



## DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 200-40-1\*

11 June 2014

### TRAVEL AND TRANSPORTATION

#### Official Travel

- 1. Purpose.** This Instruction prescribes policy, assigns responsibilities and duties, and provides procedures for official travel.
- 2. Applicability.** This Instruction applies to all DISA activities.
- 3. Authority.** This Instruction is published in accordance with the authority contained in Joint Federal Travel Regulations (JFTR), Volume I, Members of the Uniformed Services; Joint Travel Regulations (JTR), Volume II, Department of Defense (DoD) Civilian Personnel; and DoD Directive 4500.54E, Foreign Clearance Program (FCP), 28 December 2009.
- 4. Policy.** Every effort will be made to minimize official travel being performed by DISA personnel. Travel will be approved when it is considered advantageous to the Government and when the mission cannot be satisfied by other means. Travel overseas will be arranged with a minimum requirement for equipment, facilities, installation services, and personnel. Visits will be coordinated in advance to avoid duplication or conflict of visits and overloading of facilities. To the maximum extent practicable, trips to the same general area at the same time will be consolidated.
- 5. Contents.** In addition to providing general guidance on official travel, this Instruction addresses the following aspects: official temporary duty travel abroad, travel orders, vehicle support, the Contract Travel Office (CTO), travel advances and unliquidated travel advances, temporary duty (TDY) reimbursement, the government travel card, local travel, relocation services and assistance mass transit, and the Defense Travel System (DTS).
- 6. Responsibilities.** The Director for Manpower, Personnel, and Security (MPS) will serve as the focal point all travel matters. The Principal Directors, Directors, Commanders, and Chiefs of major organizational elements maintaining the role as an accountable official will serve a control point for organizational travel matters. Specific responsibilities for local travel are assigned in chapter 9 and for relocation services and assistance in chapter 11.
- 7. Duties.** Duties pertaining to the government travel card, local travel, and DTS are assigned in chapters 8, 9, and 11, respectively.

8. **Procedures.** Procedures governing official travel are provided in the chapters that follow.

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**SUMMARY OF SIGNIFICANT CHANGES.** This Instruction has undergone extensive revision, and the reader is encouraged to review the Instruction in its entirety. The aspects of the government travel card, local travel in an around the permanent or temporary duty (TDY) station, DoD National Relocation Program (DNRP), and military carriers for public affairs purposes, previously been relayed in separate Instructions, have been incorporated in this Instruction. Guidance on mass transit and the Defense Travel System (DTS) has been added.

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\*This Instruction replaces DISA 200-40-1, 27 April 2003, and cancels DISAI 200-40-6, 27 February 2003; DISAI 200-40-8, 6 October 2011; DISAI 200-40-9, 8 April 2003; and DISAI 200-50-22, 2 June 2003. It must be reissued, canceled, or certified current within 5 years of its publication. If not, it will expire 10 years from its publication date and be removed from the DISA issuances postings.

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## C1. GENERAL

**C1.1 Authorization of Travel.** The Director, DISA, has been delegated authority by the Secretary of Defense to approve temporary duty travel (TDY) and permanent change of station (PCS) for civilian personnel of DISA and TDY travel only for military personnel assigned or detailed to DISA. Invitational travel may be authorized for individuals employed by private industry whose consultative, advisory, or highly specialized technical services are required in a capacity that is directly related to, or in connection with, DISA activities. Authority also exists for the approval of travel for part-time consultants when actually employed in the performance of DISA business.

**C1.2 Requesting Officials.** TDY travel will be requested by division or branch chief level personnel. PCS travel for civilian personnel will be requested by a division chief. PCS travel for military personnel will be requested by their respective service.

**C1.3 Accountable Officials.** All individuals designated as an Accountable Official (AO) (approvers, reviewers, etc.) will have a Signature Card (DD Form 577) on file in the Manpower Personnel and Security Directorate (MPS) Manpower and Personnel Systems Support Division (MPS4) Travel and Transportation Branch (MPS41) (referred to as the "travel office" in the chapter).

**C1.3.1 Authorization of TDY Travel for Civilian and Military Personnel.** The Principal Directors, Directors, and Chiefs, Headquarters, DISA; Chief of Staff; and Commanders of DISA field activities have been delegated the authority by the Director, DISA, to approve requests for official travel of personnel under their cognizance. These individuals are charged with the responsibility of determining the necessity of such travel to accomplish a mission or purpose that cannot be accomplished efficiently and economically by other means. This authority may be further delegated, in writing, to the Deputy Principal Directors, Deputy Directors, and Deputy Commanders, or their designees.

**C1.3.2 Authorization of PCS Travel for Civilian Personnel.** The Principal Directors, Deputy Principal Directors, Directors, and Deputy Directors have been authorized to approve PCS travel for civilian personnel for their respective directorates. This authority may not be further delegated.

**C1.3.3 Authorization of Travel for Contractors and Consultants.** The Principal Directors, Directors, and Chiefs, Headquarters, DISA, and Commanders of DISA field activities have been delegated the authority by the Director, DISA, to approve requests for invitational travel orders and travel authorization letters for contractors and consultants. The authority to approve authorization letters for contractors and consultants may be further delegated.

**C1.3.4 Authorization of Travel for Nonheadquarters Government Personnel.** The Principal Directors, Directors, and Chiefs or their designees will forward an Interoffice Memorandum (IM) through their Chief Financial Executive (CFE) Financial Representative to the travel office

requesting authority to site funds to pay for official travel for nonheadquarters government personnel. (The IM will include the traveler's name, social security number, itinerary, dates of travel, purpose of travel, number of days, and if rental car is or is not authorized. [This only applies for travel that cannot be processed in the Defense Travel System (DTS).])

**C1.4 Approval to Travel within CONUS.** DISA personnel (military and civilian) will obtain e-mail approval from the appropriate DISA Field Commander in advance of official travel in the continental United States (CONUS) to combatant commands and their geographic or component areas of interest. (The DISA Operations Directorate (OP) DISA Command Center (OP3) Chief, Combatant Command Support Branch (OP34), may be contacted for a list of DISA Field Commanders.) Travel for training is not normally mission-related and does not require DISA field activity approval unless it could potentially impact the DISA field activity. Contractors should also adhere to this requirement, as they are representatives of DISA and provide support to projects and programs within the DISA purview. DISA program managers or contracting representatives are responsible for obtaining such approval for contractor personnel. This approval will be requested a minimum of 14 days prior to the official travel. When it is necessary to schedule a trip on short notice, the DISA field activity will be notified immediately.

C1.4.1 The e-mail will contain the traveler(s) name, organization, dates of visit, purpose of visit, contact(s) during the visit, and point of contact.

C1.4.2 Approval or disapproval of travel will be confirmed or denied via e-mail to the requesting office. Approved travel clearance requests will be forwarded to the respective directorate that requested the travel clearance. Disapproved travel clearance requests will be resolved between the requesting office and the area of responsibility (AOR) for the intended travel.

C1.4.3 CONUS travel orders sent to the travel office for processing will contain a copy of the Field Commander's approval, if required. (All CONUS travel orders that do not have required documentation will be returned by the travel office unprocessed.)

#### **C1.5 Types of Transportation.**

**C1.5.1 Contract City-Pair Carriers.** Maximum use will be made of the Government contract city-pair carriers when performing official TDY travel in CONUS and overseas. One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or Action Officer, must apply if a noncontract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

C1.5.1.1 Space on a scheduled contract flight (including a confirmed pet space) is not available in time to accomplish the travel purpose or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost. (This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare or if the lower airfare offered by a noncontract carrier is limited to a government and/or military traveler on official business and only may be purchased with a government procurement

document [e.g., an Optional Form (OP) Form 1169: Government Transportation Request (GTR)], government travel card, or through a centrally billed account [e.g., restricted fares only available to the government and similar airfares].)

C1.5.1.2 The contract carrier's flight schedule is inconsistent with the explicit Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR) policies to schedule travel during ordinary working hours. (See JFTR, par. U3030, and JTR, par. C3030.)

C1.5.1.3 A noncontract (DoD approved) U.S. certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses.

C1.5.1.4 Rail service is available and that service is cost effective and consistent with mission requirements.

C1.5.2 **Military Air.** Scheduled military air transportation will be used in accordance with the JFTR and the JTR, when traveling overseas.

C1.5.3 **Rail.** Use of rail will be considered advantageous to the Government when the one-way distance does not exceed 250 miles from the permanent duty station. Coach class will be utilized. For overnight travel, slumber coach sleeping accommodations will be used or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class rail accommodations may be used when travelers are required to safeguard classified material.

C1.5.4 **Bus.** Travel by bus, including extra fare bus, may be authorized if considered to be more advantageous to the Government.

C1.5.5 **Government Vehicles.** A government-furnished automobile is the first resource when an automobile is required for official travel performed locally, short-term TDY, or within commuting distance of an employee's permanent duty station.

C1.5.6 **Privately Owned Conveyance.** Use of a privately owned conveyance (POC) to conduct official government business shall be authorized only when other suitable transportation is unavailable to accomplish the travel.

C1.5.6.1 In determining whether the use of a POC is more advantageous to the Government than other available modes of transportation, the overall benefits, disadvantages, comparative costs of transportation, per diem, and reimbursable items, etc., will be considered. From a cost standpoint, it may be assumed that travel by POC is more economical than common carrier if the one-way distance to the TDY station is 250 miles or less.

C1.5.6.2 Travelers that choose to use their own POC when a government furnished or owned vehicle is available will be reimbursed at a reduced mileage rate.

C1.5.6.3 To the maximum extent possible, the authorization to use a POC shall be made prior to the performance of travel.

**C1.6 Class of Services Authorized.** Travel requests and reservations will be made routinely utilizing less than first-class accommodations. It is, however, recognized that lower class transportation accommodations may not always be available and that the use of such accommodations may at times require travel at unreasonable hours, require circuitous routing, or result in added direct expenses, which would offset transportation savings.

C1.6.1 Employees and/or dependents that use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. Employees shall ascertain their travel requirements in sufficient time to book coach-class accommodations. First-class airline accommodations require Secretary of Defense level approval, in accordance with the JTR and the JFTR. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class." The criterion for consideration of approval for use of first-class is contained in the JTR, Volume 2, Chapter 2, and JFTR, Volume 1, Chapter 3. All requests for use of first-class will be forwarded through the Travel and Transportation Branch (MPS41) to the Director for Manpower, Personnel, and Security (MPS) for endorsement. Requests must be submitted prior to travel unless extenuating circumstances or emergency situations make it impossible to request approval in advance of travel. If advance approval cannot be obtained, the request for approval must be submitted within 5 working days after completion of TDY.

C1.6.2 The circumstances justifying use of premium-class (business class) other than first-class are contained in the JTR, Volume 2, Chapter 2, and in the JFTR, Volume 1, Chapter 3. Business class may be authorized under the following conditions: (1) the origin and destination points are separated by four or more time zones, (2) either the origin or destination point is outside CONUS, or (3) the total flight time (including stopovers) is in excess of 14 hours. Business travel will not be authorized if the traveler's schedule permits time for a rest stop without affecting the accomplishment of the mission.

### **C1.7 Civilian Permanent Change of Station.**

C1.7.1 **Overseas.** Employees on PCS traveling to a new overseas assignment will travel by government air or government-procured air transportation. The Air Mobility Command (AMC) will reserve this transportation. If military air or government-procured air transportation is not available or does not meet mission requirements, travel is authorized by commercial air, as stated in subparagraph C1.5.1. A choice of travel either by surface or air may be made, provided carriers of American registry are available, but reimbursement to the traveler will be at the actual AMC cost.

C1.7.2 **Within the Same City Area.** The JTR states that travel, transportation, and other related allowances, as applicable, will be authorized incident to a PCS even though the new permanent duty station is located within the same city or area provided the PCS is (1) in the

interest of the Government, (2) to a new permanent duty station which is at least 50 miles from the old permanent duty station, and (3) not primarily for the convenience or benefit of the employee or at their request.

**C1.7.3 Within the National Capital Region.** In determining that the relocation of a residence is incident to a PCS, the relocation of a residence within the National Capital Region will not be considered incident to the PCS transfer.

## **C2. OFFICIAL TEMPORARY DUTY TRAVEL ABROAD**

**C2.1 Travel Clearance.** Request for travel clearance approval for travel abroad will be submitted sufficiently in advance to allow for orderly processing, evaluation of necessity of visit, and coordination with the Commander of the DISA Field Office or Command, if appropriate, and the Department of State, the U.S. Embassy concerned, and the combatant commands, as appropriate, in the countries to be visited. Unless the mission of the trip will be impaired by advance notification or an emergency exists, clearance for visits will be requested at least 30 days in advance from the appropriate U.S. official(s) in the area to be visited. (When visits are made to Hawaii only, the guidance in the DoD Foreign Clearance Guide [FCG] should be followed and the e-mail approval of the DISA Field Commander obtained at least 10 days prior to arrival.) Emergency requests will include complete justification for the visit in order for a waiver of the 30-day advance requirement to be considered. The FCG at <http://www.fcg.pentagon.mil> contains the latest requirements for requesting travel clearances.

**C2.1.1 Visits Overseas Pertaining to the Mission of a Combatant Command.** The request for clearance shall be submitted to the component Commanders, Military Advisory Assistance Group (MAAG)/Mission, or other joint activities concerned, with an information copy to the combatant commander and the units to be visited. If the combatant command headquarters is to be visited or in theater administrative support is required from the combatant command, the combatant commander shall be included as an action addressee. In all cases, an information copy of the request will be furnished to the cognizant DISA Commander and, as appropriate, the DISA Regional Commander(s).

**C2.1.2 Visits Overseas Not Pertaining to the Mission of a Combatant Command.** The request for clearance shall be submitted to the U.S. Embassy concerned with an information copy to the headquarters for the combatant command concerned. In all cases, an information copy of the request will be furnished to the cognizant DISA Commander, and, as appropriate, the DISA Regional Commander(s).

**C2.2 Consolidation of Planned Trips of Senior Officials.** The Office of the Under Secretary of Defense for Policy (OUSDP) provides a central source of information to facilitate consolidation of travel to overseas installations by senior officials assigned to, or sponsored by, DoD headquarters activities.

**C2.2.1** DISA senior officials and headquarters elements sponsoring travel for others of equivalent rank will, as far in advance of the visit as practical, but no later than 45 days prior to visit, advise the Under Secretary of Defense for Policy (USDP) by memorandum of approved plans for travel to overseas installations. The memorandum will be addressed to the Under Secretary of Defense for Policy and a copy will be furnished to the Manpower Personnel and Security Directorate (MPS) Travel and Transportation Branch (MPS41). The notifications or requests for prior concurrence will include (1) names, ranks, and position titles of potential visitors; (2) purpose of visit; (3) date and nature of invitation(s), if any; (4) identity of hosts and others to be contacted; (5) a tentative itinerary including mode of transportation and

estimated time of arrival and departure at each place; and (6) other special information as may be helpful in affecting DoD-wide coordination, including information on the public affairs aspects of impending trips.

