



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY FINANCIAL MANAGEMENT COMMAND**  
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**INDIANAPOLIS, IN 46249-3000**

AMFM-FSF-O

01 Nov 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Business Rules for the Defense Travel System

1. Attached for your reference and compliance is the revised Army Business Rules (ABR) for the Defense Travel System (DTS), effective 1 November 2023.
2. The ABR provides general and specific guidance to assist Defense Travel Administrators in providing accurate and timely guidance and support to military and civilian travelers who are required to use DTS.
3. This ABR does not supersede current policies contained in other Department of Defense (DoD) or Department of the Army (DA) travel regulations. Major Army commands and subordinate organizations may further supplement the ABR by establishing local business rules that further clarify specific business processes. However, locally developed DTS business rules will not supersede DoD or DA travel regulations, or the ABR.
4. This ABR rescinds ABR, 15 December 2020.
5. The USAFMCOM point of contact is JT Sablan, Finance and Accounting Oversight & Field Operations, at 317-212-6920 or [jesse.t.sablan.civ@army.mil](mailto:jesse.t.sablan.civ@army.mil).

Kenneth E. Crowder  
Director, Army Financial Services

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# Army Business Rules for the Defense Travel System

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**November 2023**

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## Chapter 1 – General Guidance and Procedures

**1.1 The Army Business Rules:** The Army Business Rules (ABR) for the Defense Travel System (DTS) supplements existing travel policies and regulations. The ABR provides general and specific guidance to military and civilian travelers of the Department of the Army (DA) who are required to use the automated travel application, DTS. The ABR only addresses a limited number of select topics that need additional clarification for DTS users, including Routing Officials (RO), Reviewing Officials and Authorizing Officials/Certifying Officers (AO/CO), and DTS Defense Travel Administrators (DTA). This ABR remains in effect until superseded.

**1.2 Supplementation:** The Army Business Rules (ABR) does not supersede current travel policies contained in other Department of Defense (DoD) Travel Regulations. Conflicts between the ABR and any future changes to DoD Travel Regulations, or other official travel policy guidance, defaults to the DoD Travel Regulations or official policy guidance. Army Commands (ACOM) and subordinate organizations may further supplement the ABR by establishing local business rules that further clarify specific business processes. Locally developed business rules will not supersede DoD Travel Regulations, official policy guidance, or the ABR.

**1.3 Mandatory Use of the Defense Travel System:** All categories of travel that can be executed in the Defense Travel System (DTS) must be processed in DTS.

1.3.1 Trip types currently available for use in DTS:

- Temporary Duty Travel (Routine)
- Invitational Travel
- Dependent Invitational Travel – Transportation Expenses Only
- Dependent Invitational Travel
- Invitational Travel – Transportation Expenses Only

1.3.2 DTS will only be used for Temporary Duty Travel (TDY) and return travel. Permanent Change of Station (PCS) travel and any travel related to a PCS, such as TDY enroute travel, is not completed using DTS. PCS travel will use traditional, manual, processes.

1.3.3 Evacuation Travel should be coordinated between the organization G8 or G1 with DA G1 and not entered in DTS.

**1.4 DTS Reservation Module:** Use of the DTS Reservation Module is mandatory for arranging all reservations needed to complete official travel. The categories of reservations include commercial transportation, lodging (Government, DoD Preferred, or Commercial) and rental vehicles. If the DTS Reservation Module is not used to make official travel arrangements,

the traveler must provide a statement explaining why it was not used. The explanation is inserted in the “Description Box” of the itinerary.

1.4.1 Directed travel reservations or other specific requirements, not readily available using the DTS Reservation Module (i.e., Conference Lodging), must be requested using the “Request Assistance from TMC” link available in the reservation module, if possible.

1.4.2 Travelers will NOT use non-governmental Online Reservation Systems (i.e., Trivago, Booking.com, etc.) to secure their lodging associated with official travel. Receipts from online reservation systems do not itemize individual and total expenses (i.e., federal, state, and local taxes) adequately to qualify for the legal reimbursement of the expense. Fees or other expenses charged by the online reservation system are NOT reimbursable.

1.4.3 The DTS automatically books and reserves a lodging reservation at the time it is selected by the traveler. Thus, regardless of if the TDY authorization is ever routed for approval or not, the reservation is locked in. Travelers who later cancel their entire TDY authorization, or make a change to their requested lodging facility, MUST contact the original lodging facility and request a lodging cancellation number. Even if the TDY travel is properly cancelled using the trip cancel function in the DTS, it does not automatically cancel the lodging reservation. Failure of the traveler to verify if hotel reservations were cancelled could cause the traveler to incur no-show fees that are not automatically categorized as a reimbursable expense.

1.4.4 Travel Management Company: Army military and civilian personnel travelers must use the Travel Management Company (TMC) to book their official travel. Using the DTS fulfills this requirement. Circumstances sometimes occur where the DTS reservation module does not provide sufficient options to meet the mission requirements. On those occasions, the traveler must use the request assistance from the TMC feature available in DTS. The traveler will be required to provide a justification for not using the TMC in either the Trip Description box or the Missing Lodging “Flag” box once TMC has processed the request.

1.4.5 Trips involving two or more travelers to the same TDY location may have lodging booked outside the DTS reservation module (i.e., Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, etc.) not to exceed the Government Lodging/Locality rate. Lodging still must meet the Government specifications for safety. This is not to be confused with group movement utilizing a Group Travel Authorization. If TDY to an Integrated Lodging Program (ILP) site, reservations made directly with the lodging facility will not be within the ILP lodging limit rate/cost.

1.4.6 TMC ticketing fees are billed at the time of ticketing in accordance with the supporting TMC contract. TMC transaction fees funding at the local level are billed to the same form of payment the transportation expenses are charged to – either the traveler’s Individually Billed Account (IBA), also referred to as the Government Travel Charge Card (GTCC) or the local installation or command Centrally Billed Account (CBA).

1.4.7 National Emergency Support travelers, for response to a natural disaster such as hurricane, tornado, wildland fire, etc., must contact the TMC to secure critical/immediate



(no-notice) travel reservations for emergency travel situations. The traveler must provide a copy of the approved travel authorization to the TMC prior to being issued a ticket, regardless of if the travel is charged to the IBA or a CBA.

1.4.8 When unforeseen mission changes occur, travelers should contact their organizational Authorizing Official/Certifying Officer (AO/CO) before TMC provides traveler assistance to avoid any unnecessary ticketing fees. If travelers require itinerary changes while enroute, the traveler will contact their servicing TMC using the contact numbers listed on their original itinerary.

**1.5 Government Travel Charge Card:** It is mandatory for all travelers on official travel orders to use their Individually Billed Account/Government Travel Charge Card (IBA/GTCC) for the reimbursement of all official travel-related expenses. Travelers will not use the IBA/GTCC for personal expenses or for expenses outside of the TDY dates. Travelers should not charge training/conference fees to the IBA/GTCC (nor CBA). Rather, travelers will coordinate with their organization to use the organization's Government Purchase Card (GPC) for these expenses. In cases where the cardholder is required to pay for registration fees in advance of travel, use of the IBA is acceptable IAW Department of Defense Instruction (DoDI) 5154.31 Volume 4 (Government Travel Charge Card Regulations), paragraph 041006B and JTR paragraph 030201D. While it is acceptable to use the GTCC/IBA for registration fees, the primary method of payment should remain the GPC.

1.5.1 IBA/GTCC cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a DoD/DA disbursing officer/finance office. Note: ATM Advance Fees and ATM Terminal Fees are NOT reimbursable and are considered a part of the traveler's daily Incidental Expense (IE) reimbursement. Cash advances are limited to the "out-of-pocket" travel related expenses which cannot be charged on the travel card.

1.5.2 The Travel and Transportation Reform Act of 1998 stipulates the government-sponsored, contractor-issued travel card IBA/GTCC shall be used by all United States (U.S.) government personnel (civilian and military) to pay for costs incident to official business travel, unless specifically exempted by authority of the Administrator of General Services or the head of the agency.

1.5.3 It is the responsibility of commanders and supervisors at all levels to ensure compliance with the proper use of the IBA/GTCC. Refer to the current Department of Defense Instruction (DoDI) 5154.31, Volume 4 (Government Travel Charge Card Regulations).

1.5.4 Travelers will not use their official IBA/GTCC to create or confirm any travel related reservations (i.e., travel, lodging, rental vehicle) or settle the travel expenses of another traveler. The cardholder could be subject to punitive or other administrative action if the IBA/GTCC is misused.

1.5.5 Authorizing Officials/Certifying Officers (AO/CO) will not direct a traveler who has an IBA/GTCC to use their card for the benefit/expenses of another official traveler who does not have an IBA/GTCC. Unless specifically exempt from obtaining an IBA/GTCC, it is the responsibility of senior leaders of official travelers to ensure the traveler has an IBA/GTCC prior to the start of their travel.

1.5.6 If exempted from mandatory use of the IBA/GTCC, the traveler's air or rail ticket may be charged to a Centrally Billed Account (CBA) at the discretion of the CBA specialist. In order to guarantee lodging or rental vehicles, another form of payment may be required by the Travel Management Company (TMC). Refer to DoDI 5154.3, Volume 4 (Government Travel Charge Card Regulations) for exemptions to mandatory use of the IBA/GTCC.

**1.6 Centrally Billed Accounts:** The installation/Command managed Centrally Billed Account (CBA) card is used at the sole discretion of the Transportation Officer or CBA cardholder for authorized personnel who are specifically prohibited from the mandatory use of the IBA/GTCC.

1.6.1 The CBA cardholder has the final discretion to authorize the use of the CBA card for official travel.

1.6.2 A traveler's failure to possess, or timely apply for, an IBA/GTCC is not sufficient justification to use the organizational CBA card. Travelers in possession of an IBA/GTCC will not use their assigned IBA/GTCC for the benefit or expenses of another traveler lacking an assigned IBA/GTCC.

1.6.3 A traveler who receives an IBA/GTCC must immediately update their DTS profile with the account number and expiration date. The traveler must then contact their Organizational Defense Travel Administrator (ODTA), who will update the remainder of the traveler's profile to properly allow use of the IBA/GTCC by checking the Gov't Charge Card Holder "Yes" radio button, change the Advance Authorization dropdown to "CARDHOLDER," and select the Mandatory Use of GOVCC "Non-Exempt" radio button.

1.6.4 The CBA cardholder should consider coordinating with Organizations to have Conditional Routing for travel that involves airfare booked using the CBA. Appropriate personnel assigned as the routing official at this level would have access to GTCC records to confirm whether the traveler has their own IBA/GTCC while CBA is being used for airfare.

**1.7 Read-only Access:** Read-only Access (ROA) may be granted to personnel who properly fill out the ROA request form and show a mission requirement to view documents for personnel outside of their organization. Access is not granted at the DA level, but will only be approved at the necessary level to support the mission. ROA expires on September 30 of each

year. If ROA is necessary beyond 30 Sep, submit a new ROA request for by 1 Sep to be effective on 1 Oct.

1.7.1 Transportation Office personnel who require ROA for CBA reconciliation may request access through the proper channels. Access will be granted to organizations which use the CBA for your transportation office, DA access will not be granted.

1.7.2 ROA requests are submitted through the Army T2.5HD via email at [usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil). If requesting access for DA then the DA ROA access form must be used (see Appendix B for form) and it must be requested with approval at the O6 or GS15 level. ROA requests for DoD level access are requested through the DoD using their form.

**1.8 Conditional Routing Lists:** A conditional routing list is used to add an additional level of review into an original routing list for certain travel circumstances. Conditional routing can be used for any travel document, and it is highly recommended for an organization to create and use conditional routing lists for certain types of travel.

1.8.1 Common conditional routing lists include:

- Foreign Travel
- OCONUS to CONUS Travel
- CONUS to OCONUS Travel
- Premium Class Fare Travel
- CBA Funded Travel

1.8.2 When travel documents force the use of a conditional routing list, the Routing Officials (RO) must ensure all supporting documents are in the travel authorization or settlement voucher before the document is routed to the next level routing official and ultimately certified.

1.8.3 Refer to the DTA Manual, Chapter 5, for procedural guidance on creating conditional routing lists.

**1.9 DTS Training Requirements:** Minimum training requirements for each role assigned in the DTS are noted in the chart below. All Army DTS users must complete specific DTS training based on their assigned roles in DTS prior to appointment or the granting of system access or a permission level in DTS. Reference DoDI 5154.31, Volume 3 (DTS Regulations) Table 2.

