



DCMA Manual 4301-08, Volume 1

Travel: Official Travel Business Rules

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| Approved by: | David H. Lewis, VADM, USN, Director |

Purpose: This issuance, in accordance with the authority set forth in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," implements policy and assigns responsibility for authorizing and approving only the travel necessary to accomplish DCMA's mission effectively and economically while also establishing internal agency controls to ensure that only such travel is authorized and consistent with governing statutes and regulations.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA employees unless higher-level regulations, policy, guidance, or agreements take precedence.

1.2. POLICY. It is DCMA policy to assign responsibilities to employees involved in the official travel program in accordance with (IAW) applicable travel regulations. This manual provides guidance in requesting, authorizing, and approving travel which is necessary to accomplish DCMA's mission effectively and economically while establishing internal controls to ensure that only such travel is authorized. In addition, it is DCMA policy to execute this manual in a safe, efficient, effective and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA, will:

- a. Exercise responsibility for the overall management of the official travel program for the Agency.
- b. Exercise responsibility for issuing policies and procedures that encompass effective internal controls to properly manage the Defense Travel System (DTS).
- c. Appoint (or delegate Signature Authority as appropriate) Certifying Officials (CO) and Authorizing/Accountable Officials (AO) IAW Section 3325 of Title 31, United States Code (U.S.C.) and DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)."

2.2. EXECUTIVE DIRECTOR, FINANCE AND BUSINESS OPERATIONS AND COMPTROLLER. The Executive Director of the Finance and Business Operations (FB) and Comptroller will:

- a. Ensure implementation of travel regulations/instructions as they relate to this manual.
- b. Ensure Agency officials are properly trained on the operation and management of DTS.
- c. Exercise overall responsibility for the Agency's official travel program.
- d. Assess whether the design of the Agency-wide official travel program operations, performance, administrative processes, and related internal controls are adequately designed and documented, and are operating as intended.
- e. Select, appoint, and employ such officers as necessary for carrying out the functions, powers, and duties of COs, AOs, Lead Defense Travel Administrator (LDTA), Agency Travel Program Manager and Agency Travel Card Component Program Manager.
- f. Serve as a member of the Director's personal staff and provide advice and counsel on all official travel-related matters pertaining to the Agency.

2.3. LEAD DEFENSE TRAVEL ADMINISTRATOR. The LDTA will:

- a. Serve as the Agency Point of Contact (POC) for Temporary Duty (TDY) travel with the Office of the Secretary of Defense (OSD), Defense Manpower Data Center (DMDC), Defense Travel Management Office (DTMO), Travel Assistance Center (TAC), Travel Management Company (TMC), and the Per Diem, Travel, and Transportation Allowance Committee.
- b. Exercise responsibility for the day-to-day operations, administration, maintenance and internal controls in support of the DCMA DTS program.

- c. Provide customer support regarding system operation and related procedures, set permission levels for Organizational Defense Travel Administrators (ODTAs) and coordinate any system issues, including upgrades and system discrepancies.
- d. Establish policies and procedures for the DCMA DTS program.
- e. Establish and maintain the Tier II DTS Help Desk.
- f. Establish the DTS organization and subordinate organizations.
- g. Ensure that the DCMA DTS program complies with DTMO-issued policies.
- h. Oversee the assignments of DTS roles and permission levels.
- i. Report system problems to the Tier II Help Desk and follow up on fixes.
- j. Oversee Agency ODTAs and Finance Defense Travel Administrators (FDTAs).
- k. Oversee the maintenance of routing lists.
- l. Perform audits and spot checks on ODTAs.
- m. Monitor entries in the DTS compliance tool on the Travel Explorer (TraX)/Passport website and ensure travelers, Non-DTS Entry Agents (NDEAs), and AOs are taking necessary actions to resolve outstanding compliance issues.
- n. Provide Agency-wide training.

2.4. ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATOR. The ODTA will:

- a. Exercise responsibility for the administration of the DTS program at an organizational level and, as such, assist LDTA with overall DTS program administration for each applicable region.
- b. Initiate and track Appointment/Termination Record – Authorized Signature Department of Defense (DD) Form 577 for AOs.
- c. Assign, maintain, and update audit roles and permission levels IAW the Segregation of Duties (SoD) matrix.
- d. Receive, maintain, update, and detach traveler profiles.
- e. Create, maintain, and update routing lists.
- f. Run and work on various DTS reports (e.g., daily, weekly, and monthly).

- g. Assist Defense Travel Administrators (DTAs) with Tier I support.
- h. Report system problems to Tier II and follow up on fixes.
- i. Coordinate and analyze with DTAs and FDTAs.
- j. Assist LDTA with monitoring internal controls.
- k. Perform spot checks on DTAs.

2.5. DEFENSE TRAVEL ADMINISTRATOR. The DTA will:

- a. Assist ODTAs with DTS program administration for each applicable Contract Management Office (CMO).
- b. Provide training and technical assistance to travelers, Reviewing Officials (ROs) and other DTAs with each CMO and ensure that all users complete mandatory DTS web-based training for appointed roles.
- c. Run reports, and receive, maintain, and detach profiles.

2.6. FINANCE DEFENSE TRAVEL ADMINISTRATOR. The FDTA will:

- a. Exercise funds control responsibility within DTS, maintain responsibility for managing Lines of Accounting (LOAs) and budgets, and ensure that all financial information is accurate.
- b. Ensure sufficient funds are available in the DTS Budget Module.
- c. Ensure LOAs are entered in the correct format required by the accounting system.
- d. Create, manage and maintain LOAs.
- e. Create, manage and maintain the travel budget.
- f. Complete end of the year rollover/crossover.
- g. Research and correct DTS and Defense Agencies Initiative (DAI) error codes.
- h. Manage interface errors between DTS and DAI.
- i. Use available DAI reports to analyze/resolve REJECT documents and coordinate with the Defense Finance and Accounting Services (DFAS) as needed.
- j. Ensure accurate budget items are created. The FDTA will provide and accept funding for travel from other organizations, agencies, and services in the 10 x 20 format and stipulate the amount for the budget.

k. Use reports to monitor completion of travel and remove LOAs when appropriate from across the organization.

2.7. BUDGET DEFENSE TRAVEL ADMINISTRATOR. The Budget Defense Travel Administrator (BDTA) will:

- a. Create and maintain information within the DTS Budget Module.
- b. Reconcile balances within the DTS Budget Module to official accounting records on a regular basis.
- c. Produce reports required by different users from the DTS Budget Module.

2.8. ACCOUNTABLE OFFICIAL/CERTIFYING OFFICER. The AO/CO will:

- a. Act as a steward of government funds and ensure that policies are followed by the traveler.
- b. Verify that the trip and the expenses are necessary to accomplish the mission.
- c. Verify the traveler booked reservations through TMC in the DTS Reservation Module.
- d. Approve authorizations so that the DTS can book and ticket air and rail transportation.
- e. Ensure travelers follow DoD travel policy when requesting cash advances.
- f. Verify that expenses are not listed more than once in the voucher(s).
- g. Certify payments of requested non-automated teller machine advances or Scheduled Partial Payments (SPPs) on authorizations and travel vouchers (TVs).
- h. Review all required receipts and other substantiating records with the voucher. Required receipts regardless of cost are: airfare invoice, lodging (must have the nightly lodging rate listed), and rental car. In addition, receipt(s) for any other expenses \$75 or more are required. If a receipt is impracticable to obtain or has been inadvertently lost or destroyed, a lost receipt statement explaining the circumstances and containing the same information as the lost receipt must be furnished. A lost receipt statement cannot substitute for an online-booking hotel receipt. Additionally, receipt(s) for any other expenses, which total \$75 or greater, are required. Further, the AO/CO, in the exercise of reasonable discretion, may require receipts for any expense should such a request be warranted under the circumstances.
- i. Ensure the voucher can show if the traveler executed split disbursement between the Government Travel Charge Card (GTCC) vendor and the traveler's Electronic Funds Transfer (EFT) account.

j. Approve amendments related to Centrally Billed Account (CBA) payments initiated by the Agency's CBA Specialist.

k. Return authorizations for correction when they contain inaccurate information or illegal requests. When cases of fraud are suspected refer to the appropriate instruction.

2.9. NON-DTS ENTRY AGENT. This function will be used only in extreme situations for lack of access to DTS with notification to DCMA Headquarters (HQs) Travel Team. NDEAs are not authorized to T-Enter vouchers below the DCMA HQs level.

a. There may be instances in which the traveler can physically sign, but the traveler has been separated from government service, the traveler is not a government employee (e.g., administering Invitational Travel Orders), or the traveler is unable to access a Common Access Card (CAC) enabled government computer. Under such circumstances, the traveler must manually complete and sign a DD 1351-2, "Travel Voucher or Subvoucher," provide receipts and forward via facsimile transmission, email or U.S. mail, the voucher and supporting materials to the local document preparer for inclusion in the Substantiating Records.

b. The local preparer will make identical entries as placed on the DD 1351-2 in the DTS voucher. After logging into DTS, the traveler may select his/her name in the upper right corner of the DTS Dashboard. When ready for the T-ENTERED stamp, the DTA will email the DCMA HQ Help Desk and the HQ NDEA will T-Enter in appropriate use cases.