C2.2.2 The OUSD(P) will bring to the attention of the traveler any conflicts, duplication, or overlapping with other plans and suggest changes, or consolidation, as appropriate. After receipt of concurrence from OUSD(P), the individual will request travel clearance in accordance with the procedures in paragraph C2.4.

**C2.3 Coordination of Overseas Visits.** Correspondence concerning overseas travel requiring Department of State concurrence will be addressed to the Under Secretary of Defense for Policy. An information copy of such correspondence will be furnished to the MPS Travel and Transportation Branch (MPS41) (referred to as the "travel office" later in the chapter). Correspondence concerning travel by personnel of DISA field activities located overseas to other overseas areas will be addressed to the U.S. Embassy in the country to be visited. Requests for concurrence with visit and notifications sent to the Department of State or U.S. Embassy will include the information specified in subparagraph C2.4.1 and other special information, as may be considered appropriate.

**C2.3.1 Travel to Countries Listed as "Special Areas."** Notification or requests for prior concurrence of the Department of State and U.S. Embassy is necessary at least 45 days in advance of the proposed trips, regardless of the purpose of the trip. From time to time, certain countries within the "special areas" list will be considered so politically sensitive that certain additional approvals within DoD will be required. The MPS Chief, Security Division (MPS6), will be kept abreast of changes in the special areas list and will inform appropriate personnel of such changes.

**C2.3.2 Travel to Countries Not Listed as "Special Areas."** Notification to the Department of State and the U.S. Embassy will be accomplished prior to trips that will involve contacts or meetings with foreign government officials or industry representatives and briefings or logistical support by U.S. Embassy or consular personnel. Such notification should be received by the Department of State and the appropriate Embassy, as far in advance as feasible, but at least 45 days prior to the visit.

**C2.4 Travel Clearance Requests.** DISA travelers will comply with all requirements specified in the Foreign Clearance Guide (FCG) for overseas travel. The FCG outlines special instructions pertaining to foreign countries, including advance time requirements for submission of requests for clearance prior to beginning travel and duty and travel restrictions for persons who possess highly sensitive information.

C2.4.1 The following information will be included in a travel clearance request in the sequence shown:

C2.4.1.1 Full name and social security number; rank, grade, or equivalent; title; organization to which assigned; security clearance; and citizenship if non-U.S. citizen.

C2.4.1.2 Specific purpose in sufficient detail including field of interest and scope of material to be covered to permit evaluation.

C2.4.1.3 Date and nature of invitations on which visit is based, if appropriate.

C2.4.1.4 Proposed itinerary, including commands, units (include point of contact by name, if known), etc., to be visited; dates of visit; estimated time of arrival (ETA); estimated time of departure (ETD); and carrier.

C2.4.1.5 Alternative visit dates, if visit cannot be accommodated at requested time.

C2.4.1.6 Name, grade, or rank, and position title of key personnel to be visited.

C2.4.1.7 Local support desired (hotel accommodations, transportation, briefings, onward booking, classified courier requirements, security guards for aircraft, etc.). (If none, state so.)

C2.4.1.8 USD(P) approval letter of the travel clearance request.

C2.4.1.9 A statement as to whether the visit will involve meeting with foreign government officials, industrial representatives, or U.S. Embassy personnel or disclosure of classified information. (If disclosure to foreign nationals is proposed, the security classification of material and authority for disclosure must be included.)

C2.4.1.10 Justification for late submission when the request is submitted less than 30 days in advance of proposed travel.

C2.4.1.11 Downgrading instructions (if request is classified) that will facilitate essential administrative arrangements; such as, billeting and transportation.

C2.4.2 Travel clearance requests should be sent electronically (e-mail or Defense Message System [DMS]) to all required action and information addressees at least 30 days in advance of the visit. A copy of the travel clearance message with the temporary duty (TDY) request should be submitted to the travel office if the traveler requires a paper travel order (DD Form 1610: Request and Authorization for TDY Travel of DoD Personnel).

**C2.5 Clearance Requirements for Contractors and Consultants.** Contractors and consultants traveling overseas must obtain the appropriate clearance(s) from the component Commanders, Military Advisory Assistance Group (MAAG)/Mission, or other joint activities concerned.

## **C2.6 Special Security Requirements.**

**C2.6.1 Antiterrorism Briefing.** All DISA personnel are required to receive an antiterrorism briefing annually. In addition to the annual briefing, personnel traveling outside of the continental United States (CONUS) on official travel orders must receive an area of responsibility (AOR) specific update within 3 months of travel. The designated Antiterrorism Officer (ATO)

in each division will provide these briefings, as well as sign and date each overseas travel order documenting that the briefing was received. Prior to signing the travel orders, the ATO will refer to the country-specific FCG sections for the latest antiterrorism and security training requirements.

**C2.6.2 Special Travel Restrictions.** Travelers, official and unofficial, who have been granted special access authorizations for sensitive compartmented information (SCI) must contact the Special Security Representative (SSR) of their component prior to traveling outside of the continental United States (OCONUS). Travelers must submit an itinerary to the SSR and coordinate a Defensive Security Briefing and/or Risk-of-Capture Briefing. The SSR will forward all information to the MPS Security Division (MPS6) Special Security Office (MPS62). Failure to comply with these provisions may result in the withdrawal of approval for continued access to SCI and may be considered in determining whether or not future SCI access will be granted.

**C2.6.3 Collateral Clearances and Special Access.** Notification of collateral clearances and special accesses, except for Special Intelligence and/or Special Activities Office (SI/SAO), is the responsibility of the traveler. The clearances can only be forwarded to the command or the activity to be visited by utilizing a DISA Form 43: Visit Notification, or by electronic message after coordination with the Security Manager. Special access program (SAP) electronic message notification must have an MPS6 cite number.

**C2.7 Approval to Travel Overseas.** Requests for approval of travel abroad will be sent via e-mail to the appropriate DISA Field Commander, with a copy to the DISA Combatant Commander Desk Officer and the DISA Operations Directorate (OP) DISA Command Center (OP3) Chief, Combatant Command Support Branch (OP34). (The Chief, OP34, may be contacted for a list of DISA Field Commanders.)

**C2.7.1** The e-mail sent to a DISA field commander will contain a copy of the clearance message sent to the command to be visited and the following information: (1) purpose of the TDY; (2) traveler(s) first and last name; (3) grade, or rank, if military; civil service grade, if civilian employee; and directorate code or company name, if contractor; (4) estimated departure and arrival dates of travel; and (5) name(s) of AOR and prior coordination points of contact.

**C2.7.2** Approval or disapproval of a travel clearance request will be confirmed or denied via e-mail to the requesting office. Approved travel clearance requests will be forwarded to the respective directorate that requested the travel clearance. Disapproved travel clearance requests will be resolved between the requesting office and the AOR for the intended travel.

**C2.8 Processing of Manual Overseas Travel Orders.** Manual (paper) overseas travel orders sent to the travel office for processing will contain the ATO's signature, a copy of the Field Commander's approval, and a copy of the clearance message. The travel office will return unprocessed all overseas travel orders that do not have required documentation.

**C2.9 Official Passports and Visas.** Official passports and visas are mandatory for all civilian employees performing official travel overseas. Military personnel are required to have a passport and/or visa when traveling to certain countries. Military and civilian personnel will be issued a "No Fee" passport when ordered to travel overseas countries where passports and visas are required, in accordance with the United States FCG. Military personnel traveling to countries not requiring passports will use their military identification card and travel orders vice obtaining a "No Fee" passport. Use of "Regular Fee" tourist passports will only be authorized when traveling to areas designated as "High Risk" by the Department of State. Passport and visa requirements are available in the FCG country-specific pages at <http://www/fcg.pentagon.mil>. MPS Military Personnel Division (MPS2) provides assistance with official passports.

**C2.10 Immunizations.** Travelers will check the FCG country-specific pages at <http://www.fcg.pentagon.mil> for required immunizations.

### C3. TRAVEL ORDERS

**C3.1 Travel Purpose Identifiers.** To eliminate unnecessary spending on foreign and domestic travel and to comply with DoD travel requirements (Joint Federal Travel Regulations [JFTR], Volume 1, Appendix T, and Joint Travel Regulations [JTR], Volume 2, Appendix H), each DD Form 1610: Request and Authorization for TDY Travel of DoD Personnel, will include in block 9, the purpose of travel and one of the seven travel purpose identifiers listed below:

**C3.1.1 Site Visit.** A visit to a particular site in order to personally perform operational or managerial responsibility; oversee program activities; approve operations or manage activity for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; or provide technical assistance.

**C3.1.2 Information Meeting.** Travel to attend a meeting to discuss general Agency operations, review status reports, or discuss topics of general interest. If a site visit is conducted as part of the same trip, consider the entire trip to be a site visit.

**C3.1.3 Training Attendance.** Travel to receive training.

**C3.1.4 Speech or Presentation.** Travel to make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than training course.

**C3.1.5 Conference Attendance.** Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.

**C3.1.6 Relocation.** Travel performed in conjunction with a transfer from one permanent duty station to another.

**C3.1.7 Entitlement Travel.** Travel entitlement for which an employee or dependent may be eligible for while serving at a duty station outside the continental United States (OCONUS); e.g., tour renewal agreement travel and educational travel, etc.

#### C3.2 Special Requirements.

**C3.2.1 Overseas Travel Orders and Travel Authorization Letters.** Travel orders and travel authorization letters cannot be processed until it has been ascertained that appropriate travel clearance or notification of proposed visit has been approved or requested. (See chapter C.2 for proper procedures and format for preparing travel clearance requests.)

**C3.2.2 Civilian Clothing Authorization.** Military personnel may be authorized to wear and/or carry civilian clothing when it will not interfere with the performance of the assigned mission. This authorization should be included only in the orders for overseas travel. Military personnel must wear civilian clothing when traveling first class on commercial aircraft.

**C3.2.3 Traveler Designated as Official Courier.** If a traveler is designated as official courier, a statement will be entered in the remarks column of the travel orders to that effect.

**C3.2.4 Baggage.** Baggage rules and procedures adopted by the airline industry permit most airlines to charge either by the piece or by the pound. Travelers must check with the Contract Travel Office (CTO) to determine airline specific baggage allowances.

**C3.2.4.1 Excess Baggage.** If it is necessary to carry excess baggage on a TDY trip, the authorization must be written into the travel order in block 16 for manual orders. In the Defense Travel System (DTS), this may be entered within the nonmileage expenses and provided further authorization in "Other Authorizations" to appear on block 16 of the orders. For additional information regarding excess baggage, the travel office should be contacted.

**C3.2.4.2 Baggage on Military Aircraft Contract Air Carriers.** A traveler that is traveling OCONUS on military aircraft or contract air carriers are allowed two checked pieces plus one carry-on piece. The two checkable bags may not exceed 62 linear inches (length plus width plus depth) or 70 pounds each. The carry-on bag may not exceed 45 linear inches and must be able to fit under the airplane seat in front of the traveler or in the overhead compartment.

**C3.3 Leave.** Leave in conjunction with temporary duty orders has, on occasion, subjected governmental agencies to severe criticism where it could be construed that the TDY was conveniently arranged to provide leave travel at government expense. This is especially true when leave is granted in conjunction with extremely short periods of temporary duty. The approving official should ensure the number of days of leave approved does not normally exceed the number of days of TDY duty to be performed.

**C3.3.1** For civilian personnel, chapter 1, part B, of JTR, volume 2, defines leave and entitlements. Civilian personnel, for whom leave in conjunction with TDY has been approved, will notify the appropriate time and attendance clerk.

**C3.3.2** For military personnel, chapters 4 and 6 of JFTR, volume 1, defines leave and entitlements. Military personnel, for whom leave in conjunction with TDY has been approved, will complete a military leave request and furnish a copy to the MPS Chief, Military Personnel Division (MPS2). If delay en route for personal reasons is authorized, an appropriate statement will be included in the travel order indicating the number of days of annual leave authorized. The number of leave days and dates of leave must be indicated in block 16 of the DD Form 1610.

**C3.4 Interpretation of Time.** The following definitions apply to the execution of TDY manual travel orders:

**C3.4.1 Beginning On or About.** The Proceed Date (block 10b of the DD Form 1610) is the date travel is expected to begin. This may be up to 1 day prior to the first day of duty at the TDY site. Orders will be valid for a period of 7 days prior to the proceed date or 7 days after the proceed date (not counting the proceed date), provided travel is not performed prior to the date the orders are issued. Travel commencing outside these periods will require issuance of new orders.

**C3.4.2 Approximate Number of Days.** The total number of days shown in block 10a of the DD Form 1610 may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment. For example, if a traveler is authorized 6 days of TDY, then the travel status may be extended up to and including an additional 6 days. A seventh day would require issuing an amendment to the original order. The approximate number of days should be indicated as accurately as possible to preclude overestimating or underestimating travel costs.

**C3.5 Prohibition.** When an employee on TDY voluntarily, and for personal reasons, returns to the permanent duty station (PDS) or their place of abode from which they commute daily to the PDS on a weekend and departs again on the same weekend for TDY, the maximum reimbursement will be limited to the per diem or actual expense allowance and travel expense which would have been allowed had the employee remained at the TDY station. Employees returning to the PDS on a weekend, or between TDY trips for official business, must perform at least a half-day of official business prior to departing on the second TDY trip.

**C3.6 Contract Air Service.** The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs. An exception to the use of contract air carriers must be justified in block 16 of the DD Form 1610. Exceptions for use of noncontract air carrier are as follows:

**C3.6.1** Space or scheduled flights are not available in time to accomplish the purpose of the travel or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

**C3.6.2** Contract carrier schedule is not compatible with DoD policy. Travelers will not normally be expected to arrive or depart between 2400 - 0600 hours if there are more reasonable schedules available to meet mission requirements.

**C3.6.3** A noncontract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare or if the lower fare offered by a noncontract carrier is restricted to government and military travelers on official business and may only be purchased with a government travel card, contractor issued charge card, or centrally billed account.

**C3.6.4** Rail service is available and that service is cost effective and consistent with mission requirements.

**C3.7 Noncontract Air Service.** The use of noncontract air service may be authorized only when justified under the conditions noted in subparagraph Cl.5.1. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins, unless extenuating circumstances or emergency situations make advance authorization impossible.

In this event, the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification, therefore, must be stated on, or attached to, the travel voucher.

### **C3.8 Government Quarters.**

C3.8.1 Military personnel are required to utilize government quarters, if available, while on TDY to a military installation. When such quarters are available but not used, lodging reimbursement will be limited to the government quarters cost. Waivers on the use of government quarters will be granted only for unusual conditions. The lack of availability of government quarters must be documented on the travel orders and voucher. This applies to either electronic or manual orders and vouchers.

C3.8.2 Civilian employees may not be ordered or required to use government quarters, nor may lodging reimbursement be limited to the government quarters rate, unless a reduced per diem rate has been established in accordance with JTR volume 2, paragraph C4550-C, before travel begins. In compliance with the requirement to exercise prudence when incurring expenses, civilian employees should check the availability of government quarters and are encouraged to use government quarters when TDY to a U.S. military installation.

