Expenses								
Non-Mileage:								
	No.	Expense Type	Date		Cost	Method Of Reimbursement		
	1.	Hotel Sales Tax	10/30/15		\$30.00	GOV/CC-Individual		
	2.	Tolls (highway bridge etc)	10/26/15		\$2.79	Personal		
			Total:		\$32.79			
Mileage:								
	No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
	1.	Pvt Auto-TDY/TAD	10/30/15	20022 Washington, DC	12205 Albany, NY	\$212.75	Personal	370
	2.	Pvt Auto-In/Around	10/30/15			\$18.97	Personal	33



Per Diem Allowances



Conditions Impacting Per Diem

- Duty conditions (e.g., field duty)
- Meal available / provided
- Required lodging available, but not used
- Leave / duty day / non-duty day
- Actual expense allowance (AEA)
- Long-term (over 30 days) TDYs at one location
- Crossing the international date line





Per Diem Allowances

- Verify that dates and totals match receipts
- Examine daily allowances (lodging + M&IE):
 - Trip locations
 - Lodging costs
 - Check for lodging tax for foreign OCONUS trips
 - Duty conditions (e.g., leave, field duty) (**Code**)
 - Meals, quarters availability (**B/L/D/Qtrs**)

Per Diem Entitlements	
Lodging M&IE:	Start Date
View	10/26/15

Per Diem Entitlements												
Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.												
GSA State Tax Exemption Listing												
Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
10/26/15	ALBANY,NY	View	N/A	\$99.00	\$99.00 GOVCC- Individual	\$44.25 Personal	115 / 59	NONE				
					\$99.00	\$59.00						



Reviewing Per Diem Allowances



- Did the traveler:
 - ☐ Enter their lodging costs correctly?
 - ☐ Correctly annotate any trip conditions (e.g., leave)?

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
10/26/15	ALBANY,NY	> View	N/A	\$99.00	\$99.00 GOVCC-Individual	\$44.25 Personal	115 / 59	NONE				
10/27/15	ALBANY,NY	> View	N/A	\$99.00	\$99.00 GOVCC-Individual	\$59.00 Personal	115 / 59	NONE				



Questions?





Financial Considerations



Line of Accounting (LOA)

- Verify LOA
 - Default LOA usually applied
 - Adjust LOA when:
 - Incorrect or no LOA applied
 - Your organization uses wildcards
 - Consult local policy for X-org LOAs
- Multiple LOAs require allocation
 - DTS displays allocations; verify them

*Have questions
about adjusting LOAs?*

**Check with
your organization's
Finance DTA.**

Accounting Summary			
Actual/Estimate		Allowed	
Accounting Code:		Accounting Code:	
16 TRAVEL view		16 TRAVEL view	
		SDN: 002UUM	
		CIC: 1L5CBX201333189	



Accounting Summary

- Breaks down trip costs by category
 - **Com. Carr.:** Transportation paid by:
 - GTCC: **Com. Carr.-I**
 - CBA: **Com. Carr.-C**
 - **Other:** Total cost of most non-mileage expenses
 - All others self-explanatory (e.g., **Lodging**)

Accounting Summary			
Actual/Estimate		Allowed	
Accounting Code: 16 TRAVEL view		Accounting Code: 16 TRAVEL view SDN: 002UUM CIC: 1L5CBX201333189	
COM. CARR.-I:	\$636.70	COM. CARR.-I:	\$636.70
LODGING:	\$1,188.00	LODGING:	\$1,188.00
M&IE:	\$678.50	M&IE:	\$678.50
MILEAGE:	\$19.54	MILEAGE:	\$19.54
OTHER:	\$188.98	OTHER:	\$188.98
RENTAL CAR:	\$356.50	RENTAL CAR:	\$356.50
TRANSPORT:	\$43.17	TRANSPORT:	\$43.17
16 TRAVEL Sub Total:	\$3,111.39	16 TRAVEL Sub Total:	\$3,111.39

Entered
by traveler

Allowed
by AO



Disbursing Summary

- Disbursing summary (voucher only)
 - **Total Prior Payments:** Amount paid to traveler
 - **Balance Due US:** Amount of traveler's debt
 - **Net Distribution:** Amount to be paid & split disbursed
 - Split disbursement required for GTCC holders
 - Verify that traveler did it

Disbursing Summary	
Total Prior Payments:	\$0.00
Balance Due US:	\$0.00
Net Distribution	
Personal(\$):	\$221.38
Individual GOVCC(\$):	\$809.04
Total(\$):	\$1,030.42



Document Totals / Payments

- **Document Totals:** Similar to **Accounting Summary**
- **Advances:** Only for travelers exempt from mandatory GTCC use
- **Scheduled Partial Payments (SPPs)**
 - Only available for trips longer than 45 days
 - Verify traveler entered accurate estimates to avoid overpayment

