TDY Travel Claim Settlement SOP

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Processing Center (TPCs)/Travel Offices (TOs)/Transaction Service Centers (TSCs) to follow to support Temporary Duty (TDY) Travel Claim Settlement Processing.

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SYSTEMS & HELP DESK POCs
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BUMED INSTRUCTIONS
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BUPERS INSTRUCTIONS
https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/
CPPA RESOURCES
https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
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https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
DOD FMR
https://comptroller.defense.gov/FMR/
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https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
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https://www.doncio.navy.mil/
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https://travel.state.gov/content/travel/en/passports/how-apply/forms.html
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https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312	
OF 1164	
https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business	
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OPNAV INSTRUCTIONS
https://www.secnav.navy.mil/doni/opnav.aspx
OPS ALERTS
https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC_OPS_ALERTS/Forms/AllItems.aspx
PPIBS-MPAS
https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
SalesForce/eCRM
https://navynpc.my.salesforce.mil/
SECNAV INSTRUCTIONS
https://www.secnav.navy.mil/doni/secnav.aspx
SECNAV MANUALS
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SF FORMS
https://www.opm.gov/forms/standard-forms/
SGLV 8286
https://www.va.gov/life-insurance/options-eligibility/sgli/
US NAVY REGULATIONS
https://www.secnav.navy.mil/doni/navyregs.aspx
NP2
https://prodhr.np2.cloud.navy.mil/my.policy

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- **Examiner**: The individual primarily responsible for the overall processing of travel payments. When logged into IATS in the Examiner View mode, a user may log incoming claims, process advances and settlements, post accrued per diem payments, and process collections. In addition, examiners may have the capability to create traveler accounts and create travel order records. These functions, however, are dependent upon the privileges that have been established for the user by the System Administrator.
- **Auditor**: An Auditor/Certifier is appointed as a Certifying Official after completing the required annual training. Their job is to validate the validity of the claim and to ensure the examiner has entered the claim into WinIATS properly and that they are paying the traveler only the entitlements they are entitled to, based on the supporting KSDs provided in the travel claim package and the regulations set forth in the JTR based on the travelers statuses. They also validate that the examiner is allocating all funds to the proper line of accounting provided on the orders. The Auditor/Certifier conducts 100% audit and certification of all submitted claims. Once they are complete, they place the travel claim in awaiting release for the Releaser/Final Certifier to transmit the batch of travel claims worked that production day to DFAS for payment after a 10% random audit of that daily production batch.
- **Disbursing Clerk**: An individual with Disbursing Function capabilities is responsible for preparing a block of processed claims for payment. In addition, this individual must release the processed blocks to the Disbursing module and perform the following functions depending on the way IATS is configured for the particular travel office:
  - Assign Disbursing Office Voucher (DOV) Numbers
  - Process Checks
  - Create EFT Interface Files
  - Generate Disbursing Reports
- **System Administrator**: The individual responsible for the overall operation of IATS and controlling the workflow throughout the system. System Administrators are responsible for the set-up and configuration of IATS for the particular travel office. In addition, System Administrators perform the following additional functions:
  - Performing system maintenance
  - Establishing user accounts
  - Assigning/re-assigning blocks and claims
  - Deleting completed blocks
  - Deleting unneeded traveler or travel order details
  - Debt management
  - Importing and updating system rates files
  - Processing interfaces between accounting, disbursing, and personnel systems
  - Generating management reports
  - Running utility programs
- **Super User**: When user accounts are created by the System Administrator, a View mode must be established. The functions a user may perform are dependent upon the View mode associated with their user ID. Because some travel offices are small and may be operated by only one individual, IATS includes a Super User View mode. The Super User View allows the user to switch between various View modes without logging out and logging back in with a different user ID. When the Super User logs-in initially, their View mode defaults to System Administrator. A Super User may access the View menu, however, and change the View to Examiner, Auditor, or Disbursing functions as desired.

Note: Although the title of this particular View is Super User, this does not infer that a user under this View has the ability to perform any desired function. All privileges for every View are established in the Maintenance module by the System Administrator and may be restricted as needed. The Super User View is unique,

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however, because a Super User has the ability to change View modes, without having to log out and then log back in with a different password in order to perform a different function.

- **Command Leadership**: CO/XO/CMC and key representatives (may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command
- **CPPA**: Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.

Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

- **Authorizing Official**: Designated representative to whom final authority to issue travel orders is delegated in writing by a DoD Component, by organizational title, and/or by name. He or she directs travel and is responsible for funding. This is the same as Authorizing/Order-Issuing Official. The Authorizing Official is the person at the operational level who has the responsibility for the command mission and the authority to obligate funds to support TDY travel for the mission.
- **Approving Official**: Individuals in the chain of command of organizations not operating under the Defense Travel System (DTS) that specifically have been designated in writing to approve Temporary Duty (TDY) travel orders and approve travel claims.
- **Traveler**: Civilian or Military Member performing the travel.
- **Commercial Travel Office (CTO)**: The CTO (SATO) is the organization responsible to book commercial airline reservations, issue tickets, book hotel/lodging accommodations and make rental-car reservations for personnel on official government travel.

BEST PRACTICES

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Traveler

- Review all Remarks/Additional Comments and Instructions on TDY Orders (Block 16 on DD1610/Block 21 on NAVPERS 1320/16) to verify completion of all actions required by the Traveler prior to execution of orders.
- Review your travel order and familiarize yourself with items that have or have not been authorized, including number of travel days.
- Obtain a local signature (usually your supervisor) in Block 18 of DD1610.
- Obtain an Authorizing Official signature in Block 20 of DD1610/Block 23 of NAVPERS 1320/16.
- Provide a copy of your travel order to your local CTO (SATO)/travel office before proceeding on TDY travel. Your e-ticket for airfare will not be purchased unless you provide a copy of your order to your CTO (SATO)/travel office.
- Use your local CTO (SATO)/travel office for travel and lodging reservations.
- Check the following web site for TAX EXEMPTION on Hotel Taxes. This will depend upon the STATE of the TDY. Web site is: **https://smartpay.gsa.gov/content/specific-state-tax-information**. Print out the form and deliver to your Hotel at Check-In.
- Do Not make your own travel reservations for lodging, rental cars, or e-tickets. You must use your local SATO/travel office for all reservations. NACC will not amend your order to authorize the reimbursement of expenses when travelers fail to use their SATO/travel office.
- Do Not proceed on TDY without having an order in-hand and providing a copy of the order to your CTO (SATO)/travel office.
- Do not amend or modify your travel order. If an amendment or modification is needed, contact your CPPA/AO to request the amendment.

CPPA

- Use references provided on the NPC CPPA Resources webpage: **https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/**
- Maintain access to current forms and utilize NPPSC TDY Traveler Checklist (NPPSC 1300/2) and EFT Form (NPPSC 7000/1) at **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
- Provide a copy of travel order to local CTO (SATO)/travel office before member's TDY travel. E-ticket for airfare will not be purchased unless a copy of orders is provided to CTO (SATO)/travel office.
- Submit travel claim to local TSC Travel Office/Travel Processing Center (TPC) to be settled and for reimbursement by DFAS within five working days upon completion of travel.
- Common Command/CPPA Travel Claim Settlement Issues include:
    - Travel Itinerary does not match orders and intermediate stops.
    - DD 1351-2 is incomplete, includes inaccurate information, and/or is not properly signed.

- Missing Original and/or any modifications of TDY orders.
- Missing orders endorsements from detaching and/or receiving commands.
- Missing Stamp/Endorsement indicating "single quarters" are not assigned from the BEQ/BOQ.
- eCRM case is not forwarded to the TPC/Travel Office within five working days of Traveler's completion of TDY.
- For long term TDY (> 30 days) eCRM case is not forwarded to the TPC/Travel Office within five working days of Traveler's 30 calendar day TDY period. Travelers whose TDY extends beyond 30 days are required to file travel claims within five working days after the end of every 30 calendar day period.
- Travel claim packages should be scanned as one attachment and submitted to the TSC Travel section supporting claims processing or respective Travel Processing Center (TPC) in eCRM as required.

Approving Official:

- Per PPIB 16-09, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim.
- Per PPIB 17-01 re-statement of travel voucher processing requirements, Approving/Authorizing Officials are required to review and approve travel vouchers prior to submitting for reimbursement. AO approval is required, and approval must be documented in Blocks 21, a through d, of DD form 1351-2.
- The AO will be formally appointed as a Departmental Accountable Official in Block 6 of the DD577, and their specific duties will be delineated in Block 7 on the DD577.
- Per PPIB 16-09 and PPIB 17-01, AO will meet the qualification, certification and training requirements identified in DoD FMR Vol 5 Chapter 5. Departmental Accountable Official training will be completed within the first two weeks of appointment and prior to approving any travel documents. Departmental Accountable Official refresher training will be completed and documented/ maintained annually.
- Per PPIB 17-01, appointing authorities are responsible for the retention and termination of DD Form 577. Fillable version of DD Form 577 can be downloaded at: http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0577.pdf
- Per PPIB 16-09, all commands will perform annual verification of the existence, validity, and currency of all AO DD577's.

Travel Office:

- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Logging in-coming requests is optional, but it is a good business practice for record keeping since it provides for better workflow, tracking and accountability. By logging the in-coming requests, users can easily determine if a request has been received when responding to an inquiry.
- Use Automated Block Ticketing. Most travel offices control settlement requests by using block ticket numbers. As requests are received, they are grouped together in batches of 10-15 claims and assigned a number for control purposes. Throughout the workflow process, the requests will normally remain in the batch. Because the blocking process is common in most travel offices, IATS simulates this process. With automatic block ticket numbering activated, users

enter the word “NEW” when creating a new block ticket. IATS generates the next available number based on the parameters established in program maintenance.

- If the travel account does not initially display when entering traveler’s SSN, double check traveler’s account by entering travel name. Sometimes the incorrect SSN may have been provided or entered for the traveler, and this allows for a second check of the traveler account. Examiner should then reconcile discrepant SSN and Name data.
- When completing Travel Order tabs in WINIATS (e.g., Travel Order Description tab). The information to complete the fields should come from the Travel Order and not the claim, unless directed otherwise.
- Travel Order Number (TONO)/Standard Document Number (SDN) is a 15-digit entry. The Examiner needs to be careful to select and enter the correct TONO/SDN per the orders. Read the Orders and use the appropriate Line of Accounting (LOA) based upon the orders when entering accounting data.
- Examiners should be familiar with the various elements that comprise the LOA in the orders. Refer to PPIB 17-23 and PPIB 17-28 for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.
- Users should review the Calculations tab before adding the accounting lines to the settlement. This will assist the user in ensuring that the appropriate accounting lines are added.

All:

- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: https://www.doncio.navy.mil/

REFERENCES

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#	Doc ID	Title
1.	Joint Travel Regulations (JTR)	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
2.	JTR	Chapter 4: Temporary Duty Travel https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
3.	JTR Appendix G	Quick Reference Tables for Reimbursable and Non-Reimbursable Official Travel Expenses https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
4.	DoD FMR, Vol. 5	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Vol 5: Disbursing Policy http://comptroller.defense.gov/FMR/vol5_chapters.aspx
5.	DoD FMR, Vol. 9	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Vol 9: Travel Policy http://comptroller.defense.gov/FMR/vol9_chapters.aspx
6.	OPNAVINST 4650.15 (Series)	Navy Passenger Travel https://www.secnav.navy.mil/doni/default.aspx
7.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
8.	NAVSUPINST 4650.7 (Series)	Navy Policies for the Operation and Management of the Government Travel Credit Card https://nps.edu/documents/103400247/0/Navy+DTS+Business+Rules/ecc58257-b29c-4626-9f31-b83cdc39acf2
9.	MILPERSMAN 1320-314	Temporary Duty (TDY) Travel Orders https://www.mynavyhr.navy.mil/References/MILPERSMAN/
10.	NPPSC 5213.1 (Series)	Forms Management https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
11.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
12.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
13.	NPPSCINST 7240.1 (Series)	Pre-Payment Examination of Travel Settlement Vouchers https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
14.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
15.	NAVADMIN 66/16	Navy Audit Document Retention Guidance https://www.mynavyhr.navy.mil/References/Messages/

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#	Doc ID	Title
16.	NAVADMIN 101/16	Military Permanent Change of Station Travel Voucher Due Within Five Working Days
		https://www.mynavyhr.navy.mil/References/Messages/
17.	NAVADMIN 129/22	Mandatory Use of the Navy Personnel and Pay (NP2) MyPCS Travel Voucher Submission Tool and Government Travel Charge Card (GTCC) during Permanent Change of Station (PCS) Travel
		https://www.mynavyhr.navy.mil/References/Messages/
18.	NAVADMIN 291/22	Government Travel Charge Card Use in support of PCS Travel
		https://www.mynavyhr.navy.mil/References/Messages/
19.	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
20.	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
21.	PPIB 15-18	Issue 151801: Non-Use of Defense Travel System (DTS)
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
22.	PPIB 15-22	Issue 152201: Processing Travel and/or Vendor Payments
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
23.	PPIB 16-09	Issue 160901: Travel Claim Control and Submission Procedures
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
24.	PPIB 16-22	Same Geographical Location Transfers
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
25.	PPIB 17-01	Review and Approval of Travel Vouchers
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
26.	PPIB 17-23	Correction to PPIB 17-22
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
27.	PPIB 17-28	BUPERS Migrated from the Standard Accounting and Reporting System (STARS-FL) to the Standard Accounting & Budgetary System (SABRS)
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
28.	PPIB 18-03	MILPCS Travel Voucher
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
29.	PPIB 21-13	Dual Lodging Expenses in Connection with Periods of Temporary Duty
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

ONLINE RESOURCES / AIDS / GUIDES

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#	Website Sponsor	Title and Link
1.	Defense Travel Management Office	Defense Travel Management Website • - Travel Tools • - Training Resources • - Travel Regulations and Allowances • - Travel Programs • - Travel Assistance https://www.defensetravel.dod.mil/
2.	Defense Finance and Accounting Service - DFAS	DFAS SmartVoucher – A more legible, accurate, and complete DD 1351-2 PCS Travel Voucher http://www.dfas.mil/smartvoucher.html
3.	Commander Navy Reserve Forces Command	United States Navy Reserve https://www.navyreserve.navy.mil/
4.	NAVSUP	DON Consolidated Card Program Management https://www.navsup.navy.mil/Products-Services/DON-Consolidated-Card-Program-Management/
5.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	NP2	What's New For You (WNFY) Sailor Travel Voucher Guide https://my.navy.mil/np2.html
3.	NP2	WNFY CPPA Travel Voucher Processing Guide https://my.navy.mil/np2.html
4.	NP2	MyPCS Travel Voucher via MyPCS Mobile on the Navy App Locker https://www.applocker.navy.mil/#!/apps or https://my.navy.mil/
5.	Defense Finance and Accounting Service (DFAS-IN)	IATS User Guide (Current Edition) Not Available On-Line

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FORMS

#	Form #	Title
1.	DD577	Appointment/Termination Record - Authorized Signature
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0577.pdf
2.	DD1351-2	Travel Voucher or Subvoucher
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf
3.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf
4.	DD1610	Request and Authorization for TDY Travel of DoD Personnel
		http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1610.pdf
5.	NAVPERS 1320/16	Temporary Additional Duty (TEMADD) Travel Orders
		https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
6.	NPPSC 1300/2	Temporary Duty (TDY) Traveler Checklist
		https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
7.	NPPSC 7000/1	Travel Electronic Funds Transfer Information
		https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

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TRAVELER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Receive TDY Orders and Make Travel Arrangements	Receive TDY Orders and Make Travel Arrangements The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Processing Center (TPCs)/Travel Offices (TOs)/Personnel Support Detachments (TSCs) to follow to accomplish TDY Travel Claim Settlement processing within WINIATS. Note regarding the use of the Defense Travel System (DTS). DTS is the DoD mandated electronic travel system that must be used for all official TDY travel functions. Use of DTS for official travel has been mandatory per **NAVADMIN 315/08** since November 2008 with the following minimal exceptions: • Permanent Duty Travel (PDT). PDT for military members, civilian employees, and dependents shall be processed through the traditional order writing and voucher processing systems until such time DTS can accommodate PDT functionality. • Evacuation Travel. Evacuation travel for military dependents and Navy civilians and their dependents shall continue to be processed using existing order writing and claim processing systems until such time DTS can accommodate this functionality. Note: Military members' evacuation travel claims are processed in DTS. Refer to applicable **MPA/PPIB** for specific guidance when processing TDY Evacuation Travel Orders (e.g., Line of Accounting (LOA), Geographic Area of Interest (GAOI), authorized duration/period of evacuation travel, etc.). • Reserve Travel. Members of the Navy Reserve are currently exempt from using DTS for Annual Training, Active Duty for Training, Active Duty for Other than Training and Inactive Duty Training travel until DTS can import travel authorizations from the Navy Reserve Order Writing System. • Travel funded by any entity using a financial system not linked to DTS. Any non-DTS TDY travel claim presented for settlement that does not meet the existing exception criteria will be returned to the submitting activity for DTS processing. If the activity feels that the travel meets exception criteria, they should contact (via their chain of command) the DTS Navy Program Manager (OPNAV N41) for a waiver and exclusion from the mandate outlined in **NAVADMIN 315/08**.

