



# Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual

Volume 10, Travel

September 2011

Financial Management Center of Excellence

SUBJECT: Description of Requirement Changes

The complete listing and description of the requirements changes, deletions, and additions by chapters and systems requirements can be found below.

**All changes in this volume are denoted by bold blue font.**

<b>VOLUME 10 - Travel</b>		
<b>Req ID</b>	<b>Change Type</b>	<b>Reason for Change</b>
<b>10.01.030</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.046</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.047</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.048</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.049</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.050</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.051</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.02.052</b>	<b>A</b>	<b>Added new requirement</b>
<b>10.04.034</b>	<b>A</b>	<b>Added new requirement</b>

***Chart Legend:***

**A - Added FFMRs**

These are new requirements due to revised and updated source document

**C - Changed FFMRs**

These requirements were contained in previous versions, but were changed for various reasons, as described in the Requirement Changes Appendix.

**D - Deleted FFMRs**

These requirements were removed from this version because they were no longer required by the source document or were redundant with another FFMR

Note: If there is no code in the requirements value added or change type columns for an FFMR, it is by definition, unchanged from previous versions.



# Defense Finance and Accounting Service

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Financial Management Center of Excellence

SUBJECT: Financial Management Systems Requirements  
**Volume 10, Travel**

## 1. PURPOSE

a. This Volume presents the financial management system design and implementation requirements for Department of Defense (DoD) military components' and agencies' Travel financial management systems. This Volume is part of the publication which reissues Defense Finance and Accounting Service (DFAS) 7900.4-G, "Federal Requirements for Financial Management Systems," commonly known as the "Blue Book," as a multivolume Manual titled DFAS 7900.4-M. The Blue Book is a comprehensive compilation of the Federal Financial Management Improvement Act (FFMIA) and DoD system requirements.

b. The Blue Book serves as a "roadmap" to Federal and DoD financial management system requirements by major financial management functional areas and their authoritative sources, and will assist managers who are responsible for financial management systems in planning, designing, enhancing, modifying, and implementing financial management systems. Managers are ultimately responsible for being knowledgeable of and complying with the various authoritative sources of financial requirements (both legislative and regulatory). The Blue Book guidance and procedures are contained in several volumes located on the DFAS Reference Library at <http://www.dfas.mil/dfasffmia/bluebook.html>. Appendix 4 of the Blue Book includes links to where authoritative sources may be accessed.

c. Adherence to these requirements will enable the DoD military components and agencies to meet Federal mandates and will help facilitate DFAS to progress toward reaching its strategic goal of providing services faster, better, and cheaper. The objective of this Volume is to promulgate the financial management systems requirements for system and program managers' use in developing Travel functionality.

## 2. APPLICABILITY:

Requirements contained within this document are applicable to accounting and finance systems operated and maintained by DoD.

## 3. POLICY:

a. This Volume provides a synopsis of Federal and DoD financial system requirements, mandated by policy, for Travel financial management systems. It is a comprehensive compilation of financial management systems requirements mandated by Public Law 104-208, “Federal Financial Management Improvement Act of 1996” September 30, 1996.

b. This Volume incorporates revisions to existing financial system requirements from the authoritative sources **via highlighting the appropriate text in bolded blue font**. See Appendix 2 of DFAS 7900.4-M for a complete listing and description of the financial system requirements changes, deletions, and additions, listed by major financial system requirements functional area.

c. Users of this Volume may forward questions, comments and suggested changes to:

Defense Finance and Accounting Service  
Financial Management Center of Excellence  
Attn: Integration and Requirements Branch  
8899 East 56th Street  
Indianapolis, IN 46249

E-mail questions, comments, and suggestions to [ffmiarequirements@dfas.mil](mailto:ffmiarequirements@dfas.mil)

## 4. ORGANIZATIONAL RESPONSIBILITIES FOR FFMIA COMPLIANCE

a. Within DoD, various organizations operate financial management systems. In an overall scheme, many of these systems should be linked in an integrated network. However, these systems frequently “stand-alone” or “stovepipe” systems that are not logically integrated with other related systems. Critical financial data, instead of being transferred electronically between systems through well-controlled interfaces, are often transferred manually by means of journal vouchers, hardcopy spreadsheets, “data calls,” or other inefficient and error-prone methods.

b. DFAS functions as the primary Departmental entity responsible for producing a Trial Balance from the ERP general ledger and preparing the financial reports for the DoD. Much of the data used by DFAS to carry out the DoD’s accounting and financial reporting functions—such as property and inventory values—originate in non-DFAS organizations or systems. Therefore, other organizations, primarily the military services and Defense agencies, should be held responsible for the compliance of their financial management systems with all applicable Federal requirements. Appendix 5 of DFAS 7900.4-M contains Federal and DoD guidance on FFMIA compliance, evaluation, and reporting.

5. PROCEDURES:

Procedures are presented in each Volume of this Manual as appropriate.

6. RELEASABILITY:

UNLIMITED. This Volume as part of DFAS 7900.4-M is approved for public release and may be accessed at <http://www.dfas.mil/dfasffmia/bluebook.html>

7. EFFECTIVE DATE: This Volume is effective immediately.

Steve Bonta  
Director, Financial Management  
Center of Excellence

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## **TRAVEL INTRODUCTION**

The General Services Administration (GSA) and the Office of Personnel Management (OPM) establish travel policies, rules, and regulations for the Federal agencies. The Joint Federal Travel Regulation (JFTR) directly implements travel and transportation entitlements authorized by law for members of the Uniformed Services. The Joint Travel Regulation (JTR) prescribes travel and transportation allowances authorized for DoD civilian employees. The Department of Defense's travel policy and procedures are contained in volume 9 of the DoD 7000.14-R. The Joint Financial Management Improvement Program (JFMIP) has established specific requirements for agencies' systems that process, control, and report on employees' travel. This Volume provides the requisite travel pay related entitlement functional requirements to support the development of finance and accounting systems or modules not travel systems.

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.002			The travel system must incorporate the preparation and approval of travel and transportation authorizing documents, including fund certification; preparation and authorization of emergency travel advances; and computation, preparation, and approval of travel vouchers.	JFMIP SR-99-9, Jul 99, Pg 6		Certify Funds□Manage Human Resources Compensation and Reimbursements□Manage Travel□Review Funding Request□Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfacti	Travel_General_Requirements_1
General Requirements	10.01.003			The travel system must record travel expenses, as they are incurred, in order of precedence (authorization must precede a voucher).	JFMIP SR-99-9, Jul 99, Pg 6		Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_2
General Requirements	10.01.004			The travel system must document travel information so that it is easily and readily available for analysis, decision support, operational control management, and external regulatory reports.	JFMIP SR-99-9, Jul 99, Pg 6		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_3



TRAVEL REQUIREMENTS

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.009	Y		The travel system should provide, effective January 1, 2001, for interfacing with a Travel Management System (TMS), arranging tickets and transportation and processing of claims from vendors related to the travel and transportation documents.	JFMIP SR-99-9, Jul 99, Pg 6		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_5
General Requirements	10.01.010	Y		The travel system should provide an interface to an electronic routing or mail system.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_6
General Requirements	10.01.011	Y		The travel system should provide the capability to support electronic interface with the credit card company.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_7