2.10. TRAVELER. The traveler will:

a. Using DTS, prepare authorizations and vouchers. DTS's Reservation Module will be used for transportation arrangements (air, rail, and commercial auto/rental car) and lodging.

b. Review and update periodically (at least once a year) the information contained in the Traveler Profile. After logging into DTS, select your name in the upper right corner of the DTS Dashboard. Select My Profile and the Profile Screen opens.

c. Attest to the accuracy of the information provided by digitally signing the voucher.

d. Update the actual costs for all estimated expenses from the traveler's originally approved authorization. The receipts the traveler must attach are: airfare invoice, lodging with the required nightly lodging rate, and rental car. In addition, receipts for any other expenses \$75 or more are required.

e. Check in the Authorization at the Sign/Submit tab Digital Signature in document history to ensure the approved stamp was applied to the authorization prior to traveling. Travelers are prohibited from traveling without an approved authorization. Short notice requirements may be approved via verbal orders and input into DTS post travel on an exception basis.

f. Make changes to travel arrangements (air and/or rail) by contacting the TMC. Travelers may not make changes personally at the airline/rail counter.

SECTION 3: DEFENSE TRAVEL SYSTEM REQUIREMENTS

3.1. DEFENSE TRAVEL SYSTEM USE. DCMA travelers and AOs must use DTS to process travel authorizations (TAs) and vouchers for local and TDY travel. DCMA travelers must use DTS to the maximum extent possible to arrange all en route transportation, authorized rental cars, commercial lodging, and government quarters when DTS functionality is available. In addition, first time travelers must confirm with their DTA that they have been assigned to the correct organization within DTS.

3.2. DIGITAL SIGNATURE – PUBLIC KEY INFRASTRUCTURE. Public Key Infrastructure (PKI) is required in DTS to digitally sign and approve electronic travel documents. Support middleware (ActivClient) must be loaded on the desktop before PKI tools can be executed. DCMA has an enterprise license for ActivClient and is deploying it as part of the DCMA desktop. DCMA’s tool for PKI is the CAC. For DTS, the CAC is the tool used to digitally sign documents. Organizations are responsible for ensuring that users of DTS have a CAC with PKI capability and have an active Password/Personal Identification Number. Because the CAC is the universal identification card, all travelers must have a CAC.

3.3. FIRST TIME USERS. First time users will:

a. Login to DTS and when prompted, enter their Social Security Number (SSN) or Tax Identification Number if a direct hire Foreign National to bind their CAC to their DTS profile. If the individual does not have a personal profile established in the system, the individual will be prompted to self-register. Commands are required to include DTS registration and/or DTS profile validation during local check-in procedures. The initial requirement of self-registration is to find the geographic location and command for which the traveler will be registering (all DCMA travelers must select Fort Lee, VA as the site location). Once location and command are selected, the traveler will be prompted to complete their DTS profile. DTAs will run the Self-Registration Metrics Report to monitor self-registrations and ensure all individuals who have submitted their self-registrations are either accepted or rejected.

b. Prior to making the first travel request in DTS, travelers must validate and update profiles with personal preferences for official business travel and verify that all data is correct. In addition, the traveler must confirm with their DTA that the traveler has been assigned to the correct organization within DTS. At a minimum, travelers must verify information has been entered and is correct within their DTS profile:

- (1) Home and work address, and phone numbers.
- (2) Emergency POC (supervisor only).
- (3) Current bank/credit union account number and routing number.
- (4) GTCC number, expiration date, and the charge card radio button set to “Yes” by the traveler’s DTA, if applicable.

(5) Correct email address for DTS notifications using the syntax, civ@mail.mil.

(6) If applicable, traveler/cardholder will ensure the GTCC is activated prior to travel by contacting Agency Program Coordinator or by calling the credit card vendor's toll-free customer support number on the back of the credit card. The vendor's contact number may be found on the Resource Page.

3.4. MANDATORY DEFENSE TRAVEL SYSTEM TRAINING. Primary DTS training consists of self-paced, web-based training modules. DTS training is available in TraX on the DTMO website. Travelers may complete a course in more than one sitting. TraX does not retain a record of a traveler's progress after the traveler exits the training module. As a result, if the traveler desires to return to the module, then the traveler must navigate directly to the page last viewed and proceed from that point. The traveler will not need to start the module again. To access a course, login to TraX and select the Training icon at the top of the page. Select the radio button for View All and then navigate to the appropriate course.

a. The DoD DTS courses are intended to be initial training for first-time travelers and/or refresher training for DoD administrators, AOs/COs and travelers.

b. DCMA personnel who maintain roles in DTS administration, TA and the voucher approval process are required to take mandatory DTS training based on their roles as administrators in the travel process. For a complete list of mandatory DTS training courses, see the latest DCMA tasker on the Resource Page.

c. All personnel must complete DTS training within 60 days of reporting to the Agency or prior to first TDY assignment, or within 30 days if currently attached to the Agency. When completed, a copy of each training completion certificate should be submitted to the CMO DTA.

d. AOs have 60 days to complete the remaining mandatory DTS training according to their role in DTS. The AO/RO refresher training course is required annually and compliance will be assessed yearly on 1 October. No other DTS training has an annual training requirement.

(1) Initial Course - familiarizes new COs and Departmental Accountable Officials (DAOs) with their duties and responsibilities. The course takes an average of 90 minutes to complete.

(2) Refresher Course - provides a way for experienced COs and DAOs who work in DTS to satisfy the requirement for annual refresher training. The course takes an average of 30 minutes to complete.

(3) Course completion will be recorded and maintained by a DTA. The annual refresher training is required to be able to retain the AO/CO permissions to approve TAs/vouchers. If all departmental AO/CO permissions are removed, departmental travelers will not be able to travel until their department establishes a qualified AO/CO.

3.5. DD FORM 577.

a. Appointment/Termination Record. Certain DTS roles require individuals to be appointed as AOs. AOs/COs, LDTAs and ODTAs are accountable officials who are financially liable for repayment of losses or deficiencies of public funds. For DTS travel, accountable officials are appointed as COs or DAOs in writing using DD Form 577. Any individual who certifies payments in DTS must be appointed as a CO.

b. DD Form 577 Content Templates. For a DD Form 577 template, including each role in DTS, see the Resource Page.

c. DD Form 577 Submission Process. For the current DD Form 577 submission process, reference the Resource Page.

SECTION 4: TRAVEL DOCUMENT PROCESS

4.1. AUTHORIZATION. The authorization process includes:

a. The traveler initiates travel orders in DTS by creating a TA document. The system automatically accesses the reservation system and returns availability and estimated expenses to DTS. Once the traveler digitally signs the TA document, the reservations are submitted to the TMC via the Passenger Name Record (PNR) Gateway.

b. The Travel Agent at the TMC accesses the PNR in the Global Distribution System, performs quality checks, and confirms reservations or makes reservations if assistance is requested. The travel agent directs the PNR back to DTS for review and approval. Upon completion of the review, the AO will approve in DTS, then DTS automatically generates a Travel Authorization Number (TANUM) and creates an obligation. At this stage, DTS is interfacing with DAI.

c. The TA document routes to the AO to verify funds availability and approval to travel.

(1) If funding is not available, the document will be rejected and the AO will be notified to contact the DTA, BDTA and Program Analyst to determine the cause of failure. The traveler will be required to resubmit the TA for processing when funding is available.

(2) If funding is available, the AO approves the TA via digital signature. DTS updates the status of the authorization to inform the traveler of the approval and routes it through the PNR Gateway to the TMC's ticketing queue.

(3) The Human Capital Business Division serves as the AO for Human Resources (HR) funded training travel. This does not include Defense Acquisition University travel.

d. At least 72 hours prior to the date of travel (Outside the Continental United States (OCONUS) flight times may vary), the AO reviews the TA in DTS to ensure the correct appropriation and year is recorded, a proper LOA is assigned, funds are available, and the requested expenses are IAW the Joint Travel Regulations (JTR). Upon completion of this review, the AO will approve in DTS, DTS automatically generates a TANUM, and an obligation is created. At this stage, DTS is interfacing with DAI.

e. DAI runs a funds check on the TA to ensure the funds are available.

(1) If funds are not available, it will be sent back to the applicable DTA, Budget Analyst, or Program Analyst to research to determine cause of failure and the traveler will resubmit the travel order.

(2) If funds are available, the TA document is stamped POS ACK RECEIVED in DTS to serve as acknowledgement that an obligation has been posted in the accounting system. Advances and SPPs are scheduled for payment (the AO functions as a CO when approving advances and/or SPPs).

f. Once the TA passes the DAI funds check at both the general ledger and fund levels, the DAI systematically posts the travel obligation to the DAI general ledger.

