



NAVAL
POSTGRADUATE
SCHOOL

Authorizing Official DTS Brief

- Government Air Fares
 - Contract City Pair (FY-10 and FY-11)
 - Other
- Excursion Fares
- Leave Travel/Rest Stops
- Rental Cars
- M&IE/Lodging
- End of Year Considerations
- Conference Fees
- Questions



"Government" Air Fares

GSA Contract w/ Limited Availability	GSA Contract Airfare	Other Gov't Airfare	Other Airfare	AltGSA
_CA fares	YCA fares	DG (discounted gov't, "me-too") fares	unrestricted other fares (expensive)	fares from San Jose

- All of these fares, which are available in DTS:
 - Require no advance purchase
 - Are fully refundable
 - Have no change or cancellation fee
 - Are free of state and local taxes
 - Are quoted as one-way fares for flexibility
 - Are origin-to-destination fares regardless of route
- These fares are required unless a cheaper, non-gov't fare (excursion) **available to the general public** is available. (new)



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_CA City-Pair Contract Fares

GSA Contractw/
Limited Availability

GSA C
Airfa

- If available, this fare **MUST** be used (as of 10/1/09)
 - Traveler **MUST** fly on contract airline
 - Available seats are limited (book early)
- Fare is **NOT** upgradable with FF miles
- Four from MRJ, 16 from SJC, 69 from SFO
 - Shown at <http://apps.fas.gsa.gov/citypairs/search/>
- If _CA fare available, same DTS YCA fare is **blank**
- If a more expensive gov't fare ticket is purchased when _CA is available, **traveler will only be reimbursed the _CA fare** (new)



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YCA City-Pair Contract Fares

City	GSA Contract Airfare	Other Airfare
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- If YCA available (**and _CA is not**) this fare **MUST** be used
 - Traveler **MUST** fly on contract airline
 - Last seat availability
- Fare **is** upgradable with FF miles
- Sixteen from MRV, many from SJC and SFO
- If a more expensive gov't fare ticket is purchased when YCA is available, **traveler will only be reimbursed the YCA fare**



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FY-10 MRY City Pairs

Origin Airport	Destination Airport	Airline	YCA	-CA
			Unrestricted Govt. Fare	Capacity Controlled Govt.Fare
MONTEREY	ALBUQUERQUE	United Airlines (UA)	314.00	0.00
MONTEREY	LOGAN INTERNATIONAL AIRPORT	United Airlines (UA)	726.00	0.00
MONTEREY	O'HARE INTERNATIONAL AIRPORT	United Airlines (UA)	294.00	0.00
MONTEREY	COLORADO SPRINGS	United Airlines (UA)	502.00	0.00
MONTEREY	DALLAS/FT. WORTH INTERNATIONAL AIRPORT	United Airlines (UA)	441.00	0.00
MONTEREY	DENVER	United Airlines (UA)	375.00	0.00
MONTEREY	FRANKFURT	United Airlines (UA)	1064.00	583.00
MONTEREY	LAS VEGAS	United Airlines (UA)	210.00	0.00
MONTEREY	LONDON	United Airlines (UA)	348.00	167.00
MONTEREY	LOS ANGELES INTERNATIONAL AIRPORT	United Airlines (UA)	99.00	0.00
MONTEREY	SKY HARBOR INTERNATIONAL	US Airways (US)	585.00	345.00
MONTEREY	SAN ANTONIO	United Airlines (UA)	499.00	0.00
MONTEREY	SAN DIEGO	United Airlines (UA)	157.00	0.00
MONTEREY	SAN FRANCISCO INTERNATIONAL AIRPORT	United Airlines (UA)	426.00	250.00
MONTEREY	TOKYO	United Airlines (UA)	609.00	0.00
MONTEREY	BALTIMORE/WASHINGTON INTERNATIONAL AIRPORT	US Airways (US)	646.00	0.00



FY-11 MRY City Pairs

Origin Airport	Destination Airport	Airline	Serv	YCA	-CA
MONTEREY	ALBUQUERQUE	US	C	699.00	0.00
MONTEREY	HARTSFIELD INTL AIRPORT	US	C	739.00	0.00
MONTEREY	LOGAN INTL AIRPORT	US	C	726.00	0.00
MONTEREY	O'HARE INTL AIRPORT	UA	C	353.00	294.00
MONTEREY	DENVER	UA	N	375.00	0.00
MONTEREY	FRANKFURT	UA	C	991.00	0.00
MONTEREY	HONOLULU	UA	C	372.00	265.00
MONTEREY	LAS VEGAS	UA	C	225.00	0.00
MONTEREY	LONDON	UA	C	400.00	0.00
MONTEREY	LOS ANGELES INTL AIRPORT	AA	N	103.00	86.00
MONTEREY	NEWARK LIBERTY INTL AIRPORT	US	C	649.00	0.00
MONTEREY	ORLANDO	US	C	474.00	0.00
MONTEREY	SKY HARBOR INTL	US	N	644.00	380.00
MONTEREY	SAN DIEGO	AA	C	170.00	142.00
MONTEREY	SAN FRANCISCO INTL AIRPORT	UA	N	294.00	0.00
MONTEREY	SEATTLE-TACOMA	UA	C	571.00	0.00
MONTEREY	TAMPA	US	C	1042.00	0.00
MONTEREY	TOKYO	UA	C	731.00	0.00
MONTEREY	TUCSON	US	C	659.00	0.00
MONTEREY	RONALD REAGAN NATIONAL AIRPORT	US	C	639.00	0.00
MONTEREY	BALTIMORE/WASHINGTON INTL AIRPORT	US	C	678.00	0.00

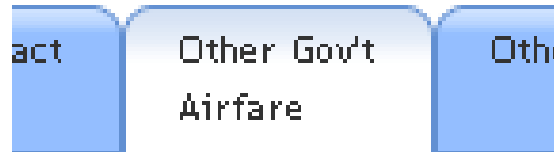
US: U.S. Airways

AA: American Airlines

For Washington: Only
Dulles is not city pair



Other Gov't Airfare (DG or "me-too")



- If no city-pair contract flight available, this fare **MUST** be used.
- Sort flights by price
 - To find lowest cost flight
- Reserve **any** flights on **any** airline

DOD Policy requires travelers to utilize the GSA Contract Carrier Fare when available. Exception to this policy requires justification and is subject to approval by your Authorizing Official.