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.012	Y		The travel voucher system should provide for automated point of entry input and be easy to use with adequate direction and prompts to lead the user through the program and collect the necessary information to prepare the voucher.	JFMIP SR-99-9, Jul 99, Pg 16		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_8
General Requirements	10.01.013			The travel system must provide appropriate levels of security to protect the integrity of the travel process and the content of the system. Risk assessments should measure whether the benefits gained outweigh the costs necessary to protect the system.	JFMIP SR-99-9, Jul 99, Pg 6		Manage Travel□Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_9
General Requirements	10.01.014			The travel system must provide the capability to capture required standard data elements contained in the Federal Travel Regulation (FTR). Provide flexibility to accommodate additional data elements necessary to meet agency needs.	JFMIP SR-99-9, Jul 99, Pg 11	JTR Vol. 2, Appendix T	Manage Travel□Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_10

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.015			The travel system must provide for fault-free performance of any data with dates prior to, through, and beyond January 1, 2000.	JFMIP SR-99-9, Jul 99, Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_11
General Requirements	10.01.016			The travel system must provide for the use of mandated Federal travel charge cards.	JFMIP SR-99-9, Jul 99, Pg 11		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_12
General Requirements	10.01.017			The travel system must provide by October 21, 2003, for appropriate electronic authentication technologies to verify the identity of the sender and the integrity of electronic content that satisfies OMB's implementation requirements of the Government Paperwork Elimination Act (GPEA), Public Law 105-277.	JFMIP SR-99-9, Jul 99, Pg 11		Manage Travel Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_13

TRAVEL REQUIREMENTS

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.018			The travel system must maintain and send a record of expenses for same day trip of more than 12 hours but less than 24 hours with no lodging to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement. In addition, the system must report and send the employer's matching tax amounts.	JFMIP SR-99-9, pages 11 and 37		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_14
General Requirements	10.01.019			The travel system must provide the capability to maintain the order of precedence for executing each travel step (i.e., authorization must precede a voucher, etc.).	JFMIP SR-99-9, Jul 99, Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_15
General Requirements	10.01.020			The travel system must provide override capability to change the order of precedence of the processing steps to handle unusual travel demands.	JFMIP SR-99-9, Jul 99, Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_16

TRAVEL REQUIREMENTS

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.021			The travel system must maintain an adequate separation of duties.	JFMIP SR-99-9, Jul 99, Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_17
General Requirements	10.01.022			The travel system must provide controls to prevent the creation of duplicate travel documents.	JFMIP SR-99-9, Jul 99, Pg 11				
General Requirements	10.01.023			The travel system must provide the ability to cite multiple funding sources and the ability to designate travel costs by funding source (e.g., dollar amount, percentage allocation).	JFMIP SR-99-9, Jul 99, Pg 11				
General Requirements	10.01.024			The travel system must provide for coding and processing features that will link all phases of travel together (i.e., travel authorization, travel approval, etc.).	JFMIP SR-99-9, Jul 99, Pg 11				
General Requirements	10.01.025			The travel system must provide for an audit trail on historical data that identifies input, correction, amendment, cancellation and approval.	JFMIP SR-99-9, Jul 99, Pg 11				

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.026			The travel system must provide for substantiating lodging expenses and other authorized expenses costing \$75 or more in accordance with FTR 301-52.	JFMIP SR-99-9, Jul 99, Pg 11				
General Requirements	10.01.027	Y		The travel system should provide the capability to allow automatic de-obligation on prior year blanket obligations.	JFMIP SR-99-9, Jul 99, Pg 12				
General Requirements	10.01.028	Y		The travel system should provide the capability to download travel information from the agency's Travel Management System.	JFMIP SR-99-9, Jul 99, Pg 12				
General Requirements	10.01.029			The travel system must provide for verification that authorization exists and that funds are available.	JFMIP SR-99-9, Jul 99, Pg 13				
General Requirements	10.01.030		A	<b>The system must use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the par.</b>	JFTRVol1,Ch1, PtA, May 11, paraU1007				Travel_General_Requirements_018

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.001			The travel system authorization function must allow for processing various types of travel authorizations including unlimited open, limited open, and trip-by-trip.	JFMIP SR-99-9, Jul 99, Pg 13		Certify Funds□Manage Human Resources Compensation and Reimbursements□Manage Travel□Review Funding Request□Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfacti	Travel_Authorizati on_1
Travel Authorization	10.02.004			The travel system authorization function must provide for determining whether the traveler is a holder of a government-issued charge card.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorizati on_2

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.007			The travel system authorization function must provide the capability to create travel authorizations and provide funds availability when appropriate (e.g., specific trip authorization).	JFMIP SR-99-9, Jul 99, Pg 13		Certify Funds□Manage Human Resources Compensation and Reimbursements□Manage Travel□Review Funding Request□Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfacti	Travel_Authorizati on_3
Travel Authorization	10.02.008			The travel system authorization function must record detailed itinerary information.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorizati on_4
Travel Authorization	10.02.009			The travel system authorization function must calculate authorized per diem (including for non-work days, interrupted travel and reduced per diem rates) and meals, and incidental expenses (M&IE) based on the temporary duty (TDY) location.	JFMIP SR-99-9, Jul 99, Pg 13		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorizati on_5



TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.010			The travel system authorization function must allow for special routing and approval levels for certain classes/conditions of travel as required by FTR 301-2.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_6
Travel Authorization	10.02.012			The travel system authorization function must provide the capability to process travel authorizations with split fiscal year funding and with multiple funding.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_7
Travel Authorization	10.02.015			The travel system authorization function must allow correction, amendment, and cancellation of the travel authorization with appropriate reviewing and approving controls and allow for notification to the traveler and accounting office.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_8

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.016	Y		The travel system authorization function should provide for entry for retention of the traveler's profile (e.g., name, mailing address, internal number, e-mail address, bank account, Social Security Number (SSN), payment address, permanent duty station, organization, position title, office phone, tickets, and seating preferences, etc.) for subsequent travel actions.	JFMIP SR-99-9, Jul 99, Pg 14		Manage Human Resources Compensation and Reimbursements Manage Travel Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_9
Travel Authorization	10.02.022	Y		The travel system should provide for the electronic routing of travel documents to reviewing and approving officials.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_10
Travel Authorization	10.02.027	Y		The travel system should provide the ability to address foreign currency conversions and fluctuations.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_11

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.028	Y		The travel system should provide the ability to electronically route approved documents based on agency defined criteria.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_12
Travel Authorization	10.02.029	Y		The travel system should provide for on-line search capability based on user-defined parameters.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_13
Travel Authorization	10.02.030	Y		The travel system should provide the capability to allow a user to drill down from summary data to detail data.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_14

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.031	Y		The travel system should provide for a tracking system that will allow employees to determine the status of any travel document at any time.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_15
Travel Authorization	10.02.032	Y		The travel system should provide the capability to insert free form text or comments.	JFMIP SR-99-9, Jul 99, Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_16
Travel Authorization	10.02.035	Y		The travel system authorization function should provide for an automated interface of accounting codes and funds availability with the Core Financial System.	JFMIP SR-99-9, Jul 99, Pg 14		Manage Travel Update Chart of Accounts and SFIS Attribute and Pro Forma Entries and Calendar Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfacti	Travel_Authorization_17

TRAVEL REQUIREMENTS

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.038	Y		The travel system authorization function should allow for processing an annual unlimited open travel authorization without recording an estimated obligation amount for each trip prior to travel.	JFMIP SR-99-9, Jul 99, Pg 14		Capture Pro Forma Entries □ Certify Funds □ Generate General Ledger Transactions □ Manage Travel □ Post General Ledger Transactions □ Review Funding Request □ Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Reque	Travel_Authorization_18
Travel Authorization	10.02.039	Y		The travel system authorization function should support the use of voice recognition in reservation system.	JFMIP SR-99-9, Jul 99, Pg 14		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_19
Travel Authorization	10.02.042			The travel authorization system must allow for the option of specific authorization or prior approved travel arrangements, as required by the FTR 301-2.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_21