4.2. TRAVEL VOUCHER PAYMENT. The TV process includes:

a. Within five business days upon returning to the Permanent Duty Station (PDS), the traveler will complete a TV in DTS and update estimated expenses with actual costs, attach receipts, and digitally sign the TV. DTS will automatically route the TV for review and approval by affixing a digital signature. DTS automatically generates and sends an email to notify the traveler that the document has been approved.

b. An appointed RO/CO reviews the TV to ensure all required receipts are attached and valid. If rejected, the AO/RO returns the voucher back to the traveler for correction and resubmission. If all required receipts are attached and valid, the RO/CO will stamp the document reviewed/approved in DTS.

c. The CO reviews for accuracy and completeness, and certifies the TV for payment through DFAS.

d. DTS systematically transfers the entitled TV information to DFAS.

e. Once DTS transfers the entitled voucher information to the Automated Disbursing System, DFAS begins its accrual and disbursement processes.

4.3. LOCAL VOUCHER. The local voucher process includes:

a. Claims for reimbursement of mileage and other local travel expenses incurred while transacting official business in the locality of the PDS are submitted in DTS using the local voucher procedure.

b. According to DoD 7000.14-R, travelers must submit local vouchers as soon as practical after expenses have occurred. It is DCMA policy that all local vouchers are to be submitted within 30 calendar days after the expense has been incurred. Local vouchers submitted 31 calendar days or more must have justification from the traveler's supervisor as to why the claim was not submitted within 30 calendar days.

c. Travelers may submit local vouchers for each individual trip or by combining recurring trips on one voucher as long as the date on the voucher is within 30 days of incurring the expense claim.

4.4. PERMISSIVE TRAVEL. Permissive travel includes:

a. Permissive TDY is TDY at no cost to the government. For that reason, authorizations in DTS for permissive travel allow no payments to the traveler. Essentially, for permissive travel, DTS is simply a convenient way to generate travel orders and track completion of travel.

b. The traveler will never receive payment for any costs associated with a permissive travel trip. DTS does not send permissive TAs to any accounting system.

SECTION 5: TRAVEL BUSINESS RULES

5.1. REQUIRED POLICIES AND PARTNER PROGRAMS.

a. Traveler Responsibilities.

(1) Financial Responsibility. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle. It also includes scheduling travel as early as possible to take advantage of discounted transportation rates. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary.

(2) Items Not Mentioned. If something is not stated in the JTR, it does not mean that an allowance exists or may be authorized. The philosophy of "It doesn't say I can't; and, therefore, I can" does not apply to the JTR. Instead, if the JTR does not indicate that an expense can be reimbursed, then the expense cannot be reimbursed as part of a travel claim.

(3) Ethics Regulations and Rules. The traveler must comply with federal ethics laws and regulations, including but not limited to the DoD 5500.07-R, "Joint Ethics Regulation," and Agency and service component issuances. Rules pertaining to acceptance of travel and transportation benefits, including gifts, favors, and special accommodations from non-federal sources, must be followed.

b. GTCC. Travelers who have an individual GTCC are required to use it for mandatory expenses as required in the JTR and DoD 7000.14-R. Mandatory expenses applied to the GTCC include all transportation (air, land, and sea), rental car, lodging, meals, and miscellaneous expenses. Travelers who have not been issued a GTCC must have their transportation expenses charged to a CBA. The CBA is managed by the GTCC Program Manager.

c. Advance Payment. Travelers who are not required to possess a GTCC may request an advance in DTS five days prior to departure date. The advance must be deposited into the traveler's bank account on record via EFT.

d. Scheduled Partial Payments. Travelers who will be traveling in excess of 45 days must use the SPP feature in DTS.

e. EFT and Split Disbursement. Split disbursement is mandatory for all military and DoD civilian GTCC card holders. DTS computes travel entitlements and initiates EFT disbursements to the traveler's bank account, eliminating the expense of processing check payments and expediting reimbursement. DTS split-disburses reimbursements to the traveler's GTCC account for transportation, lodging, and rental car expenses. The traveler must split disburse all additional expenses charged to the GTCC for other expenses that may have been incurred. It is the AOs responsibility to ensure travelers split disburse, returning vouchers that travelers have not properly split disbursed.

f. Contracted TMC. Travelers must use the DTS Reservation Module to make arrangements for commercial air transportation, rental car and lodging reservations or request TMC assistance. In certain circumstances, e.g., short notice travel, the traveler may be required to call the TMC, using a local or toll free number to make reservations. Travel arrangements must be charged to the traveler's GTCC. If the traveler has not been issued a GTCC, a CBA must be used.

g. Emergency After-Hours Changes. All TDY travelers requesting a change to their flight arrangements after normal business hours must obtain approval from an AO within the traveler's organization prior to contacting the TMC. Travelers must provide the full name of the AO approving the flight change to the TMC. If a traveler fails to obtain approval from the AO prior to contacting the TMC, the traveler may be held personally accountable.

5.2. DETACHING AND RECEIVING TRAVELERS. Commands must incorporate a requirement for the local DTA signature block on all check-in and check-out sheets.

a. Check-Out Requirements. All personnel must checkout with the local DTA when detaching from an organization. The local DTA must ensure the individual is detached in DTS using the DTA Maintenance Tool. The local DTA must not detach an individual if there are documents being processed; therefore, if an individual has an authorization for which a voucher has not been created, the individual's profile must not be detached until the authorization is canceled or the voucher has finished processing. The same holds true for local vouchers. This ensures the individual has completed all business in the prior organization before moving to another. Prior to detaching any individual with "Due U.S.," "Due Process Served," or "Pay Collection" status, the Debt Management Monitor must be contacted.

b. Check-In Requirements. Upon check-in, the local DTA must ensure the individual has been received in the organization through the DTS Maintenance Tool. In the event an individual has not been detached from the previous organization, the local DTA must contact the prior organization and request they detach the individual. If the individual comes from another service or agency and has not been detached, a request to detach the individual must be submitted by the LDTA or ODTA to the TAC. In all instances, the individual's full name and SSN are required.

5.3. TRAVEL AUTHORIZATION.

a. Travel Status. The TA establishes when a particular period of travel starts and ends. A traveler is authorized travel and transportation allowances only while in a travel status. A travel status begins when a traveler leaves the PDS, residence, or office, or when he or she detaches from or signs out of an organization or agency. It ends when the traveler returns to the PDS, residence, or office, or when he or she arrives at a new PDS by signing in with the new organization or agency.

b. Travel Authorizations and Orders. Under no circumstances will a DCMA employee travel without appropriate authorization. Retroactive TAs will not be approved. It is the traveler's responsibility to ensure they have an approved authorization to travel. Travel and transportation allowances are payable only after valid orders are issued. The order directs travel

to, from, or between official points and serves as the basis for the trip and associated reimbursements. A TA or travel order must be issued before travel begins. Travel or expenses incurred before a TA or travel order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written TA or travel order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a “confirmatory order”) before allowances are paid. A travel order may only contain authority for travel and transportation allowances provided within the JTR. If there is any conflict between a travel order and the JTR, the JTR prevails. TAs and travel orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed.

c. Foreign Flag Carriers and Air Mobility Command. Foreign flag carriers are not authorized for use unless certain conditions are met. Travelers must call the TMC or request assistance in DTS when making foreign flag carrier reservations.

d. Commercial Air Travel. General Services Administration (GSA) contract “City Pairs” must be selected when flights meet mission requirements. The AO is responsible for determining if a City Pair flight meets mission requirements. AOs, who may be held financially liable, must exercise strict fiscal responsibility when making such a determination.

e. Premium Class Travel. Premium class travel includes first class, business class, and any other travel costing more than coach fare. The Administration and Management Director is the approval authority for premium travel. Approval is at the OSD level and cannot be delegated.

f. Constructed Travel Worksheet (CTW).

(1) The CTW is a cost comparison completed by the traveler and provided to the AO. It helps the AO determine the most cost effective way for travel to be performed and whether to limit reimbursement costs.

(2) Travelers requesting non-standard modes of travel that exceed 400 miles one way (800 miles round trip) must complete a CTW for approval by the AO. The CTW must be included in the substantiating records portion of the TA prior to approval. The CTW has four sections:

- Travel Itinerary
- Constructed Cost
- Cost Avoidances
- Other Considerations

The Traveler will complete the appropriate sections that apply to the particular TDY; the AO will make a determination based on the information provided on the CTW. The AO determines the cost avoidances on the CTW submitted by the traveler.