Document Totals			
Actual/Estimate		Baseline Trip	
COM. CARR.-I:	\$636.70	COM. CARR.-I:	\$636.70
LODGING:	\$1,188.00	LODGING:	\$1,188.00
M&IE:	\$678.50	M&IE:	\$678.50
MILEAGE:	\$19.54	MILEAGE:	\$19.54
OTHER:	\$188.98	OTHER:	\$188.98
RENTAL CAR:	\$356.50	RENTAL CAR:	\$356.50
TRANSPORT:	\$43.17	TRANSPORT:	\$43.17
Calculated Trip Cost:	\$3,111.39	Calculated Trip Cost:	\$3,111.39

Advances and Scheduled Partial Payments Summary						
Advances:	Date	Type	Organization	Account	Remarks	Amount
	12/07/15	EFT	TDILTAA	16 TRAVEL		\$2,489.11
Total:						\$2,489.11

Scheduled Partial Payments:							
Traveler	Start Date	End Date	Status	Payment Date	Calculated	Amount Paid	To Be Paid
###-##-####	12/28/15	01/26/16	SCHEDULED	01/27/16	\$3,854.95	\$0.00	\$3,854.95



Reviewing Financial Information



- ☐ Is there adequate funding for the trip?
- ☐ Are all correct LOAs on the travel document?
- ☐ Did the traveler split disburse their reimbursement?
- ☐ Are there any financial irregularities?

Accounting Summary			
Actual/Estimate		Allowed	
Accounting Code:	16 TRAVEL view	Accounting Code:	16 TRAVEL view
			SDN: 002UUM CIC: 1L5CBX201333189
COM. CARR.-I:	\$636.70	COM. CARR.-I:	\$636.70
LODGING:	\$1,188.00	LODGING:	\$1,188.00
M&IE:	\$678.50	M&IE:	\$678.50
MILEAGE:	\$19.54	MILEAGE:	\$19.54
OTHER:	\$188.98	OTHER:	\$188.98
RENTAL CAR:	\$356.50	RENTAL CAR:	\$356.50
TRANSPORT:	\$43.17	TRANSPORT:	\$43.17

Disbursing Summary	
Total Prior Payments:	\$0.00
Balance Due US:	\$0.00
Net Distribution	
Personal(\$):	\$221.38
Individual GOVCC(\$):	\$809.04
Total(\$):	\$1,030.42



Questions?





Other Authorizations & Pre-Audits



Other Authorizations

- Intended for display on printed authorization
- Helpful for reference when reviewing document
 - Examples:
 - Leave taken (annual, sick)
 - Meals provided
 - Manually-entered expense
 - Special circumstances travel trip type
 - Verify traveler entered remarks IAW local policy

Other Authorizations			
	Other Authorization	Remarks	
1	NON COMPACT CAR AUTHORIZED	NON COMPACT CAR AUTHORIZED //Ensure locally-approved official statement is entered.//	



Pre-Audit Flags

- DTS flags items that:
 - May not be compliant with policy
 - Exceed certain cost thresholds
- Travelers must provide adequate justifications
 - Some pre-audit flags require a **Reason Code**

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	AVAIL PREFERRED LDG NOT USED	VIRGINIA BEACH,VA: Available preferred lodging was not used for 10/26/2015 to 10/30/2015.	<p>Reason Codes (L3) - Lower rate available</p> <p>Selected hotel is \$10/night cheaper than lowest cost preferred property.</p>



Advisory Notices

- Read and act as necessary, such as asking the traveler to:
 - Provide more information
 - Adjust the travel document

The following are provided for advisory purposes only

2.

Advisory

→ LEAVE REQUESTED

Advisory Description [<Help>](#)

→ LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.



Reviewing Other Auths & Pre-Audits



- Do any items ID'd by DTS require:
 - ☐ Additional remarks / justification?
 - ☐ Removal from the travel document?
 - ☐ Addition to the travel document?
 - ☐ Action outside of DTS?

Other Authorizations			
	Other Authorization	Remarks	
1	NON COMPACT CAR AUTHORIZED	NON COMPACT CAR AUTHORIZED	//Ensure locally-approved official

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	AVAIL PREFERRED LDG NOT USED	VIRGINIA BEACH,VA: Available preferred lodging was not used for 10/26/2015 to 10/30/2015.	Reason Codes (L3) - Lower rate available Selected hotel is \$10/night cheaper than lowest cost preferred property.

The following are provided for advisory purposes only

2.	Advisory	Advisory Description <Help>
	LEAVE REQUESTED	LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.



Digital Signature



Your Digital Signature

- Apply **APPROVED** if everything's legal, proper, & correct
 - Authorizes traveler to travel / incur expenses
 - Certifies claims for payment
 - Makes you pecuniarily liable
 - Legal responsibility to repay the Government for erroneous payments you certify
- Apply **RETURNED** when corrections are required
 - Include comments
- Apply **SIGNED** to restart routing

A screenshot of the "Digital Signature" form. The form has a title bar "Digital Signature" and a yellow instruction bar: "Click below to stamp and submit this trip authorization for routing and approval". Below this is a section titled "Document Action". It contains a dropdown menu labeled "Submit this document as:" with "APPROVED" selected. Below that is a dropdown menu labeled "Routing List:" with "AA RL" selected. At the bottom is a text input field labeled "Additional Remarks:".