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TRAVELER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
1.1	Submit TDY Travel Request	Traveler/CPPA submits TDY Travel Request Many commands have automated processes/systems to support TDY travel requests. Traveler/CPPA follow local procedures to complete Travel Request/Worksheet. If special accommodations are required, annotate in the comments section of your request/worksheet.
1.8	Complete foreign clearance requirements	Traveler completes foreign clearance requirements including, if applicable, that an APACS request was submitted. DoD traveler obtains the appropriate travel clearances and force protection training prior to traveling overseas. This conditional rule for pre-approval routing/reviewing officials (whomever the organization determines that person or persons to be) must be completed before the authorization request is routed to the Approving Official (AO). Authorizing Officials (AOs) should ensure all requirements are met and documented in the travel authorization before they approve. This includes ensuring the APACS ID number is included in the Travel Order as part of a pre-audit remark or other comment to the AO.
1.10	Receive TDY Travel Orders	Traveler receives TDY Travel Orders
1.10.1	Read and review travel orders	Traveler and CPPA read and review travel orders. Traveler must thoroughly READ ORDERS as soon as received. Step-by-step travel and destination information is contained in the orders as well as valuable point of contact (POC) information. • Review your travel order and familiarize yourself with items that have or have not been authorized, including number of days of travel. • Verify local signature (usually your supervisor) in block 18 of your DD1610. REMINDER - Changes to Travel Itinerary / Lodging / Transportation are NOT AUTHORIZED without proper prior approval from the AO.

TRAVELER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
1.10.2	Are travel reservations required?	Are travel reservations required? If Yes, go to 1.10.3 If No, go to 1.11
1.10.5	Determine and arrange transportation and lodging	CTO determines and arranges transportation and lodging. Refer to orders. Ordinarily, airfare will be authorized for travel over 400 miles from residence to TDY location. Travel less than 400 miles will require Rental Car or POV. Per the JTR: Arranging and Determining Transportation Modes NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.
1.10.5.3	Make lodging reservations	Traveler/CPPA/CTO make lodging reservations. When government lodging exists at the TDY location, military Service Members/CPPA contact the BOQ or Navy Lodge for billeting accommodations. If Government Quarters are available, traveler will receive a confirmation number. If not, traveler will receive a non-availability number and then should contact CTO (SATO)/travel office for commercial lodging arrangements. The command cannot require a civilian traveler to stay in Government Quarters, regardless it may be mandated as a condition of using Travel Funding. If a civilian traveler chooses to stay in commercial lodging when Government Quarters are available and does not obtain a non-availability number, reimbursement will only be at the Government Quarters rate.
1.10.5.4	Determine tax exemption for hotel lodging, if required	Traveler/CPPA determines tax exemption for hotel lodging, if required For Commercial Lodging only: Travelers will be required to check the following web site for a TAX EXEMPTION on Hotel Taxes. This will depend

TRAVELER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		upon the STATE in which the TDY occurs. Web site is: **https://smartpay.gsa.gov/content/specific-state-tax-information** **Print out the form and deliver to your Hotel at Check-In.**
1.11	Is an amendment to orders required?	Is an amendment to orders required? If you require an increase in funding or other changes to your orders, traveler/CPPA must request an amendment. If an amendment is required, and approved, command prepares memo endorsement/amendment to orders and modifies travel and lodging reservations, as required. Note: Partial tickets, miscellaneous charge orders, and other documents which represent a refund due to DoN will be submitted with their travel claim to the TSC Travel Office/TPC responsible for processing the claim. If Yes, **go to 1.7** If No, go to 1.12
1.12	Are TDY travel orders canceled?	Are TDY travel orders canceled? Orders may be canceled for any number of reasons. Traveler/CPPA is responsible to make notifications to avoid/minimize expenditure of funds. If Yes, **go to 1.13** If No, **go to 1.14**
2	Report for TDY assignment	Report for TDY assignment
2.1	Obtain orders endorsement	Traveler obtains orders endorsement. Refer to **MPM 1320-314**, as required. Traveler obtains date/time stamp on original orders from TDY command. • TDY Command • Date/Time Reported • Printed Name • Signature • Messing Available/Not Available • Berthing Available/Not available (Non-Availability Number)

TRAVELER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		NAVADMIN 101/16 identified a deficiency that controls over travel voucher submission were not operating effectively due to travel vouchers not being submitted within five working days following the Traveler's return from TDY assignment, and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**.
2.2	Do TDY orders/assignment exceed 30 days	Do TDY orders/assignment exceed 30 days? If TDY exceeds 30 days, a member on long-term TDY will submit their 30-day partial claims to their command for AO signature, the CPPA will then send documentation to the TSC Travel Office/TPC that supports the command, similar to shorter term TDY orders/claims. If No, go to 2.4 If Yes, go to 2.3
2.3	Has Traveler completed the long term TDY assignment?	Has Traveler completed the long term TDY assignment? If Yes, go to 2.4 If No, **go to 2.5**
2.4	Detach from TDY command	Traveler detaches from TDY command. Refer to **MPM 1320-314**, as required. Traveler obtains date/time stamp on original orders from detaching command. • Date/Time Departed • Printed Name • Signature **NAVADMIN 101/16** identified a deficiency that controls over travel voucher submission were not operating effectively due to travel vouchers not being submitted within five working days following the Traveler's return from TDY assignment, and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**. Equally important, the Navy did not provide sufficient evidence to support whether the voucher was submitted within the required five working days due to lack of endorsements on the orders as required by **MPM 1320-314**.

TRAVELER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
2.5	Provide travel documentation to the CPPA	Traveler provides travel documentation to the CPPA. Per **PPIB 16-09** NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**. Note: For a Traveler on long term TDY this will include documentation to support the initial and subsequent 30-day partial travel claim(s), or the final partial travel claim regardless of duration
2.5.1	Provide original endorsed orders and order modifications to CPPA	Traveler provides original endorsed orders and order modifications with check-in/check-out stamp(s) to include date and location of each intermediate and/or temporary duty station to CPPA. • Stamped with check-out date from previous permanent duty station • Stamped with check-in/out date for all intermediate and/or temporary duty station(s) • Stamped with check-in date at new duty station
2.5.2	Review, assist and prepare documentation to support Travel Claim Settlement requirements	Review, assist and prepare documentation to support Travel Claim Settlement requirements. Ensure that required orders, and any order modifications, receipts, statements, justifications, method member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission. In accordance with **DoD FMR, Vol. 9 Chap. 8**, submit Travel Claim Settlement within five working days of completion of TDY assignment. Travelers who's TDY extends beyond 30 days are required to file travel claims within five working days after the end of every 30 calendar day period. Notify supporting TSC travel section/Travel Office of any delays in submission.
2.5.2.1	Initiate NPPSC 1300/2	Traveler/Approving Official initiate NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist Per **PPIB 16-09**, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before

TRAVELER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim. Note: The TDY checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim. Refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
2.5.2.3	Complete travel voucher and provide documentation/ receipts to CPPA	Traveler/AO complete travel voucher and provide documentation/ receipts to CPPA. Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the eight step Sailor procedure for "Completing a Travel Voucher": **https://my.navy.mil/np2.html** Refer to **NAVADMIN 129/22, NAVADMIN 291/22** and **Ops Alert 001/23** for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. Per **NAVADMIN 129/22**, mandatory use of the MyPCS Travel Voucher and GTCC for PCS will expand to other paygrades as reflected below: a. MyPCS Travel Voucher: 01 Jul 2022, all AD and TAR Service Members in all paygrades are required to use the MyPCS Travel Voucher for submission of PCS travel claims, except for members reporting to commands listed in paragraph 10c. Mandated use of the MyPCS Travel Voucher was previously expanded to include Selected Reservists executing Active Duty for Operational Support and Officer Recall PCS orders. b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to **NAVADMIN 291/22**) The MyPCS Travel Voucher is available via MyPCS Mobile on the Navy App Locker at **https://www.applocker.navy.mil/#!/apps** or MyNavy Portal (MNP) website at **https://my.navy.mil/**. Service Member will need the following: • Stamped Orders • All lodging receipts and other receipts over $75.00 (not required for food) • Amount of advance travel (if applicable) • Gas receipts for rental car if rental car authorized for use under orders Per **PPIB 17-01** re-statement of travel voucher processing requirements, Approving/Authorizing Officials are required to review and approve travel vouchers prior to submitting for reimbursement. AO approval is required, and approval must be documented in Blocks 21, a through d, of DD form 1351-2. Provide CPPA with the following: • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • All lodging receipts and other receipts over $75.00 (Not required for food) • Gas receipts for rental car if rental car authorized for use under orders For long term TDY: The initial partial 30-day claim will cover the period from 0001 on day of departure from HOR/PDS through 2400 of the 30th day following departure from HOR/PDS. Subsequent claims will be submitted for every 30-day period at the TDY command thereafter, if applicable. The final partial claim at the TDY command will cover the period from 0001 from the day after the prior 30-day travel claim through 2400 the day the Traveler arrives at his or her HOR/PDS.

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TRAVELER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
2.5.2.4	Review, populate elections and electronically sign NPPSC 1300/2	Traveler/AO review, populate elections and electronically sign the Temporary Duty (TDY) Traveler Checklist NPPSC 1300/2 Per **PPIB 16-09**, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim. Note: The TDY checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim. If not previously initiated, refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
2.5.2.5	Prepare and review NPPSC 7000/1	Traveler prepares and CPPA reviews NPPSC 7000/1, Travel Electronic Funds Transfer Information Refer to NPPSC 7000/1 Travel Electronic Funds Transfer Information Form, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/** CPPA verifies the following information is legible and correct: • Bank Name • Routing Number • Account Number • Type of Account Checking or Savings
2.5.2.10	Correct/complete forms and/or provide supporting documentation, as required	Traveler corrects/completes forms and/or provides supporting documentation, as required. Go to 2.5.2.1
STOP		

CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Receive TDY Orders and Make Travel Arrangements	Receive TDY Orders and Make Travel Arrangements The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Processing Center (TPCs)/Travel Offices (TOs)/Personnel Support Detachments (TSCs) to follow to accomplish TDY Travel Claim Settlement processing within WINIATS. Note regarding the use of the Defense Travel System (DTS). DTS is the DoD mandated electronic travel system that must be used for all official TDY travel functions. Use of DTS for official travel has been mandatory per **NAVADMIN 315/08** since November 2008 with the following minimal exceptions: • Permanent Duty Travel (PDT). PDT for military members, civilian employees, and dependents shall be processed through the traditional order writing and voucher processing systems until such time DTS can accommodate PDT functionality. • Evacuation Travel. Evacuation travel for military dependents and Navy civilians and their dependents shall continue to be processed using existing order writing and claim processing systems until such time DTS can accommodate this functionality. Note: Military members' evacuation travel claims are processed in DTS. Refer to applicable **MPA/PPIB** for specific guidance when processing TDY Evacuation Travel Orders (e.g., Line of Accounting (LOA), Geographic Area of Interest (GAOI), authorized duration/period of evacuation travel, etc.). • Reserve Travel. Members of the Navy Reserve are currently exempt from using DTS for Annual Training, Active Duty for Training, Active Duty for Other than Training and Inactive Duty Training travel until DTS can import travel authorizations from the Navy Reserve Order Writing System. • Travel funded by any entity using a financial system not linked to DTS. Any non-DTS TDY travel claim presented for settlement that does not meet the existing exception criteria will be returned to the submitting activity for DTS processing. If the activity feels that the travel meets exception criteria, they should contact (via their chain of command) the DTS Navy Program Manager (OPNAV N41) for a waiver and exclusion from the mandate outlined in **NAVADMIN 315/08**.

CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
1.1	Submit TDY Travel Request	Traveler/CPPA submits TDY Travel Request Many commands have automated processes/systems to support TDY travel requests. Traveler/CPPA follow local procedures to complete Travel Request/Worksheet. If special accommodations are required, annotate in the comments section of your request/worksheet.
1.2	Verify/Obtain active Government Travel Charge Card for traveler	CPPA verifies/obtains active Government Travel Charge Card for traveler. Verify Traveler has active Government Travel Charge Card (GTCC) and the expiration date of GTCC, and if not process requirements for the card.
1.3	Brief Traveler on GTCC requirements/responsibilities	CPPA briefs Traveler on GTCC requirements/responsibilities Traveler with card has received GTCC training and understands the card holder responsibilities IAW **DOD FMR Vol. 9, Ch. 3** and **NAVSUPINST 4650.7**.
1.4	Is TDY travel request approved?	Is TDY travel request approved? If Yes, go to 1.5 If No, go to Stop
1.5	Determine Travel Order necessity	CPPA determines Travel Order necessity. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved. An order is not necessary when: • Travel is performed at/in the immediate vicinity of the PDS (local travel), and • The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the Government's interest. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

CPPA		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		Definition of Local Area: Service/DoD Agency designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. The local area is: a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems; b. Within a local commuting area of the PDS/TDY station determined by the AO/Local Service/DoD Agency in a written directive. Note: An arbitrary distance radius must not be established to define a local commuting area, or c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or Agency.
1.6	Is TDY Travel Order Required?	Is TDY Travel Order Required? If Yes, go to 1.7 If No, go to 1.14
1.7	Does TDY Travel require country/theater travel clearances?	Does TDY Travel require country/theater travel clearances? If Yes, go to 1.8 If No, go to 1.9 Many DoD travelers are not in compliance with DoD travel policy that requires travelers to obtain the appropriate travel clearances and force protection training prior to traveling overseas. As mandated by the DoDD 4500.54e, DoD Foreign Clearance Program (FCP), and the DoD Foreign Clearance Guide (FCG), all DoD personnel performing official temporary duty abroad must obtain Country and Geographic Combatant Command Theater Travel Clearances, prior to commencing travel to foreign countries. Per the FCG, travelers use the Aircraft and Personnel Automated Clearance System (APACS) to obtain the required clearances.

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CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
1.9	Prepare TDY Travel Orders	CPPA prepares TDY Travel Orders Once the command receives travel worksheet/request and it has been reviewed, approved, and a travel order is required to support out of area travel, a **NAVPERS 1320/16** or **DD1610** Travel Order will be produced in accordance with Command procedures. Per the JTR, the Authorizing/Approving Official (AO) has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expense incurred. Authorizing/Order Issuing Official approves TDY travel orders
1.10	Receive TDY Travel Orders	Traveler receives TDY Travel Orders
1.10.1	Read and review travel orders	Traveler and CPPA read and review travel orders. Traveler must thoroughly READ ORDERS as soon as received. Step-by-step travel and destination information is contained in the orders as well as valuable point of contact (POC) information. • Review your travel order and familiarize yourself with items that have or have not been authorized, including number of days of travel. • Verify local signature (usually your supervisor) in block 18 of your DD1610. REMINDER - Changes to Travel Itinerary / Lodging / Transportation are NOT AUTHORIZED without proper prior approval from the AO.
1.10.2	Are travel reservations required?	Are travel reservations required? If Yes, go to 1.10.3 If No, go to 1.11
1.10.3	Coordinate with CTO (SATO) to make Travel Reservations	CPPA coordinates with CTO (SATO) to make Travel Reservations TDY and Return Travel: Contact local CTO (SATO) or travel office for lodging accommodations, rental car reservations, and/or airline tickets.

CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		Travelers should not make their own travel reservations for lodging, rental cars, or e-tickets. You must use your local SATO/travel office for all reservations. Commands should not amend orders to authorize the reimbursement of expenses when travelers fail to use their SATO/travel office.
1.10.4	Submit approved TDY travel order to CTO for reservation processing	CPPA submits approved TDY travel order to CTO for reservation processing
1.10.5	Determine and arrange transportation and lodging	CTO determines and arranges transportation and lodging. Refer to orders. Ordinarily, airfare will be authorized for travel over 400 miles from residence to TDY location. Travel less than 400 miles will require Rental Car or POV. Per the JTR: Arranging and Determining Transportation Modes NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.
1.10.5.3	Make lodging reservations	Traveler/CPPA/CTO make lodging reservations. When government lodging exists at the TDY location, military Service Members/CPPA contact the BOQ or Navy Lodge for billeting accommodations. If Government Quarters are available, traveler will receive a confirmation number. If not, traveler will receive a non-availability number and then should contact CTO (SATO)/travel office for commercial lodging arrangements. The command cannot require a civilian traveler to stay in Government Quarters, regardless it may be mandated as a condition of using Travel Funding. If a civilian traveler chooses to stay in commercial lodging when Government Quarters are available and does not obtain a non-availability number, reimbursement will only be at the Government Quarters rate.

CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
1.10.5.4	Determine tax exemption for hotel lodging, if required	Traveler/CPPA determines tax exemption for hotel lodging, if required For Commercial Lodging only: Travelers will be required to check the following web site for a TAX EXEMPTION on Hotel Taxes. This will depend upon the STATE in which the TDY occurs. Web site is: **https://smartpay.gsa.gov/content/specific-state-tax-information** **Print out the form and deliver to your Hotel at Check-In.**
1.11	Is an amendment to orders required?	Is an amendment to orders required? If you require an increase in funding or other changes to your orders, traveler/CPPA must request an amendment. If an amendment is required, and approved, command prepares memo endorsement/amendment to orders and modifies travel and lodging reservations, as required. Note: Partial tickets, miscellaneous charge orders, and other documents which represent a refund due to DoN will be submitted with their travel claim to the TSC Travel Office/TPC responsible for processing the claim. If Yes, **go to 1.7** If No, go to 1.12
1.12	Are TDY travel orders canceled?	Are TDY travel orders canceled? Orders may be canceled for any number of reasons. Traveler/CPPA is responsible to make notifications to avoid/minimize expenditure of funds. If Yes, go to 1.13 If No, **go to 1.14**
1.13	Notify SATO of unused airline tickets for credit	CPPA notifies SATO of unused airline tickets for credit. Command expeditiously notifies the NAVPTO, TSC Travel Office/Travel Processing Center (TPC) that services their command of all unused tickets (along with a copy of travel orders). NAVPTO will be informed of entire trip cancellations. Partial tickets, miscellaneous charge orders, and other documents which represent a refund due to DoN will be submitted with the travel claim to the TSC Travel Office/TPC responsible for processing the claim. Go to Stop

CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
1.14	Counsel Traveler on travel requirements	CPPA counsels Traveler on travel requirements Per **PPIB 16-09** NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement following Traveler's return from TDY assignment, and that every effort is made to strictly adhere to the provisions of DoD FMR Vol 9 Chap 8. CPPA provides traveler with copy of following checklists and forms and provides instructions to traveler. • NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/** • DD1351-2 Travel Voucher or Subvoucher: **https://www.esd.whs.mil/Directives/issuances/dodi/** The **DoD FMR 7000.14-R, Volume 9**, based on an IRS requirement, requires that each traveler provide receipt(s) for: • Lodging o Daily hotel room costs; o Daily hotel taxes; and o Daily miscellaneous fees, if applicable. • Individual official travel expenses of $75 or more Note: A receipt must be submitted for each transportation ticket of $75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.
2.2	Do TDY orders/assignment exceed 30 days	Do TDY orders/assignment exceed 30 days? If TDY exceeds 30 days, a member on long-term TDY will submit their 30-day partial claims to their command for AO signature, the CPPA will then send documentation to the TSC Travel Office/TPC that supports the command, similar to shorter term TDY orders/claims. If No, go to 2.4 If Yes, go to 2.3

CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
2.5	Provide travel documentation to the CPPA	Traveler provides travel documentation to the CPPA. Per **PPIB 16-09** NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**. Note: For a Traveler on long term TDY this will include documentation to support the initial and subsequent 30-day partial travel claim(s), or the final partial travel claim regardless of duration
2.5.2	Review, assist and prepare documentation to support Travel Claim Settlement requirements	Review, assist and prepare documentation to support Travel Claim Settlement requirements. Ensure that required orders, and any order modifications, receipts, statements, justifications, method member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission. In accordance with **DoD FMR, Vol. 9 Chap. 8**, submit Travel Claim Settlement within five working days of completion of TDY assignment. Travelers who's TDY extends beyond 30 days are required to file travel claims within five working days after the end of every 30 calendar day period. Notify supporting TSC travel section/Travel Office of any delays in submission.
2.5.2.2	Review endorsed orders and order modifications, if applicable	CPPA reviews endorsed orders and order modifications, if applicable • Ensure that all stamps and endorsements on orders (both front and back) are legible and included with the package. • If order modifications are included indicate method member was notified of the change. Comply with requirements of **MPM 1320-314** to ensure orders are endorsed and take appropriate remedial action in the event orders are NOT endorsed.
2.5.2.5	Prepare and review NPPSC 7000/1	Traveler prepares and CPPA reviews NPPSC 7000/1, Travel Electronic Funds Transfer Information Refer to NPPSC 7000/1 Travel Electronic Funds Transfer Information Form, as required:

CPPA		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ CPPA verifies the following information is legible and correct: • Bank Name • Routing Number • Account Number • Type of Account Checking or Savings
2.5.2.6	Review completed DD1351-2 and DD1351-2C, if applicable	CPPA reviews completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. CPPA verifies: • Signed 1351-2 Travel Voucher and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. Key blocks on the form include: • Verify all blocks with close attention to: o Block 1 (this is mandatory for ALL Government Travel Charge Card holders) o Block 4 (full SSN is required) o Block 5 (TDY Member) o Block 15 (Please refer to the reverse page of the DD 1351-2 for correct codes) o Block 16 (must be marked if mileage is claimed) o Block 18 (must contain all reimbursable expenses) o Block 20 (must have traveler's signature) o Block 21 (must have AO's signature)
2.5.2.7	Review other receipts/ documentation required in support of travel claim, as applicable	CPPA reviews other receipts/documentation required in support of travel claim, as applicable. Other receipts/documentation may include: • All lodging and or other reimbursable receipts over $75.00, including from any TDY stop, are required with a zero balance even if an advance was paid (Not required for food). • Any airline tickets claimed require paid receipt and CTO endorsement. • Any rental car reimbursement claimed require receipts and CTO endorsement
2.5.2.8	Review completed travel claim	CPPA reviews completed travel claim and assists Traveler with forms and supporting documentation, as required.

CPPA		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
	and assist Traveler, as required	Complete/compile the following forms/documentation for submission, as applicable: • Completed NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (Recommended) • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • Endorsed TDY orders (NAVPERS 1320/16 or DD 1610) and order Modifications, if applicable • Completed NPPSC 7000/1, Travel Electronic Funds Transfer Information • Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable • Termination/Assignment of Government Quarters, if applicable • Receipts for commercial transportation, lodging, other expenses greater than $75 • CTO endorsement for airline ticket/rental car, if claimed • Gas receipts for rental car, if authorized with orders
2.5.2.9	Are Travel Claim forms and supporting documentation complete and accurate?	Are Travel Claim forms and supporting documentation complete and accurate? Incomplete and/or inaccurate form data and/or supporting documentation are returned to the Traveler for correction. If No, go to 2.5.2.10 If Yes, go to 2.6
2.6	Submit Travel Claim to TSC Travel Section or Travel Processing Center	CPPA submits Travel Claim and supporting forms/documentation to TSC Travel Section or Travel Processing Center via eCRM, as applicable. Travel claims should be processed within a timely manner in accordance with DoD FMR, Vol. 9 Chap. 8. Travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after the supervisor reviews, signs, and dates the travel claim. Travel claim packages should be scanned as one attachment and submitted to the respective Travel Processing Center (TPC) in eCRM as applicable. In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the

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CPPA		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: • Last Name, then space • First Name, then space • Name of Entitlement eCRM case may include the following depending upon the complexity of the claim: • Completed NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (Recommended) • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • Endorsed TDY orders (NAVPERS 1320/16 or DD 1610) and order Modifications, if applicable • Completed NPPSC 7000/1, Travel Electronic Funds Transfer Information • Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable • Termination/Assignment of Government Quarters, if applicable • Receipts for commercial transportation, lodging, other expenses greater than $75 • CTO endorsement for airline ticket/rental car, if claimed • Gas receipts for rental car, if authorized with orders Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case. Important Note: Step 1 and Step 2 are not TPC responsibility.
STOP		

CTO

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STEP #	FLOW TEXT	ADDITIONAL TEXT
1.10	Receive TDY Travel Orders	Traveler receives TDY Travel Orders
1.10.5	Determine and arrange transportation and lodging	CTO determines and arranges transportation and lodging. Refer to orders. Ordinarily, airfare will be authorized for travel over 400 miles from residence to TDY location. Travel less than 400 miles will require Rental Car or POV. Per the **JTR**: Arranging and Determining Transportation Modes NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.
1.10.5.1	Arrange air transportation reservations for traveler, as required	CTO arranges air transportation for traveler, as required. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS. Note 1: There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. Note 2: A traveler on official business may keep promotional material, including frequent traveler benefits, for personal use (e.g., points, miles, upgrades, or access to carrier clubs/facilities). Note 3: When making airline reservations refer to the authorized travel order to determine if Centrally Billed Account (CBA, order accounting data) is to be used for funding. If not specified, please check with your SATO/ or travel office and ask if they will be charging your airfare to a

CTO		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		Centrally Billed Account (CBA) or will bill to your Government Travel Credit Card - Individual Billed Account (IBA). 1) When using a CBA, the traveler must provide a copy of their travel order to their local SATO or travel office so that airline tickets can be purchased using that account number. When CBA is used, travelers will NOT claim the airfare as a reimbursable expense. 2) When using your Government Travel Credit Card - Individual Billed Account (GTCC IBA) to purchase your airfare make sure it is authorized on travel orders. If so, the airfare should be claimed as a Reimbursable Expense when you file your travel claim.
1.10.5.2	Arrange rental car reservations for traveler, as required	CTO arranges rental car for traveler, as required. Refer to TDY Travel Orders. Rental vehicles are not authorized unless specifically stated in orders. Rental car changes / upgrades without CTO (SATO) / Command approval will not be reimbursed. Travelers are reminded to follow established procedures and notify the proper officials PRIOR to taking actions which deviate from their orders
1.10.5.3	Make lodging reservations	Traveler/CPPA/CTO make lodging reservations. When government lodging exists at the TDY location, military Service Members/CPPA contact the BOQ or Navy Lodge for billeting accommodations. If Government Quarters are available, traveler will receive a confirmation number. If not, traveler will receive a non-availability number and then should contact CTO (SATO)/travel office for commercial lodging arrangements. The command cannot require a civilian traveler to stay in Government Quarters, regardless it may be mandated as a condition of using Travel Funding. If a civilian traveler chooses to stay in commercial lodging when Government Quarters are available and does not obtain a non-availability number, reimbursement will only be at the Government Quarters rate.
STOP		

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AO		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
2.5	Provide travel documentation to the CPPA	Traveler provides travel documentation to the CPPA. Per **PPIB 16-09** NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**. Note: For a Traveler on long term TDY this will include documentation to support the initial and subsequent 30-day partial travel claim(s), or the final partial travel claim regardless of duration
2.5.2	Review, assist and prepare documentation to support Travel Claim Settlement requirements	Review, assist and prepare documentation to support Travel Claim Settlement requirements. Ensure that required orders, and any order modifications, receipts, statements, justifications, method member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission. In accordance with **DoD FMR, Vol. 9 Chap. 8**, submit Travel Claim Settlement within five working days of completion of TDY assignment. Travelers who's TDY extends beyond 30 days are required to file travel claims within five working days after the end of every 30 calendar day period. Notify supporting TSC travel section/Travel Office of any delays in submission.
2.5.2.1	Initiate NPPSC 1300/2	Traveler/Approving Official initiate NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist Per **PPIB 16-09**, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim. Note: The TDY checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim. Refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**

AO		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
2.5.2.3	Complete travel voucher and provide documentation / receipts to CPPA	Traveler/AO complete travel voucher and provide documentation/ receipts to CPPA. Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the eight step Sailor procedure for "Completing a Travel Voucher": **https://my.navy.mil/np2.html** Refer to **NAVADMIN 129/22, NAVADMIN 291/22** and **Ops Alert 001/23** for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. Per **NAVADMIN 129/22**, mandatory use of the MyPCS Travel Voucher and GTCC for PCS will expand to other paygrades as reflected below: a. MyPCS Travel Voucher: 01 Jul 2022, all AD and TAR Service Members in all paygrades are required to use the MyPCS Travel Voucher for submission of PCS travel claims, except for members reporting to commands listed in paragraph 10c. Mandated use of the MyPCS Travel Voucher was previously expanded to include Selected Reservists executing Active Duty for Operational Support and Officer Recall PCS orders. b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to **NAVADMIN 291/22**) The MyPCS Travel Voucher is available via MyPCS Mobile on the Navy App Locker at **https://www.applocker.navy.mil/#!/apps** or MyNavy Portal (MNP) website at **https://my.navy.mil/**. Service Member will need the following: • Stamped Orders • All lodging receipts and other receipts over $75.00 (not required for food)

AO		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Amount of advance travel (if applicable) • Gas receipts for rental car if rental car authorized for use under orders Per **PPIB 17-01** re-statement of travel voucher processing requirements, Approving/Authorizing Officials are required to review and approve travel vouchers prior to submitting for reimbursement. AO approval is required, and approval must be documented in Blocks 21, a through d, of DD form 1351-2. Provide CPPA with the following: • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • All lodging receipts and other receipts over $75.00 (Not required for food) • Gas receipts for rental car if rental car authorized for use under orders For long term TDY: The initial partial 30-day claim will cover the period from 0001 on day of departure from HOR/PDS through 2400 of the 30th day following departure from HOR/PDS. Subsequent claims will be submitted for every 30-day period at the TDY command thereafter, if applicable. The final partial claim at the TDY command will cover the period from 0001 from the day after the prior 30-day travel claim through 2400 the day the Traveler arrives at his or her HOR/PDS.
2.5.2.4	Review, populate elections and electronically sign NPPSC 1300/2	Traveler/AO review, populate elections and electronically sign the Temporary Duty (TDY) Traveler Checklist NPPSC 1300/2 Per **PPIB 16-09**, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim. Note: The TDY checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a

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AO		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim. If not previously initiated, refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**
STOP		

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eCRM SUPERVISOR		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
3	Receive, dispatch and review Travel Settlement	Receive, dispatch and review Travel Settlement IAW **DoD FMR, Vol. 9 Chap. 8**, travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after receipt of a complete and accurate claim by the travel office.
3.1	Receive eCRM Travel Settlement	eCRM Supervisor receives eCRM Travel Settlement eCRM Supervisor logs in eCRM Travel Settlement case Note: eCRM Supervisor is the individual or individuals within Travel Office/TPC/TSC travel section responsible for managing the travel office eCRM queue. This person(s) may have a different title.
3.2	Dispatch eCRM case to examiner	eCRM Supervisor dispatches eCRM case to examiner for processing
3.5	Mark eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies	eCRM Supervisor/Examiner marks eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies. Go to 3.1 Note: eCRM case with status update to "CPPA Action" with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.
STOP		

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EXAMINER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
3	Receive, dispatch and review Travel Settlement	Receive, dispatch and review Travel Settlement IAW **DoD FMR, Vol. 9 Chap. 8**, travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after receipt of a complete and accurate claim by the travel office.
3.3	Review Travel Settlement	Examiner reviews Travel Settlement. Examiner opens eCRM case (within TRIM folder) and verifies case type and all supporting documentation present. Travel Claim Processing Sites must ensure submitted claims (DD 1351-2) include both the member's signature and the Authorizing/Approving Officials signature. Certifying Officials are to return inadequately documented travel payment vouchers to the appropriate command for proper approvals and supporting documents. Refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (only if submitted with the claim) Note 1: It is incumbent upon the eCRM Supervisor/Examiner to promptly and accurately screen all in-coming travel settlements submitted to the TSC/Travel Office so that incomplete/erroneous settlements are promptly returned for appropriate corrective action. Note 2: Refer to **PPIB 16-22**, Same Geographical Location Transfers Scenario E, as required. For Service Member executing a change of activity between PDS in the same Geoloc and the order includes a TEMDUINS I-Stop outside the Geoloc and either the Member is not physically in the same location as either the old or new PDS due to deployment of either the member or new PDS, then the travel claim needs to be processed as two separate settlements, one for the PDS (MPN) portion and one for the TDY (OMN) portion. Refer to the MILPCS Travel Claim Settlement SOP, only as required, to separately process MILPCS (MPN) LOA: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**

EXAMINER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM. Important Note: Auditors are the "certifying officer" for all pay and Travel Claims.
3.4	Is Travel Settlement complete and accurate?	Is Travel Settlement complete and accurate? If No, go to 3.5. If Yes, go to 3.6.
3.5	Mark eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies	eCRM Supervisor/Examiner marks eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies. Go to 3.1 Note: eCRM case with status update to "CPPA Action" with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.
3.6	Download eCRM case and supporting documentation	Examiner downloads eCRM case and supporting documentation. Note: Examiner downloads eCRM case and organizes transactions into common types to support WINIATS Block processing of similar settlements.
4	Process TDY travel claims for supported Customer Commands.	Process TDY travel claims for supported Customer Commands. The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Processing Center (TPCs)/Travel Offices (TOs)/Personnel Support Detachments (TSCs) to follow to accomplish TDY Travel Claim Settlement processing within WINIATS. Use of Defense Travel System (DTS). DTS is the DoD mandated electronic travel system that must be used for all official TDY travel functions. Use of DTS for official travel has been mandatory per **NAVADMIN 315/08** since November 2008 with the following minimal exceptions:

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Permanent Duty Travel (PDT). PDT for military members, civilian employees, and dependents shall be processed through the traditional order writing and voucher processing systems until such time DTS can accommodate PDT functionality. • Evacuation Travel. Evacuation travel for military dependents and Navy civilians and their dependents shall continue to be processed using existing order writing and claim processing systems until such time DTS can accommodate this functionality. Note: Military members' evacuation travel claims are processed in DTS. Refer to applicable **MPA/PPIB** for specific guidance when processing TDY Evacuation Travel Orders (e.g., Line of Accounting (LOA), Geographic Area of Interest (GAOI), authorized duration/period of evacuation travel, etc. • Reserve Travel. Members of the Navy Reserve are currently exempt from using DTS for Annual Training, Active Duty for Training, Active Duty for Other than Training and Inactive Duty Training travel until DTS can import travel authorizations from the Navy Reserve Order Writing System. • Travel funded by any entity using a financial system not linked to DTS. Any non-DTS TDY travel claim presented for settlement that does not meet the existing exception criteria will be returned to the submitting activity for DTS processing. If the activity feels that the travel meets exception criteria, they should contact (via their chain of command) the DTS Navy Program Manager (OPNAV N41) for a waiver and exclusion from the mandate outlined in **NAVADMIN 315/08**. Note: For the purposes of this SOP a Travel Claim Settlement log in clerk and voucher examiner are synonymous positions

4.1	Log into WINIATS	Examiner logs into WINIATS
		
		Click on the CITRIX web address saved in your favorites
		• Hit the Enter key to be re-directed to the CITRIX Portal.
		  o The CITRIX Portal will begin to open.
		  o Click on your Authentication Certificate
		  o Click the OK button to proceed

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STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		You are now connected to the CNIC-CITRIX Portal. At the next screen, you will see WINIATS applications/icons within the CITRIX Portal you can access. • Click on the applicable WINIATS application/icon to proceed. The WINIATS Application will begin to open and a US Department of Defense Warning Statement will appear. o Click the OK button to proceed o CAC enabled o Select correct cert for log in o Click the OK button to proceed. Note: It is recommended that you copy and paste password from either Microsoft Word or the Notepad feature in Outlook to avoid entering in the incorrect password and locking your account. If this occurs, you will need to contact NPPSC HQ to reset your password. • Accept License/Terms of Use will display • Click the Yes, Proceed Button. You are now connected to WINIATS. Your Username and assigned travel office will appear at the top of the screen.
4.2	Log Request(s)	Examiner logs Request(s) After logging into IATS as an Examiner or changing the view to Examiner Functions, the first step in the request processing cycle is to log the incoming requests into IATS. This step is completed through the logging module and consists of creating the traveler's account and travel order (if they don't already exist) and entering the dates of the trip. At the Examiner View screen, click on the **Log Requests** button. The Block Selection screen appears. Note: Logging incoming requests is optional, but it is a good business practice for recordkeeping since it provides for better workflow tracking and accountability. By logging the in-coming requests, users can easily determine if a request has been received when responding to an inquiry. Remove Step. Logging block is not part of the process.
4.2.1	Initiate a New Block Number or	Examiner initiates a New Block Number or selects an existing Block Number, as applicable.

