



NAVAL
POSTGRADUATE
SCHOOL

ODTA Meeting 22 Sept 2011

- Welcome Mary Aguilar, Travel Officer
- Fund Cites Samantha Wills, Certifying Officer
- Travel and KFS Laura Cole, SPEAR
- Business Rules Jim Egerton, DTS Instructor
- CTO Business Rules Mary Aguilar, Travel Officer
- Other Travel Issues



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Welcome

Mary Aguilar
Travel Officer



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Outgoing Fund Cites

Samantha Wills
Certifying Officer



Outgoing Fund Cites

- When are Outgoing Fund Cites (X-ORG) Issued?
- Required Information from the Traveler
- Responsibility of the Issuing Department
- Processing of Fund Cites in the Travel Office
- Hardcopy Fund Cites – When to Use



FY12 Fund Cite Form

5	Subj: FUND CITE AUTHORIZATION FOR DOD PERSONNEL										
	Ref. (a) DOD FMR, Vol. 9										
	(b) Travel Re-engineering Implementation Memorandum #11										
6	1. You are hereby authorized to cite the following accounting data for the official travel of:										
7	Name & Title:				SSN#						
8	Standard Doc #:		N6227112T		JON						
9	Phone (comm. & DSN):				Fax:						
10	Home or Business Address:										
11	Name & Location of Activity Issuing Invitation										
12	POC for Travel Arrangement & Travel Claim										
13	Purpose of Trip:										
14	You are invited to proceed from:				To:		Dates:				
15	Size of Rental Car Authorized:										
16	Justification:										
17	Authorizations:		Travel		PD		Misc.				
18	Total Estimated Cost		\$						-		
19	Remarks: Attach a copy of this funding to your travel orders.										
21	Accounting Information				(complete white boxes only)						
22	Appropriation Symbol and Sub-Head			Object class	BU Cont Number	Sub-Allot #	Authorized Acctg	Type	Property Acctg	Cost Code	
23	AA17	2	1804	22MY	210	62271	0	0 68566	2D	O 00000	62271 2 0 E



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Travel and KFS

Laura Cole
SPEAR



Travel Authorizations and KFS

- Travel orders (authorizations) are created in DTS
- Once approved they are obligated in STARS
- STARS transactions pulled every morning
- Prepared for upload to KFS
- Loaded in KFS during nightly General Ledger Posting
- Posted to KFS as an Encumbrance



Travel Vouchers and KFS

- Same process as Authorizations
- Upload to KFS from STARS does two things:
 - Relieves Encumbrance on Account
 - Charges Actual travel expense



- Fund Cites generated as “Miscellaneous Documents” in KFS may appear twice in KFS if the person using the funds also uses DTS.
- Key for upload to KFS from STARS is the use of a “TO” number in the document number.
- Working on revising the process for Fund Cites to avoid duplicate charges on accounts.



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Business Rules

Jim Egerton
DTS Instructor



"Is this trip necessary?"

- Justification now required for not using SVTC/VTC or other Internet communications
 - Secretary of Defense requirement
 - Go to Other Authorizations
 - Select Add New Other Authorization
 - Select "OTHER"
 - Enter reason why this mission cannot be completed using SVTC, VTC, or other electronic means on the Internet
 - NPS has many facilities available for holding video conferences



Justification in Other Auths

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[➤ Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1	OTHER (See remarks below)	Justification for not using SVTC: My presence is required because I am presenting a paper at a Naval Research symposium.	➤ remove

Save and Proceed to Pre-Audits



- NPS now requires a Constructed Travel Worksheet for travel to destination by POV or rental car (next slide)
- Traveler will only be reimbursed the lesser of cost of driving or cost of flying
- If traveler has rental car at destination, he/she cannot be reimbursed for using public transportation



Constructed Travel Worksheet



Defense Travel System
A New Era of Government Travel

[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Authorization

(refer to the worksheet instructions for completion guidance)

Name:

Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$



Rental Car on Leave

- It is no longer legal to reserve a rental car in DTS for days of leave or non-duty
- Reserve for official travel days only
- Arrange car for leave days at pick-up
 - Remove GARS fee (\$5/day)
 - No gov't insurance provided
 - If leave days charged on GTCC, traveler pays for these days in voucher using split disbursement
- Or, rent a different car for leave



- Deputy Comptroller approval is now required prior to reimbursement on voucher for:
 - Personally procured airline tickets
 - Disciplinary action will be recommended to supervisor for repeat offenders
 - Not starting/ending TDY at Permanent Duty Station
 - Renting car outside of DTS
 - Even for missing last SFO-MRY flight



