



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
MCICOMO 4650
G-8

SEP 02 2014

MARINE CORPS INSTALLATIONS COMMAND ORDER 4650

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) POLICIES AND DEFENSE
TRAVEL SYSTEM (DTS) STANDING OPERATING PROCEDURES (SOP)

Ref: (a) DODFMR, Vol. 9, Ch. 2, Defense Travel System (DTS)
(b) MCO 4650.39A Defense Travel Order (DTS)
(c) MARADMIN 291-12, Defense Travel System (DTS) Voucher
Approval Process
(d) Joint Federal Travel Regulations (JFTR), Vol. 1

Encl: (1) MCICOM HQ DTS Business Rules

1. Situation. This Order provides policy, guidance, and procedures for utilizing the Defense Travel System (DTS), within Marine Corps Installations Command Headquarters (MCICOM HQ).

2. Mission. This Order provides policy for the operation and use of DTS within MCICOM HQ to effectively and efficiently process all TAD authorizations and vouchers per reference (b).

3. Execution

a. Commander's Intent. DTS will be the sole system used by MCICOM HQ personnel to execute TAD travel.

b. Concept of Operations. All MCICOM personnel will use DTS to process TAD authorizations and vouchers. Per reference (b), all staff sections are responsible for appointing the appropriate personnel to administer the authorization and voucher processing within DTS. In order to minimize the number of functions assigned to the same individual and ensure proper separation of duties, the administrative control of DTS will remain centralized under the Assistant Chief of Staff, G-8 (AC/S, G-8).

c. Tasks

(1) Assistant Chief of Staff, G-8

(a) Assign the Organizational Defense Travel Administrator (ODTA) for MCICOM. The ODTA is responsible for the daily administration of the MCICOM organization within DTS. The ODTA will concurrently serve as the Tier II helpdesk for MCICOM. See reference (b) for comprehensive responsibilities.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) Assign the Financial Defense Travel Administrator (FDTA) for MCICOM. The FDTA is responsible for managing and supporting the accounting and budgeting aspects of DTS within MCICOM HQ. The FDTA has control and oversight of travel lines of accounting (LOA) and budgets within the budget module in DTS. See reference (b) for comprehensive responsibilities.

(2) Chief of Staff and Assistant Chiefs of Staff G-1, G-3/5/7, G-4, G-6 and GF

(a) Assign Authorizing Officials (AOs) and Certifying Officers (COs). These positions are synonymous, but duties vary depending on the processing of authorizations or vouchers. For the purpose of DTS, AOs and COs shall be referred to as AOs. All AOs will be assigned responsibilities via a Department of Defense (DD) Form 577, Appointment/Termination Record - Authorized Signature. A copy of the appointment will be retained by the ODTA for record keeping and auditing purposes. See reference (b) for comprehensive responsibilities. Each directorate will assign at least one primary and one alternate AO in order to be able to provide back-up and processing AO authorizations and vouchers.

1. For DTS authorizations, AOs determine when travel is mission essential and have the authority to authorize travel, obligate funds, and approve estimates of travel expense.

2. For DTS vouchers, AOs review and verify that all vouchers are completed with required supporting documentation within two (2) business days after being signed by the traveler.

a. Per reference (c), all travel vouchers are centrally approved at the servicing Regional Disbursing Office (RDO), by appointed disbursing personnel, prior to payments being made to the traveler. The MCICOM HQ RDO is the Marine Corps Base Quantico (MCBQ), disbursing office, Quantico, VA.

(b) Directorates may assign Routing Officials (ROs) at their discretion. This role is optional but will assist the AO in the performance of their duties if appointed.

(3) Special Staff

(a) For the purposes of DTS, Special Staff will fall under the Chief of Staff for processing of authorizations and vouchers.

d. Coordinating Instructions

(1) Per reference (b), the DTS Help Desk has a three-tiered approach.

(a) The ODTA within the AC/S G-8 will function as the MCICOM Tier I Help Desk. The primary function of the Tier I Help Desk will be to assist in trouble shooting by providing resource material to the AOs, ROs, and/or travelers. The Tier I Help Desk will not assist in creating authorizations or settling vouchers.

(b) The Tier II Help Desk will reside with the Lead Defense Travel Administrator (LDTA). The LDTA for the Pentagon and MCICOM has been established as the Administration and Resource (AR) Fiscal Branch of Headquarters Marine Corps. Only Tier I Help Desk personnel are authorized to contact the Tier II Help Desk.

(c) Any issues not resolved by the Tier II Help Desk will be forwarded to the Marine Corps Help Desk for interfacing with the Tier III Help Desk.

(d) Enclosure (1) represents the MCICOM DTS business rules that all personnel should be familiar with and utilize as a reference for all business pertaining to DTS prior to contacting the Help Desk.

(2) Training Requirements

(a) All individuals approving travel authorizations and/or vouchers, as well as the member, are responsible for all expenses claimed on their travel voucher and can be held financially liable if suspected falsified expense(s) are discovered during random DTS audits. As such, all DTS roles have been assigned annual training requirements which are required to be completed within three months of appointment.

1. The USMC DTS Curriculum is available online and shall be utilized as the core curriculum for all DTS training. The ODTA will provide supplemental training to be published and completed annually to provide any additional organizational training required.

(3) Reports. The ODTA and/or FDTA will provide AOs the following reports at the designated frequencies:

- (a) Status of Funds - Weekly
- (b) Unsubmitted Voucher Report - Weekly
- (c) Budget Transaction Report - Monthly
- (d) Depart Status Report - Weekly

(4) Traveler. DTS is designed for the traveler to make their own travel arrangements, route authorizations for approval, and submit vouchers for approval. In order for DTS to operate effectively, travelers should be familiar with; their duties listed in reference (b), their responsibilities and knowledge of entitlements within

reference (d), MCICOM procedures listed within enclosure (1).
Traveler responsibilities include, but are not limited to:

(a) Exercising the same care and regard for incurring government paid expenses as would a prudent person traveling at personal expense.

(b) Submitting a travel voucher within five days of returning to their permanent duty station.

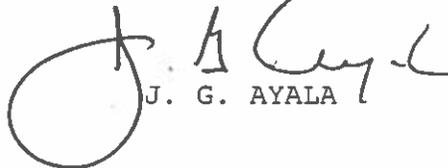
4. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to AC/S G-8 via the appropriate chain-of-command.

5. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations Command Headquarters.

b. Signal. This Order is effective on the date signed.


J. G. AYALA

DISTRIBUTION: A

Marine Corps Installations Command HQ

Defense Travel System

Business Rules



May 2014

ENCLOSURE (1)

Table of Contents

1. Introduction
 - a. Overview of the Defense Travel System
2. Travel Authorization
3. Air Transportation
4. Rental Cars
5. Lodging
6. MCICOM Routing Process
7. Foreign Travel (OCONUS)
8. Travel Vouchers
9. Valid Receipts
10. Local Travel/Voucher
11. Constructed Travel Worksheet
12. Organization

APPENDICES:

APPENDIX A. HELPFUL LINKS

APPENDIX B. IN AND AROUND MILEAGE STATEMENT

APPENDIX C. STATEMENT IN LIEU OF MISSING RECEIPTS

**DEFENSE TRAVEL SYSTEM
BUSINESS GUIDELINES**

1. INTRODUCTION

The purpose of this document is to provide specific policy and procedural guidance to all Headquarters Marine Corps Installation Command (MCICOM) personnel, agencies, and organizations that use the Defense Travel System (DTS). This guide establishes local administrative, transportation, and financial business rules for using DTS and supplements the Marine Corps policy and procedural guidance. This is a "living document" and will be revised as additional functionality and capabilities of DTS become available. The Department of Defense (DoD) DTS Business Rules Guide shall apply where no local business rules are listed in this document. However, the following overarching directives shall apply in resolving travel or financial policy issues:

- Defense Transportation Regulation (DTR) (DoD 4500.9-R)
- DoD Financial Management Regulation (FMR) (DoD 7000.14-R Vol.9, Chp.2) Appendix 0 of the JFTR/JTR is the regulation established for DTS users.
- Joint Federal Travel Regulations (JFTR)
- Joint Travel Regulations (JTR)

Overview of the Defense Travel System

DTS is the product of the DoD Temporary Duty Travel Reengineering Initiative. DTS is designed to meet operational requirements, improve service to the customers and reduce the overall cost to the Government.

DTS is a WEB based application which uses the Local Area Network (LAN)/Wide Area Network (WAN) to enable a paperless and fully automated travel reservation, authorization and voucher processing system. It allows travelers to request commercial transportation, commercial lodging and rental car arrangements, and prepares authorizations and vouchers all from a desktop computer. Each part of the streamlined travel process, including travel document creation, transfer, approval, computation, accounting, disbursement, and retention is accomplished electronically.

2. TRAVEL AUTHORIZATIONS

The following list provides critical information about travel authorizations.

Individual travel authorizations are created by the traveler.

- a. Authorizations should be submitted at least seven (7) days prior to the scheduled departure date.
- b. Authorizations will be cancelled if not signed by the traveler within 24 hours of creating the document.
- c. Temporary Assigned Duty (TAD) requests should include a written explanation outlining the purpose for the trip in the comments section provided.
- d. Adjustments may be made to travel authorizations until they have been approved by the Authorizing Official (AO). Each adjustment will cause

the authorization to be re-routed to the starting point in the routing process.

- e. An amendment must be created if changes are needed after the AO has approved the authorization.
- f. If the traveler receives an audit flag, a detailed justification must be provided prior to approval.
- g. Travelers are responsible for ensuring that their orders are processed and approved prior to traveling. DO NOT assume that the system will work automatically. Prior to departing for travel, check the status of your orders:
 - 1. Open your Authorization
 - 2. DO NOT UNCHECK the View only box
 - 3. Click on Digital Signature on the top tool bar
 - 4. The top box is the pending routing action. The bottom box is the completed routing action.
- h. To CANCEL an Authorization, the traveler must first cancel all reservations outside of DTS associated with the authorization. Then select the cancel authorization link to proceed with the cancellation. If the traveler experiences problems, he/she should notify their RO/AO to contact their respective ODTA for assistance.

3. AIR TRANSPORTATION

- a. Federal and military travelers on official business are required to use the contract carrier (GSA City Pair). Usage of other carriers for personal preferences (i.e., frequent flyer clubs, etc.,) are not permitted. More information on the GSA City Pair Program visit www.gsa.gov
- b. After the authorization is stamped CTO BOOKED the Travel agent will provide comments if the most advantageous flight was not selected.
- c. Economy Parking is required for all travel beyond a 2-night stay. The AO will not authorize parking in NON-Economy lots at airports for trips over 2 days.
- d. The Commercial Travel Office (CTO) will generally ticket three (3) business days prior to travel, and only after the authorization has been approved. If the document is not APPROVED and tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation. Travelers will receive an email notification when their ticket has been issued. It is the traveler's responsibility to ensure that tickets have been issued prior to their arrival at the airport. If assistance is needed with this process, please contact the CTO. (NOTE- If you are planning to depart on a SAT, SUN or MON, please do not wait until Friday afternoon to contact for assistance)
- e. The Virtually There website is available for travelers to print/view their itinerary and print an e-ticket after they have been issued a ticket. Link to site: <https://www.virtuallythere.com>

- f. An e-ticket should be printed and/or saved to be included with the voucher as a 'Substantiating Record'. Use the 'PNR Locator' listed in the trip description of the orders as The Reservation Code. If an e-ticket is not printed, a 'In Lieu of a Receipt' statement must be completed in its place.
- g. In the event that a trip must be cancelled after the ticket has been issued, the traveler is responsible for contacting CTO and requesting that the ticket be refunded and reimbursed to the Government Travel Charge Card. Cancellation will result in a CTO cancellation fee and a travel voucher must be completed to have this fee reimbursed on the GTCC. This process can take up to two billing cycles.
- h. Travelers should maintain a copy of their approved orders on hand for the duration of the travel.

4. RENTAL CARS

- a. Travelers must use DTS or CTO to book rental cars. GPS is not authorized (i.e. Garmin, TomTom).
- b. Travelers are strongly encouraged to "Car Pool" or "Ride Share" when multiple personnel are on the same schedule.
- c. Compact cars are considered standard for all travel. If an upgrade is required, justification for this upgrade and approval must be obtained from the AO prior to making reservations.
- d. Rental Cars are self-insured. Travelers will not be reimbursed if extra insurance is purchased.
- e. Government, Rental and Privately Owned Vehicles (POV) have a 400 mile per day travel limitation.

5. LODGING

- a. All lodging arrangements should be booked through the contracted CTO unless:
 - 1. Traveler is attending a conference that requires staying at a particular hotel.
 - 2. Lodging is arranged by another service or organization.
- b. Uniform service members and civilian employees traveling on TDY to a military installation should make use of installation lodging if it is available.
- c. Travelers must determine whether lodging is available on the installation PRIOR to making reservations elsewhere. If lodging is not available, a non-availability certificate is required and should be added to the authorization.
- d. Lodging costs should not exceed the allowable rate. If it is inevitable that lodging costs will exceed the allowable rate, the traveler must request "Actual Expenses Authorized" and obtain approval from the AO PRIOR to making their reservations.

- e. It is the traveler's responsibility to confirm hotel arrangements made through DTS. The traveler is also responsible for confirming canceled reservations directly with the hotel if canceled in DTS.

6. MCICOM DTS ROUTING PROCESS

Traveler - The traveler is any civilian or military DoD government employee that is traveling from a DTS-connected command or organization. Contract personnel are not eligible to use DTS for travel arrangements. Travelers are responsible for creating, digitally signing and forwarding for review and approval a travel authorization (request), and the travel voucher or local voucher, within DTS.

- a. Travelers will digitally sign all DTS transactions with the PKI digital certificate located on their CAC.
- b. The traveler will be responsible for scanning in all receipts in DTS in accordance with DoD 7000.14R, Financial Management Regulation. AO's are not responsible for uploading or retaining any hard copy receipts for travelers.

Travel Authorization / Order Routing Process



Travel Voucher Process



Commercial Ticket Office (CTO) - The CTO is a non-government entity contracted with the government to provide traditional and DTS travel assistance. In DTS the CTO will assist MCICOM travelers by executing their travel arrangements, to include electronic ticketing (or manual ticket, if authorized).

Routing Official (RO) - This is an optional position. The RO reviews and validates travel requests and claims submitted by the traveler prior to the Authorizing/Certifying Official. The RO is responsible for reviewing the orders/vouchers to ensure the proper reimbursements are being claimed and that all the necessary receipts are attached upon completing a voucher.

Authorizing Official (AO) - The AO reviews and approves travel documents (authorizations, travel vouchers) submitted by the traveler or RO. AO's ensure that the arrangements and "should-cost" estimates are reasonable and consistent with mission requirements prior to approval. The AO must also ensure that the proper line of accounting (LOA) is applied to the transaction,

particularly when the AO has a responsibility for more than one line of accounting. When the AO approves the document, funds are removed from the budget module and obligations are posted to the accounting system. All AOs will be a Department Director or Program Manager (PM) or those individuals delegated by the Department Director in supervisory role acting on behalf of the Department Director.

Disbursing - The Regional Disbursing Office for MCICOM is the Marine Corps Base Quantico (MCBQ), disbursing office, Quantico, VA.

7. FOREIGN TRAVEL (OCONUS)

- a. Prior to making any OCONUS travel authorizations, the Traveler should review the Foreign Clearance Guide (FCG) to determine the requirements for each country that will be visited while on official business.
- b. Country Clearance Messages must be submitted 30 days prior to the start of travel.
- c. Ensure that all training and vaccinations have been completed.
- d. A completed OCONUS Travel Package should be submitted to the Operations Manager 10 days prior to travel commencing to allow for processing a DCSOPS endorsement to DTS orders. All required training and medical should be completed per CRC Fonnl for COCOM visits. All COCOM's require the AT/FP Plan for country visiting with the exception of CENTCOM.
- e. All OCONUS travel is processed by the CTO using US Airline carriers in accordance with official government travel regulations.
- f. Travelers are responsible for converting travel expenses from foreign currency to US dollars on all receipts for OCONUS travel.

8. TRAVEL VOUCHERS

- a. Travel vouchers must be submitted within 5 business days of return from travel. The voucher processing time will not be expedited nor will credit card limits be increased because of failure to submit vouchers in a timely manner.
- b. The commercial transportation, rental car, and lodging expense reimbursements will be automatically reimbursed to the government travel credit card vendor. The traveler has the ability to add additional expenses to the government travel card vendor as needed. Remaining expenses will be reimbursed to the traveler's personal bank account indicated in their DTS profile.
- c. Tips/Gratuity is not considered reimbursable expenses and therefore cannot be claimed on travel vouchers. The federal government establishes annual Per Diem rates to include Meals/Incidentals/Expense, M&IE is provided to each traveler based on location to cover these expenses.
- d. Receipts must be scanned into the voucher as a substantiating document and must be maintained by the traveler for 6 years and 3 months.
- e. Scanned documents should be scanned black and white, legible, and

named according to the expense (i.e., lodging, rental car, and baggage).

- f. The Agency Program Coordinator oversees the Government Travel Charge Card (GTCC) program for all MCICOM personnel.
- g. Travelers should ensure that their DTS profile is accurate/updated prior to creating authorizations/orders (i.e. correct phone address, travel card no., expiration date, organizational and bank account information) and notify the office manager when changes are needed.
- h. Most authorizations have an automatic CTO Travel Fee applied at the time the authorizations are created; however, these fees may vary. If DTS has to work the itinerary in any way (change in flight once TAD, flights have split fares (i.e., first leg of trip is United and last leg is Delta), etc), an additional fee will be charged to the traveler. If flights are booked through DTS and without intervention by CTO, the fee will be \$4.50. If the travel is booked using a Centrally Billed Account (CBA), the fee will be \$18 regardless of whether or not CTO has to intervene. If the fee is not applied, when creating the voucher, add it to non-mileage expenses using the 'CTO FEE' from the drop down list- NOT 'TRAVEL AGENT FEE'.
- i. Claiming 'IN AND AROUND' mileage requires a separate mileage log uploaded to the substantiating records. 'IN AND AROUND' mileage is for Official Business ONLY. A sample 'IN AND AROUND' form is provided in Appendix B.

9. VALID RECEIPTS

- a. All expenses over \$75 require a receipt.
- b. Air or rail transportation receipts: must show transportation provider's name, dates of service, total cost of service including taxes and fees, date, amount, and method of payment.
- c. Lodging Receipts: must show lodging facility name, traveler's name, dates of lodging, unit price, additional charges, taxes, and total amount actually paid. A lodging receipt with the statement "Will Be Settled Too" will not be reimbursed, traveler must ensure they obtain a "zero balance" when checking out of their lodging facility.
- d. Rental Car Contracts: must show rental car agency name, dates of service, itemized costs, vehicle type and total amount actually paid rather than the estimated cost receipt when the traveler first rents the vehicle.

10. LOCAL TRAVEL

- a. While on local travel, travelers are not normally eligible for per diem. Normal reimbursable expenses are POV mileage, (round trip mileage to the destination minus the normal commuting mileage,) and tolls. If the traveler elects to rent a car, then a normal travel authorization must be completed in DTS prior to travel.
- b. Travelers should have approval of appropriate supervisory personnel before departing on local travel to ensure funds are available. After

travel is completed, the traveler should complete a Local Voucher in DTS. Local vouchers for students are completed by the Travel Office.

- c. The payment will be made by direct deposit to the traveler's bank account listed in DTS, and payment will be received within three days.
- d. Local Travel Voucher Mileage on local travel vouchers cannot be combined as round trip, each trip must be entered separately, regardless of the duration of travel. The mileage on local vouchers can only be claimed from duty station to temporary TAD site. In the event that claimed mileage is less than your regular daily commute local vouchers cannot be submitted.

11. CONSTRUCTED TRAVEL WORKSHEET

When triggered, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) may be required. A CTW is not required if your trip meets one of the following conditions:

- a. Your local policy identifies your selected mode of transportation as the standard transportation mode.
- b. You will drive your privately owned automobile or motorcycle (privately owned conveyance [POC]) 400 or fewer miles one-way (official mileage per the Defense Table of Official Distance [DTOD]) on every travel segment.* For example:
 - 1. You will drive 800 or fewer miles round-trip on a 1-location TDY (e.g., PDS to TDY location (LOC) = 310 miles; round-trip = 620 miles)
 - 2. You will drive 400 or fewer miles one-way for all travel segments* of a multi-location TDY (e.g., PDS to LOC1 = 210 miles, LOC1 to LOC2 = 75 miles, LOC2 to PDS = 145 miles)

If either condition applies, do not complete a CTW. Justify the Constructed Travel pre-audit by explaining that a CTW is not required.

Consult your AO if you do not know whether you need to complete a CTW.

- * A travel segment is any one-way journey:
- From the PDS to a TDY location
 - From one TDY location to another TDY location
 - From a TDY location to the PDS

ORGANIZATION DEFENSE TRAVEL ADMIN (ODTA)

DM6091010LCGTO	CG	Command & Staff
DM6091010LCMTO	CM	G-1
DM6091010LCGTO	EO	EO
DM6091010LGFTO	GF	Facilities
DM6091010LLLTO	LL	G-4
DM6091010LTMTTO	TM	G3/5/7

For Additional Assistance

CTO

Email: usmc.hqcto@cwtsatotravel.com

CTO (866) 928-1154

After Hours (866) 433-9427

FAX (866) 931-2224

POC

Mario Wallace - mwallace@cwtsatotravel.com

Please call for assistance with travel issues when needed.

APPENDEX A

Links:

Defense Travel System (DTS):

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

Joint Forces Travel Regulation (Uniformed Service Members):

[http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)

JFTR, Appendix O:

<http://www.nps.edu/Services/Travel/Documents/AppendixO.pdf>

Joint Travel Regulations (Civilian):

[http://www.defensetravel.dod.mil/Docs/perdiem/JTR\(Ch1-7\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-7).pdf)

Per Diem:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Defense Travel Management Office (DTMO):

<http://www.defensetravel.dod.mil/>

Virtually There (E-ticket Receipt):

<https://www.virtuallythere.com/new/homePage.html?pnr&name&language=O∓style&host>

Citi Direct Commercial Cards:

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

APPENDIX C

MISCELLANEOUS STATEMENT IN LIEU OF RECEIPTS

Last Name _____

First Name _____

Middle Initial _____

Rank _____

I hereby certify that the expense(s) claimed below was/were actually incurred and that the receipt was (check one):

- Impractical to obtain
 Inadvertently lost or destroyed

I further certify that the amount claimed includes only that expense (i.e. plane ticket, rental car, etc.) and no other. I understand that the information furnished may be investigated for validity.

1. Type of receipt (check one):

- Air Fare
 Bus Fare
 Rental Car
 Limo/Shuttle/Taxi
 Registration/Conference Fee
 Other _____

2. Name of business: _____

Inclusive date(s) of expense:

From _____ To _____

4. Amount claimed: _____

5. If for transportation:

Point of departure _____

Member's Signature _____

Date _____

Arrival _____