DTS Role	Minimum Required Classes	Recommended Additional Classes
Traveler	1, 2, 4 ( <i>See note 1 below</i> )	3a/b
Travel Preparer	1, 2, 4	3a/b

NDEA	1, 2, 11	3a/b, 4
CO	1, 2, 4, 5 ( <i>See note 1 below</i> )	3a/b
Routing Official	1, 2, 4, 5	3a/b, 8
SAO	1, 2, 4, 5	3a/b, 8
LDTA, ODTA	6, 7, 8	1, 2, 3a/b, 4, 5, 9, 10
FDTA	6, 8, 9	1
BDTA	8, 9	1
DMM	1, 2, 10	8

Series		Class Title	Interval
1	DTS (Basic)	About DTS	Suggested before initial use
2	DTS (Basic)	DTS Travel Documents (DTS 101)	Suggested before initial use
3a	Programs & Policies	City Pair Program	As defined by Army Command
3b	Programs & Policies	US Government Rental Car Program	As defined by Army Command
4	Programs & Policies	Travel Policies	Suggested every 3 years
5	AO/RO	DTS Approval Process	Suggested before initial use
6	DTA	DTA Maintenance Tool: An Overview	Suggested before initial use
7	DTA	DTA Maintenance Tool classes: Groups, Organizations, Routing Lists, People	As defined by Army Command and suggested before initial use
8	DTA	Reports	As defined by Army Command
9	FDTA	Budgets/Lines of Accounting	As defined by Army Command and suggested before initial use
10	FDTA	Debt Management Monitor	As defined by Army Command and suggested before initial use
11	NDEA	Non-DTS Entry Agent	As defined by Army Command and suggested before initial use
<i>Note 1: Training required for Certifying Officer Legislation (COL) is defined in the DODFMR. Government Travel Charge Card Training requirements are defined in the GTCC Regulations. Therefore, these classes are not listed in chart above (e.g., Training for Accountable Official/Certifying Officers (AO/CO) and Travel Card Program (Travel Card 101). Classes are also available via TraX either as on-demand web-based training classes or as scheduled distance learning classes.</i>			

1.9.1 All Departmental Accountable Officials (DAO) and Certifying Officers (AO/CO) will complete Certifying Officers Legislation (COL) training before official appointment on the DD Form 577. Thereafter, all DAO and AO/CO MUST complete refresher COL training annually.

1.9.2 Training files must be maintained for 6 years and 3 months; they can be maintained in the automated training system (DTS TraX) or by the Lead Defense Travel Administrator (LDTA) and Organizational Defense Travel Administrator (ODTA). DTAs must ensure refresher training is taken timely and documentation is maintained in accordance with established local guidelines or Local Business Rules.

1.9.3 DTS users must meet the minimum training as outlined in DoDI 5154.31, Volume 3 (DTS Regulations), Table 2 and any alternate training plan as established by the individual's organization in their Local Business Rules.

## **1.10 Contractor Personnel and Limitations in DTS:**

1.10.1 Contractors and Contract Support Personnel will not use the DTS for arranging any official travel of their own.

1.10.2 Contractors will not use the installation Centrally Billed Account (CBA) nor be issued an IBA/GTCC.

1.10.3 Contractors will NOT obligate United States (US) Funds and as such CANNOT serve as an AO/CO on any Routing List.

1.10.4 Contractors can provide travel support to DTS users in a manner consistent with their official duties as outlined in their contract (Statement of Work (SOW)) and in accordance with the constraints imposed by the government.

1.10.5 Contractor personnel are allowed to serve as a DTS Reviewing Official within the DTS claim process provided the Reviewing Official duties are stated in their contract. Different from other DAO appointments, contractors are appointed on a memorandum which outlines the specific duties, limitations, and restrictions they are appointed to perform. The memorandum must also acknowledge the risk of having the contractor perform the DTS work as a Reviewing Official since a contractor is not subject to pecuniary liability, expectations, or limitations under existing U.S. law.

1.10.6 Controls must be established to ensure contractors are identified on a DTS routing list as a Reviewing Official only; and never as an AO/CO.

1.10.7 When contractors perform the role of a Reviewing Official within the routing and review of any DTS document, the AO/CO retains SOLE pecuniary liability for all improper, incorrect, or unsubstantiated travel claims the AO/CO certified for disbursement. In this situation the contractor will not share in joint pecuniary liability.

1.10.8 Refer to the policy memorandum at Appendix A.3 Sample Contractor DTS Support Specialist Memorandum of Appointment and the Defense Travel Management Office (DTMO Information Paper, "Who May Use DTS.")

[https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS\\_BACKGROUND\\_INFORMATION\\_PAPER.PDF](https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF)

## **1.11 Foreign National Personnel and Limitations in DTS.**

1.11.1 Foreign National personnel, under the immediate supervision of a U.S. citizen within their local agency, will have the equivalent clearance of National Agency Check (NACLC) and a Credit Check.

1.11.2 Foreign National personnel may act as a Defense Travel Administrator with successful completion of Information Assurance (IA) training and their assigned administrative privileges are in accordance with the provisions of DoDI 8500.2, Information Assurance Implementation.

1.11.3 Foreign National personnel CANNOT be appointed as AO/CO for processing any DTS document. Memorandum, Office of the Under Secretary of Defense (Comptroller), 22 August 2006, subject: DoD Accountable Officials, Local Foreign Nationals Abroad and Contractor or Contractor Support Personnel, both direct and indirect hires, appointed as either a AO/CO or DAO, may not be subject to pecuniary liability under U.S. law (refer to Appendix B, Fig. 1). As such, Foreign National personnel SHOULD NOT serve as a Certifying Officer.

1.11.4 Foreign National personnel may serve as a Departmental Accountable Official (DAO) in order to perform Reviewing Official functions within the DTS claim process. Identical to other DAO appointments, Foreign National employees are appointed on a DD Form 577. The DD Form 577 must be accompanied by a separate memorandum outlining the specific duties, limitations, and restrictions they are appointed to perform. The memorandum must also acknowledge the risk of having the Foreign National employee performing the DTS work as a Reviewing Official because, when appointed as a DAO, the Foreign National employee may not be subject to any pecuniary liability, expectations, or limitations under existing U.S. law.

1.11.5 Controls must be established to ensure Foreign National employees are identified on the appropriate DTS routing list as a Reviewing Official only. When Foreign National employees are performing the role of a Reviewing Official, it is understood the AO/CO will retain full and SOLE pecuniary liability for all improper, incorrect, or unsubstantiated travel claims which the AO/CO certified for disbursement.

1.11.6 Foreign National personnel may use DTS if they have a US bank account identified in their DTS Profile and they serve as either a member of the US Army and are employed as a civilian employee of the US Army and are entitled to authorized travel allowances IAW the Joint Travel Regulations (JTR).

**1.12 Responsibilities, Profiles, and User Roles in DTS:** Accessing the DTS requires each user is assigned a unique system profile. DTS profiles are established either by the user self-registration tool or created by DTA using the DTA Maintenance Tool.

1.12.1 Traveler Responsibility: All individual travelers with a user role in DTS are responsible for keeping their individual DTS profile information current. Every time a new travel authorization or travel settlement voucher is created, the traveler is expected to review and, if necessary, update their DTS profile. Specifically, the traveler should validate their banking information for final trip disbursement, the official email address on file, and the IBA/GTCC number with expiration date.

1.12.2 Financial Institutions: Banking information contains the Treasury Routing Number assigned to the traveler's financial institution and EITHER a checking account number OR a savings account number, but not both. Any changes made to the banking information will not affect documents which were created PRIOR to the change. Travelers must access the document and make the change. To update banking information in DTS, it MUST be done in the DTS profile. Updating Military Pay or Civilian Pay systems does not update DTS.

1.12.3 Role Limitations: Individuals cannot serve as a DAO and as an AO/CO simultaneously. There will only be one DD Form 577 per individual to address all roles/accesses in DTS. Refer to the DTS Financial Field Procedures Guide and the DTS Best Practices Guide located on the DTMO website. A blank DD Form 577 example is included in Appendix B and Fig. 3.

1.12.4 Categories of User Roles in DTS: DTS roles, responsibilities, and duties are explained in the DTA Manual, Chapter 3. The following chart condenses DTS roles along with the associated tasks, Group/Org system access, and recommended permission levels (PL).

<b>Role</b>	<b>Typical Tasks</b>	<b>Group Access</b>	<b>Org. Access</b>	<b>Needed PL</b>
Traveler	Create their own travel documents.	None	None	0
Non-DTS Entry Agent (NDEA) and/or Travel Preparer	Transcribe the data from a traveler's manually prepared and signed travel document (DD Form 1351-2) this MUST contain a full SSN into the DTS system on behalf of the traveler.	Yes	None	0
Authorizing Official/Certifying Officer (AO/CO)	Review documents, sign and approve the necessity of the travel or returns them for correction.	Local decision*	None	0,2
DTAs and Routing Officials below are considered Departmental Accountable Officials.				
Routing Official (RO)	Review documents, sign and route them to the next DTS official or return them for correction.	Local decision*	None	0,2
Lead DTA (LDTA)	Manages all organization assets at the local or higher level.	Local decision*	Yes, at site level	0, 1, 2**, 3, 4, 5, 6
Organization DTA (ODTA)	Manages non-financial assets (profiles, routing lists, organizations, groups) at the local level.	Local decision*	Yes, at organization level	0, 1, 2, 3***, 5
Finance DTA (FDTA)	Manages financial assets (LOAs and DTS budgets) at the local level.	Local decision*	Yes, at organization level	0, 1, 3, 6
Budget DTA (BDTA)	Manages ONLY DTS budgets at the local level.	Local decision*	Yes, at organization level	0, 1, 3

CBA Specialist	Responsible for CBA reconciliation at the local level.	Local decision*	Yes, at organization level	0, 4
Component DTA	Manages travel for a service or agency. Can approve travel documents without being on a routing list.	Yes	Yes, at Component Level	0, 1, 2**, 3, 4, 5, 6, 7
Travel Assistance Center (TAC)	DoD-wide help desk; provides travel assistance 24/7.	Yes	Yes, at DoD level	0-8
DTS Program Management Office	Provides project management and technical oversight of DTS.	Yes	Yes, at DoD level	0-9
DTMO	Provides functional oversight of DTS and a focal point for commercial travel in DoD.	Yes	Yes, at DoD level	0-9
<p>*Optional: Only needed to see documents which have not been routed to them or to serve a help desk function.  **Optional: Only needed to assign it to Routing Officials; giving it may cause separation of duties concerns.  ***Optional: Only needed to view/edit electronic fund transfer (EFT) information in a permanent profile.</p>				

1.12.5 **Traveler Role:** A traveler's responsibilities include the creation of a proper and legal travel authorization, in compliance with all travel regulations and policies in order to estimate the full amount of funds which are needed for the completion of the travel. The traveler MUST cancel the authorization in DTS immediately upon notification the TDY trip will not take place.

1.12.5.1 Travelers are directed to submit their DTS settlement voucher within five working days after the last day of travel. Voucher is to include all valid receipts, as defined in paragraph 3.3, and other documents that financially support the accuracy of the travel claim.

1.12.5.2 Travelers must submit the final voucher timely so any future Scheduled Partial Payments (SPP), that could otherwise continue to disburse after the travel end date, will stop automatically.

1.12.5.3 Failure to submit the travel settlement voucher and valid receipts within 5 working days after the last day of travel could result in a late disbursement to the traveler's Government Travel Charge Card (GTCC) with the balance paid to the traveler's financial institution.

1.12.6 **Non-DTS Entry Agent Role:** All Non-DTS Entry Agents (NDEA) are appointed on a separate memorandum. The memorandum must identify the specific duties, functions, expectations, and limitations the NDEA is expected to perform. An example memo is provided in Appendix A. A NDEA shall not have any other role in DTS.

1.12.6.1 NDEAs are responsible for strictly transcribing the manual DD Form 1351-2 (not from DTS) provided by the traveler into and claim reimbursements in DTS only for those travelers without reasonable access to the DTS.

1.12.6.2 The traveler must provide a manually prepared AND SIGNED current version of the DD Form 1351-2, or OF1164 for a local voucher, along with all required valid



receipts and other supporting documentation to the NDEA for transcription into the DTS. A signed DD Form 1351-2/OF1164 is required from the traveler for each travel settlement voucher which will be transcribed by the NDEA. A copy of a blank DD Form 1351-2 is located in Appendix B or the DFAS page at [https://www.dfas.mil/Portals/98/dd1351-2\\_1.pdf](https://www.dfas.mil/Portals/98/dd1351-2_1.pdf)

1.12.6.3 The NDEA will not add to, or omit, or change, any expenses reflected on the traveler's submitted DD Form 1351-2/OF1164 when transcribing the traveler's information into DTS. The NDEA must return the DD Form 1351-2/OF1164 to the traveler, explaining that the traveler has potentially incorrect/omitted expenses per the regulations, or lacks substantiating documents.