(3) Travelers choosing to utilize a transportation source outside the official duty station commuting area identified on their Standard Form (SF)50, “Notification of Personnel Action”

(Blocks 38/39), will complete a CTW for each instance of travel from any alternate location. If the alternate location is more cost effective, the CTW will be attached to the authorization. If not more cost effective and the traveler still chooses to travel from the alternate location, then the traveler may only obtain reimbursement for the costs associated in traveling from the home station as defined in the CTW. A traveler may be responsible for monetary differences. The AO has the authority to limit reimbursement based on the CTW and what is advantageous to the government.

g. Frequent Flyer Benefits. DoD regulations allow travelers to upgrade to first class and business class travel using frequent flyer benefits. To use frequent flyer benefits for an upgrade, travelers must contact the carrier directly after reservations have been “ticketed” by the TMC. Travelers are not authorized to refuse transportation provided by the GSA City Pair carrier for frequent flyer benefit purposes.

h. Short Notice or Verbal Orders. Mission requirements may dictate the need to deviate from the standard process of using DTS. Verbal approval must be memorialized, whether in an email message or other written memorandum, and the documentation must be uploaded into the traveler's authorization. Submission of a traveler's authorization must be completed as soon as practical.

i. Process for Handling Cancellation Fees/Penalties. Travelers may have travel plans canceled or changed due to mission requirements. If they do not have sufficient notice, travelers may be unable to cancel reservations or registrations and must be charged for unavoidable expenses or penalty fees for these changes. If a ticket is canceled after being issued, the TMC transaction fee must still be charged to either the GTCC or CBA as appropriate. The traveler must be reimbursed for expenses incurred as a result of mission-related cancellations/changes. Travelers must complete a voucher in DTS for reimbursement of these charges. Expenses incurred due to personal preferences (fees for reserving a room outside of DTS and the TMC) are non-reimbursable and are the responsibility of the traveler. Travelers are responsible for completing proper cancellation procedures as directed by the AO.

j. En Route Traveler Assistance. All TDY travelers requesting a change to their flight arrangements must obtain approval from an AO in their organization prior to contacting the TMC. Travelers must relay the name of the AO approving any flight change to the TMC, and travelers must upload written documentation evidencing the action of the approving AO into the Substantiating Records tab of DTS. Travelers may be held personally accountable if they fail to secure approval from the AO prior to contacting the TMC. Unless in an emergency, travelers are not authorized to make any changes when the command's CBA is used to purchase the flights.

5.4. CANCELLATIONS.

a. TAs, which include air travel not approved and ticketed at least 72 hours in advance of the scheduled flight departure, are automatically canceled. This applies to domestic City Pair and non-contract government flights that are either booked through DTS or through a TMC. Although a reservation may exist, it is not ticketed until the AO approves the TA and the TMC tickets the reservation. If a TA is not approved at least 72 hours in advance of travel, the traveler

will not have a ticket or a reservation in the airline's system. If airline reservations are canceled, the traveler must follow their normal ticketing process to rebook the flight. Travelers will not rebook at the airline counter.

- b. Ensure authorizations for travel are canceled in DTS as soon as the trip is canceled.

5.5. LEAVE IN CONJUNCTION WITH OFFICIAL TRAVEL.

a. When commercial air is the approved mode of transportation for TDY travel, the TMC must issue the official ticket from/to authorized locations prior to assisting with Leave in Conjunction with Official Travel (LICWO) travel requests. Once the official ticket has been issued, the traveler has the option of using the TMC for their leisure travel needs.

b. Protocols exist for using the TMC for leisure travel. The TMC, upon receipt of a traveler's request, must exchange the traveler's official ticket, which is charged to either an Individually Billed Account (IBA) or CBA, for a leisure ticket that incorporates the official value therein. The traveler must pay any additional costs, including transaction fees, due at the time of the ticket exchange. The traveler will be required to pay any additional cost with cash, check, or personal credit card. If the form of payment used for the official ticket was a CBA, the traveler must be required to sign a document acknowledging responsibility to turn back into the government any official value which was applied to the traveler's leisure ticket if the official trip is canceled for any reason. The Debt Management Office must use the document signed by the member as a tracking tool and must notify the member's local disbursing office after 30 days if a pay adjustment authorization, i.e., DD Form 139, "Pay Adjustment Authorization," becomes necessary. Electronic sweeps by the TMC will capture unused leisure tickets where official value is incorporated therein, and if a member does not turn the official value back into the government after 30 days, a pay adjustment authorization may be initiated.

(1) In cases where the cost of the official ticket is less than the LICWO ticket, the TMC will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. The traveler will be required to pay any additional cost with cash, check, or personal credit card.

(2) In cases where the cost of the official ticket is more than the LICWO ticket, the TMC will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. If the member used an IBA to purchase the official ticket, the member will receive a credit on their GTCC from the issuing carrier for the difference in fares. The traveler must request a new receipt for the lower cost fare and must adjust the fare cost when making the claim for reimbursement within the travel system used. If the traveler is using a CBA, the CBA will receive a credit for the exchanged fare from the issuing carrier for the difference in fares.

c. Protocols also exist when the TMC is not used for leisure travel. If the official ticket issued by the TMC was purchased with a CBA and the ticket exchange is made directly with the

airline carrier, then the member remains personally liable for any official value which is applied to the member's leisure ticket if the official trip is canceled for any reason. TMC audits will capture unused leisure tickets where official value is incorporated therein. If a traveler fails to return the official value to the government within 30 days of the date the ticket was purchased, then a pay adjustment may be initiated.

5.6. TICKETING METHODS. Electronic ticketing (an e-ticket) is the preferred method of ticketing and is mandated when available. If TMC is unable to provide e-ticket booking, paper tickets will be made available three business days prior to travel. When a paper ticket is required, travelers must make arrangements to pick up the ticket from the TMC no earlier than three business days prior to departure. Travelers are strictly prohibited from exchanging e-tickets for paper tickets, unless the issuance of paper tickets is in the best interest of the command's mission.

a. Ticketed Commercial Air Itinerary. Travelers can print itineraries through DTS or from the email provided by the TMC.

b. Unused Tickets. Travelers must return unused paper tickets to the TMC as soon as possible. If an e-ticket is unused, the traveler must notify the TMC. In either case, the traveler must note the changes in DTS.

5.7. TICKET CHANGES.

a. Ticket Changes Before Reservations are Ticketed at TMC. If changes are necessary prior to the authorization being ticketed by TMC, travelers must adjust/amend the document in DTS.

b. Changes After Tickets are Ticketed by TMC.

(1) Traveler-Initiated Changes. Changes made to travel arrangements after tickets have been issued must be made only due to mission requirements and by the TMC. The reason for this restriction is that changes incur additional costs to the government. The traveler must contact the TMC directly for requested changes after obtaining the AO's approval. The TMC will not assume responsibility and arbitrarily make a change to the official ticket without the AO's approval. Travelers who violate policy and make ticket changes directly with the airline instead of with their respective TMC must indicate the reason why they did so in their voucher. Travelers can be held financially responsible if the voucher does not reflect the actual travel.

(2) Airline-Initiated Ticket Changes. The TMC is responsible for notifying the traveler of any ticketing changes after tickets have been issued. The TMC provides the traveler all pertinent information contained in a traveler's finalized ticket itinerary. Any changes or updates to a PNR prior to the trip will be passed to the traveler via email, fax, or telephone. At a minimum, this information must include the PNR locator number and all flight, car rental, and commercial lodging information with costs and ticket numbers. If multiple carriers are used on an itinerary, costs will be broken out by ticket number. Changes must be manually input into DTS by the traveler when filing the TV.

(3) Mission-Directed Ticket Changes After Departure. Travelers must contact the TMC to initiate any travel itinerary changes and notify the AO of any additional costs incurred. It is the traveler's responsibility to accurately account for all changes and charges when submitting their voucher.

5.8. RENTAL VEHICLES. All travelers authorized a rental vehicle must make reservations in DTS. The traveler must select the lowest cost rental vehicle in DTS. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental vehicle (the standard for TDY travel) does not meet mission requirements.

a. The use of a rental vehicle for TDY travel must be approved in DTS prior to the TDY. Vehicle requests after TDY begins must be approved by the traveler's AO. The original authorization must be amended to add the rental vehicle.

b. If DTS is not available, the traveler's AO may approve a rental vehicle via email dated prior to TDY return date. The rental vehicle approval email must be uploaded into the traveler's voucher.

c. Rental vehicles must not be added to a voucher after the fact and will not be reimbursed. If a rental vehicle is needed after the authorization has been approved, the traveler must amend the authorization requesting the rental vehicle for approval before the trip has been completed.

d. Within the Continental United States (CONUS), no additional insurance is required when securing a rental vehicle for official government travel. Accordingly, any reimbursement for additional insurance is not authorized. Likewise, in contracting for the use of a rental vehicle, charges for any pre-paid fuel option and other amenities, e.g., satellite radio, are not reimbursable. Securing a global positioning system with the rental vehicle must be preapproved by the AO.

5.9. BAGGAGE. Anytime a traveler is charged a fee by the airline to transport accompanied baggage, the baggage is considered "excess baggage" and the associated fee is considered an excess baggage fee. If the cost is known in advance, this estimated cost must be placed in the authorization. The traveler must make payment for excess baggage directly to the carrier at the time of check-in. The traveler must claim reimbursement for excess baggage on the voucher. It is the AO's responsibility to ensure excess baggage is justified. It is DCMA policy to have one bag for seven days and two bags for eight days or more. In DTS Other Expenses, a traveler may select "Baggage - 1st Checked Bag" and "Baggage – Excess" for an additional checked bag if travel is more than 8 days. A traveler should not select excess baggage for both bags.

