The Travel Advisor

Defense Travel System

For DTS questions, please contact the 266th FMC DTS helpdesk.

E-mail:
266dtshelp-desk@eur.army.mil

Kaiserslautern Helpdesk:
DSN 483-6746/6747

The Bavaria Helpdesk:
DSN 475-7285/

Government Travel Charge Card

USAREUR GTCC Program Manager can be reached at DSN: 483-6740 or by email:

gtcc.266@eur.army.mil

Upcoming APC classes:

Bldg 1566, Spinelli Barracks, Mannheim, 0900-1200

8 June 2010

Bldg 3200, Kleber Kaserne

Kaiserslautern, 0900-1200
11 May 2010

Call or e-mail to reserve a seat!

Upcoming DTS training classes

Location: Spinelli Barracks, Mannheim, Germany, Bldg 1566, Rm 404
- Approving Officer Training: 0900-1600: 14 May, 18 June
- ODTA 3-Day Training: 0900-1600: 11-13 May, 15-17 June
     (includes instruction on set up/re-organize an organization hierarchy in DTS)

Location: Kleber Kaserne, Kaiserslautern, Germany, Bldg 3200, Rm S205
- Approving Officer Training: 0900-1600: 7 May, 11 June
- ODTA 2-Day Training: 0900-1600:   4-6 May, 8-10 June

Location: Camp Normandy, Grafenwöhr, Distance Training Facility (DTF), Bldg 3144.
- Approving Officer Training: 0830-1500: 21 May, 25 June
- ODTA 3-Day Training: 0830-1600: 18-20 May, 22-24 June

  Please contact the DTS Helpdesk if interested in attending a training class, provide name, unit, telephone number and e-mail address.

ROUTING LIST CANNOT EXCEED LEVEL 25 APPROVE???

As DTS moves along with new updates we find more and more capabilities that go against what we are used to doing in the past. One main rule that had been instilled in our minds was that "APPROVED" had to be the final step in the routing list and have to be as level 25. With the update that was released in August 2009 it changed that restriction on routing lists. Yes, Approved still has to be the final stamp on the routing list however it now can be ANY level number you choose and can now go up to level 30.

From the DTA Manual: 5.1 Routing Lists:
REVIEWED, can be level 10; with CERTIFIED at level 15; and the APPROVED stamp at level 20. The highest available level cannot exceed 30.

| AUTH | REVIEWED | Harry Smith | 10 |
| AUTH | APPROVED | Jim Coyle | 20 |

Did You Know . . .
Texting While Driving When on Official Business Now Prohibited...
Executive Order #13513, "Federal Leadership on Reducing Text Messaging While Driving," was signed October 1, 2009, to help reduce the dangers of text messaging while driving. The Executive Order states:
"Federal employees shall not engage in text messaging: a) when driving a GOV, or when driving a POV while on official Government business, or b) when using electronic equipment supplied by the Government while driving." This ban covers reading from or entering data into any handheld or other electronic device, for the purpose of Short Message, Service texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Additional guidance will be forthcoming that will outline appropriate measures to implement this order.

Visit http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf to review a complete version of Executive Order #13513.

LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

We hear all too often "*mileage will not be reimbursed if within the 50mile radius*" . When it comes to local travel and TDY this is a myth. Per the JFTR Chapter 3 Part F members will be reimbursed for travel they perform within the area of their PDS. When ordered to an alternate work location the member is entitled to govt transportation or reimbursement if govt transportation is not available. That is the main purpose of a Local Voucher in DTS: reimbursement for Local Travel. If the travel is under 12hrs from time of departure from their home to arrival back at their home their only entitlement is mileage or appropriate transportation costs that EXCEED their normal daily commute to their regular work site. If the travel is over 12hrs and requires no lodging then the member is entitled to 75% per diem for the location they traveled to. If multiple Locations then the per diem is calculated for the location with the highest per diem rate.

