

# 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









#### **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







#### **DTMO** Website

- Latest copy of JTR
  - Changes incorporated monthly



- Trifolds
  - Review, Certify, & Approve DTS Documents



AO Checklist

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

- RSS Feeds
  - Defense Travel Administrator Toolkit
    - See articles intended for traveler / AO distribution
  - Travel Regulations
    - Recent / upcoming changes to JTR





## **Questions?**





# Reviewing Travel Documents



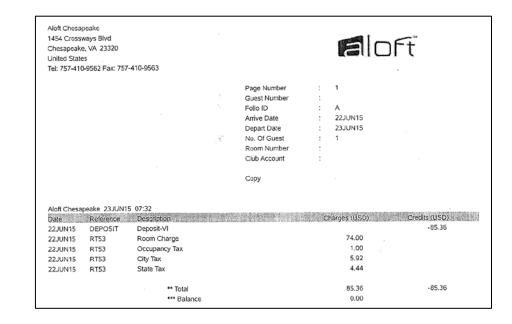


# **Substantiating Records**



#### 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





#### **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	стw	Notes	View
14-Oct-2015		Rental Car Receipt	> <u>View</u>
14-Oct-2015		Lodging Receipt	> <u>View</u>

TOP RENTAL CARS 123 EXAMPLE STREET SMITHVILLE IA 50004	
CASHIER: #1723 CUSTOMER: TRAVELER PURCHASE:	. DOD
DAILY RENTAL TOTAL GARS TOTAL	\$132.30 \$15.00
STATE TAX +6.00% TA	X: \$8.84
1	OTAL: \$156.14

HOMEWOOD SUITES BY HILTON		Fosio
	Departure Date 3/1/	/K-TWN 7/2016 10:58:00AM 2016 2:03:00AM 1 1/0 94.00
	RATE PLAN HH# AL: CAR:	L-GR1
CONFIRMATION NUMBER:	the date of check-out or langer at the expension of your impact on the Raise subject to applicable selder, occupancy, or other taxes, Pleases do applicable, for the latest partial to the latest partial for	or electing account, a hold will be billose on the account for the full authorized driving your date of chiefed with and south Resid with not be elebesed for 72 buildance bytem from not allow on any company of these of visitors would not provided from the signal. A safety decoration to a lot validing and regime to be held processly leaflest a time event that the not sect of settled to what the contract of the section of the section of the section of the section of the section of the section of societies to the section of the section of the section of the section of the section of societies to the section of
	· 8ignatura	
daté reference	description	amount 6
2/29/2016 747386 3/4/2018 747645 3/4/2018 749468 3/4/2018 749469 3/4/2018 749470	GUEST ROOM EXEMPT GUEST ROOM EXEMPT GUEST ROOM EXEMPT GUEST ROOM EXEMPT VS '7689	\$94.00 \$94.00 \$94.00 \$24.00 (\$376.00)



## **Comparing Receipts to Voucher**



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

	CA	<u></u>
UMBER:	amount to be award to the hotel, including estimate the date of check-out or longer at the discretion Rates subject to applicable sales, occupancy, o available for you in the lobby. I agree that mutually of a subject to a many part of a subject to a many part of any part of any part of a subject to a many part of any part of a subject of the property of any part o	in is attached to a bank or sheeking account, a hold will sted incidentals, lithough yeur date of check-out and suc of your injurial institution, or other taxes. Please do not leave any money or items or lability for this bill is not waived and agree to be held to the full amount of these charges, it have requested or of an emergency, it, or someone in my party, require ap
	- Brutsnelß	
ference	description	amount
·	A STATE OF THE STA	
747386	GUEST ROOM EXEMPT	\$94.00
747645	GUEST ROOM EXEMPT	\$94.00
749468	GUEST ROOM EXEMPT	\$94.00
749469	GUEST ROOM EXEMPT	\$94.00
748408	VS *7669	(\$376.00)
) 4641 U	1000	
	**BALANCE **	\$0.00

Accounting Summary	
Actual/Estimate	
Accounting Code:	16 TRAVEL <u>view</u>
COM. CARRI:	\$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?**