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
	select an existing Block Number	Double click on an existing block or click the New button to create a new block. If the New button is clicked, the Create New Block screen appears next. Tip: At the Block Selection screen, any block in the status "Logged", that is not already assigned to an Examiner is listed. Requests may be added to an existing block, if any, or a new block may be created by clicking the New button. Note: Most travel offices control settlement requests by using block ticket numbers. As requests are received, block tickets are not to exceed five claims per block. Throughout the workflow process, the requests will normally remain in the batch. Because the blocking process is common in most travel offices, IATS simulates this process. With automatic block ticket numbering activated, users enter the word "NEW" when creating a new block ticket. IATS generates the next available number once a claim has been saved on the NEW block.
4.2.2	Select Settlement Request	Examiner selects Settlement Request at the Block Type field. At the Block Type field, the default value is Settlement. When Settlement is displayed, press Enter or Tab to continue.
4.2.3	Log Settlement Request	Examiner logs Settlement Request After selecting an existing block or creating a new block, the Logging of Requests screen appears.
4.2.3.1	Verify traveler's account	Examiner verifies traveler's account
4.2.3.1.1	Enter traveler's SSN	Examiner enters traveler's SSN. Type the traveler's SSN at the SSN/ID field and press Enter. If the traveler's account exists, the name and SSN appears in the Name field, and the cursor moves to the TONO/SDN field. If the travel account does not exist, a message appears asking if you wish to create a new traveler profile. At this point Select No in order to verify the traveler's name. Sometimes the incorrect SSN may have been

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		provided or entered for the traveler, and this allows for a second check of the traveler account. Switch with 4.2.3.1
4.2.3.1.2	Enter Traveler's Name, if required	Examiner enters Traveler's Name, if required Provides redundant check in the event SSN previously entered was incorrect. If traveler account appears, Examiner reconciles Account Name and SSN information to make sure the correct information is entered in IATS. If Traveler account doesn't exist, Examiner will create account.
4.2.3.2	Does Traveler's account exist?	Does Traveler's account exist? If Yes, go to 4.2.3.3 If No, go to 4.2.3.4
4.2.3.3	Does Traveler's account require modification?	Does Traveler's account require modification? Examiner determines if Traveler Account is current or requires update based upon submitted source documentation. If Yes, go to 4.2.3.4 If No, go to 4.2.3.5
4.2.3.4	Create/modify traveler's account	Examiner creates/modifies traveler's account from source documentation from eCRM case. Enter data in appropriate fields from TDY Orders/DD 1351-2/NPPSC 7000/1 EFT Information Form, or other equivalent source documentation. Select Personal Tab • Enter Name • Select appropriate Employee Status • Enter Grade/Rank • Enter Salutation, if applicable • Enter Position/Title, if appropriate • Security Clearance (Unknown) • DSSN (input)

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Select Create Card Status (Holder of Government Credit Card) • Enter Organization (issuing activity from orders) Select Financial Tab to continue • Select EFT Status (Active) • Select EFT to be updated by (IATS Input) • Select Account type (Saving/Checking) • Enter Routing Number (enter twice/confirm) • Enter Account Number (enter twice/confirm) • If entered correctly auto advance to address tab Select Address/Contact Tab Enter Mailing Address • Address • City • State/Country • Zip • Phone number Enter Office Address and Email Address if pertinent (is required) • Select OK After creating a new traveler profile/modifying an existing profile, the cursor returns to the Travel Order Number (TONO)/Standard Document Number (SDN) field.
4.2.3.5	Create Travel Order	Examiner creates Travel Order Refer to **PPIB 17-23** and **PPIB 17-28** for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond. At the TONO/SDN field (15 digits) a drop-down listing appears displaying all orders existing in the database for the traveler. If wishing to log an in-coming request for one of these orders, double click on the desired order number or highlight and click OK. To log a request for a new travel order, type the order number in this field, obtained from source documentation, TDY Orders, and press Enter. If a new traveler order number is entered, a message appears asking if you

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		wish to create a new order. Select Yes. After creating a new traveler order, the cursor returns to the From field. After accessing the traveler's account or creating a new travel account, type the travel order number at the TONO field and press Enter. A pop-up message appears indicating that the order does not exist and asking if you want to create it. Press Enter or click on the Yes button to continue. Note: Travel Order Number (TONO)/Standard Document Number (SDN) is a 15-digit entry. The Examiner needs to be careful to select and enter the TONO/SDN for the appropriate Line of Accounting (LOA) based upon the orders when entering accounting data:
4.2.3.6	Select Travel Order type	Examiner selects Travel Order type. After the TONO/SDN field is completed, the examiner advances to the Travel Order screen to select the Travel Order type. When creating/logging-in travel orders, IATS requires the user to specify what type of order is being created. The type of travel order specified has a direct impact on the way IATS functions and the computation of the entitlement. Type of Order: The default order type at this field is normal. If normal is the desired type, press Enter to continue. If another type of order is desired, click on the Down arrow to display a listing of various types and then click on the desired type to make a selection. Refer to the topic "Type of Orders" for more specific details about the various types of travel orders. At the type of order drop down Select Normal
4.2.3.7	Complete the Travel Order Description tab	Examiner completes the Travel Order Description tab. • Purpose of Trip: The data input to this field is posted to the travel order detail record. This information is useful when conducting research or answering inquiries. At this field, click on the Down arrow to display a listing of various choices and then click on the desired choice to make a selection. Select Site Visit, Training, Other or another selection as appropriate. • Max Trips Allowed: Users can only access this field when the type of travel order is Repetitive.

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Place cursor in Issuing Organization and Paying Organization fields, IATS will populate fields based upon TONO/SDN entry, otherwise complete entries based upon Orders. • DSSN ITR and UIC are default fields based upon selection of parameters in System Maintenance. These fields should not be changed. • Funds: The type of customer IATS is configured for defaults to this field. No input is necessary. • Group Travel: Click in the check box next to the Group Travel field if you must activate Group Travel rules for this travel order, otherwise leave blank. Dates: Note: Since this is the Travel Order Description tab, the information to complete the fields should come from the Travel Order and not the claim, unless directed otherwise. • Enter Issue Date of Orders, select Date Time Group (DTG) orders were released. • Select Begin Date from TDY Orders. • Number of Days: Press Tab or Enter to bypass this field to enter the End Date. IATS will automatically calculate Number of days based upon Begin Date and End Date entries. • Select End Date from TDY Orders. Select Ok.
4.2.3.8	Complete the Remarks tab, if applicable	Examiner completes the Remarks tab, if applicable Click Ok
4.2.3.9	Complete Logging of Request Screen	Examiner completes Logging of Request Screen After creating a new travel order the cursor returns to the Logging of Request Screen Examiner enters SSN/ID, Travelers Name and TONO/SDN if not already pre-populated and then enters data for the travelers claim request from the DD1351-2 and eCRM case. Examiner completes the following fields: • From: Beginning Date of Claim from 1351-2

EXAMINER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		• To: Ending Date of Claim from 1351-2 • Date Signed: Date 1351-2 was signed by the Traveler • Date Signed by AO: Date 1351-2 was signed by the Approving Official (AO) • Date Forwarded: Date of eCRM case of Travel Claim • Date Received: Date TSC Travel Office or Travel Processing Center (TPC) received the eCRM case Select Enter
4.2.3.10	Are there additional Travel Claim Settlements/ Orders to log within the block?	Are there additional Travel Claim Settlements/ Orders to log within the block? If Yes, go to 4.2.3.11 If No, go to 4.2.4
4.2.3.11	Log additional Travel Claim Settlements/ Orders within the block	Examiner logs additional Travel Claim Settlements/Orders within the block. After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired. Go to 4.2.3.1 Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. If you wish to simply clear/remove a request from the logging screen you would click on the Clear button. A request may be cleared/removed as long as the block has not been saved and a claim has not been saved to the block
4.2.4	Do any logged requests need to be cleared?	Do any logged requests need to be cleared? On occasion you may wish to clear/remove a request from the Logging of Requests screen. This is only allowed if the request has not been saved to a block. If No, go to 4.2.5 (Generate the block order ticket number) If Yes, go to 4.2.4.1

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
4.2.4.1	Clear logged request	Examiner clears Logged Requests Complete the following steps to "clear" a logged request: 1. At the Logging of Requests screen, click on the request you wish to remove. 2. After selecting the desired request, click on the Clear button. A pop-up message appears asking if you are sure. 3. If you are sure, click on Yes. The selected request is then deleted.
4.2.4.2	Notify CPPA via eCRM	Examiner notifies CPPA via eCRM, as necessary. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing or provide an explanation as to why claim was cleared. Go to 4.2.5
4.2.5	Generate the block order ticket number	Examiner generates the block order ticket number. When finished logging requests to the block, click the OK button to save the entries. If the automatic block numbering feature is used, a message appears at this time indicating the system generated block number.
4.2.6	Print Block Number, if appropriate	Examiner prints Block Number, if appropriate Note: If examiner does not print block number, examiner makes note of block number, so that Travel Claim Settlement request can be correlated against an IATS block number for future processing Note: Some travel offices have IATS Log-In Clerks who log-in travel orders that Examiners then process for Settlement, as required. Other Travel offices require the Examiner to log in the travel order and process the settlement. Remove Step: Examiners do not print off block tickets.
4.3	Log out of IATS, if appropriate	Examiner logs out of IATS, if appropriate To properly log-off WINIATS, complete the following steps: Click the “Exit” button at the bottom of the screen. A pop-up screen will appear, “Are You Sure You Wish to Quit IATS” Select the “Yes” button.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		In the far right-hand corner of your desktop taskbar, you will see a triangular-shaped symbol. Click here to show your hidden icons. Note: For Windows XP users, you will see a blue circle with two white folders on the far right-hand side of your desktop. Once you click this icon, you will follow the same process listed for the final three (3) steps below: • Double click the CITRIX Receiver icon. • Once the CITRIX Receiver opens, click on the "Advanced" option. • Then click on the "Connection Center" link. • The CITRIX Connection Center will open and will list all active connections. • Select the server folder you were logged into and then select the "Disconnect" button. A menu prompt will appear, "Are You Sure You Want to Disconnect From XXXX"? Select the "Yes" button. • Examiner's CITRIX Connection Center should not show any active connections. Click the "Close" button. You have successfully logged off WINIATS. Note: Some travel offices have IATS Log-In Clerks who log-in travel orders that Examiners then process for Settlement, as required. Other Travel offices require the Examiner to log in the travel order and process the settlement.
4.4	Complete processing Travel Settlement Requests	Examiner completes processing Travel Settlement Requests Processing a Travel Request for Settlement involves taking the information from the eCRM Travel Claim documentation, including the DD Form 1351-2, travel voucher, submitted by the traveler and entering the information to IATS. Note: Before a Travel Request for Settlement can be processed, the creation of a travel account and travel order needs to be accomplished. In addition, creating block tickets, logging incoming requests, and assigning block tickets to voucher examiners for processing must be completed before the settlement can be processed. Complete the following steps to "process" a Travel Claim Settlement Request.

EXAMINER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
4.4.1	Login to IATS in the Examiner View mode or change the View to Examiner, if necessary.	Examiner logs in to IATS in the Examiner View mode or changes the View to Examiner, if necessary. Refer to step 4.1, as required
4.4.2	Select a Block for processing	Examiner selects a block for processing through one of the following methods: • Method 1: Click the Grab Blocks button and select a block from the Logged Pool. • Method 2: Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button. Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button. Note: After selecting a block, the Confirmation Password screen appears. Complete the process by typing assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter. After selecting a block using one of the methods listed above, the Request Selection screen appears. At this screen, any request for settlement already logged to the block is listed under the Select Request(s) section.
4.4.2.1	Review logged Requests within the block prior to processing	Examiner reviews Logged Requests within the block prior to processing
4.4.2.2	Delete logged request(s), as required	Examiner deletes logged request(s), as required. On occasion a request must be deleted from a block ticket. For example, a claim may have been logged to the wrong block. Or a request was entered but cannot be disbursed pending a missing receipt.

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		Note, there are two situations: one in which the claim request is logged, and the other in which the claim request is already computed. Each situation is handled differently. Complete the following steps to "delete" a logged request (prior to computation): 1. At the Examiner View screen, click on the Log Requests button. The Block Selection screen appears. 2. At the Block Selection screen, click on the block containing the request you wish to delete and then click the OK button. The Logging of Requests screen appears. 3. At the Logging of Requests screen, click in the Flagged for Delete box next to the request you wish to delete. 4. Click the OK button, a pop-up appears asking if you wish to print the Block Tickets for the blocks released. Click on the Yes or No button as desired. IATS deletes the selected request and returns to the Block Selection screen. 5. If finished deleting logged requests, click on the Cancel button to return to the Examiner View screen.
4.4.2.3	Notify CPPA via eCRM	Examiner notifies CPPA via eCRM, as necessary. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing or provide an explanation as to why claim was deleted.
4.4.3	Select a Travel Claim Settlement Request for processing	Examiner selects a Travel Claim Settlement Request for processing from assigned workload. At the Request Selection screen, select a request through one of the following methods: • Method 1: Double click on the desired request. • Method 2: Click on the request once and then click the View/Modify button After selecting a request using one of the methods listed above, the Request for a Settlement Against an Order screen appears.

Landing Page

EXAMINER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
4.4.4	Process Requests for Settlement against orders	Examiner processes Requests for Settlement against orders After grabbing a block and selecting a request for processing, the Request for Settlement Against an Order screen appears. This screen is used to capture the details from the TDY orders, DD Form 1351-2, travel voucher, and other source documents submitted by the CPPA for the traveler. Use the following steps to "complete" the Settlement Request Against an Order screen.
4.4.4.1	Select Type of Settlement	Examiner selects Type of Settlement Type of Settlement: Examiner ordinarily selects Final – First Submission if the settlement is the original final settlement against the travel order, which is ordinarily the case. Note: If long term TDY between 30-140 days, Examiner accepts default "Partial" since a final settlement is pending.
4.4.4.2	Select Type of Partial	Examiner selects Type of Partial Type of Partial: Examiner ordinarily accepts default: Not a Partial Note: If long term TDY between 30 and 140 days, Examiner selects "Beginning", "Middle", or "Ending" depending upon the settlement claim and the orders, as appropriate Examiner advances to the Request for Settlement Against an Order screen
4.4.4.3	Verify traveler's address	Examiner verifies traveler's address. When the Request for Settlement Against an Order screen appears, the Remit To tab is displayed for all IATS customers except DLA and Navy. For DLA and Navy customers, the Financial tab is displayed first. Select or Advance to the Remit To tab. At this tab, the traveler's address defaults from the address entered at the Maintain Traveler Account screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Settlement submitted by the traveler and make any necessary changes. If

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		the IATS user changes the Remit To address at this tab, the change will appear with a red background. Note: Any Changes to the address made on the Remit to Tab once the Examiner clicks on the Update Traveler button will update the Remit To Tab and the Address Tab under the Maintain Traveler Account. After reviewing or making changes to the address at this tab, click on the Adv/Accrl tab or the Next button to continue.
4.4.4.4	Complete the Adv/Accrl tab, if required	Examiner completes the Adv/Accrl tab, if required Refer to the Help topic, "Adv-Accrl - tab" or the WINIATS User Guide for additional instructions, as required. Note: The Adv-Accrl tab follows the Remit to tab, but generally there will be no advance associated with the TDY Travel Orders. When processing a Request for Settlement, refer to Block # 10 of the DD1351-2 (Travel Voucher). Travelers are responsible for indicating advances received. If Block # 10 of the DD1351-2 indicates that an advance was received, ensure that this information appears at the Adv/Accrl tab. If the information does not appear at the Adv/Accrl tab, type the details for the advance payment in the appropriate fields. Complete the following steps to "enter" the advance details at the Adv/Accrl tab: 1. Date: At this field, type the date the advance was paid in MMDDYY format. 2. Type: At this field, a drop-down listing appears offering the choices Accrual or Advance. Click on the option that is appropriate for the type of advance payment received, ordinarily Advance. 3. FY: At this field, a drop-down listing appears offering the choices for several fiscal years. Click on the choice that is appropriate for the fiscal year in which the advance payment was received. 4. Amount: At this field, type the dollar amount for the advance payment received. 5. DOV #: At this field, type the Disbursing Office Voucher (DOV) number assigned to the advance payment received.

