

Standard Operating Procedure
for
Submitting Invitational Travel Orders (ITO)
for the
Defense Travel System

1 Introduction

A. Individuals traveling under Invitational Travel Orders (ITO) are required to use the Defense Travel System (DTS) to file an authorization and submit a voucher for their trip. ITOs are for authorized travel of individual(s) who are:

1. Non-federal government employees who are invited to or on behalf of NPS. Note that in accordance with Part I.A.2.c. of Appendix E of the JTR/JFTR, an ITO *“is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD component on a matter related to the component's official business.”*

2. Full-time NPS foreign national students.

B. All ITOs at NPS will be processed by the Travel Office.

C. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. This guide will address how those regulations affect travel within DTS, but is by no means comprehensive. The full regulations governing ITOs are covered in Appendix E of the Joint Travel Regulations.

D. Contractors are NOT eligible to travel on ITOs if performing work in connection with their contract.

E. Any temporary duty, including ITOs, of more than 180 days must be approved by the Secretary of the Navy.

2 ITO Forms

A. The NPS organization which is initiating the ITO identifies a need for travel to be performed by someone outside the DoD, and the traveler accepts the invitation to travel on behalf of DoD.

B. The Organizational Defense Travel Administrator (ODTA) notifies the traveler to submit an **ITO Travel Profile** form, an **EFT Information Sheet**, and an **Invitational Travel Order Request Form**, which are available on the NPS travel web site at <http://www.nps.edu/Services/Travel/Forms/index.html>. These are fillable .pdf forms

which should be filled out by the traveler. Once filled out, they cannot be saved and emailed, but rather should be printed and faxed to the ODTA. The ODTA then completes the Sponsoring Department section on the back of the ITO Travel Request Form, gets approval of the Security Manager for foreign national travelers, and submits it and the other forms to the Travel Office by either fax (7632) or secure guard mail.

1) [ITO Travel Profile](#) form.

a) A traveler must have a Social Security Number (SSN) or, in the case of a foreign national, a nine digit unique identification number (employee number), a Federal agency number, or, if none, the traveler's home country should furnish a nine-digit numerical identifier. If this is not possible, the traveler should apply to a U.S. Embassy for a social security number.

b) If the traveler has previously performed a TDY on behalf of DoD through DTS, the Travel Office receives the traveler into the ITO organization through the DTA Maintenance Tool and validates the information resident in the DTS profile.

c) If the invitational traveler has not previously traveled using DTS, then the Travel Office enters the profile from the ITO Travel Profile form and the EFT Information Sheet.

2) [EFT Information Sheet](#).

a) This Electronic Funds Transfer form contains the traveler's bank account information. **DTS can only make payments in US dollars, and can only make EFT payments to US bank accounts.** If a foreign national, or any other traveler, does not hold a US bank account, a paper check in US dollars will be sent to the mailing address provided.

3) [Invitational Travel Order Request Form](#).

3 Travel Authorization

A. Travelers who choose to purchase transportation on their own need to be informed that they will be charged the commercial rate for airfare, but **they will be reimbursed at the government's cost on a constructed basis, or the actual cost of their airfare, whichever is less. They will also not be reimbursed for a non-refundable ticket if the trip is cancelled after the ticket is purchased.** They will need to acknowledge their acceptance of these terms by signing the reverse of the ITO Travel Request Form.

B. The applicable regulations are as follows. Section 4025 of Appendix O, paragraph A.I. states:

“It is DoD *mandatory policy* that travelers use available CTO to arrange official travel, including transportation and rental cars.” (bold italics are as written)

For those travelers who will be traveling at the invitation (ITO) of someone from NPS, this rule would normally apply; however, should the traveler insist on making his/her own travel arrangements, the following reference from Appendix E, Part II, would apply:

“You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for a traveler who is not a Government employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier.

If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for a traveler who is not a Government employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation: Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler's mission, and U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*”

C. If the traveler elects to purchase his/her own airline tickets outside of DTS, then the ODTA will obtain the government fare for the trip from SATO, and then inform the traveler that he/she will be reimbursed the lesser of the government fare or the actual cost for transportation.

D. For air reservations made through DTS, the **Method of Reimbursement** will default to NPS' Centrally-Billed Account (CBA) since the invitational traveler does not possess a government travel credit card (GTCC.)

E. For lodging and rental car reservations, the traveler will have to provide a personal credit card number on the front of the ITO Travel Request Form in order to make and hold the reservation through DTS. Travelers who do not provide a credit card number will have to arrange their own lodging and rental car reservations. In this case, the reimbursements may not exceed the government rates.

F. Travelers should be notified of the TDY location per diem rates (i.e., which define their reimbursement limit) and limitations on amounts for other expense categories for their travel.

G. The Method of Reimbursement for all expenses and reservations other than airline tickets purchased through DTS on the CBA will default to PERSONAL.

H. The ODTA will complete the Sponsoring Department section on the reverse of this form and obtain the Security Manager's signature for foreign national travelers prior to submitting the form to the Travel Office.

I. The Travel Office will then enter the profile and create the travel authorization in DTS.

4 Voucher

A. The ODTA must verify that traveler has completed travel. Upon completion, the ODTA will have the traveler complete and provide a signed voucher ([DD Form 1351-2](#)) for his/her travel, as well as provide all lodging receipts regardless of amount, and other receipts of \$75.00 or more. The ODTA will then submit these to the Travel Office by fax (3192) or secure email. Vouchers must be submitted in a timely manner since CBA charges are paid independently of voucher submission. Vouchers are required to be submitted within five working days after completion of travel.

B. The ODTA will then submit this form and the required receipts to the Travel Office.

5 Administrative

A. Once the voucher is paid, the ODTA should email the Travel Office to detach (not delete) the invitational traveler from the organization, unless that traveler is expected to travel again for the department. This ensures that the next time the invitational traveler performs TDY travel, the Travel Office will be able to receive the traveler into the NPS ITO organization.