

SUMMARY OF MAJOR CHANGES TO DOD 7000.14-R, VOLUME 9, CHAPTER 2 “TEMPORARY DUTY TRAVEL (TDY) – DEFENSE TRAVEL SYSTEM (DTS)”		
Substantive revisions are denoted by a ★ preceding the section or paragraph with the substantive change or revision		
PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
020102	★ Restates the Department’s payment method policy, mandatory electronic funds transfer, by which a travel claim is settled.	Update

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CHAPTER 2

DEFENSE TRAVEL SYSTEM★0201 GENERAL

020101. General. This chapter identifies the Department of Defense (DoD) financial management policies and procedures for travelers performing official government travel under the Defense Travel System (DTS), including the DTS-Limited (DTS-L) when used to prepare authorizations and compute travel vouchers for payment. This includes business travel, schoolhouse training travel, and deployment or travel involving more than one person. This guidance and the Joint Federal Travel Regulations/Joint Travel Regulations ([JFTR/JTR](#)), Appendix O, address simplified entitlements for official travelers using the DTS and the DTS-L. It does not include every condition under which travel and transportation allowances are authorized or limited by the JFTR/JTR. Information contained in this volume does not modify the JFTR/JTR.

020102. Payment Method. Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department. Supervisors may authorize alternate methods of payment in limited situations where the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement--which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount--shall be made available to travelers as a payment option. This payment option enables DoD travelers to elect a split disbursement by stating on the voucher in block 1 (payment required by) the amount of money to be forwarded to the card contractor. (See [Volume 9, Chapter 8](#), paragraph 080102).

020103. Additional Guidance. General, nonregulatory information can be obtained from the DTS Program Manager Home Page: <http://www.dtic.mil/travelink/> or the Northrop Grumman Mission Systems (NGMS) DTS Home Page: <http://www.defensetravel.osd.mil/>.

0202 POLICY

Questions regarding finance policy as related to DTS should be directed to:

Office of the Under Secretary of Defense (Comptroller)
Accounting and Finance Policy and Analysis Directorate
The Pentagon, Room 3A882
Washington, DC 20301-1100

0203 IMPLEMENTATION

Questions concerning implementation of the DTS should be addressed to:

Program Management Office - Defense Travel System
241 18th Street
Arlington, VA 22202-3402
e-mail: pmodts@osd.pentagon.mil

0204 RESPONSIBILITIES

020401. Accountable Official Responsibilities. Accountable officials involved in the travel management process shall serve as control points within the organization. These positions shall be designated in writing by Heads of DoD Components (or designees) as prescribed by [Volume 5, Chapter 33](#), section 3305, of this regulation. Accountable officials include authorizing officials, certifying officers, the Finance Defense Travel Administrators, Lead Defense Travel Administrators, Organization Defense Travel Administrators, Debt Management Monitors, and Non-DTS Entry Agents.

A. General Responsibilities for all Accountable Officials

1. Acknowledge responsibilities in writing. Accountable officials are appointed in writing. When the accountable official no longer holds the position, the appointment shall be revoked in writing.
2. Implement, maintain, and enforce system and other internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies, and procedures.
4. Respond in a timely manner to inquiries by review officials.
5. Accountable officials shall maintain signed letters of appointment in their offices. These letters and signed letters of revocation of appointment shall be archived for 3 years and 6 months after the accountable official no longer holds the position in accordance with each organization's records management guidance.

B. Finance Defense Travel Administrator (FDTA). The FDTA can be one or more person(s) in the budget, resource management, accounting or finance functions who is responsible for assisting in the management and support of the DTS at the organizational and/or installation level as designated by the responsible commander. The FDTA responsibilities include:

1. Manage and support the DTS at the organizational and/or installation level.
2. Manage travel data by reconciling periodically the official accounting system with the DTS.
3. Allocate funds to the appropriate DTS budget module after funds have been certified as available by comptroller, or designated representative.
4. Ensure lines of accounting (LOAs) are properly established and maintained in the authorizing official's DTS budget module, labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the LOA label.
5. Prevent violations of the Antideficiency Act by adhering to sound funds control and accounting practices.
6. In accordance with [Volume 5, Chapter 11](#), paragraph 110203 of this regulation, retain a file of approved letters of appointment for authorizing officials appointed as certifying officials for travel claims at the organizational and/or installation level supported by the FDTA. The FDTA shall provide a letter signed by the installation or activity commander to the appropriate disbursing office(s) stating that all authorizing officials acting as certifying officials for travel claims have been appointed and delegated in writing in accordance with [Volume 5, Chapter 33](#), paragraph 330501 of this regulation. This requirement shall not apply if the disbursing office can be provided with the capability to verify electronically that certifying officials for electronic vouchers have been duly appointed in writing.
7. Ensure that access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties.
8. Initiate debt collection action to recover monies owed to the United States by travelers.

