



DEPARTMENT OF THE NAVY  
NAVY PERSONNEL COMMAND  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

NAVPERSCOMINST 4651.1 CH-1  
PERS-52  
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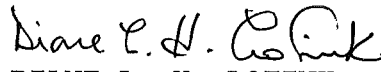
NAVPERSCOM INSTRUCTION 4651.1 CHANGE TRANSMITTAL 1

From: Commander, Navy Personnel Command

Subj: NAVY PERSONNEL COMMAND DEFENSE TRAVEL SYSTEM BUSINESS  
RULES

Encl: (1) Revised page Page 10 of Enclosure (1)

1. Purpose. To transmit change 1 to the basic instruction. This change adds the requirement for organizational defense travel administrators and coordinators to use the Defense Travel System unsubmitted voucher report to monitor open obligations pending due to nonsubmission of travel claims.
2. Action. Remove page 10 of the basic instruction and replace with enclosure (1) of this change transmittal.

  
DIANE L. H. LOFINK  
Deputy Commander  
Navy Personnel Command  
By direction

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**16 MAR 2010**

NAVPERSCOM INSTRUCTION 4651.1

From: Commander, Navy Personnel Command

Subj: NAVY PERSONNEL COMMAND DEFENSE TRAVEL SYSTEM BUSINESS  
RULES

Encl: (1) Defense Travel System (DTS) Business Rules

1. Purpose. To establish the Navy Personnel Command (NAVPERSCOM), Defense Travel System (DTS) Business Rules, which provides policy, guidance, and training for all military and civilian personnel assigned to Bureau of Naval Personnel, Millington and NAVPERSCOM.

2. Discussion

a. The DTS was mandated by the Office of the Under Secretary of Defense in 2004. The Department of the Navy mandated assimilation by 2006. DTS offers many benefits to travelers as well as cost efficiencies to the Navy.

b. The DTS Web site is maintained by the Defense Travel Management Office (DTMO). The DTMO was established to serve as a single focal point for commercial travel within the Department of Defense (DoD).

c. While using the DTS, travelers will gain the ability to:

- (1) Input and update travel requests at their desk;
- (2) Include travel preferences in a personal profile;
- (3) Use actual trip information to prepare a claim;
- (4) Review the status of a trip record at any time;
- (5) Receive quicker travel reimbursement; and
- (6) Electronically attach receipts/substantiating documents to the trip record.

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3. Responsibility. It is the responsibility of each employee to protect themselves through training and to conserve travel funds as much as possible. All travelers and appointed officials who review and sign travel documents are responsible for adhering to the standards delineated in enclosure (1), as well as all laws, regulations, and policies that govern official government travel.

4. Required Training

a. The DoD Traveler Course is a series of self-paced, Web-based training modules and is intended as initial training for first-time DoD travelers and/or refresher training for all travelers.

b. Additional training requirements for those staff members who hold appointed command official positions such as: accountable officials, certifying officer, as well as, the certifying legislative officers, which is required by all accountable officials and certifying officers. Upon completion, a DD 577, Appointment/Termination Record - Authorized Signature, will be prepared to delegate authority to those personnel. Personnel with a DD 577 will need to complete these training modules within 30 days of implementation of this instruction. All DD 577's will be processed via NAVPERSCOM, Financial Management Division (PERS-52).

5. Point of Contact. Contact NAVPERSCOM (PERS-52C/D) at 874-3394 or 2298.

6. Records Management. Records created by this instruction, regardless of media, will be managed per SECNAV Manual 5210.1 of November 2007.

7. Forms

a. DD 577 (Jan 2004), Appointment/Termination Record - Authorized Signature is available at <http://www.dtic.mil/whs/directives/>.

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b. SF 182 (Rev. Dec 2006), Authorization, Agreement and Certification of Training is available at [www.opm.gov/forms/pdf\\_fill/SF182.pdf](http://www.opm.gov/forms/pdf_fill/SF182.pdf).