1.12.6.4 When processed, the traveler's prepared DD Form 1351-2/OF1164 should be a mirror image of the travel document created in DTS by the NDEA. The NDEA **will not** use or provide the DD Form 1351-2/OF1164 which is systematically created within DTS for the traveler to sign and give the appearance the traveler created the travel claim.

1.12.6.5 For audit purposes, the NDEA must scan and attach the traveler's signed DD Form 1351-2/OF1164, provided to the NDEA, to the DTS travel record as a substantiating record. The NDEA must also attach all required valid receipts (airfare, lodging, rental vehicles, and other valid travel-related expenses valued at \$75 or greater) as substantiating documents to validate the travel claim.

1.12.6.6 The AO/CO must ensure the DD Form 1351-2/OF1164 and all receipts are attached to the DTS document created by the NDEA prior to the AO/CO's certification of the travel document. All NDEA prepared travel claims that lack the traveler's signed DD1351-2/OF1164, receipts, and other substantiating documents are considered an improper claim, and the AO/CO is automatically pecuniary liable for any improper claim they certified.

1.12.6.7 The NDEA may use the T-Entered stamp for administrative purposes when the voucher is for CBA airfare only, resolution of administrative errors (either in DTS or General Fund Enterprise Business System (GFEBS)). In these cases, DTS should not require a DD Form 1351-2/OF1164 to be uploaded. If DTS does require a form then a locally created memo in lieu of the DD Form 1351-2/OF1164, signed by the NDEA, must be uploaded. Any locally created form must describe the circumstances in which it may be used.

1.12.7 **Travel Clerk/Preparer Role:** Travel Clerks/Preparers are non-accountable Service Members, DoD Civilians, or contractor personnel. As non-accountable personnel, they must not be appointed as AO/COs or DAOs.

1.12.7.1 A Travel Clerk/Preparer may create and digitally sign DTS authorizations for travelers.

1.12.7.2 A Travel Clerk/Preparer may create DTS authorizations, vouchers, to include local vouchers, for travelers. Travel Clerks/Preparers may not digitally sign vouchers for travelers.

**1.12.8 Authorizing Official/Certifying Officer (AO/CO) Role:** Refer to DoDI 5154.31, Volume 3 (DTS Regulations), paragraph 030301. In accordance with 31 U.S.C. 3325(a)(1)(B), a DoD Component cannot disburse a payment unless it is certified to a disbursing officer by a properly appointed Certifying Officer (CO). DoD Components must appoint all DTS users who certify payments as CO's. CO's certify funds for payment in accordance with the 31 U.S.C. 3325 and DoD FMR, Volume 5, Disbursing Policy. All AO/COs are appointed on the DD Form 577 as a "Certifying Officer" – versus being appointed as a Departmental Accountable Official (DAO). An example of text to be entered on the DD Form 577 is provided in Appendix A. A blank example of the form itself is shown in Appendix B, Fig. 3.

1.12.8.1 The DD Form 577, block 7, must contain specific duties, functions, expectations, and limitations the AO/CO is capable of certifying. All AO/COs are responsible, and accountable, for verifying payments made by the Federal Government are legal, proper, and correct. The AO/CO uses the Approved stamp in DTS to certify payments.

1.12.8.2 AO/CO will have their DD Form 577 forwarded to DFAS via email at [dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil](mailto:dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil). Forms sent as attachments must be copies of original DD 577s, not "copies of copies".

1.12.8.3 When the traveler has completed and signed their voucher, the AO/CO should review and approve (or return it to the traveler for correction) the voucher in a timely manner, typically within 7 calendar days after submission by the traveler IAW DoD FMR, Volume 5, Disbursing Policy. This timeframe is important in order to preclude late payments to the traveler's IBA/GTCC.

1.12.8.4 AO/CO will not revise, adjust, or otherwise correct a signed and submitted travel voucher prior to certifying it for payment. The AO/CO must return the claim to the traveler (or NDEA if used) for correction. As an exception, the AO/CO can make a minor adjustment to a submitted voucher by inserting or correcting ONLY the Line of Accounting (LOA) information on the DTS document, or to allocate funds if multiple LOAs are used.

1.12.8.5 Travel related documents lacking all necessary supporting substantiating documents are considered improper and the AO/CO is automatically pecuniary liable for the improper disbursement, if the improper payment is not otherwise recovered from the traveler.

1.12.8.6 Minimum rank/grade for a AO/CO is SSG/E-6 for military personnel and GS9 for civilian personnel. For audit purposes, any exceptions to these grade restrictions are approved at the organization's ACOM level based on the organizational manpower structure. Organizations will retain a copy of the approved exception with the AO/CO's DD Form 577 appointment document along with the required DTS training certificates.

1.12.8.7 In accordance with 28 U.S.C. 2512 and 31 U.S.C. 3528, AO/COs are automatically presumed negligent and may be pecuniary liable for all improper payments which they certify.

**1.12.9 Departmental Accountable Official (DAO):** Refer to DoDI 5154.31, Volume 3 (DTS Regulations), paragraph 030302. When certifying payments, AO/COs often rely

on information and data provided by systems and other personnel. In accordance with 10 U.S.C. 2773a, DoD Components may designate Service members and DoD civilian employees as DAO. Title 10 U.S.C. 2773a does not, however, statutorily mandate the DoD Components appoint DAO to perform such activities. The practice of appointing a DAO to perform any particular function or class of functions is an option available to management/the command for inclusion in systems of internal controls.

1.12.9.1 All DAOs are responsible for ensuring a system of internal controls and procedures are in place to preclude or minimize opportunities for erroneous or improper payments, and to ensure all procedural safeguards affecting proposed payments are observed.

1.12.9.2 Departmental Accountable Official (DAO) appointments for personnel performing any role in DTS, except NDEA, are appointed on a DD Form 577 as a DAO. All DAO appointments must contain the specific job description, expectations, and limitations in block 7 of the DD Form 577. Examples of the text to be entered on the DD Form 577 for DAO roles are provided in Appendix A, Fig. 3.

1.12.9.3 A DAO can NOT obligate funds or certify disbursements of any kind. A DAO can share JOINT pecuniary liability when the AO/CO certifies a voucher/claim based on the assurance of the DAO on the accuracy of the information provided to the AO/CO who ultimately certified an improper, illegal, or incorrect payment. Thus, though DAOs are not subject to the “automatic presumption” of negligence, they may still be found to be pecuniary liable for improper payments made as a result of their input.

1.12.9.4 Note: A contractor, when serving as a DTS Reviewing Official, does not share joint pecuniary liability with the AO/CO. The AO/CO retains full and sole pecuniary liability for all certified DTS documents containing an improper payment.

1.12.10 **Reviewing Official (RO) Role:** All Reviewing Officials (RO) are responsible to review travel documents for accuracy of all estimates, entitlements, valid receipts, and miscellaneous substantiating documents before routing the document to the AO/CO for approval. The RO uses the Reviewed stamp.

1.12.10.1 All ROs are appointed on the DD Form 577 as DAO. The DD Form 577, block 7, must identify specific duties, functions, expectations, and limitations which the RO is capable of performing. Examples of the text for the DD Form 577 is provided in Appendix A Fig. 3.

1.12.10.2 A RO cannot obligate funds nor certify disbursements of any kind. A RO can ultimately share JOINT pecuniary liability with the AO/CO when the AO/CO certifies an improper, illegal, or incorrect payment based on the assurance of accuracy from the RO to certify a voucher/claim.

1.12.10.3 A RO will not revise, edit, adjust, or otherwise correct a travel voucher signed by the traveler (or NDEA if used) prior to routing it to the AO/CO. The submitted travel claim document must be returned to the traveler (or the NDEA) for correction and rerouting for final approval.

1.12.10.4 A RO may only adjust the submitted travel document in order to insert or correct only the Line of Accounting (LOA) used on the document or to allocate funds between multiple LOAs, if used.

1.12.10.5 Under no circumstances will a RO review their own travel documents in DTS.

1.12.11 **Lead Defense Travel Administrator Role (LDTA):** All LDTAs are responsible to ensure user capabilities in DTS are controlled by permission levels and accesses in DTS. Permission levels and accesses are designed to ensure proper internal controls by limiting access to only authorized and qualified personnel.

1.12.11.1 All LDTAs are appointed on the DD Form 577 as a Departmental Accountable Official (DAO). The appointment DD Form 577, block 7, must identify specific duties, functions, expectations, and limitations the LDTA is expected to perform. Example text for the DD Form 577 is provided in Appendix A.

1.12.11.2 A LDTA cannot obligate funds nor certify disbursements of any kind. The LDTA will NOT serve as an AO/CO on any routing list.

1.12.12 **Organizational Defense Travel Administrator (ODTA) Role:** All ODTAs are responsible to assist the LDTA with overall management of non-financial assets (i.e. profiles, routing lists, organizations, groups) at the local level. Refer to DTA Manual, Chapter 5, for information on routing list details.

1.12.12.1 All ODTAs are appointed on the DD Form 577 as a Departmental Accountable Official (DAO). The appointment DD Form 577, block 7, must identify specific duties, functions, expectations, and limitations the ODTA is capable of performing. Example text for the DD Form 577 is provided in Appendix A.

1.12.12.2 An ODTA cannot obligate funds or certify disbursements of any kind. The ODTA will NOT serve as a AO/CO on any routing list.

1.12.13 **Self-Authorizing Official Role:** A Self-Authorizing Official (SAO), also known as Self-Approving Official, is an individual who travels frequently or on short notice and has the authority to self-approve their own Travel Authorization documents.

1.12.13.1 The SAO can create and self-authorize their own DTS travel authorization. The DTS contains safeguards which will prevent a SAO from self-approving any travel document which contains a disbursement to themselves. This limitation includes any disbursements from travel authorizations containing any Scheduled Partial Payments (SPP) or travel advances, including the final travel settlement voucher.

1.12.13.2 SAOs are not accountable officials and are not appointed on a DD Form 577. SAOs will be appointed via memorandum, an example of which is in Appendix A.

1.12.14 **Debt Management Monitor Role (DMM):** The DMM is responsible for management of DTS travel debts at the command level.

1.12.14.1 Each Army command, or other organization, will manage DTS travel debts due the U.S. Government. Organizations will designate a DMM to execute the DTS debt management process.

1.12.14.2 All DMMs are appointed on the DD Form 577 as a Departmental Accountable Official (DAO). The DD Form 577, block 7, must identify specific duties, functions, expectations, and limitations which the DMM is capable of performing. Example text for the DD Form 577 is provided in Appendix A.

1.12.14.3 A DMM cannot obligate funds or certify disbursements of any kind.

**1.13 Routing Lists in DTS:** A Routing List in the Defense Travel System (DTS) establishes the sequence in which an electronic document is processed. The routing list identifies individuals with the authority to review travel documents, certify fund availability, and ultimately certify the travel document as valid.

1.13.1 Each organization must have at least one routing list to serve each of the three document types in DTS: authorization, voucher, and local voucher. Each element in a routing list must contain the following components: Document Type, Document Status, Signature Name, Level, and Process Name.

1.13.2 Typical level numbering needs to be in numerical order, but it is not required to be in consecutive order. These are set up by the organization and cannot exceed level 25.

1.13.3 Multiple people will be assigned to a routing list at each level to ensure the availability of a routing official and prompt processing of DTS related documents. If it is not possible to have multiple individuals assigned to a particular routing list, ensure delegation of authority procedures are utilized when appropriate.

1.13.4 Anyone in a routing list is an RO or a AO/CO and will not be listed in more than one level in the routing process. (Example: an individual cannot be a level 15 and a level 25.)

1.13.5 Army routing lists will contain only the Reviewed stamp and the Approved stamp for normal routing procedures. Conditional routing requires specific routing stamps that may be different.

**1.14 Group Movement:** Group Movement Authorizations are supported in DTS.

1.14.1 Group Authorizations in DTS will be created for a minimum of 10 and maximum of 20 group members.

1.14.2 Upon approval, the group authorization must be locked and then the individual authorizations are automatically generated for each member of the group and each traveler is assigned a unique Travel Authorization Number (TANUM). Required amendments may be processed on the individual authorization.

1.14.3 Upon completion of travel, individual travelers will create an individual voucher from their travel authorization. Organizations are encouraged to develop Local Business Rules outlining the guidance for creating Group Authorizations.

