



NAVAL
POSTGRADUATE
SCHOOL

ODTA Meeting 8/17/10

- Welcome Mary Aguilar, Travel Officer
- DTS Update Tom Krieger, DTS Help Desk
- Credit Card Expiration Dates in DTS
Conference and Registration Fees
FY-11 Contract City-Pair Flights Jim Egerton, DTS Instructor
- End of Year Travel Mary Aguilar, Travel Officer
- Q&As All



Tom's DTS Update

- How and when to use a Trip Template
- Trip Cancel – how to do one correctly
- Local Voucher Expenses – how to add an expense that is not listed in DTS. ISEs.
- Actual Lodging – how to appropriately use on the per diem page in DTS
- System issues – Release 7 and 8



Tom's DTS Update

- CTO queues – delays in outbound PNR updates – what should you expect!
- Travelers can now update their own profiles outside of a trip record *New*
- Print fax coversheets in view mode
- Problem – flight selected not available, unable to request assistance
- SATO (cwtsatotravel.com) reservation notification sometimes includes wrong airfare – always use virtuallythere.com



GTCC Expiration Dates

- Cannot make reservations in DTS if GTCC expires within 30 days
- Citi sends out new card two weeks before expiration
- ODTA or traveler must change date in DTS profile



Conference Registration Fees

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



FY-11 Contract City Pairs

Origin Airport	Destination Airport	Airline	Serv	YCA	-CA
MONTEREY	ALBUQUERQUE	US	C	699.00	0.00
MONTEREY	HARTSFIELD INT'L AIRPORT	US	C	739.00	0.00
MONTEREY	LOGAN INT'L AIRPORT	US	C	726.00	0.00
MONTEREY	O'HARE INT'L 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 INT'L AIRPORT	AA	N	103.00	86.00
MONTEREY	NEWARK LIBERTY INT'L AIRPORT	US	C	649.00	0.00
MONTEREY	ORLANDO	US	C	474.00	0.00
MONTEREY	SKY HARBOR INT'L	US	N	644.00	380.00
MONTEREY	SAN DIEGO	AA	C	170.00	142.00
MONTEREY	SAN FRANCISCO INT'L 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 INT'L AIRPORT	US	C	678.00	0.00

US: U.S. Airways
AA: American Airlines

For Washington: Only
Dulles is not city pair



Travel for the Remaining FY 10 dates

- Travel approval cut-off dates **in DTS**:
 - Direct funded: **6 August 2010**
 - Reimbursable funded: 31 August 2010
- Comptroller must approve exceptions for emergent travel – send requests directly to Kevin Little
- Ref: http://intranet.nps.edu/Comptroller/Docs/EOY_Guidance.pdf



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FY 11 Travel

All Travel

Occuring **ON** or **AFTER OCTOBER 1st**

MUST have an FY 11 LOA for those Dates



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FY 11 Travel LOAs For Cross Over and All October Travel

- Please e-mail all requests to:
 - FASTDATAHELP@nps.edu with the following Subject line:
 - REQUEST FOR FY 11 JOB ORDER TO BE ESTABLISHED IN DTS
- To ensure that your request is processed 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.



- Once the Comptroller's Office enters the FY11 LOA in DTS – you may proceed with your travel arrangements and approval in DTS
- Ticketing Will NOT be Affected even though the LOA is in DTS and NOT in STARS-FL
- As was the case last year, DTS will download into STARS-FL on Oct 2nd and we will receive a number of rejects. This has no impact on the travel as long as the FY11 LOA is in the accounting systems by the time the voucher is approved.