ANN C. STEWART  
Deputy

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# NAVY PERSONNEL COMMAND



## DEFENSE TRAVEL SYSTEM (DTS) BUSINESS RULES

Enclosure (1)

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1. PURPOSE. The purpose of these business rules is to provide policy and procedural guidance to the traveler in the basic use of the DTS at NAVPERSCOM. This is a supplement to existing Federal, DoD, Navy and service/agency directives.

a. The following directives shall apply in resolving travel or financial policy issues:

(1) DTR 4500.9R, Defense Transportation Regulation of June 2005 available at <http://www.transcom.mil/j5/pt/dtr.cfm>.

(2) Joint Federal Travel Regulations (JFTR), appendix O and Joint Travel Regulations (JTR), appendix O available at [www.defensetravel.dod.mil/perdiem/trvlregs.html](http://www.defensetravel.dod.mil/perdiem/trvlregs.html).

(3) DoD 7000.14-R, Financial Management Regulation (FMR), volumes 5 of December 2001 and 9 of September 2000 available at <http://www.dtic.mil/whs/directives/>.

b. Additional instructions related to subjects such as booking travel for Outside Continental Limits of the United States, visit the Navy DTS Web site available in appendix B(1). Under Training/Resources, click on Library and then click the folder, Business Rules and Policy Information. Then click on the document titled "Navy Business Guidelines".

## 2. TRAINING

a. The DoD Traveler Course is a series of self-paced, Web-based training modules and is intended as initial training for first-time DoD travelers and/or refresher training for all travelers. The required courses consist of five modules:

- (1) Travel Policy 101;
- (2) Defense Travel System 101;
- (3) Travel Card 101;
- (4) City Pair Program 101; and

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(5) Rental Car Program 101, to include annual ethics training (DoD Ethics Training). There are additional modules available on DTS at appendix B(2).

b. All personnel must complete the training within 60 days of reporting to the command or within 30 days if currently attached to the command, whichever is applicable. Submit a copy of each certificate to the Organizational Defense Travel Administrator (ODTA) representative when completed.

c. Accountable officials and certifying officers are required to complete the following training courses:

(1) Required command training will be scheduled and conducted by the ODTA representative at NAVPERSCOM, Workforce Development and Training (PERS-531).

(2) Additional training is available at appendix B(3).

d. Although the reviewing officials do not have pecuniary liability, they must also complete the same training as accountable officials and certifying officer as they are often relied upon as the subject matter experts.

### 3. TRAVEL CARD

a. The Travel and Transportation Reform Act of 1998 (Public Law 105-264) stipulates that the government-sponsored, contractor-issued travel card must be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel. This is reinforced by NAVSUP Travel Card Administrative Notice of 20 February 2008, which can be found at appendix B(4). Any charges incurred during travel apply to the person or member authorized to conduct official government travel with their assigned Government Travel Charge Card (GTCC). All cards issued will reflect each members name on the card which is chargeable to the GTCC. For the purpose of these business rules GTCC will be used to refer to the travel card. ATM advances may be taken on the GTCC at a limit not to exceed 80 percent of the meals and incidental expenses. Since there are associated fees to an automated teller machine withdrawal, a single withdrawal is authorized per 7 days of travel. Travelers must plan wisely.

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GTCC is accepted at restaurants (fast food and dine in), as well as most parking lot facilities.

b. It is the responsibility of supervisors (military and civilian) at all levels to ensure compliance with this regulation (DoD 7000.14-R, Financial Management Regulation, volume 9, chapter 3). Please click on the following link for more information related to proper use of the GTCC and the potential legal consequences of misuse:  
[http://comptroller.defense.gov/fmr/09/09\\_03.pdf](http://comptroller.defense.gov/fmr/09/09_03.pdf)

c. The traveler shall:

(1) Submit application for GTCC - contact the department Agency Program Coordinator (APC);

(2) Notify supervisor that the application has been submitted;

(3) On-line certification of the GTCC training module is required and a copy of the certificate provided to the department APC prior to activation of account/travel;

(4) Notify DTA/APC within 5 days of receiving travel card;

(5) Verify card receipt by calling the customer service number located on the front or back of the card;

(6) If the GTCC is lost or stolen, notify the supervisor, department APC, and CitiBank immediately; and

(7) Prior to departing on travel, the traveler shall check with the APC and ensure their GTCC is activated. Those driving (vice flying) should be especially vigilant as there is no plane ticket to catch this ahead of travel. Use of a personal card in lieu of the GTCC is not authorized and travel claim personal expenses may not be reimbursed.