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.043			The travel authorization system must provide the capability to interface with the agency's Travel Management Center (TMC) or appropriate Commercial Reservation System (CRS), effective January 1, 2001.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_22
Travel Authorization	10.02.044			The travel system authorization function must provide the capability to display defined messages to the user regarding certification statements, Privacy Act Statement, standard clauses for required receipts, supporting documentation requirements, etc., and justification statements for use of special travel arrangements.	JFMIP SR-99-9, Jul 99, Pg 13		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_23
Travel Authorization	10.02.045	Y		The travel system authorization function should provide the ability to obligate travel funds based on estimated costs and liquidate on actual costs at the point of individual trip approval.	JFMIP SR-99-9, Jul 99, Pg 14				

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.046		A	<b>Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&amp;IE are paid by the GOV'T. A member is not authorized per diem on any day leave is charged.</b>	JFTRVol1,Ch1, PtA, May 11, paraU1039				Travel_Authorization_026

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.047		A	<b>The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Other than Economy-/Coach-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) -class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the least expensive unrestricted economy/coach-class airfare is \$765. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of other than economy-/coach class accommodations. Full documentation of the authorization/approval for use of these</b>	JFTRVol1,Ch2, PtA, May 11, paraU2000				Travel_Authorization_027



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
				<b>other than economy-/coach-class accommodations is on file in the office of the other than economy/coach class AO."</b>					
Travel Authorization	10.02.048		A	<b>A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA or an IBA. This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.</b>	JFTRVol1,Ch2, PtA, Apr 11, paraU2015				Travel_Authorization_028

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.049		A	<b>A blanket/repeat TDY order must never authorize other than economy/coach class travel. If travel in other than economy/coach class accommodations becomes necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.</b>	JFTRVol1,Ch2, PtB, May 11, paraU2140				Travel_Authorizati on_030

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.050		A	<b>If POC use is to the GOV'T's advantage, for a member who travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3005-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3005-C for POC travel for the ordered travel official distance.</b>	JFTRVol1,Ch3, PtA, Jul 11, paraU3005				Travel_Authorization_031

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.051		A	<b>If POC use is not to the GOV'T's advantage, for a member who travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3005-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total time cannot exceed that authorized in par. U3005-A for commercial transportation for the ordered travel official distance.</b>	JFTRVol1,Ch3, PtA, Jul 11, paraU3005				Travel_Authorization_032
Travel Authorization	10.02.052	Y	A	<b>A command must not permit a CTO to issue travelers other than economy/coach class tickets without prior proper authorization.</b>	JFTRVol1,Ch3, PtB Jul 11, paraU3125				Travel_Authorization_033

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Advances	10.03.001			If the Government issues an advance in the form of currency, traveler's checks, or EFT under exceptional procedures, the travel system advance function must provide for entry, processing, approval, and the payment and liquidation of government funds. This function must provide for the tracking, aging, and control of the travel advance function.	JFMIP SR-99-9, Jul 99, Pg 15		Manage Human Resources Compensation and Reimbursements Manage Travel Record and Manage Receivable	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Advances_1
Travel Advances	10.03.002			The travel system advance function must be able to set, change, and apply established limits on travel advances.	JFMIP SR-99-9, Jul 99, Pg 15		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_2

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Advances	10.03.004			The travel system advance function must provide data for automatic aging outstanding travel advances based on the end of trip date and generate follow-up notices to the travelers and administrative staff concerning delinquent advances effecting payroll offsets or other means of collection.	JFMIP SR-99-9, Jul 99, Pg 15		Calculate Aging Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_3
Travel Advances	10.03.005	Y		The travel system advance function should be able to process travel advances paid by currency, travelers checks, electronic funds transfer (EFT), or by an Automated Teller Machine (ATM) withdrawal using an agency travel card. The use of a Government contractor-issued charge card is the preferred method of payment.	JFMIP SR-99-9, Jul 99, Pg 15		Manage Human Resources Compensation and Reimbursements Manage Travel Record and Manage Receivable	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Advances_4

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Advances	10.03.007			The travel system advance function must provide for limiting the allowed advance based upon transportation method (Government Transportation Request (GTR) vs. non-GTR), subsistence rates, miscellaneous expenses, and possession a charge card.	JFMIP SR-99-9, Jul 99, Pg 15		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_5
Travel Advances	10.03.010			The travel system advance function must provide for reporting to the Internal Revenue Service (IRS) delinquent travel advances as taxable income to the traveler.	JFMIP SR-99-9, Jul 99, Pg 15		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_6
Travel Advances	10.03.011			The travel system advance function must allow travel advance information to be accessible in travel voucher preparation.	JFMIP SR-99-9, Jul 99, Pg 15				

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.001			The travel system must provide for input by both travelers and designated officials at central and/or remote locations.	JFMIP SR-99-9, Jul 99, Pg 16		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_1
Travel Vouchers	10.04.003			The travel system must provide the capability to display defined messages to the user regarding required receipts for lodgings and authorized expenses incurred costing \$75 or more, surrendering unused, partially used, or downgraded/exchanged tickets, refunds, certificates, etc., supporting documentation requirements; justification and certification statements.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_2



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.004			The travel system must process partial/interim vouchers against a travel authorization to expedite liquidation related to travel obligations.	JFMIP SR-99-9, Jul 99, Pg 16		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_3
Travel Vouchers	10.04.006			The travel system must provide the capability to calculate authorized mileage allowances and per diem amounts (including for non-work days, interrupted travel and reduced per diem rates) based on TDY location and other related information.	JFMIP SR-99-9, Jul 99, Pg 16		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_4

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.007			The travel system must provide the capability to draw upon the information reflected on the travel authorization and/or government cash advance provided to the traveler; the system should prepare the voucher/claim as required consistent with authorizing type, including unlimited open, limited open, and trip-by-trip. The system should access the appropriate per diem and mileage allowances.	JFMIP SR-99-9, Jul 99, Pg 16		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_5
Travel Vouchers	10.04.011			The travel system must process amended vouchers with appropriate reviewing and approving controls and provide the capability to update related systems/modules.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_6

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.012			The travel system must provide the traveler with the capability to create and modify travel vouchers before final approval. The voucher then would be transferred to the approving official. The approving official would either deny and remand it to the traveler or approve it and forward it for payment.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_7
Travel Vouchers	10.04.013			The travel system must have a tracking system that will allow travelers payment offices, etc., to determine the status of any voucher/claim.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Travel Record and Manage Receivable	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Vouchers_8
Travel Vouchers	10.04.014			The travel system must provide for system generated series of notices when information has not been submitted timely as specified by FTR 301-51 and 301-52.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_9

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.018			The system must provide for matching of travel vouchers with the travel authorizations and/or centrally issued passenger tickets and provide for audit of the claim in accordance with the Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR) for temporary duty travel of all civilian agency government travelers. (The Joint Travel Regulations (JTR) implements the FTR and DSSR for all DoD civilian employees).	JFMIP SR-99-9, Jul 99, Pg 17		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_10
Travel Vouchers	10.04.019			The travel system must integrate the issuance and control of the travel advances with the travel voucher payment process to ensure that the advance is liquidated or collected prior to the issuance of a payment to the traveler; also provide the capability not to liquidate when the traveler has been authorized a "retained" travel advance in accordance with FTR 301-51.	JFMIP SR-99-9, Jul 99, Pg 15		Manage Human Resources Compensation and Reimbursements Manage Travel Record and Manage Receivable	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Vouchers_11