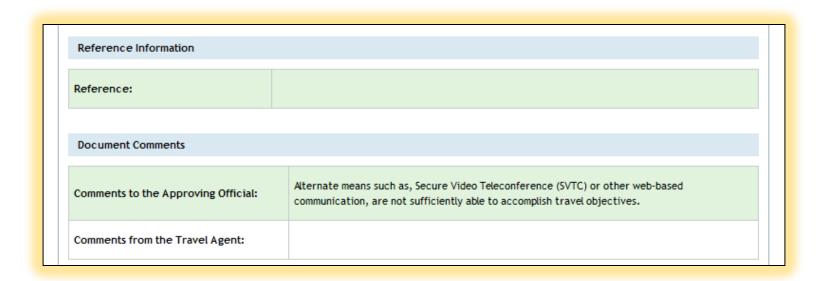


# **Itinerary & Trip Information**



#### **Reference & Comments**

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





#### **Trip Type & Trip Purpose**

#### Trip Type



- 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

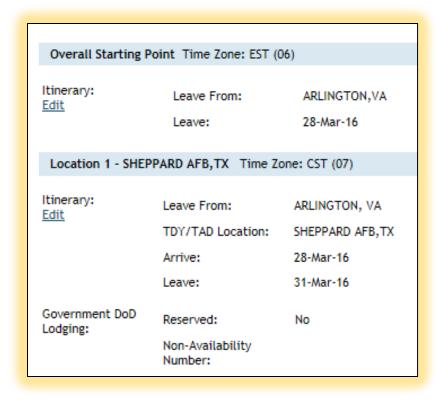
Conference/Event Not Applicable

Name:



#### **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)

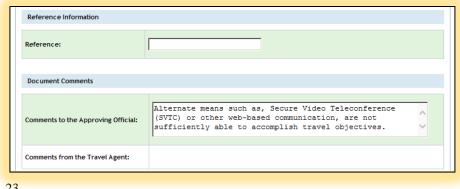


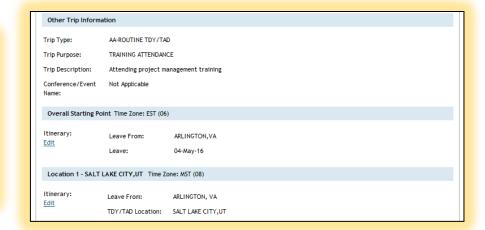


#### **Checking Trip & Location Information**



- 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?







## **Questions?**



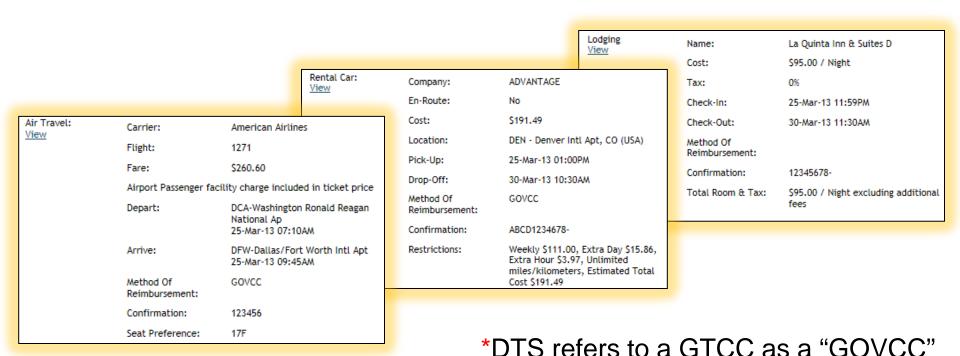


## **Reservation Information**



### **Reservations Made Through DTS**

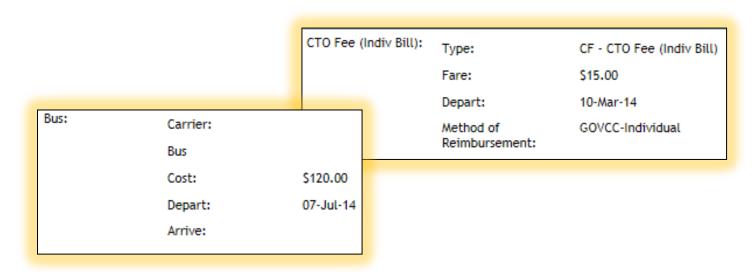
- Traveler must use DTS to make reservations
  - Fare or Cost: Validate w/ receipts
  - Locations and dates: Sensible, appropriate
  - Method of Reimbursement: GTCC\* or CBA (air, rail)