1.14.4 Separate Group Travel Authorizations will be generated for personnel depending on their access to an IBA/GTCC or the command's CBA.

1.14.5 Organizations must ensure IBA/GTCC cardholders and CBA users are NOT mixed on the same group travel authorization. Each group order must either be only IBA/GTCC cardholders or CBA account users.

**1.15 Helpdesk Support for DTS Customer Support:** The Defense Travel System (DTS) Helpdesk (customer support) concept of operation utilizes a four-tiered approach. Travelers or DTS users who need assistance with the DTS should start at the lowest level of support and work upward until the issue is resolved.

1.15.1 **Tier 1 Helpdesk (Local Organization Support):** Travelers are to contact their organization's LDTA, ODTA, RO, AO/CO, or the NDEA when in need of personalized assistance with DTS.

1.15.2 **Tier 2 Help Desk (Main Post Support):** Locally based organizations at the Tier 1 Helpdesk level may forward requests for assistance to the ACOM LDTA when the issue cannot be resolved at the Tier 1 level. If the Tier 2 level support is not readily available at the Site LDTA level (if one exists), then Tier 1 Helpdesk should contact their ACOM DTAs for assistance. If no ACOM assistance is available then Tier 1 Helpdesk personnel may contact the Army Tier 2.5 Helpdesk with their DTS-specific inquiries via SharePoint, email, MS Teams, or telephone.

1.15.3 **Tier 2.5 Helpdesk (Army Level Support):** The Tier 2.5 Army Level Helpdesk is available to assist only the Tier 2 and Tier 1 help desk personnel. Individual DTS users are expected to use the lowest level helpdesk possible prior to any issues being elevated to the Tier 2.5 or Tier 3 Travel Assistance Center (TAC) for resolution. All Tier 2 and Tier 1 Helpdesk inquiries should contain all the facts of the DTS issue and must refer to the traveler's Travel Authorization Number (TANUM). DO NOT provide any Personally Identifiable Information (PII) in the email sent to the Tier 2.5 Helpdesk. Additionally, official contact information (telephone and email) must be provided in the event the Tier 2.5 Helpdesk needs additional clarification to resolve the DTS issue. Email the Tier 2.5 Helpdesk at [usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil), via SharePoint at [US Army DTS 2.5 Helpdesk - Home \(sharepoint-mil.us\)](https://sharepoint-mil.us), or via telephone at 877-676-6742.

1.15.4 **Tier 3.0 Helpdesk at the Travel Assistance Center (TAC):** Support issues which cannot be resolved at the Tier 1, 2, or 2.5 will require elevation to the Tier 3.0 Helpdesk at the DTMO/TAC for resolution (the Army is charged for each HD Ticket submitted to the TAC). Helpdesk tickets to the DTMO/TAC are submitted by the Tier 1, 2, or 2.5 Helpdesk through TraX link or the Live Chat link available in the Travel Resources section on the DTS Homepage or by telephone at 1-888-435-7146. Travelers themselves should be discouraged from contacting the TAC directly.

## 1.16 In-Processing and Out-Processing of Individual DTS Profiles:

1.16.1 **In-Processing:** In-Processing functions include receiving a traveler's individual DTS profile into the proper DTS organizational hierarchy and routing list. Organizations must have an in-processing checklist for new personnel.

1.16.1a DTA of the gaining organization will take appropriate action to ensure the traveler's individual DTS profile is attached to the correct organization and assigned a default routing list.

1.16.1b If the traveler's profile has not been properly detached from the previous organization, the gaining DTA will contact the losing organization and request they detach the traveler's DTS profile. If a traveler's DTS profile was not detached properly and the gaining DTA is unable to contact the losing organization for assistance via the link for Travel Assistance: Local Level Support Lookup on the DTS Homepage, the gaining organization may request "Detach Assistance" from the Tier 2.5 Helpdesk by sending an email to: [usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil).

1.16.1c The preferred method of communication for detach requests is via email or the SharePoint site at [US Army DTS 2.5 Helpdesk - Home \(sharepoint-mil.us\)](https://sharepoint-mil.us) (do not include PII information).

1.16.1d Gaining organizations will use every attempt possible to receive an existing DTS profile for a traveler. The gaining organization will NOT create another DTS profile for the traveler if one already exists. Personnel who do not have an existing DTS profile should request assistance from their ODTA or by using the Self-registration Module. If a traveler can't Self Register, then the ODTA can create their initial DTS profile on their behalf.

1.16.1e Gaining organization will check for open documents or debts upon receiving traveler into their organization. Debts not already in collection or debt satisfied status are to be redirected back to the losing organization.

1.16.2 **Out Processing:** Detaching a traveler's DTS profile is necessary when a traveler leaves one DTS hierarchy and transfers into another. Organizations must have an out-processing checklist for departing personnel.

1.16.2a Prior to detaching personnel from their hierarchy, the losing DTA must ensure all documents, to include debt documents, have been successfully processed and approved/certified.

1.16.2b For personnel with a DTS role/position as a AO/CO or DAO, the DD Form 577 appointment record must be terminated by the LDTA (or the individual maintaining the DD Form 577) within the organization. The terminated DD Form 577 will be kept on file for 6 years and 3 months.

1.16.2c The DTA must remind all AO/COs to remove any DTS delegations of authority for certification of travel documents granted to other personnel in the organization. Only then should the AO/CO be removed from all DTS routing lists and then detached from their DTS hierarchy.

1.16.2d The LDTA or ODTA should only detach a Routing Officials after they have been removed from all routing lists for the organization and the DD Form 577 appointment has been properly terminated.

1.16.2e If a traveler's profile is not detached properly, resulting in the inability of the gaining DTA to receive the traveler into the correct hierarchy or routing list, the gaining organization will need to contact the losing organization for assistance. The gaining organization can request "Detach Assistance" from the Tier 2.5 Helpdesk after attempting to reach the losing organization without success. The detach assistance email should be addressed to: [usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil). Telephonic requests for detach assistance will be neither honored nor acknowledged. The Tier 2.5 Helpdesk will only send an email confirmation to the submitter once the profile has been properly detached.



## Chapter 2 – Travel Authorization Documents and Limitations

### 2.1 DTS Authorizations

2.1.1 The DTS authorization must record the location where work is being done as the TDY location. If any portion of the TDY trip is being completed on an installation, then that installation is the TDY location. In no case is the location where the traveler desires to reside to be entered as the TDY location. For example, when going on TDY travel to work at Ft. Cavazos, TX the TDY location in the authorization must be Ft. Cavazos, TX and not Killeen, TX.

2.1.2 The DTS authorization must include a good should-cost estimate. In some cases, a valid expense that appears in a voucher without being properly authorized is not then valid for reimbursement. See JTR paragraph 010201 B for further guidance.

2.1.3 If the JTR indicates that an expense, allowance, or other item must or may be authorized (such as a mode of transportation), it means the AO must give permission before the action takes place. Likewise, if the JTR indicates “may or must be approved,” then the AO may or must give the traveler permission after the action takes place.

### 2.2 Rental Vehicles:

2.2.1 Travelers may be authorized a rental vehicle in support of official travel. A traveler must obtain a rental vehicle through the Defense Travel System (DTS) reservation module or through the Travel Management Company (TMC), if DTS is not available.

2.2.2 A compact rental car is the standard size of vehicle for travelers on official duty. Exceptions to allow for the use of a non-compact vehicle may apply, as outlined in the JTR. The decision to rent a vehicle other than a compact vehicle may be approved by the AO/CO. The traveler must provide a justification for an upgrade acceptable for the AO/CO to determine whether the upgrade should be authorized. Refer to the Rental Car Agreement #4 located on the Defense Travel Management Office (DTMO) website.

2.2.3 A non-compact rental car must be pre-approved on the authorization, or a detailed written explanation/justification for the larger vehicle must be provided on the traveler's settlement voucher and either approved or disapproved by the AO/CO.

2.2.4 Travelers must ensure the Government Administrative Rate Supplement (GARS) fee of \$5 per day is reflected on the rental agreement at the time of rental. The GARS fee is charged to allow official travelers not to purchase insurance as well as other benefits to using the government contract. The GARS fee is reimbursable when identified on the rental contract. The GARS fee is applied to all government rental car contracts used for official travel in the continental United States, Alaska, and Hawaii. GARS charges may not be available at other OCONUS locations.

2.2.5 Travelers in Foreign-OCONUS locations may need to purchase optional/additional insurance for any rental car used for official travel if the GARS is not

available in that Foreign-OCONUS location. Travelers are expected to purchase the necessary insurance to protect the interest of both the traveler and the U.S. Government.

2.2.6 Optionally purchased additional insurance (OCONUS), Global Positioning System (GPS) expenses, and Transponder fees must be pre-authorized and approved on the traveler's travel authorization, by the AO/CO, before the beginning of the trip.

2.2.7 Nonconventional rental companies (innovative mobility and peer-to-peer rental car companies) which allow for rental of personal vehicles, such as Turo, are not authorized for official travel, to include commuting to/from Inactive Duty Training.

2.2.8 When leave is being taken in conjunction with official travel, the rental car used for the official travel portion of the trip cannot also be used for the leave portion of the trip. The traveler must take the rental car back to the rental location and get a new contract for the leave portion of the trip.

**2.3 Baggage Fees:** Checked luggage and excess baggage fees charged by the airline carriers are claimed under Expenses and may be fully reimbursable.

2.3.1 Baggage – 1<sup>st</sup> Checked Bag: Add an Expense, under Other Expenses select Baggage – 1<sup>st</sup> Checked Bag. Enter the amount and the date you incur this expense and click Save.

2.3.2 Baggage – 2<sup>nd</sup> Checked Bag: The JTR does not allow for reimbursement of a 2<sup>nd</sup> checked bag expense. Instead, the JTR allows for excess baggage(two or more bags), to include the number of pieces of baggage. Therefore a 2<sup>nd</sup> checked bag must be entered as excess baggage and the same rules apply.

2.3.3 Baggage – Excess Baggage fees: Excess Baggage Fees (see JTR for details) apply to the shipment of “Mission-Essential Equipment” (not personal property) and are not categorized the same as airline baggage fees. Excess Baggage must be ordered or directed in the DTS authorization before the expense is allowed. Excess baggage fees are fully reimbursable when authorized.

2.3.4 A Centrally Billed Account (CBA) will not be charged for any approved excess baggage fees.

**2.4 Reimbursable and Incidental Expenses:** A reimbursable expense must be clearly identified in the JTR before an AO/CO to approve the reimbursement. If any travel-related expense is not specifically listed in the JTR, it cannot be reimbursed as a travel claim.

2.4.1 The traveler is paid a daily Incidental Expense (IE) intended to cover routine travel-related expenses, such as tips, laundry expenses, and Automated Teller Machine (ATM) fees. The daily IE rate in CONUS is \$5.00. The daily IE rate OCONUS (Foreign and

Non-Foreign) is \$3.50 and is the applicable per diem locality rate when the AO/CO determines \$3.50 to be adequate for the TDY location and the availability of dining facilities. If the AO/CO determines the \$3.50 rate is inadequate, then the OCONUS (Foreign and Non-Foreign) locality rate for incidental expenses may be authorized and stated on the travel authorization.

2.4.2 The reduced Incidental Expense rate does not apply to any day the traveler is traveling.

**2.5 Toll Road charges:** Toll road charges which are automatically billed to a traveler while on official travel may be fully reimbursable. Non-monitored toll road charges may also be fully reimbursable. In many cases when the traveler can claim reimbursement for the non-monitored toll road charges, the traveler will need to amend the original voucher to be reimbursed the toll fees after the fact. The reimbursement of admin fees associated with a fine are prohibited per the JTR.

**2.6 Scheduled Partial Payments (SPP):** Travelers using the DTS for TDY periods greater than 45 days shall request Scheduled Partial Payments (SPP) through DTS.

2.6.1 The amount of the SPP is based on the estimated “should cost” expense for the complete trip. SPP payments are automatically remitted via split disbursement. Upon completion of travel, the amount disbursed through SPP is deducted from the total reimbursable allowance as a previous payment. This will result in either a net payment to the traveler or a debt to the traveler, depending upon the total of the estimated SPP payments the traveler received.

2.6.2 Travelers are responsible for adjusting their authorization when actual costs or trip durations are different from that on the authorization to preclude an overpayment. If the TDY period is shortened, the traveler must settle the voucher within five working days to preclude any future SPPs from being disbursed to the traveler’s EFT or IBA/GTCC.

**2.7 Constructed Travel:** An organization’s local policy ultimately determines the standard transportation mode for any trip. A traveler who prefers to travel by an alternate transportation mode may make a request in the authorization.

