



# ODTA Meeting 6/3/10

- Welcome Mary Aguilar, Travel Officer
- End of year travel Paul Effinger, Comptroller
- Contract City-Pair Flights Jim Egerton, DTS Instructor
  - Ref: JTR Chap 2, JTR Appendix P
- Excursion Fares
- After-the-fact Travel Authorizations
- Purchase private tickets through SatoVacations
- Printing voucher as 1351-2 form
- DTS Issues and Cancellations Nick Pavlina, LDTA
- Recurring Voucher Issues Mary Aguilar, Travel Officer
- Q&As All



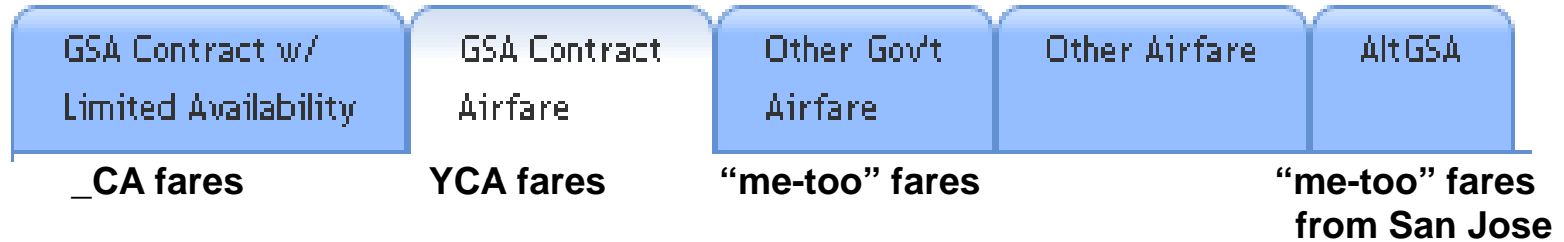
- Travel approval cut-off dates **in DTS**:
  - Direct funded: 6 August 2010
  - Reimbursable funded: 31 August 2010
- Comptroller must approve exceptions
- FY Crossover travel
  - Complete document through 30 Sept
  - NOTE: All airfare is expended on first day of travel
  - When FY-11 LOA available,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



- Please e-mail all requests to:
  - [Funds@nps.edu](mailto:Funds@nps.edu) with the following Subject line:
  - REQUEST FOR FY 11 JOB ORDER TO BE ESTABLISHED IN DTS
- So we can process your request in a timely manner, please include the following information:
  - 1. The Job Order Number (JON)
  - 2. Travel Dates
  - 3. Estimated Travel Amount
  - 4. Estimated Labor Amount
- Due to the volume of requests and workload issues, please allow 2 working days to establish the Job Order in DTS.



# "Government" Air Fares



- 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.



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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
- 4 from MRY, 16 from SJC, 69 from SFO
  - Shown at <http://apps.fas.gsa.gov/citypairs/search/>
- If \_CA fare available, DTS YCA fare screen is **blank**
- If a more expensive gov't fare ticket is purchased when \_CA is available, **traveler will only be reimbursed the \_CA fare**



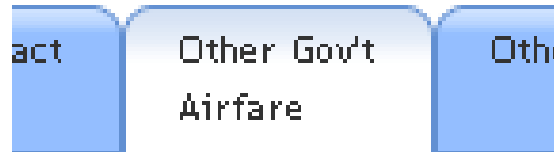
# YCA City-Pair Contract Fares

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- If 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**



# 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
  - Look it up outside of DTS (airline or travel agent web site)
  - MUST NOT be on foreign airline
  - MUST be specifically approved by AO in travel authorization
  - MUST be **reserved** and **purchased through SATO** with GTCC
  - Fare is **non-refundable** (traveler 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
  - ~\$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**



