

ALARACT 104/2024

DTG: R 201615Z DEC 24

UNCLAS

SUBJ/ALARACT 104/2024 – TRAVEL PAYMENT INTEGRITY INFORMATION ACT OF 2019

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, ASA (FM&C)

1. (U) REFERENCES:

1.A. (U) OFFICE OF MANAGEMENT AND BUDGET CIRCULAR A-123, APPENDIX C (AVAILABLE AT

[HTTPS://COMPTROLLER.DEFENSE.GOV/PORTALS/45/DOCUMENTS/MICP_DOCS/AUTHORITATIVE LAWS AND REGULATIONS/OMB CIRCULAR A-123 APPENDIX C.PDF](https://comptroller.defense.gov/portals/45/documents/micp_docs/authoritative_laws_and_regulations/omb_circular_a-123_appendix_c.pdf))

1.B. (U) THE JOINT TRAVEL REGULATIONS, UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES (AVAILABLE AT

[HTTPS://WWW.DCPAS.OSD.MIL/SITES/DEFAULT/FILES/2021-04/JOINTTRAVELREGULATIONS.PDF](https://www.dcpas.osd.mil/sites/default/files/2021-04/jointtravelregulations.pdf))

1.C. (U) DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOLUME 5, DISBURSING POLICY (AVAILABLE AT

[HTTPS://COMPTROLLER.DEFENSE.GOV/PORTALS/45/DOCUMENTS/FMR/VOLUME 05.PDF](https://comptroller.defense.gov/portals/45/documents/fmr/volume_05.pdf))

1.D. (U) DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOLUME 9, TRAVEL POLICY (AVAILABLE AT

[HTTPS://COMPTROLLER.DEFENSE.GOV/PORTALS/45/DOCUMENTS/FMR/CURRENT/09/VOLUME_09.PDF](https://comptroller.defense.gov/portals/45/documents/fmr/current/09/volume_09.pdf))

1.E. (U) DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOLUME 16, DEPARTMENT OF DEFENSE DEBT MANAGEMENT (AVAILABLE AT

[HTTPS://COMPTROLLER.DEFENSE.GOV/PORTALS/45/DOCUMENTS/FMR/VOLUME 16.PDF](https://comptroller.defense.gov/portals/45/documents/fmr/volume_16.pdf))

2. (U) PURPOSE: TO PROVIDE GUIDANCE TO RESOLVE THE ARMY'S TOP FIVE IMPROPER AND UNKNOWN PAYMENTS ON APPROVED DEFENSE TRAVEL SYSTEM (DTS) VOUCHERS. THIS MESSAGE ALSO REEMPHASIZES TO COMMANDERS, SUPERVISORS, TRAVELERS, AND ROUTING OFFICIALS THE IMPORTANCE AND RESPONSIBILITIES FOR REVIEWING, APPROVING, AND IF NECESSARY, CORRECTING TRAVEL AUTHORIZATIONS OR VOUCHERS IN A TIMELY MANNER.

3. (U) THE REFERENCES MANDATE SPECIFIC ACTIONS TRAVELERS AND REVIEWING OFFICIALS (ROS) AND/OR APPROVING OFFICIALS (AOS)/CERTIFYING

OFFICERS (COS) MUST PERFORM TO ENSURE THAT (1) TRAVELERS ARE PAID CORRECTLY AND TIMELY, (2) GOVERNMENT TRAVEL FUNDS ARE USED ONLY FOR THE INTENDED PURPOSE, AND (3) ORGANIZATIONS PROCESS PAYMENTS IN ACCORDANCE WITH DEFINED INTERNAL CONTROLS TO ENSURE AUDIT COMPLIANCE.

4. (U) REFERENCE 1.C. STATES THAT COS, BUT NOT THE DEPARTMENTAL ACCOUNTABLE OFFICIALS (DAOS), ARE AUTOMATICALLY PECUNIARILY LIABLE WHEN THERE IS A FISCAL IRREGULARITY BASED ON THE PRESUMPTION OF NEGLIGENCE. HOWEVER, THE DAOS (ROS) MAY BE HELD PECUNIARILY LIABLE FOR ILLEGAL, IMPROPER, OR INCORRECT PAYMENTS RESULTING FROM INFORMATION, DATA OR SERVICES THEY NEGLIGENTLY PROVIDE TO THE COS, AND UPON WHICH THE COS RELIED TO CERTIFY DTS PAYMENT VOUCHERS.