5.10. MEDICAL TEMPORARY DUTY. Travelers must note in their authorization that TDY is for official medical reasons.

5.11. VOUCHER PROCESS WHEN DOCUMENT MUST BE ABANDONED. If the LDTA and TAC determine the voucher will not process through to completion in DTS, the

LDTA must coordinate with FB and request the voucher be settled via DAI. These steps must be taken by the ODTA, Funds Certifying Officer (FCO) and traveler:

a. The ODTA submits a TAC help desk ticket. The TANUM and other information to assist the TAC analyst in identifying and evaluating the document should be provided.

b. The TAC analyst evaluates the document and if warranted, notifies the system administrator.

c. The system administrator applies the MANUAL ABANDON STAMP and enters the TAC ticket number for reference.

d. The DTAs/FCOs must complete a Portable Document Format (PDF) Memorandum for Record (MFR) regarding DTS Canceled, Accounting Page Funds Total \$0.00 that will not flow to Commercial Travel Office (CTO) Booked and Stuck at CTO Submit within DTS. The TANUM is the only information needed on the PDF. The MFR should be submitted to the DTS Help Desk for processing. The MFR PDF form is located on the Resource Page.

5.12. CROSS FISCAL YEAR TEMPORARY DUTY TRAVEL.

a. Travel which occurs near the start or the end of a Fiscal Year (FY) or crosses FYs presents potential challenges to budgeting and various travel platforms/systems. Guidance is intended to provide information and instruction if a traveler must travel in September and October. FY 20XX travel orders must not be approved in DTS until Congress appropriates FY 20XX funds or authorizes a Continuing Resolution (CR). FB will provide regular information regarding the passage of an appropriation or CR to expedite FY 20XX travel orders prepositioned in DTS. POCs for this type of travel are listed on the Resource Page.

b. Instructions do not give the authority to travel or allocate funds for travel. FY 20XX funding must be available, which means a budget has been passed or a CR has been issued. The DCMA DTS Helpdesk does not have the authority to authorize travel or to allocate funds when a budget has not been passed or a CR issued. Please address all questions with your Budget Analyst.

c. All FY 20XX travel ending before 15 September 20XX must be vouchered and approved by 15 September 20XX. Travel that ends between 15 September 2018 and 30 September 20XX must be vouchered and approved by 30 September 20XX.

5.13. LODGING.

a. Government Quarters (Service Members). Service members ordered to an installation as opposed to a geographic location such as a town or city are required to check government quarters availability at (not near) the U.S. installation to which assigned TDY to facilitate the AO's decision requiring government quarters use.

(1) Based on DoD and service standards, the AO may direct adequate, available government quarters use for a service member on (not near) a U.S. installation only if the service member is TDY to that U.S. installation.

(2) Government quarters non-availability (NA) must be documented for commercial lodging reimbursement. To document the requirement for military travelers to use government lodging when traveling to a military installation, the per diem lodging amount must be reduced by annotating government quarters on the daily per diem entitlements screen.

b. Government Quarters (Civilian). IAW the requirement to exercise prudence when incurring expenses, an employee must check for government quarters availability, and is encouraged to use those quarters when TDY to a U.S. installation.

c. Integrated Lodging Program Pilot (ILPP). DoD regulations require official travelers to use available and adequate government quarters (i.e., DoD lodging facilities) when traveling to DoD installations participating in the ILPP. ILPP sites are listed on the Resource Page. Be advised that DoD official travelers, supervisors, ROs, authorizing officials, approving officials, and COs will comply with DoD policies for TDY and Permanent Change of Station (PCS) travel, to include:

(1) All TDY travelers performing any portion of their TDY mission at a DoD installation must list the installation on their travel orders, even when the installation and city share the same name (e.g., Los Angeles Air Force Base and Los Angeles).

(2) All TDY travelers performing TDY mission duties on DoD installations participating in the ILPP must stay in available lodging facilities that are bookable in DTS, in order of priority, IAW the JTR:

(a) Government quarters (i.e., DoD lodging facilities).

(b) DoD privatized lodging.

(c) DoD preferred commercial lodging.

(d) Other lodging that complies with U.S. Fire Administration guidelines.

(3) All TDY travelers must obtain an NA confirmation number through DTS or from the DoD lodging office, reservation website, or property where the traveler is attempting to stay to qualify for maximum allowable commercial lodging reimbursement when TDY to a DoD installation participating in the ILPP. Any TDY travelers who do not obtain an NA confirmation number will be reimbursed only what the government may have paid for directed lodging, inclusive of all taxes and fees.

(4) Service members are required to use adequate government quarters when ordered to a DoD installation. This includes using adequate government quarters for temporary lodging expenses at the losing and gaining installations for PCS travel IAW the JTR.

(5) All DoD travelers, supervisors, and AOs will make cost-effective travel decisions that continue to meet mission requirements. The use of DoD lodging facilities, which includes TDY and PCS lodging on DoD installations supports this effort.

(6) Supervisors must closely weigh travel costs with the potential benefits of the travel when approving travel requests. These practices will help minimize DoD travel costs:

(a) When DoD lodging is not available at the official travel installation, make lodging reservations for adequate DoD lodging facilities at a nearby installation, if available.

(b) When official travel is to a city that is nearby a DoD installation with DoD lodging facilities, the traveler is encouraged to use DoD lodging before making reservations for commercial lodging.

(c) Make DoD lodging reservations as early as possible to maximize room reservation lead time. If official travel is canceled, promptly cancel lodging reservations to make room nights available for other travelers and to avoid no-show fees.

(d) DoD civilian PCS travelers are urged to use DoD lodging facilities, if available, when authorized reimbursement for PCS travel lodging at the losing and gaining installations IAW the JTR.

5.14. STATE TAX EXEMPTION FORM. IAW the requirement to exercise prudence when incurring expenses, travelers must request tax exemption for lodging. Certain states exempt DoD travelers from paying state hotel or lodging taxes. A link to the GSA State Tax Exempt List and forms are located on the per diem page in DTS. It is the traveler's responsibility to download the State Tax Exempt form and present it to the hotel upon arrival. If the hotel or lodging facility in the United States does not grant the State Tax Exemption, the taxes must be claimed as a separate expense on the voucher. For hotels and lodging facilities in foreign countries, lodging taxes may be included as part of the total lodging cost. If a traveler fails to download the form and present it to the hotel, state tax reimbursement may be the responsibility of the traveler.

5.15. EXPENSES AND RECEIPTS.

a. **All** travel expenses (mileage and non-mileage) must be entered into DTS for reimbursement. Best estimate expenses must be entered in DTS for authorization budgeting purposes **to ensure expenses are authorized prior to travel.** Expenses added to the voucher without the approval of an AO after the traveler returns from TDY may or may not be reimbursed (i.e., rental cars, additional days, etc.). An email from an AO dated prior to TDY end date uploaded in the traveler's voucher is considered prior approval.

b. Required receipts regardless of cost are: airfare invoice, lodging (must have the nightly lodging rate listed), and rental car. In addition, receipt(s) for any other expenses \$75 or more are required, unless directed/required by the AO.

5.16. LOCAL COMMUTING AREA. The local area is defined as the area within PDS limits and the metropolitan area around the PDS served by local public transit systems. If the PDS is not on a U.S. installation, then the local commuting area is determined by the local Director/Commander and set forth in a written directive. In the alternative, if the PDS is onboard a U.S. installation, then local installation policy will likely detail what constitutes the local commuting area. The local commuting area also includes the separate cities, towns or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.

a. If the traveler ordinarily uses a Privately Owned Vehicle (POV) to travel to and from the residence and POV travel is authorized or approved between the traveler's residence or the PDS and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance.

b. If the traveler does not ordinarily travel by POV to and from home, and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, TDY mileage is reimbursed for the distance driven, less the traveler's ordinary transportation cost to get to work and back to the residence.

5.17. WORK DAY WHILE ON TRAVEL STATUS. Supervisors may not adjust an employee's normal regularly scheduled administrative work week solely to include travel hours that may not otherwise be considered hours of work. As much as possible, travelers are to select flights to their TDY location within their normal workday. Depending upon the time of departure en route to the TDY destination, travelers must check with their supervisor to determine if they must report to the office or perform telework prior to departure for TDY.

5.18. FIRST/BUSINESS CLASS AIRFARE. Premium class travel (business or first class) is only permitted on an exception basis, when fully justified and approved by the appropriate premium class approval authority, and only for situations contained in the JTR.

5.19. SEGREGATION OF DUTIES. SoD precludes errors or attempts at fraud or embezzlement from going undetected. Internal controls generally require a four-way separation of the contracting, receiving, voucher certification, and disbursing functions.

a. An AO **will not** authorize government funds to be obligated (authorization) and certify government funds to be disbursed (voucher) for the same traveler on the same TDY trip.

b. Subordinates **will not** approve higher grade level personnel. Exception: AOs authorizing authorizations that are HR training funded.

c. For more information on DTS SoD (to include the SoD matrix), see Travel Messenger TM018-013 located on the Resource Page.

SECTION 6: NON-TACTICAL VEHICLE TRAVEL

6.1. NON-TACTICAL VEHICLE TRAVEL.

a. A Non-Tactical Vehicle (NTV), formerly Government Owned/Leased Vehicle (GOV), is most advantageous to the government when traveling by vehicle. An NTV will be used preferably when a DCMA employee is required to perform local travel within the commuting distance of that employee's PDS or TDY. If an NTV is not available for various types of travel, then the traveler must follow, in order, the following steps:

(1) First consider whether a rental car is practical by examining and following the U.S. Government Rental Car Agreement, the JTR, and DTMO guidance.

