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# **DEFENSE TRAVEL SYSTEM – LIMITED**

## **U.S. ARMY BUSINESS PROCEDURES**

**Version 4  
October 25, 2001**

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## DEFENSE TRAVEL SYSTEM – LIMITED (DTS-L), Level 2

### BUSINESS PROCEDURES

**1. Scope.** These procedures apply to any Army users of the DTS-L.

**2. Background.** The DTS-L, Level 2, provides users with limited electronic routing capability. It requires some manual processes to ensure proper funds accountability and certification. The processes outlined below place the onus for these responsibilities upon the Authorizing Official (AO), who may also serve as the Certifying Officer (CO)

#### **3. Travel Policy and Procedures within DTS-L.**

a. Appendix O, Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR), governs simplified entitlements under the DTS-L. A copy is provided at Appendix J of this guide (JFTR/JTR not included).

b. TDY documents will be processed through the DTS-L. The DTS-L default form will replace the manual DD Forms 1610 and 1351-2. (These forms as used for Level 1 are further discussed in Appendix I.) Electronic signatures will be used in lieu of written signatures (exception: Certifying Officer). Electronically signed documents will be passed to the next individual involved in the process (reviewer/approver/certifier) via electronic routing. This consists of pre-established lists that identify these individuals and, because of each holding unique passwords, ensures the integrity of the routing/signatory process.

c. Appointment Letters.

(1) The Authorizing Official/Certifying Officer (AO/CO) should reside within the organization using DTS-L and must be appointed in writing in accordance with (IAW) the procedures specified by Defense Finance and Accounting Service-Indianapolis (DFAS-IN) centralized disbursing that can be found at <https://dfas4dod.dfas.mil/centers/dfasin/library/dcd/index.htm>. This reference provides the wording for certifying officer appointment and acceptance letters, other submission requirements, and the mailing address for the documents. Since the DTS-L will not allow someone to “sign for” an AO/CO, alternate COs must be identified, appointed, and included on the routing lists.

(2) If AO and CO functions are separated, the CO must be the final signatory in approving (certifying) a travel voucher. When separating functions, the Authorizing Official receives an appointment letter for an Accountable Officer.

(3) An Accountable Officer appointment letter is also required for members of

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the Defense Travel Administration (DTA) Team. This appointment letter of a Defense Travel System Specialist is somewhat different as those individuals who may require access that, by its nature, gives them the ability to approve documents. This specific appointment letter advises the DTA Team member of restrictions placed upon that appointment.

The original appointment letter is mailed to DFAS. A copy is retained in the AO/CO's official office files. A copy is retained by the appointee. **To aid you in this task, sample letters are provided at Appendix A.**

d. The DTS-L Computation Module was certified by DFAS. This certification permits the DFAS travel clerks to accept the computed voucher amount to be that which DFAS will pay the traveler without further computation. The AO/ CO's physical signature in block 8 of the DTS-L default travel voucher (TV) certifies the voucher for payment . The AO/CO's signature on the final page of the travel documents attests to the validity of the stream of electronic signatures.

e. The Standard Document Number (SDN) will reside within the first line of the Line of Accounting 10x20 format. It will be structured as currently used within an organization and IAW Chapter 5, DFAS-IN Regulation 37-1. To effect this number assignment, the TA will be routed to the office responsible for establishing the SDN prior to final routing to the AO/CO.

f. There is no automated connectivity to the Commercial Travel Office (CTO) with DTS-Limited. Therefore, existing ticketing/reservations processes will be used. The traveler should call the CTO to make travel arrangements. If using the Individually Billed Account (IBA) to purchase the airline ticket, traveler must verify the IBA number with the travel agent.

**4. Responsibilities:** For the purpose of this guide, the AO and CO is synonymous and discussion will reflect "AO/CO" responsibilities. If the duties are split, only those functions pertaining to **certifying a voucher** would apply to the CO when processing travel through DTS-L.

a. The AO/CO is responsible for ensuring that travel is mission essential and funds are available. The AO/CO will be the last signatory before the documents process through the system and is held pecuniarily liable for errors. The following actions are required of the AO/CO. Following each function, the responsible official is designated in parentheses ( ) when functions are split.

- Ensure the SDN is added to the line of accounting. **(AO)**
- Certify funds for obligation and disbursement by applying the "APPROVED" stamp **(CO)**
- Maintain the original, official, signed authorizations and vouchers for future audits **(CO)**

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- Forward copies all TAs (originals and amendments) to the organization's budget analyst/accounting technician for inclusion into the Defense Accounting System (DAS) (e.g., STANFINS). **(AO)**
- Ensure the certified, pre-computed, original and/or supplemental TV is transmitted (mail or fax) to DFAS Op Loc for disbursement. **(CO)**
- Ensure certified vouchers are safeguarded to prevent any alteration of the certified payment amount. **(CO)**

The AO/CO will be the accountable officer for an organization's travel funds and will have pecuniary liability for certified payment as outlined in DoD FMR, DoD 7000.14-R, Volume 5, Chapter 33.

b. The organization's budget analyst/accounting technician is responsible for ensuring obligations are properly recorded in the applicable Defense Accounting System.

c. The following actions are required by the traveler:

- Prepare initial TA and subsequent TV.
- Select payment method (all to traveler or split disbursement).
- Provide TA to the CTO for ticketing.
- Maintain all original travel receipts for 4 years.
- Ensuring the integrity of his/her electronic password and electronic signature PIN. Intentional fraud perpetuated by the traveler against the government through this process is subject to legal action.