C. Authorizing Official (AO). This individual shall be appointed in writing and be responsible for determining the necessity of trips and funds availability, authorizing travel, assigning the proper LOA prior to authorization, and approving/certifying travel claims for validity after completion of travel. The AO shall be the individual who controls the mission, authorizes the trip, and controls funds for temporary duty (TDY) travel. (See [JFTR/JTR](#), Appendix O, paragraph T4000.) An AO also acts as a certifying officer when he or she approves a travel authorization that contains a non-automated teller machine cash advance and/or scheduled partial payment. This specific responsibility requires that the AO be appointed as a certifying officer and designated in writing in accordance with Volume 5, Chapter 33, paragraph 330501 of this regulation. The AO, as appointed is responsible to:

1. Determine the necessity of a trip as mission essential and in the government's interest.
2. Determine funds availability based on the DTS budget module.
3. Ensure the proper LOA is assigned prior to approval of the travel authorization.
4. Disapprove trip requests when "should cost" estimates exceed the funding available in the DTS budget.
5. Request additional funding allocation from the appropriate fund allocation official for the DTS budget module if a requested trip is critical and when the "should cost" estimate exceeds the amount of funds available in the DTS budget module.
6. Review and authorize trip requests, including "should cost" estimates, for consistency with DoD TDY policy, the JFTR/JTR, and mission requirements.
7. Review all policy exceptions and disapprove, approve or justify as appropriate.

D. Certifying Officers. Certifying officers are appointed in accordance with [Volume 5, Chapter 33](#), paragraph 330303, and section 3306, of this regulation. Authorizing officials must be appointed, specifically, in writing as certifying officers in order to perform certification for payment and approve and forward completed trip records to the disbursing office for payment. Individuals may act as both the certifying officer and AO on the same travel voucher but may not certify their own travel claim for payment. Certifying officers shall be pecuniarily liable for erroneous payments from negligent performance of duties in accordance with Volume 5, Chapter 33, paragraphs 330505, and section 3307 of this regulation. The certifying officer is responsible to:

1. Review all receipts and justifications.
2. Certify travel claim for payment by approving after completion of travel using an electronic signature.
3. Upon electronic certification of the claim, the claim is forwarded to the disbursing office for payment.
4. Ensure required receipts and supporting documentation are attached in an electronic format with the DTS trip record.

E. Self-Authorizing Official. No blanket authorization/orders shall be issued under the DTS system. Instead, individuals who previously traveled under blanket travel authorization/orders may be designated as self-authorizing officials. These individuals may act

as their own AOs authorizing their own itineraries and travel arrangements. They may not, however, certify their own claims for payment. Self-authorizing officials shall be designated in writing and shall acknowledge in writing that they may not certify their own claims for payment.

F. Non-DTS Entry Agent (NDEA). A Non-DTS Entry Agent is a military member or DoD employee, designated in writing by local command authority, responsible for the input of trip requests and claims for reimbursement in the DTS for unconnected travelers who do not have reasonable access to the DTS. When the entry agent electronically signs the voucher for the unconnected traveler, the only certification that is made is that the information contained in the unconnected traveler's manually prepared and signed paper voucher is entered as claimed on that voucher. The entry agent is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. Additionally, the NDEA must electronically fax or upload the signed DD Form 1351-2, "Travel Voucher or Subvoucher," to be attached to the DTS vouchers, which is electronically archived at Defense Manpower Data Center for 6 years 3 months, eliminating the requirement to keep the paper copy.

020402. Traveler. The traveler is responsible for preparing initial authorizations, amendments and post trip vouchers. The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. 287, 18 U.S.C. 1001 and 31 U.S.C. 3729). The traveler shall:

A. Fax or scan all records to substantiate certified travel claims (including original receipts for all lodging expenses, and all original receipts for individual reimbursable expenses of \$75 or more) to the DTS trip record. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 "Accountable Officers' Accounts Records."

B. Electronically sign and forward the completed travel claim to the AO.

C. Prepare itinerary amendments and all post trip settlement claims.

D. Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "should cost" estimate and the final travel claim.