**C3.9 Use of Privately Owned Conveyance at Place of TDY.** Use of a privately owned conveyance may be authorized for travel within the limits of the immediate vicinity of a TDY station, including mileage between place of lodging and the place of business, provided it is determined that such mode of transportation is advantageous to the Government or if government or commercial transportation is not available. A statement of the circumstances justifying mileage reimbursement between place of lodging and place of business will be included in the electronic or manual travel order or reimbursement voucher; i.e., TPA-TMDAG authorized in and around TDY station.

**C3.10 Instructions for Preparing a Manual DD Form 1610.** A manual DD Form 1610: Request and Authorization for TDY Travel of DoD Personnel, will be completed in accordance with the following instructions, signed by the order requesting and authorizing officials, and forwarded to the MPS Travel and Transportation Branch (MPS41) (referred to as the "travel office" in the chapter). The office requesting the travel will complete items 1 through 13 and 16 through 18, as applicable. The Chief Financial Executive (CFE) Financial Representative will sign and complete the appropriate portion of the accounting citation in block 19. The travel office will complete blocks 14, 15, the document number portion of the accounting fund citation in block 19, and blocks 20 through 22. The following information will be completed for each block on the DD Form 1610:

C3.10.1 **Block 1.** Year, month, and year.

C3.10.2 **Block 2.** Traveler's name. (Initials are not acceptable, except in those cases where the individual does not have a first or middle name.)

C3.10.3 **Block 3.** Traveler's social security number (SSN).

C3.10.4 **Block 4.** Position title and grade/rating (rank). (The branch or military service will be included in this space, when appropriate.)

C3.10.5 **Block 5.** Name and location, including street address, of the permanent official duty station. (The home address should not be entered.)

C3.10.6 **Block 6.** Organizational code to which the traveler is assigned.

C3.10.7 **Block 7.** Traveler's office telephone number.

C3.10.8 **Block 8.** Type of orders; i.e., temporary duty (TDY), confirmatory, repeat, blanket, or permissive. (Do not enter "Routine" as this is not a valid order type.)

C3.10.9 **Block 9.** Purpose of the trip should be defined clearly and fully; however, caution should be exercised so that classified statements do not appear in this space. Include appropriate travel purpose identifier (as indicated in C3.1) in block 9 also. If space does not permit full entry of purpose or travel purpose identifier, continue in block 16 "Remarks.")

C3.10.10 **Blocks 10a and 10b.**

C3.10.10.1 **Block 10a.** Approximate number of days (including official travel time). (This number may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment [see C3.4.2]). Indicate, as accurately as possible, the length of TDY involved. Do not include delay en route or authorized leave in this space.

C3.10.10.2 **Block 10b.** Date official travel is expected to begin. (Travel orders are considered valid at any time during a 15-day period. [See C3.4.1])

C3.10.11 **Block 11.** Places from and to which official travel is authorized and return to point. (It is necessary to indicate location; such as, city, installation, and state for travel in the continental United States (CONUS) or country for overseas travel. If travel is not to a military installation or facility, it is necessary to list the location where the TDY will be conducted (e.g., name of hotel, conference center, office building). If it is expected that the traveler will need to vary from a prescribed itinerary to accomplish the mission assignment, indicate by "X" in the block preceding "variation authorized." Do not include connecting cities or points of leave.)

C3.10.12 **Block 12.** Mode(s) of transportation authorized. Indicate the mode of transportation. (If travel by privately owned conveyance, state the appropriate mileage rate in the space provided. Indicate, in the appropriate block, if such travel is determined to be advantageous to the Government or if reimbursement is limited.) No more than one transportation mode should be checked.

C3.10.13 **Block 13.** Appropriate block checked. The "other rate of per diem" block normally will not be used. Block 13.b. will be used only when DoD Civilian Advisory Panel Member to the Per Diem, Travel, and Transportation Committee has authorized a special per diem rate for the TDY. Approval of actual expense allowances are not considered special per diem rates and this block would not apply. For additional information, contact the travel office.

C3.10.14 **Block 14.** Block left blank. (The travel office will complete this block.)

C3.10.15 **Block 15.** Block left blank. (The travel office will compute the amount of the advance in those cases where the individual desires an advance and enter it in this space.)

C3.10.16 **Block 16.** Block may be used for special authorizations, continuation of prior blocks, or any other pertinent information. The following are examples:

C3.10.16.1 "Rental automobile is authorized, limited to DoD compact rates if available."

C3.10.16.2 If excess baggage is authorized, use authorization statement of "\_\_\_\_\_ pieces of excess baggage authorized to transport official documents and/or equipment."

C3.10.16.3 "\_\_\_\_\_ days of annual leave authorized."

C3.10.16.4 If special accommodations by railroad are required for security purposes, include the statement of "Lowest first-class accommodations are authorized when traveling by train."

C3.10.16.5 If the traveler expects to travel by extra fare train or bus; include the statement of "Travel by extra fare train or bus is authorized."

C3.10.16.6 When the use of first-class air transportation is required, include the statement of "The use of first-class air transportation approved by \_\_\_\_\_."

C3.10.16.7 When military personnel traveling overseas are authorized to travel in civilian clothing, include the statement of "Authorization is granted to traveler to wear or carry civilian clothing."

C3.10.16.8 When the traveler is designated to carry classified materials, include the statement of "Designated as an official courier for the purpose of carrying classified material."

C3.10.16.9 If the traveler will accompany or be accompanied by other persons in an official travel status in a privately owned conveyance, include an appropriate statement giving the name and rank of the person(s) involved.

C3.10.16.10 If the traveler has a government travel card or is exempted from mandatory use of the government travel card, in accordance with the Travel and Transportation Reform Act, a statement must be included on the order.

C3.10.16.11 If a traveler has a government travel card and is traveling by commercial means, include the statement of "Authorized to purchase the tickets through the Contract Travel Office (CTO) with their individually issued Government travel card."

C3.10.16.12 If a conference with no training involved or registration fee is assessed, include the statement of "Nontraining conference fee of \$\_\_\_\_\_ authorized. Fee includes cost of meals and no lodging." Appropriate amount of the fee and number of meals, if any, should be entered.

C3.10.16.13 All travel orders will include the statement of "Travel meets the criteria of the Secretary of Defense Memorandum of 18 January 1982, Travel by Government Officials, Including Foreign Travel, and secure video teleconference (SVTC) or other Web-based communication are not sufficiently able to accomplish travel objectives."

C3.10.17 **Block 17.** Name, title, and signature of the requesting official.

C3.10.18 **Block 18.** Name, title, and signature of the authorizing official.

C3.10.19 **Block 19.** Block will be signed and completed by the Chief Financial Executive (CFE) Financial Representative (with the exception of the Document ID portion containing the order number that will be entered by the travel office).

C3.10.20 **Blocks 20.** Name, title, and signature of authorizing official or order-issuing official will be completed by the travel office.

C3.10.21 **Blocks 21 and 22.** Will be completed by the travel office.

**C3.11 Instructions for Preparing an Amendment to a Manual DD Form 1610.** An amendment to a manual DD Form 1610 will be completed in accordance with the following instructions, signed by the order requesting and authorizing officials, and forwarded to the travel office. The office requesting the travel will complete items 1 through 13 and items 16 through 18, as applicable. The travel office will complete items 14, 15, and 19 through 22. Any changes to funding, in block 19, will be required to go through the CFE Financial Representative. The following information will be completed for each block on the amendment to a DD Form 1610:

C3.11.1 **Block 1.** Year, month, and year.

C3.11.2 **Block 2.** Traveler's name. (Initials are not acceptable, except in those cases where the individual does not have a first or middle name.)

C3.11.3 **Block 3.** Traveler's social security number (SSN). (The SSN will be included in this item for all personnel.)

C3.11.4 **Block 4.** Position title and grade/rating (rank). (The branch or military service will be included in this space, when appropriate.)

C3.11.5 **Block 5.** The name and location, including the street address, of the permanent official duty station. (The home address should not be entered.)

C3.11.6 **Block 6.** Organizational code to which the traveler is assigned.

C3.11.7 **Block 7.** Traveler's office telephone number.

C3.11.8 **Block 8.** The type of orders; i.e., amendment to travel order number (number in item 22 on basic order) and date (date in item 21 of basic order).

C3.11.9 **Blocks 9 through 13 and 16 through 18.** Blocks 9 through 13 and 16 through 18 should be completed, as applicable, according to the desired change(s).

C3.11.10 **Block 14, 15, and 20 through 22.** Blocks left blank. (The travel office will complete this block.)

C3.11.11 **Block 19.** Block will be signed and completed by the CFE Financial Representative (with the exception of the Document ID portion containing the order number that will be entered by the travel office).

**C3.12 Distribution of Manual Travel Orders and Amendments.** One copy of the travel order is required. The travel office will make necessary copies for distribution. The travel office will retain one copy of the processed travel order electronically. The Contract Travel Office (CTO) will receive one copy of the order to plan the travel itinerary and purchase tickets for the mode of transportation. The CFE Financial Representative will receive a copy of the orders and amendments.

### **C3.13 Contractor Travel Authorization Letters.**

C3.13.1 Contractor personnel and consultant travel authorization letters are issued to permit travel by military aircraft, if required, and the use of facilities on military installations where appropriate and permitted by the Status of Forces Agreements (SOFAs) in the case of foreign areas. DISA officials who initiate and approve such requests will determine if the appropriate SOFA authorizes non-DoD employee use of military installation facilities.

C3.13.2 Contractor and consultant travel will comply with contract requirements and be in the best interests of DoD and the Government. Contractor personnel will be reimbursed in accordance with the terms of the contract under which they are providing goods and services to DISA.

C3.13.3 The DISA organization requesting contractor or consultant travel will prepare the travel authorization letter on DISA letterhead. Travel order numbers will be requested from the travel office via e-mail at [disa.meade.mps.mpx.travelteam@mail.mil](mailto:disa.meade.mps.mpx.travelteam@mail.mil).

## C4. VEHICLE SUPPORT

**C4.1 Vehicles Used During Official Travel.** Whenever possible, travelers will use the services of companies in the following order: General Services Administration (GSA) interagency motor pool, GSA contract, DoD contract, and other rental vehicle companies. The traveler will have the right to choose type and make of rental automobile; however, reimbursement will be limited to the compact car rate. Exceptions may be made in those instances when compact automobile rentals are not available and when three or more travelers use the same rental automobile during the same period of time.

**C4.1.1 Interagency Motor Pool Vehicles.** There are many government-owned vehicles located in interagency motor pools throughout the continental United States (CONUS). The GSA controls the use of these vehicles. Government personnel who are traveling on official business are allowed to use the service of the interagency motor pool. DISA personnel will use interagency motor pool vehicles when they are available and when such use will not hinder or unnecessarily delay the accomplishment of the assigned mission.

**C4.1.2 GSA Commercial Rental Vehicles.** There are many cities within the 50 United States where GSA has arranged for rental vehicle service for all DoD personnel traveling on official business.

**C4.1.3 DoD Car Rental Vehicles.** Several large car rental companies, such as American International, Avis, Budget, Dollar, Hertz, and National, have entered into an agreement with DoD arranged by Defense Travel Management Office (DTMO) for rental vehicle service for DoD personnel. Some of the rental companies offer unlimited miles, while others offer savings up to 50 percent of their rental rates.

**C4.1.4 Other Commercial Rental Agencies.** A traveler will have the right to choose the company only if it is under a DoD contract. A traveler will indicate to the rental clerk that they are a government employee traveling on official business so that either an appropriate discount or a lower economy price may be given. These companies will be used only when GSA interagency motor pool, GSA contract, and DoD contract rental vehicles are not available.

**C4.2 Rental Vehicles.** The approval for the use of a rental vehicle will be given only in those instances when the justification indicates an overall advantage to the Government and when it is not merely for the traveler's convenience. Use of rental vehicles will be for the conduct of official business only. In those instances where travelers consolidate official business with personal business, the rental vehicles will be turned in upon completion of official business. Travelers must make their own arrangements for personal travel and request two separate agreements (official and personal). It will not be permissible for travelers to enter a claim on their travel voucher for a rental vehicle(s) less deduction(s) for personal use.

**C4.2.1 Number Authorized.** Only one rental automobile will be authorized when travel is performed by more than one member of DISA to the same destination within the same time period. Only in unusual circumstances will more than one rental automobile be authorized.

C4.2.2 **Payment.** The government travel card will be used by DISA personnel in the rental of commercial automobiles. Travelers may, however, use their personal credit card if they have been exempted from mandatory use of the government travel card.

C4.2.3 **Not Authorized.** The use of rental automobiles will not normally be authorized when travel is scheduled to military installations or courses of instruction. Exceptions may be made in unusual instances when local military or civilian transportation is not available to the traveler in the performance of official business.

#### C4.3 **Government Furnished Vehicles.**

C4.3.1 When the approving official directs the use of a government furnished vehicle in the accomplishment of the directed travel, the following statement is required in the remarks block of the travel order: "Government furnished automobile is more advantageous to the Government."

C4.3.2 Method of payment procedures will be provided by the travel office to the organization requesting use of a government furnished vehicle to perform the official business.

## C5. CONTRACT TRAVEL OFFICE

**C5.1 Required Use.** Travelers are required to use the Agency Contract Travel Office (CTO) when making arrangements for official travel. The CTO will make all reservations for commercial airline, bus, and rail transportation; commercial lodging; and rental cars. In instances when the traveler cannot complete DISA official travel arrangements through the CTO, the traveler should contact the travel office for guidance on obtaining travel services from a noncontract travel agency.

C5.1.1 Travelers are prohibited from using noncontract travel agencies to secure any passenger transportation services, when services are available through contracted travel agencies. Use of a noncontract travel agency must be authorized and approved by the order-issuing official.

C5.1.2 Travel agencies may be used to secure air, bus, rail, water, or any combined passenger transportation service in foreign countries except in Canada or Mexico, when services of a CTO or in-house travel office are not available and ticketing arrangements cannot be secured from a branch office or general agent of an American-flag carrier.

**C5.2 Securing Tickets.** The CTO reserves all airline and rail tickets through a global distribution system to obtain DoD mandatory air carrier fares and AMTRAK rail transportation. Air and rail tickets are generally issued by the CTO to the traveler 3 days in advance of the scheduled travel. If the traveler requires tickets earlier, the traveler should inform the CTO when making the request for travel arrangements. Travelers who perform travel by bus must purchase tickets at the bus terminal.

**C5.3 Cancellation of Travel Reservations.** Travelers should notify the CTO of the travel cancellation prior to ticket pickup. The CTO will notify the scheduled air carrier or AMTRAK of this cancellation. In all cases involving changed dates of travel, portions of travel being canceled or cancellation of entire travel after the tickets have been picked up, the CTO should be notified immediately. Changes to trip dates or trip cancellation will also need to be noted with the traveler's authorization and/or voucher.