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.020			The travel system must provide for a random sampling of travel vouchers for voucher audits, information requirements, or other purposes based on criteria as determined by the agency. (Statistical sampling requirements are contained in GAO's Title 7).	JFMIP SR-99-9, Jul 99, Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_12
Travel Vouchers	10.04.023			The travel system must provide the capability to process more than one Relocation Income Tax allowance if reimbursement is received in more than one calendar year.	JFMIP SR-99-9, Jul 99, Pg 35		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_14
Travel Vouchers	10.04.024			The travel system must allow for recording the date of departure from, and arrival at, the official duty station or any other place when travel begins, ends, or requires overnight lodging.	JFMIP SR-99-9, Jul 99, Pg 16		Assign Human Resources Manage Human Resources Compensation and Reimbursements Manage Travel Record Time and Attendance Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_15

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.025			The travel system must provide the capability to compute M&IE allowance rates based on travel completed: <ul style="list-style-type: none"> <li>• More than 12 hours but less than 24 - 75 percent of the applicable M&amp;IE rate,</li> <li>• 24 hours or more, on:                             <ul style="list-style-type: none"> <li>-Day of departure - 75 percent of the applicable M&amp;IE rate</li> <li>-Full days of travel - 100 percent of the applicable M&amp;IE rate</li> <li>-Last day of travel - 75 percent of the applicable M&amp;IE rate, and</li> <li>• Meals provided in accordance with FTR 301-11.</li> </ul> </li> </ul>	JFMIP SR-99-9, 16	Joint Travel Regulations, Volume 2, Change 508 Chapter 4, Part L, Tables C4566	Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_16
Travel Vouchers	10.04.026			The travel system must provide information to allow for offset of funds to indebtedness through salary offset, a retirement credit, or other amount owed the employee.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Benefits□Manage Human Resources Compensation and Reimbursements□Manage Travel□Process Authorized Personnel and Benefits Liability Information	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Vouchers_17

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.027			The system must allow entering approved or official subsistence rates, mileage allowances, etc. when not available in the travel system.	JFMIP SR-99-9, Jul 99, Pg 16		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_18
Travel Vouchers	10.04.028	Y		The travel system should provide for a mechanism that allows the traveler to designate applicable amounts to be paid to a charge card contractor and/or reimbursement to the traveler (Split Disbursement).	JFMIP SR-99-9, Jul 99, Pg 17		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_19
Travel Vouchers	10.04.029	Y		The travel system should provide for electronic notification to travelers of payments made by disbursing offices or for disallowance of a claim for an expense. Allow for agency flexibility in defining message contents.	JFMIP SR-99-9, Jul 99, Pg 18		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_20

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.030	Y		The system should provide the capability to enter the "Direct Billed" amount for costs such as on-line Payment and Collection (OPAC) billings by the Department of State employees stationed overseas, and lodging, airline, and car rental that are billed directly to the agency for payment, but not included in the calculation of payment to the traveler.	JFMIP SR-99-9, Jul 99, Pg 17		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_21
Travel Vouchers	10.04.034		A	<b>The system must Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the par. U1007-A2 provisions in force.</b>	JFTRVol1,Ch1, PtA, May 11, paraU1007				Travel_Vouchers_026



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Local Travel	10.05.001	Y		The travel system must produce the local travel voucher by entering selected data into the system to activate an obligation and payment of local travel.	JFMIP SR-99-9, Jul 99, Pg 19		Manage Human Resources Compensation and Reimbursements Manage Travel Post General Ledger Transactions	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Se	Local_Travel_1
Local Travel	10.05.004			The travel system must provide the capability to change the appropriate accounting classification data.	JFMIP SR-99-9, Jul 99, Pg 19		Manage Human Resources Compensation and Reimbursements Manage Travel Update Chart of Accounts and SFIS Attribute and Pro Forma Entries and Calendar	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Local_Travel_2
Local Travel	10.05.007			The travel system must provide the capability to compute mileage allowances.	JFMIP SR-99-9, Jul 99, Pg 19		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Local_Travel_3

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Local Travel	10.05.008			The travel system must provide for funds availability.	JFMIP SR-99-9, Jul 99, Pg 19		Manage Human Resources Compensation and Reimbursements Manage Travel Review Funding Request Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfacti	Local_Travel_4
Sponsored Travel	10.06.001			The travel system must track and report the travel process for the acceptance of payment in-cash or in-kind acceptance of services from non-federal sources to defray in whole or in part the travel or related expenses of Federal employees in accordance with FTR 304.	JFMIP SR-99-9, Jul 99, Pg 20		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Sponsored_Travel_1
Sponsored Travel	10.06.003			The system must provide a mechanism to assure that sponsored travel is administratively approved, by the agency designated official, prior to final approval of the travel authorization.	JFMIP SR-99-9, Jul 99, Pg 20		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Sponsored_Travel_2

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Sponsored Travel	10.06.005			The travel system must provide the capability to indicate the amounts and entitlements to be paid by the government and those to be paid by the sponsoring organization and show estimated amounts where actual amounts are unknown.	JFMIP SR-99-9, Jul 99, Pg 20		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Sponsored_Travel_3
Sponsored Travel	10.06.007			The travel system must provide the capability to generate the appropriate accounting transactions to reflect the cost of the trip to be funded by the government and transactions to record the receipt of income from non-federal sources. (As a value-added feature, this could be linked with an Accounts Receivable System).	JFMIP SR-99-9, Jul 99, Pg 37		Generate General Ledger Transactions Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Sponsored_Travel_4
Sponsored Travel	10.06.009			The travel system must provide for the approval, or disapproval by a designated individual of the approval office at central and/or remote locations.	JFMIP SR-99-9, Jul 99, Pg 20				

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.001			The travel system must provide travel activity transactions to the Core Financial System by generating accounting transactions as needed.	JFMIP SR-99-9, Jul 99, Pg 37		Capture Pro Forma Entries Generate General Ledger Transactions Manage Human Resources Compensation and Reimbursements Manage Travel Post General Ledger Transactions	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Se	Travel_Interface_Requirements_1
Interface Requirements	10.07.002			The travel system must provide travel activity transactions to the Core Financial System by updating funds control.	JFMIP SR-99-9, Jul 99, Pg 37		Establish Funds Control Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_2

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.003			The travel system must provide travel activity transactions to the Core Financial System by updating the standard general ledger.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Human Resources Compensation and Reimbursements □ Manage Travel □ Post General Ledger Transactions	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Se	Travel_Interface_Requirements_3
Interface Requirements	10.07.004			The travel system must provide travel activity transactions to the Core Financial System by generating disbursement actions by electronic funds transfer (EFT).	JFMIP SR-99-9, Jul 99, Pg 37		Manage Human Resources Compensation and Reimbursements □ Manage Travel □ Post General Ledger Transactions	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Se	Travel_Interface_Requirements_4