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#### 4. ELECTRONIC FUNDS TRANSFER (EFT) AND SPLIT DISBURSEMENTS

a. Per Public Law 107-314, Split Disbursements are mandatory. This is reinforced by Naval Supply Systems Command Travel Card policy Notice 10, available at appendix B(5). The DTS program will have a required default with the user/travelers government charge card (GOVCC) account data which enables split disbursements for certain expenses charged to the traveler's GOVCC account (e.g., ticketed transportation, lodging and rental car expenses). It is the traveler's responsibility to change the default payment setting from "GOVCC" to "Personal" for expenses not paid with the GTCC and to make any necessary increases for direct payments to Citi. DTS automatically computes travel entitlements and initiates EFT disbursements to the traveler's bank account, eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler. Payments for properly completed vouchers can occur within 72 hours from approval.

5. DTS TRAVEL AUTHORIZATION/ORDERS. Appendix B(6) provides additional information.

a. The traveler must create an authorization/order no later than 10 business days before the required travel date to ensure orders have sufficient time for routing through the Commercial Travel Office (CTO), the reviewer, and the accountable official.

b. It is the responsibility of the traveler to indicate in DTS (under Comments to the Approving Official), the purpose of travel and if a conference hotel has been blocked or meals are provided with any rate fee. Any included meals must be offset from per diem per the JTR/JFTR to the proportional meal rate. Flights, rental car, and lodging shall be requested via CTO for booking.

c. Commercial Air Travel - Contract City Pairs (General Service Administration (GSA)) must be used if available. If non City Pair Fares are selected a justification needs to be made in the area "Comments to the Approving Official". The CTO will notify or add remarks in the Passenger Name Record to notify the traveler of any changes in the traveler's original flight selection.

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d. Civilian employees traveling on non-work days or outside normal work schedule should refer to NAVPERSCOM ADMINMAN, article 0100-800 regarding compensatory time/overtime entitlements and must adhere to the guidance set forth from the Standard Labor Data Collection & Distribution Application. Supervisors retain the right to change flight dates/times in order to keep employees within their work schedule in lieu of approving overtime or compensatory time.

e. Leave taken in conjunction with official travel may be authorized but is restricted. Per the JTR, C1008, contract fare must never be used for any personal travel. For example, see appendix B(7).

f. When traveling on normal workdays per the JFTR/JTR, travel will begin at the place of duty or residence, whichever is the shorter distance to the airport and dependent upon departure time from the airport. Personnel are not reimbursed to travel to their work place on a normal tour of duty and as such, will not be compensated for normal daily mileage from residence to the airport when passing the command during periods of temporary addition duty.

(1) Example (1) - An employee's normal work schedule begins at 0630 and they depart on Monday at 1315. The employee is expected to report to work and depart from the command to the airport.

(2) Example (2) - An employee's residence is in Munford and their normal work schedule begins at 0630 and they depart on Monday at 0900. They are reimbursed travel from the command to the airport but not from their residence to the command.

(3) Example (3) - An employee's residence is in Munford and they depart on Sunday at 0900. They are reimbursed travel from their residence to the airport.

g. The traveler needs to track the approval process online until the final approval is given, then print the orders. If orders are not approved, the traveler shall not initiate travel. During working hours contact the department DTA who will contact the appropriate individual in the routing list for approval.

**16 MAR 2010****6. CONFERENCES FEES/REGISTRATION FEES**

a. As set forth in JFTR, U1050, registration fees, meals, lodging, travel, and/or other expenses required at conferences/training at the permanent duty station (PDS) may not be paid as travel allowances per 37 U.S.C., 404. Per NAVPERSCOM ADMINMAN, article 0150-040, paragraph 5b9, submission of an SF 182, Authorization, Agreement and Certification of Training is required.

b. While the JFTR/JTR, appendix R, part II, paragraph E, authorizes reimbursement for these fees while on authorized travel (not at PDS), when training is involved, submission of an SF 182 via NAVPERSCOM (PERS-531) is required. Although JFTR/JTR authorizes, current guidance from Naval Supply Systems Command (see appendix B(8)) states that the Department of the Navy has not yet approved the use of the GTCC as a means for payment of these fees. An itemized receipt is required in order for fee reimbursement.

c. Fees for refreshments are not reimbursable.