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

U3505 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;

2.   Places of business; or

3. Residence and place of business other than office or duty point during usual official duty hours.

C. POC Travel

1. General. When authorized/approved:

> a. POC travel is reimbursed using the authorized TDY mileage (see par. U2600) based on odometer readings (or
>
>   other acceptable evidence) of the actual necessary distance traveled for conducting official business.
>
> b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip
>
>   insurance' for travel in foreign countries. See APP G.
>
> c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC
>
>   operating expenses, regardless of the number of passengers who accompany the traveler or which passengers con
>
>   tribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

> a. See par. U3320 for travel to/from a transportation terminal.
>
> **b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS**
>
>   **and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that**
>
>   **exceeds the normal commuting distance.**
>
> c. If the traveler does not ordinarily travel by POC to and from home, and POC travel is authorized/approved
>
>   between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid
>
>   for the distance driven, less the traveler's ordinary transportation cost to get to work and back home

HOME

18 MILES

ALTERNATE DUTY

PDS

5 MILES

Distance to Alternate:	18 miles
Distance to PDS:	5 miles
mileage Reimbursement:	13 miles
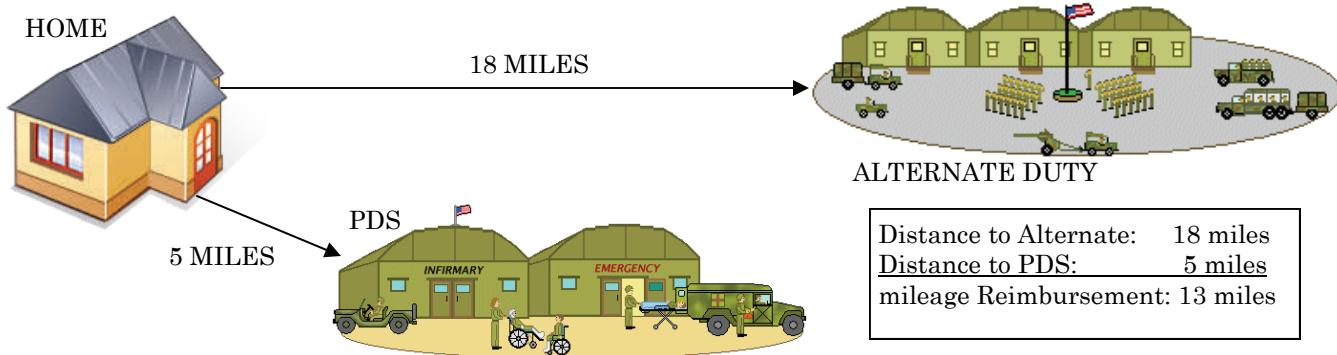
Cleaning Up Old Organizations in your Hierarchy / Deleting Organizations

There are many steps you should take before you delete an organization. First and most importantly, you will not be able to delete an organization that has a budget created and used against it. Secondly, you must ensure that people are no longer attached to the organization you want to delete. Under the Maintenance tool, run a people search report for the organization you wish to delete. Before you start detaching people, make sure they do not have any open documents (vouchers that have not been created or partial payments or advances that were never settled on a voucher).   You can also use the routing status report or approved status report to assist you in this process.

After all people are detached you will then be able to delete all routing lists except for the default routing list. All groups and group members associated with the organization will also need to be deleted. If you have not success-fully deleted everything from the organization you will get a domain error message for any elements that were not deleted. If you have any questions regarding the deletion of an organization, please refer to the DTA manual dated 2/5/09 section 4.4 1.3 Delete Organizations. Further questions can be directed to our helpdesk at DSN 483-6747/6746 or email 266dtshelpdesk@eur.army.mil.

(From the DTA Manual) 4.4.1.3 Delete Organizations

Before an organization can be deleted in DTS, the following actions must be taken:

•All routing lists associated with the selected organization, except for the default routing list will be de-leted.

•All groups associated with the selected organization; and all group members must be deleted.

•Inactivate all LOAs associated with the selected organization.

•All budget items must be removed.

•Delete all personnel associated with the selected organization.

   After completing the above, search for the organization. When the Organization(s) Search Results screen opens follow the steps below to delete the organization:

1.Click **Delete** to remove the selected organization from the hierarchical setup. The Delete Organization screen opens (Figure 4-7).

2.Click **Delete Organization**. *Figure 4-7: Delete Organization Screen*

Required Documents for Submitting a Valid Voucher in DTS

After an authorization is approved in DTS and the traveler begins travel, upon return a voucher needs to be created for completion of the DTS payment process. However there are certain required documents that MUST be attached to the DTS voucher prior to approval. Any mandated GOVCC (Government Charge Card) purchases, all airfare, lodging, rental car and all purchases in excess of $75 must be properly supported in the substantiating documents section of the traveler's DTS voucher. These can be uploaded either by PDF or by faxing them directing to the DTS voucher. If using a DSN fax you can connect directly to an 800 number by dialing 809-4OFF DSN (809-463-3376) then dial the 1-800 number.