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.005			The travel system must provide a standard record format for interface of transactions from the travel system to the core financial systems.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Human Resources Compensation and Reimbursements Manage Travel Update Chart of Accounts and SFIS Attribute and Pro Forma Entries and Calendar	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Interface_Requirements_5
Interface Requirements	10.07.007			The travel system must provide for recording sufficient airline ticket information that is essential to the airline ticket payment process so that the accounting office may review the information, verify the amount cited on the airline bill, and determine if a refund is due or reconcile other ticketing differences so that correct payment is made.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Interface_Requirements_6

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.010	Y		The travel system should provide for on-line funds validation.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Travel Funding Request Verify Funds Availability	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfacti	Travel_Interface_Requirements_7
Interface Requirements	10.07.011	Y		The travel system should provide the capability to support electronic interface with relocation contractors.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Interface_Requirements_8

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.012			The travel system must provide travel activity transactions to the core financial system by updating subsidiary systems/ modules.	JFMIP SR-99-9, Jul 99, Pg 37		Capture Pro Forma Entries Generate General Ledger Transactions Manage Travel Post General Ledger Transactions	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Se	Travel_Interface_Requirements_9
Interface Requirements	10.07.013			The travel system must provide interfaces with the accounts receivable module for salary offsets. Access to claims shall be controlled as determined by each agency.	JFMIP SR-99-9, Jul 99, Pg 37		Maintain Accounts Receivable Balances Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_10



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.014			The travel system must provide the capability to interface with the agency's Travel Management System, effective January 1, 2001.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	#N/A
Interface Requirements	10.07.015			The travel system must provide the capability to maintain and send a record of taxable travel payments to the payroll system for inclusion in the employee's Form W-2, Wage and Tax Statement.	JFMIP SR-99-9, Jul 99, Pg 37		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	#N/A
Reporting	10.08.009			The travel system reporting function must provide the capability to download data to spreadsheets or other analytical tools.	JFMIP SR-99-9, Jul 99, Pg 38		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Reporting_1

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	10.08.012			The travel system reporting function must provide travel data to GSA for oversight in accordance with FTR 300-70, Agency Reporting Requirements.	JFMIP SR-99-9, Jul 99, Pg 38		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Reporting_2
Reporting	10.08.013	Y		The travel system reporting function should provide the capability to modify "HELP" facilities to meet specific requirements of the agency.	JFMIP SR-99-9, Jul 99, Pg 38				
Reporting	10.08.014	Y		The travel system reporting function should provide the capability to electronically transmit reports.	JFMIP SR-99-9, Jul 99, Pg 38		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Reporting_3
Reporting	10.08.015			The travel system reporting function must maintain data for use in future time frames.	JFMIP SR-99-9, Jul 99, Pg 38		0		

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	10.08.016			The travel system reporting function must maintain standard data elements contained in the Federal Travel Regulation (FTR), Chapter 301, Appendix C, to generate standard and ad hoc reports.	JFMIP SR-99-9, Jul 99, Pg 38				
Reporting	10.08.017			The travel system reporting function must maintain and report travel obligation and liquidation information.	JFMIP SR-99-9, Jul 99, Pg 38				
Reporting	10.08.018			The travel system reporting function must allow for the reformatting of reports to present different sorts of the information, the presentation of only specific information in the format selected, the summarization of data, and the modification of report formats to tailor the reports to the specific requirements of the agency.	JFMIP SR-99-9, Jul 99, Pg 38				
Reporting	10.08.019			The travel system reporting function must provide the capability to run on-demand analysis reports.	JFMIP SR-99-9, Jul 99, Pg 38				

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.002			The system must provide the capability to capture the effective date of the transfer or appointment followed by a one-year service agreement, unless separated for reasons beyond employee's control that are acceptable to the agency.	JFMIP SR-99-9, Jul 99, Pg 21		Assign Human Resources Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_1
Temporary/Permanent Change of Station	10.09.003			The travel system must provide the capability to capture the time limit for beginning travel and transportation not to exceed 2 years from the effective date of the employee's transfer or appointment and not to exceed 3 years when the 2-year limitation for completion of residence (sale and purchase or lease) transactions is extended one year by the head of the agency or his/her designee.	JFMIP SR-99-9, Jul 99, Pg 21		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_2

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.004			The travel system must provide the capability to capture information for the required allowance alternative option selected when two or more members of the same immediate family are employed by the government, and in applying these alternatives, provide that other members of the immediate family not receive duplicate allowances.	JFMIP SR-99-9, Jul 99, Pg 21		Manage Human Resources Compensation and Reimbursements Manage Travel Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_3
Temporary/Permanent Change of Station	10.09.005			The system must provide the capability to process reimbursement for not more than one return trip during each agreed period of service at a post-of-duty for prior return of immediate family.	JFMIP SR-99-9, Jul 99, Pg 21		Assign Human Resources Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_4
Temporary/Permanent Change of Station	10.09.006			The travel system must provide the capability to provide on screen instructions or prompts as to how calculations/formulas are performed for allowances.	JFMIP SR-99-9, Jul 99, Pg 22		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_5

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.007			The travel system must allow for a "Remarks" field to enter comments.	JFMIP SR-99-9, Jul 99, Pg 22		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_6
Temporary/Permanent Change of Station	10.09.008			The travel system must allow for re-computing allowances and making appropriate adjustments.	JFMIP SR-99-9, Jul 99, Pg 23		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_7
Temporary/Permanent Change of Station	10.09.009			The travel system must provide the capability to offset entitlements against any indebtedness to the Government (e.g., Relocation Income Tax (RIT) allowance results in a negative amount).	JFMIP SR-99-9, Jul 99, Pg 23		Generate Offsetting Liability or Receivable Pro Forma Entries Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_8

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.010			The travel system must provide for withholding Federal or Puerto Rico, state, local, hospital insurance and Federal Insurance Contribution Act (FICA) tax at the withholding rate applicable to supplemental wages on the original voucher when submitted. (Use the "gross-up formula" in FTR 302-11).	JFMIP SR-99-9, Jul 99, Pg 23		Manage Benefits Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_9
Temporary/Permanent Change of Station	10.09.011			The travel system must maintain a record of all relocation expenses (those taxable and nontaxable), regardless of what system paid the expenses, and send a record of the expenses, including temporary assignments that are expected to exceed one year, to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement, or provided as a separate W-2 for relocation expenses. In addition, report and send the employer's matching tax amounts.	JFMIP SR-99-9, Jul 99, Pg 23		Assign Human Resources Manage Human Resources Compensation and Reimbursements Manage Travel Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_10

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.012			The travel system must provide for the system to annually consolidate total amount of employee's Withholding Tax Allowance (WTA) the amount of moving expense reimbursements, and RIT's paid during the applicable year and provide an itemized list to the employee to facilitate filing Marginal Tax claims and income tax returns.	JFMIP SR-99-9, Jul 99, Pg 23		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_11
Temporary/Permanent Change of Station	10.09.013			The travel system must, for Allowances for Househunting Trip, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's date of travel. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.	JFMIP SR-99-9, Jul 99, Pg 23		Manage Human Resources Compensation and Reimbursements Manage Travel Record Time and Attendance	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_12



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.014			The travel system must provide the capability to set, change, and apply limits on travel advances for house hunting trips as set forth in FTR 302-4.	JFMIP SR-99-9, Jul 99, Pg 24		Assign Human Resources Resources Management Human Resources Compensation and Reimbursements Management Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_13