## C6. TRAVEL ADVANCES AND UNLIQUIDATED TRAVEL ADVANCES

**C6.1 Travel Advances.** All DISA employees are expected to use the automated teller machine capability of the government travel card to obtain needed cash advances and to pay for all goods and services procured incident to official travel (e.g., meals, transportation, lodging, taxis, rental cars, and miscellaneous expenses). Cash withdrawals will normally be obtained no earlier than 5 days before the scheduled departure date and no later than the completion of travel.

C6.1.1 The maximum amount of travel advance authorized for government travel card holders is based on the type of charge card. Requests to increase the limit on either charge card will be coordinated through the local Agency Program Coordinator (APC).

C6.1.2 The method for obtaining a travel advance when a government travel card has been denied or the employee does not have a government travel card is to request a travel advance on the DD Form 1610: Request and Authorization for TDY Travel of DoD Personnel (manual travel order). The DD Form 1610 must include a statement that a travel advance is authorized. The order must also contain a statement that the individual does not have a government travel card. The travel office will forward the request to the appropriate finance center for processing. The appropriate disbursing office will issue the advance via electronic funds transfer (EFT).

C6.1.3 Normally, only one advance of funds for the same purpose will be authorized under the same manual travel order. More than one advance may be authorized when an employee is on temporary duty (TDY) in excess of 45 days at a place where there are no facilities available for processing travel vouchers. The total of the amount advanced may not exceed the total amount authorized for advance in the employee orders.

C6.1.4 Payment of a travel advance for manual travel orders will be accomplished through EFT for employees that do not have a government travel card. Travel advances shall not be paid more than 10 days before the commencement of travel, unless specifically authorized as necessary by the authorizing official directing travel because of early departure incident to leave and exigencies of the Agency.

C6.1.5 All travelers shall provide a voided personal check or direct deposit form to the travel office to be submitted along with the travel advance request for a manual travel order. The finance center will electronically transfer the requested advance into the traveler's personal checking or savings account.

C6.1.6 In the event of cancellation or indefinite postponement of authorized travel for a manual travel order, the traveler shall promptly notify the finance center of such event and immediately refund any monies advanced to them in connection with the authorized travel. Refunds will be made by check or money order to the appropriate finance center. If notification is not provided to the finance center within 30 days of scheduled return, then immediate steps will be taken to secure the refund of the advances that may have been made.

**C6.2 Unliquidated Travel Advances for Manual Orders.** Outstanding travel advances and unpaid travel vouchers shall be reviewed by the paying office concerned and settled within 45 days of return from TDY or prior to an individual's separation from DISA, termination of employment, or permanent change of station (PCS) departure. If the employee does not take the necessary action to submit a travel voucher claim or voluntarily repay the advance directly, the advance will be recovered promptly by offset of salary due, retirement, credit, or otherwise from the person to whom advanced, from his or her estate, or by such legal methods of recovery as may be necessary.

## C7. TEMPORARY DUTY REIMBURSEMENT FOR MANUAL ORDERS

**C7.1 Travel Vouchers and Subvouchers.** Organizations and individual travelers have important responsibilities in the submission of temporary duty (TDY) travel claims. While the individual fills out the voucher and collects the required receipts (see paragraph C7.2), each organization must establish management control procedures in order to prevent fraud, waste, and abuse. At a minimum, organizations must ensure vouchers are properly approved and copies of reimbursement documentation are retained, in accordance with the directions provided in subparagraph C7.2.1. A DD Form 1351-2: Travel Voucher or Subvoucher, will be used by travelers to claim reimbursement for expenses incurred while performing official TDY when orders are completed manually outside of the Defense Travel System (DTS). The travel voucher or subvoucher will be submitted to the appropriate finance and accounting center by facsimile within 5 working days after completion of the TDY.

C7.1.1 The traveler will prepare the travel voucher by entering the following information on the DD Form 1351-2: Travel Voucher or Subvoucher, and DD Form 1351-2C: Travel Voucher or Subvoucher Continuation, if additional space is needed:

C7.1.1.1 **Block 1.** Payment required box: cash, electronic fund transfer, or check and "split disbursement."

C7.1.1.2 **Block 2.** Type of Payment. (Normally, the TDY block will be checked.)

C7.1.1.3 **Block 3.** Leave blank.

C7.1.1.4 **Block 4.** Name of claimant.

C7.1.1.5 **Block 5.** Claimant's grade or rank.

C7.1.1.6 **Block 6.** Social Security Number.

C7.1.1.7 **Block 7.** Claimant's complete home address.

C7.1.1.8 **Block 8.** Daytime telephone number and area code.

C7.1.1.9 **Block 9.** Travel order number.

C7.1.1.10 **Block 10.** Previous payments or advances (amount, date, and Disbursing Office Voucher Number (DOV#)). If none, enter "None."

C7.1.1.11 **Block 11.** Organization and station. Permanent duty station address.

C7.1.1.12 **Blocks 12-14.** Leave blank unless permanent change of station move.

C7.1.1.13 **Block 15.** Individual itinerary. (Codes used for this section are on the reverse of the form.)

C7.1.1.14 **Block 16.** Check if privately owned vehicle or passenger.

C7.1.1.15 **Block 17.** Duration of TDY travel. Self-explanatory.

C7.1.1.16 **Block 18.** Reimbursement expenses claimed.

C7.1.1.17 **Block 19.** Government/deductible meals. (Meals not paid for by traveler. Do not include snacks or light refreshments provided at TDY site or airline meals.)

C7.1.1.18 **Block 20a.** Claimant signature, 20b date signed, and 20c supervisor signature.

C7.1.1.19 **Block 21.** Approving Official signature, if required.

C7.1.1.20 **Block 22.** See travel order fund cite (block 19 of DD Form 1610.)

C7.1.1.21 **Blocks 23-28.** Leave blank.

C7.1.2 The traveler will submit the original travel voucher with an original signature and date and all required receipts (see paragraph C7.2) to their supervisor and Chief Financial Executive (CFE) Financial Representative within 2 working days after completion of travel. A signed copy of the travel order (DD Form 1610) is to be attached to the voucher.

C7.1.3 The traveler's supervisor will review the voucher to ensure the following has been accomplished:

C7.1.3.1 The claim is presented on an original travel voucher with an original signature and date.

C7.1.3.2 Administrative data on the voucher agrees with the orders.

C7.1.3.3 Receipts for lodging and rental car are attached. (Receipts for lodging are required, regardless of the amount.)

C7.1.3.4 A signed copy of the travel order (DD Form 1610) is attached.

C7.1.3.5 Advance and partial payments are indicated in the appropriate block (block 10 of DD Form 1351-2) or, if there are no advance or partial payments, the traveler annotates "None" in the block.

C7.1.3.6 Confirmation numbers of nonavailability are included (for military members), along with whether they apply to meals, lodging, or transportation.

C7.1.3.7 The claim is reasonable and consistent with the mission, and claims for reimbursement are authorized on the travel order. The authorized and used rental car was appropriate to the mission and the number of travelers, and its cost was the lowest available to the Government.

C7.1.3.8 All single items of expense of \$75.00 or more are supported by a receipt.

C7.1.3.9 Overseas expenses are claimed in foreign currency and U.S. dollars reflecting the exchange rate and commission charges for the foreign currency at the time of the transaction.

C7.1.3.10 Any deviation from the travel orders was in the best interest of the Government and not for personal business.

C7.1.4 The traveler's supervisor will sign and date the voucher within 2 days of receipt of the voucher in blocks 20c and 20d. If the voucher form used does not include blocks 20c or 20d, the reviewing official will type or print "reviewed by [type or print their name,]" sign their name, and date the signature in the upper right hand margin of the voucher.

C7.1.5 When the voucher requires specific approval, such as after-the-fact approval of entitlements claimed that are not authorized on the travel order, the designated Accountable Official (AO), the approver for that division or branch, will sign block 21a. The AO would sign both blocks 21a and 20c indicating they are performing both functions. (The AO must have a Signature Card [DD Form 577] on file in the MPS Travel and Transportation Branch (MPS41) [referred to as the "travel office" in the chapter] and the appropriate finance center.)

C7.1.6 The traveler's supervisor will ensure the travel voucher is forwarded to the appropriate finance center with 2 days after it is signed.

## C7.2 Practices.

C7.2.1 Civilian and military personnel authorized TDY will submit receipts for lodging, conference fees that are not training oriented, registration fees, in addition to a copy of the airline ticket invoice and passenger coupon with the travel voucher for reimbursement regardless of cost. Receipts are required for all items of expense in an amount of \$75.00 or more plus any applicable tax.

C7.2.1.1 If conference fees that are not training oriented and registration fees are listed, a statement indicating that meals and lodging was or was not included in the conference fee must be typed on the travel voucher.

C7.2.1.2 The traveler will provide a statement if receipts are lost. The statement should contain dates, places, name of the establishment, and the amount of the receipt. The statement must start with the following, "I certify I paid ..."

C7.2.2 The traveler's organization will retain copies of the travel voucher, all required receipts, and the summary voucher of reimbursement for 6 years and 3 months. This documentation must be available upon request by the travel office. The traveler will provide all required documentation, as stated above, to the designated directorate point and to the Chief Financial Executive (CFE) Financial Representative.

C7.2.3 Reimbursement claims for personnel that are not assigned to DISA and traveling on DISA funds will be submitted on a DD Form 1351-2.

C7.2.4 DISA travelers will forward vouchers for reimbursement of travel expenses paid for by another Agency to the finance center of the paying organization. The address of the paying office will be annotated on the travel order.

C7.2.5 When official travel is performed and no expenses are to be claimed, the traveler will submit a copy of the travel order to their CFE Financial Representative to have funds deobligated.

## **C8. GOVERNMENT TRAVEL CARD**

**C8.1 Mandatory Agency Use.** DISA is a mandatory user of the General Services Administration (GSA) approved government travel card. This travel card will only be used for official business travel expenses and in strict compliance with government regulations and card company guidelines. The government travel card will only be used to pay for expenses incurred while performing official business travel. Exceptions to pay nontraining-related registration or conference fees for official meetings, conferences, etc., held in the local commuting area, will be granted on a case-by-case basis by the local Agency Program Coordinator (APC). Exceptions will only be granted when the nontraining-related registration or conference fee is \$100 or more. The government travel card will be issued to all DISA civilian and military employees who are likely to travel on official government business three or more times a year, unless otherwise exempted. Exemptions to mandatory use of the government travel card are detailed in DoD 7000.14-R, Defense Financial Management Regulation, Volume 9, Chapter 3, Travel Policy and Procedures.

### **C8.2 Split Disbursement.**

C8.2.1 At minimum, civilian travelers will select the split disbursement option on the travel voucher to reimburse the government travel card company for transportation tickets, hotel accommodations, and rental car charges. Travelers may elect to send additional dollar amounts, beyond the required minimum, to the government travel card company.

C8.2.2 Military travelers will select the split disbursement option on the travel voucher to reimburse the government travel card company for all expenses charged to the government travel card.

### **C8.3 Delegation of Authority.**

C8.3.1 The Agency Director or a designee will delegate, in writing, individuals to serve as the Component Program Manager (CPM) and APC. A copy of the letters of delegation will be forwarded to the Defense Finance and Accounting Service (DFAS).

C8.3.2 The CPM will delegate, in writing, individuals to serve as the APC for their respective organizations. The APC will sign a copy of the letter of delegation and return it to the CPM. A copy of the letter of delegation will be retained by the CPM and APC.

### **C8.4 Duties.**

**C8.4.1 Component Program Manager (CPM).** The CPM will:

C8.4.1.1 Establish and maintain the Agency's travel card program in compliance with applicable directives.

C8.4.1.2 Serve as the Agency representative when attending meetings hosted by the GSA Program Office, GSA Contracting Office, Defense Travel Management Office (DTMO), and DFAS regarding the use of the government travel card.

C8.4.1.3 Review and approve requests for centrally billed accounts.

C8.4.1.4 Maintain a cardholder hierarchy as it relates to the Agency.

C8.4.1.5 Review training guidelines and procedures for each Agency level to promote the proper use of the government travel card.

C8.4.1.6 Develop training guidelines and procedures for each Agency level to promote the proper use of the government travel card, conduct quarterly conference calls with APCs, and conduct an annual conference for APCs.

**C8.4.2 Agency Program Coordinator (APC).** The APC will:

C8.4.2.1 Ensure the cardholder hierarchy is updated, as required.

C8.4.2.2 Appoint APCs and maintain a current listing of program coordinators to include locations and phone numbers.

C8.4.2.3 Review and recommend to the CPM approval or disapproval of component requests for centrally billed accounts.

C8.4.2.4 Attend government travel card program meetings hosted by the GSA Program Office, the GSA Contracting Office, DTMO, and DFAS.

C8.4.2.5 Inform the CPM, via e-mail, of all revoked and/or suspended government travel card accounts or other adverse actions taken against a cardholder or the Agency by the card company.

C8.4.2.6 Develop training guidelines and procedures for each Agency level to promote the proper use of the government travel card, conduct quarterly conference calls with APCs, and conduct an annual conference for APCs.

C8.4.2.7 Perform random quarterly audits of accounts.

C8.4.2.8 Maintain the government travel card files for their component.

C8.4.2.9 Maintain an up-to-date listing of government travel card, centrally billed accounts (CBAs), points of contact, addresses, and phone numbers.

C8.4.2.10 Ensure all electronic statements of understanding (SOUs) have an uploaded copy of the Mandatory Programs and Policy Travel Card 101 Training Certificate and that the certificate is digitally signed by both the applicant and the supervisor.

C8.4.2.11 Review and close government travel card accounts that have not been used in a 12-month period.

C8.4.2.12 Authorize use of a retail merchant whose merchant code has been blocked by the card company. (Use of these merchants will be approved on a case-by-case basis when required to accomplish the mission.)

C8.4.2.13 Prepare and forward a 30-day "gentle reminder" notice via e-mail to the cardholder and CPM.

C8.4.2.14 Prepare and forward 60-day, 90-day, 120-day, and 180+ day delinquency notices via e-mail to the cardholder's supervisor, Inspector General (IG), Chief of Security Division (MPS6), the cardholder's Deputy Director, CPM, and Employee Relations or Military Personnel.

C8.4.2.15 Monitor the account status of users for unofficial charges and investigate all inquiries from the card company concerning delinquent payment, misuses of the card, and other related matters.

C8.4.2.16 Sign the Individually Billed Card Account Application authorizing the issuance and transfer, if applicable, of a government travel card.

C8.4.2.17 Notify the CPM; IG; Director for Manpower, Personnel, and Security (MPS); and the Chief, MPS6, when card suspensions or revocations occur or other adverse actions are taken against a cardholder.

C8.4.2.17 Collect and close government travel card accounts when personnel leave the Agency or no longer require a card.

C8.4.3 **Cardholder's Supervisor.** The cardholder's supervisor will:

C8.4.3.1 Determine if the employee has the need for a government travel card.

C8.4.3.2 Digitally sign the employee's SOU after the Mandatory Programs and Policy Travel Card 101 Training has been completed and the training certificate has been successfully uploaded.

C8.4.3.4 Brief the employee on the proper use of the government travel card and the consequences of abuse in its use and/or delinquent payments. (The briefing will be documented using the SOU.)