Exactly what expenses mandate use of the GOVCC? DOD mandates use of the GOVCC for Airfare, Lodging and Rental Car. When the use of the GOVCC is used to acquire air travel, the Electronic Ticket must be attached to your voucher. This verifies that the flight was actually taken and can be properly reimbursed. This is also required if a CBA (Centrally Billed Account) is used. To claim valid lodging and rental car expenses/reimbursement, the receipt uploaded in the substantiating documents should be itemized to include, the name of the hotel/rental agency, dates the lodging facility/rental car was used and the actual rate used during the dates of the TDY. Summary of expenses, charge card/bank statements, and credit card receipts showing only total paid are NOT valid receipts for expense reimbursement. Other references may be found in the Department of Defense Financial Management Regulation, Volume 9.

Preventing Duplicate Airline Reservations

When more than one reservation is made on the same airline on the same flight, and/or multiple flights to the same destination, the resulting duplication can negatively affect the government traveler. Regardless of how the reservations were made—whether through the Defense Travel System (DTS), Commercial Travel Office (CTO), or directly with the airline, duplicate reservations may cause:
- Cancellation of the traveler's reservations.
- Additional airline ticket and transaction fees charged to the traveler's government charge card.

To prevent duplicate bookings:
If you have made your reservation with a CTO, you do not need to make reservations again in DTS. Skip the reservations module by selecting "Other" in box B on the Trip Overview screen in DTS when you create your authorization. In addition, do not select rental car or lodging. Once you have made your reservations and selected flights in DTS, you may need to contact the CTO. When contacting the CTO, remember to inform them of your existing reservations. For additional information consult the DTS website or your DTS administrator.

Use of the default form format is the Army policy as stated in Section 55.3 of the Army Business Rules.

When printing travel authorizations, the default form format is the proper format for Army travelers. Although the default form format is new for many travelers and travel stakeholders, this format ensures that the travel authorization (TA) number is printed on the approved document and that travel order processors are aware that the travel was processed using DTS.

Exceptions are arrangements only travel and travel by those organizations that are tailored for finance (organizations that use a finance system that has not been certified for use with DTS) where documents will be processed manually.

This is a training issue. It is beyond the scope of the commercial travel offices (CTOs) to police the format of the TA provided to substantiate official travel (when the Form of Payment MOR is a Centrally Billed Account-CBA). DTAs and AO/COs at the organizations must ensure that travelers are aware of the requirement to use the default form format when printing TAs, with the above noted exceptions.

The CTO may not require all the pages of the default form TA. The Site POC and/or the Site Lead DTA can coordinate with the Transportation Officer to determine what pages of the default form the CTO needs to substantiate and invoice approved official travel.

When utilizing a CBA (if you do not have an individual Government Travel Charge Card) you must submit copies of orders to SATO. These orders must reflect the six digit Travel Authorization Number (TANUM) and NOT the Standard Document Number (which contains the destination as part of it and is often 20+ characters/digits). IMCOM-E Transportation Management Center and DFAS require the TANUM to reconcile the CBA account. If the standard document number appears on the authorization, please update the traveler's form preference in DTS.

To configure DTS to print the default form format for travel authorizations, TANUM and Document History::

* Log into DTS

* On the Welcome page select Traveler Setup

* Select Form Preferences

* Under Form Defaults, select the Default radio button

* Ensure that "Document History and Accounting Detail" are checked under Attachments

* Under Print Document Name, ensure that Block 22 of DD1610 is <u>NOT</u> checked

• Scroll to the bottom of the page and select Save Form Defaults

Please ensure that this information receives the widest dissemination to travelers in your organization

Authorizations / Orders

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Authorizations:
◉ Default   ○ Govt + Form   ○ Govt

Cash Advance:
◉ Default   ○ Govt + Form   ○ Govt   ○ None

Group Auth:
◉ Summary   ○ Summary & Individual

☐ Itinerary Listing (Check this box if you want to print itinerary information for reservations.