# Excursion Fare Example

<a href="#">GSA Home</a>						<a href="#">City Pairs Program</a>					
<a href="#">mry</a>						TO			<a href="#">den</a>		
<a href="#">Click on the fare to view Fuel Surcharge and Baggage Fees</a>						<a href="#">Government Fares</a>			<a href="#">Contract Dates</a>		
Origin Airport		Destination Airport		Airline	Serv	YCA	-CA	-CB	Effective	Expiration	
<a href="#">MONTEREY</a>		DENVER		UA	N	<a href="#">375.00</a>	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)



# After-the-fact Authorization

- Travelers who depart on travel without a travel authorization must submit the following information to the Comptroller or Deputy Comptroller in order to have the travel authorization and a follow-on travel voucher approved:
  - (1) A description of the circumstances, including the reason the traveler departed without orders.
  - (2) A request to have the travel approved.
  - (3) An acknowledgement that it should have been approved in advance and assurance that this will not recur.
  - (4) The AO's approval.



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# SatoVacations

- Purchase personal tickets through SATO
- Use this for unofficial leave travel when on TAD
  - Including when exchanging an official ticket
- United Airlines will no longer do this

## SatoVacations

*The easy way to get away.™*

**Vacations • Cruises • Tours**

**Airline Reservations • Rental Cars • Hotels**

Vacation Center **1.877.698.2554**



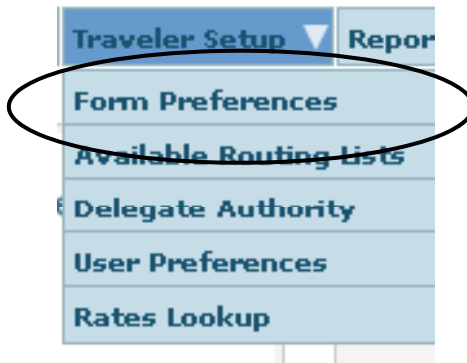
SatoTravel

[www.SatoVacations.com](http://www.SatoVacations.com)



# Printing Voucher on 1351-2

- When printing a voucher on a 1351-2 form, DTS adds one day to the trip length!
  - It does not change the per diem payment



**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)



- Release 6 (...continued)
  - Patches propagating defects faster than fixing them
  - Performance has deteriorated since January 2010 – still better after 1400
    - Site visit from PMO/DTMO last October verified that this is not a problem unique to NPS
    - Slowdown between 0800-1400 is now officially a system load issue
  - Latest problems
    - “Null Pointer Error” and “Internal Server Error” using print function; disbursement amounts incorrect
    - Ticket At Will (TAW) date not posted on APPROVED
    - Authorizations stuck at CTO SUBMIT
    - Email notifications not sent to routing officials
    - Various performance-related errors



- Using trip cancel
  - Before ticketing, reservations are automatically cancelled and funds are deobligated
  - After ticketing a voucher **must** be created, even if no expenses were incurred
    - DTS should automatically create a \$0 voucher and open it to be SIGNED
    - If not, a voucher must be manually CREATED and all expenses set to \$0
    - DTS should cancel reservations, but you need to verify with SATO
  - DTS will allow you to alter reservations and sign an authorization after trip cancel
    - **You should not do this!**
    - There is no need to cancel reservations manually
    - The authorization is likely to get stuck at CTO SUBMIT, and funds will have to be deobligated manually
- Consider using the old procedure after tickets are issued so that a \$0 voucher is not necessary
- If you just want to cancel reservations, don't cancel the trip



# Recurring Voucher Issues

- No AO Approval for expenses not authorized in Travel AUTH
  - e.g., actual lodging, rental car(s), variation of location/date(s)
- Starting and Ending travel in locations other than Residence/Duty Station
- Not using CTO for rental car reservations
- Missing/illegible receipts
- Expenses combined total \$75 or more with no receipts
- Expedia or other on-line travel receipts for lodging



# Recurring Voucher Issues

- Selecting Non-GSA City Pair flights and Higher Rental Car rates without proper justification (NOTED)
- Claiming laundry expenses in foreign locations
- “Duty” days used for civilians (use only for military travelers)
- Baggage Tips claimed for civilians
- ATM fees claimed when using personal credit cards
- Incorrect Currency Conversion Rates – use Citi-Bank statements when available for accurate conversion rates