**7. CONFIRMING FLIGHT**

a. It is the traveler's responsibility to ensure they are ticketed by CTO prior to arriving at the airport. If there is no electronic ticket, the DTA must be contacted immediately.

b. Travelers must acquire a receipt for airline tickets which can be obtained from (see appendix B(9)). E-ticket or airfare receipts are required for travel voucher liquidation. When a paper ticket is requested, the traveler shall make arrangements to pick up the ticket from the CTO, 2 business days prior to departure. When an e-ticket is available, additional costs for printing a paper ticket will be passed to the traveler unless the reason for having a paper ticket is mission related.

**Note:** DoD regulations allow travelers to upgrade to first class and business class travel using frequent flyer benefits. If the traveler intends to use frequent flyer benefits to upgrade, the traveler shall directly contact the carrier to utilize frequent traveler benefits after the authorization has been approved by the accountable official. Refusal of the contract city pair carrier is unauthorized for frequent flyer benefit purposes.

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8. CONSTRUCTED TRAVEL WORKSHEET (CTW). When a traveler chooses a mode of transportation other than flying, a CTW is required. The traveler must provide a cost comparison and travel details for both the standard and preferred modes.

9. RENTAL VEHICLES

a. Travelers without a GTCC are not authorized rental vehicles. Use of a personal credit card is not authorized to pay rental car expenses and it will negate the contract between the Government and the rental car agency. Prepaid fuel charges are not reimbursable. Rental car fuel will be reimbursed as a non-mileage expense.

b. All requests for rental vehicles are to be compact unless there is a justification in the "Comments to the Approving Official" for a larger vehicle. For example, a van is requested as there are four travelers and luggage. Once the size of vehicle is determined, the traveler will select the least expensive vehicle from the list of available companies that participate in the Surface Deployment and Distribution Command rental car program.

c. Rental vehicles are for official business only and are not to be used for personal visits to family within or outside the commuting area or for sight seeing. Reasonable mileage is acceptable and is up to the accountable officials or certifying officer.

10. BAGGAGE FEES

a. DTS authorizations only provide for the term excess baggage. Travelers must request excess baggage on the original authorization. Failure to request this on the original authorization could result in non-reimbursement. Traveler's must have a copy of their orders, identification, and verify if the airlines will waive fees for baggage. The airline baggage fee link can be viewed at appendix B(10). If any fee is required the traveler shall make payment for excess baggage directly to the carrier at the time of check-in. Receipts are required if authorization for excess baggage was approved when the traveler claims reimbursement on the voucher.

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b. Baggage limitations: One checked baggage for each week (7 days) of travel. Baggage Tips: These are included as part of the incidental expenses paid as part of the meals, incidentals and expenses per the Per Diem, Travel, and Transportation Allowance Committee (see appendix B(11)). Many airlines will waive the baggage fees (even civilians) normally charged if presented with a government identification card and official orders.

## 11. LODGING

a. The JFTR, requires uniformed Service members ordered to a U.S. installation (as opposed to a geographic location like a town or city) to check for Government quarters availability (e.g., through their CTO) at the site to which they are temporarily assigned.

b. The JTR prohibits civilian employees from being directed/required to use Government quarters. Also, civilian employees lodging reimbursement can not be limited to the Government quarters cost (Comptroller General, 626 (1965)).

c. Government Lodging Availability (see appendix B(12)). Traveling to or within the area of a Federal facility, the preferred lodging for both civilian and military, is to be Government lodging. Military members must obtain a Certificate of Non-Availability (CNA) when lodging at the Federal facility is not available (include date, name, phone number, and CNA in Comments to the accountable official).

d. Commercial Lodging Availability - Travelers should be made aware that certain States have lodging tax exemption forms listed on the GSA Web (see appendix B(13)). Prior to departure on TEMADD you must have a tax exemption form to provide to the hotels as needed.