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.015			<p>The travel system must, for Allowances for House hunting Trip, provide the capability to provide the following required information:</p> <ul style="list-style-type: none"> <li>- Limited to employee and/or spouse .</li> <li>- Limited to one round trip; duration authorized by the agency under FTR 302-4, not to exceed 10 calendar days.</li> <li>- Specific distance limitations applicable to individual allowances for house hunting trips.</li> <li>- Both old and new official stations are located within the United States</li> <li>- Not assigned to Government or other prearranged housing at new official station.</li> <li>- Old and new stations are 75 or more miles apart - Not authorized for New appointees.</li> <li>- Not authorized for employees assigned under the Government Employee's Training Act.</li> </ul>	JFMIP SR-99-9, pages 24-25		<p>Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel</p>	<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	Temporary_Or_Permanent_Change_Of_Station_14

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.016			The travel system must, for Allowance for En route Travel and Transportation of Employee and Immediate Family, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses. • Actual transportation costs for employee and immediate family—Common carrier, Government vehicle, POV, special conveyance • Mileage if performed by POV for transfer • Per diem for employee and immediate family.	JFMIP SR-99-9, Jul 99, Pg 25		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Record Time and Attendance	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_15

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.017			<p>The travel system must, for Allowance for En route Travel and Transportation of Employee and Immediate Family, provide the capability to set, change, and apply limits on travel advances as:</p> <ul style="list-style-type: none"> <li>• Authorized for: Estimated per diem, mileage, common carrier (not less than \$100) for employee and immediate family as set forth in FTR302-2, and</li> <li>• Not Authorized for: <ul style="list-style-type: none"> <li>- Overseas tour renewal agreement travel as set forth in FTR-302-2,</li> <li>- Separation for retirement as set forth in FTR 302-1, and</li> <li>- Government Bill of Lading (GBL) or purchase order as set forth in FTR 302-7 and FTR 302-8.</li> </ul> </li> </ul>	JFMIP SR-99-9, Jul 99, Pg 26		<p>Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Record Time and Attendance□Separate or Terminate Human Resources</p>	<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	Temporary_Or_Permanent_Change_Of_Station_16

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.018			The travel system must, for Allowance for En route Travel and Transportation of Employee and Immediate Family, provide the capability to capture specific distance limitations applicable to change of official station (at least 10 miles from old official station).	JFMIP SR-99-9, Jul 99, Pg 26		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Record Time and Attendance	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_17
Temporary/Permanent Change of Station	10.09.019			The travel system must, for Allowance For Transportation of Household Goods, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses, for transportation temporary storage reimbursement.	JFMIP SR-99-9, Jul 99, Pg 26-27		Acquire Human Resources□Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_18

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.020			The travel system must, for Allowance For Transportation of Household Goods, provide the capability to capture the required following information: <ul style="list-style-type: none"> <li>• Weight limitation,</li> <li>• temporary storage information, and</li> <li>• non-temporary storage information.</li> </ul>	JFMIP SR-99-9, Jul 99, Pg 27		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_19
Temporary/Permanent Change of Station	10.09.021			The travel system must, for Allowance For Transportation of Household Goods, provide the capability to set, change, and apply limits on travel advances as: <ul style="list-style-type: none"> <li>• Authorized for: transportation and temporary storage of household goods as set forth in FTR 302-8, and</li> <li>• Not authorized for: non-temporary storage of household goods as set forth in FTR 302-9.</li> </ul>	JFMIP SR-99-9, Jul 99, Pg 28		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_20

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.022			The travel system must, for Allowance For Transportation of Household Goods, provide access to Schedules of Commuted Rates and Government Bill of Lading rates for moving and storage of household goods and allow comparison.	JFMIP SR-99-9, Jul 99, Pg 28		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_21
Temporary/Permanent Change of Station	10.09.023			The travel system must, for Allowance for Transportation of Mobile Homes (Permanent Change of Station (PCS) and Temporary Change of Station (TCS) Transferee, New Appointee, and SES Last Move Home), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment and must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.	JFMIP SR-99-9, Jul 99, Pg 28		Acquire Human Resources□Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_22

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.024			The travel system must, for Allowance for Transportation of Mobile Homes (PCS and TCS Transferee, New Appointee, and SES Last Move Home), provide the capability to set, change, and apply limits on travel advances set forth in FTR-302.7.	JFMIP SR-99-9, Jul 99, Pg 29		Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_23
Temporary/Permanent Change of Station	10.09.025			The travel system must, for Allowance for Transportation of Mobile Homes (PCS Transferee and Agency Option for TCS Transferee), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer. Must also allow for entering appropriate data for various options of method of reimbursements including daily itemization of actual expenses. Reimbursement may be based on the fixed and actual methods, which may be reduced by the number of days of the house hunting.	JFMIP SR-99-9, Jul 99, Pg 29		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_24



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.026			The travel system must, for Allowance for Transportation of Mobile Homes (PCS Transferee and Agency Option for TCS Transferee), provide the capability to capture the following required information: <ul style="list-style-type: none"> <li>• Specific distance limitations applicable to eligibility for temporary quarters subsistence expenses</li> <li>• Not to exceed 60 consecutive days; may extend an additional 60 consecutive days for compelling reasons</li> <li>• Not authorized for: New appointees</li> </ul>	JFMIP SR-99-9, pages 29-30		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manag e Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_25
Temporary/Permanent Change of Station	10.09.027			The travel system must, for Allowance for Transportation of Mobile Homes (PCS Transferee and Agency Option for TCS Transferee), provide the capability to set, change, and apply limits on travel advances while occupying temporary quarters as set forth in FTR 302-5.	JFMIP SR-99-9, Jul 99, Pg 30		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manag e Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_26

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.028			<p>The travel system must, for Residence Transaction Expense Reimbursement (PCS Transferee only/Excludes Foreign PCS), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer.</p> <p>Maximum Reimbursement Limitations are:</p> <ul style="list-style-type: none"> <li>• Sale of old home—Reimbursable expenses cannot exceed 10% of the actual sale price</li> <li>• Purchase of new home—Reimbursable expenses cannot exceed 5% of the actual purchase price</li> <li>• Settlement of an unexpired lease (Applicable laws/terms of lease, Sublease)</li> <li>• Pro rata basis (a) if not fill title to the residence or (b) if employee sells or purchases land in excess of that which reasonably relates to the residence site.</li> </ul>	JFMIP SR-99-9, Jul 99, Pg 30		<p>Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel</p>	<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	Temporary_Or_Permanent_Change_Of_Station_27

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.029			The travel system must, for Residence Transaction Expense Reimbursement (PCS Transferee only/Excludes Foreign PCS), provide the capability to set, change, and apply limits on travel advances as not authorized for residence transaction expense reimbursement as set forth in FTR 302-6.	JFMIP SR-99-9, Jul 99, Pg 30		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_28
Temporary/Permanent Change of Station	10.09.030			The travel system must, for Residence Transaction Expense Reimbursement (PCS Transferee only/Excludes Foreign PCS), provide the capability to capture the following information: <ul style="list-style-type: none"> <li>• Settlement date time limitation - 2 years from date employee reports for duty at new official station; may extend 1 year.</li> <li>• Not authorized for: New appointees Employees assigned under the GETA Foreign PCS</li> </ul>	JFMIP SR-99-9, Jul 99, Pg 30-31		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_29

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.031			The system must, for Allowance for Relocation Services (PCS Transferee only), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effect date of transfer. Substitute for reimbursable relocation allowances authorized (e.g. household goods management services as a substitute for transportation of household goods).	JFMIP SR-99-9, Jul 99, Pg 31		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_30
Temporary/Permanent Change of Station	10.09.032			The system must, for Allowance for Miscellaneous Expense (PCS and TCS Transferee only), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.	JFMIP SR-99-9, pages 31		Acquire Human Resources□Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_31