2.7.1 The AO/CO may authorize the request but must also protect the Government’s interests by ensuring that authorizing the traveler’s request will not adversely affect the mission or incur extra cost to the Government. The process of allowing the traveler the flexibility to request an alternate transportation mode while protecting the Government’s financial interest is supportable based on the use of the Constructed Travel Worksheet (CTW). A copy of the CTW is available in Appendix B, Fig. 2.

2.7.2 A transportation mode identifies the type of transportation a traveler enters into a travel document. The standard transportation mode is considered the mode of transportation typically directed by the organization for travel to a particular destination. The traveler's preferred transportation mode is the mode of transportation which the traveler wants to use.

2.7.3 For most TDY destinations, the standard transportation mode is commercial air. Every organization may have specific destinations for which commercial air is not the most cost effective or desirable transportation mode. For those destinations, local business rules may designate one or more alternate transportation modes to be the standard modes. On many trips, the standard transportation mode and the traveler's preferred transportation mode are the same. Sometimes, the transportation modes differ; for instance, when a traveler wants to drive a Privately Owned Conveyance/Privately Owned Vehicle (POC/POV) to a TDY location, but the local business rules dictate the standard transportation mode is commercial air.

2.7.4 Constructed travel is beneficial to the traveler, who has the flexibility to choose a preferred transportation mode, and the Government, whose financial interests are protected by the AO/CO.

2.7.5 The basis of a cost comparison is the constructed cost, completed on a CTW. The constructed cost is simply the standard transportation mode cost, with all applicable taxes and fees included, plus the TMC fee. The CTW should be completed and uploaded into the DTS at the time the traveler creates their authorization request.

2.7.6 The AO/CO may direct a different transportation mode (e.g., Government vehicle, commercial air, bus, or train) for mission reasons, but cannot require or dictate the traveler use a personal vehicle for official travel.

2.7.7 If the AO/CO directs one transportation mode and the traveler uses another transportation mode, the traveler's transportation-related reimbursement is limited to the directed transportation mode cost.

2.7.8 Cost Comparison between the use of a POC/POV and the "directed" mode of travel. When a traveler uses a POC/POV instead of the directed mode of transportation, a cost comparison worksheet is done to determine the final settlement. Vehicle expenses for the POC/POV mileage are compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost plus the "no-touch" TMC fee. The traveler will find the policy constructed airfare in one of three ways: the DTS reservation module, the GSA City Pair website, or via the official TMC. Whichever method is used, the traveler must upload proof of the comparison airfare as a document into their authorization for their AO/CO to view.

2.7.9 The use of private auto or motorcycle is considered more advantageous to the Government when the official distance between authorized locations, as determined by the

Defense Table of Official Distances (DTOD), is 400 miles or less one-way or 800 miles or less round-trip. In this case, no CTW is required.

2.7.10 CTW, Part 3, identifies potential transportation costs avoided by using the traveler's requested transportation mode. However, the AO/CO is allowed to take the corresponding costs for items A-G into consideration when determining the request for an alternate transportation mode. The corresponding costs are NOT used in the actual computation of the constructed cost; rather, they are used to determine whether the travel by an alternate transportation mode is advantageous to the government. If the traveler is approved to use an alternate mode of transportation, reimbursement is limited to the lesser of the costs the government would have spent, or the actual expense incurred by the traveler. The AO/CO will consider this information when deciding whether to limit the transportation reimbursement to the constructed cost. See the Pre-Travel Worksheet instructions on the DTMO home page on how to complete a constructed travel worksheet.

2.7.11 The AO/CO must also consider any extra travel days required when POC/POV is the mode of travel. Each 400 miles of POC/POV travel requires an additional day of travel; the AO/CO must consider the extra potential per diem costs associated with longer travel time required by POC/POV travel.

2.7.12 If more than one person is traveling in the same privately owned vehicle, then only one person, the person who owns the vehicle, may claim any sort of mileage reimbursement. The extra personnel should be considered on the constructed travel worksheet, but the maximum the vehicle owner will be reimbursed is the actual mileage as calculated via the JTR. If the travel is limited, then the limit is applied for constructed travel costs multiplied by the number of people in the vehicle.

2.7.13 If the AO/CO determines the POC/POV use is for the benefit of the government, then the traveler receives the full mileage reimbursement. In addition, they will be in official travel status for the extra travel days, receive per diem (lodging and M&IE) for the extra travel days, and be authorized POC/POV expenses such as parking, tolls, ferry, etc.

2.7.14 If the AO/CO determines the POC/POV use is for the convenience of the traveler, not beneficial to the government, then the traveler will receive only the constructed cost as shown on the worksheet. The constructed cost is the sum of the contract round-trip airfare plus the TMC fee (reference paragraph 2.7.8). In this case, the traveler is not in official travel status for the extra travel days and does not receive any per diem for those days. POC/POV expenses such as parking, tolls, ferry, etc. are not authorized for reimbursement.

**2.8 AO/CO Override:** The AO/CO may override a previous decision to limit the traveler's reimbursement. For example, the override option may be used if a nonstandard mode was approved as limited, but due to situations outside the traveler's control (with supportable justification), such as a national emergency, airport closure, etc., commercial air could not have

been used. In these cases, the AO/CO can use the override option to remove the limited reimbursement and allow the traveler to receive full reimbursement as outlined in the JTR.

2.8.1 When the AO/CO approves a traveler's authorization as unlimited before the traveler begins their travel, the AO/CO cannot subsequently limit reimbursement entitlements on the traveler's voucher after the trip has been completed.

**2.9 Restricted Airfare:** The AO/CO may authorize or approve restricted airfare when it is offered to the general public, as long as any unforeseen trip cancellation would not impose a significant additional cost to the organization. The AO/CO must use the Restricted Fare Checklist when considering the approval of restricted fares. (Refer to JTR, 020206-M.2 for guidance.)

2.9.1 Cancellation/change of a restricted fare may incur high penalties, up to the entire cost of the ticket. When the AO/CO approves the restricted fare, the organization takes full responsibility for excess expenses due to cancellation or change.

2.9.2 If the authorization is not approved within the time limit for ticketing of a restricted fare, then that fare will expire. In the event of an expired fare, the authorization must be cancelled, and a new authorization created.

2.9.3 The DTA should run the variety of restricted fare reports found in the Report Scheduler to keep track of restricted fare use in their organization.

**2.10 Lodging:** If the traveler is traveling to a location which participates in the Integrated Lodging Program (ILP), then they are required to book lodging consistent with the program.

2.10.1 The DTS authorization must record the location where work is being done as the TDY location. In no case is the location where the traveler desires to reside to be entered as the TDY location. For example, when going on TDY travel to work at Ft. Cavazos, TX the TDY location in the authorization must be Ft. Cavazos, TX and not Killeen, TX.

2.10.2 The DTS reservation module and/or the TMC are to be used for making lodging reservations. However, lodging may be reserved outside the TMC when arranging for a large number of rooms in advance, such as for training courses, exercises, or conferences, or when safety, health, or security concerns require using specific lodging establishments.

2.10.3 If ILP lodging is not used, then the traveler must choose the appropriate reason code on the Pre-Audit page. The traveler must then also type in an appropriate justification with the information indicated in the chosen reason code.

2.10.4 If the traveler does not provide an appropriate justification, acceptable to the AO/CO, then per diem will be limited and any expense over the ILP adjusted lodging per diem rate will be the responsibility of the traveler.

2.10.5 As outlined in the JTR table 2-15, nonconventional lodging, such as Air BNB and VRBO, are not authorized for official travel lodging unless there is no conventional lodging available. Before using nonconventional lodging, the traveler will create, and upload into DTS, an explanation for the non-availability of conventional lodging which is acceptable to the AO/CO.

**2.11 Manual Abandonment of System-Frozen Travel Authorizations:** A DTS document may become “system-frozen” in the DTS. When a document is identified as system frozen, it means the DTS system will no longer allow anyone to access the DTS travel record and it is therefore un-editable from that point forward. It is possible DTS documents may become frozen due to an internal server error, or they can get stuck in a CTO Submit status. If this occurs, initiate steps to have the document status changed to MANUALLY ABANDONED, part of this process is to close and lock the document from further processing or adjustments.

2.11.1 If the travel document is inaccessible or irretrievable, and you believe the MANUAL ABANDON stamp needs to be applied, then follow these steps:

2.11.2 DAOs and AO/COs should be the ones who may submit a Travel Assistance Center (TAC) helpdesk ticket in TraX. Include the TANUM in question and any other information to help the TAC analyst identify and evaluate the document.

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

2.11.4 The system administrator applies the MANUAL ABANDON stamp and enters the TAC ticket number for reference. If the manual abandon stamp is applied to the TANUM by the DTMO/TAC, then the organization must take the following actions.

2.11.4a The organization’s FDTA and/or BDTA must manually de-obligate any committed funds in the GFEBs which is associated with the manually abandoned document.

2.11.4b If a new Authorization is needed, and in order to reimburse travel expenses to a traveler, then the traveler will need to start from the beginning and create a new DTS Authorization. The traveler will insert a comment in the “Trip Description Box” on the replacement travel authorization which was created. The traveler will annotate information referencing the original abandoned document (i.e., REF: TANUM XXXXXX, TAC Ticket Number: XXXXXXXXXXXXXXXX which was/is being Manually Abandoned by the DTMO/TAC). This requirement enhances the auditability of both the original and replacement DTS documents.

2.11.4c A new authorization should only be created once the DTMO/TAC has given instructions the document is to be manually abandoned. We do not need to wait for the Manual Abandon stamp to be applied, only the notification/instruction that it is going to happen.

2.11.5 After the MANUAL ABANDON stamp is applied to the document, the TANUM will no longer be displayed on the following reports:

- Unsubmitted Voucher
- Unsubmitted Voucher (Partner System)
- Routing Status
- Routing Status (Partner System)



## Chapter 3 – Voucher Submissions and Traveler Expectations

**3.1 Substantiating Records:** Valid receipts are mandatory for all airline expenses, lodging expenses (regardless of the amount), rental vehicles, and any reimbursable travel related expense of \$75 or more. Locally developed business rules may further restrict receipt requirements, but not ease the requirement.

**3.2 Mission Related Expenses:** Expenses which are not related to the actual travel of the traveler (i.e., purchase of mission equipment, postage for mailing something back to the organization) are referred to as Mission Related Expenses and are not reimbursable on the DTS travel settlement voucher. That is not to say the expense is not reimbursable at all. The traveler must request reimbursement for these expenses through other procedures, systems, or mechanisms. Refer to DoDFMR 7000.14-R, Volume 10, Chapter 12, for reimbursement of mission related expenses.

**3.3 Valid Receipt Requirements:** Refer to paragraph 3.1. Travelers must electronically attach/upload all required valid receipts and other substantiating records to their DTS trip voucher in order to substantiate the legality of the travel claim. Travelers (or NDEA if used) must manually upload the required valid receipts and other supporting documents for auditability purposes. The settlement voucher is considered invalid and an improper payment if the required receipts are not attached, and the AO/CO retains automatic pecuniary liability and presumption of negligence for the paid voucher.

3.3.1 ROs and AO/COs are responsible to ensure all required valid receipts, along with appropriate miscellaneous substantiating documents, are included with the submitted voucher. Travel claims lacking substantiating valid receipts are considered an improper payment and the AO/CO retains automatic pecuniary liability and presumption of negligence for the improper payment. In most cases, the RO may share pecuniary liability for the certified improper payments made by the AO/CO.

3.3.2 Miscellaneous substantiating documents include all manually prepared documents, CTW (if required), and any manually created traveler-signed DD Form 1351-2 submitted by the traveler to the NDEA when the NDEA is directed to create and sign DTS document on the traveler's behalf (cannot be printed from DTS and then signed by the traveler).

3.3.3 The definition of a valid receipt, IAW the DoDFMR Volume 9, Definitions, is a legibly written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for goods or services, provided to the customer. To be considered valid, a receipt must contain the name of the entity providing the good(s)/service(s),

the date(s) the good(s)/service(s) was/were provided/purchased, the price of the good(s)/service(s), any tax levied, the monetary amount due, and must indicate the total monetary amount was paid.

3.3.4 The valid receipt must show the amount in US Dollars (USD) and, if the receipt is in a foreign currency, then the conversion rate must also be written on the receipt. The most accurate place to get the conversion rate is from the IBA/GTCC statement and if that is where the rate is obtained then that must also be written on the receipt.

3.3.5 If the expense is one that requires the traveler to show an ID (lodging, airfare, rental car, etc.) then the traveler's name must be shown on the receipt.