## 12. TRAVELER CHANGES

a. Traveler-Initiated Changes. If a traveler needs to make changes within 3 business days prior to departure, and tickets have not been issued, they should make the necessary changes in the DTS system. If changes are required within 3 days of departure and tickets have been issued, the traveler shall contact CTO. For any travel arrangements incurring additional

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cost, prior accountable official approval shall be obtained before making changes. For enroute changes, travelers shall make itinerary changes directly with the CTO while enroute. Upon return, (if changes were made outside DTS) travelers shall reflect any changes when completing their voucher.

b. Unused/Partially Used Tickets. If an e-ticket is unused or partially used, the traveler shall notify the CTO as soon as possible via e-mail for documentation purposes. In either case, the traveler shall note the changes in DTS (cancelling or amending) at the earliest opportunity or the airline will charge the GTCC for the flight. It is the traveler's responsibility to notify CTO as shown on the DTS Web site (see appendix B(14)).

c. Cancellation Fees/Penalties. Occasionally, travelers will have travel plans cancelled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. When this instance happens travelers will document or justify why their travel plans have changed. Also, if a ticket is cancelled after the ticket is issued, the CTO transaction fee will still be charged to either the travelers GTCC or Centrally Billed Account as appropriate. The traveler may be reimbursed for these expenses by completing a voucher in DTS. It is the traveler's responsibility to follow the DTS cancellation procedures.

d. En-Route Traveler Assistance. Travelers shall make itinerary changes directly with CTO (1-800-359-9999 after work hours) otherwise any additional cost will be non-reimbursable. If direct contact is made with the airline customer service agents and a human contact fee is charged, these fees will be non-reimbursable as there are two other means that incur no additional charges.

13. RECEIPTS - TRAVELERS REQUIREMENT. Travelers must keep and submit all receipts for which claiming reimbursement. In order to be a valid receipt, it must contain the merchant/vendor, show what was obtained, the unit price, the total amount, and the date of transaction (see appendix B(15) for information).

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14. VOUCHER. Travelers shall submit a travel voucher within 5 working days after completion of TEMADD. Mandatory split disbursement is required for all civilian and military personnel. For questions or concerns, see appendix B, paragraph 16.

15. UNSUBMITTED VOUCHER REPORT REQUIREMENT. DoD Financial Management Regulation (DOD FMR) Volume 9, chapter 3 of August 2011, paragraph 030208, states "Cardholders are required to submit travel vouchers within 5 business days of completion of travel, use split disbursement to pay the outstanding balance, and are responsible for payment in full of all undisputed amounts due in the monthly billing statement from the GTCC contractor by the due date, regardless of the status of their travel reimbursement". Failure to adhere to DoD Financial Management Regulations may subject the traveler to appropriate administrative or disciplinary action.

Organizational Defense travel administrators and travel coordinators are required to use the unsubmitted voucher report to monitor any open obligations pending due to the non-submission of traveler vouchers. At a minimum, this report should be run on a weekly basis. If assistance is needed to generate the required unsubmitted voucher report, please contact the Lead Defense Travel Administrator (LDTA). Each department is required to forward monthly justification to the LDTA explaining why unsubmitted voucher(s) have not been processed; failure to do so will be reported up the chain of command for corrective action.

16. TRAVELER CHECKLIST. Appendix A provides a checklist for all travelers.

**TRAVELER CHECKLIST**

1. Prior to Travel

a. Print a copy of your orders, itinerary, e-ticket, and the appropriate State GSA lodging tax exempt form.

b. Ensure GTCC is activated and on your person prior to departure.

c. In order to possibly have baggage fees waived, present your government identification and present a copy of travel orders to the airline ticket counter.

d. Acquire and retain all receipts (except meals) for voucher filing. Failure to do so may result in non-reimbursement.

e. Upon return from travel, submit voucher within 5 days.

2. After Travel

a. File and sign voucher within 5 days.

b. Ensure all receipts are attached.

c. Ensure split disbursement is accurate.

d. Sign the voucher.