C8.4.3.5 Receive and deliver 60-day, 90-day, 120-day, and 180+ day delinquency notices to cardholders and supply the APC with a written account of corrective action(s) taken within 5 working days of receipt of the e-mail notice.

C8.4.3.6 Contact the personnel office (civilian or military) to determine the appropriate corrective and/or disciplinary actions to be taken should violations of the government travel card agreement occur.

C8.4.3.7 Counsel and take corrective measures if an employee violates the government travel card agreement and provide a written account to the APC of the actions taken.

#### C8.5 **Files.**

C8.5.1 Cardholder files consist of a copy of the Individually Billed Card Account Application including supervisory approval, a signed copy of the SOU, and all travel card correspondence relating to the individual cardholders. (The format for the SOU is provided on Corporate Management Information System [CMIS] at <https://cmis.disa.mil/travel/card/tcard.cfm>.) The files are to be maintained in a locked filing area, subject to Privacy Act requirements.

C8.5.2 Government travel card correspondence files may be background information, GSA contractor reports, memoranda, component requirements, or other information received from the GSA Travel and Transportation Payment and Expense Control System contractor.

C8.6 **Requesting a Card.** The process for requesting and obtaining a government travel card to be accomplished by the traveler is outlined as follows:

C8.6.1 An e-mail is sent to [disa.meade.mps.mbx.travel-card-helpdesk@mail.mil](mailto:disa.meade.mps.mbx.travel-card-helpdesk@mail.mil) requesting the requirements to obtain the government travel card.

C8.6.2 The Mandatory Programs and Policy Travel Card 101 Training is to be completed.

C8.6.3 A copy of the training certificate is to be uploaded to the SOU. (Ensure the supervisor has digitally signed the SOU.)

C8.6.4 The online Individually Billed Card Account Application is to be completed after receiving the e-mail from Citidirect containing the personal pass code and client identification.

C8.6.5 Upon receipt of the card, the reverse of the card is to be signed.

#### C8.7. **Transferring a Card.**

C8.7.1 Employees transferring to DISA from another government agency will contact the local DISA APC to request to have the government travel card account transferred to DISA by sending an e-mail containing the last eight digits of the account number to [disa.meade.mps.mbx.travel-card-helpdesk@mail.mil](mailto:disa.meade.mps.mbx.travel-card-helpdesk@mail.mil). The cardholder is to take the Mandatory Programs and Policy Travel Card 101 Training and provide the local DISA APC with a copy of the training certificate before the account can be transferred to DISA.

C8.7.2 Employees transferring from DISA are to contact the local DISA APC to complete a transfer form by contacting the travel card helpdesk at [disa.meade.mps.mbx.travel-card-helpdesk@mail.mil](mailto:disa.meade.mps.mbx.travel-card-helpdesk@mail.mil). The local DISA APC will deactivate the account, unless otherwise requested. The cardholder will contact the APC at the new agency to have the travel card reactivated and transfer completed.

**C8.8 Cash Travel Advances.** Cash travel advances are authorized solely for the purpose of obtaining funds for approved official travel that is substantiated by a travel order. Cardholders are strongly encouraged to charge all official travel expenses to the maximum extent and to obtain cash travel advances to the minimum extent possible.

C8.8.1 The cardholder is authorized to obtain cash advances by using the automatic teller machine (ATM) network to cover meals, the incidental expense portion of per diem, and miscellaneous reimbursable expenses that normally cannot be charged to the card.

C8.8.2 Cash advances are authorized 3 calendar days or less before the scheduled departure date and no later than completion of the travel.

C8.8.3 Noncardholders may obtain an advance via Electronic Funds Transfer (EFT). Supervisors will authorize the advance on the individual's travel order.

### **C8.9 Expenses.**

C8.9.1 Types of official expenses authorized when using the government travel card include meals; common carrier transportation fares; lodging costs; rental cars, when authorized; gasoline for rental cars; taxis; and incidental expenses covered by the per diem rate or actual subsistence expense allowance.

C8.9.2 The government travel card may be used by the cardholder while in a travel status to pay for nonreimbursable incidental travel expenses, such as rental movies, personal telephone calls, exercise fees, and beverages, when such charges are part of the room billing or meal and are reasonable.

C8.9.3 The government travel card can be used for personal lodging or rental car charges that are incurred during leave in conjunction with authorized official travel expenses, when such charges are an integral part of the billing for the period spent at the temporary duty (TDY) location while on official travel.

**C8.10 Unauthorized Charge Card Usage.** An APC will review accounts to detect and identify unauthorized usage of the government travel card by individual cardholders.

**C8.11 Voucher Settlement and Payment.** Travel vouchers should be submitted through the Defense Travel System (DTS) within 5 working days after the end of each trip or after each 30-day travel period when the travel exceeds 45 days.

C8.11.1 Outstanding travel advances and unpaid travel vouchers will be settled prior to an individual's separation or permanent change of station (PCS) departure. Travelers must be reimbursed for authorized travel expenses via EFT unless they do not have a banking establishment.

C8.11.2 Payment is due upon receipt of the cardholder's statement of account. After receiving a statement, cardholders are expected to pay the balance in full. Billing disputes between the cardholder and the card company should be referred to the appropriate APC.

**C8.12 Delinquency and Possible Misuse.** An APC is granted signature authority by the Director, DISA, on correspondence to cardholders who are found to be delinquent in payment to government travel card accounts. Signature authority also applies to correspondence to notify the cardholder of suspected agreement violations or misuse of the card. Copies of the 60-day notice will be sent to the cardholder and the cardholder's Deputy Principal Director, Deputy Director, or Commander, as applicable. Copies of the 90-day and 120-day delinquency notices will be forwarded to the cardholder and the cardholder's Deputy Principal Director, Deputy Director, or Commander, as applicable; Civilian Personnel or Military Personnel, as applicable; Inspector General (IG); and Chief of Security Division (MPS6). A copy of the notices will be e-mailed to the CPM. (Copies of the authorized format for delinquency and possible misuse notices will be provided by the CPM.)

C8.12.1 The card company will send the cardholder a letter when the government travel card account becomes 90 days delinquent notifying the cardholder that the card company will begin salary offset procedures if the delinquent charges are not paid in 30 days. The bank begins salary offset procedures when the account becomes 126 to 130 days delinquent.

C8.12.2 The APC will, on a case-by-case basis, make exceptions for personnel known to have personal financial difficulties when the supervisor can verify mitigating circumstances.

**C8.13 Information Required in Block 16 of the DD Form 1610.** Information required in Block 16 of DD Form 1610: Request and Authorization for TDY Travel of DoD Personnel, is as follows:

C8.13.1 A statement notifying travelers of the requirements of the Travel and Transportation Reform Act (TTRA): "The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs related to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the Agency."

C8.13.2 A statement indicating whether the traveler is or is not a government travel cardholder.

C8.13.3 A statement indicating whether traveler is exempt from mandatory use of the government travel card as mandated by the TTRA.

C8.13.4 A statement indicating that the government travel cardholder shall obtain cash, as authorized, through an automated teller machine, rather than obtaining cash advances from a DoD disbursing officer.

## C9. LOCAL TRAVEL

**C9.1 Lowest Cost Travel Mode.** DISA employees performing local travel on authorized official business and expecting to claim reimbursement of expenses incurred in the performance of such travel will use the mode of travel which results in the lowest overall cost to the Government and meets mission requirement. Generally, either government transportation (motor pool vehicles or DoD bus service) or commercial bus or subway service, in that order, will be used in preference to a privately owned conveyance (POC) or a taxicab. If an individual chooses to use a POC instead of available commercial service, reimbursement will be limited to the cost of such commercial service. Reimbursement for local travel is not authorized if an individual chooses to use a POC in lieu of available government transportation.

### C9.2 Reimbursement.

C9.2.1 DISA personnel permanently assigned to the National Capital Region (NCR) will not be reimbursed local travel expenses incurred when temporarily reassigned to an alternate workplace located within the NCR. The following expenses, incurred in connection with a temporary reassignment, will not be reimbursed: local public transportation, taxicab fares and tips, mileage when using a POC, and paid or metered parking.

C9.2.2 For purposes of local travel, DISA personnel permanently assigned outside of the NCR will be subject to the local travel policies established by DISA field commanders or the host command.

C9.2.3 In the case of a dual workplace assignment, a primary and alternate workplace will be designated. For purposes of this Instruction, an alternate workplace will be treated as a temporary reassignment, and reimbursement will not be made for travel to the alternate workplace.

**C9.3 Submission of Claims.** Local claims are to be submitted no later than 3 months after completion of the first transaction annotated on the form. Claims submitted after 3 months must be supported with a justification for late submission.

### C9.4 Responsibilities.

C9.4.1 **Director for Manpower, Personnel, and Security (MPS).** The Director, MPS, will:

C9.4.1.1 Serve as the local travel program manager for the NCR and Fort George G. Meade, Maryland.

C9.4.1.2 Develop procedures for conducting local travel and for submitting local travel claims.

**C9.4.2 Commanders and Chiefs of DISA Field Activities.** These individuals will:

C9.4.2.1 Appoint a local travel official, in writing, at the organizational level, to manage local travel at the field activity. (A copy of the appointment letter is to be forwarded to the MPS Travel and Transportation Branch (MPS41).)

C9.4.2.2 Develop procedures for conducting local travel in and around the area of the activity and for the submission of local travel claims. (A copy of the procedures document is to be forwarded to the MPS41.)

**C9.5 Duties.**

**C9.5.1 Approving Official.** The Approving Official will verify that the travel performed was advantageous to the Government and that the most economical mode of transportation was used.

**C9.5.2 Local Travel Official.** A local travel official will manage local travel at the field activity and will coordinate with the organizational Financial Management Officer to ensure a correct financial document is established. A local travel official will also maintain current copies of JFTR, Volume I; JTR, Volume II; DoD 4500.36- R; and locally established travel policy and procedures.

## C10. RELOCATION SERVICES AND ASSISTANCE

**C10.1 Defense National Relocation Program.** The Defense National Relocation Program (DNRP) provides relocation services and assistance in selling real estate for all eligible civilian employees relocating for the benefit of the Government. This option is in place of direct reimbursement under the provisions in the Joint Travel Regulations (JTR), Volume II. Destination services, another part of the program, for both military and civilian employees, is provided at no cost to either the Government or to the transferring employee.

### C10.2 Responsibilities.

**C10.2.1 Director for Manpower, Personnel, and Security (MPS).** The Director, MPS, will:

C10.2.1.1 Oversee DISA participation in the DNRP.

C10.2.1.2 Coordinate the DNRP application process with appropriate DISA headquarters (HQ) staff elements.

C10.2.1.3 Participate in the resolution of issues as a result of DNRP application approval or disapproval.

C10.2.1.4 Provide the most current DNRP information to DISA civilian employees eligible to participate in the program.

**C10.2.2 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements.** These individuals or their designee will:

C10.2.2.1 Provide a point of contact (POC) for employees interested in participating in the DNRP. (The name of the POC is to be provided to the Manpower, Personnel, and Security Directorate [MPS] Travel and Transportation Branch [MPS41]).

C10.2.2.2 Authorize use of relocation service in accordance with eligibility requirements. (Refer to paragraph C10.5 for criteria for eligibility.)

C10.2.2.3 Authorize funds for payment of relocation services, as established by the DNRP. (A copy of the authorization is to be provided to MPS41 for review and coordination.)

**C10.3 Financial Management Operations Duties.** The chiefs of financial management operations (for operation and maintenance [O&M] and for the Defense Working Capital Fund [DWCF]) will:

C10.3.1 Certify funds are available for relocation services and for the payment from agency or field activity funds for all charges related to the DNRP.

C10.3.2 Examine and pay invoices pertaining to the sale of an employee's residence in accordance with the Prompt Payment Act.

C10.4 **Program Administration.** The U.S. Army Corps of Engineers, Baltimore Maryland District, administers the DNRP and provides the following services:

C10.4.1 Publishes and distributes the DNRP Employee Relocation Handbook that describes current relocation services and applicable fee structures.

C10.4.2 Coordinates directly with each component Civilian Personnel Office (CPO) or component identified POCs for processing relocation authorizations.

C10.4.3 Provides timely relocation administrative services.

C10.4.4 Provides to each CPO or component identified POC all required forms and instructions for requesting relocation services.

C10.4.5 Maintains a tracking system for all civilian relocation authorizations that are processed.

C10.5 **Eligibility.** An employee is eligible for program participation if the pending relocation meets the following criteria:

C10.5.1 The employee's participation in the program is approved by a Principal Director or Director, DISA headquarters, or a Commander of a DISA field activity.

C10.5.2 The applicant is a current civilian government employee.

C10.5.3 The agency or activity has appropriated and/or obtained necessary internal organizational funds to support planned and unplanned employee relocation service requests.

C10.5.4 The employee relocation is in the best interest of the Government and not for personal gain.

C10.5.5 The employee is obligated for at least 1 year of additional government service.

C10.5.6 The employee has been issued a permanent change of station (PCS) travel order prior to incurring relocation expenses and making application to the DNRP.

C10.5.7 The permanent change of station (PCS) expenses are incurred within 1 year of the employee's reporting date or 2 years if an extension was granted.

C10.5.8 Expenses are within JTR limits and definitions.

**C10.6 Restrictions.**

C10.6.1 At no time may a DISA employee or potential DISA employee use this program to provide relief from bona fide residential ownership commitments; such as, failure to meet previously established contractual payment agreements or prior legal judgments affecting ownership and sale of residential property. Additionally, persons entering government service for the first time are not eligible for DNRP participation in connection with that initial government employment.

C10.6.2 Residential sales assistance may be used once for each PCS for which the employee is eligible.

C10.6.3 If DISA incurs a cost as a result of the employee not completing the Associates Relocation Management Company, Inc. (government contractor providing relocation services) relocation process, the employee will not be eligible for duplicate reimbursement under the JTR.

**C10.7 Categories of Employees to be Offered Services.** Employees that must be offered DNRP services for the following categories: (1) Mandatory Mobility Agreement (MM), (2) Management Directed Moves (MDM), such as base closure or transfer of functions; (3) Senior Executive Service (SES) excluding new appointees; and (4) authorized at the discretion of the local Commander or designee.

**C10.8 Request for Approval.**

C10.8.1 All employees except employees in the categories listed in paragraph C10.7, categories (1), (2), and (3) applying for use of DNRP for assistance with selling real estate must have had their house on the market for a minimum of 180 days.

C10.8.2 All requests must be submitted in writing and include the following information:

C10.8.2.1 A justification for authority to use relocation services that will include a statement clarifying why it would be a hardship to wait for the house to sell under the normal process.

C10.8.2.2 Documentation of attempts to sell the house to include a copy of the original contract or agreement with the realty company to be provided by the employee. If the price has been lowered in an attempt to sell the real estate, copies of that transaction will also be provided. The realtor will provide a letter documenting how they have been trying to sell the real estate including any advertisement that has been used in promoting the sale of the house (e.g., newspaper listing, magazine listing, open house flyers, etc.).