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		6. After completing the Adv/Accrl tab, click on the Entitlements tab or click the Next button to continue. Important Note: Examiner must be using CEDMS for all advances. Examiners must be checking this against all claims.
4.4.4.5	Process travel claim settlement entitlements	Examiner processes travel claim settlement entitlements Refer to the Help topic, "Entitlements - tab" or the WINIATS User Guide for additional instructions, as required. The Entitlements tab is the beginning point for capturing the specific details pertaining to what is authorized on the travel order in regard to the transportation allowances, the itinerary for the trip, and any reimbursable expenses. Click on Add Itinerary button to enter an itinerary for the trip submitted by the traveler on the DD Form 1351-2. Examiner initiates processing Enroute Entitlements description/details.
4.4.4.5.1	Complete the What’s Authorized tab	Examiner completes the What’s Authorized tab. After clicking on the Add Itinerary button at the Entitlements tab, the What's Authorized tab appears. At the What's Authorized tab, the examiner must specify the transportation authorizations. Examiner refers to orders to determine if POV was authorized. • Owner/Operator of POV: At this field, click in the box if the traveler was the owner and operator of the POV used in the performance of the trip. Refer to the TDY orders submitted by the traveler for POV authorization. If authorized, check the box, otherwise leave blank (unchecked). • Transportation Mode: Click on the down arrow to the right of this field. A drop-down listing of various transportation modes appears. Use the Up/Down arrows or press the Up/Down arrows on the keyboard to scroll through the list of available modes. • Refer to the TDY orders submitted by the traveler for the authorized mode of transportation and then click on the authorized mode. After completing this tab, the user must then click on the Actual Itinerary tab or click on the Next button to continue.

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STEP #	FLOW TEXT	ADDITIONAL TEXT
4.4.4.5.2	Enter the actual itinerary	Examiner enters the actual itinerary. Refer to the Help topic, "Actual Itinerary - tab" or the WINIATS User Manual, for additional instructions, as required. The Actual Itinerary tab is used to capture the specific details for the trip itinerary. While completing this screen, refer to the prompt line at the bottom. The prompt line will explain what information is requested at each input field. Use the following steps to "complete" the Actual Itinerary tab: Actual Trip Duration: At this field, click on the down arrow. A drop-down listing of trip durations appears. Refer to the DD Form 1351-2 submitted by the traveler to determine the duration and then click the correct choice. Select Actual Trip Duration Greater than or Equal to 24 Hours. There are other drop-down options, but TDY should exceed a 24-hour period. Note: If long term TDY between 30 and 140 days Examiner selects the appropriate option depending upon Partial Beginning, Middle or Ending Claim submission. If the claim does not involve long term TDY skip the following Partial Beginning, Partial Middle and Partial Ending sections and complete the fields for the Itinerary based upon the DD 1351-2 for Final - First Submission claims: For Partial Settlement Claims: The next key requirement for processing a partial settlement occurs at the Actual Itinerary tab. At this tab, the user must specify the Pay To and/or the Pay From period. For a Partial Beginning Settlement Claim: • Pay To: At this field, type the end of the beginning partial period in MMDDYY format. • Complete the itinerary as usual (see below starting at Depart Location). Note: For Navy users, the Beginning and Middle periods, the effective date of orders must be the Pay To Date. It cannot be a future date. Note: The user will notice that IATS automatically populates the Reason field with MC to indicate the end of the payment period. In addition, the columns that are normally populated with Depart (DEP) and Arrive (ARR)

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		now show STOP and Continue (CONT). This indicates that this is the end of this period, and an additional period is pending. For a Partial Middle Settlement Claim: • Pay From: At this field, type the beginning of the middle partial period in MMDDYY format. • Pay To: At this field, type the end of the middle partial period in MMDDYY format. Note: For Navy users, the Beginning and Middle periods, the effective date of orders must be the Pay To Date. It cannot be a future date. • Date: The date on the first line of the itinerary defaults to the date the traveler initially arrived at the TDY location. Ensure that this date is not changed. • On the second line of the itinerary, type the date for the beginning of the middle partial period in MMDDYY format. • Complete the itinerary as usual (see below starting at Depart Location). Note: The user will notice that IATS automatically populates the Reason field with MC to indicate the end of the payment period. In addition, some of the columns that are normally populated with Depart (DEP) and Arrive (ARR) now show STOP and Continue (CONT). This indicates that this is the beginning of a new period, the end of this period, and an additional period is pending. For a Partial Ending Settlement Claim: • Pay From: - At this field, type the beginning of the ending partial period in MMDDYY format. • Date: The date on the first line of the itinerary defaults to the date the traveler initially arrived at the TDY location. Ensure that this date is not changed. • Complete the itinerary as usual (see below starting at Depart Location). Note: The user will notice that the columns that are normally populated with Depart (DEP) and Arrive (ARR) now shows Continue (CONT) on the second line of the itinerary. This indicates that this is the beginning of a new period.

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STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
4.4.4.5.3	Complete the appropriate fields for the Itinerary based upon the DD 1351-2	Examiner completes the appropriate fields for the Itinerary based upon the DD 1351-2: 1. Depart Date: The departure date on the first line of the itinerary automatically defaults from the Begin Date entered when the travel order was created. Press Enter to continue or type a different date, in MMDDYY format, if necessary. 2. Depart Location: At this field, the Location Selection screen automatically appears. At the State/Country field, type the first two letters of the state or country name. If necessary, click the Up/Down arrows until the desired name is displayed. Click on the highlighted name or press Enter to make the selection. 3. At the City/Locality field, type the first two letters of the city/locality name. This displays a listing of city/locality names, for the previously selected state or country, beginning with those letters. Use the procedures described in step (2) above to make the selection. Tip: If the traveler is departing from an OCONUS location, click in the Locality field and use the procedures described in step (3) above to make the Locality selection. 4. When the correct State/Country and City/Locality is selected, click on the DTOD button if you wish to have IATS look-up and automatically populate the Miles field in the itinerary with the official distance from the Defense Official Table of Distances. 5. If you wish to bypass the DTOD Location screen, click the OK button or press Enter to continue. 6. Transportation: At this field, a drop-down listing of various transportation modes appears. Click the Up/Down arrows until the desired mode is displayed and then click on the correct mode to make a selection. Refer to DD 1351-2 back page or WINIATS Help Topics for appropriate two letter mode of Transportation Codes, if required 7. Local: When the mode PA is selected for the transportation, a prompt asking if travel was to/from a local transportation terminal appears. If so, click in this box. If not, press Enter to continue. 8. Arrival Date: The date at the previous Departure Date field defaults to the Arrival Date field. Press Enter to accept this date or type a new date, in MMDDYY format, if necessary. 9. Arrive Location: This is the location where the traveler stops to perform official duty, change modes of transportation, or to rest

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		overnight. Use the same method explained at the Depart Location field to select the arrival and DTOD locations. 10. Reason for Stop: When completing a TDY Itinerary, a Reason for Stop code is required on each arrival line. A table appears at the Reason for Stop field displaying a variety of codes that may be used. The purpose of the code is to determine what action must be taken by the travel computation system and what allowances are applicable. The default value for this field is TD - Temporary Duty. Press Enter if this is correct. If not, click the Up/Down arrows until the desired reason is displayed. Click on the correct reason to make a selection. Refer to DD 1351-2 back page or WINIATS Help Topics for Reason for Stop Codes 11. Duty Day: A check mark automatically defaults to this field. If this day is an official day of duty, press Enter to continue. If this day is not an official day of duty, however, click this box to remove the check mark. 12. Method: A Method of Reimbursement code is used to determine what per diem entitlement rule is applicable for the trip. When completing an Itinerary, a Method of Reimbursement code is required on each arrival line where the reason for stop code is TD, AD, or ES. A listing appears at the Method field displaying a variety of codes that may be used. The default value for this field is LDP - Lodgings Plus. Press Enter if this is correct. If not, click the Up/Down arrows until the desired method is displayed. Click on the correct method to make a selection. For partial travel claim processing the Examiner selects LDP or FFLT (Flat Rate Long Term TDY), as appropriate per the JTR. Refer to **JTR Paragraph 4250** as required. 13. Lodging: At this field, a drop-down listing of various lodging types appears. The default value for this field is CQ - Commercial Lodging. Press Enter if this is correct. If not, click the Up/Down arrows until the desired type is displayed. Click on the correct type to make a selection. 14. Meals: At this field, a drop-down listing of various meal types appears. The default value for this field is CM - Commercial Meals. Press Enter if this is correct. If not, click the Up/Down arrows until the desired type is displayed. Click on the correct type to make a selection. 15. A/E % (Actual Expense Percentage): For TDY travel less than 30 days or at multiple locations (multiple intermediates) the Method should be LDP (see above Item 12), and the corresponding percentage should be 100%.

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		For Long Term TDY Rates refer to orders and enter the appropriate percentage as follows: A reduced flat rate per diem applies when a traveler is assigned long term TDY (more than 30 days at one location) • Long term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location. • Long term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. 16. Lodging Cost: At this field, type the dollar amount for the daily lodging cost at the location where the traveler remained overnight. 17. Taxes: If the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the daily lodging taxes amount. IATS will automatically reduce the taxes by the appropriate percentage when the claimed amount for lodging exceeds the authorized amount. If these taxes are entered into the itinerary, do not enter them again at the Reimbursables tab. The amount calculated for the taxes will appear on the Calculations tab after the trip has been completely entered. 18. Miles: If not automatically populated by the DTOD look-up feature, type the number of miles claimed by the traveler if a privately owned vehicle was used. Note: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary, as required. When finished with the itinerary, the Constructed Itinerary or Reimbursables tab appears next.
4.4.4.5.4	Is a Constructed Itinerary required?	Is a Constructed Itinerary required? Refer to the Help topics, "Constructed Itinerary - tab" or the WINIATS User Manual for additional instructions, if required. There are three situations that cause the Constructed Itinerary tab to appear after completing the traveler's actual itinerary: • Privately owned conveyance was used for the travel to and from the official locations.

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		• The authorized mode of travel was POC Limited to Cost of Constructed Travel. • The travel was performed by mixed modes; a combination of privately owned and commercial or government procured transportation. At this screen the legs of the traveler's actual itinerary are displayed. The user must either enter the cost of government procured travel or the official mileage depending on the authorized mode of travel. IATS will then either perform a cost comparison or limit the mileage reimbursement to the official distance. If Yes, go to 4.4.4.5.5 If No, **go to 4.4.4.5.8**
4.4.4.5.5	What type of Constructed Itinerary is required?	What type of Constructed Itinerary is required? If POC Limited to Cost of Constructed Travel, go to 4.4.4.5.6 If POC More Advantageous, go to 4.4.4.5.7 Note: Mixed Mode will not be applicable for TDY orders
4.4.4.5.6	Complete the Constructed Itinerary tab for "POC Limited to Cost of Constructed Travel”	Examiner completes the Constructed Itinerary tab for "POC Limited to Cost of Constructed Travel”. Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required. Use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" 1. Mem GTR: - Click in this field for the first leg of travel. At this field, type the dollar amount for government procured transportation to include estimated taxes and press Enter. 2. From Date: - The date at this field should be the date the traveler would have departed if the transportation were procured by the government. The default value at this field is the date of departure on the actual itinerary. If this is the correct date, press Enter to continue. If not, type the correct date and press Enter. 3. To Date: - The date at this field should be the date the traveler would have arrived if the transportation were procured by the government.

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		The default value at this field is the date of arrival on the actual itinerary. If this is the correct date, press Enter to continue. If not, type the correct date and press Enter. 4. Repeat steps 1-3 above for any additional legs of travel displayed at this screen. After pressing Enter at the final To Date field, the Reimbursables tab appears. Go to Step 4.4.4.5.8
4.4.4.5.7	Complete the Constructed Itinerary tab for "POC More Advantageous to the Government"	Examiner completes the Constructed Itinerary tab for "POC More Advantageous to the Government". Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required. This tab should be prepopulated. Examiner should verify entries. Otherwise use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC More Advantageous to the Government": 1. Click in the Auth Miles field for the first leg of travel. 2. Type the number of miles for the ordered travel from the Official Table of Distances and press Enter. 3. At the Auth Miles field for the second leg of travel, type the number of miles for the ordered travel from the Official Table of Distances and press Enter. 4. Repeat steps 1-3 above for any additional legs of travel displayed at this screen. After pressing Enter at the final Auth Miles field, the Reimbursables tab appears.
4.4.4.5.8	Complete the Settlement Reimbursables tab	Examiner completes the Settlement Reimbursables tab. Refer to the Help topic "Reimbursables - tab" or the WINIATS User Manual for additional instructions, if required. Use the following steps to "complete" the Reimbursables tab: 1. Date: The default value at this field is the departure date from the actual itinerary. If this is the correct date for the expense, press Enter. If not, type the correct date in MMDDYY format and press Enter. 2. Nature of Expense: At this field, a drop-down listing appears displaying the common expenses that have been entered into the Reimbursable Descriptions table in the IATS Maintenance module. Click the

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		Up/Down arrows until the desired expense item is displayed. If the user types the first letter of the description, IATS scrolls the listing until locating the first item beginning with this letter. The user may then use the Up/Down arrows to display the exact item. Once the correct item is displayed, click on this item to make a selection. If the expense claimed by the traveler is not listed, simply type the description in this field and press Enter. 3. Type: At this field, a drop-down listing appears displaying various expense categories. Since a code for the expenses was previously entered into the Reimbursable Descriptions table in the IATS Maintenance module, IATS will default to the specified category. If the correct category is highlighted, press Enter. If not, click the Up/Down arrows until the desired category is displayed and press Enter. 4. Amount Claimed: At this field, type the dollar amount claimed by the traveler. 5. Amount Approved: IATS automatically populates this field with the amount entered at the Amount Claimed field. If this amount is allowable, press Enter. If not, type the allowable amount and press Enter. 6. Split: Click in the check box if you wish to have the expense added to the computed amount for a split payment to the Government credit card company. The Computed Split amount will appear on the Financial tab. 7. IBOP: At this field, a drop-down listing appears displaying a list of States/Countries. Type the first two letters of the state or country name or click the Up/Down arrows until the desired name is displayed. Click on the highlighted name or press Enter to make the selection. Note: Const Leg: If the settlement request involves a constructed itinerary for the purpose of a cost comparison, the Const Leg field appears next. In addition, a table appears displaying the travel legs for the itinerary. At this field type the number for the travel leg associated with the expense. If the expense should not be included in the cost comparison, simply press Enter to leave the number zero at this field. Repeat the steps 1-7 above to enter any additional expenses. When finished entering the Reimbursable Expenses, click the OK button. A message appears asking if you wish to view or modify the daily exceptions. Click the Yes button.

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4.4.4.5.9	Review the Daily Exceptions	Examiner reviews the Daily Exceptions Refer to the Help topic, "Daily Exceptions", for additional instructions. The Exceptions to Daily Expenses screen displays each day of the trip and the default values for the meals and daily lodging costs based on the entries made in the itinerary. The purpose of this screen is to allow the user to make changes to the meal type or the lodging cost for a particular day if necessary (e.g., weekend rate changes). In addition, this screen must be used for settlement requests involving actual expenses. For an actual expense settlement, the user must enter the daily expenses for meals and incidental expenses itemized by the traveler. Use the following steps to "make changes" to the Exceptions to Daily Expenses screen: 1. Press Enter Tab or click in the desired field to highlight the item you wish to change. 2. In the Lodg. Cost field, simply type the new dollar amount for the lodging on that particular day, if a change is necessary. 3. In the Lodg. Taxes field, simply type the new dollar amount for the lodging taxes on that particular day, if a change is necessary. 4. For the meals fields on the middle travel days, click on the down arrow button, a drop-down listing appears displaying various meal types. Click on the desired type to make the change. 5. When finished viewing or making changes at this screen, click the OK button. Refer also to the Help topic, "Actual Expense", for instructions on entering the itemized expenses at the Exceptions to Daily Expenses screen. After reviewing and editing, if necessary, the Daily Exceptions screen, users should proceed to the Calculations tab to review the calculated amounts before adding the accounting lines.
4.4.4.6	Review Settlement Calculations	Examiner reviews Settlement Calculations Refer to the Help topic, "Calculations - tab" or the WINIATS User Manual for additional instructions, if required.

