

ODTA Meeting 11/18/2009

Welcome!

New AO – Samantha Wills

NDEAs- Rosie Watson

Lillian Ramirez

DTS/Regulations Update

- As of 1 July, Chaps 1-4 of JTR (Civ) /JFTR (Mil) contain DTS temporary duty travel regulations
 - Appendix O is now a summary of these regs
 - All located on NPS Travel web site
- TAD > 180 days
 - Now requires SECNAV approval
- GPS for Rental Car now allowed
 - AO must certify “necessary for official business”
- Combining leave with travel
- BOQ non-availability statement

Prior AO Approval Required

- Rental Car
 - GPS, FastTrack transponders
 - (necessary for official business)
 - Upgrade
- Services of Others
 - Drivers, Guides, Packers, etc.
- Clerical Assistance
- Internet Connection
- Official Phone Calls
 - Safe arrival, medical, schedule change
- Excess Baggage (mission essential)
 - Checked bag charge ok
- Personally procured air tickets
 - Must be approved by Jack Shishido, Deputy Comptroller
- Prepaid phone/cell contracts
- Dual Lodging Costs
- Nonrefundable Room Deposits
- Lodging Fees
 - Late Checkout
 - Early Arrival
- GTCC Late Payment Fees
- GTCC Expedited Delivery

TSA Secure Flight Program

- DTS collecting new personnel data
 - Full middle name
 - Date of birth
 - Gender
- Program effective 26 Sept 09
- Full name on boarding pass must match state or government ID used at airport security
- New screen in DTS after first air reservation
 - Click box to save data to profile
 - Ignore Redress Number and Known Traveler Number

Travel/Ticket Identification Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name:

* First Name:

Middle Name:

No Middle
Name

* DOB: (MM/dd/YYYY):

* Gender:

M F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

Save TSA Information

**This screen appears
after choosing seats
on first air reservation.**

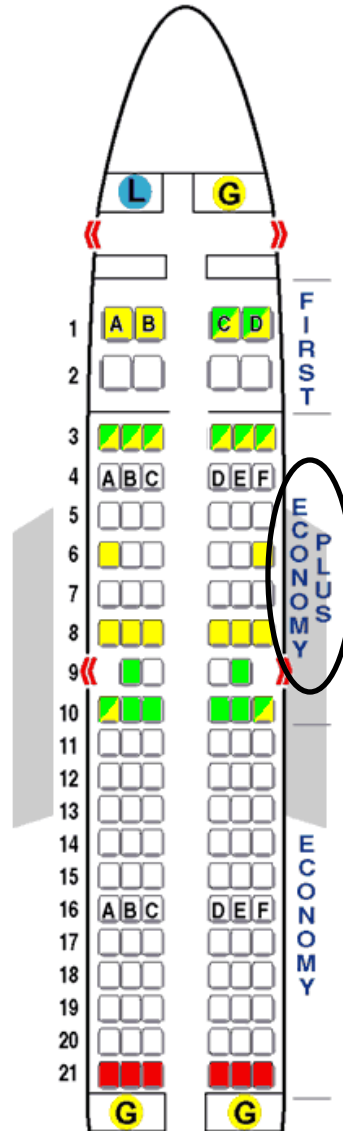
United Airlines Economy Plus

- Forward end of economy
 - Free to UA Premiers (25k miles/year)
- DTS shows Econ Plus seats
- If you choose, reservation will be cancelled
- Alternatives
 - Use www.seatguru.com to locate
 - virtuallythere shows aircraft type
 - Choose seat at rear of plane
 - Choose Aisle or Window at bottom

www.seatguru.com

View our Seat Map Key below or visit the [FAQ](#)

Boeing 737-300 Vers. 1 (733)
Boeing 737-300 Vers. 2 (733)
Boeing 747-400 Vers. 1 (744)
Boeing 747-400 Vers. 2 (744)
Boeing 757-200 (757)
Boeing 757-200 p.s. (757)
Boeing 767-300 US (763)
Boeing 767-300 International (763)
Boeing 777-200 US (772)
Boeing 777-200 WW 1 (772)
Boeing 777-200 WW 2 (772)
Canadair CRJ-200 (CR2)
Canadair CRJ-700 Vers. 1 (CR7)
Canadair CRJ-700 Vers. 2 (CR7)
de Havilland Dash 8-200 (DH2)
Embraer EMB-120 Vers. 1 (EM2)
Embraer EMB-120 Vers. 2 (EM2)
Embraer ERJ-145 (ER4)
Embraer ERJ-170 (E70)
Saab 340 (SF3)
USA3000
US Airways
V Australia
Virgin America
Virgin Atlantic
Virgin Blue
Westjet
Comparison Charts
Travel Tips
Frequent Flier Tips



Seatmap Key

- Good Seat
- Mixed Review
- Standard Seat
- Some Drawbacks
- Poor Seat
- Power Port
- Crew Seat
- Emergency Exit
- Overhead TV
- Galley
- Lavatory
- Closet

Capacity Controlled Fares

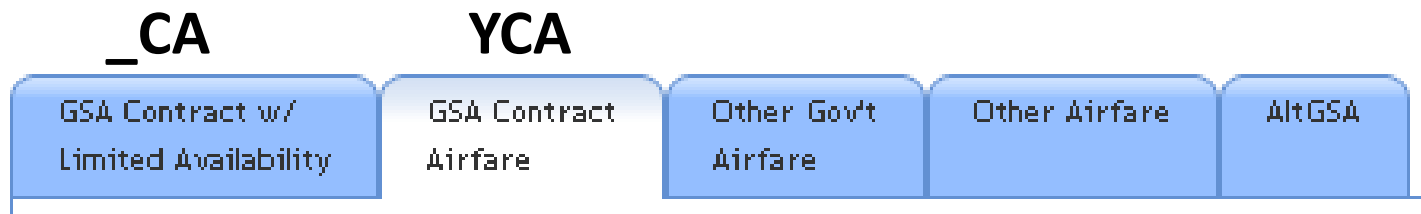
- “_CA” fares, shown in DTS as
 - “GSA Contract w/Limited Availability”
 - Cheaper, but not upgradable

JTR Appendix O, T4025 A. 1. b.

**b. A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.*

JTR Appendix O, T4025 A. 3. a.

*a. A commands/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. T4005.



FY-10 Contract City Pairs

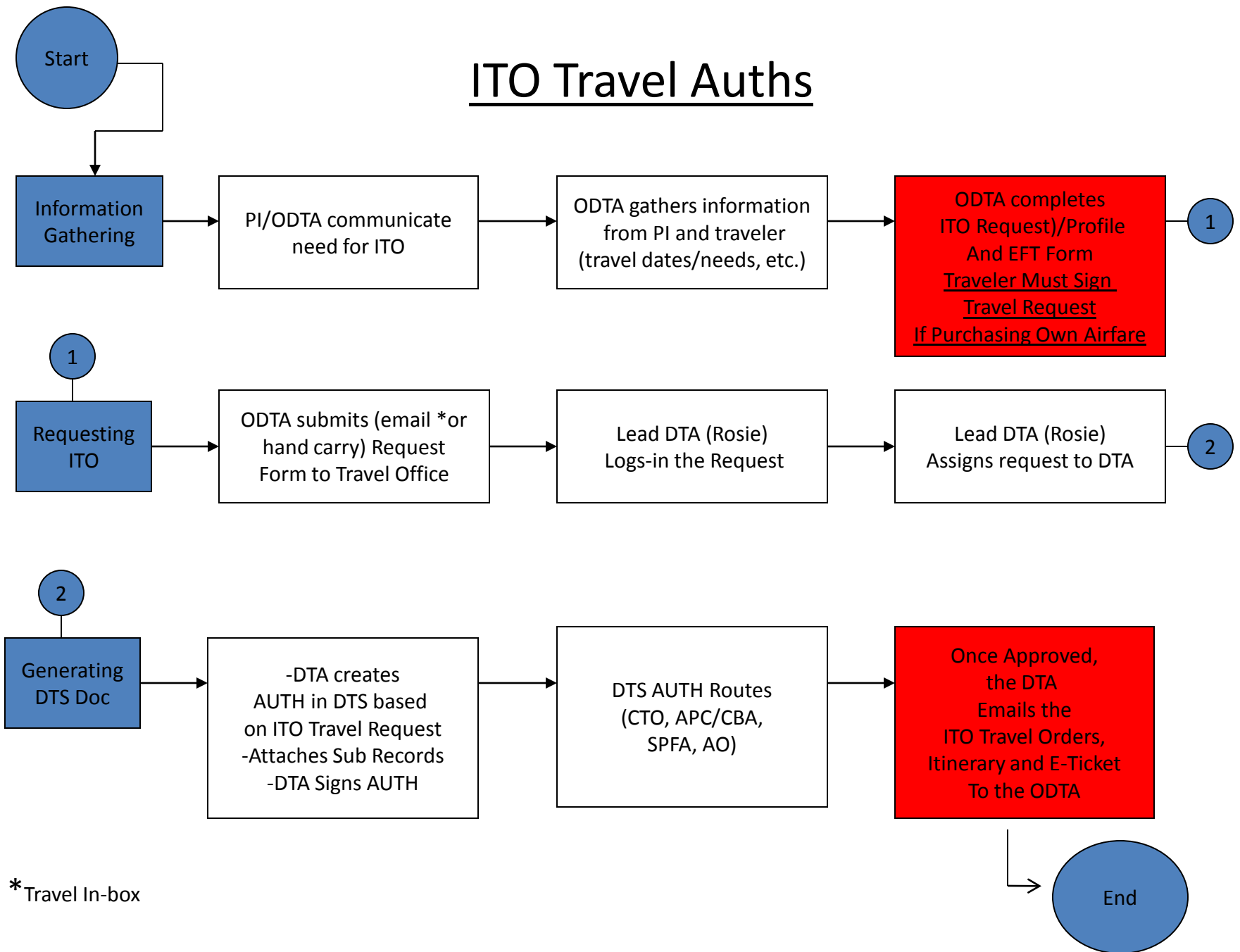
Origin Airport	Destination Airport	Airline	YCA Unrestricted Govt. Fare	-CA Capacity Controlled Govt.Fare
MONTEREY	ALBUQUERQUE	United Airlines (UA)	314.00	0.00
MONTEREY	LOGAN INTERNATIONAL AIRPORT	United Airlines (UA)	726.00	0.00
MONTEREY	O'HARE INTERNATIONAL AIRPORT	United Airlines (UA)	294.00	0.00
MONTEREY	COLORADO SPRINGS	United Airlines (UA)	502.00	0.00
MONTEREY	DALLAS/FT. WORTH INTERNATIONAL AIRPORT	United Airlines (UA)	441.00	0.00
MONTEREY	DENVER	United Airlines (UA)	375.00	0.00
MONTEREY	FRANKFURT	United Airlines (UA)	1064.00	583.00
MONTEREY	LAS VEGAS	United Airlines (UA)	210.00	0.00
MONTEREY	LONDON	United Airlines (UA)	348.00	167.00
MONTEREY	LOS ANGELES INTERNATIONAL AIRPORT	United Airlines (UA)	99.00	0.00
MONTEREY	SKY HARBOR INTERNATIONAL	US Airways (US)	585.00	345.00
MONTEREY	SAN ANTONIO	United Airlines (UA)	499.00	0.00
MONTEREY	SAN DIEGO	United Airlines (UA)	157.00	0.00
MONTEREY	SAN FRANCISCO INTERNATIONAL AIRPORT	United Airlines (UA)	426.00	250.00
MONTEREY	TOKYO	United Airlines (UA)	609.00	0.00
MONTEREY	BALTIMORE/WASHINGTON INTERNATIONAL AIRPORT	US Airways (US)	646.00	0.00

ITO Travel Processed in the Travel Office

- What is the purpose of ITO Travel
- Who is eligible for ITO Travel
- ODTA's Responsibilities and Travel Office Responsibilities
- Required Documentation for ITO Travel
- Traveler MUST sign ITO Travel Request when Self-Procuring Transportation
- Reimbursing Self-Procured Transportation
- ITO Voucher Process – who completes 1351-2 form/who signs voucher in DTS

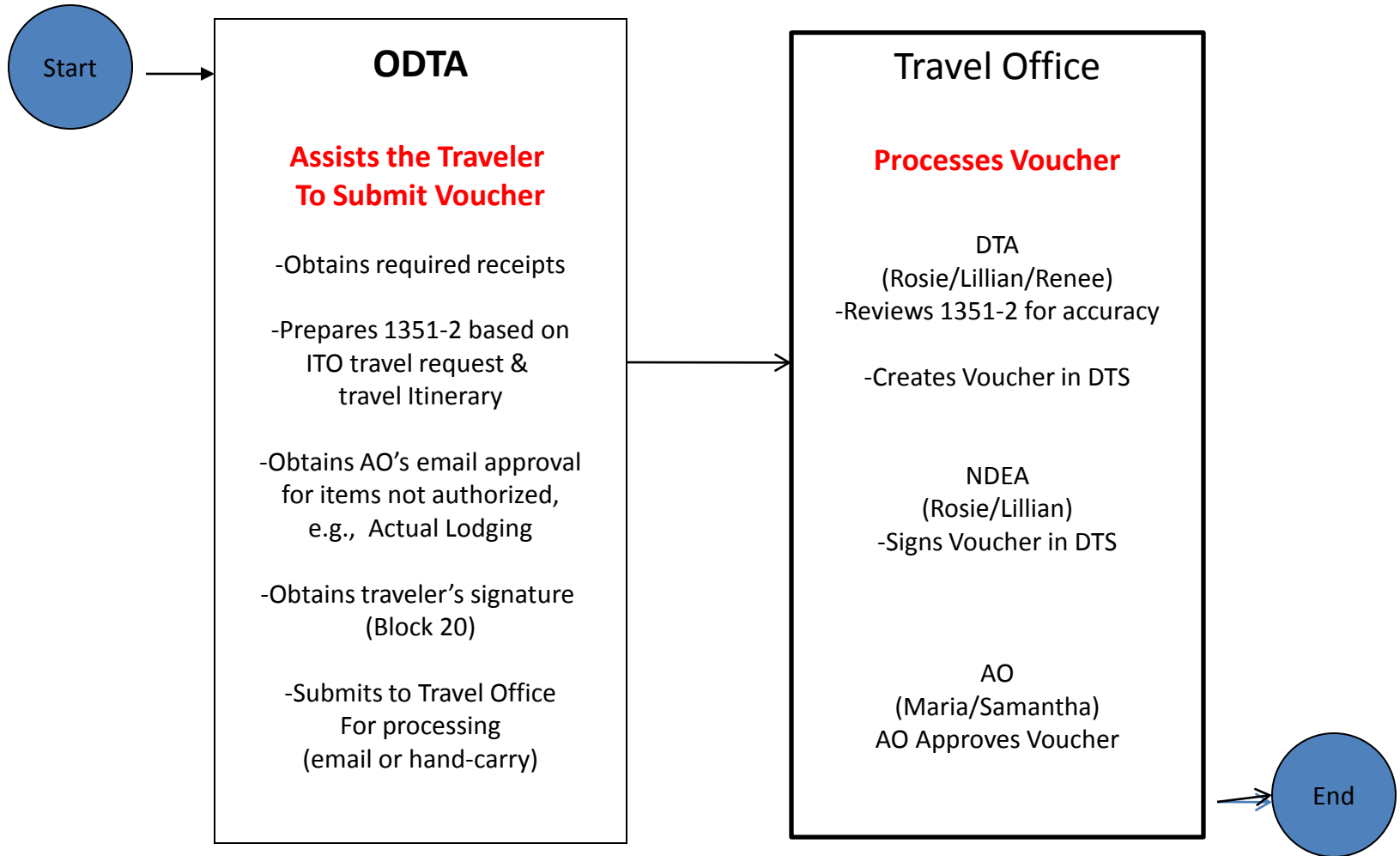
- References: JTR Appendix E, NPS ITO SOP, Travel Website

ITO Travel Auths



*Travel In-box

ITO Travel Voucher Process



ITO Travel Request Form

TRAVEL OFFICE: 831 656-2041 Fax: -7632 SATO: 831 372-5232 Fax: -4682
 ODTA: _____ Phone: _____ Fax: _____ email: _____

TRAVEL OFFICE: 831 656-2041 Fax: -7632 SATO: 831 372-5232 Fax: -4682

Invitational Travel Order Request Form

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory. Failure to provide required information may result in delay of a response or disapproval of the request.