5. (U) IF AN ERROR(S) OCCURS IN THE DTS AUTHORIZATION OR VOUCHER, THE APPROPRIATE OFFICIAL MUST TAKE TIMELY ACTIONS TO RETURN THE DOCUMENT TO THE TRAVELER TO CORRECT. THE DEFENSE TRAVEL MANAGEMENT OFFICE'S (DTMOS) GUIDES AND MANUALS, DTS ARMY BUSINESS RULES, AND DTS LOCAL/UNIT'S BUSINESS RULES CONTAIN PROCEDURES TO CORRECT THE ERRORS. THIS INCLUDES VOUCHERS RESULTING IN DEBT COLLECTIONS OR TO PROCESS DEBTS FOR RELIEF, PROVIDED THE DEBTS MEET THE DEBT MANAGEMENT CRITERIA IN ACCORDANCE WITH REFERENCE 1.E.

6. (U) THE TRAVEL PAYMENT INTEGRITY INFORMATION ACT'S ANNUAL REVIEW YEAR IS FROM JULY TO JUNE. THE ARMY EXCEEDED THE OFFICE AND MANAGEMENT AND BUDGET CIRCULAR A-123, APPENDIX C, OF MORE THAN \$100M IN IMPROPER AND UNKNOWN PAYMENTS IN REVIEW YEAR 2024 (REFERENCE 1.A.). THE TOP FIVE IMPROPER AND UNKNOWN PAYMENTS (HENCEFORTH CALLED IMPROPER PAYMENTS), ITS ESTIMATED DOLLAR AMOUNTS AND THE SOLUTIONS ARE EXPLAINED IN PARAGRAPHS 6.A. TO 6.E. REFER TO REFERENCE 1.D., DEFINITIONS, FOR ALL THE REQUIRED ELEMENTS THAT CONSTITUTE A VALID RECEIPT.

6.A. (U) INVALID DTS AUTHORIZATION/ORDER. THIS ERROR IS THE LARGEST OF THE TOP FIVE DTS IMPROPER PAYMENTS AT AN ESTIMATED \$33,675,924. ENSURE THE TRAVELER RECEIVES THE APPROPRIATE VERBAL ORDER OF COMMANDING OFFICER (VOCO) AUTHORITY PRIOR TO PROCEEDING ON OFFICIAL TRAVEL. THE TRAVELER ANNOTATES THE VOCO INFORMATION (THE NAME OF THE APPROVING OFFICIAL AND DATE THE AOS GAVE THE VOCO) IN THE APPROVAL AFTER TRIP START DATE ADVISORY SECTION, UNDER JUSTIFICATION, WHEN COMPLETING THE DTS AUTHORIZATION.

6.B. (U) AIRFARE PAID WITH INVALID RECEIPTS OR WITHOUT RECEIPTS AT AN ESTIMATED \$20,227,198. WHEN REVIEWING VOUCHERS, A VALID AIRFARE RECEIPT MUST BE ATTACHED TO THE DTS VOUCHER. FOR AIRFARE RECEIPTS BOOKED THROUGH THE DTS RESERVATION MODULE, BELOW THE TRAVELER'S NAME, VALID RECEIPTS REFLECT "THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL. PLEASE RETAIN FOR VOUCHERING OR REIMBURSEMENT PURPOSES."

6.C. (U) LODGING PAID WITH INVALID RECEIPTS OR WITHOUT RECEIPTS AT AN ESTIMATED \$16,978,004. VALID LODGING RECEIPTS MUST BE ATTACHED TO THE DTS VOUCHER, REGARDLESS OF THE LODGING AMOUNT. REFER TO REFERENCE 1.D., DEFINITIONS, FOR ALL THE REQUIRED ELEMENTS THAT CONSTITUTE A VALID RECEIPT. IF THE TRAVELER PROVIDES AN INVALID RECEIPT OR NO RECEIPT, RETURN THE VOUCHER TO THE TRAVELER AND REQUEST A VALID RECEIPT. ALSO, REVIEW THE LODGING PER DIEM SCREEN/MODULE IN DTS TO ENSURE THE TRAVELER CLAIMED THE CORRECT DAILY LODGING AMOUNT. IF THE DAILY LODGING AMOUNT IS DIFFERENT IN DTS FROM THE VALID RECEIPT, RETURN THE VOUCHER TO THE TRAVELER TO CORRECT.