FY12 Contract City-Pairs

- 18 contracts vice 21 for FY11
- US Airways down from 12 airports to 1!
- City pair costs are still high
 - Use Excursion Fares to get around this
- Dulles **is** a city pair airport, Ronald Reagan **is not**
- Monterey to San Diego is still American Airlines
- Four _CA (limited availability) fares; these are still mandatory if available (not upgradeable)
 - Chicago, Honolulu, Los Angeles, San Diego



FY12 City Pair Contracts

Origin Airport	Destination Airport	Airline	Serv	YCA	-CA
MONTEREY	ALBUQUERQUE	UA	C	734.00	0.00
MONTEREY	HARTSFIELD INT'L AIRPORT	DL	C	717.00	0.00
MONTEREY	O'HARE INT'L AIRPORT	AA	C	363.00	242.00
MONTEREY	DALLAS/FT. WORTH INT'L AIRPORT	AA	C	320.00	0.00
MONTEREY	DENVER	UA	N	756.00	0.00
MONTEREY	FRANKFURT	UA	C	1036.00	0.00
MONTEREY	HONOLULU	AA	C	406.00	203.00
MONTEREY	LAS VEGAS	UA	C	362.00	0.00
MONTEREY	LONDON	AA	C	494.00	0.00
MONTEREY	LOS ANGELES INT'L AIRPORT	AA	N	127.00	84.00
MONTEREY	MUNICH	UA	C	1054.00	0.00
MONTEREY	SAN ANTONIO	UA	C	545.00	0.00
MONTEREY	SAN DIEGO	AA	C	193.00	129.00
MONTEREY	SAN FRANCISCO INT'L AIRPORT	UA	N	689.00	0.00
MONTEREY	SEATTLE-TACOMA	UA	C	600.00	0.00
MONTEREY	TOKYO	UA	C	776.00	0.00
MONTEREY	BALTIMORE/WASHINGTON INT'L AIRPORT	US	N	699.00	0.00
MONTEREY	WASHINGTON DULLES INT'L AIRPORT	UA	C	872.00	0.00

FROM/TO MONTEREY (ONE-WAY)

UA: United
DL: Delta
AA: American
US: US Airways

N: Non-stop
C: Connections



Excursion Fare Savings

FY-12 Contract City-Pair Flights from Monterey vs. Excursion Fares (Approximate costs)

DESTINATION	Airline	Contract R/T	Excursion R/T	Savings
ALBUQUERQUE	United	1480	350	1130
ATLANTA	Delta	1450	300	1150
CHICAGO	American	750	350	400
DENVER	United	1550	300	1250
LAS VEGAS	United	730	230	500
SAN ANTONIO	United	1100	320	780
SAN FRANCISCO	United	1400	615	785
SEATTLE	United	1220	400	820
TOKYO	United	1520	900	620



FY12 Travel to Washington

- In FY12, Dulles, Balt/Wash have city-pair contracts
 - **Reagan airport does not**

MONTEREY	BALTIMORE/WASHINGTON INT'L AIRPORT	US	N	699.00	0.00
MONTEREY	WASHINGTON DULLES INT'L AIRPORT	UA	C	872.00	0.00

- Reagan is still the default airport for Washington
 - Lowest DG fair **\$241** one way (American Air/LAX/ORD)
- In FY11, Reagan was a contract city-pair:
 - Dulles was not, and DG fare was about \$250

MONTEREY	RONALD REAGAN NATIONAL AIRPORT	US	C	639.00	0.00
MONTEREY	BALTIMORE/WASHINGTON INT'L AIRPORT	US	C	678.00	0.00



Monterey to Reagan Airport

- DG (Discounted Gov't) fare MRY-DCA

GSA Contractw/
Limited Availability GSA Contract
Airfare Other Gov't
Airfare Other Airfare AltGSA

Government Contract Airfare Exists For Alternate Airport/City ↑ ↑

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$241.10 Total Estimated Airfare (Including Taxes and Fees) Non Contract Government

Class: GCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 American Airlines	06:10 AM Depart MRY - Monterey Peninsula Apt 07:20 AM Arrive LAX - Los Angeles International Apt	Mon 14-Nov-11	Flying Time: 1h 10min Lay-over Time: 40min
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FY 12 Per Diem Rates