Digital Signature	
Click below to stamp and submit this trip authorization for routing and approval	
Document Action	
* Submit this document as:	APPROVED ▼
Routing List:	AA RL ▼
Additional Remarks:	



Questions?





Special Considerations



Personal Leave w/ Official Travel (PLOT)

For more information:

Take DTMO web-based training module

DTS (Special Topic) – Personal Leave with Official Travel in TraX



PLOT Considerations

Travelers Cannot...

- Claim per diem on leave days
- Claim reimbursement for expenses related to leave
- Request leave via DTS
- Arrange personal transportation in DTS

Travelers Must...

- Reflect leave on **Per Diem Entitlements** screen
- Subtract / pro-rate expenses associated with their leave
 - E.g., lodging tax (pro-rate)

Travelers Should...

- Coordinate leave with chain of command before travel
- Add comments in DTS
- Attach supporting documents (e.g., leave forms) IAW local policy



Constructed Travel

For more information:

Take DTMO web-based training module
DTS (Special Topic) – Constructed Travel in TraX



Entering Constructed Cost into DTS

- Review the attached CTW

Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Worksheet - Authorization
Not required for trips shorter than 400 miles one-way or 800 miles round-trip
Refer to worksheet instructions for complete guidance

Name: _____ Locations and Dates of Travel: _____

Traveler & Trip Information

Policy Constructed Transportation Cost:

A. Enter the constructed transportation cost of the transportation mode(s) the AO directed to, from _____ to _____ below: _____

B. _____

Total (Line A + Line B): _____

Transportation Mode	Constructed Costs to Include on Line A
Commercial Airplane	Lowest cost, economy/coach class air fare (If City Pair, use YCA not _CA) + tax & fees (excluding CTO fee)
Commercial Train	Coach class train ticket + tax & fees (excluding CTO fee)
Commercial Bus	Bus ticket + tax & fees (excluding CTO fee)
Gov't Furnished Automobile	1. Almost always, actual cost of gas and oil + miscellaneous transportation expenses allowed by JTR, 2830-G 2. In rare cases, POC mileage (see JTR, par. 4795)
Rental Car	Lowest cost rental car allowed by mission + miscellaneous transportation expenses allowed by JTR, par. 2830-G

Additional Comments:

Enter considerations that are not part of the constructed transportation cost, but help the AO decide whether POC use is to the Government's common considerations and the constructed transportation costs.

Additional Considerations

- Enter constructed cost after applying **APPROVED**
- Decide whether to limit traveler's reimbursement

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

Worksheet

Transportation Expenses: _____ 0.00

Expense Cost Factors: _____ 0.00

Total Allowed Cost: _____ 0.00

☐ Approve as Limited
Trip will be authorized. If the LT transportation expense reimburses constructed cost of common car, the JFTR.

Preferred Travel

Pvt Auto-TDY/TAD: _____

Preferred Trip Total: _____

Cancel Approve and Continue



Cancellation Procedures

For more information:

Take DTMO web-based training module

DTS (Special Topic) – Cancellation Procedures in TraX



Cancellation Considerations

- Apply **CANCELLED** to trips with no expenses incurred

* Submit this document as: **CANCELLED** 

- Follow usual document processing for cancelled trips with expenses incurred
 - Coach traveler to:
 - Only claim reimbursement for incurred expenses
 - Promptly initiate cancellation to avoid penalties
- Avoid airline auto-cancellation by processing authorizations in a timely manner



Summary

- You must verify adherence to all regulations
- Check travel documents for accuracy / regulatory compliance in following areas:
 - Substantiating records
 - Itinerary
 - Transportation / lodging reservations
 - Expenses
 - Mileage / per diem allowances
 - Funding sources & GTCC use
 - Written justifications
- Special considerations (e.g., constructed travel)





CREDIT FOR CLASS ATTENDANCE:

Be sure to enter “LEAVING” in chat box.....

- To receive class credit, you must:
 1. Be registered for this class in TraX
 2. Enter “Present” at start
 3. Be in class the majority of class time
 4. Enter “Leaving” before exiting
- Credit available in TraX 3-5 days after class
- Go to TraX > Training > Completed > Print Certificate

Please complete a Class Evaluation:

- Evaluation link is in chat box; *copy/paste to a browser*

Class Script - Instructor Guide being posted now:

- When slide changes; go to lower left corner; click second icon (black arrow)
- Click GUIDE or SLIDES; click download for local use; may be edited.