**3.4 Split Disbursements:** The RO and AO/CO must ensure the traveler complies with the split disbursement requirement prior to approving the travel document. Split disbursement payments are mandatory for reimbursing the traveler's IBA/GTCC for their transportation expenses, lodging expenses, and rental vehicle expenses charged to the IBA/GTCC.

3.4.1 The traveler has the ability to redirect all (or a portion) of the traveler's reimbursement amount to increase the amount of the split-disbursement to the IBA/GTCC. This capability is typically used to pay for other authorized expenses (i.e., meals or other authorized travel expenses) charged against the traveler's IBA/GTCC.

**3.5 Unused and Partially Used Transportation Tickets:** The traveler must notify the TMC of any unused or partially unused transportation tickets as soon as possible. Unused paper tickets must be returned to the TMC. Tickets obtained from a local TMC must be returned to that office.

3.5.1 Tickets purchased with an IBA/GTCC, are the responsibility of the traveler to notify the issuing TMC of any unused tickets. If notification is made via telephone, the traveler must ensure the travel costs are adjusted correctly on the DTS document when filing the travel voucher. Typically, the TMC will provide another itinerary with the correct adjustments. In addition to the original itinerary, the updated itinerary provided by the TMC must be attached to the DTS document as a substantiating document.

3.5.2 Tickets purchased with an installation managed CBA for the traveler mandate that the traveler return all unused paper tickets to the issuing transportation office. The transportation office will notify the TMC of the unused ticket cost. The transportation office may provide the traveler a DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, including Unused Meal Tickets, as a receipt for the unused ticket. If provided, the DD Form 730 should be added to the DTS voucher as a miscellaneous substantiating document.

3.5.3 Activities using the CBA Reconciliation Module should not cancel travel authorizations when CBA purchased tickets have already been stamped CTO-BOOKED and subsequently ticketed. Travelers must include all tickets, changed tickets, and fees which have been billed to the CBA in their vouchers to the transportation office to aid in the reconciliation of the CBA charges.

**3.6 Limitation on Use of the CBA:** AO/CO are reminded that, at the discretion of the Transportation Officer, the command's CBA should only be used by travelers who are specifically exempted from using an IBA/GTCC.

3.6.1 If the traveler does not have an IBA/GTCC, then the AO/CO must ensure the reimbursement for the CBA transportation ticket is not claimed by, or reimbursed to, the traveler. This precludes an erroneous reimbursement of the transportation cost and prevents the creation of a travel-related debt for the traveler.

**3.7 Manual Abandonment of Stuck Vouchers:** A voucher may become "stuck" in DTS – that is, DTS no longer allows anyone to access it, nor can it be edited. Vouchers may become stuck due to internal server errors or other reasons. In the event of a completely stuck voucher, the same steps are used as in paragraph 2.11, Manual Abandonment of System-Frozen Travel Authorizations.

## Chapter 4 – Travel Incurred Debts

**4.1 DTS Travel Compliance Tool:** The 2012 National Defense Authorization Act (NDAA) directed the Department of Defense (DoD) to create and maintain a compliance program to minimize potentially inaccurate and duplicate claims while precluding the creation of unnecessary debts. The Defense Travel Management Office (DTMO) has been working with the Services to ensure the compliance program requirements are incorporated into the DTS.

**4.2 Purpose of the DTS Compliance Tool:** The DTS Compliance Tool is an automated application which reviews all approved DTS travel vouchers as a Post Payment Review of certified travel claims. The review is intended to identify duplicate or potentially incorrect payments processed in DTS. The DTS Compliance Tool application reviews all approved DTS claims to ensure they are paid in accordance with the DoD travel regulations and travel policy memorandums. This tool assists all Army organizations, and particularly the Certifying Officers, with identifying improper travel claims which need an adjustment.

**4.3 DTS Compliance Tool Notification Messages:** The DTS Compliance Tool Module generates a report two times per week. The Compliance Tool application reviews all DTS travel claims processed since the last time it was executed, to include reviewing all potential debts from previous processing cycles which are still unresolved.

4.3.1 The Compliance Tool sends a detailed email notification message to the individual traveler, the NDEA (if a NDEA submitted (T-Entered) the voucher on behalf of the traveler), and the AO/CO of the DTS document having a potential error. The email notification is very clear in its findings and provides step-by-step procedures in order to correct the error. The traveler is expected to complete the step-by-step process timely, digitally sign the revised claim, which will then route to the AO/CO for review and approval. If, 30 days after the initial notification, the traveler is unwilling or unable to execute the necessary corrective actions after the suspense date, the AO/CO must direct the NDEA to submit and conduct the step-by-step email notification procedures on the traveler's behalf as a substantiating document in place of the DD Form 1351-2.

4.3.2 If the traveler and the AO/CO do not know how to correct the error on the compliance tool notification, then they will contact their Tier 1 Helpdesk personnel (see paragraph 1.15.1). The error cannot be ignored, it must be corrected.

4.3.3 The AO/CO remains pecuniary liable for the original certified payment until the correction is made and the traveler settles any debt arising from the correction process. Failure to validate or correct the error findings will generate another follow-up reminder message from the Compliance Tool in 15-day intervals. The follow-up message will continue until the correction is made, as directed in the email.

4.3.4 All senior commanders/directors of AO/COs have the ability to hold AO/COs pecuniary liable for the improper payments they certified in the DTS, if the traveler or the AO/CO fails to execute the step-by-step process outlined in the Compliance Tool email message.

4.3.5 Personnel requiring access to the Compliance Tool must schedule and complete P300, Travel Policy Compliance Tool Administration training on TraX and be appointed via a memo.

4.3.6 Under no circumstances will the Compliance Tool Administrator (CTA) below the Army Tier 2.5 Helpdesk level apply any manual stamps in the Compliance Tool. If the CTA believes a record has been flagged in error or otherwise requires the status of the record to be changed manually then they will contact the Army Tier 2.5 Helpdesk (T2.5HD) via email, Teams, SharePoint or telephone. The T2.5HD will then contact the DTMO, who will either apply the manual stamp or direct the T2.5HD to do so. CTAs who fail to use the proper procedure for the application of manual stamps will have their Compliance Tool access revoked and the CTA's ACOM, ASCC, or DRU's LDTA notified of the revocation.

4.3.7 Compliance Tool administrators may have their revoked access reinstated if it is revoked. They will need to schedule and take the P300, Travel Policy Compliance Tool Administration, class via TraX and then provide a reinstatement memo signed by their supervisor/director at their ACOM level. CTAs whose access is revoked a second time will not have it reinstated.

4.3.8 For additional information, refer to:

[https://media.defense.gov/2022/May/13/2002996890/-1/1/0/TRAVEL\\_POLICY\\_COMPLIANCE\\_TOOL\\_USER\\_GUIDE.PDF](https://media.defense.gov/2022/May/13/2002996890/-1/1/0/TRAVEL_POLICY_COMPLIANCE_TOOL_USER_GUIDE.PDF)

**4.4 Debt Collection Efforts:** Organizations must diligently pursue debt collections to ensure travel funds are available for use throughout the Fiscal Year (FY). Delaying debt collections to a subsequent FY reduces fund availability during the current FY.

4.4.1 Debts are expected to be settled timely. Based on individual situations and circumstances of travel, the frequency of travel, and the previous DTS usage, all travel debts should be collected in full within 12 months and before the traveler leaves the military or federal service.

4.4.2 If there is a financial hardship, the debt can be prorated and settled within 6 months of the collection beginning date at a rate of 15% of a person's disposable income per month, unless the debtor agrees to an accelerated collection rate.

4.4.3 Exception memorandums for a proration period require the coordination and final approval by the ACOM G-8, forward to the local finance office and processed in military pay office to prorate the collection. The request for the exception to the repayment timeframe should address all the circumstances on the cause of the debt, the traveler's prior

travel debt history, including any DTS role performed by the traveler. For specific guidance see DoDFMR 7000.14, Chapter 16, Department of Defense Debt Management.

4.4.4 For additional information, refer to:

[https://media.defense.gov/2022/May/12/2002995651/-1/-1/0/GUIDE\\_TO\\_MANAGING\\_TRAVEL\\_INCURRED\\_DEBT.PDF](https://media.defense.gov/2022/May/12/2002995651/-1/-1/0/GUIDE_TO_MANAGING_TRAVEL_INCURRED_DEBT.PDF)

## Chapter 5 – Permission Level Review

**5.1 Directive:** The United States Army Audit Agency (USAAA), DoD Inspector General (DoDIG), and the Deputy Assistant Secretary of the Army – Financial Operations and Information (DASA-FOI) memoranda and guidance specifies that Army Commands, Army Service Component Commands (ASCC), and Direct Reporting Unit's (DRU) G-8 must conduct an internal Permission Level Review (PLR) annually of their DTS hierarchy and report Super Users to DTS Army Mission Operations and Support Division, United States Army Financial Management Command (USAFMCOM).

**5.2 DTS Super Users:** Army DTS Super Users are individuals who have Permission Level (PL) combinations which conflict with normal Separation of Duties (SOD) when processing DTS travel documents. The annual review was designed to mitigate the potential for fraud, waste, or abuse of Government resources and loss of funds.

### 5.3 Sequence of Execution:

5.3.1 Beginning on 1 March annually:

5.3.1a ACOM G8/LDTA start an internal PLR of their DTS hierarchy.

5.3.1b The DTS Army Mission Operations and Support Division under USAFMCOM notifies each ACOM G8/LDTA to begin their internal PLR.

5.3.1c The DTS Army Mission Operations and Support Division will download the Separation of Duty (SOD) report for each ACOM, perform an analysis of data, and notify each ACOM G8/LDTA of their findings.

5.3.1d DTS Army Mission Operations and Support Division will provide DTS support to ACOM G8/LDTAs during the 3-month PLR event.

5.3.1e ACOM G8/LDTA notifies their DTS subordinate organizations to download the DTS Basic Traveler Information List report, identify DTS Super Users, and submit a memorandum waiver request with an Excel spreadsheet attachment to the ACOM G8/LDTA.

5.3.1f DTS Army Mission Operations and Support Division will accept the ACOM Super User Waiver Request any time from 1 March to 30 April. The request must be complete by 30 April.

5.3.2 By 30 April annually:

5.3.2a ACOM G8/LDTA will consolidate reports received from their subordinate organizations and perform an analysis of the data.

5.3.2b ACOM G8/LDTA will prepare a consolidated Super User Waiver Request in memorandum format identifying the ACOM DTS administration and internal control measures.

5.3.2c The ACOM Super User Waiver Request must be endorsed by the ACOM G8 or “higher” headquarters.

5.3.2d Include a consolidated Excel spreadsheet as an attachment with the Super User Waiver Request identifying ACOM Super Users.

5.3.2e The Excel spreadsheet column headers should be Organization/Last Name/First Name/MI/SSN Last-4/Permission Levels/DTS Role(s).

5.3.2f ACOM G8/LDTA will submit their Super User Waiver Request and Excel spreadsheet by email to DTS Army Mission Operations and Support Division at [usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil), ATTN: Division Chief of DTS Army Mission Operations and Support Division, USAFMCOM. Submit the request by 30 April annually.

5.3.2g The Super User Waiver Request is NOT an Exception to Policy (ETP), it is simply a waiver for individuals identified as Super users. Super User Conflicting PL combinations are:

Permission Level Review – Conflicting PL Combinations							
2, 3, and 5							
5 and either 2 or 3							
6 and either 3 or 5							
2, 3, 5, and 6							
Permission Level	Super User						
	0	1	2	3	4	5	6
0							
1							
2						Conflict	
3						Conflict	Conflict
4							
5			Conflict	Conflict			Conflict



6			Conflict	Conflict		Conflict	
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5.3.3 By 31 May annually:

5.3.3a DTS Army Mission Operations and Support Division conducts an analysis of data received from ACOM G8/LDTA.

5.3.3b DTS Army Mission Operations and Support Division will submit PLR findings to the ACOM G8/LDTA.

5.3.3c DTS Army Mission Operations and Support Division prepares an Army DTS PLR Trend Analysis, consolidated by ACOM, in memorandum format, through USAFMCOM Commander to the DASA-FOI.

#### **5.4 Recommended Reports for PLR Analysis:** DTA Maintenance Tool (People) – View Person Lists:

5.4.1 Basic Traveler Info List: contains key information about each traveler, such as their name, organization, partial SSN, permission levels and accesses, profile type, default routing list and LOA, and email address.

5.4.1a Identify Super User for the organization.

5.4.1b Misuse of Organization and Group Access.

5.4.2 Procedure to identify an Army DTS Super User:

5.4.2a Go to the DTA Maintenance Tool and select People.