Voucher

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Voucher:
○ Default   ◉ Govt + Form   ○ Govt

☐ Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)

Attachments

Following represent a specified section (block) on the corresponding form listed, to print the document name. Check all that apply.

☑ Document History (Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.)

☑ Accounting Detail (Prints the subtotals of a document s expenses by accounting code and expense category.)

☑ Privacy Act (Prints the Privacy Act Statement.)

Print Document Name

Following represent "attachment" or additional pages that will print with the document.

☑ Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)

☐ Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)

Delegate Authority

DTS allows Routing Officials to delegate signature authority to another person in accordance with service or local policies. When Delegate Authority is selected under Traveler Setup, the screen will display a list of officials who have the proper permissions to perform the role in DTS. Signature authority can be delegated to only one person at a time. NOTE however that before delegating signature authority, the user should be aware that there are requirements outside of DTS that must be met before an individual can be authorized as a delegate official. The person being delegated to perform these duties will need COL training, Letter of Designation, and DD form 577 just like other routing officials in DTS are required to have.
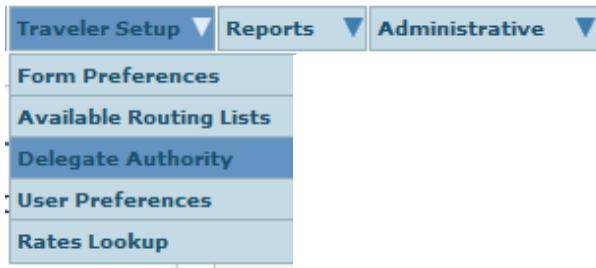
To Delegate Authority you will select Traveler Setup from your home page, then select Delegate authority. A screen will open which will display a list of officials who are eligible to receive signature authority and serve as a delegate official. Check the list and select the name of the official to receive the delegated authority. Then select OK. Then digital signature page opens enter your pin number and select OK.

When authority has been delegated the delegated official's name WILL NOT appear in the documents routing list. The documents will now route to both individuals. Emails will be sent to both individuals and travel documents are removed from both after the documents are stamped. Please also inform the person you are delegating the authority to that you are doing this.

And remember that the person that delegated the authority **is the only person that can remove** this authority. It is very important before a person is detached from their organization that the delegate authority tab is looked at to ensure that delegation is removed. If this is not done then that person will have to be received back into the organization for the purpose of only removing the delegation then detached again. When removing this authority, user would again select delegate authority under traveler setup and then click on remove to the right of the person's name that whose authority needs removed.

DTS software Release 6, implemented in August, added several Special Circumstance Travel trip types that were previously not available in DTS, enhanced information and reporting features, as well as increased DTS travel reservation functionality. This enhancement brought the Department closer to employing a single travel system across the enterprise.
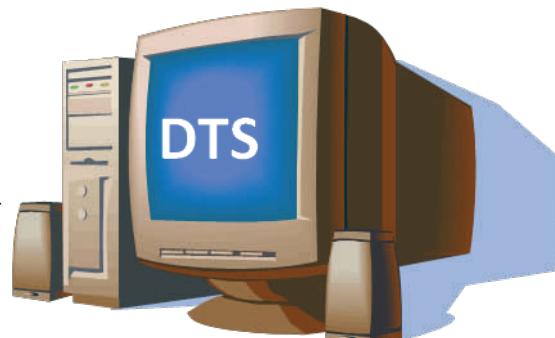
Release 6 also included improvements known as "Tech Refresh," which involved transitioning outdated software language to a more commonly used code that is more efficient and facilitates quicker, simpler, changes to the system. This element led to degraded system performance over a two month period, causing many users to experience difficulty accessing the system and slow response times. Over the last few months, several software patches have been implemented to improve system performance. As a result, the system is performing well, and the implementation of additional software patches continues to address the remaining issues. The issues encountered with Release 6 caused the Department to reassess and reformulate the strategy for DTS. As a result, the immediate focus has shifted to maintaining system stability, incrementally transitioning out old code and improving usability. The Department will concentrate on resolving known system problems, which have been identified through help desk tickets submitted by users. Only after this steady state has been achieved will additional functionality be added incrementally. Users who continue to experience issues with the system are encouraged to contract the 266th DTS Helpdesk at 266dtshelpdesk@eur.army.mil.