**CERTIFICATION STATEMENT**

I certify that I have read and understand the NAVPERSCOM DTS business rules and will ensure compliance with all rules, regulations and directives set forth.

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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**WEB SITE REFERENCES**

1. DTS Web sites:  
<http://www.defensetravel.osd.mil>,  
[https://ucstcdom03.ahf.nmci.navy.mil/dts/webbas01.nsf/\(vwWebPage\)/dts.htm](https://ucstcdom03.ahf.nmci.navy.mil/dts/webbas01.nsf/(vwWebPage)/dts.htm)
2. DoD Traveler Course:  
<https://www.defensetravel.dod.mil/passport/bin/passport.html?cfd=1136980+cftoken=16663325>
3. DTS Training:  
<https://www.defensetravel.dod.mil/passport/bin/passport.html?cfd=1136980+cftoken=16663325>
4. NAVSUP TCAN of 20 February 2008:  
[https://www.navsup.navy.mil/ccpmd/travel\\_card/policies/TCAN%2020%20FEB%2008%20-%20DON%20IBA%20MANDATE%MEMO.doc](https://www.navsup.navy.mil/ccpmd/travel_card/policies/TCAN%2020%20FEB%2008%20-%20DON%20IBA%20MANDATE%MEMO.doc)
5. NAVSUP TCPN 10:  
[https://www.navsup.navy.mil/ccpmd/travel\\_card/policies/TCPN\\_FY04\\_24%20MANDATORY%20SPLIT%20DISBURSEMENT.doc](https://www.navsup.navy.mil/ccpmd/travel_card/policies/TCPN_FY04_24%20MANDATORY%20SPLIT%20DISBURSEMENT.doc)
6. DTS Travel Authorization/Orders:  
[http://www.defenselink.mil/comptroller/fmr/09/09\\_02.pdf](http://www.defenselink.mil/comptroller/fmr/09/09_02.pdf)  
[http://www.defensetravel.dod.mil/Training/DTS/Docs/QRef/Tri-fold\\_AO\\_Checklist.pdf](http://www.defensetravel.dod.mil/Training/DTS/Docs/QRef/Tri-fold_AO_Checklist.pdf)
7. JTR, C1008:  
[http://www.defensetravel.dod.mil/perdiem/jtr\(ch1-7\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(ch1-7).pdf)  
Example:  
[http://www.defensetravel.dod.mil/perdiem/jtr\(aa-au\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(aa-au).pdf)
8. Guidance from Naval Supply Systems Command:  
[https://www.navsup.navy.mil/ccpmd/travel\\_card/policies](https://www.navsup.navy.mil/ccpmd/travel_card/policies)
9. Receipt for Airline Tickets:  
[www.virtuallythere.com](http://www.virtuallythere.com)
10. Airline Baggage Fee:  
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=19374](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19374)

**WEB SITE REFERENCES (CONT'D)**

11. Per Diem, Travel, and Transportation Allowance Committee:  
<http://www.defensetravel.dod.mil/perdiem/faqtips.html>

12. Government Lodging Availability:  
[www.dodlodging.net](http://www.dodlodging.net)

13. GSA Web site:  
<http://www.gsa.gov/statetaxforms>

14. CTO Notification Unused/Partially Used Tickets:  
<http://www.defensetravel.osd.mil/dts/site/document.jsp?docID=1070>

15. Proper and Valid Receipt Definition:  
[https://www.navsup.navy.mil/ccpmd/purchasecard/policies/instructions\\_pcpn/4200.99/pcpn%2012%20-%20proper%20and%20valid%20receipt%20definition.doc](https://www.navsup.navy.mil/ccpmd/purchasecard/policies/instructions_pcpn/4200.99/pcpn%2012%20-%20proper%20and%20valid%20receipt%20definition.doc)

16. Travel Voucher:  
[https://www.navsup.navy.mil/ccpmd/travel\\_card/policies/TCPN\\_FY04\\_24%20MANDATORY%20SPLIT%20DISBURSEMENT.doc](https://www.navsup.navy.mil/ccpmd/travel_card/policies/TCPN_FY04_24%20MANDATORY%20SPLIT%20DISBURSEMENT.doc)