



Instructions for Correcting Mission Related Expense Errors

This paper is intended to assist travelers and Authorizing Officials with correcting erroneously reimbursed mission related expenses that have been identified by the DoD Travel Policy Compliance Tool. For more information about the Travel Policy Compliance Program or the Personal & Mission Related error query, visit the [Defense Travel Management Office website](#).

I. Mission Related Expenses

In accordance with the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), mission related expenses are not permitted to be reimbursed on a travel voucher. Reimbursing these types of expenses on a travel voucher is a direct violation of the JFTR/JTR, a potential violation of appropriation law, and directly conflicts with the requirements of audit readiness and the Office of Management and Budget's direction to reduce travel expenditures by 30 percent. The authority for reimbursing Service members and civilians for personal and mission related expenditures is found in the [DoD Financial Management Regulation, Volume 10, Chapter 11 "Payment as Reimbursement for Personal Expenditures," Chapter 12 "Miscellaneous Payments"](#) and the ["Department of Defense \(DoD\) Guidebook for Miscellaneous Expenses."](#)

While a mission related expense may be valid and reimbursable, it is not reimbursable using travel funds. Organizational or local level guidance does not supersede these governing authorities and Certifying Officers/Authorizing Officials may be held pecuniarily liable for any erroneously approved expense.

All payments of mission-related expenses on travel vouchers must cease immediately.

Instructions for Correction

For payments made before 1 August 2014:

If a valid mission-related expense identified by the DoD Travel Policy Compliance Tool is a confirmed error that was paid before 1 August 2014:

1. Accounting, budget or resource management personnel (supporting the organization that approved the voucher) must complete a "cost transfer" to change the funding source to the correct Line of accounting for the identified mission expense. Cost transfers are often completed using a Standard Form 1081 but Service/Agency specific procedures may apply. Such a cost transfer can only be made if the reimbursed expense is a valid mission expense and reimbursement is authorized in accordance with the DoD FMR and other Service or Agency regulations and guidance.
2. Once the transfer is completed, the traveler must add confirmation of the transfer as a Substantiating Record to the DTS voucher. An example of a confirmation includes a copy of the processed Standard Form 1081.
3. Once the "cost transfer" is completed, the Service/Agency Compliance Tool Administrator (CTA) must validate that the "cost transfer" substantiating documentation has been uploaded to the

DTS voucher's Substantiating Records. The CTA is then responsible for selecting "\$0 Correction" in the Compliance Tool record to close the error.

For payments made on or after 1 August 2014:

If the expense identified by the DoD Travel Policy Compliance Tool is a confirmed error that was paid on or after 1 August 2014:

- The overpayment must be collected back from the traveler by the Command establishing a debt. The traveler may be reimbursed in accordance with Service/Agency procedures and the Department of Defense (DoD) Guidebook for Miscellaneous Expenses.

II. Examples

Mission-Related Expenses Often Incorrectly Reimbursed

Examples of common mission related expenses that are often reimbursed on a travel voucher include, but not limited to:

- ***School/Course Tuition***
 - School or training course tuition expenses are NOT authorized to be reimbursed on a travel voucher.
 - In accordance with JFTR/JTR, APP R, registration fees associated with conference attendance may be paid on a travel voucher. Registration fees do not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.
- ***Witness Fees***
 - Witness fees are NOT authorized to be paid on a travel voucher.
 - Witness Attendance Fees are not reportable income, but are not authorized to be paid as travel expenses and must be corrected as described above.
 - Expert Witness Fees are reportable income and recipients must receive an IRS Form 1099. In addition to accomplishing any necessary cost transfers, organizations that have improperly paid expert witness fees as travel expenses must coordinate with their servicing DFAS office to ensure proper income reporting is completed with the Internal Revenue Service (IRS). Otherwise, the Certifying Officer may be liable for additional penalties for failing to report the payment to the IRS.
- ***Printing Costs***
 - Printing of official business-related documents is NOT authorized to be reimbursed on a travel voucher.
- ***Supplies (e.g., batteries, tools, parts)***
 - Purchased supplies are NOT authorized to be reimbursed on a travel voucher.

Travel-Related Expenses Often Identified as Mission Related Expenses

Examples of actual travel-related expenses that the Compliance Tool identifies as mission expenses but are not authorized or improperly authorized include, but are not limited to:

- **Military Working Dog Expenses**
 - Travel-related Military Working Dog expenses are currently NOT authorized to be reimbursed on a travel voucher. The Services are currently working on procedures for paying for these expenses. Until those procedures are developed, any travel errors for Military Working Dog expenses will be placed “On Hold” in the Compliance Tool and should remain on hold until further notice.
 - Use of the “Pet Expenses” drop down on the Non-Mileage Expenses screen in DTS is NEVER authorized for Military Working Dogs.
 - Transportation of Military Working Dogs must NOT be classified as “excess baggage” expenses.
 - Food, water, or equipment purchased for Military Working Dogs are mission-related expenses that must be processed in accordance with the instructions above.
- **Mail/Postage/Shipping Costs of Personal Clothing, Uniforms, Military or Professional Gear**
 - Shipping (through FEDEX, UPS) and other postage expenses for transporting personal clothing, comfort items, uniforms, books, papers, military or professional gear are NOT considered excess baggage and are therefore NOT authorized to be reimbursed on a travel voucher. Excess baggage that accompanies a traveler on a transportation carrier (such as an airplane) that is in excess of the weight, size, or number of pieces allowable by the carrier is NOT the same as *Unaccompanied Baggage*.
- **Mail/Postage/Shipping Costs of Unaccompanied Baggage**
 - In accordance with JFTR/JTR, Appendix A1:
 - **Uniformed members:** Unaccompanied Baggage for an extended TDY is part of House Hold Goods (HHG) and is limited to the “necessary personal clothing and effects for the individual and equipment directly related to the assignment.”
 - **Civilian employees:** Unaccompanied Baggage for an extended TDY is not part of House Hold Goods (HHG); it is defined as “personal effects needed by the traveler.”

Unaccompanied Baggage may be transported by expedited means if authorized in Service regulations. The actual cost for “small package service” shipments (through the US Postal Service, FedEx, or UPS for example) is reimbursable, not to exceed the Transportation Officer’s constructed cost. Shipping or transporting Unaccompanied Baggage (personal property) CANNOT be reimbursed on a DTS travel voucher unless the following criteria are met:

1. The member is authorized to ship HHG (Unaccompanied Baggage) or the civilian employee is authorized to ship Unaccompanied Baggage on his/her orders/authorization IAW JFTR, Ch 4, Part E or JTR, par. C4500.
 2. The Uniformed member or civilian employee ships the Unaccompanied Baggage in accordance with Service policy. If Service policy does not expressly authorize small package service arrangements, the travel voucher must include the constructed cost provided by the Transportation Office.
- If these criteria are met, then the proper supporting documentation must be attached to the DTS voucher as a Substantiating Record. The CTA is then responsible for selecting “\$0 Correction” in the Compliance Tool record to close the error.
 - If these criteria are not met, shipping or transporting Unaccompanied Baggage (personal property) is considered a personal expense and the voucher must be amended to establish a debt.