020403. Review Official. The review officials shall be appointed in writing to conduct random postpayment reviews of payments in accordance with [Volume 5, Chapter 01](#), section 0103, paragraph 010303. The review officials conduct post-payment review of travel payments certified by certifying officers. The DTS includes extensive programmed system edit checks and internal control mechanisms that perform prepayment reviews on every travel record. Prepayment review by review officials is not required for DTS payments. Both AOs and travelers are required to offer expeditious and complete cooperation to review officials. In particular, AOs and travelers are required to provide a response to any request for documentation

within 15 days from the date of each request. A failure to respond may cause the initiation of the debt collection process against the nonresponsive individual, and may also result in the appropriate disciplinary action.

020404. Nonconnected Traveler. Nonconnected travelers are individuals who belong to organizations operating under the DTS, but who do not have access to DTS through web portal. Nonconnected travelers include new accessions into the Military Services, including recruits traveling from basic training to follow-on training locations. Nonconnected travelers must provide a signed DD Form 1351-2, with all receipts attached to the NDEA to manually input into a travel voucher.

0205 TRAVEL AUTHORIZATION

020501. Business Travel. Official business travel includes all standard travel to support mission requirements by military personnel and DoD civilian employees who have access to the DTS web portal. NOTE: The NDEA can access the web portal for travelers without access.

020502. Group Authorization. Group authorizations involve two or more individuals who are traveling together. A group authorization allows the AO to generate one trip record with multiple names. Group authorizations are appropriate for such travel as conferences or deployment exercises.

020503. Local Travel at Permanent Duty Station (PDS)

A. General. A claim for reimbursement of expenditures for official business is submitted in DTS using the “Local Voucher.” This process can be used for such expenses as taxicabs, public carriers, or privately owned conveyances (POCs) while transacting official business in the locality of the PDS (see definition in [JFTR/JTR](#), Appendix A for PDS corporate limits). Claims shall be submitted as soon as practical after expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on a claim. The local voucher should not be used for use of POC in connection with TDY travel involving per diem allowance.

B. Voucher Preparation and Approval. The voucher created by the traveler shall identify the date, type of expense, and amount for each expense. The traveler shall annotate, in the comments field, the point of origin and destination, and the amount of fare and trips or distance for each trip. When identical trips are claimed on a voucher, the comments shall show the dates for each trip unless required by local authority, it is not necessary to compute mileage reimbursement for each trip separately. The number of miles may be added and the total multiplied by the mileage rate. The form shall be signed electronically by the traveler and approved by a certifying officer.

0206 FISCAL YEAR END TRAVEL AND ACCOUNTING POLICY

020601. Split Year Funding. In the event of a trip that is initiated using currently available fiscal year funding, but which requires new fiscal year funding to continue or complete the travel, the traveler shall return to his or her official duty station if no appropriation act has been signed or no continuing resolution has been passed to make available new fiscal year funds. Expenses incurred in returning to the traveler's duty station shall be posted in the new fiscal year as necessary costs to close down operations.

020602. New Fiscal Year Obligations. The procedures outlined in the DTS Financial Field Procedures Guide, paragraph 2.3 should be followed for travel involving future-year and multi-year travel. See <http://www.defensetravel.osd.mil/> and navigate to the DTS Financial Field Procedures Guide.

A. For travel that crosses fiscal years, only the obligations applicable to current fiscal year funds shall be forwarded from DTS to the accounting systems prior to the final 2 weeks of the fiscal year.

B. During the final 2 weeks of each fiscal year, and until the accounting system(s) begin processing data for the subsequent fiscal year, accounting systems electronically shall maintain all such pending obligations received from the DTS in a pending status. During this timeframe, such pending obligations shall not be rejected to the DTS if funding documents are not received and targets are not loaded into the accounting system(s). The DTS shall continue to send files to the applicable accounting systems where they shall be retained until the applicable system reopens for the subsequent fiscal year's business. At that time, the pending DTS transactions shall be processed. Once normal processing begins, all transactions shall be processed in a normal manner.

0207 DEFENSE TRAVEL SYSTEM-LIMITED

020701. General. The Defense Travel System-Limited (DTS-L) is an interim capability available for use until the DTS is fully deployed.

020702. Capabilities. The DTS-L offers the following travel management capabilities:

- A. Electronic travel authorization/order preparation and authorization.
- B. Preparation of "should cost" obligation estimates.
- C. Budget module.
- D. Static database of airline, rental car, and hotel data.