5.4.2b Go to View Person Lists.

5.4.2c Download the Basic Traveler Info List report.

5.4.2d Filter line 4.

5.4.2e Go to the column G dropdown menu, “Permission levels”.

5.4.2f Check boxes which contain conflicting PL combinations.

5.4.2g List of your Super Users will appear.

5.4.3 Army commands will conduct periodic review throughout the year to ensure adherence to PLR policy instead of waiting a year for the official PLR.

## Chapter 6 – Separation of Duty (SOD) & Exception to Policy (ETP)

### 6.1 Separation of Duty:

6.1.1 ACOMs must establish internal control procedures to monitor Separation of Duty violations, and to ensure integrity of DTS roles.

6.1.1a Accountable Officials roles appointed on a DD Form 577 (i.e., DTA (Lead, Organization, Finance, and Budget), RO, AO/CO, and DMM).

6.1.1b Non-Accountable Official's roles appointed in writing on the organization's letterhead (i.e., NDEA, CTA, and Travel Preparer).

6.1.1c Use the DTA Manual, Chapter 3, DTS Sit Setup for specific information. .

6.1.2 SOD Violations – DTS Army Mission Operations and Support Division has the ETP decision authority:

6.1.2a AO/CO on a Routing list as an Approving Official must not have Permission Level (PL) 5 in their DTS personal profile.

6.1.2b RO serving on a DTS routing list must not have T-Entered Stamp capability.

6.1.2c AO/CO cannot have PL 1, 3, 4, 5, 6, or 7 in their DTS personal profile.

6.1.2d AO/CO must not serve simultaneously as a DAO and vice-versa on any Army DTS routing list.

6.1.2e AO/CO and DAO cannot be appointed simultaneously on the same DD Form 577 or on two separate DD Form 577s.

6.1.2f User cannot have Organizational/Group Access above the ACOM level.

6.1.2g Users below the DTS Army Mission Operations and Support Division level cannot have PL7 and signature override authority.

6.1.2h Contractor and Contract Support personnel shall NOT serve as an AO/CO on any DTS routing list – Ever!

6.1.2i An individual must not sign/stamp a DTS travel document at any two steps in the document's routing process.

6.1.2j DAO cannot have T-Entered Stamp capability.

6.1.2k A Self-Authorizing Official (SAO) shall NOT approve their own travel voucher or authorization if it contains a disbursement, e.g., Scheduled Partial Payment (SPP) and/or non-ATM advance.

### 6.1.3 Organization and Group Access:

6.1.3a ACOM G8/LDTA must establish procedures to monitor/manage Organization and Group Access to maintain its integrity within the organization's DTS hierarchy. Personal Identifiable Information (PII) must be safeguarded by ensuring DTS access is properly provided and is consistent with the DTS role.

6.1.3b Organization Access gives the Army DTS User view/edit capability to modify organizational DTS assets, such as organizations, routing lists, groups/Global Group Membership Rules, people, Lines of Accounting (LOA), budgets, and reports. Abilities depend upon combinations of accesses and permissions.

6.1.3c Organization Access should only be assigned to Users with PL(s) 1, 3, 4, 5, 6, or 7.

6.1.3d Individuals with PL 0 and 2 should not have Organization Access, although this is a local policy decision.

6.1.3e Group Access provides Army DTS Users anytime access to traveler's DTS travel documents using the Traveler Lookup Tool; it's the DTA's responsibility to protect PII. This is a local decision.

6.1.3f DTS Role with Group Access required: Travel Preparer (clerk) and Non-DTS Entry Agent (NDEA).

6.1.3g DTS Role with Group Access at local decision: AO/CO, RO, ODTA, LDTA, FDTA, and BDTA.

## 6.2 Exception to Policy:

6.2.1 May only be granted in-writing on a case-by-case basis.

6.2.2 Must be submitted in memorandum format with a strong justification of mission failure if not granted. This memorandum must include an internal control plan to monitor the Exception to Policy (ETP).

6.2.3 The command's G8 or the next "higher" headquarters signs the memorandum.

6.2.4 Send the memorandum through your ACOM G8. Once approved they will submit it to the DTS Army Mission Operations and Support Division by email at [usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.dts-army-2-5-helpdesk@army.mil) for a decision.

6.2.5 All approved ETP requests will expire annually on 30 September (permissions will be removed by 15 Oct). By 1 Sep, The ACOM must resubmit the ETP again for a decision, no exceptions.

## Chapter 7 – Reserve Component

**7.1 Inactive Duty Training Travel Reimbursement Policy:** Information on the Inactive Duty Training Travel Reimbursement Policy (IDT-TRP) can be found in the USAR IDT-TRP policy. IDT-TRP is not an entitlement and eligibility is restricted as outlined in the USAR IDT-TRP policy brief.

7.2 IDT-TRP reimbursement will be made using the Local Voucher in DTS.

7.3 IDT-TRP is only authorized for transportation, meals, and lodging expenses incurred commuting to/from the Home of Record (HOR) to/from the Unit of Assignment (UOA) to conduct Battle Assembly (BA). Soldiers are not in a Temporary Duty (TDY) status during their BA and are not eligible for “travel entitlements.” Expenses incurred during the BA period at the UOA are not reimbursable.

7.4 Other than airfare in accordance with DoDI 4515.16, The Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance at Inactive Duty Training (IDT) Assemblies, no expenses are to be charged to the Government Travel Charge Card (GTCC). All expenses will be charged to a personal credit card or other method of personal payment.

7.5 Soldiers have a 12-voucher limit when requesting reimbursement of travel and transportation expenses for BA or Rescheduled Training (RST) at the UOA. The IDT-TRP reimbursement will not exceed \$500 for each voucher. Soldiers must provide valid, itemized, receipts in order to claim reimbursement. Refer to paragraph 3.3.3 for the definition of a valid receipt.

7.6 Reimbursement is for actual transportation costs when commercial travel is used, up to \$500. If a POV/POC is used, then mileage is paid out at the “other rate.” Visit <https://www.travel.dod.mil> to obtain the current mileage rate.

7.7 Additional Information, Additional Sample Documents can be found on our SharePoint site.

**ACRONYMS**

ABR	Army Business Rules
ACOM	Army Command
AO/CO	Authorizing Official/Certifying Officer
ASCC	Army Service Component Command
CBA	Centrally Billed Account
COL	Certifying Officers Legislation (training)
CONUS	Continental United States
CTW	Constructed Travel Worksheet
DAO	Departmental Accountable Official
DMM	Debt Management Monitor
DoD	Department of Defense
DoDIG	DoD Inspector General
DRU	Direct Reporting Unit
DTA	Defense Travel Administrator
DTS	Defense Travel System
ETP	Exception to Policy
GSA	General Services Administration
HQDA	Headquarters Department of the Army
IBA/GTCC	Individually Billed Account/Government Travel Charge Card
IDT-TRP	Inactive Duty Training-Travel Reimbursement Policy
IE	Incidental Expenses (a portion of the M&IE reimbursement)
ILP	Integrated Lodging Program
JTR	Joint Travel Regulations
LDTA	Lead Defense Travel Administrator
NACLC	National Agency Check
NDAA	National Defense Authorization Act
NDEA	Non-DTS Entry Agent
OCONUS	Outside Continental United States
ODTA	Organization Defense Travel Administrator
OSD	Office of the Secretary of Defense
PLR	Permission Level Review
POC	Privately Owned Conveyance/Vehicle
RO	Reviewing Official
ROA	Read-Only Access
SAO	Self-Authorizing Official
SPP	Scheduled Partial Payment
TAC	Travel Assistance Center
TANUM	Travel Authorization Number
TCS	Temporary Change of Station
TDY	Temporary Duty
TMC	Travel Management Company (formerly referred to as “CTO”)
US	United States
USAAA	United States Army Audit Agency

## Appendix A: Appointments

### A.1 Language for DD Form 577

Specific language is provided for use with DD Form 577 for appointment of Army Certifying Officers and Departmental Accountable Officials. The appropriate form is dated November, 2014. When personnel serve in more than one role, the language should be inclusive of the roles for the appointee. **The separation of duties requirement must be adhered to. Requests for exception to the separation of duties requirement may be granted on a case-by-case basis, in writing, with express written approval by the DTS Army Mission Operations and Support Division in USAFMCOM. The request for exception must include recommendations to compensate for the loss of internal controls.** Samples of these documents are also located on the T2.5HD Sharepoint page.

#### A.1.2 Authorizing Official/Certifying Officer (AO/CO)

A.1.2.1 In block 6, mark “X” at CERTIFYING OFFICER.

A.1.2.2 In block 7, input: Electronically/digitally approve DTS travel authorizations, local vouchers, and vouchers. As a certifying officer, you are responsible for approving travel documents prepared in DTS for correct and proper payment in accordance with appropriate travel policy.

For a Transportation Officer who certifies invoices for payment, input: Electronically/digitally approve centrally billed account invoices for payment within the CBA reconciliation module in DTS. As a certifying officer, you are responsible for certifying centrally billed account invoices for correct and proper payment accurately and timely. Immediately take proper action when unauthorized charges occur.

As a AO/CO you are automatically considered negligent and pecuniarily liable if there is a fiscal irregularity. **You may not concurrently serve as a deputy disbursing officer to any DSSN, cashier, paying agent, collection agent, change fund custodian, imprest fund cashier, or in any other accountable position involving the management of DTS. You may not approve your own local voucher or voucher.**

A.1.2.3 In block 8 input: DoDI 5154.31, Volume 3, paragraph 030401 and Desktop Guide for Authorizing Officials and Certifying Officers.

A.1.2.4 Per DoDFMR Volume 5, paragraph 4.2.1.1, send the form to the DFAS Indianapolis (DFAS-IN) DO via secure email at [dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil](mailto:dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil). Forms sent as attachments to secure emails must be copies of the original DD Form 577, not copies of copies. Forms can be created and signed electronically; hard copies are not necessary per DoDFMR, Volume 5, paragraph 4.1.5.

### A.1.3 Debt Management Monitor (DMM)

A.1.3.1 In block 6, mark “X” at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

A.1.3.2 In block 7, input: Debt Management Monitor or Finance Defense Travel Administrator/Debt Management Monitor. Responsible for providing assistance, tracking, recovery of funds concerning Due U.S. overpayment and collection actions (refer to the Guide to Managing Traveler-Incurred Debt at the DTMO web site). **You do not have the authority to approve DTS travel documents.**

A.1.3.3 In block 8, input: DoDI 5154.31 Volume 3, paragraph 030403 and Guide to Managing Travel-Incurred Debt.

**Note: FDTA personnel who also serve as a DMM should add the verbiage above after the FDTA responsibilities in block 7.**

### A.1.4 Army Lead Defense Travel Administrator (Army LDTA)

A.1.4.1 In block 6, mark “X” at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

A.1.4.2 In block 7, input the following: Army Lead Defense Travel Administrator. Responsible for providing DTS administrative support to the organization’s defense travel administration (DTA) personnel. This role includes training organization DTA personnel, assisting the organization’s DTA personnel with creating and maintaining organizations, routing lists, groups, and personal profile data. The LDTAs may assist the organization’s DTA personnel in resolving issues, answering questions, and providing functional support to DTS users. Assist organizational DTAs with training. **You do not have authority to approve DTS documents.**

A.1.4.3 In block 8, input DoDI 5154.31, Volume 3, paragraph 030407, DTA Manual, DoD Defense Travel System (DTS) Best Practices Guide and DTS Financial Field Procedures Guide.

### A.1.5 Finance Defense Travel Administrator (FDTA)

A.1.5.1 In block 6, mark “X” at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

A.1.5.2 In block 7, input: Finance Defense Travel Administrator. Responsible for administration of DTS Lines of Accounting (LOAs) at the organizational level, allocate funds to the budget module after certification on availability of funds, and label the LOAs with the fiscal year in the first two positions, adhering to funds control and accounting practices to prevent violations of the Anti-deficiency Act. Reconcile the accounting system with DTS travel. Responsible for maintaining a file of appointment records and for preparing and forwarding an appropriate letter indicating the location of the appointment records to the DFAS disbursing

office(s) in accordance with the DoD FMR, Volume 5. **You do not have the authority to approve DTS travel documents.**

A.1.5.3 In block 8 input: DoDI 5151.31, Volume 3, paragraph 030407 and DTS Financial Field Procedures Guide.