#### **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)





#### **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
<u> </u>	Flight:	374
	Fare:	\$263.60
	Airport Passenger fac	cility 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





#### **Rental Car Reservations**

## Travelers Must...

- Select lowestpriced, compactsized vehicle
  - Choosing a moreexpensive 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

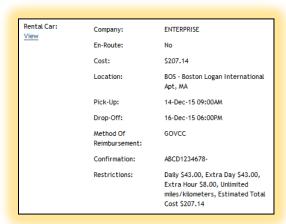
# Travelers May...

 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



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

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
	En-Route: Cost: Location: Pick-Up: Drop-Off: Method Of Reimbursement: Confirmation:

Reason Flagged	Item Description	* Justification to Approving Official <help></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

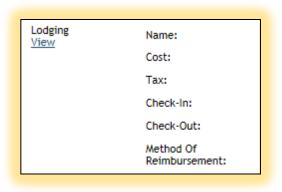
\*\*Travelers TDY to an ILPP "metro area" are required to use **DoD Preferred Commercial Lodging**.

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







#### **Reviewing Reservation Information**

☐ That were prudent?



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?



## **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	GOVCC-Individual
	2.	Tolls (highway bridge etc)	10/26/15	\$2.79	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	То	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?





## 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)





#### 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	В	L	D	Qtrs
10/26/15	ALBANY,NY	> <u>View</u>	N/A	\$99.00	\$99.00 GOVCC- Individual	\$44.25 Personal	115 / 59	NONE				
10/27/15	ALBANY,NY	> <u>View</u>	N/A	\$99.00	\$99.00 GOVCC- Individual	\$59.00 Personal	115 / 59	NONE				



## **Questions?**





# **Financial Considerations**

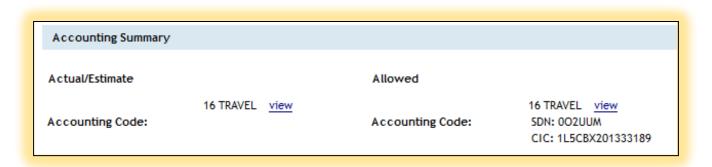


#### Line of Accounting (LOA)

- 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**

- 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)





#### **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

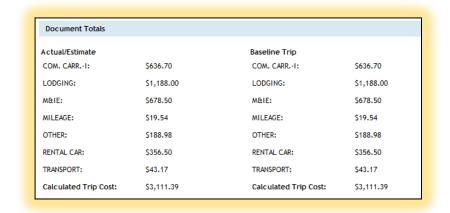


#### **Document Totals / Payments**

- Document Totals: Similar to Accounting Summary
- Advances: Only for travelers exempt from mandatory GTCC use



- Only available for trips
   longer than 45 days
- Verify traveler entered accurate estimates to avoid overpayment









#### **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 <u>view</u>	Accounting Code:	16 TRAVEL <u>view</u> SDN: 002UUM CIC: 1L5CBX201333189
COM. CARRI:	\$636.70	COM. CARRI:	\$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
Total Trior Taymond	Ç
Balance Due US:	\$0.00
Net Distribution	
Personal(\$):	\$221.38
i diseriar(\$).	3221100
Individual GOVCC(\$):	\$809.04
Total/\$).	\$4,020,42
Total(\$):	\$1,030.42



