

CHAPTER 2**ANNEX 2****Revised Guidelines for Post-Payment Review of Travel Claims****DTS- Full and Limited Levels 2 & 3****Travel Reengineering Test Sites**

A. **General.** The following paragraphs describe the general sampling and review approach for DTS activities and travel reengineering test sites.

B. **Responsibilities.** The Under Secretary of Defense (Comptroller) delegated responsibility for all post-payment reviews of DTS trip records to the Defense Finance and Accounting Service. For travel reengineering test sites, some of these activities are supported by DFAS in terms of post-payment reviews. Post-payment reviews for other travel reengineering sites are performed by installation or agency personnel for the particular site. As these travel reengineering test sites convert to DTS over the next several fiscal years, the post-payment reviews will be performed by DFAS.

C. **Preparing to Select Claims for Review.** During the initial stages of site implementation, the tested population will be generally small, i. e., 50 or fewer claims per month. Most likely, all claims will be reviewed during this initial stage. A complete enumeration of the all trip records processed by DTS during the initial 30 to 60 days following implementation may be desirable to ensure that all aspects of the system are operating as intended. However, as the test process expands and the population of claims increases, it will be necessary to randomly select claims for review.

1. **Travel Reengineering Test Sites and DTS-L2 & L3.** Only categories of claims valued at less than \$2,500 are subject to review through random selection processes. All other claims will be reviewed in the prepayment phase, as mandated by current regulatory requirements.

2. **DTS Full.** All trip records are subject to random review regardless of dollar value.

D. **Selecting the Sample of Claims for Review.** A qualified statistician should be consulted with regard to the appropriate sample design. Generally, any sampling plan should consider critical factors, such as acceptable levels of probability, sampling precision, past or anticipated occurrence rates and trends, and volume of records processed. When appropriate, stratified sampling plans should be implemented. Random samples of claims will be generated from the automated computational systems where available. In those applications where the postpayment reviews are performed by DFAS (DTS and select travel reengineering test sites), DFAS statistical personnel establish the appropriate sampling plan for each DTS or test site activity. Generally, the test site activities are randomly reviewed on a monthly basis using simple random sampling techniques. For DTS activities, usually all trip records are reviewed during the first 30 to 60 days following initial implementation. After that period, the sampling will migrate in several stages to compliment and reflect the growth of DTS. That is, for seasoned DTS activities, the sampling will migrate to stratified sampling by Service or MAJCOM within

Service. As the number of activities implementing DTS increases in the later years, the sampling design will emerge to a cluster or multistage type cluster sampling by Service Component or agency.

E. Conducting the Review. The postpayment review of trip records uses a checklist that considers accuracy of computation and correct application of various travel entitlements, using JTR or JFTR, Appendix 0, as a baseline. The checklist is designed in such a fashion to allow automated tracking of individually reviewed claims and statistical summary data of categorized discrepancies to allow sufficient explanation to assist activities in resolving common travel errors and preventing their recurrence. For DTS and travel reengineering activities whereby DFAS performs the postpayment reviews, the designated FDTA or installation level point-of-contact is notified immediately following each completed review of any instances where it was determined that the traveler was overpaid or underpaid on the particular trip record. It is the responsibility of the FDTA or designated POC to review the determination and coordinate with the appropriate authorizing official, traveler, finance and disbursing personnel to initiate collection action or processing of a supplemental payment, as deemed appropriate. In addition, headquarters level travel reengineering or DTS personnel are provided periodic (usually quarterly) statistical reports illustrating error trends and reasons for discrepancies.