- E. Ability to print travel related forms.
- F. Route and review functions.
- G. Computations of final travel settlement with limitation.
- H. User training and installation assistance.
- I. User developed external financial interfaces.

020703. Comparison with the DTS. The DTS-L is an interim capability meant to assist in the Department's transition to the full DTS. The following capabilities provided by DTS are not included in DTS-L:

- A. Interface to the DoD public key infrastructure (digital signature).
- B. Interface to the Defense Table of Official Distances (DTOD).
- C. Electronic Data Interchange to the Defense Accounting and Disbursing System.
- D. Live availability of travel reservation data through the commercial Global Distribution Systems.
- E. Connection to their organization's contracted commercial travel office (CTO).
- F. Interface to the official DoD travel archive operated by the Defense Manpower Data Center.

020704. Levels of DTS-L Functionality. There are three levels of functionality available with the DTS-L. Each organization is responsible for determining the appropriate level of functionality for their respective organizations. The levels of operation are:

A. Level 1: An electronic travel authorization writer designed to function within the current standard, paper-driven process. The DTS-L will generate an accurate "should cost" computation, provide electronic route and review, and print all travel forms. The "should cost" computation available under DTS-L level 1 will be based on the entitlements contained in Appendix O of the JFTR/JTR; however, reimbursement to the traveler will be based on the standard JFTR/JTR entitlements. Use of Appendix O entitlements for the purpose of reimbursing a traveler is only available to users of DTS-L levels 2 and 3, and DTS.

B. Level 2: Full level 1 capability plus electronic voucher computation designed to function within the current standard, paper-driven process for AO certification. Precertified computed vouchers (paper copies) then shall be forwarded to the appropriate disbursing/travel entitlement activity.

C. Level 3: Full level 1 and level 2 capabilities plus a user developed external interface to accounting and disbursing systems or CTOs. Users are responsible for the development of all electronic interfaces. Accounting and disbursing interfaces shall be developed in accordance with requirements established by the Defense Finance and Accounting Service (DFAS). All CTO interfaces shall be developed in accordance with current CTO contracts.

020705. Travel Settlement Computation. The DTS-L has been certified, with qualifications, to compute final travel settlement and payment. None of the prohibited types of travel listed in paragraph T4000 of the JTR/JFTR shall be processed through the DTS-L for final payment. The following additional travel categories do not compute correctly and shall not be processed through DTS-L for final payment:

A. Personally procured transportation (tickets not purchased through a government travel office). There are no verifications in the DTS-L to determine if city-pairs were used or if business or first class tickets were purchased. Consequently, these trip records shall be forwarded to the AO for review of ticket receipt.

B. Temporary Duty/Temporary Additional Duty with leave (civilian/military), TDY with accompanying dependents, and constructive travel.

C. Claims for field duty with occasional missed meals for civilian and military and also field duty requiring lodging cost for civilians.

D. Private auto mileage other than terminal mileage, unless the official mileage has been validated with the DTOD and authorized.

E. Partial payments.

F. Travel settlement vouchers with non-automated teller machine advances.

020706. Prepayment and Post Payment Audit Random Review. Prepayment and post-payment audit reviews ensure the propriety of the travel voucher, the legality of the payment, and accuracy of the facts stated in the travel voucher and supporting records. The following subparagraphs set forth specific requirements for both prepayment and post payment examinations of travel vouchers.

A. Prepayment Review. A prepayment examination is defined as an administrative review that takes place just prior to the travel voucher being submitted for payment. The purpose of the review is to ensure that the voucher contains the necessary substantiation and documentation for lawful and proper payment. Under manual processing systems, the reviewer will also verify the accuracy of the computations.

B. Post Payment Review. A post payment examination is defined as an administrative review that takes place following the payment of a voucher. These reviews will normally take place at a location where original returns are submitted to a servicing DFAS Site, or a centralized payment center, or a designated consolidated review activity. Individuals who are independent of the particular entity that prepared and disbursed the payments being examined may perform these reviews.

C. Each of the DTS-L levels of functionality has unique prepayment and post-payment audit review requirements. These requirements are:

1. Level 1: Authorizing officials, resource managers, approving officials, and certifying officers have the same responsibilities for prepayment and post payment audits and random reviews as outlined in Chapter 5 of this volume. Prepayment random review by the installation that operates the system is required under this level.

2. Level 2 and Level 3: Requires a post payment review to be performed by an entity not directly associated with or under the cognizance of the authorizing, certifying, or paying activity.