



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

NAVPERSCOMINST 4651.1 CH-1
PERS-52

5 JUN 2012

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

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By direction

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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.