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.033			The travel system must, for Allowance for Miscellaneous Expense (PCS and TCS Transferee only), provide the capability to set, change, and apply limits on travel advances as not authorized for miscellaneous expenses allowance as set forth in FTR-302-3.	JFMIP SR-99-9, Jul 99, Pg 32		Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_32
Temporary/Permanent Change of Station	10.09.034			The travel system must, for Allowance for Miscellaneous Expense (PCS and TCS Transferee only), provide the capability to capture the following information: <ul style="list-style-type: none"> <li>• Not authorized for employee's first assignment unless to an overseas location</li> <li>• Not authorized for:                             <ul style="list-style-type: none"> <li>- New appointees</li> <li>- Employees assigned under the GETA</li> <li>- Employees returning from overseas assignments for the purpose of separation.</li> </ul> </li> </ul>	JFMIP SR-99-9, Jul 99, Pg 32		Acquire Human Resources Assign Human Resources Manage Human Resources Compensation and Reimbursements Manage Travel Separate or Terminate Human Resources Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_33

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.035			<p>The travel system must, for Allowance for Property Management Services (TCS and Foreign PCS (until implementation of HR 930) Transferee), provide the capability to capture the following required information:</p> <ul style="list-style-type: none"> <li>• Optional use by employee</li> <li>• Authorized to transfer to foreign area/transferred back to a different non-foreign area</li> <li>• Agency pays for services offered by a company, which assist the employees transferred to a non-foreign area from a foreign area in retaining and renting, rather than selling residence at Government expense</li> <li>• Not authorized for:                             <ul style="list-style-type: none"> <li>- New appointees</li> <li>- Employees assigned under the GETA</li> <li>- Employees transferring wholly within a non-foreign area.</li> </ul> </li> </ul>	JFMIP SR-99-9, pages 32-33		<p>Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Sustain Human Resources</p>	<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	Temporary_Or_Permanent_Change_Of_Station_34

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.036			The travel system must for Allowance for the Transportation of Privately Owned Vehicle (PCS and TCS Transferee and New Appointee), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment.	JFMIP SR-99-9, Jul 99, Pg 33		Acquire Human Resources□Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_35
Temporary/Permanent Change of Station	10.09.037			The travel system must, for Allowance for Transportation of Privately Owned Vehicle (PCS and TCS Transferee and New Appointee), provide the capability to set, change, and apply limits on travel advances for transportation and emergency storage of employee's privately owned vehicle (POV) as set forth in FTR 302-10.	JFMIP SR-99-9, Jul 99, Pg 33		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_36

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.038			<p>The travel system must, for Allowance for Transportation of Privately Owned Vehicle (PCS and TCS Transferee and New Appointee), provide the capability to capture the following restrictions:</p> <ul style="list-style-type: none"> <li>• Outside U.S.                             <ul style="list-style-type: none"> <li>- Transport one POV unless replacement authorized within any 4 year period of continuous service</li> <li>- Employee drives POV from authorized origin to deliver POV to port of embarkation or from port of debarkation to authorized destination; from port of embarkation back to authorized origin after delivering POV or from authorized destination to port of debarkation to pickup POV.                                     <ul style="list-style-type: none"> <li>-- Reimburse one-way mileage costs</li> <li>-- May not be reimbursed a per diem allowance for round-trip travel to and from a port involved   <ul style="list-style-type: none"> <li>• Within Continental/Contiguous United States (CONUS). Transport any number of authorized POV's in</li> </ul> </li> </ul> </li> </ul> </li> </ul>	JFMIP SR-99-9, pages 33-34		<p>Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel</p>	<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	Temporary_Or_Permanent_Change_Of_Station_37



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
				accordance with FTR 302-10. • Rental car not allowed at either duty station.					
Temporary/Permanent Change of Station	10.09.039			The travel system must, for Withholding Tax Allowances (PCS and TCS Transferee only), provide the capability to calculate in Year 1 a gross-up formula (compensate the employee for the initial tax, the tax on tax, etc.) for a Withholding Tax Allowance (WTA) payment amount to cover the employee's Federal or Puerto Rico withholding tax each time covered moving expense reimbursements are made, excluding other withholding tax obligations.	JFMIP SR-99-9, Jul 99, Pg 34		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_38
Temporary/Permanent Change of Station	10.09.040			The travel system must, for Withholding Tax Allowance (PCS and TCS Transferee only), provide the capability of processing more than one WTA if reimbursement for moving expenses is received in more than 1 calendar year.	JFMIP SR-99-9, Jul 99, Pg 34		Manage Human Resources Compensation and Reimbursements □ Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_39

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.041			<p>The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to capture the following</p> <ul style="list-style-type: none"> <li>Limited expenses or allowances covered by Relocation Income Tax Allowance (RIT):                             <ul style="list-style-type: none"> <li>House hunting trip</li> <li>en route travel</li> </ul> </li> </ul> <p>according to current IRS regulations</p> <ul style="list-style-type: none"> <li>household goods shipment (including temporary storage over 30 days)                             <ul style="list-style-type: none"> <li>non-temporary storage expenses (before October 12, 1984)                                     <ul style="list-style-type: none"> <li>mobile home/boat movement   <ul style="list-style-type: none"> <li>temporary quarters</li> <li>residence transactions (real estate) expense reimbursement   <ul style="list-style-type: none"> <li>relocation services which constitute income to the employee   <ul style="list-style-type: none"> <li>miscellaneous expenses allowance   <ul style="list-style-type: none"> <li>property management services allowance   <ul style="list-style-type: none"> <li>Not authorized for:   <ul style="list-style-type: none"> <li>new appointees</li> <li>employees assigned under the GETA   <ul style="list-style-type: none"> <li>employees returning</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul>	JFMIP SR-99-9, pages 34-35		Assign Human Resources□Develop Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Separate or Terminate Human Resources□Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_40

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
				from overseas assignment for the purpose of separation					
Temporary/Permanent Change of Station	10.09.042			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to set, change, and apply limits on travel advances as not authorized for RIT allowance as set forth in FTR 302-11.	JFMIP SR-99-9, Jul 99, Pg 35		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_41
Temporary/Permanent Change of Station	10.09.043			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), allow for processing RIT claims involving two or more States with the selection of applicable taxing situations (average, highest, sum of the applicable state / local marginal tax rate) to determine applicable single State /Local Marginal Tax Rate.	JFMIP SR-99-9, Jul 99, Pg 35		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_42

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.044			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), Provide the capability to calculate formulas for a Combined Marginal Tax Rate (CMTR), which includes a single rate for Federal or Puerto Rico Marginal Tax Rate, State's Marginal Tax Rate (applicable when States do not allow deduction of moving expenses), and Local Marginal Tax Rate.	JFMIP SR-99-9, Jul 99, Pg 35		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_43
Temporary/Permanent Change of Station	10.09.045			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to calculate a CMTR formula for Year 1 and for Year 2. (Formula adjusts the State and local tax rates to compensate for their deductibility from income for Federal or Puerto Rico tax purposes).	JFMIP SR-99-9, Jul 99, Pg 35		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_44

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.046			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to calculate State gross-up formulas to be used when States do not allow deduction of moving expenses.	JFMIP SR-99-9, Jul 99, Pg 35		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_45
Temporary/Permanent Change of Station	10.09.047			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), allow for entering appropriate data for income level and filing status.	JFMIP SR-99-9, Jul 99, Pg 35		Assign Human Resources□Manage Human Resources Compensation and Reimbursements□Manage Travel□Sustain Human Resources	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_46