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		After completing the Reimbursables tab (and Daily Exceptions), IATS returns to the Request for Settlement Against an Order screen. To view a summary of the calculations for the settlement request, click on the Calculations tab. Note: At this tab, a summary of the calculations is displayed by expense category. In addition, any deductions for an advance or partial settlement are displayed. No changes may be made at this screen. If multiple fiscal years are involved, the calculations are summarized by fiscal year. It's a good business practice for the user to review the Calculations tab before adding the accounting lines to the settlement. This will assist the user in ensuring that the appropriate accounting lines are added. After reviewing the Calculations tab, click on Next button or the Financial tab to proceed with the accounting lines.
4.4.4.7	Complete the Financial tab entries	Examiner completes the Financial tab entries. Refer to the Help topic, "Financial - tab", or the WINIATS User manual for additional instructions, if required. The Financial tab is used to specify the method of payment, a split payment amount, and to add the accounting information.
4.4.4.7.1	Determine Method of Payment	Examiner determines Method of Payment Use the following steps to "select" Method of Payment 1. Method of Payment: Press the Up/Down arrows on the keyboard to scroll through a list of payment options or click on the down arrow to the right of this field. Select EFT unless otherwise directed. 2. Computed Split: - The amount displayed at the Computed Split field is a combination of the Lodging expense entered into the itinerary and the reimbursable expense items entered at the Reimbursables tab that were selected for a split payment. If you double click in the Computed Split field, the Split Payment field will be populated with the computed amount. 3. Split Payment: - Click in this field and type the dollar amount specified by the traveler to be sent directly to the company providing

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		the Government Travel Credit Card. This information would be indicated in Line 1 of the DD 1351-2. This option is only available if the method of payment is EFT. 4. Release Obligation: - If a Transportation Request was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds should not be de-obligated. If the travel was not performed by government procured transportation, however, click in this box to send a code to the accounting system that will allow the obligation to be released.
4.4.4.7.2	Manually enter Accounting Information to the appropriate fields in the Navy Accounting screen	Examiner manually enters Accounting Information to the appropriate fields in the Navy Accounting screen. The Examiner selects the "Modify Accounting" button which opens the Navy accounting screen and manually enters the transactional Line of Accounting from the orders. Refer to **PPIB 17-23** and **PPIB 17-28** for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond. Note1: Read the Orders and use the appropriate Line of Accounting based upon the orders. For long-term TDY ensure proper fiscal year. Note 2: Examiners should be familiar with the various elements that comprise the LOA in the orders. If not, contact Supervisor for assistance. Enter the Line of Account elements in the appropriate fields: • BCN: At this field, type the Bureau Control Number code associated with the travel order and then press Enter. Note: After pressing Enter at the BCN field, IATS will automatically populate most of the remaining fields if the BCN Code matches an accounting appropriation loaded into the CMET table in the Maintenance module. • SbHd: If the BCN entered matches an appropriation loaded into the CMET table in the Maintenance module, IATS automatically populates this field. If not, type the SubHead code associated with the travel order and then press Enter.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		• AAA: If the BCN entered matches an appropriation loaded into the CMET table in the Maintenance module, IATS automatically populates this field. If not, type the AAA code associated with the travel order and then press Enter. • ACRN: The letters AA default to this field. If this is correct press Enter. If not, type the correct Accounting Classification Reference Number associated with the travel order and then press Enter. • GA: If not already automatically populated, type the correct two-digit code for the Gaining Agency as shown on the travel order and press Enter. • Y: At the Fiscal Year field, a drop-down listing of various fiscal years appears. If the default value that appears at this field is correct, press Enter to continue. If not, click on the Up/Down arrows or press the Up/Down arrows on the keyboard to display more choices. When the correct year is shown, click on the desired year to make a selection and then press Enter to continue. • Appr: If the BCN entered matches an appropriation loaded into the CMET table in the Maintenance module, IATS automatically populates this field. If not, type the APPR code associated with the travel order and then press Enter. • O/C: Three zeros default to this field. If this is correct press Enter. If not, type the correct Object Class code as shown on the travel order and press Enter. • SA: The number zero defaults to this field. If this is correct press Enter. If not, type the correct Sub Allotment code as shown on the travel order and press Enter. • TT: The Transaction Type code 2D defaults to this field. If this is correct press Enter to continue. If not, type the correct TT code, as shown on the travel order, and press Enter. • PAA/Tn: At this field, type the Property Accounting Activity code, as shown on the travel order, and press Enter. • Cost Code: At this field, type the Cost Code as shown on the travel order and press Enter. • Amount: IATS automatically populates this field with the total dollar amount for the debits or credits depending on the code entered at the D/C field. If the correct amount is displayed, press Enter.

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		Repeat steps above for additional accounting lines if necessary. Select Ok, which returns Examiner to the Request for Settlement Against an Order screen. After completing the Accounting lines, click the OK button to save the entries. IATS returns to the Financial tab.
4.4.4.7.3	Verify proper entry of Line of Accounting (LOA)	Examiner verifies proper entry of Line of Accounting (LOA) The Line of Accounting will now appear in the Classification Field under the Financial tab. Refer to **PPIB 17-23** and **PPIB 17-28** for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond. Examiners verifies the WINIATS displayed LOA against the LOA in the orders. If corrections are required, Examiner makes corrections and re-verifies LOA against orders. If desired, click on the Next button or the Remarks tab and add any necessary remarks.
4.4.4.8	Complete the Remarks tab, if required	Examiner completes the Remarks tab, if required After adding the accounting lines to a Request for Settlement, the user may want to add some optional Remarks to the printed travel voucher, the traveler's historical record, or both. Refer to the Help topic, "Remarks - tab", for additional instructions. If no remarks are needed, click the OK button to return to the Request Selection screen. Use the following steps to "complete" the Remarks tab: • Click on the Remarks tab and make the desired entries. • Remarks in History: If wishing to add remarks to the traveler's historical record, click in this box and type the desired remarks. • Remarks on Voucher: If wishing to add remarks to the traveler's printed voucher, click in this box and type the desired remarks. • If examiner wishes to add a standard remark from the Standard Voucher Remarks table, click on the Get Standard Voucher Remarks button. The Standard Voucher Remarks screen appears.

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		• At the Standard Voucher Remarks screen, click on the down arrow to display a list of remarks and then click on the desired remark. The selected remark will be displayed in the Remarks text box. If examiner is satisfied with the remark, click on OK. • Repeat above two steps if examiner wishes to add additional standard remarks. Tip: Any remarks typed in the "Remarks in History" box are automatically copied to the "Remarks on Voucher" box if the examiner selects the Copy button. Note: Remarks are intended as an aid to the Auditor, Travel Office processing the settlement claim, and/or the Traveler to draw attention to any out of the ordinary settlement processing. When finished adding remarks, click on the OK button to save the entries.
4.4.4.9	Complete the Workflow tab entries	Examiner completes the Workflow tab entries. To assist managers in determining where delays in travel settlement request processing occur, IATS generates the Reporting Unit Code (RUC) Liaison Office Report. The purpose of this report is to track the number of days required to move a settlement request through the processing cycle. Because settlement requests processed by these organizations are often routed through liaison offices, IATS tracks their movement from the date signed until the date disbursed. The Workflow tab is used to capture the details needed for IATS to generate the RUC/Liaison Office Report. Use the following steps to "complete" the Workflow tab: If not already in focus, click on the Workflow tab. The following screen appears: • Ruc/Liaison Office: At this field select TDY. • Date Signed by: Traveler: At this field, type the date, in MMDDYY format, the claim was signed by the traveler, Block 20.b on the DD 1351-2. • Date Received by: RUC/Liaison Office or signed by the AO: At this field, type the date, in MMDDYY format, the claim was signed by the AO, Block 21.d on the DD 1351-2. • Date Forwarded by: Liaison Office: Date the claim was sent via eCRM to the Travel Office/TSC travel section. This is the eCRM case initiation

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		date. At this field, type the date, in MMDDYY format, the claim was forwarded by the Ruc/Liaison Office. • Date Received by: Travel Office: In eCRM this would be the date the claim was received and/or dispatched to the Examiner. At this field, type the date, in MMDDYY format, the claim was received by the Travel Office. When finished entering the dates at the Workflow tab, click on the OK button to save the entries and return to the Request for Settlement Against an Order screen.
4.4.5	Are there additional Travel Claim Settlement requests to process within the block?	Are there additional Travel Claim Settlement requests to process within the block? If Yes, go to 4.4.6 If No, go to 4.4.7
4.4.6	Process additional Travel Claim Settlement requests within the block	Examiner processes additional Travel Claim Settlement requests within the block After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired. Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. Go to 4.4.3
4.4.7	Do any processed Travel Claim Settlement requests need to be deleted or returned?	Do any processed Travel Claim Settlements requests need to be deleted or returned? If No, go to 4.4.8 (Release Block for Auditing) If Yes, go to 4.4.7.1

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STEP #	FLOW TEXT	ADDITIONAL TEXT
4.4.7.1	Do processed settlement requests need to be returned to traveler or deleted from block?	Do processed settlement requests need to be returned to traveler or deleted from block? Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. Note: This feature to initiate the process to return or delete a claim from the Logging of Requests screen cannot occur unless the block has actually been saved and a claim has been saved to the block. If Returned, go to 4.4.7.2 If Deleted, go to 4.4.7.3
4.4.7.2	Return request to Traveler	Examiner returns request to Traveler. Some requests received in the travel office cannot be processed. There are various reasons for this - no signature on the voucher, no attached travel orders, etc. Travel Offices frequently receive settlement requests that cannot be processed and must be returned to the traveler. The following is a list of IATS Reason Codes for returning a request to a traveler. • Mode of travel not consistent with orders • DD Form 1351-2 not signed • Missing AO verification/approval • Approving Officer signature required • Incomplete or improperly completed itinerary • Block 16 of DD Form 1351-2 does not reflect own/operate or passengers • Complete highlighted blocks of DD 1351-2 • Block 6 of DD Form 1351-2 (address) member's not commands • SSN on orders and DD 1351-2 do not match • TLE form required • EFT information required • Missing travel orders • Additional pages (beyond first page) of orders missing • Travel orders already liquidated/duplicate claim

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		• Missing detaching/reporting endorsements • Local travel requires a SF 1164 vice a DD 1351-2 • Missing certificate of non-availability • Need to obtain CBQ memo of non-occupancy of government quarters • Missing lodging receipts or explanation for missing receipts • Original lodging receipts (or faxed receipts from hotel) required • Receipts required for reimbursement over $75.00 • Missing valid receipts for reimbursables or explanation for missing receipts • Official telephone charges must be authorized • Specify whether meals were included in registration/conference fees • Incorrect name on voucher • Incorrect fund site • Incorrect document number/Standard Document Number not complete • Incorrect itinerary • Date(s) of travel incorrect • Orders reflect erroneous or no accounting data • Full reimbursement for commercial air must be substantiated • Rental car requires command authorization • Rental car requires SATO endorsement for reimbursement and approval • DD Form 1351-3 not signed for actual expense • Missing separation travel order • Missing separation travel allowance election • Distance of travel exceeds authorized distance for separation • Missing retirement travel order • Missing retirement home of selection certificate • Missing extension approval for late retirement Other (Use narrative remarks to specify reason for return)
4.4.7.2.1	Initiate return request to traveler	Examiner initiates return request to traveler. There are (3) methods you can choose for returning a request to the traveler: Method 1: - Return a request from the Logging of Requests screen.

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		Click in the check box at the Flagged for Return column to the left of the SSN/ID field for the claim you wish to return. When you click on OK, the Return Voucher screen will appear. Method 2: - Return a request from the Examiner View screen. At the Examiner View screen, click on the File menu and then click on the Return Requests option. The Traveler Selection screen appears. At the Traveler Selection screen, type the traveler's SSN for the request being returned at the Find ID field. When the account information appears, click the OK button. The Return Voucher Record Selection screen appears. At this screen, click on the order number for the request being returned and then click the OK button. The Return Voucher screen will appear. Method 3: - Initiate the process to return a request from the Request Selection screen, At the Request Selection screen, click on the claim you wish to return. When the desired claim has been selected, click on the Return Request button. The Return Voucher screen will appear.
4.4.7.2.2	Complete return request to traveler	Examiner completes return request to traveler. From the Returning Claims to Traveler screen complete the following fields: 1. Send To: When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes. 2. Parent Organization: If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address. 3. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection (Refer to Step 4.4.7.2 as required). 4. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field and repeat the instructions from step (3) above to add additional reasons. 5. Remarks: Click in this field and type a remark if desired. Click Ok
4.4.7.2.3	Notify CPPA via eCRM	Examiner notifies CPPA via eCRM.

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		Notify CPPA via eCRM as necessary for additional documentation required to support claim processing. Go to 4.4.7
4.4.7.3	Delete a request for settlement from the block	Examiner deletes a request for settlement from the block. On occasion, a request for settlement must be deleted from a block. For example, a claim may have been logged to the wrong block, or was computed, but cannot be disbursed because of a missing receipt. Complete the following steps to "delete" a Request for Settlement: 1. At the Examiner View screen, select a block through one of the following methods: Method 1: - Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button. Method 2: - Click on the desired block listed under the To Do section and then click on the File menu at the top left corner of the screen. A drop-down menu appears listing several options. Click on the Process Block option. Note: After selecting a block using one of the (2) methods listed above, the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section. 2. At the Request Selection screen, click on the request to be deleted. 3. When the correct request is highlighted, click the Delete button. The Delete this Request for a Settlement Against an Order screen appears. 4. At this screen, click the Delete button. A message will appear asking if you are sure you wish to delete the request. Click the Yes button. 5. If the option in the IATS Maintenance module has been activated to generate the "Deleted Details Report", the Reason For Deletion of Claim screen appears. Note: The Reason for Deletion of Claim screen only appears when the option "Reason for Delete" has been enabled in the Maintenance module. If this screen does not appear, proceed to step 10. 6. At the Reason for Deletion of Claim screen, you have the option of placing up to four reasons for deleting the request by clicking on the Down arrow button at the Reason fields. Tip: At the Reason for Deletion of Claim screen, you have the option of either selecting a reason, or simply entering a remark into the Remarks text box. One or the other is required. You may also do both - select a reason from the drop-down list and add a remark if desired.

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		7. If you click on the Down arrow button, a list of all of the reasons that were previously entered into the "Reasons for Claim Deletion" table in the Maintenance module, will be displayed. 8. Click on the desired reason from the drop-down list of reasons that will appear after you click on the Down arrow button. Or, click in the Remarks text box and type the reason the request is being deleted. 9. After selecting a reason, entering a remark, or both, click on OK. 10. The Confirmation Password screen appears next. Type your confirmation password at the Enter Password field and press Enter or click the OK button. IATS deletes the request and returns to the Request Selection screen.
4.4.7.4	Notify CPPA via eCRM, as necessary	Examiner notifies CPPA via eCRM, as necessary. Notify CPPA via eCRM as necessary to explain reason for Deleting Request for Settlement and for additional documentation required to support claim processing, if required. **Go to 4.4.7**
4.4.8	Release block for auditing	Examiner releases block for auditing From the Request Selection screen, select done, which returns examiner to their queued work screen. • Select (highlight) block for release. • Select "Release Block" button • Enter Confirmation Code • Print block number, attach all travel claim settlements in block to block number and deliver to the auditor
4.5	Log out of IATS	Examiner logs out of IATS, if appropriate Refer to **Step 4.3** if
5	Audit Travel Claim Settlement Request	Audit Travel Claim Settlement Request required. Note: Current NPPSC policy requires 100% audit and certification so the entire block of travel claim settlement requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities.

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EXAMINER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		Auditing Overview: • After a settlement is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex and voucher examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced voucher examiner audit certain claims prior to payment. • Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the voucher examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the auditor or assigned to the auditor by the System Administrator. • Then, if any errors are found, the auditor must reassign the block back to the voucher examiner for corrections. After the corrections are made, the voucher examiner must again release the block for further processing. • Once all claims in a block are audited and any required corrections are made, the block must be released by the auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.
5.4	Perform a forced audit	Auditor performs a forced audit. Using the forced method, the auditor must view all of the input screens for the settlement request flagged for audit. If the auditor discovers an error requiring correction, the block must be returned to the examiner and the examiner must modify the previously entered request for settlement.
5.4.8	Make corrections to travel claim settlement request	Examiner makes corrections to travel claim settlement request and then releases block back to auditor. After Auditor reassigns the block back to the voucher examiner for corrections, the examiner reviews auditor’s remarks and makes corrections to travel settlement request(s) as required by performing appropriate actions detailed in Step 4. After the corrections are made, the voucher examiner must again release the block to the auditor for further processing.

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		Go to 5.1 Note: Once all of the travel settlement requests within a block are audited and any required corrections are made, the block can be released by the auditor to disbursing for further processing.
5.4.9	Do request(s) within the audited block need to be returned for correction?	Do request(s) within the audited block need to be returned for correction? If Yes, go to 5.4.9.1 If No, go to 5.4.10 The following is a list of IATS Reason Codes for returning a request. • Mode of travel not consistent with orders • DD Form 1351-2 not signed • Missing AO verification/approval • Approving Officer signature required • Incomplete or improperly completed itinerary • Block 16 of DD Form 1351-2 does not reflect own/operate or passengers • Complete highlighted blocks of DD 1351-2 • Block 6 of DD Form 1351-2 (address) member's not commands • SSN on orders and DD 1351-2 do not match • TLE form required • EFT information required • Missing travel orders • Additional pages (beyond first page) of orders missing • Travel orders already liquidated/duplicate claim • Missing detaching/reporting endorsements • Local travel requires a SF 1164 vice a DD 1351-2 • Missing certificate of non-availability • Need to obtain CBQ memo of non-occupancy of government quarters • Missing lodging receipts or explanation for missing receipts • Original lodging receipts (or faxed receipts from hotel) required • Receipts required for reimbursement over $75.00 • Missing valid receipts for reimbursables or explanation for missing receipts

EXAMINER		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
		• Official telephone charges must be authorized • Specify whether meals were included in registration/conference fees • Incorrect name on voucher • Incorrect fund site • Incorrect document number/Standard Document Number not complete • Incorrect itinerary • Date(s) of travel incorrect • Orders reflect erroneous or no accounting data • Full reimbursement for commercial air must be substantiated • Rental car requires command authorization • Rental car requires SATO endorsement for reimbursement and approval • DD Form 1351-3 not signed for actual expense • Missing separation travel order • Missing separation travel allowance election • Distance of travel exceeds authorized distance for separation • Missing retirement travel order • Missing retirement home of selection certificate • Missing extension approval for late retirement Other (Use narrative remarks to specify reason for return)
5.4.9.6	Make corrections and return to auditor	Examiner makes corrections and returns to auditor. Examiner makes corrections to travel claim settlement request and then returns request back to auditor. After Auditor reassigns the block/request back to the voucher examiner for corrections, the examiner reviews auditor's remarks and makes corrections to travel settlement request(s) as required by performing appropriate actions detailed in Step 4. After the corrections are made, the voucher examiner must again release the block to the auditor for further processing. Go to 5.4.1

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		Note: Once all of the travel settlement requests within the block are audited and any required corrections are made, the block can be released by the auditor to disbursing for further processing.
5.5	Review blocks for disbursement processing	Disbursing Clerk reviews blocks for disbursement processing. Once the disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the voucher examiner or auditor for corrections or review.
5.5.5	Make corrections to travel claim settlement request	Examiner/Auditor makes corrections to travel claim settlement request and then releases block back to the disbursing clerk. Examiner/Auditor makes corrections to travel settlement request in accordance with Disbursing clerk remarks. After the corrections are made, the voucher examiner/auditor must again release the block back to the disbursing clerk for further processing. Go to 5.5.1
7	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS. After ADS has processed the uploaded IATS payments, files must be downloaded from ADS to make corrections and pass the disbursing information back to IATS.
7.13	Close eCRM case	Examiner closes eCRM case. Examiner logs into eCRM, identifies dispatched eCRM Travel Claim Settlement cases from the current days download, informs CPPA claim paid by posting remark on the eCRM case, and changes status to “complete”.
STOP		

DISBURSING CLERK		
STEP #	FLOW TEXT	ADDITIONAL TEXT
5	Audit Travel Claim Settlement Request	Audit Travel Claim Settlement Request Note: Current NPPSC policy requires 100% audit and certification so the entire block of travel claim settlement requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities. Auditing Overview: • After a settlement is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex and voucher examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced voucher examiner audit certain claims prior to payment. • Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the voucher examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the auditor or assigned to the auditor by the System Administrator. • Then, if any errors are found, the auditor must reassign the block back to the voucher examiner for corrections. After the corrections are made, the voucher examiner must again release the block for further processing. • Once all claims in a block are audited and any required corrections are made, the block must be released by the auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.
5.4.11	Does the same individual have Auditor and Disbursing Clerk role assignment?	Does the same individual have Auditor and Disbursing Clerk role assignment? If Yes, go to 5.6 If No, go to 5.5

DISBURSING CLERK		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
5.5	Review blocks for disbursement processing	Disbursing Clerk reviews blocks for disbursement processing. Once the disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the voucher examiner or auditor for corrections or review.
5.5.1	View blocks	Disbursing Clerk views blocks in the Disbursing View Before processing a block, the disbursing clerk should view the block to determine what types of payments the block contains. Complete the following steps to "view" a block: • At the Disbursing View screen, click on the listed block that you wish to view and then click the View Block button. The Request Selection screen appears. • At the Request Selection screen, all requests assigned to the block are listed. • If finished reviewing the block, click the Done button. Tip: The user may also view the input screens for the requests if desired.
5.5.2	View requests	Disbursing Clerk views requests Complete the following steps to "view" a request: • At the Request Selection screen, select a request through one of the following methods: o Method 1: Double click on the desired request. o Method 2: Click on the request once and then click the View/Modify button. • After selecting a request using one of the methods listed above, the Request for Settlement Against an Order screen appears. • At this screen, click on the appropriate tab to view the necessary input screen. Tip: If needing to view the Itinerary or Reimbursables tab, click on the Entitlements tab, click on the listed entitlement or expense, and then click on the View/Modify button. The Itinerary and Reimbursables tab will then be visible.

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		• When finished viewing the desired input screens, click on the OK button at the Request for Settlement Against an Order screen. IATS returns to the Request Selection screen. • Click the Done button to return to the Disbursing View screen if finished viewing the block.
5.5.3	Does block need to be returned to Examiner or Auditor for correction?	Does block need to be returned to Examiner or Auditor for correction? Yes, go to 5.5.4 No, go to 5.6
5.5.4	Return block(s) for correction	Disbursing Clerk returns block(s) for correction. Once the Disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to be sure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the voucher examiner or auditor for corrections or review. Complete the following steps to "return" a block: 1. At the Disbursing View screen, click on the Send to Disbursing tab and then click desired block listed under the heading "Blocks Available for Upload to Disbursing". 2. After selecting a block, click on the File menu and then click on the Return Block(s) option. The Confirmation Password screen appears. 3. Type the confirmation password at the Enter Password field and then click the OK button. The Return Message screen appears. 4. At this screen, type a brief message explaining why the block is being returned and what action to take, then click the OK button. The Return to Whom screen appears next. Tip: When the voucher examiner sees the returned block listed at the Examiner View screen, the message that was entered by the disbursing clerk is displayed at the bottom of the screen. 5. At the Return to Whom screen, click in the circle next to the option you wish to choose and then click on the OK button. IATS returns the block to the individual selected.
5.6	Grab blocks, print Block Selection Screen and	Disbursing Clerk grabs blocks, prints Block Selection Screen and releases Blocks to Disbursing

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DISBURSING CLERK		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
	release Blocks to Disbursing	All block(s) that have been assigned to the disbursing clerk are listed at the Disbursing View screen. Initially, the block status is shown as "Awaiting Release". The disbursing clerk must release the blocks(s) and change the status to "Released For Disbursement" before attempting to perform the various disbursing processes.
5.6.1	Grab blocks for Release to Disbursing	Disbursing Clerk grabs blocks for Release to Disbursing and prints Block Selection Screen Blocks that have been released by the auditor will be in an "awaiting release" status in IATS. Select Disbursing Functions, click on "Grab Blocks" button. Select each block to be disbursed by holding the CTRL button and clicking on each block individually (below right); if all blocks displayed are to be released, you may simply select the "Select All" button. Once the blocks to be released have been selected, click the "Print" button and select "Print Block Selection Screen". Then, click the "OK" button.
5.6.2	Release blocks to Disbursing	Disbursing Clerk releases blocks to Disbursing. Complete the following steps to "release" a block: • At the Disbursing View screen, click on the Send to Disbursing tab. All blocks in the status "Awaiting Release" will be listed. • Click on the listed block that you wish to release. Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks. • When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear. • At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter. Once entered, the block(s) will be released to the "Uploading to Disbursing" file.
STOP		

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
5	Audit Travel Claim Settlement Request	Audit Travel Claim Settlement Request Note: Current NPPSC policy requires 100% audit and certification so the entire block of travel claim settlement requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities. Auditing Overview: • After a settlement is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex and voucher examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced voucher examiner audit certain claims prior to payment. • Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the voucher examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the auditor or assigned to the auditor by the System Administrator. • Then, if any errors are found, the auditor must reassign the block back to the voucher examiner for corrections. After the corrections are made, the voucher examiner must again release the block for further processing. • Once all claims in a block are audited and any required corrections are made, the block must be released by the auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.
5.1	Login to IATS in the Auditor View mode or change the View to Auditor, if necessary.	Auditor logs in to IATS in the Auditor View mode or changes the View to Auditor, if necessary. Refer to **Step 4.1**, as required

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AUDITOR		
STEP #	**FLOW TEXT**	**ADDITIONAL TEXT**
5.2	Select block for audit	Auditor selects block for audit. Before a block of requests can be audited the block must be assigned to an auditor. The most common method of assigning a block is for the auditor to "grab" the desired block from those available. After in-coming claims are logged to a block or when a block is released for further processing, the block resides in a pool awaiting assignment. Alternatively, the block requiring audit is assigned to the auditor. The process begins at the Auditor View screen. At this screen, select the block requiring audit. Complete the following steps to "grab" a block: • At the Auditor View screen, click on the Grab Blocks button and the Block Selection screen appears. • Select a block by double clicking on the desired block or by clicking on the block once and then clicking the OK button. Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button. • After selecting a block, the Confirmation Password screen appears. Complete the process by typing your assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter.
5.3	Select requests for audit	Auditor selects requests for audit. Note: After selecting a block the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section. Current NPPSC policy requires a 100% audit and certification of all advance and settlement requests. At the Request Selection screen, select a request through one of the following methods: • Method 1: Double click on the desired request. • Method 2: Click on the request once and then click the View/Audit button.
5.4	Perform a forced audit	Auditor performs a forced audit. Using the forced method, the auditor must view all of the input screens for the settlement request flagged for audit. If the auditor discovers an error requiring correction, the block must be returned to the examiner and the examiner must modify the previously entered request for settlement.

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.1	Conduct audit of Travel Claim Settlement requests	Auditor conducts audit of Travel Claim Settlement requests. Complete the following steps to "audit" previously entered settlement requests by viewing the input screens: • Once a request from the block is selected for audit. The Request for Settlement Against an Order screen will appear. • View all the input screens and verify data entries against the source documentation in the eCRM travel claim settlement request. These are the seven tabs that have to be viewed in their entirety: o Remit To o Advance/Accrual o Entitlements (What's Authorized, Itinerary, and Reimbursables) o Calculations o Financial o Remarks o Workflow Note: Auditor must review all input screens in order for WINIATS to allow auditor to complete audit • Make notes of any errors during the review of the entire settlement Note 1: The auditor cannot make corrections to the travel claim settlement request. Corrections can only be made by the examiner. • When finished viewing all the input screens, click on the OK button at the Request for Settlement Against an Order screen. IATS returns to the Request Selection screen. Note 2: If during a forced audit, the Auditor attempts to exit the travel claim settlement prior to the review of all required screen inputs, WINIATS will prompt the auditor that the audit is not completed and identify the remaining screens that require audit.
5.4.2	View Travel Account information, if required	Auditor views Travel Account information, if required Viewing Travel Accounts: While WINIATS does not force the Auditor to view the traveler's account information (e.g., verify suspect EFT information), it is a good business practice since the auditor assumes the pecuniary responsibility for all elements of the Settlement once the audit is complete.

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		Complete the following steps to "view" a travel account: • At the Auditor View screen, click on the Tools menu. A drop-down list of options appears. • Click on the Traveler Profile option and the Traveler Selection screen appears. • At the Traveler Selection screen type the Social Security Number (SSN), for the traveler whose account you wish to view, at the Find ID field and press Enter or click on the OK button. The Traveler Account screen appears. • View Traveler account screen tabs as appropriate, make any necessary correction annotations as required. • When finished viewing the travel account, click on the OK or Cancel button.
5.4.3	View Daily Calculations information to identify any travel settlement computational errors	Auditor views Daily Calculations information to identify any travel settlement computational errors. Complete the following steps to "display" the daily calculations: • Click on the Entitlements tab at the Request for Settlement screen. • At the Entitlements tab, click on the entitlement or expense you wish to display the daily calculations for. • When the entitlement or expense is highlighted, click on the Daily Calcs button. The Daily Calculations screen appears. When finished reviewing this screen, click the OK button to return to the previous screen.
5.4.4	Mark request as being audited	Auditor marks request as being audited. Note: If Auditor selects No, then travel settlement request will have to be re-audited in its entirety
5.4.5	Do additional travel claim settlement requests within the block require audit?	Do additional travel claim settlement requests within the block require audit? If Yes, go to 5.3 If No, go to 5.4.6

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.6	Does the audited block need to be returned to Examiner for correction?	Does the audited block need to be returned to Examiner for correction? If Yes, go to 5.4.7 If No, go to 5.4.9
5.4.7	Return block to examiner for correction	Auditor returns block to examiner of correction. After auditing all the settlement requests within a block, it may be necessary to return the block to the examiner for correction. Complete the following steps to "return" a block to the examiner for correction: At the Auditor View screen, click on the Return Block button or click on the File menu and select the Return Block(s) option. The Confirmation Password screen appears. At the Confirmation Password screen, type the confirmation password at the Enter Password field and click the OK button. The Return Message screen appears. At this screen, type a brief message explaining why the block is being returned and then click the OK button. IATS returns the block back to the examiner who originally had it.
5.4.9	Do request(s) within the audited block need to be returned for correction?	Do request(s) within the audited block need to be returned for correction? If Yes, go to 5.4.9.1 If No, go to 5.4.10 The following is a list of IATS Reason Codes for returning a request. • Mode of travel not consistent with orders • DD Form 1351-2 not signed • Missing AO verification/approval • Approving Officer signature required • Incomplete or improperly completed itinerary • Block 16 of DD Form 1351-2 does not reflect own/operate or passengers • Complete highlighted blocks of DD 1351-2 • Block 6 of DD Form 1351-2 (address) member’s not commands • SSN on orders and DD 1351-2 do not match • TLE form required

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		• EFT information required • Missing travel orders • Additional pages (beyond first page) of orders missing • Travel orders already liquidated/duplicate claim • Missing detaching/reporting endorsements • Local travel requires a SF 1164 vice a DD 1351-2 • Missing certificate of non-availability • Need to obtain CBQ memo of non-occupancy of government quarters • Missing lodging receipts or explanation for missing receipts • Original lodging receipts (or faxed receipts from hotel) required • Receipts required for reimbursement over $75.00 • Missing valid receipts for reimbursables or explanation for missing receipts • Official telephone charges must be authorized • Specify whether meals were included in registration/conference fees • Incorrect name on voucher • Incorrect fund site • Incorrect document number/Standard Document Number not complete • Incorrect itinerary • Date(s) of travel incorrect • Orders reflect erroneous or no accounting data • Full reimbursement for commercial air must be substantiated • Rental car requires command authorization • Rental car requires SATO endorsement for reimbursement and approval • DD Form 1351-3 not signed for actual expense • Missing separation travel order • Missing separation travel allowance election • Distance of travel exceeds authorized distance for separation • Missing retirement travel order • Missing retirement home of selection certificate • Missing extension approval for late retirement Other (Use narrative remarks to specify reason for return)

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.9.1	Do request(s) within the audited block need to be returned to examiner or traveler?	Do request(s) within the audited block need to be returned to examiner or traveler? If Traveler, go to 5.4.9.2 If Examiner, go to 5.4.9.4
5.4.9.2	Return Request to a Traveler	Auditor returns Request to a Traveler While performing an audit, the Auditor may determine that it is necessary to return the claim back to the traveler. A feature was added to IATS that allows the Auditor to perform this task instead of sending the block back to the Examiner and having the Examiner return the claim. Complete the following steps to "return" a request to the Traveler: 1. If it is determined that the request must be returned to the Traveler, click on the Return Request button. A sub-menu appears. 2. Click on the Return Request to Traveler option. The Return Voucher screen appears. 3. Send To: - When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes. 4. Parent Organization: - If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address. 5. Reason(s) for Return: - At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection. 6. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field and repeat the instructions from step (5) above to add additional reasons. 7. Remarks: - Click in this field and type a remark if desired. 8. Click on OK to save when finished saving the Request Selection screen appears allowing you to return a request for a different person, if desired, or continue auditing the block.

AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		If you do not want to return a request for another individual, or continue auditing the block, click on the Done button to return to the Auditor View screen.
5.4.9.3	Notify CPPA via eCRM	Auditor notifies CPPA via eCRM. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing. When CPPA returns documentation, continue audit. Go to 5.4.1
5.4.9.4	Return request to the Examiner	Auditor returns request to the Examiner. While performing an audit, the Auditor may determine that it is necessary to return the claim back to the Examiner. A feature was added to IATS that allows the Auditor to perform this task instead of sending the entire block back to the Examiner and holding up the other claims on the block. Complete the following steps to "return" a request to an Auditor or an Examiner: 1. If it is determined that the request must be returned to an Auditor or an Examiner, click on the Return Request button. A sub-menu appears. 2. Click on the Return Request to Auditor/Examiner option. The Return Request screen appears. 3. Assign to: - Click in the circle next to Examiner 4. At the Find field, you can type the number of the block you wish to transfer a claim from and then press Enter. 5. Move to Block: - Click on the down arrow button. A drop-down listing appears displaying all of the blocks that match the criteria for the block selected. Click on the desired block number to make a selection or type the number to create a new block. If automatic block numbering is activated, type the word New to create a new block, if applicable. 6. Enter confirmation password: - After making your required selections. Click in the Enter confirmation password field and type your confirmation password. 7. Click on the Return button. 8. IATS returns the request, and the Request Selection screen appears allowing you to return another request or continue auditing the block. 9. If you do not want to return another request or continue auditing the block, click on the Done button to return to the Auditor View screen.

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STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.9.5	Enter Auditor Remarks/Comments	Auditor enters Auditor Remarks/Comments If a claim requires audit, sometimes it is necessary to make detailed comments that the examiner will need to see so that all of the required changes are made. The Reasons For Auditor Return screen is used for this purpose. Complete the following steps to "enter" Auditor Remarks: 1. When performing an audit, you will see an Auditor Remark button on the Request for Settlement or Advance screen. 2. Click on the Auditor Remark button. The Reasons For Auditor Return screen will appear. 3. Reason(s) for Return: - At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection. 4. Users may add up to (3) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field and repeat the instructions from step (3) above to add additional reasons. 5. Auditor Comments: - Click in this field and type a remark if desired. Click on the Save Reasons Now button when you are finished.
5.4.10	Release block to Disbursing Clerk for further processing	Auditor releases block to Disbursing Clerk for further processing. Once the Auditor is certain that there are no outstanding logged requests within the block, the next step is to release it for further processing. Complete the following steps to "release" a block: At the Auditor View screen, click on the listed block that you wish to release. Note: Before attempting to release a block, it's good idea to determine that all requests on the block have been processed. This is accomplished by double clicking on the desired block. The Request Selection screen appears. Look at the Status field to ensure the status of each request is Entered. If there are any requests in the status "Logged" or "Awaiting Audit", the request must be processed or deleted from the block before the block may be released.