(2) A POV may be authorized only after the AO considers determination factors and the use of other transportation types, including an NTV, a rental vehicle and other forms of transportation. Other transportation types, sequential to the order of priority, are:

- (a) Public transportation.
- (b) Train.
- (c) Bus.
- (d) Taxi.

b. A traveler's personal choice must not be the sole determining factor for authorization.

c. Determination Factors. The AO will document within the DTS Authorization or Local TV the use of these factors to determine which type of vehicle transportation is used for TDY travel.

(1) Mission requirements, including trip length and transportation of baggage, tools, or equipment.

(2) Availability of other transportation modes and the effect on productive time.

(3) TDY location in relation to traffic conditions, routing, and weather.

(4) TDY location in relation to lodging, meal facilities, and transportation availability, other than a POV, between these points.

(5) Overall cost advantage when accompanying passengers in the same POV that are also under official travel orders.

(6) Productive time lost due to additional travel time.

(7) Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.

(8) Unavailability of practicable commercial transportation.

(9) Delay to mission caused by the use of an airplane, train, bus, or ship.

d. NTV Availability/Non-Availability.

(1) For NTV use, the responsible NTV Fleet Manager will determine NTV availability/NA. It is the traveler's responsibility to contact their responsible NTV Fleet Manager regarding NTV availability **before** starting an authorization in DTS, and to upload this document in DTS for the AO's review and approval. The NTV availability/NA document will be provided to the traveler.

(2) NTV is considered directed if an NTV is available.

(a) If the traveler elects to not use the NTV, there is no POV mileage reimbursement.

(b) Based on determination factors, an AO may authorize the use of a POV at the reduced rate when an NTV is available.

(c) If an NTV is available going to the same location with a seat available and the traveler elects not to use the NTV, there is no POV mileage reimbursement.

(d) If use of POV is authorized and NTV is not available, mileage reimbursement is at the full rate.

(3) Use of an NTV or commercial rental vehicle is limited to official purposes including transportation to and from duty sites, hotel, dining, drugstores, places of worship, health clubs, and similar places required for the traveler's subsistence.

(4) A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV. POV reimbursement requires the AO's approval and is based on whether using the POV is more advantageous to the government than other modes of transportation.

(5) Travel by POV **must be approved in the DTS authorization/order in advance of travel** by the responsible AO.

SECTION 7: EVACUATIONS AND OTHER NON-STANDARD TRAVEL

7.1. AUTHORIZATION TO EVACUATE.

a. Authority to Order an Evacuation at Government Expense. Any commander, head, chief, or supervisor has the inherent authority to order an evacuation at government expense because of unusual or emergency circumstances. An emergency evacuation order issued by any DCMA official does not require any particular form and does not require any approval from the DCMA Director, DCMA Headquarters, or DCMA Regions/Directorates prior to issuance. The decision of local civil officials to evacuate an area is not sufficient (with the exception of a state/territory Governor's state of emergency issuance). The evacuation order includes transportation instructions for departure. Evacuation allowances can only be paid as of the date the evacuation is authorized or ordered. These allowances cannot be authorized retroactively. A service member's dependent, a civilian employee, or a civilian employee's dependent may leave a threatened area at their own expense.

(1) Service Member. A service member is placed on a TDY order or PCS order rather than placed in an evacuation status when required to leave a PDS.

(2) Civilian Employee. A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS.

b. Limited Evacuation Location. The AO may specify a limited evacuation location. Dependents may move from the residence to the nearest available accommodations, which may include government quarters or any safe haven location within a specified distance from the evacuation location, as appropriate.

c. Civilian Employees and Dependents' Allowances. Civilian employees and their dependents follow two different sets of regulations for allowances related to evacuations. The authority for evacuations of civilian employees and dependents in CONUS is the Office of Personnel Management (OPM). The authority for evacuations of civilian employees and dependents from foreign locations is the State Department.

7.2. EVACUATION ALLOWANCE.

a. Transportation and Per Diem En Route to the Safe Haven Location. Dependents of service members, civilian employees, and dependents of civilian employees receive transportation and per diem for allowable travel time, excluding personal travel time, until they reach the safe haven location. Command-sponsored dependents age 12 or older receive up to the full locality per diem rate and those under age 12 receive up to 50 percent of the locality per diem rate. If dependents travel to a location other than the safe haven location, then transportation costs are limited to the authorized location and the standard CONUS per diem rate applies unless the alternate location is later approved by the authorizing or ordering official.

(1) A civilian employee, a dependent of a civilian employee or a dependent of a service member, under a limited evacuation, and who is traveling by a POV, is reimbursed at the TDY mileage rate.

(2) A dependent of a service member traveling by a POV to and from a safe haven, other than during a limited evacuation, is reimbursed at the PCS mileage rate.

b. Allowances at the Safe Haven. Safe haven allowances, which civilian employees and dependents consider as payments for subsistence expenses, are a combination of the lodging allowance and the allowance for Meals and Incidental Expenses (M&IE). The lodging allowance is supposed to pay for commercial quarters and must be documented by a receipt. Tax for CONUS lodging and non-foreign locations OCONUS is a separate reimbursable expense. Reimbursement for lodging is not authorized if a service member's dependent stays with friends and relatives. Reimbursement for lodging is not ordinarily authorized for civilian employees and their dependents, but may be approved if the traveler can substantiate an additional cost that the host incurred for providing lodging. Safe haven allowances—those payments for subsistence expenses—may be paid up to 180 days after the effective date of the order to evacuate. If dependents of service members, civilian employees, or family members remain in their home and choose not to evacuate, they are not authorized safe haven or special allowances for subsistence.

(1) **First 30 days:** Dependents age 12 or older receive up to 100 percent of the locality per diem rate. Dependents under age 12 receive up to 50 percent of the locality per diem rate.

(2) **Days 31-180:** Dependents age 12 or older receive up to 60 percent of the locality per diem rate. Dependents under age 12 receive up to 30 percent of the locality per diem rate.

c. Escort Dependents. A service member may be authorized round-trip travel and transportation allowances to escort dependents incapable of traveling alone to the safe haven. This is considered official travel and the service member is in a TDY status. These allowances to escort a dependent are not considered evacuation allowances for the service member because a service member cannot be evacuated.

d. Unaccompanied Baggage.

(1) **Military dependents:** Dependents of service members may ship up to 350 pounds of unaccompanied baggage per dependent age 12 or older and 175 pounds per child under age 12 for a total of 1,000 pounds.

(2) **Civilian Employee dependents:** There is no authority for the government to ship or pay for shipment of unaccompanied baggage for dependents of civilian employees.

e. Household Goods (HHG).

(1) **Military dependents:** Installation commanders have the authority to ship or store HHG using local Operation and Maintenance (O&M) funds, including quarters-to-quarters

(government, privatized, and local economy) moves and Non-Temporary Storage (NTS) of HHG for quarters that become uninhabitable at locations in the CONUS due to a natural disaster. Local moves may be performed as specified in the JTR. NTS is also authorized per the JTR. These moves cannot be charged to evacuation funds appropriations. They are funded by local installation support funds, and the order authorizing the move or storage will be IAW the applicable installation's local procedures.

(2) Civilian Employee dependents: Movement of HHG to the safe haven may be authorized for an evacuation other than a limited evacuation. Local moves may be authorized under the JTR using local O&M funds. There is no authority for HHG storage.

f. POV. Shipment of a POV to a safe haven is not authorized.

g. Local Travel Allowance.

(1) Military Dependents: When a dependent is unable to drive a POV to the safe haven location, a local travel allowance at the rate of \$25 a day per family is authorized to offset expenses incurred for local travel.

(2) Civilian Employee Dependents: There is no authority to pay a local travel allowance for dependents of civilian employees.

7.3. EVACUATION TERMINATION. In limited evacuations, the authority that authorized or ordered the evacuation must terminate the evacuation and authorize return to the PDS. In all other evacuations, the Under Secretary of Defense, Personnel and Readiness (USD (P&R)), or designated representative, decides through the Secretarial Process to end the evacuation and order either of these steps, pursuant to the JTR and Part 5 of Title 32, Code of Federal Regulation (CFR).

a. Return to the PDS. If the family returns to the evacuated PDS, then transportation and per diem as specified in this manual is authorized and any HHG or unaccompanied baggage is returned to the PDS.

b. Move Military or Civilian Dependents to a Designated Place or Another PDS.

(1) If civilian dependents move to a designated place, then transportation and per diem in addition to HHG from the evacuated PDS or safe haven are authorized to be moved to a designated place. Safe haven allowances are authorized at the designated place until a permanent residence is established, provided the civilian dependents do not exceed the 180-day limit.

(2) Dependents of service members moved to a designated place are authorized PCS transportation and per diem to that location, unaccompanied baggage, HHG and POV transportation, a dislocation allowance, and safe haven allowance at the designated place for up to 30 days while establishing a permanent residence.

