



- Herrmann Hall Room 038
 - Next to Student Services
 - Phone 2041/3637
 - “Travel Office” in Outlook
- Purpose: Process Student Travel
 - Gov’t Travel Credit Card (GTCC)
 - Required for travel
 - Get new or transfer existing GTCC
 - Assist in entering traveler profile in DTS
 - Process travel requests in DTS
 - Approved Travel Request Form required
 - Enter travel voucher in DTS after travel



- Travel Officer
 - Mary Aguilar 3600
- Gov't Travel Credit Card APC
 - Patricia Freeman 3211
- Fund Cite POC
 - Maria Tinajero 3896
- Lead Travel Assistant
 - Rosie Watson 7691



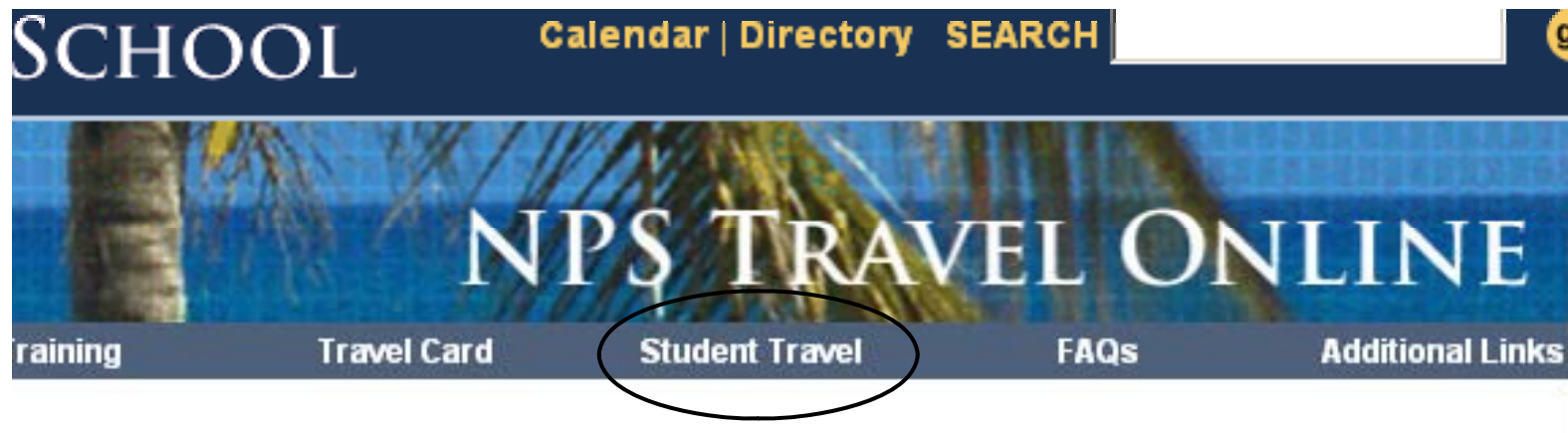
NAVAL
POSTGRADUATE
SCHOOL

NPS Travel Web Site

<http://www.nps.edu/Services/Travel>

or

Click on **TRAVEL** on NPS Intranet Home Page



Student Travel contains all requirements



Student Travel Request

- Travel Profile in DTS
 - Self-Register (preferred) or complete [Travel Profile Form](#)
- [Travel Request Form](#)
 - Detailed trip requirements
 - Job Order (DTS financial account number)
 - Approval signatures required:
 - Principal Investigator/Sponsoring Professor
 - Departmental Sponsored Program Financial Advisor (SPFA)
 - Department Chairman
- Travel Office enters travel request into DTS
 - GTCC must be used to pay for flights, rental car and hotel
 - All air and rental car reservations **must** be made in DTS



- International Travel
 - Long lead time for Country Clearance
 - Military require NATO orders to travel to NATO countries
 - Passport/Visa/Antiterrorist training
 - See [NPS International Travel Program](#) on Travel web site
- Gift of Travel
 - Travel funded by non-government (commercial) activity
 - Requires JAG approval



- Complete Travel Voucher ([DD 1351-2](#))
 - Traveler signature required
 - Department chairman approval
- Travel Office enters into DTS
 - Receipts required
 - ALL lodging receipts
 - Others of \$75.00 or more
 - Air receipt: [SATO Virtually There](#)
- Vouchers paid in three days
 - All GTCC charges must be paid directly to CitiBank
 - Others paid to traveler's bank account