C10.8.2.3 A copy of a market analysis showing comparisons between the asking price and the actual selling price of other houses in the area and the employee's house.

## C11. MASS TRANSIT

**C11.1 Mass Transit Benefit Program.** Effective 1 October 2000, Executive Order 13150, "Federal Workforce Transportation," allows qualified employees to participate in a mass transit benefit program (MTBP). Under this program, participating employees will receive transit benefits in amounts equal to, but not to exceed, their personal commuting costs. Transit benefit amounts will not exceed the maximum that is established by the Internal Revenue Service (IRS). The current maximum can be located in Section 132 of title 26, United States Code. Neither parking costs, nor those associated with a personal vehicle, will be included in commuting costs. This benefit applies to those individuals who utilize mass transportation as their primary means for their commute to and from the workplace. Modes of mass transportation include, but are not limited to, vanpools, commuter rail, and commuter bus. DoD Instruction 1000.27, Mass Transportation Benefit Program (MTBP), is the overall governing policy of the MTBP.

### C11.2 Application Location.

C11.2.1 DISA employees located at Fort George G. Meade (FGGM) are to use the application that is located on the Corporate Management Information System (CMIS) at <https://cmis.disa.mil/travel/mass/application/app01.cfm>.

C11.2.2 DISA employees working in the National Capital Region (NCR) are to use the application that is located on the Washington Service Headquarters (WHS) Web site at <http://www.whs.mil/MTBP/Applying.cfm>.

C11.2.3 DISA employees working in field office locations other than those previously mentioned should e-mail the mass transit benefit team at [disa.meade.mps.mbx.mass-transit-disa@mail.mil](mailto:disa.meade.mps.mbx.mass-transit-disa@mail.mil) for instructions on how to apply.

### C11.3 Application Process.

C11.3.1 The application process for FGGM employees is as follows:

C11.3.1.1 A SmarTrip card is to be purchased and registered on the Washington Metropolitan Area Transit Authority (WMATA) Web site. A new user account is to be created at <https://smartrip.wmata.com/AccountCreate/AccountCreate.aspx>. (Questions or requests for assistance may be directed to 1-888-SMARTRIP [1-888-762-7874] or <mailto:smartrip@wmata.com>.)

C11.3.1.2 An application is to be submitted through CMIS. (Ensure all information contained in the Personnel Locator System (PLS) is accurate, as this will determine the supervisor to whom the application will be sent, as well as to which e-mail address notifications are sent advising as to the status of the application.)

C11.3.1.3 Supervisory approval is to be obtained.

C11.3.1.4 Mass transit office approval and subsequent processing of the application. (Contingent upon mode of transportation, funds can then be allocated to the transportation operator. [For specific questions pertaining to this step, e-mail the MTBP team at [disa.meade.mps.mbx.mass-transit-disa@mail.mil](mailto:disa.meade.mps.mbx.mass-transit-disa@mail.mil)].) If there are changes in cost to an existing provider, or if modes of transportation are changing, a change application submitted through CMIS is required.

C11.3.2 Specific information regarding the application process for NCR employees can be found on the WHS Web site at <http://www.whs.mil/MTBP/index.cfm>.

#### **C11.4 Mandatory for Participants.**

C11.4.1 All participants must purchase the most cost-effective method for their mode of transportation; e.g., the participant must ensure that if a monthly pass is cheaper than the cost of daily trips, the monthly pass must be purchased.

C11.4.2 Van pool and vanpool participants must meet the guidelines stated in section 1.132-9, title 26 of the Code of Federal Regulations, to be considered as a qualified means of mass transportation.

C11.4.3 Participants are required to use their mode of mass transportation for at least 50 percent of each pay period; e.g., must use mass transit for 10 days per work month.

C11.4.4 Participants who must pay to hold their space on a vanpool, or any other mode of transportation, due to extended absence (e.g., TDY or leave) or part-time work schedule are responsible for the cost of holding their space.

C11.4.5 Participants may not claim retroactive benefits. (Delays between the submission and approval and processing are not considered exceptions.)

C11.4.6 Participants may not be in possession of a parking permit while receiving transit benefits.

C11.4.7 Participants are required to submit a withdrawal application from the program prior to departure from DISA.

## C12. DEFENSE TRAVEL SYSTEM

**C12.1 Mandatory Use.** The use of the Defense Travel System (DTS) is DoD mandated and is designed to meet operational requirements, improve service to the customers, and reduce overall cost to the Government. Provisions of Joint Federal Travel Regulations (JFTR), Volume I, and Joint Travel Regulations (JTR), Volume II, are incorporated into the software to guide the Approving Official in regulation of travel occurring, providing alerts when travel does not comply with policy and will require further justification. The DTS uses the Internet to enable a paperless and fully automated travel reservation, authorization, and voucher processing system. It allows travelers to request commercial transportation, lodging, and rental car arrangements and prepares authorizations and vouchers from their work computer. Each part of the streamlined travel process, including travel document creation, transfer, approval, computation, accounting, disbursement, and archiving is accomplished electronically. Authorizations and vouchers will be prepared by the traveler using DTS for those types of trips that can be prepared in DTS (to include arrangements only). Documents initiated manually (paper DD Form 1610: Request and Authorization for TDY Travel of DoD Personnel) will also process a manual voucher (paper DD Form 1351-2: Travel Voucher or Subvoucher) for manual orders (see chapter 7).

**C12.2 Use of the Government Travel Card.** The DTS maximizes the traveler's use of the government travel card (GTC), referred to as the Individually Billed Account (IBA) in the system. Travelers issued a GTC are required to use their GTC to procure commercial air transportation, lodging, and rental cars. All travelers who will be traveling two or more times a year, to include local travel, are required to obtain a GTC. Travelers who refuse to obtain a GTC are not authorized to receive cash advances for travel, as required by the Travel and Transportation Reengineering Act. Positions known to require travel more than once per year need to include the ability to obtain and keep government travel card as a condition of employment or the position should not require travel more than two times per year. Under no circumstance are employees to place any charge or hold on their card for another traveler. The employee will not be reimbursed for another traveler's expenses. It is a personal matter to recover any funds.

**C12.3 Electronic Funds Transfer and Split Disbursement.** The DTS automatically computes travel entitlements and initiates electronic funds transfer (EFT) disbursements to a traveler's bank account, eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler. The DTS default "split-disburses" certain reimbursements automatically to the traveler's GTC account for commercial airline, lodging, and rental car. Split disbursement is mandatory for all military members and civilian employees, as of March 2005, in accordance with DoD 7000.14-R, Financial Management Regulation, Volume 9, Chapter 3.

**C12.3.1** As DTS allows split disbursement within the voucher, the traveler will make changes when filing their voucher to ensure the entire GTC balance for expenses related to that trip are paid in full to the GTC.

**C12.3.2** If the traveler's balance exceeds the total reimbursement, the traveler will pay the remaining balance within the GTC billing cycle.

C12.3.3 If the voucher is not prepared, signed, and approved within 45 days from the end of travel, the traveler will pay the entire amount due to the GTC by check and change all reimbursement to personal in DTS. This is to prevent GTC delinquency and to ensure travelers are in compliance with their GTC contract.

C12.3.4 The traveler will have to provide any updated expense information upon return from travel to maintain an accurate account of travel. The DTS will not automatically update with changes without action from the traveler on any changes from authorized costs. Example: airfare on approved order is \$1,000 (\$500 each leg) and a change is made to the return leg costing \$650. The traveler is refunded \$300 on the initial leg--all paid on the government charge card. The traveler is required to update the airfare to a total of \$1,350 on the voucher (\$1,000 original cost + \$650 - \$300 refund). Many travelers add the two costs together and incorrectly claim \$1,650 without deducting the refund amount resulting in a Due U.S. condition. Meals, cash advances, other expenses paid with the GTC are to be paid using the functionality to change the split disbursement amount in the Tab "Additional Options," Sub-tab (Payment Totals).

C12.4 **Authorized Trips.** The main trips authorized are routine temporary duty (TDY), open allotment for use with Defense Working Capital Fund (DWCF) Financial Accounting Management Information System (FAMIS), arrangements only, permissive TDY (at no expense to the Government), house hunting, invitational travel, invitational travel--family member (transportation only), invitational travel--family member (full reimbursement), and special circumstance. Details about each of these trip types is provided in the Defense Travel Administrator's Manual, Appendix K, Tables K.1.A and K.1.B. Availability depends on the civilian or military status and permanent duty station location.

C12.5 **Transportation, Lodging, and Rental Car Reservations.** Use of the Contract Travel Office (CTO) for commercial transportation arrangements for air, rail, bus, and sea is mandatory whether travel is manual or DTS. All changes to reservations, such as changed dates, missed flight, missed connection at the airport, are required to be completed through the CTO. Changes are not to be made directly with the airline. Orders with transportation reservations are not to be amended from 3 days prior to travel until the trip ends. During this window, all changes are made by the traveler directly with the CTO telephonically.

C12.5.1 Travelers will use the DTS Reservation Module to make arrangements for air and/or rail transportation, lodging, and rental car reservations to meet mission requirements. If travelers do not use the DTS Reservation Module, they may incur expenses or be incorrectly reimbursed for air, hotel, and commercial auto. Any overpayment due to the traveler failing to make correct entries will result in initiation of the debt collection process. Travelers are required to use the General Services Administration (GSA) city pair flights regardless of personal convenience if they meet mission requirements, in accordance with the JFTR and JTR. Approving Officials should direct the use of alternate airports if city pairs are available at significant savings. City pair contract airports are regional. If the Approving Official is providing a commercial auto, it is not necessary to fly directly into the TDY city airport if the cost will be more cost effective

to the Government to instead fly into an alternate airport and drive from that airport to the TDY location. Example: TDY location is Hilton Head (HHH), Dulles (IAD) to Savannah (SAV) city pair cost is \$832 round-trip, the traveler requests IAD to HHH at a cost of \$1,700 round-trip; the AO may and should direct the traveler to use the regional city pair airport.

C12.5.2 Nonusage of the GSA city pairs requires the traveler to put valid comments in the preaudits screen. Approving Officials should review the comments carefully. A statement of "does not meet mission requirement" without stating why is not sufficient. The Approving Official makes a determination to have the traveler change the dates and/or times of travel as a first course of action to comply with contractual efforts, then approves noncontract only with adequately explained and justified reasons. The CTO shall book the traveler's requested flights and wait for subsequent Approving Official review approval or disapproval.

C12.5.3 If the traveler or Approving Official fail to follow regulations concerning the CTO, commander and/or unit are expected to take appropriate action in accordance with the JFTR and JTR, Appendix O, paragraph T-4005. Reimbursement is not allowed when the traveler does not follow the regulations for foreign flag carriers (JFTR and JTR, Appendix O; paragraph T-4025-C).

C12.6 **Duties.** The DTS implementation, operation, and maintenance require actions by individuals to retain the systems mission to improve service to customers and reduce overall costs to the government. Each role is served to increase in the efficiency in using of the operating system. These roles require documentation and/or certification.

C12.6.1 **Lead Defense Travel Administrator (LDTA).** The LDTA is responsible for day-to-day DTS operations at the activity. The Manpower and Personnel Systems Support Division (MPS4) Travel and Transportation Branch (MPS41) retains the role of the LDTA for DISA. Appointment for this DTS role will be in writing on a Signature Card (DD Form 577). Annual Training for Accountable Official and Certifying Officers (TAOCO) is required for an LDTA. As LDTA, MPS41 will (1) provide oversight to the DISA DTS helpdesk providing customer support regarding system issues and travel procedures; setting permission levels for travel technicians and Organizational Defense Travel Administrators (ODTAs); and coordinating any system issues, including upgrades and system discrepancy reports with the Defense Travel Management Office (DTMO) and (2) provide initial and follow-up training to ODTA and Defense Travel Administrators (DTA) customer support regarding system operation.

C12.6.2 **Organizational Defense Travel Administrator (ODTA).** An ODTA provides the administration of DTS at the suborganization level and assists the LDTA with overall DTS administration for the site. Individuals that may be designated as ODTAs are Chief Financial Executive (CFE) Financial Representatives, transportation managers, communications and/or information technology (IT) managers, security managers, and personnel managers. Appointment for this DTS role will be in writing on DD Form 5771. Annual TAOCO is required for an ODTA. An ODTA is the primary point of contact (POC) for subordinate organizations

and will provide oversight and administration of DTS for travelers in their assigned hierarchy of organization; assign and regulate permission levels higher than "0" to those who perform additional duties within DTS; and monitor and update routing lists, groups, and traveler profiles, as needed, to maintain the current organizational structure.

**C12.6.3 Finance Defense Travel Administrator (FDTA).** An FDTA manages the financial elements within DTS. An FDTA will be sourced from the CFE. Appointment for this DTS role will be in writing on DD Form 577. Annual TAOCO is required for an FDTA. For a complete list of FDTA responsibilities, refer to DoDFMR, Volume 9, Chapter 2.

**C12.6.4 Debt Management Monitor (DMM).** The DMM serves as the agency point of contact for debt issues within DTS, tracking overpayments and collection actions within the system. For additional information, refer to the Guide to Managing Travel-Incurred Debt located on the DTMO Web site at [http://www.defensetravel.dod.mil/Docs/Guide\\_to\\_Managing\\_Travel\\_Incurred\\_Debt.pdf](http://www.defensetravel.dod.mil/Docs/Guide_to_Managing_Travel_Incurred_Debt.pdf).

**C12.6.5 Non-DTS Entry Agent (NDEA).** An NDEA is a military member, DoD civilian employee, or a contractor authorized to act as a travel clerk completing the DTS documents on behalf of other travelers. Appointment for this role is completed in writing on a DD Form 577. The Program and Policies: Travel Policy training, located on the Travel Explorer (TraX) Web site, is required annually for an NDEA. An NDEA will serve as a POC within an organization to complete travel documents on behalf of the traveler and update travel preferences in a traveler's personal profile.

**C12.6.6 Accountable Official (AO) and Certifying Officer (CO).** Appointment for an AO and CO is documented in writing on a DD Form 577. In order to maintain the role of an AO and/or CO, TAOCO is required annually. (The DoDFMR, Volume 9, Chapter 2, and the DTS Financial Field Procedures Guide provide detailed information on the appointment requirements.) Termination of the appointment is also documented on a DD Form 577. When the appointment is terminated, and the individual is no longer an AO and/or CO, access to the approved signature stamp on all DTS routing lists will be restricted to the access required for performance of duty. The AO usually approves travel requirements and authorizations. The CO certifies and adjusts obligations and disbursement of government funds that are associated with a travel document. In DTS, the same individual often acts as both the AO and the CO. An AO who applies the approved signature stamp that results in a payment to the traveler is acting as a CO. A CO has pecuniary liability for all erroneous payments due to negligence. (Refer to the DoDFMR, Volume 5, Chapter 33, for information regarding pecuniary liability. Refer to the Desktop Guide for Approving Officials and Certifying Officers at [http://www.defensetravel.dod.mil/Docs/Training/AO\\_CO\\_Guide.pdf](http://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf) for a processing guide for this DTS role.)