7.4. ADDITIONAL INFORMATION. For additional information, please refer to the JTR or contact the DCMA Travel Team or the DCMA Continuity of Operations and Emergency Management Program Manager.

SECTION 8: OUTSIDE THE CONTINENTAL UNITED STATES TRAVEL

8.1. PRE-TRAVEL REQUIREMENTS.

a. There are pre-travel requirements that must be completed by DCMA employees and their family members prior to traveling OCONUS for either official business travel for DCMA or their parent service, or for unofficial purposes (e.g., vacation).

b. These requirements apply to DCMA personnel residing in CONUS and traveling to an OCONUS location or DCMA personnel residing OCONUS and traveling to a different country or Unified Combatant Command area of operations.

c. All OCONUS travelers will familiarize themselves with and ensure compliance with applicable provisions and country entry requirements contained in the DoD Foreign Clearance Guide (FCG) Chapter 3, Personnel, before applying for permission to travel OCONUS, see DoDD 4500.54E, "DoD Foreign Clearance Program (FCP)."

d. All official OCONUS travel will be conducted on a mission essential basis. Approval of official travel as mission essential will be made at the level designated by the responsible Executive Director or CMO Commander.

e. For official travel to countries with a DoD terrorist or criminal threat level of SIGNIFICANT or HIGH, the responsible Executive Director or CMO Commander will be the sole approving authority.

8.2. ROLES AND RESPONSIBILITIES UNIQUE TO OCONUS TRAVEL.

a. Director, DCMA. The Director, DCMA will:

(1) Requirements. Ensure that all pre-travel requirements for OCONUS travel are available to all DCMA employees and their family members prior to traveling outside CONUS to an OCONUS location for either official business travel for DCMA or their parent service, or for unofficial purposes (e.g., vacation). These requirements also apply to OCONUS personnel when traveling outside their country of assignment.

(2) Designation. Designate a senior Agency official with responsibility for the overarching management and oversight of OCONUS travel.

b. Commander, DCMA International (DCMAI). The Commander, DCMAI will:

(1) Serve as the Agency senior official responsible for the development, implementation, and oversight of the policy for OCONUS travel.

(2) Delegate approval authority to the Deputy Commander, DCMAI on all CONUS to OCONUS mission essential official travel.

c. DCMAI Deputy Commander. The DCMAI Deputy Commander must:

(1) Appoint a policy POC/agent for OCONUS travel.

(2) Review and approve all Country Clearance Requests prior to submission into the Aircraft and Personnel Automated Clearance System (APACS).

d. OCONUS DCMA CMO Commander. The OCONUS DCMA CMO Commander is responsible for reviewing and concur/non-concur on all Country Clearance Request applications for their Area of Responsibility prior to being submitted to the Deputy Commander.

e. POC/Agent. The policy POC/agent will:

(1) Develop and manage an effective OCONUS travel program that meets the intent of the prescribing directives.

(2) Provide pre-travel guidance IAW the DoD FCG to DCMA employees requesting OCONUS official/unofficial travel.

(3) Coordinate all OCONUS travel with OCONUS CMO Commanders, DCMAI Senior Leadership Team, and Deputy Commander for approval.

(4) Input travel into APACS.

(5) Notify traveler when country clearance has been approved/disapproved.

f. Military Passport Agent. The Military Passport Agent must:

(1) Advise the traveler on the process in obtaining an official passport and visa, if required.

(2) Comply with State Department procedures when processing official passport and visa application for DCMA personnel.

8.3. COMPLETE COUNTRY CLEARANCE REQUEST.

a. Due to processing time required to complete all administrative arrangements to accomplish OCONUS travel and to process the request in organizations/systems external to DCMA, travelers must complete and submit a Country Clearance Request no later than 45 days prior to the planned departure from the traveler's point of origin. Attach the completed Country Clearance Request to an email addressed to the Country Clearance Program Manager.

b. If an emergency situation exists that precludes meeting the 45-day lead time, a solid justification must be provided. For short notice requests, include a complete description of the purpose of the TDY for the approving official's use in determining whether to waive the requirement for 45-day advance notice. Some countries will not approve short notice requests and the requestor must provide alternative travel plans where possible.

8.4. PROCESS COUNTRY CLEARANCE REQUEST. Once the Country Clearance Request application is received, it will be forwarded to the OCONUS DCMA CMO Commander having jurisdiction over the areas to be visited and then to the DCMAI Deputy Commander for approval. The OCONUS DCMA CMO Commander assists in addressing the requirement of several countries to identify who will exercise Force Protection responsibility. After approval by the DCMAI Commander and OCONUS CMO Commander, the application is then processed via APACS.

a. Employees and dependents must secure the required clearance documents.

(1) PCS Orders. For more information on PCS orders please refer to DCMA-MAN 4201-11, “Acquisition Workforce, Return Rights, and Permanent Change of Station.”

(2) TDY Orders - via DTS and North Atlantic Treaty Organization (NATO) Travel Orders (if required). The requirement for a NATO travel order for personnel entering a NATO member nation is shown for each country in Subsection I.A. of each individual country entry in the DoD FCG. Individuals completing NATO travel orders will refer to the applicable military service regulatory document:

(a) Army Regulation (AR) 600-8-105, “Military Orders.”

(b) Bureau of Naval Personnel Instruction (BUPERSINST) 1320.6G, “NATO Travel Orders To and Within NATO Countries.”

(c) Air Force Instruction (AFI) 65-103, “Temporary Duty Orders.”

(3) International Certificate of Vaccination. Refer to DoDD 6205.02E, “Policy and Program for Immunizations to Protect the Health of Service Members and Military Beneficiaries.”

(4) Passport (Official or Unofficial). When conducting business on behalf of the U.S. Government, DCMA employees will travel using the No Fee Official Passport or Tourist Passport (if applicable) as required IAW DoDD 4500.54E. DoDD 4500.54E disseminates DoD policy for foreign travel which the Special Issuance Agency of the U.S. State Department and the Army Passport and Visa Office adheres to when processing passport applications. To obtain a No Fee Official Passport for travel, contact the DCMAI Travel POC. The No Fee Passport is normally issued for five years to military members and dependents traveling to a country that requires a passport, as well as DoD civilians and dependents traveling abroad on official business, for either a PCS or TDY. The passport will have an endorsement that reads, “The bearer is abroad on an Official assignment for the United States Government.” This passport may provide quicker access to officials of the host country government and identifies the official status of the traveler. Personnel requiring a No Fee Official Passport will obtain these documents prior to meeting with a Military Passport Agent:

(a) New Official Passport (Military or Civilian Personnel).

1. Completed U.S. Department of State, U.S. Passport Application, DS-11.

2. Original birth certificate with state seal.

3. PCS or TDY orders.

4. One 2-by-2 inch passport photograph.

5. If country requires a visa, submit the signed application and photographs after receiving the official or diplomatic passport.

(b) New Official Passport (Dependents).

1. Completed U.S. Department of State, U.S. Passport Application, DS-11.

2. Original birth certificate with state seal.

3. One 2-by-2 inch passport photograph.

4. If country requires a visa, submit the signed application and photographs after receiving the official or diplomatic passport.

5. Applicants up to age 16 must appear in person with both parents. If non-custodial parent is not available, a notarized statement must be submitted.

(c) New Diplomatic Passport.

1. Approved PCS orders with application.

2. Completed U.S. Department of State, U.S. Passport Application, DS-11.

3. Passport no more than 15 years since date of issue and the age of the passport holder is no younger than 16 years of age at the time of issue.

4. Original birth certificate with state seal. One 2-by-2 inch passport photograph.

5. If country requires a visa, submit the signed application and photographs after receiving the official or diplomatic passport.

(d) Renewal.

1. Passport no more than 15 years since date of issue and the age of the passport holder is no younger than 16 years of age at the time of issue.

2. U.S. Department of State, U.S. Passport Application by Mail, DS-82.

3. One 2-by-2 inch passport photograph.

4. Forward via FedEx to DCMAI.

b. Travelers will use the tourist (unofficial) passport when traveling in an unofficial capacity IAW DoDD 4500.54E or if required by a country per the DoD FCG. Using the unofficial passport while traveling on official government business misrepresents the true purpose for which the traveler has entered the country. Also, some foreign countries will deny entry at the border to someone attempting to enter the country on official business that arrives with only a tourist passport. Unofficial passports can be obtained at many local post offices.

c. Once travelers have secured the required documents/photographs for their official passport, they will contact the DCMAI Military Passport Agent. The agent will determine which local Military Passport Agent will physically process the passport request and provide the information to the travelers. Travelers will then schedule a meeting with the local Military Passport Agent to complete processing for their official passport.

8.5. VERIFY POSSESSION OF REQUIRED DOCUMENTS. DCMAI will verify that the required documents are in hand prior to approving further processing of requested travel in DTS. Travelers will also need an approved Country Clearance before travel orders will be issued by DTS. DCMAI will enter appropriate country clearance data into APACS. The system will in-turn notify DCMAI of the clearance status and DCMAI will then notify the traveler.