**5. Process.** The DTS-L process is a combination of electronic document routing and manual submissions to DFAS. The electronic process begins with the traveler preparing the TA and stops at the final electronic routing point, the AO/CO. The manual process begins when the documents are printed and distributed (TA to the budget analyst for entry into the DAS and TV to DFAS for disbursement) and ends with filing the package for audit. A sample flow chart for this process is provided at Appendix B.

## **6. Authorization (TA):**

a. Traveler. The traveler will prepare TA by completing the following actions:

(1) Enter the DTS-L using his/her unique (or exclusive) electronic password. Traveler will review the Personal Profile to ensure all data is correct and update, as required.

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(2) Call the Commercial Travel Office to officially book airline and rental car reservations, recording the costs and other travel information required to complete the Itinerary Module. Using the CTO to book hotel accommodations is optional.

(3) Open the Ticketed Transportation Module and enter the airline information, including type payment (e.g., Centrally Billed Account (CBA) or IBA billing).

***NOTE: If using an IBA, it is EXTREMELY important that Mode of Transportation selected is "CP".***

(4) Open the Meals & Incidental Expenses Module and validate that all data is entered correctly.

(5) Open the Expenses Module and enter ALL estimated miscellaneous expense data for the trip, including rental car expense.

(6) Open the Accounting Module and select the line(s) of accounting (LOA) from labels that are uniquely assigned to his/her organization to fund the travel. If using a CBA, two separate LOAs are required – one for Element of Resource (EOR) **21T1** for the ticket and one for EOR **21T2** for all other travel costs.

(7) Selections/entries must be made in the Special Authorizations and Comments Modules to provide any information pertinent to the final approval of the TA (e.g., variation authorized, non-contract fares authorized, excess baggage is required to transport training materials, a full-size rental car is required to transport other passengers, etc.) The totals generated by the DTS-L will provide the AO/CO a more accurate "should cost" that will be obligated against the organization's funds. The traveler signs the TA electronically and forwards it to the next level of review. This may be a reviewing official or AO/CO. A reviewing official may be anyone in the chain of command that has a need to know about the trip (e.g., security officer getting area clearance), but is not the final authority over the traveler going TDY.

***NOTE: Non-contract fares must be approved by the AO/CO when one the following exceptions can be applied:***

***(a) No seats/flight available in time to accomplish the purpose of the travel.***

***(b) A lower priced commercial fare is available. GSA advises travelers to read the restrictions on such fares carefully for possible prohibitions, additional charges, required advance purchases, etc.***

***(c) All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours.***

***(d) Amtrak offers discount rates to Federal travelers. GSA encourages of Amtrak when appropriate.***

***(e) Smoking is permitted on the contract flight and the nonsmoking section***

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***of the aircraft for the contract flight is not acceptable for the traveler.***

(8) Once the AO/CO has approved the TA, the first page of the TA is printed and signed (Block 9) by the AO/CO. **(See sample TA at Appendix C.)** The traveler must ensure that a copy is forwarded to the Budget Analyst/ Accounting Technician, who puts the obligation into the Defense Accounting System. The traveler is responsible for getting the document to the CTO to complete the ticketing process. It is recommended that the traveler check with the local CTO to determine any unique requirements.

***NOTE: If this page is not faxed to the CTO, no ticket will be issued it is used by CTO as supporting documentation for who authorized/approved the travel.***

b. Reviewers. Reviewers in the signatory process will be entered into the routing lists as appropriate (e.g., SDN assignment, special OCONUS requirements, etc.). ***NOTE: Who assigns the SDN in the chain of command is at the discretion of the organization.***

c. AO/CO: The AO/CO receives the TA from the traveler, checks the LOA, and validates the funds against the organization's checkbook. The document will have all the estimates and be certified. If the AO/CO disagrees with anything the traveler put on the authorization, he returns it to the traveler for correction. If the AO/CO agrees, he/she electronically signs it. The AO/CO notifies the traveler that the document is approved. ***NOTE: If the CTO and budget analyst/accounting technician do not require an original signature, the organization may elect to use electronic routing only.***

## **7. Travel Voucher (TV).**

a. Traveler: When travel is completed, the traveler opens the DTS-L, selects "**create voucher from authorization**", identifies the associated authorization, and fills out the TV by completing the following actions:

(1) Open the Lodging Module and enter the actual daily cost of the hotel. This does NOT include hotel taxes, which are claimed with the expenses.

(2) Open the Expense Module and update all expenses, adding any which may have been missed initially.