### **A.1.6 Organizational Defense Travel Administrator (ODTA)**

A.1.6.1 In block 6, mark “X” at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

A.1.6.2 In block 7, input the following: Organizational Defense Travel Administrator. Administer DTS, which may include creating and maintaining organizations, routing lists, groups, and personal profile data at an appropriate level. May review travel documents prior to approval. Provide training to DTS users/travelers. Provide DTS functional support to users. **You do not have authority to approve DTS travel documents.**

A.1.6.3 In block 8, input: DoDI 5154.31, Volume 3, paragraph 030407, DTA Manual, and DoD Defense Travel System (DTS) Best Practices Guide.

### **A.1.7 Lead Defense Travel Administrator (LDTA)**

A.1.7.1 In block 6, mark “X” at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

A.1.7.2 In block 7, input the following: Organizational Lead Defense Travel Administrator. Responsible for coordinating administration of DTS at the organization level, which includes creating and maintaining organizations, routing lists, groups, and personal profile data. Coordinate functional support for DTS users. Coordinate and provide DTS training at the organization level. May review travel documents prior to approval. **You do not have authority to approve DTS travel documents.**

A.1.7.3 In block 8, input: DoDI 5154.31, Volume 3, paragraph 030407, DTA Manual, and DoD Defense Travel System (DTS) Best Practices Guide.

### **A.1.8 Routing Official (RO)**

A.1.8.1 In block 6, mark “X” at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

A.1.8.2 In block 7, input the following: Your role as a Routing Official is to assist the AO/CO to determine the document is proper and travel policies have been adhered to. Responsible for examining and/or applying data to DTS travel documents prior to approval. May verify eligibility to travel, verify entitlements, and/or apply lines of accounting. As an accountable official you may be held pecuniarily liable for an illegal, improper, or incorrect



payment resulting from negligent information provided to a CO. **You do not have authority to approve DTS travel documents.**

A.1.8.3 In block 8, input: DoDI 5154.31, Volume 3, paragraph 030404 and Desktop Guide for Authorizing Officials and Certifying Officers.

**Note: Appointments are binding until terminated. Terminate appointments as appropriate using Section IV of the DD Form 577 and advise any agency that was notified of the original appointment.**

## A.2 Sample Non-Accountable Official Memorandum of Appointment

A.2.1 Refer to AR 25-50, Preparing and Managing Correspondence (Use Appropriate Letterhead) (Insert Date).

A.2.2 Non-Accountable Official memo will be used for DTS users with roles such as Non-DTS Entry Agent, Travel Preparer/Clerk, and Self-Authorizing Official.

MEMORANDUM FOR *(Insert Non-Accountable Official's Name, Office)*

SUBJECT: NON-ACCOUNTABLE OFFICIAL MEMORANDUM OF APPOINTMENT

1. You are hereby appointed to a position as a non-accountable official in (insert organization name) as a Non-DTS Entry Agent (NDEA) to assist individuals for input of trip requests and claims for reimbursement in DTS who do not have reasonable access to the Defense Travel System (DTS).
2. As a NDEA you are not responsible for the validity of the manually completed and signed DD Form 1351-2, Travel Voucher, or Sub voucher. You are responsible for inputting the data exactly as it is entered on the manual voucher(s). The traveler's signed, manually prepared, DD Form 1351-2 must be scanned/uploaded to the substantiating documents within the DTS voucher you are submitting for the traveler as your back up documentation. A signed copy of this memorandum of appointment must be maintained with your appointment documents.

*(Appointing official*

*Signature block and date)*

### ACKNOWLEDGEMENT

By signature hereon, I acknowledge my appointment as a DTS Non-DTS Entry Agent (NDEA) non-accountable official. I have completed the Certifying Officers and Accountable Officials training. I have read and understand the duties and responsibilities of a non-accountable official as stipulated in DoDI 5154.31, Volume 3, paragraph 030406. I further understand this appointment will remain in effect until revoked.

**Appointee Signature and Date** \_\_\_\_\_

*(Typed Appointee name)*

### A.3 Sample Contractor DTS Support Specialist Memorandum of Appointment

*(USE APPROPRIATE LETTERHEAD)*

(Insert Date)

MEMORANDUM FOR *(Insert Support Contractor Employee's Name)*

SUBJECT: CONTRACTOR DTS SUPPORT SPECIALIST APPOINTMENT

1. You are hereby appointed to a position as a Defense Travel System (DTS) Support Specialist. Your responsibilities include use of the DTS in a support role. ***You shall not, under any circumstances, approve DTS travel documents.***

2. As a support contractor, you are not authorized to:

- a. Perform any function or serve in any role that is governmental in nature.
- b. Serve as an approving official or accountable official for DTS to electronically review, approve, or certify documents such as authorizations, local vouchers, or vouchers.
- c. Commit, obligate, or disburse funds on behalf of the government under any circumstances in the DTS. This includes using any stamp with an associated action which will result in the commitment, obligation, or disbursement of government funds.
- d. Determine budgets and travel targets.
- e. Use the DTS in the role of a traveler.
- f. Make final decisions on government travel.

3. As a support contractor, to the extent prescribed in your contract, you may:

- a. Assist DTS users with travel questions and concerns.
- b. Serve as a Non-DTS Entry Agent.
  - 1) Create and edit DTS travel documents for authorized government travelers.
  - 2) Receive signed manual vouchers (DD Form 1351-2) or local vouchers and supporting documentation from the traveler. Prepare and sign DTS vouchers and local vouchers, using the T-ENTERED stamp, for submission on behalf of travelers without reasonable access to DTS. When signing DTS vouchers for travelers, you certify the information contained in the travelers signed, manual voucher, has been entered as claimed.
- c. Input and maintain lines of accounting in the DTS, based on guidance provided by a government official.
- d. Maintain approved budgets and travel targets for associated lines of accounting within the DTS, based on documentation or guidance provided by a government official.

- e. Maintain DTS organization and profile data.
  - f. Serve as a Reviewing Official (RO) for DTS travel documents.
4. You must comply with the security requirements for the DTS and the requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject you to disciplinary action and/or criminal penalties.
  5. You must acknowledge that you have read and understand your responsibilities and authorized duties by signing a letter of acceptance of this appointment. This appointment remains in effect until revoked.

*(Appointing official signature block,*

*Title, organization, date, and signature)*

#### **TERMINATION OF APPOINTMENT**

The appointment of the individual named above is hereby revoked as of *(date)*. Appointee Initials: \_\_\_\_\_.

*(Appointing official signature block,*

*Title, organization, date, and signature)*

## A.4 Sample Contractor DTS Support Official Memorandum of Acceptance

*(USE APPROPRIATE LETTERHEAD)*

(Insert Date)

MEMORANDUM FOR *(Appointing Officer)*

SUBJECT: CONTRACTOR DTS SUPPORT OFFICIAL MEMORANDUM OF ACCEPTANCE

By signature hereon, I accept my appointment as a Defense Travel System (DTS) Support Official. I have read and understand the stipulations and limitations of my role as a DTS Support Official as defined in my memorandum of appointment. I understand this appointment will remain in effect until revoked in writing by you, the appointing official, or your successor.

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**Appointee Signature**

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**Printed Name First, MI Last**

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**Date (YYYY/MM/DD)**

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**SSN Last 4**

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**Organization**

## Appendix B: Documents

Fig. 1



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
1100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1100

AUG 22 2006

COMPTROLLER

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY  
DEPARTMENTS (FINANCIAL MANAGEMENT AND COMPTROLLERS)  
U.S. MARINE CORPS, ASSISTANT DEPUTY  
COMMANDANT FOR PROGRAMS AND RESOURCES  
DIRECTORS OF THE DEFENSE AGENCIES  
COMMANDER, U.S. ARMY CORPS OF ENGINEERS  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Department of Defense (DOD) Accountable Officials — Local Nationals Abroad  
and Contractor or Contractor Support Personnel

Local foreign nationals may be eligible for appointment as a certifying officer or departmental accountable official. The local Status of Forces Agreements (SOFAs) or treaties provide that the employment of local foreign nationals is subject to the law of the host country, rather than to United States (U.S.) law. Local foreign nationals, both direct and indirect hires, appointed as certifying officers and departmental accountable official may not be subject to pecuniary liability under U.S. law.

Local national employees are an essential part of the workforce at overseas DOD installations. As a result, DOD may be required under international agreements to use foreign nationals. However, Commanders should consider the potential consequences of hiring local nationals as accountable officials in countries where the SOFAs do not subject the local nationals to the same pecuniary liability as other DOD employees.

Accountable officials are DOD military or civilian employees who by virtue of their employment are responsible for government funds, and as so, are designated in writing. Accountable officials include disbursing officers, certifying officers, departmental accountable officials, and other employees having accountability and responsibility of government funds.

- A disbursing officer is an officer or employee designated to disburse funds in accordance with laws and regulations. A disbursing officer and deputy disbursing officer must be a U.S. citizen both within the U.S. and overseas. Commanders must request a waiver to this policy on a case-by-case basis.

- A certifying officer is a military or civilian employee responsible for the legality, propriety, and correctness of vouchers for payment. Individuals eligible for appointment as a certifying officer within the U.S. must be a U.S. citizen. However, there is no legal requirement that certifying officers be U.S. citizens while employed in overseas foreign countries.
- A departmental accountable official is a DOD military or civilian employee who provides to the DOD certifying officer "information, data, or services that are directly relied upon by the certifying official in the certification of vouchers for payment." Individuals eligible for appointment within the U.S. must be a U.S. citizen. However, there is no legal requirement that a departmental accountable official be a U.S. citizen while employed in overseas foreign countries.

If a disbursing irregularity such as an illegal, incorrect, or improper payment results due to the local foreign national actions and the certifying officer or the disbursing officer are relieved of pecuniary liability, the responsible disbursing officer must report the loss and request removal of the deficiency in accordance with Department of Defense Financial Management Regulation, Volume 5, Chapter 6, "Irregularities in Disbursing Officer Accounts."

Additionally, Title 10, United States Code, section 2773a, states that accountable officials must be employees of the Department. Therefore, contractors or contract support personnel are not subject to pecuniary liability. Therefore, contractors or contractor support personnel shall not be appointed as certifying officers and/or departmental accountable officials.

The Department of Defense Financial Management Regulation, Volume 5, Chapter 33, "Departmental Accountable Officials, Certifying Officers and Review Officials", will be revised to reflect this decision. My staff point of contact for this matter is Ms. Audrey Clark. She may be reached by telephone at 703-695-9437 or by e-mail at [audrey.clark@osd.mil](mailto:audrey.clark@osd.mil).




Robert P. McNamara

Deputy Chief Financial Officer

cc:  
General Counsel, DOD

Fig. 2



### Constructed Travel Worksheet - Pre-Travel

Not required for any travel legs of 400 one-way miles or less, if by your privately-owned car or motorcycle. Refer to worksheet instructions for complete guidance.

Name:

**1. Travel itinerary for the standard transportation mode:**

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY				▼	\$0.00
TDY to PDS				▼	\$0.00

**For trips with multiple TDY locations:**

TDY to TDY				▼	\$0.00
TDY to TDY				▼	\$0.00
TDY to TDY				▼	\$0.00
TDY to TDY				▼	\$0.00

**2. Constructed cost of the standard transportation mode:**

A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$0.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$0.00
E. Fee normally charged by your CTO	\$0.00
F. Total constructed transportation cost	\$0.00

**3. Potential transportation costs avoided by using your requested transportation mode:**

A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$0.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$0.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$0.00

**4. Additional considerations (non-monetary):**  
 Check all that apply to this trip:

Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission	<input type="checkbox"/>
Scheduled common carrier is not available or is not practical to support the mission	<input type="checkbox"/>
Potential for traffic, weather, or routing delays would negatively impact the mission	<input type="checkbox"/>
POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission	<input type="checkbox"/>

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May 2022 defensetravel.docx.mil



Fig. 3

<b>APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE</b> <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. <b>SORN T1300</b> ( <a href="http://dpclo.defense.gov/Privacy/SORNSIndex/DoDComponentArticleView/tabid/7489/Article/6235/t1300.aspx">http://dpclo.defense.gov/Privacy/SORNSIndex/DoDComponentArticleView/tabid/7489/Article/6235/t1300.aspx</a> ) <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx">http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx</a> . <b>DISCLOSURE</b> Voluntary; however, failure to provide the requested information may preclude appointments.		
SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.) <input type="checkbox"/> DISBURSING OFFICER: DSSN _____ <input type="checkbox"/> CASHIER <input type="checkbox"/> CHANGE FUND CUSTODIAN <input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____ <input type="checkbox"/> PAYING AGENT <input type="checkbox"/> IMPREST FUND CASHIER <input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> COLLECTIONS AGENT <input type="checkbox"/> SAFEKEEPING CUSTODIAN <input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL <input type="checkbox"/> DISBURSING AGENT <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN		
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE