Admin Officer Guide: Defense Travel System (DTS)

INTRODUCTION

As the Admin Officer/Flag Secretary attached a to command where DTS falls under Admin/Secretariat, Sailors may come to you for assistance with their DTS Authorizations/Vouchers and it is important to know how to properly navigate through the system, the "do's" and "don'ts" as per policy and regulations, and the required documents to submit when submitting a travel voucher.   The Defense Travel Management Office (DTMO) provides functional oversight of DTS, while the Defense Manpower Data Center (DMDC) Program Management Office DTS (PMO-DTS) provides program oversight, including acquisition, technical, operation and maintenance. As the AO, you may not know everything from the top of your head, so it is important to know where to look and get the information you are looking for.

OVERVIEW

Travel documents are subject to internal (per local business rules) and external (e.g., Defense Finance and Accounting Service [DFAS]) audits which help identify improper payments, recognize trends, implement corrective measures to appropriately recover funds, and improve travel compliance. **As an Approving Official, the best way to prevent the most common Traveler mistakes from becoming improper travel payments is awareness.**

HOW TO PROTECT YOURSELF FROM PECUNIARY LIABILITY	
DO:	DON'T:
Minimize opportunities for errors: • Establish procedures and internal controls. • Document and distribute local business rules for using MyTravel properly. • Monitor subordinates to make sure procedural compliance. • Be alert to the possibility that an expense report is being processed a second time.	• Assume all trip requests are valid and complete. • Allow anyone else to use your personal certificate or CAC. You may be liable for an incorrect payment approved by another person using your identity. • Approve a payment without proper receipts.
Escalate questionable payment requests: •Follow your local policy to request an advance decision from the Comptroller General or DFAS when you have doubts about the legality of payments.	•Approve a payment if you have doubts.
Collect the evidence: •Verify funds before approving payments. •Save fund availability certifications and other documentation proving that procedural safeguards regarding payments have been observed.	•Approve reimbursements unless funds are available to cover the payment.

ADMIN OFFICER ACTION/APPROVING OFFICIAL RESPONSIBILITIES

If you are assigned as an Approving Official, you will act as a steward of Government funds, ensuring travelers follow all DoD travel policies per the JTR and DOD FMR. Your responsibilities may include, but are not limited to:

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- Verify the trip and the expenses are necessary to accomplish your organization's mission and are compliant with the JTR and your organization's business rules. Feel free to create an internal "DTS rules and guidelines" for stricter guidelines.
- Verify the Traveler booked reservations through the TMC, unless the TMC was not available.
- Verify the Traveler used an Individually Billed Account (IBA) for all valid travel expenses, unless a GTCC exception applies.
- Verify all trip requests for other than economy/coach class travel are approved per the JTR.
- If the Traveler selected a restricted fare, complete the Restricted Fare Checklist when necessary.
- Approve valid flights and rail segments before the approval deadline.
- Verify the document contains the correct line(s) of accounting.
- Return trip requests to the Traveler for correction when they contain inaccurate information or unauthorized requests.
- Verify no duplication of expenses on the voucher.
- Review required receipts and other substantiating records in the expense reports. These can be originals, copies, or "missing receipt declarations" if a Traveler lost a receipt and cannot obtain a replacement. Required receipts include all lodging expenses and any expense of $75 or more.
- Ensure the expense report requests split disbursement of the requested payment between the GTCC vendor and the Traveler's personal financial account.
- Ensure expense reports entered by a Delegate or Proxy contain a wet-signed DD Form 1351-2 or OF 1164 signed by the Traveler.
- Ensure Travelers do not process a duplicate voucher (for the same trip).

TRAINING REQUIREMENTS

YOU WILL BE REQUIRED to log on to eLearning in TraX and complete all the recommended training available, especially if you will be an Authorizing Official (AO). You must have a Passport account to access TraX. Passport is the single sign-on portal to permission-based applications related to DoD commercial travel. To Access eLearning in TraX: Sign into Passport: https://secure.defensetravel.dod.mil/neoaccess/login.php. New users may register using an email address or a common access card (CAC). After submitting your registration, watch your email for confirmation that your account has been created and/or additional steps.

REFERENCES

DoD FMR
http://comptroller.defense.gov/FMR.aspx

JTR
https://www.travel.dod.mil/JTR

Government Travel Charge Card Regulations
https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf

2

DTS Regulations
https://www.travel.dod.mil/DTSRegs

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Desktop Guide for Authorizing Officials and Certifying Officers
https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF

DoD Defense Travel System (DTS) Best Practices Guide
https://media.defense.gov/2022/May/11/2002995246/-1/-1/0/DoD_DTS_Best_Practices_Guide.PDF

My Travel Quick Start Guide For Approvers
https://media.defense.gov/2022/May/12/2002995773/-1/-1/0/MYTRAVELGUIDE2.PDF

Guide to Managing Travel-Incurred Debt
https://media.defense.gov/2022/May/12/2002995651/-1/-1/0/GUIDE_TO_MANAGING_TRAVEL_INCURRED_DEBT.PDF

Frequently Asked Questions: https://www.travel.dod.mil/Support/Frequently-Asked-Questions/
Topics that include answers to common questions related to DoD travel policies and programs