## **Questions?**





# Other Authorizations & Pre-Audits



#### **Other Authorizations**

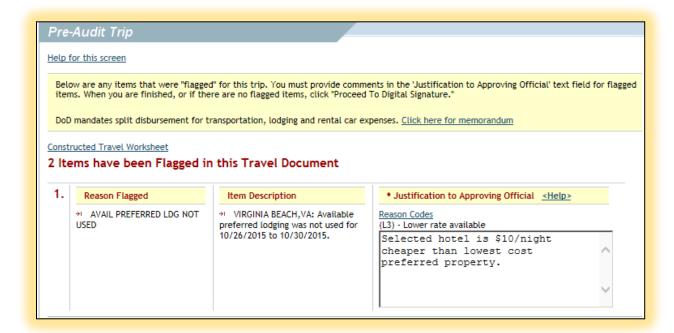
- Intended for display on printed authorization
- Helpful for reference when reviewing document
  - Examples:
    - Leave taken (annual, sick)
    - Meals provided
    - Manually-entered expense
    - Special circumstances travel trip type
  - Verify traveler entered remarks IAW local policy

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



#### **Pre-Audit Flags**

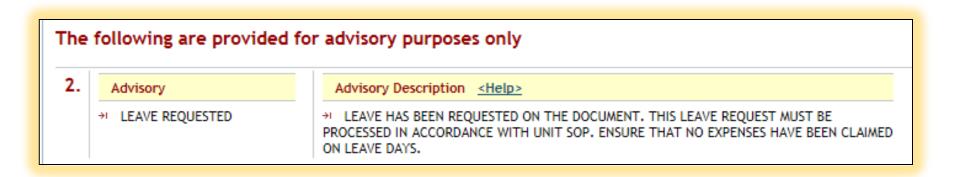
- DTS flags items that:
  - May not be compliant with policy
  - Exceed certain cost thresholds
- Travelers must provide adequate justifications
  - Some pre-audit flags require a Reason Code





#### **Advisory Notices**

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



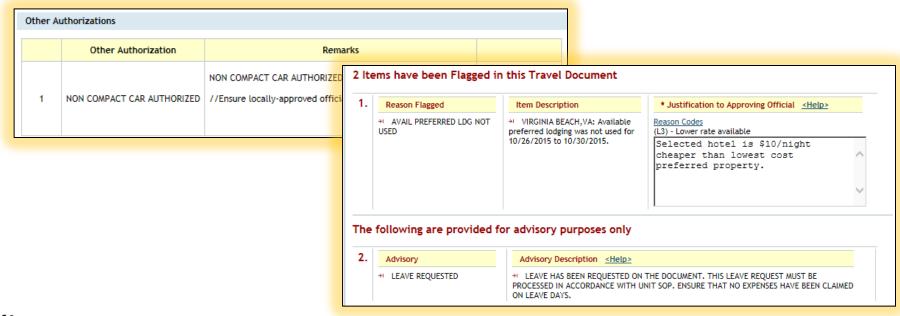


#### **Reviewing Other Auths & Pre-Audits**



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?





# **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





## **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 / prorate 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**

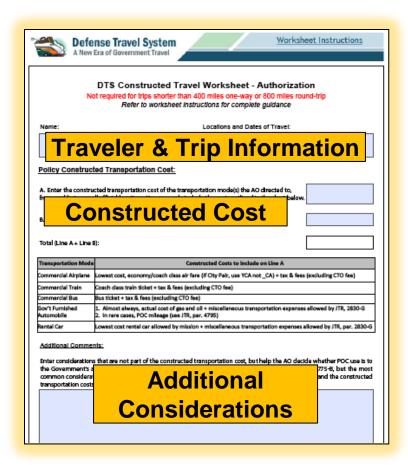
#### For more information:

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

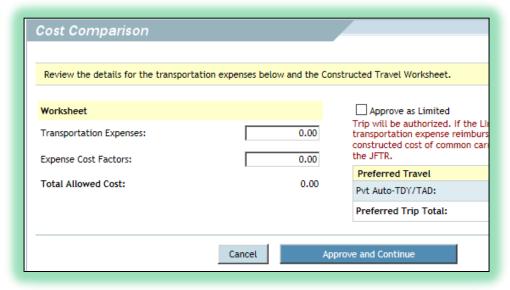


#### **Entering Constructed Cost into DTS**

Review the attached CTW



- Enter constructed cost <u>after</u> applying APPROVED
- Decide whether to limit traveler's reimbursement





## **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 | V

 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 <u>all</u> 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.