(3) If an ATM advance was taken against the Government Charge Card (GOVCC), traveler must open the Totals Module and enter the amount of funds withdrawn at the ATM. This automatically populates the Expense Module with the Bank of America fee. It does not populate it with any fee charged by the bank that owns the ATM. That must be manually entered in the Expense Module.

***NOTE 1: The automated calculation of the ATM advance fee will not be used upon official notice from Department of Defense of changes in and computation of GOVCC bank fees is released. Additional instructions will be provided.***

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***NOTE 2: DFAS Non-ATM Advances are not authorized within the DTS, and TDY associated with such requests must be processed outside DTS using existing processes.***

(4) When claiming mileage to and from a TDY site via privately owned vehicle, traveler must verify the mileage claim from the Defense Table of Official Distances (DTOD) and put a statement in the Comments that the mileage claimed is from DTOD. In and around mileage will be claimed as an expense, **POV TDY - Local**.

***NOTE: If an organization decides to have a reviewer validate the DTOD mileage, that reviewer is responsible for making note in the Comments that DTOD mileage is correct BEFORE forwarding to the AO/CO.***

(5) If the traveler put the cost of the airline ticket on the IBA, an airline ticket receipt or a copy of the final itinerary reflecting the IBA account number must be part of the receipt package held for audit. E-ticket receipts can usually be acquired upon check-in at the airport.

When the update is finished, the traveler electronically signs the TV and routes the TV to the AO/CO. The traveler retains the original copy of all receipts for four years IAW Internal Review Service Revised Procedures, 97-45, Sec 5.02, Part 3. However, to facilitate post-payment audits, it is Army policy for the AO/CO to retain within the office files, a copy of receipts with the voucher that is **an official government substantiation document**. These files are subject to maintenance and disposition IAW Modern Army Record Keeping System, AR 25-400-2, and must be retained for six years and three months.

b. The AO/CO: The AO/CO will review the voucher for accuracy. If desired, the AO/CO may request to see all receipts. If POV is used, the AO/CO ensures the traveler has used DTOD mileage. The validated TV is then electronically signed. The AO/CO will print a hard copy and physically sign and date it in Block 8 of the first page as certifying officer and on the last page certifying authenticity of the electronic signatures. Further authentication of the certification by DFAS requires that the AO/CO also legibly enter the last four digits of his/her social security number following the signature. **(See sample of TV at Appendix D.)** The original is faxed to DFAS for disbursement, attached to the appropriate authorization, and retained for DFAS post-payment review. A copy is provided to the traveler, the reviewer and the budget analyst/accounting technician.

c. Government Entity. This term refers to any person appointed to prepare and electronically sign a **voucher** for a traveler. This is typically someone in the administrative support arena, such as a secretary, military personnel actions clerk (PAC), or a travel clerk. When a Government Entity prepares the voucher, he/she must have in hand a DD Form 1351-2 with the original signature of the traveler. This form becomes part of the audit package. The Government Entity maintains a copy of the voucher, the original signed DD Form 1351-2, and a copy of all receipts within the office's official files.

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**8. Local Voucher.** Local vouchers (LV) follow existing DFAS rules for preparation. Since the DTS-L does not have a data entry point for itinerary, the traveler will enter in COMMENTS the destination and purpose of the local travel. No TA is produced. A copy of the LV must first be sent to the servicing budget office for obligation. To preclude the generation of an unobligated disbursement, the organization's representative who faxes in the LV to DFAS must ensure the obligation has been entered into the appropriate DAS before faxing in the voucher for payment. The same approval and signatory processes used for regular vouchers apply. **A sample LV is provided at Appendix E.**

**9. Debt Management.** If a traveler or approving/certifying official identifies an overpayment situation in DTS-Limited, LEVEL 2, the traveler will prepare an amended (supplemental) voucher in DTS-Limited. The cause of the overpayment will be corrected, the traveler will re-sign the amended voucher, and it will be re-certified by the certifying officer IAW with standard DTS-Limited certification procedures. The voucher will be forwarded to the same DFAS travel office that paid the original voucher. Current DFAS "due process" collection procedures will be followed. **A sample Supplemental Voucher for Overpayment is provided at Appendix F.**

**10. Direct Fund Citations.** Direct fund citations provided by other Army agencies may be put into the DTS-L using the Headquarters, Department of the Army-approved Army line of accounting mask (**See Appendix G.**) TDY requests using funds provided by non-Army agencies must be processed outside DTS-L.

**11. Reports.** The DTS-L will generate some standard reports. They may be used in conjunction with local spreadsheets to track travel target, obligations, and available funds. This system is NOT an accounting system and should not be considered your final source of management data for travel oversight. **Standard DTS-L reports are detailed at Appendix H.**

**12. Post-Payment Review.** DFAS will continue conducting post-payment review of vouchers generated by DTS-L.

**13. Coordination.** This process was developed in coordination with the Project Management Office-Defense Travel System and the Defense Finance and Accounting Service-Indianapolis. Procedures outlined will satisfy DoD's DTS-L fielding guidance and DFAS' certification requirements.

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