**C12.6.6.1** An AO is a government employee who serves as a control point within an organization to minimize erroneous travel-related payments. An AO faces pecuniary liability for erroneous payments resulting from their actions.

C12.6.6.2 A CO is a government employee who serves as a control point within the agency to ensure payments made by the Federal Government are legal, proper, and correct. A CO faces pecuniary liability for illegal, improper, or incorrect payments resulting from improper certification.

**C12.6.7 Foreign Nationals.** Depending on status of forces agreements (SOFAs), regulations, and local policy, foreign nationals may perform certain DTS roles that may include the following: Defense Travel Administrator (DTA), Non-DTS Entry Agent (NDEA), and Approving Official. These users will have a public key infrastructure (PKI) certificate for DTS access and a unique identification (ID) number when building their user profile. If a foreign national does not have a Social Security Number (SSN) or Taxpayer Identification Number (TIN), it is then necessary to use the Foreign Identification Number (FIN) that is issued by the Defense Manpower Data Center (DMDC) and is found on the employee's identification card or common access card (CAC). Consult applicable SOFA, regulations, and local policy to establish local procedures for use of the DTS by foreign nationals.

**C12.6.8 Government Contractors.** Government contractors can be authorized to perform certain functions in DTS in a manner consistent with the provisions of their contract and as directed by the Government. Contractors will be appointed on DISA DTS contractor appointment letter and are to have their profile loaded into DTS manually using a user profile.

C12.6.8.1 Support contractors are authorized, to the extent prescribed in their contract, to perform the following functions: (1) review travel documents prior to approval by an authorized government official, (2) modify travel documents to correct administrative errors prior to approval by an authorized government official, (3) create government travel documents for use by government employees, (4) input and maintain lines of accounting to be used for government travel by government employees and assign them to specific groups of travelers, (5) maintain approved budgets and travel targets for associated lines of accounting within DTS based on documentation supplied by a government official, (6) maintain government personnel data while complying with all privacy act requirements, and (7) electronically input and forward a travel claim in place of the traveler using the T-Entered stamp. This indicates that the traveler has provided a signed paper copy of the travel claim to the contractor, which will be maintained on file.

C12.6.8.2 Contractors are not authorized to perform the following functions: (1) commit, obligate, or disburse funds on behalf of the Government under any circumstances in the production environment of DTS including using any stamp with an associated action that will result in the commitment, obligation, or disbursement of government funds, (2) create travel budgets and travel targets, (3) use DTS in the role of a traveler, (4) make final decisions on government travel, or (5) electronically approve or certify documents such as authorizations or vouchers.

**C12.6.9 Self-Approving Official .** DISA local policy is not to allow the use of Self Approving for travel documentation.

## C12.7 Types of Authorizations.

**C12.7.1 Permissive Travel.** If permissive travel (e.g., house hunting trips, participation in service and/or agency-sponsored sporting events, etc.) is funded by appropriated funds, it will be processed like a routine temporary duty (TDY). If permissive travel is funded with nonappropriated funds, it is handled as arrangements only travel. If permissive travel is personally funded, it is leisure travel.

**C12.7.2 Invitational Travel Authorization.** An invitational travel authorization (ITA) can be processed in DTS using the required trip type of "E-INVITATIONAL." Use of the trip type "E-INVITATIONAL" will trigger a preaudit that will require the user to select the reason for the invitational travel. For complete details, refer to the ITA procedures located on the DTS Travel Center Web site at <http://www.defensetravel.dod.mil>.

**C12.7.2.1** The organization inviting the traveler is to ensure the necessary traveler's profile information has been inputted into DTS and to make the arrangements. Until such time as DTS can automatically calculate proper travel entitlements, ITAs will use the "arrangements only" trip type "Invitational."

**C12.7.2.2** If the individual traveling on an ITA is a dependant of a DoD uniformed member or civilian employee, the Defense Travel Administrator (DTA) will enter a profile with the minimum information required. The sponsor's organization will be used in the profile with a rank of "OTHER" and the traveler's name and Social Security Number (SSN). If the traveler is not a dependant of a DoD sponsor, the sponsoring organization will be entered in the profile and "OTHER" will be used for the rank in the profile using the DTA's organization and routing list.

**C12.7.3 Groups.** Group authorizations may be created (by the primary traveler, travel office, or other authorized user) and approved in DTS. Upon the approval of the Approving Official, the Group Authorization is "locked," a group identification (ID) number is assigned, individual authorizations are created (each with a unique Travel Authorization Number [TANUM]), and obligations are created. Once this occurs, any required amendment is prepared on the individual authorizations. Upon completion of travel, each traveler creates an individual voucher from authorization. At this time, travel arrangements are not processed through the DTS Reservation Module and sent to the Commercial Travel Office (CTO). Until DTS is modified to fully automate the group travel reservation process, travel arrangements shall be coordinated with the CTO outside of DTS by the primary traveler and/or Transportation Officer (TO). For complete details, refer to the "DTS DTA User's Manual" and the "DTS Document Processing Manual" located on the DTS Travel Center Web site at [http://www.defensetravel.dod.mil/Training/Training\\_Materials.cfm](http://www.defensetravel.dod.mil/Training/Training_Materials.cfm).

**C12.7.4 Confirmatory.** Confirmatory authorizations are used when an authorization cannot be completed prior to the traveler's departure. The authorization should be completed as soon as possible after verbal approval has been granted. Reservations are made directly with the CTO. Airfare is entered on the "Other Trans" screen, and the lodging or rental car costs are updated on the appropriate screens. Use of the DTS Reservations Module may result in duplicate commercial reservations.

**C12.7.5 Reserve Component Travel.** Reserve component members should consult their Service-level DTS office for procedures.

**C12.7.6 Verbal Orders of the Commanding Officer.** Refer to subparagraph C12.7.4.

**C12.7.7 Permanent Duty Travel (PDT).** PDT is not currently available in DTS.

**C12.7.8 Extended TDY (180 or More Consecutive Days).** Prior to approving an authorization for extended TDY (180 or more consecutive days at the same location), the Approving Official will ensure there is written approval from the appropriate command level. The approval documentation shall be maintained on file within the Approving Official's organization or may be attached to the authorization as substantiating documents. For civilians preparing for a deployment, refer to DoD Directive 1404.10, DoD Civilian Expeditionary Workforce.

**C12.7.9 Personal Leave with Official Travel.** Personal leave with official travel (PLOT) is leave taken while at an official TDY location. All travel is restricted to locations contained in the official itinerary. The following must occur to comply with PLOT in DTS: (1) varied travel dates due to travel, (2) use of DTS and General Service Administration (GSA) airline city pair fares are used for official travel locations, (3) authorizations include all dates of travel (official and personal) away from the permanent duty station (PDS), (4) personal travel dates are annotated as leave in DTS on the "Per Diem Entitlements" screen to ensure the per diem allowances are not paid for the nonofficial travel dates, (5) DTS adjusts the per diem entitlements due to the traveler upon entry of leave dates by traveler, and (6) any personal or nonofficial expenses are not charged to the GTC. Defense Finance and Accounting Service (DFAS) certification of DTS for PLOT includes all PLOT except for travel by privately owned conveyance in excess of 400 miles.

**C12.7.10 Constructed Travel.** This functionality enables the traveler to include in the authorization a comparison of the cost of travel by a preferred transportation mode (e.g., a privately owned car) and the cost of commercial air travel (the standard mode of TDY travel). The Approving Official reviews the cost-comparison and approves the document either with the full reimbursement on the preferred transportation mode or with limited to what the standard mode of travel would have been as specified on the constructed travel sheet. Constructed travel information is contained in chapter 9 of the "DTS Document Processing Manual" located on the DTS Travel Center Web site at [http://www.defensetravel.dod.mil/Training/Training\\_Materials.cfm](http://www.defensetravel.dod.mil/Training/Training_Materials.cfm).

**C12.7.11 North Atlantic Treaty Organization (NATO) Orders and Foreign Clearance Guide Requirements.** Authorizations for travel requiring a foreign clearance and/or NATO orders can be processed in DTS; however, DTS neither provides automated foreign clearances nor produces NATO-formatted travel orders. Foreign clearance requirements and/or NATO travel order procedures are specified in DoD 4500.54E, DoD Foreign Clearance Program (FCP).

**C12.8 Approving Official Guidance.** When documents are awaiting review, the Approving Official is notified via e-mail or when they access DTS. The Approving Official will select "Route and Review" from the DTS toolbar. All authorizations and vouchers awaiting approval are displayed. The Approving Official selects a specific individual and the document requiring review. Once authorizations and/or vouchers are displayed, the Approving Official may review any part of the document. The Approving Official shall review all aspects of the documents, ensuring information is complete and expenses claimed are reasonable and authorized.

**C12.8.1 Reasonable Expenses.** An individual in the supervisory chain should be familiar with the circumstances of the subordinate individual's travel and will provide oversight regarding the expenditure of unit resources. An Approving Official, therefore, is to evaluate expenses with some flexibility. Travelers generally claim only those necessary expenses encountered on official travel and the majority of these can be easily determined as reasonable. On those occasions when an approver notes an expense that appears to be "unreasonable," the questionable item should be discussed with the traveler and every effort made to resolve the issue. The expense should be evaluated as being appropriate (or not) for the travel conditions encountered by the traveler on that particular trip.

**C12.8.2 Unreasonable Expenses.** An Approving Official should note and inform appropriate management officials (supervisor, commander, etc.) or discuss with the individual (as appropriate) any expense the Approving Official believes is clearly out of line or excessive. If, after discussion with the traveler and/or the appropriate management officials, the Approving Official still believes an expense is clearly unreasonable and does not wish to approve the voucher, the Approving Official should contact the DTS Helpdesk at [disa.meade.mps.mbx.dts-help-desk@mail.mil](mailto:disa.meade.mps.mbx.dts-help-desk@mail.mil) before taking action. Travelers will not receive reimbursement for items except as listed in Appendix G of the JTR and JFTR. (Some prohibited claims are batteries, copying, shipping charges, outside of the continental United States (OCONUS) laundry, articles of clothing and alterations, cell phones, calling cards.)

## **C12.9 Travel Practices.**

**C12.9.1 Transportation Security Administration (TSA) Information Verification.** Prior to departing for TDY, the traveler should make certain the data provided for the TSA information corresponds with the identification used. Airport security procedures require airline tickets to be issued in the same name that appears on the traveler's photo identification (ID) issued by a local, state, or Federal Government agency (e.g., driver's license, passport, military ID). Before departure, travelers should ensure the name on the ID they intend to use at the airport matches the name on the reservation/ticket. Misspelled names may result in the carrier reissuing the airline ticket at the check-in counter prior to flight boarding, causing delays or denied boarding. For an international flight, the traveler is to present a valid passport, visa, and all required documentation. Incomplete or unacceptable documentation may result in denied boarding.

**C12.9.2 After Duty Hours.** For commercial reservations with an Individually Billed Account (IBA), the traveler will contact the CTO after hours toll free number or wait until the next business day to complete their commercial travel arrangements. To expedite the CTO's access to the traveler's record, the traveler needs to specify the installation to which they are assigned. For international travel or tickets billed to a Centrally Billed Account (CBA), the CTO will contact the organization POC for authority to travel on commercial airlines. The CTO will notify the traveler of the final arrangements via e-mail, phone, or fax.

**C12.9.3 After Duty Hours Short Notice Travel.** The traveler will make necessary travel arrangements with the CTO via their toll free number. Sites are to provide a local POC for appropriate authorization. The CTO shall contact the appropriate site POC to obtain the necessary verbal authorization before issuing tickets. The traveler (or the organization in accordance with local procedure) is to create the trip authorization and enter the appropriate cost information in the DTS. The DTS Reservation Module is not to be used as its use would route the trip request back to the CTO. Air, rail, and bus information is to be entered in the travel screen. Lodging cost information is to be entered in the per diem entitlements screen. Rental car cost information is to be entered in the expense screen as a commercial automobile expense.

**C12.9.4 Communications with the CTO.** Travelers are expected to communicate about a specific trip directly through DTS or by e-mail, phone, or fax once the trip has been ticketed. The CTO will not respond about a particular traveler's trip to anyone other than the traveler and those specified individuals listed in the company profile. The CTO manager and site officials may need to contact each other during business hours concerning a particular trip by e-mail, phone, or fax.

**C12.9.4.1** The traveler is to notify the CTO of any unused or partially used tickets as soon as possible. Unused paper tickets obtained from a local CTO are to be returned to that CTO for refund. If an e-ticket is not used, the traveler will notify the CTO. If tickets are delivered by an overnight mail service, the CTO will provide an account number in order for tickets to be returned by the same service. Tickets that were picked up at a local CTO are to be returned to that office.

**C12.9.4.2** Prior to travel, the traveler is to notify the CTO through the amendment process. For unused tickets during or after travel, the traveler is to notify CTO via the toll free phone number provided on the itinerary and e-ticket or through the DTS amendment process. If the traveler notifies CTO by phone, the traveler is to follow up with an update to their travel claim.

**C12.9.5 Transportation.** When a traveler's mission requires use of noncity pair flights, the selection of those flights will flag in DTS on the "Pre-Audit" screen. The traveler is to select one of the seven authorized exceptions and provide written justification in the "Pre-Audit" screen. The justification should state "See Substantiating Records" and, in the substantiating records, a memorandum from the traveler will be included stating that there are no city pair flights available with an arrival time within 1 hour of the noncontract flight and why use of a city pair flight will result in mission failure. DISA employees will not select noncontract flights on the return to permanent duty station (PDS).

**C12.9.6 Excess Baggage.** Excess baggage is not checked baggage. It is to allow excess weight for long-term deployment or carry government furnished equipment.

C12.9.6.1 When authorized excess baggage, the traveler will include remarks in the "Comments to the Travel Agent" section that excess baggage is authorized, and, if known, will provide the weight, number of pieces of excess baggage, and any special requirements. The traveler also indicates excess baggage in the "other authorizations" screen. The traveler will receive from the CTO such information as estimated cost requirements, special check-in requirements, etc. The traveler will make payment for excess baggage directly to the carrier at the time of check-in. The traveler will claim reimbursement (if paid with personal funds) on the travel voucher for excess baggage up the amount authorized by the Approving Official on the travel authorization.

C12.9.6.2 The CTO will arrange for excess baggage as authorized and as allowed by the carriers. The CTO will provide the traveler with pertinent information if available and related to excess baggage rules and fees.

C12.9.6.3 The Approving Official is to ensure the reimbursement claimed for excess baggage does not exceed the amount authorized. When a traveler makes claims for baggage on the return trip in excess of the baggage and weight on the outbound trip, the Approving Official will require justification in a statement by the traveler as to the type of baggage and that it is government equipment.

**C12.9.7 Advances.** Travelers without an individual government travel card (or traveling to a location where use of the card is impractical) can request an advance through DTS. The traveler's profile will be set to "Advance Authorized" in order to request the advance. Only the Defense Travel Administrator (DTA) with appropriate permission level(s) can update the government travel card status in the traveler's profile. The system will automatically calculate an advance equal to 80 percent of the estimated reimbursable expenses for a period of up to 45 days. The computed advance will be deposited into the traveler's financial institution as an Electronic Funds Transfer (EFT) payment 10 days prior to the scheduled departure date.