6.D. (U) RENTAL CAR PAID WITH INVALID RECEIPTS AT AN ESTIMATED \$13,739,516. ENSURE A VALID RENTAL CAR RECEIPT IS ATTACHED TO THE DTS VOUCHER. IF THE TRAVELER PROVIDES AN INVALID RENTAL CAR RECEIPT OR NO RECEIPT, RETURN THE VOUCHER TO THE TRAVELER AND REQUEST A VALID RECEIPT. REFER TO REFERENCE 1.D., DEFINITIONS, FOR ALL THE REQUIRED ELEMENTS THAT CONSTITUTE A VALID RECEIPT.

6.E. (U) MEALS OVERPAID OR UNDERPAID AT AN ESTIMATED \$11,280,543. TRAVELERS MUST COMPLY WITH THE MEALS ENTITLEMENT STATED IN THE APPROVED DTS AUTHORIZATION, UNLESS TRAVELERS RECEIVE A STATEMENT OR CERTIFICATE OF NON-AVAILABILITY OR QUALIFY FOR MEALS REIMBURSEMENT IN ACCORDANCE WITH THE JTR AT THE TDY LOCATION.

7. (U) DTS MONTHLY ERROR LISTS. THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) POST-PAY REVIEW AND ANALYSIS OFFICE SENDS THE MONTHLY DTS ERROR LIST TO THE ARMY COMMAND'S LEAD DEFENSE TRAVEL ADMINISTRATORS (LDTAS), TRAVELERS AND AOS/COS. ORGANIZATIONS MUST CORRECT THE ERRORS WITHIN 14 BUSINESS DAYS. DFAS ALSO INCLUDES IN THE EXCEL SPREADSHEET THE UNKNOWN PAYMENTS AND NO ERROR TABS. AN EMAIL NOTIFICATION THAT ACCOMPANIES THE DTS ERROR LIST CONTAINS SPECIFIC INSTRUCTIONS, GUIDANCE, AND PROCEDURES TO CORRECT THE ERRORS.

8. (U) UNSUBMITTED VOUCHERS. ARMY COMMANDS, ARMY SERVICE COMPONENT COMMANDS, FUNCTIONAL COMMANDS, FIELD ARMY, AND DIRECT REPORTING UNITS' LDTAS MUST OVERSEE THAT THEIR ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATORS MANAGE AND INFORM UNIT LEADERS OF TRAVELERS THAT HAVE NOT YET FILED THEIR TDY VOUCHERS WITHIN 5 BUSINESS DAYS AFTER COMPLETION OF THE TDY. UNSUBMITTED VOUCHERS SIGNIFICANTLY AFFECT THE COMMAND AND SUBORDINATE ORGANIZATION'S FUNDING POSTURE, FINANCIAL REPORTING, READINESS, AND AUDITABILITY.

9. (U) TRAVEL-DTS REFERENCES ARE AVAILABLE AT THE DTMO'S WEBSITE. TRAVELERS AND PERSONNEL MAY ALSO OBTAIN GUIDANCE AND ASSISTANCE FROM THEIR LOCAL LDTAS, ARMY LDTAS LOCATED AT INSTALLATIONS (IF AVAILABLE), HIGHER COMMAND'S LDTAS OR THE ARMY 2.5 HELP DESK AT USARMY.INDIANAPOLIS-IN.FIN-MGT-CMD.MBX.DTS-ARMY-2-5-HELPDESK@ARMY.MIL.

10. (U) THE POINT OF CONTACT IS JT SABLAN, U.S. ARMY FINANCIAL MANAGEMENT COMMAND, JESSE.T.SABLAN.CIV@ARMY.MIL, (571) 644-9900.

11. (U) THIS ALARACT MESSAGE EXPIRES ON 20 DECEMBER 2025.