- New rates will be loaded into DTS on 30 Sept.
- FY11 rates will appear for FY12 dates
- New rates for FY12 days will be entered automatically when voucher created



Other Auth/Pre-Audit Errors

- Other Authorizations may state “Lowest cost vehicle not selected” when in fact it is the lowest
- Pre-Audit states “FY11 travel dates in Travel Authorization but no FY11 LOA” when all travel days are in FY12
 - This has been elevated by DTMO for correction
- Enter “Invalid Entry” for justifications



- If traveler not satisfied with Certifying Officer decision on voucher reimbursement:
 - Process for appeals is contained in DoD Financial Management Regulations, Vol. 9, Chap. 8, paragraph 0807
 - Claim must be submitted through Navy major command
 - Visit Travel Office for assistance



Lodging Reservations

- JFTR/JTR prohibits using travel agent web sites for making lodging reservations (Travelocity, Expedia, Priceline, etc.)
- Detailed itemized receipt from hotel required showing room cost for each day
 - Otherwise traveler will not be reimbursed
- Lost receipt form **may not** be used in place of hotel receipt



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CTO Business Rules

Mary Aguilar
Travel Officer



Justifications SATO Requires

- **Foreign Flag Carriers** – Travelers are required to follow the Fly America Act. Waivers/exceptions must be documented in DTS per APP O (T 4060 para B.3)
- **Failure to use Contracted City Pair Fares**
Valid justification is required when the contracted flights are not chosen – cost is NOT a valid reason



Making Changes While on TDY

- More than 36 hours from departure

Changes must be made in DTS

- Less than 36 hours from departure

Changes may be made by the traveler calling our local SATO Office. If there is an additional cost or new ticket, the AO must call providing SATO with verbal approval.

Changes maybe made directly with the airline, as long as a new ticket does not need to be purchased – personally procured tickets are NOT permitted.



Leisure in Conjunction with Official Travel (LICWO)

- Leave at a different location than the TDY Location
- Make airline reservations in DTS from duty station to TDY location and return to duty station
- Once approved and ticketed – traveler calls SATO Vacations (877 698-2554, or SATOVacations.com) and change reservations to include leave destination
- Leisure portion cannot be reserved at government rates, nor charged to government travel card



- Active Duty Order to a Base – MUST use BOQ, unless there is no availability – AO cannot waive or approve the lodging outside the base
- TDY (Temporary Duty Station) versus PDS (Permanent Duty Station)

Per the JTR, TDY is a place away from the PDS to which the traveler is authorized to travel. If Monterey is the PDS, airfare, M&IE, rental car, gas, laundry, POV mileage, etc. CANNOT be paid. Ensure that the PDS in DTS is correct.



Split Disbursing

- Required by FMR Vol. 9 Chap. 3, para. 031004
- Any voucher not properly split-disbursed will be returned to the traveler
- Voucher approver's new certification:
 - “By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.”



- All GTCC charges not already entered as expenses (flights, cars, hotel, gas, etc.) must be entered under the Additional Options section on the Payment Totals screen of the voucher
 - Add'l GOVCC ATM: ATM advances
 - Add'l GOVCC Amt: All others
 - Hotel tax when on leave (or Non-Duty Days)
 - Other personal hotel charges on bill (movies, meals, room service, etc.)
 - Meals purchased in restaurants with GTCC
 - Prorated part of rental car payment for leave days



Payment Totals Screen

Enter amounts,
then click
Calculate

ATM Advance

Total of other GTCC
charges

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$527.08	\$1,890.53	\$2,417.61
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
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Net to Traveler:	\$527.08	\$1,890.53	\$2,417.61
Add GOVCC ATM:	\$-100.00	<input type="text" value="100.00"/>	
Add'l GOVCC Amt:	\$-185.59	<input type="text" value="185.59"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$241.49	\$2,176.12	\$2,417.61

To traveler's bank account

To Citi



Voucher Pre-Audit

- Explain any Add'l GOVCC Amt:, Add'l GOVCC ATM:

2.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→1 Add GOVCC-Individual Amount	→1 Add GOVCC-Individual Amount	<div style="border: 1px solid gray; padding: 5px;"><p>\$39.55 prorated part of rental car \$56.34 restaurant meals GTCC \$27.61 hotel room service charges</p></div>
3.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→1 Add GOVCC-Individual ATM	→1 Add GOVCC-Individual ATM	<div style="border: 1px solid gray; padding: 5px;"><p>\$100.00 ATM advance</p></div>