NOTE: Government employees and contractors are not allowed to travel on Invitational Travel Orders.
 Are you a government employee? Yes No Are you a contractor? Yes No

Traveler Profile done? EFT done? Phone # _____ Passport # _____
 Name: Last _____ First _____ Middle _____
 Gender: Male Female Date of birth: _____ Country: _____

NOTE: Full name on boarding pass MUST match full name on ID presented to TSA at airport.

Leaving from: Home Work Departure date: _____
 Trip purpose: Conference Info meeting Site visit Speech/presentation Training Other
 Specific Trip Description: _____

TDY Destination	Arrive date	Depart date

Return to: Home Work Return date: _____ Aisle Window
 Fly Train Freq flyer # _____ Airline¹ _____
 (*preference not guaranteed)

From airport ²	Date	To airport ²	Depart time OR	Arrive time

¹ If possible, give 3-letter airport codes or specific airport names.
NOTE: You should arrange your transportation with a (Contracted) Commercial Travel Office (CTO) through the Defense Travel System. However, if you arrange your own air transportation, you will be reimbursed for the government rate for official transportation, or the amount you pay for the ticket, whichever is less. If you purchase a non-refundable ticket and the trip is cancelled, you will not be reimbursed for this ticket.

Hotel preference (not guaranteed)	Check in date/time	Check out date/time	City, location

Self-arranged lodging OR Arranged by Sponsoring Department
 Staying with friends/relatives Staying in training facility/lodging Staying in conference hotel Smoking
 Personal credit card # (to book hotel and rental car) _____ Exp. Date _____

Rental car pickup location	Size ³ (Compact is standard ⁴)	Pickup date/time	Return date/time

³Sizes: Compact, Mid-size, Full size, SUV, Minivan Driving rental to TDY destination?
⁴Non-compact car justification: _____

Estimated non-mileage expense**	Amount	Date

** Hotel tax/ Parking/ Rental car gas/ Tolls/Internet Fee/ Official phone calls/ Shuttle/ Taxi

Est. mileage expense (driving own POV)	Date	# miles

Driving POV to TDY destination? Remarks/Additional: _____

I understand that I have the option of arranging my own air transportation, and that if I do, I will be reimbursed for the government rate for official transportation, or the amount I pay for the ticket, whichever is less. I understand that if I purchase a non-refundable ticket and the trip is cancelled, I will not be reimbursed for this ticket.

Traveler Signature (if purchasing own ticket) _____

To be completed by Sponsoring Department

POC: Name: _____ Phone # _____ Email _____
 Department: _____ Curriculum or DTS Routing List: _____

LOA (Job order) 1: _____ Job order 2: _____

Allocate: By Percent By Amount By Date Allocation details: _____

Traveler is authorized: (Please be specific and check all that apply)

- Lodging Exact dates: from _____ to _____
- Actual Lodging authorized
- Meals: Exact dates: from _____ to _____
- Airfare: Government Rate \$ _____ Cap amount \$ _____ (Arranged by Travel Office)
- Rental Car: Exact dates: from _____ to _____
- Public Transportation (taxi, shuttle, bus) _____

All signatures are required prior to processing request by Travel Office

Signature _____ Printed Name _____
 _____ Principal Investigator _____
 _____ SPFA (If assigned) _____
 _____ Dept. Chairman _____
 _____ Security Manager _____
 (for foreign national travel to NPS)

What Slows Down The Voucher Process?