Sort By: Departure Time Arrival Time Elapsed Time Price Default



Non-Gov't (Excursion) Fares

- Allowed if cheaper fare **available to general public** is available (new)
 - Look it up outside of DTS (airline or travel agent web site)
 - MUST be specifically approved by AO in travel authorization
 - MUST be **reserved** and **purchased through SATO** with GTCC
 - Fare is **non-refundable** (traveler is reimbursed if trip cancelled)
 - These are usually round-trip fares
 - Advance purchase requirement (21-day or other)
 - Must pay for ticket within 24 hours
 - Must be reasonably sure plans will not be changed or cancelled
 - Should result in lower overall trip cost
 - ~\$150 charge to change reservation (reimbursable)
 - If used in lieu of CA or YCA, and if contract airline has same fare, **traveler MUST use contract airline**



Pre-Audit Justification

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ NON-CONTRACT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: AA - 3830 MRY-Monterey, CA (USA) 09/07/2010 - 04:55 PM LAX-Los Angeles International (USA) 09/07/2010 - 06:05 PM GSA Fare: \$197.10 Fare Selected: \$308.10 Fare Price Difference: \$ 111.0	Reason Codes <input type="text"/>
2.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ NON-CONTRACT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: AA - 136 LAX-Los Angeles International (USA) 09/07/2010 - 07:55 PM LHR-London, England (Heathrow Apt) 09/08/2010 - 02:15 PM GSA Fare: \$197.10 Fare Selected: \$0.00 Fare Price Difference: \$ -197.1	Reason Codes <input type="text"/>



Excursion Fare Example

GSA Home						City Pairs Program					
mry						TO			den		
Click on the fare to view Fuel Surcharge and Baggage Fees						Government Fares			Contract Dates		
Origin Airport		Destination Airport		Airline	Serv	YCA	-CA	-CB	Effective	Expiration	
MONTEREY		DENVER		UA	N	375.00	0.00	0.00	10/01/2009	09/30/2010	

- Monterey-Denver one way \$375 (YCA fare)
plus security fees ~ \$21.40 = **\$771.40 R/T**

Fare details for selected itinerary

Traveler	Fare(s)	Additional taxes & fees*	Fare subtotal(s)
Adult 1	USD 394.00	USD 21.40	USD 415.40
Total price*: USD 415.40			

- Monterey-Denver R/T **\$415.40** (UA excursion fare)



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SatoVacations

- Purchase personal tickets through SATO Vacations
- Use this for unofficial leave travel when on TAD
 - Including when exchanging an official ticket
 - United Airlines will no longer do this (new)
- Official Destinations
 - Any travel to other places is at the traveler's expense
 - May not use gov't fares

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Vacation Center **1.877.698.2554**

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Wagonlit
Travel

SatoTravel

www.SatoVacations.com



- For air travel of more than fourteen hours total
 - Traveler may have a 24-hour rest stop
 - Either en route to final destination
 - Or at final destination
 - But not if flying business class
- Business class
 - Must be approved in OPNAV (by 3-star)
 - If approved, can be used going but not returning
 - Approval is very restricted
 - Medical use requires justification form signed by an MD
 - Allowed going and returning



- AO must approve
 - Renting a car
 - Any vehicle larger than compact car
 - Any rental company more expensive than the cheapest available
 - GPS, certifying that it is required for business reasons (new)
 - Traveler must justify
 - Size
 - Multiple passengers
 - Gov't equipment
 - Traveler too tall for compact
 - More expensive car company
 - Traveler has had problems with company
- DO NOT ACCEPT:** "ok", "auth", "mission essential," etc.



M&IE/Lodging Limits

- AO may not limit M&IE below allowed amount
- AO may not limit lodging below allowed amount
 - Exceptions (for civilians) must be approved by Navy HR in Washington before travel starts
- Civilian traveler may not be required to stay in gov't quarters
- Military traveler, ordered to a base, must stay in gov't quarters if available
 - Otherwise must get non-availability statement



- Travel AO approval cut-off dates **in DTS**:
 - Direct funded: 6 August 2010
 - Reimbursable funded: 31 August 2010
- Comptroller must approve exceptions
- FY Crossover travel
 - Complete document through 30 Sept
 - NOTE: All airfare is expended on first day of travel
 - When FY-11 LOA available, amend TA to end in FY-11
- Ref: http://intranet.nps.edu/Comptroller/Docs/EOY_Guidance.pdf



Conference Registration Fees

- **Conference fee may not be charged to GTCC**
- Civilian faculty and military travelers only:
 - Must complete SF-182
 - Payment method
 - Department purchase card
 - Preferred method—no reimbursement
 - Personal credit card/check
 - Reimbursement
 - DD-1164
 - Claim on voucher
- Civilian staff:
 - Department purchase card and SF-182 required (by HRO)