C12.9.7.1 When the traveler departs within the 10-day window, the advance will be processed for payment upon Approving Official approval. In cases when an advance of 80 percent places the traveler in a financial burden, the Approving Official may approve an advance of 100 percent. This determination will be done on a case-by-case basis. In these cases, the traveler profile will be reset by the DTA to "Full Advance."

C12.9.7.2 Upon completion of travel, the advance amount is deducted from the total reimbursable entitlements as a previous payment on the voucher--resulting in a net payment to the traveler. Currently, DTS allows (and the DoD FMR permits) users to request both an advance and a scheduled partial payment (SPP) for the same authorization. DTS will allow the full advance amount authorized to be requested and paid, and will pay SPPs until such time as the full payment of an SPP will result in total disbursements exceeding obligations. At that point, that SPP will be limited to an amount that will cause total disbursements to equal obligations. This will preclude users from unknowingly entering into DUE U.S. situations

while not preventing them from being able to meet their TDY financial requirements. It is highly recommended that a traveler does not request both advance and SPP for the same authorization in order to avoid the potential for a DUE U.S.

**C12.9.8 Scheduled Partial Payments (SPP).** Travelers on TDY of 46 days or greater can request SPP through DTS. Payments are computed and scheduled for payment in 30-day increments. The amount of the SPP is deposited via EFT into the traveler's financial institution, to include a split disbursement option to send payment to the government travel card vendor. Upon completion of travel, the SPP amount(s) are deducted from the total reimbursable entitlements as a previous payment--resulting in a net payment to the traveler.

### **C12.9.9 Travel Reservations.**

**C12.9.9.1 Use of the Contract Travel Office (CTO).** A CTO is a commercial entity that provides a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

**C12.9.9.2 Bus.** Bus travel is currently not included in the DTS Reservation Module. Travelers should follow the local procedures for reserving and paying for bus travel. For bus travel that is paid via a GTC, the expense can be entered into DTS on the "Other Trans" screen. When the travel mode is charged to a CBA, it will require charge to a manually reconciled account (traditional CBA). Also, as with most official travel, when payment is made by a personal charge card or cash it is to be entered on the "Non-Mileage Expenses" screen, and "Tickets-Personally Procure" is to be selected.

**C12.9.9.3 Rail.** Amtrak schedules are not live. They display in a static format in the DTS Reservation Module. A traveler using a GTC, may select the desired train or include a comment to the CTO in the "Rail" screen of the DTS Reservation Module to communicate the request to the CTO. The CTO will make rail reservations and include the confirmation and cost in the trip request. A traveler not using a GTC (either IBA or CBA), but purchasing a ticket directly from the rail carrier, should enter the ticket information in the "Other Trans" screen found under the Travel toolbar. A traveler using a personal credit card or other form of payment will enter the information on the "Non-Mileage Expenses" screen and select "Tickets-Personally Procure." Contact the CTO for local ticketing procedures.

**C12.9.9.4 Car Rental** Available vehicles from car rental companies that participate in the DTMO-negotiated government agreements are displayed in DTS. When completing the voucher, DTS users will ensure the actual car rental cost is updated in the "Preview Trip" screen. Rental cars may be entered on the Non-Mileage Expenses screen by selecting "Commercial Auto," only if the reservation was made outside of DTS.

**C12.9.9.5 Foreign Flag Carriers.** Available U.S.-certified air carriers shall be used for all commercial air transportation of persons and property when air travel is funded by the Government. See 49 U.S.C. §40118, commonly referred to as the "Fly America Act." Approval can be attached in DTS as substantiating documentation.

**C12.9.9.6 Use of Low-Cost Non-GDS Airlines.** Some airlines do not fully participate in the travel industry Global Distribution System (GDS) used by the supporting CTO. For those carriers, static flight data instead of live availability may be shown in DTS. Local business rules will be consulted to determine travel processing.

**C12.9.10 Lodging.** Commercial lodging may be reserved by a traveler in the DTS Reservation Module or the traveler may request CTO assistance. When making lodging reservations directly with the lodging facility instead of the CTO, the user will ensure the cost is updated on the "Per Diem Entitlements" screen.

**C12.9.11 Other Than Economy or Coach-Class Travel Accommodations (First and Business Class).** Approval of business or first class travel is managed outside of DTS. A copy of the approval is to be attached to the DTS document prior to AO approval. An Approving Official shall be familiar with service and/or agency procedures for approving other than economy or coach-class travel and will obtain approval before authorizing the accommodations. See the JFTR, Chapter 3, and JTR, Chapter 2. (See DoD 4500.9-R, Part 1).

**C12.9.12 Ticketing.** Ticketing is normally completed 3 business days before scheduled departure. When the CTO issues the ticket, an e-mail is sent to the traveler with reservation and cost information. If an electronic ticket is available and the traveler requests a paper ticket, the additional cost is not reimbursable.

**C12.9.12.1 Ticketing at the Beginning of a New Fiscal Year.** The Approving Official may approve a DTS authorization for travel in the next fiscal year when the next fiscal year's line of accounting (LOA) and budget targets have been loaded into DTS. When a document is stamped approved, DTS releases the tickets are awaiting (TAW) date, and the system notifies the CTO of the approval. DTS holds the next fiscal year financial until the accounting system release date. If travel is to begin in the next fiscal year, and the new LOAs or budget targets are not yet available and loaded into DTS, then the Approving Official cannot approve the authorization in DTS, and the CTO is to be contacted directly for ticketing. In these situations, the Transportation Officer (TO) or designated representative should be given permission to provide verbal approval to the CTO for ticketing.

**C12.9.12.2 Auto Cancellation.** As of 1 October 2012, due to a new policy being instituted by the airlines, any travel authorization that includes air travel is to be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being canceled. This applies to all domestic city pair and noncontract government flights that are either booked through DTS or through a CTO. If an Approving Official does not approve an authorization within the allotted time of departure, the airline reservation will be canceled, and the traveler will arrive at the airport without a ticket or a reservation in the airline's system. Travelers making travel plans within 72 hours of departure are to have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations are to be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation. If airline reservations are canceled, a traveler will be notified via e-mail or phone by their CTO.

C12.9.12.2.1 Travelers are not advised to rebook at the airline counter. Counter agents are often not familiar with GSA city pairs and may book the traveler on a full priced fare at a much higher cost. To rebook a flight, a traveler should follow their normal ticketing process. A traveler should take their travel itinerary to the airport. If the reservation has been canceled, the itinerary will provide contact information for CTO, as well as, reservation details to help rebook.

C12.9.12.2.2 To ensure the cancellation does not occur, the traveler should be vigilant in monitoring the status of their authorization and contact their Approving Official immediately if such a change occurs. An Approving Official should monitor documents that are awaiting approval and secure routing list alternates to sign in their absence. A DTA should run a "Pending Cancellation" report to identify authorizations at risk for cancellation.

C12.9.12.3 **Reservations for Travelers Without an Individually Billed GTC.** A traveler without an Individually Billed Account (IBA) may charge air or rail tickets to the organization's Centrally Billed Account (CBA) or may enter personal credit card information in the DTS authorization to guarantee the rental car and lodging arrangements are based on local policies. A traveler without a personal credit card should contact lodging and car rental vendors directly to make arrangements.

C12.9.12.4 **CTO Transaction Fees.** The CTO transaction fees are billed in accordance with the supporting contract task order as either a point of sale (POS) fee or a management fee. The transaction fee applies when the CTO fulfills the request and is typically billed at the time of ticketing or when lodging or car rental charges are confirmed by the CTO without air reservations. When making travel reservations in the DTS Reservation Module, users should not include the CTO fee as a separate expense. If the POS CTO transaction fee is applicable, it is automatically included as a separate transaction when the CTO returns the ticketing information to DTS. If the arrangements are made outside of DTS and a CTO fee is charged, the traveler will enter the fee on the "Other Trans" screen.

C12.9.12.5 **Cancellation Fees and Penalties.** Before applying the canceled stamp, the AO will verify with the traveler that no expenses are associated with the trip. Refer to the DTS Document Processing Manual, Chapter 10, located on the DTS Travel Center Web site at [http://www.defensetravel.dod.mil/Training/Training\\_Materials.cfm](http://www.defensetravel.dod.mil/Training/Training_Materials.cfm).

C12.9.12.6 **Unused or Partially Used Tickets.** The traveler will report unused or partially used tickets to the CTO to request a refund. Unused paper tickets from a local CTO are to be returned to that CTO for refund. Since unused tickets are refunded outside of DTS, the traveler is to update the voucher to remove the costs of the associated tickets. The CTO shall immediately process refunds for paper tickets upon receipt. E-ticket refunds shall be processed upon notification of nonuse. The CTO shall assist the Government in research of unused tickets. Additionally, the request for refunds shall be provided to the Government Transportation Office via paper or electronic means.

**C12.9.12.7 CTO Procedures During National Emergencies.** At all times during national emergencies, the CTO shall ensure high quality customer service is maintained. Operating hours may be modified as agreed to by the Contracting Officer Representative in support of the national emergency.

**C12.9.12.8 En Route Traveler Assistance.** Travelers requiring invoice changes while en route should contact the CTO via the telephone number listed on the CTO-provided invoice. Upon return, travelers will update the voucher to reflect changes.

## **C12.10 Travel Regulation Guidance.**

**C12.10.1 Reimbursable Expense.** Within DISA, there are certain expenses that are commonly used during official travel; therefore, the specific guidance for these reimbursable expenses is included in this Instruction. The JTR and JFTR, Appendix G, provides a listing for all reimbursable expenses at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

**C12.10.2 Official Phone Calls.** Most lodging facilities do not charge any fees when connecting to a toll free number; however, some may. It is best to question the lodging facility on phone charges before making decisions on how often to check e-mail while TDY. Making numerous connections over a long period of time could add up to excessive costs. Certain phone calls to the home or family during TDY are in the Government's best interest (e.g., traveler's safe arrival, changes in itinerary, etc.). An AO, however, is to limit this expense to a specific dollar amount set by the local guidelines. Costs attributed to the purchase of phone cards, chips, phones, modems, batteries for phones, chargers, and phone related items are not reimbursable travel expenses.

**C12.10.3 Lodging Taxes.** Lodging taxes are separately reimbursable (in the continental United States [CONUS]). AOs may not require use of the tax exemption form; each locality may decide to exempt all, some or none of the taxes. Exemptions are not required; it is voluntary by each location. Taxes assessed for lodging expenses in the 50 States, the District of Columbia, territories and possessions, and the Commonwealths of Puerto Rico and the Northern Mariana Islands will be a separate item of reimbursable expense. In outside of the continental United States (OCONUS), the per diem rate is set to include taxes in the daily lodging rate, and travelers who choose hotels which will exceed the per diem rate are to have the actual expense approved on the authorization. AOs will not approve actual expenses on the voucher for OCONUS due to the traveler not accounting for the taxes when making lodging reservations.

**C12.10.4 Automatic Teller Machine (ATM) Fees.** Additional ATM fees charged by a bank and/or credit union which operates an ATM when claiming GTC fees ("Transaction and/or Service Fees" in the drop down menu) will need to be accounted for within the travel voucher. The amounts posted in the "Non-Mileage Expenses" link is to be used to charge card transactions. If there are questions on the GTC fee or calculation, contact the GTC Agency Program Coordinator (APC). For assistance with input on a voucher, a traveler may contact their Organizational Defense Travel Administrator (ODTA). Civilian employees may not claim nongovernment ATM fees.

**C12.10.5 Laundry and Dry Cleaning Expenses.** Normally, dry cleaning costs are considered as an expense covered by incidental portion of the daily Meals and Incidental Expenses (M&IE). However, civilian employees may claim laundry and dry cleaning expenses as a separate item of reimbursable expenses (claimed under "Other Expenses" in DTS), when TDY in CONUS for 4 or more consecutive nights. Military travelers may claim laundry and drying cleaning expenses as a separate item of reimbursable expense when TDY in CONUS for 7 or more consecutive nights. Laundry and dry cleaning are not reimbursable as a separate item of reimbursable expense when TDY to OCONUS locations; it is included as part of the incidental rate for OCONUS.

**C12.10.6 Miscellaneous Reimbursable Expenses.** If expenses are incurred that are not one of the types of expenses listed as available and "Other Miscellaneous Reimbursement" is chosen, an explanation of the expense is necessary for the "Comments" section. The explanation may not include expenses which already exist in the drop down menu. The items listed are linked in the database to trigger tracking on certain items.

**C12.10.7 Proportional Meal Rate (PMR) and Government Meal Rate (GMR).** The concept of PMR was developed as part of the travel simplification process. An AO is to select one of three options regarding use of government mess when a dining facility is available to the traveler. Mission requirements, not personal preference, should be the basis for decisions on appropriate per diem rates to apply. When quartered on a military installation, travelers may use messing facilities. If it is not practical to use the available government mess, the AO may state on the travel authorization, "Use of Government Mess is not directed." Normally, it is considered impracticable for a traveler to use available government mess when one of the following conditions apply: (1) the use of available government mess would adversely affect the mission, (2) there is excessive distance between the mess and place of duty or the mess and place of lodging, (3) transportation is not reasonably available between the mess and the place of duty or the mess and place of lodging, or (4) duty hours and mess operating hours are not compatible.

**C12.10.7.1** The Approving Official may state "Use of Government Mess is directed." This option should be used when the traveler is quartered on the installation, all three government meals are available, and none of the above conditions apply.

**C12.10.7.2** The Approving Official may select "Use of Proportional Per Diem Rate is Directed." This option should be used for each day at least one government meal is available and the member is quartered on a military installation.

**C12.10.8 Split Disbursement.** DTS has the capability to automatically transfer a portion (or all) of the travel settlement payment to the listed GTC card, referred to as a "split disbursement." The DTS "default" setting will split-disburse the three major expenses (transportation, lodging, and rental car) to the GTC. If the traveler did not use the GTC card for any of these expenses, the default setting are to be changed to reflect disbursement to the traveler's personal EFT account. The traveler may change the disbursement method when filing a voucher.

C12.10.8.1 Under transaction-based CTO contracts, whenever an authorization is routed to the CTO, the CTO charges a fee. For DTS transactions, CTO transaction fees are billed to the same method of payment that the transportation expense was charged to (either IBA or CBA).

C12.10.8.2 DTS users who use their IBA as the method of payment will include a "Travel Agent Fee" expense as part of their authorization should-cost. Upon completion of travel, the expense item is to be updated to actual cost on the voucher. The cost of the fee, if applicable, will be included in the itinerary and/or invoice at time of ticketing. DTS users who use the CBA as the method of payment do not need to include the transaction fee as a separate expense on the voucher. The transaction fee is returned to DTS as a separate ticket in the passenger name record (PNR) from the CTO (nonreimbursable to the traveler) and will be paid when the CBA invoice is processed.