8.6. COMPLETE REQUIRED PRE-TRAVEL TRAINING AND OTHER REQUIREMENTS.

a. The specific pre-travel requirements for each country are contained in the DoD FCG. Each traveler and their management will ensure all applicable pre-travel training and other requirements are completed prior to the initiation of travel. These are complete training/documentation requirements, including those in the DoD FCG, which must be met by the traveler prior to departing for OCONUS travel, as applicable:

- (1) DCMA-MAN 3301-07, "Antiterrorism Program," regarding antiterrorism/force protection.
- (2) Survival, Evasion, Resistance, and Escape (SERE) 100.1.
- (3) Isolated Personnel Report, DD Form 2645-5, "Reserve Component Survivor Benefit Plan Election Certificate."
- (4) Completion of a Counterintelligence Foreign Travel briefing.
- (5) Review of Combating Human Trafficking training.
- (6) Completion of an individual Antiterrorism Force Protection Plan.
- (7) Review of the Foreign Travel Debrief form.

b. Where official travel has been approved for countries with **significant** or **high** DoD threat levels, the traveler will contact the nearest U.S. embassy, consulate, or military installation, as applicable, to obtain recommended billeting, travel, and other security/threat-related information applicable to the local environment. Current information for U.S. embassies and consulates may be obtained from the specific country page in the DoD FCG.

c. Travelers with a Top Secret-Sensitive Compartmented Information security clearance and personnel read into a Special Access Program (SAP) will notify the applicable DCMA Security POC prior to initiating either official or unofficial OCONUS travel. Travelers with a security clearance other than those identified herein, traveling to countries with a **high** Foreign Intelligence Service (FIS) threat level, will notify applicable POCs prior to travel.

(1) Personnel Read into an SAP. Contact any DCMA Special Programs Security Specialist.

(2) Personnel Not Read into an SAP. Contact either the DCMA Security Center Personnel Security Officer or any DCMA Information Security/Counterintelligence Specialist.

8.7. COMPLETED TRAVEL DEBRIEF.

a. Travelers on official business will keep the telephone number of the U.S. embassy and/or local consulate readily available for assistance/advice in emergencies.

b. Official travelers will immediately report any threatening or suspicious incidents to local authorities, applicable U.S. embassy or consulate, and their management.

c. Any suspected contact with a representative of an FIS or any suspicious contacts with a foreign national during the conduct of travel will be reported to DCMA Information Security immediately upon completion of travel.

d. Travelers will complete and submit the foreign travel debrief and foreign contact, if applicable, within five working days after their return via the DCMA Information Security mailbox.

GLOSSARY

G.1. DEFINITIONS.

COMPONENT HEAD. A senior leader of a DCMA organization reporting directly to the Director, DCMA.

CONUS. The 48 contiguous states and the District of Columbia. This definition specifically excludes the states of Alaska and Hawaii as they are not part of the contiguous states and are included in the definition of non-foreign, OCONUS locations.

DFAS. Ensures the accounting interface files process correctly and payments are properly disbursed to travelers' EFT accounts. DFAS also performs oversight functions such as random post-payment reviews (PPRs) of vouchers.

DMDC. The DMDC's DTS Program Management Office (PMO) is the entity responsible for guiding transformation of business operations throughout DoD and delivering enterprise-level capabilities that align to the travelers' needs. The DTS PMO is responsible for the acquisition and system integration of DTS.

DTMO. Serves the DoD by consolidating, streamlining and centrally managing commercial travel. DTMO also provides a single focal point to the DoD and industry. The DTMO provides oversight for commercial travel management, travel policy, implementation, compliance, and functional oversight of DTS.

DTS. DTS is the single online travel system used by the DoD.

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).

OCONUS. Locations outside the CONUS. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

PCS. The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provides for further assignment to a new PDS, or directs return to the old PDS.

TMC. Non-government entity contracted with the government to provide both traditional and DTS travel assistance. In DTS, the TMC assists DCMA travelers by executing travel arrangements, to include electronic ticketing or manual ticketing, if authorized. The current contracted TMC is Carlson Wagonlit Travel (CWT)/Sato Travel.

T-ENTERED - This stamp accomplishes the same actions as **SIGNED**, except it is used by NDEAs when signing vouchers and local vouchers for travelers. It cannot be used when signing authorizations or group authorizations. For vouchers and local vouchers, this stamp causes key data elements in the voucher to be encrypted for future verification of the official financial transaction.

USD (P&R). USD (P&R) is also known as OSD in this issuance. The USD (P&R) is the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense for Total Force Management as it relates to readiness; National Guard and Reserve component affairs; health affairs; training; and personnel requirements and management, including equal opportunity, morale, welfare, recreation, and quality of life matters. USD (P&R) serves as the functional proponent of travel management within DoD, including cognizance over DTS.

GLOSSARY

G.2. ACRONYMS.

| | |
|-------------|--|
| AO | Authorizing Official/Approving Official |
| AO/CO | Accountable Official/Certifying Officer |
| APACS | Aircraft and Personnel Automated Clearance System |
| | |
| BDTA | Budget Defense Travel Administrator |
| | |
| CAC | Common Access Card |
| CBA | Centrally Billed Account |
| CMO | Contract Management Office |
| CO | Certifying Official |
| CONUS | Continental United States |
| CR | Continuing Resolution |
| CTO | Commercial Travel Office |
| CTW | Constructed Travel Worksheet |
| | |
| DAI | Defense Agencies Initiative |
| DAO | Departmental Accountable Official |
| DCMA-INST | DCMA Instruction |
| DCMA-MAN | DCMA Manual |
| DCMAI | DCMA International Command |
| DD FORM 577 | Appointment/Termination Record |
| DD 1351-2 | Travel Voucher or Subvoucher |
| DFAS | Defense Finance and Accounting Service |
| DMDC | Defense Manpower Data Center |
| DoDD | Department of Defense Directive |
| DS-11 | U.S. Department of State U.S. Passport Application |
| DTA | Defense Travel Administrator |
| DTMO | Defense Travel Management Office |
| DTS | Defense Travel System |
| | |
| EFT | Electronic Funds Transfer |
| | |
| FB | Financial and Business Operations |
| FCG | Foreign Clearance Guide |
| FCO | Funds Certifying Officer |
| FDTA | Finance Defense Travel Administrator |
| FIS | Foreign Intelligence Service |
| FY | Fiscal Year |
| | |
| GSA | General Services Administration |
| GTCC | Government Travel Charge Card |

| | |
|--------|---|
| HHG | Household Goods |
| HQ | Headquarters |
| HR | Human Resources |
| IAW | IAW |
| IBA | Individually Billed Account |
| ILPP | Integrated Lodging Program Pilot |
| JTR | Joint Travel Regulations |
| LDTA | Lead Defense Travel Administrator |
| LICWO | Leave In Conjunction with Official Travel |
| LOA | Line of Accounting |
| MFR | Memorandum for Record |
| NA | Non-Availability |
| NATO | North Atlantic Treaty Organization |
| NDEA | Non-DTS Entry Agents |
| NTV | Non-Tactical Vehicle |
| O&M | Operations and Maintenance |
| OCONUS | Outside the Continental United States |
| ODTA | Organizational Defense Travel Administrator |
| OSD | Office of the Secretary of Defense |
| PCS | Permanent Change of Station |
| PDF | Portable Document Format |
| PDS | Permanent Duty Station |
| PKI | Public Key Infrastructure |
| PMO | Project Management Office |
| PNR | Passenger Name Record |
| POC | Point of Contact |
| POV | Privately Owned Vehicle |
| RO | Reviewing Official |
| SAP | Special Access Program |
| SoD | Segregation of Duties |
| SPP | Scheduled Partial Payment |
| SSN | Social Security Number |
| TA | Travel Authorization |
| TAC | Travel Assistance Center/Transportation Allowance Committee |
| TANUM | Travel Authorization Number |
| TDY | Temporary Duty |

| | |
|------|---------------------------|
| TMC | Travel Management Company |
| TraX | Travel Explorer |
| TV | Travel Voucher |

REFERENCES

Air Force Instruction (AFI) 65-103, "Temporary Duty Orders," August 15, 2019
Army Regulation (AR) 600-8-105, "Military Orders," March 22, 2019
Bureau of Naval Personnel Instruction (BUPERSINST) 1320.6G, "NATO Travel Orders To and Within NATO Countries," February 8, 2005
Code of Federal Regulations, Title 32, National Defense, current edition
DCMA-MAN 3301-07, "Antiterrorism Program," January 25, 2019
DCMA-MAN 4201-11, "Acquisition Workforce, Return Rights, and Permanent Change of Station," current edition
DoD 5500.07-R, "Joint Ethics Regulation," November 17, 2011
DoD 7000.14-R, "Financial Management Regulation," as amended
DoDD 4500.54E, "DoD Foreign Clearance Program (FCP)," May 24, 2017
DoDD 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
DoDD 6205.02E, "Policy and Program for Immunizations to Protect the Health of Service Members and Military Beneficiaries," September 19, 2006
The Joint Travel Regulations (JTR), as amended
United States Code, Title 31, Money and Finance, current edition