- Missing Receipts
- Itinerary attached instead of ticket receipt
- Hotel taxes not included in per diem for foreign travel
- Items claimed not authorized (attach email)
- Variations in travel not authorized (attach email)

DTS – Release 6

- Released on 8/8/09 (not ready for prime time)
 - 100s of defects introduced – many still not fixed
 - Performance problems persist – improves after 1400
 - Major problems
 - “Flight not available” and CTO Assistance
 - Timeouts on signature
 - Incorrect rental car calculations
 - Documents not routing properly
- Patches will continue until stability is achieved
- We anticipate a long recovery period

DTS – Financial Rejects

- Invalid Line of Accounting
 - “Accounting/Disbursing System Error Code: 026 Missing/Invalid Major Command Indicator - Unit Identifier (JON - LOA)”
 - Line of Accounting is loaded in DTS prior to STARS
 - Obligations are sent to STARS when an authorization is APPROVED
 - Reject of an authorization does not prevent travel, but there is no official record of funds obligation
 - Voucher will reject for the same reason if LOA is still not loaded in STARS

DTS – Financial Rejects

- Tickets switched to Centrally Billed Account (CBA)
 - “Accounting/Disbursing System Error Code: Unmatched Obligation Adjustment”
 - When authorization is APPROVED with IBA as the Method of Payment (MoP) for tickets, DTS generates a single accounting line for funds obligation
 - When tickets are switched to the CBA on a subsequent amendment, DTS attempts to adjust the obligations to two accounting lines...the CBA adjustment is rejected
 - A copy of the LOA with a new label must be added to “fool” DTS
 - Voucher will reject for the same reason if the fix is not applied

DTS- Payment Rejects

- After Positive Acknowledgement (POS ACK) by the financial system, payment may still be a problem
- DFAS will not pay a voucher with an Invalid SSN – the first nine characters must be NUMERIC
 - DTS allows you to create and approve an authorization with a invalid SSN
 - You will not find out that the voucher cannot be paid until the voucher is approved
 - The only workaround is to create replicates of the profile, authorization and voucher
- **Notice of Payment Return for Invalid EFT Account Information**
 - Bank Routing Number may have changed due to merger
 - Traveler's Account Number may have changed
 - Only US banks can receive direct deposits
 - Same notification may be used when a paper check is returned
 - Mailing address must be US, though some foreign countries are allowed
 - When mailing to NPS, format of mailing address is critical

IBA

Area of opportunity: Split Disbursement/Cash Advance Disbursements

Solution ideas:

1. Utilize the CITI statement info in DTS and/or contact Patricia Freeman for customer balance/statement
2. Review the payment totals screen and make the appropriate adjustment

CBA

Area of Opportunity: Ensure all ticket information is inputted when adding tickets using the “other trans” screen

Solution ideas:

1. Modify airfare amounts when there is a refund
2. Confirm ticket information on Virtually There – eticket invoices and receipts
3. Contact SATO
4. Contact Patricia Freeman

Fund Cite Form

1	Naval Postgraduate School													
2														
3	From: President, Naval Postgraduate School													
4	To:													
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 #:			N6227110T			JON							
9	Phone (comm. & DSN):			Fax:										
10	Home or Business													
11	Name & Location of Activity Issuing Invitation													
12	POC for Travel Arrangement & Travel													
13	Purpose of Trip:													
14	You are invited to proceed from:			To:			Dates:							
15	Size of Rental Car													
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	0 1804 22MY	210	62271	0	0 68566	2D	0 00000	62271	0	0	E		
24	2. Per reference (a), it is the responsibility of the Commanding Officer (or his designated representative) to insure the traveler is notified in the travel orders of the requirement to submit a claim to the appropriate command office within 5 calendar days after return to duty and to insure that traveler complies with those instructions.													
25	3. Per reference (b), it is the responsibility of the traveler to submit his/her travel claim complete with appropriate documentation for disbursement within 5 calendar days of return from travel. Travel claim is to be processed at your local command and a copy of the voucher summary to be sent to:													
26														
27														
28														
29	Signature			Signature			Comptroller Only							
30	Title			(For the Secretary of the Navy)										
30	Date: _____			_____ Funds Reviewer (ASA or SPFA)										
31	POC for this document is:													