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.048			<p>The travel system must, for Home sale Program/ Home marketing incentive payments (PCS Transferee only), provide the capability to calculate maximums or limitations applicable to the following incentive:</p> <ul style="list-style-type: none"> <li>• Agency pays transferred employee home marketing incentive for finding a bona fide buyer for employee's residence, which may not exceed the lesser of:                             <ul style="list-style-type: none"> <li>a. Five percent (5%) of the price the relocation services company paid the employee for residence, OR</li> <li>b. Actual savings the agency realized from the reduced fee/expenses it paid to the relocation services company.</li> </ul> </li> </ul>	JFMIP SR-99-9, pages 35-36		Assign Human Resources Manage Benefits Manage Human Resources Compensation and Reimbursements Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_47

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.049			The travel system must, for Home sale Program/ Home marketing incentive payments (PCS Transferee only), provide the capability to capture the following required information: <ul style="list-style-type: none"> <li>• Use relocation services companies under contract with the Government.</li> </ul>	JFMIP SR-99-9, Jul 99, Pg 36		Assign Human Resources□Manage Benefits□Manage Human Resources Compensation and Reimbursements□Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_48

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.050			The travel system must provide for the capability to display defined messages to the traveler and/or travel administrator regarding statements, justifications, and certifications. Warning messages or guidelines should include at least some identification as to where the traveler should go for additional information. (e.g., If another level for find certification or approval is required, or if receipts or additional documents are required for certain activities, the system should provide such a message when the order is prepared. In addition, when the voucher segment of the system is activated, the requirement should appear again so that all necessary documentation is available for voucher audit).	JFMIP SR-99-9, Jul 99, Pg 23		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_49
Temporary/Permanent Change of Station	10.09.051			The travel system must provide for liquidating travel advances from more than one entitlement if submitted on one voucher.	JFMIP SR-99-9, Jul 99, Pg 23				



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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.052			The travel system must, for Withholding Tax Allowances (PCS and TCS Transferee only), provide for system generated notices for outstanding WTA's when information has not been submitted within a given time period as established by the agency.	JFMIP SR-99-9, Jul 99, Pg 34				
Temporary/Permanent Change of Station	10.09.053			The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to calculate in Year 2 a gross-up formula for a RIT Allowance payment amount to cover the additional tax liability not covered by the WTA paid in Year 1 on prior PCS settlement vouchers.	JFMIP SR-99-9, Jul 99, Pg 35				
Temporary/Permanent Change of Station	10.09.054			The travel system must provide the capability to calculate maximums or limitations available for the allowances provided in the summary chart on JFMIP-SR-99-9, page 22.	JFMIP SR-99-9, Jul 99, Pg 21				

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.002			For centralized control and system administration, the travel system must provide for flexible operational capability to allow for daily, weekly, biweekly, monthly, quarterly, and annual processing requirements.	JFMIP SR-99-9, Jul 99, Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_1
System Administration	10.10.007			For centralized control and system administration, the travel system must provide the capability for backup and recovery of transactions.	JFMIP SR-99-9, Jul 99, Pg 40		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_2

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.014			<p>For centralized control and system administration, the travel system must provide the capability to establish and maintain the following tables that include, at a minimum:</p> <ul style="list-style-type: none"> <li>• User Administration:</li> <li>Traveler Profile</li> <li>• Trip purpose</li> <li>• Operational expense</li> <li>• Locality/M&amp;IE allowances</li> <li>• Locality/lodging rate (per diem)</li> <li>• Travelers Government Charge Card</li> <li>• Air costs/destination</li> <li>• Rental car rate/type</li> <li>• POV mileage rate/mileage</li> <li>• Approving Officials: -</li> <li>Organization/Funding - Delegated Authority.</li> </ul>	JFMIP SR-99-9, Jul 99, Pg 39		<p>Manage Human Resources Compensation and Reimbursements                      Manage Travel                      Sustain Human Resources</p>	<p>Cost Management                      Acquire-to-Retire                      Concept-to-Product                      Deployment-to-Redeployment/Retrograde                      Hire-to-Retire                      Market-to-Prospect                      Order-to-Cash                      Procure-to-Pay                      Prospect-to-Order                      Service-to-Satisfaction</p>	Travel_System_Administration_6
System Administration	10.10.017			<p>For centralized control and system administration, the travel system must provide the capability to maintain rules incorporated in the travel system.</p>	JFMIP SR-99-9, Jul 99, Pg 39		Manage Travel	<p>Cost Management                      Acquire-to-Retire                      Concept-to-Product                      Deployment-to-Redeployment/Retrograde                      Hire-to-Retire                      Market-to-Prospect                      Procure-to-Pay                      Prospect-to-Order                      Service-to-Satisfaction</p>	Travel_System_Administration_9

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.018			For centralized control and system administration, the travel system must provide for maintaining defined messages to the user regarding general system information (including Privacy Act Statement), announcements, etc.	JFMIP SR-99-9, Jul 99, Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_10
System Administration	10.10.019			For centralized control and system administration, the travel system must provide for maintaining routing lists.	JFMIP SR-99-9, Jul 99, Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_11
System Administration	10.10.020			For centralized control and system administration, the travel system must provide for supporting the remote user.	JFMIP SR-99-9, Jul 99, Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_12

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Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.021			For centralized control and system administration, the travel system must provide for establishing capability to use electronic signatures.	JFMIP SR-99-9, Jul 99, Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_13
System Administration	10.10.023			For centralized control and system administration, the travel system must provide for gathering and analyzing usage statistics.	JFMIP SR-99-9, Jul 99, Pg 40		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_15
System Administration	10.10.024			For centralized control and system administration, the travel system must provide for retaining system records in accordance with agency regulations and preventing the purging of historical records prior to the proper period as authorized for disposal by the National Archives and Records Administration (NARA).	JFMIP SR-99-9, Jul 99, Pg 40		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_16

TRAVEL REQUIREMENTS

Chapter	Req Id	Value Added?	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.026	Y		For centralized control and system administration, the travel system should provide for automated maintenance of per diem rates from a central source.	JFMIP SR-99-9, Jul 99, Pg 40				

**ACRONYMS**

ATM	Automated Teller Machine
CMTR	Combined Marginal Tax Rate
CONUS	Continental/Contiguous United States
CRS	Commercial Reservation System
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
DSSR	Department of State Standardized Regulations
EFT	Electronic Funds Transfer
FFMIA	Federal Financial Management Improvement Act
FICA	Federal Insurance Contribution Act
FSIO	Financial System Integration Office
FTR	Federal Travel Regulation
GBL	Government Bill of Lading
GETA	Government Employees Training Act
GPEA	Government Paperwork Elimination Act
GSA	General Services Administration
GTR	Government Transportation Request
IRS	Internal Revenue Service
JFMIP	Joint Financial Management Improvement Program
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
NARA	National Archives and Records Administration
OFFM	Office of Federal Financial Management
OPAC	On-line Payment and Collection
OPM	Office of Personnel Management
PCS	Permanent Change of Stations
POC	Point of Contact
POV	Privately Operated Vehicle
RIT	Relocation Income Tax
SES	Senior Executive Service
SSN	Social Security Number
TCS	Temporary Change of Stations

TDY	Temporary Duty
TMC	Travel Management Center
TMS	Travel Management System
WTA	Withholding Tax Allowance