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AUDITOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks. • When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear. • At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter. • After entering the confirmation password, a message appears asking if you wish to print the block tickets for the blocks being released. Click on Yes or No as desired. Note: It's a good business practice to always print the block ticket to use as a cover sheet. Settlement requests are sometimes added to the block or deleted during the processing phase and may not reflect the cover sheet originally printed if the block was initially logged into IATS through the logging process. Disbursing clerks can also use the latest block ticket cover sheet to verify that a valid request exists for the transactions that appear in the upload file.
5.5	Review blocks for disbursement processing	Disbursing Clerk reviews blocks for disbursement processing. Once the disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the voucher examiner or auditor for corrections or review.
5.5.5	Make corrections to travel claim settlement request	Examiner/Auditor makes corrections to travel claim settlement request and then releases block back to the disbursing clerk. Examiner/Auditor makes corrections to travel settlement request in accordance with Disbursing clerk remarks. After the corrections are made, the voucher examiner/auditor must again release the block back to the disbursing clerk for further processing. Go to 5.5.1
STOP		

SYSTEM ADMINISTRATOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
6	Prepare and upload WINIATS files via SFTP to the DFAS ADS system for payment	System Administrator prepares and uploads WINIATS files via SFTP to the DFAS ADS system for payment. Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.
6.1	Prepare WINIATS for file upload to disbursing system	System Administrator prepares WINIATS for file upload to disbursing system. After disbursing clerk has released the block(s) and changed the status to "Released For Disbursement" the following disbursing functions may be performed: Change to the System Administrator view, expand "Upload to Mainframe", and select "Upload Transactions to Disbursing System". Make sure that the "Upload File of Size" block shows "0". If not, select the "Delete Upload File from Disk" and follow the screen prompts. Note: Regardless of Upload File of Size status, select "Delete Upload File from Disk" and follow the screen prompts. This best practice ensures that no stray or errant files from the last upload are not inadvertently retransmitted/uploaded to the Disbursing System.
6.2	Append and rename upload file	System Administrator appends and renames upload file. After the deletion of the previous files is complete, you will be returned to the "Upload Data to ADS Disbursing System" display (below left). Select the "Create/Append Upload File with Blocks Released to Disbursing" button and click in the "Copy/Rename ASCII File" check box (below right). You may now proceed with creating your upload file.
6.3	Assign batch number and complete block field file designations for upload	System Administrator assigns batch number and completes block field file designations for upload. At the "Upload Data to ADS Disbursing System" display, click "OK". The "ADS File & Header Information" display will appear. Assign the next batch number (locally assigned batch number), fill the block field with a zero and your TSC UIC (ex: 042574), and submission number (same as the locally assigned batch number), and click ok. The ADS screen will appear. Print the screen. This has your count and dollar value to upload to the SFTP. If you don't print, the screen will not be available to reprint later. This creates your (#####).tvl file to be transmitted, i.e., 43339126.tvl (UIC and batch#.tvl).

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SYSTEM ADMINISTRATOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
6.4	Select blocks for upload	System Administrator selects blocks for upload. The "Block Selection – Uploading to Disbursing" screen will be displayed. Select only the blocks to be released for payments; all blocks displayed should be blocks intended for upload/payment. If so, you may click on the "Select All" button and click "OK". If not, select each block that will be transmitted by holding the CTRL button and clicking on each block individually; then click "OK". You will be prompted to input your confirmation password.
6.5	Receive acknowledgement file has been created for upload	System Administrator receives acknowledgement file has been created for upload. Note: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). A pop-up will appear showing the file has been successfully created. Click "OK". The "ADS File Totals" display will appear; print the screen and retain it – this has the total number of and amount of payments contained in the upload file that you have created and will transmit via SFTP to the ADS system. Print it prior to clicking the "Exit" button; the screen will not be available to reprint later. This creates your #####XXX.tvl file to be transmitted (##### = UIC and XXX = batch number; ".TVL" is the file extension).
6.6	Sign into SFTP and transfer file from local drive to DFAS folder for upload	System Administrator signs into SFTP and transfers batch file from local drive to DFAS folder for upload Sign into SFTP; on the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. Open the "Upload" folder from the C:\ drive, locate the batch file to be uploaded, and click and drag it to the DFAS folder labelled "ITS" on the right side of the window.
6.7	Receive acknowledgement from DFAS	System Administrator receives acknowledgement from DFAS. Within a few minutes of uploading the file to the ITS folder, an acknowledgement file will be available for download from the DFAS "ACK" folder. Open the "Download" file from the C:\ drive; then open the "ACK" folder on the DFAS side. Locate the acknowledgement file by UIC and Julian date. The file name will be #####XXX.ACT (##### = UIC, XXX = Julian date, and ".ACT" is the file extension. Click and drag the acknowledgement file to the C:\Download\ACK folder.

SYSTEM ADMINISTRATOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
6.8	Compare and verify WINIATS and DFAS files	System Administrator compares and verifies WINIATS and DFAS files. Open the acknowledgement file and compare it to your ADS file print; ensure the number of transactions matches. Once verified that DFAS has received the file for processing, go back to WINIATS and delete the upload file. Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.
7	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS. After ADS has processed the uploaded IATS payments, files must be downloaded from ADS to make corrections and pass the disbursing information back to IATS.
7.1	Log into SFTP secure server	System Administrator logs into SFTP secure server
7.2	Download the EFT Correction Listing file from ADS	System Administrator downloads the EFT Correction Listing file (NOC file) from ADS, only if required. Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. Download EFT Correction Listing file (NOC file), only if required. • Open the NOC folder (DFAS folders) on the right-hand side of the screen. • Locate the EFT Error File for the Travel Office UIC, if any were generated from previous uploads (XXXXX.Y.NOC) • Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window

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SYSTEM ADMINISTRATOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
7.3	Download Vouchers Disbursed Vouchers Rejected file from ADS	System Administrator downloads Vouchers Disbursed Vouchers Rejected file (305 file) from ADS. Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. • Open the NOT folder (DFAS folders) on the right-hand side of the screen. After specifying the desired directory, the download file(s) will appear in the right portion of the screen. • Scroll to UIC and locate the XXXXX.305 file (Vouchers Disbursed Vouchers Rejected file) within the NOT folder. • Click on the appropriate UIC.305 file. • Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window
7.4	Do NOC or 305 files require further processing?	Do NOC or 305 files require further processing? If Yes, go to 7.5 If No, go to 7.9
7.5	Does 305 file identify rejected transactions?	Does 305 file identify rejected transactions? Vouchers Disbursed Vouchers Rejected file (305 file) may show rejected transactions from previous day upload. If yes, go to 7.6 If No, go to 7.7
7.6	Process reject transaction(s)	System Administrator processes reject transaction(s) System Administrator makes any corrections to reject transaction(s) within MMPA RAVC and verifies that transaction(s) are processed in the following day’s download from the ADS. System Administrator prints any MMPA RAVC corrections for Retain file.
7.7	Did NOC file identify any EFT corrections for processing?	Did NOC file identify any EFT corrections for processing? EFT Correction Listing file (NOC file) may identify transactions/payments that were properly processed, but that may or may not have been disbursed, based upon the nature of the EFT error. If Yes, go to 7.8 If No, go to 7.9

STEP #	FLOW TEXT	ADDITIONAL TEXT
7.8	Make corrections to traveler accounts, as required	System Administrator makes corrections to traveler accounts, as required
7.8.1	Review EFT correction listing for command	System Administrator reviews EFT correction listing for command
7.8.2	Was EFT returned as undeliverable ?	Was EFT returned as undeliverable? If Yes, go to 7.8.3 If No, go to 7.8.5
7.8.3	Process Undeliverable EFT transaction	System Administrator processes Undeliverable EFT transaction(s). Corrections for payments that were undeliverable (e.g., Incorrect RTN) so financial institution never received the disbursement for processing require a Process Reissue request form. Identify appropriate DFAS Technician based upon final two digits of Traveler's SSN. Complete the following information on the Reissue Request Form • Attention: DFAS Technician responsible to process the reissue • Member's Name • Member's Social • Date of Payment (date of upload) • Amount of Payment • Correct Account Number • Correct Routing Number • Correct Account Type (Checking of Savings) • Requestor's Name (Navy Travel representative requesting the reissue) • Requester's POC Phone/Email • Date of Request

SYSTEM ADMINISTRATOR

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STEP #	FLOW TEXT	ADDITIONAL TEXT
7.8.4	Save and E-mail Reissue Request form to DFAS technician	System Administrator saves and E-mails Reissue Request form to DFAS technician. System Administrator verifies transaction is properly disbursed in future ADS download. Also prints Reissue Request form and e-mail to DFAS technician for Retain file.
7.8.5	Process corrections to both undelivered and delivered EFT transaction(s) in IATS, as required	System Administrator processes corrections to both undelivered and delivered EFT transaction(s) in IATS, as required. Within System Administrator View • Select Tools • Select Traveler Profile • Select Traveler Account (Enter SSN) • Make corrections, as required based upon source documentation
7.9	Download ADS transaction file(s) from ADS	System Administrator downloads ADS transaction file(s) (ordinarily previous day Block/Batch number) from ADS: Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. • Open the NOT folder (DFAS folders) on the right-hand side of the screen, if not already open. After specifying the desired directory, the download file(s) will appear in the right portion of the screen. • Scroll to UIC and locate the download file(s) (UIC.Batch#.NOT) within the NOT folder. • Click on the desired download file(s). • Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window
7.10	Process ADS Download File(s) in IATS	System Administrator processes ADS Download File(s) in IATS Complete the following steps to "process" the ADS Download File(s) in IATS:

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		• At the System Administrator View screen, click on the plus sign to the left of the word, "Download from Mainframe". An expandable menu appears listing the options. • Click on the Download Transactions from Disbursing System option. The Download from ADS screen appears. After the desired download file(s) are selected, click the Download button. IATS processes the download file and displays the results. Tip: If rejects occur, the errors are written to the error file. A pop-up appears asking if you wish to view the log file. It is a good idea to view the download error report. This report should be analyzed to determine the cause of the reject. Click on the Yes or No button to view the log file as desired. When finished processing the ADS download file, click the Exit button to return to the System Administrator View screen.
7.11	Print previous day transaction files for Retain File archiving	System Administrator prints previous day transaction files for Retain File archiving. To Print Voucher report from previous day's upload. • From System Administrator View, go to: Block Processing • View Blocks • Completed Blocks • Select Block Ticket Numbers to be printed • Print with Vouchers and Collection Letters from previous day upload Note: Select option to exclude SSN to protect PII. If required, refer to MILPAY Debt Collection/Debt Management SOP at: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**
7.12	Compile documentation and archive Retain File	System Administrator compiles documentation and archives Retain File. Note: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures).

SYSTEM ADMINISTRATOR		
STEP #	FLOW TEXT	ADDITIONAL TEXT
		Retain file may include the following documentation, as applicable: • DD 1351-2 (Travel Voucher) with all required signatures (TDY = Mbr + AO). • TDY Orders (originals + all modifications) with endorsements. • Completed NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (optional, only if submitted with the claim). • All relevant supporting documentation (e.g., receipts, required forms, etc.) to substantiate the payment made to the member. • WinIATS Travel Voucher Summary (the settlement voucher from WINIATS showing the DOV and payment date) Currently Printed in Step 7.11 of the SOP. • WinIATS Travel Voucher Detail, also known as the .TVL file (to show which claims were in the batch that was certified in RCOL) Currently Printed in Step 6.5 of the SOP. • IATS Electronic File Certification which is the RCOL screenshot AFTER the file has been certified (to show which batches were certified and by whom) Currently Printed in Step 6.9 of the SOP. • DD 577 for the Certifying Official (the person who certified the batch file in RCOL).
STOP		

Landing Page

CERTIFYING OFFICER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
6	Prepare and upload WINIATS files via SFTP to the DFAS ADS system for payment	System Administrator prepares and uploads WINIATS files via SFTP to the DFAS ADS system for payment. Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.
6.9	Certify payments for release	Certifying Officer certifies payments for release. Navy Activities submitting IATS request for payments to the UMIDS Bulletin Board for processing through ADS are required to certify the payment file(s) before the file(s) will be released for payment. The Certifying Officer/Official (CO) is responsible for maintaining documentation relied upon to make a certification and the information must be available for ten years. Note 1: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Note 2: For purposes of this SOP System Administrators officially designated on DD577 are Certifying Officers/Officials.
6.9.1	Log into ADS	Certifying Officer logs into ADS After logging into ADS the Certifying Officer (CO) will click on "Payment" link and then click on Certifying Officer (RCOL) link Then click on "Travel Pay (IATS)" link. Then click on "NAVY - INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)" link
6.9.2	Select batch file for certification	Certifying Officer selects batch file for certification. On the next screen: • Enter "Unit Identification Code" (e.g.,43322) • Enter "Batch Submission Number" (e.g., 560 - Batch number used in IATS) • Enter "Batch Submission Julian Date" (e.g., 032 - Julian date of release in IATS) Then click on "Submit" button.

CERTIFYING OFFICER		
STEP #	FLOW TEXT	ADDITIONAL TEXT
6.9.3	Certify batch or individual files for payment	Certifying Officer certifies batch or individual files for payment. The certification summary screen will show the list of all certified and uncertified file(s). The CO should compare the data on the certification screen with the ADS File Totals printout obtained during preparation of the WINIATS file for upload; the data should match. Certifying Officer will verify the following columns: "UIC", "Batch Number", "Julian Date", "Items" (total release numbers from IATS), and "Amount" (Batch release dollar amount from IATS) If everything matches, the Certifying Officer types "Y" for YES or "R" for REJECT (incorrect or duplicate amount) in the box provided under "Action (Y or R)" column then click on "Submit" button. This completes the Travel Certification process. If there are multiple files to be certified, pressing the enter key after completing the first file will display the next sequential batch file for that UIC. Once displayed, follow the above procedures for certification. Alternatively, the CO may certify via the individual file screen. This screen will show the individual file display, the Batch Number, Julian Date, Total Number of Payments, and the Total Amount. The CO can certify or reject the file by pressing the Y key or the R key then pressing the ENTER key or do nothing and clear the screen. Once certification is complete, the status, CO's User ID, along with the date the file was certified is shown. Print this screen to retain with the upload file data. Note: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Files uploaded by 15 minutes after the hour are available for certification by approximately 1 - 5 minutes after the next hour. For example: File Upload Time Availability for Certification

Landing Page

STEP #	FLOW TEXT	ADDITIONAL TEXT
		1316 – 1415 1501 – 1505 until 2030 EST 1416 – 1515 1601 – 1605 until 2030 EST 1516 – 1615 1701 – 1706 until 2030 EST 1616 – 1715 1801 – 1805 until 2030 EST 1716 – 1815 1901 – 1905 until 2030 EST 1816 – 1915 2001 – 2005 until 2030 EST • The CO has until 8:30 p.m. EST to certify the file(s) to be processed on that day by placing a "Y" next to the command line, "CERTIFY FILE". • A file can be rejected by placing an "R" next to the command line "CERTIFY FILE". Even though the CO has rejected the file they have until 8:30 p.m. EST to reverse their action. Once the file has been purged a new file must be submitted. • In cases where the CO is unable to access the system, a certification form can be faxed to DFAS-CL, CODE ATL at (216) 522-5189/DSN 580 or email to CCL-IATS-CERT@dfas.mil. Personnel within DFAS-CL Centralized Disbursing will have global access to the Electronic File Certification System to certify the file upon receipt of the fax or e-mail certification. Certification forms must be faxed or e-mailed by 6:00 p.m. EST. • DFAS-CL will only release files that have been properly certified.
STOP		

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Receive TDY Orders and Make Travel Arrangements	Traveler/CP PA	Receive TDY Orders and Make Travel Arrangements The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Processing Center (TPCs)/Travel Offices (TOs)/Personnel Support Detachments (TSCs) to follow to accomplish TDY Travel Claim Settlement processing within WINIATS. Note regarding the use of the Defense Travel System (DTS). DTS is the DoD mandated electronic travel system that must be used for all official TDY travel functions. Use of DTS for official travel has been mandatory per **NAVADMIN 315/08** since November 2008 with the following minimal exceptions: • Permanent Duty Travel (PDT). PDT for military members, civilian employees, and dependents shall be processed through the traditional order writing and voucher processing systems until such time DTS can accommodate PDT functionality. • Evacuation Travel. Evacuation travel for military dependents and Navy civilians and their dependents shall continue to be processed using existing order writing and claim processing systems until such time DTS can accommodate this functionality. Note: Military members’ evacuation travel claims are processed in DTS. Refer to applicable **MPA/PPIB** for specific guidance when processing TDY Evacuation Travel Orders (e.g., Line of Accounting (LOA), Geographic Area of Interest (GAOI), authorized duration/period of evacuation travel, etc.). • Reserve Travel. Members of the Navy Reserve are currently exempt from using DTS for Annual Training, Active Duty for Training, Active Duty for Other than Training and Inactive Duty Training travel until DTS can import travel authorizations from the Navy Reserve Order Writing System.

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			• Travel funded by any entity using a financial system not linked to DTS. Any non-DTS TDY travel claim presented for settlement that does not meet the existing exception criteria will be returned to the submitting activity for DTS processing. If the activity feels that the travel meets exception criteria, they should contact (via their chain of command) the DTS Navy Program Manager (OPNAV N41) for a waiver and exclusion from the mandate outlined in **NAVADMIN 315/08**.
1.1	Submit TDY Travel Request	Traveler/CPPA	Traveler/CPPA submits TDY Travel Request Many commands have automated processes/systems to support TDY travel requests. Traveler/CPPA follow local procedures to complete Travel Request/Worksheet. If special accommodations are required, annotate in the comments section of your request/worksheet.
1.2	Verify/Obtain active Government Travel Charge Card for traveler	CPPA	CPPA verifies/obtains active Government Travel Charge Card for traveler. Verify Traveler has active Government Travel Charge Card (GTCC) and the expiration date of GTCC, and if not process requirements for the card.
1.3	Brief Traveler on GTCC requirements/responsibilities	CPPA	CPPA briefs Traveler on GTCC requirements/responsibilities Traveler with card has received GTCC training and understands the card holder responsibilities IAW **DOD FMR Vol. 9, Ch. 3** and **NAVSUPINST 4650.7**.
1.4	Is TDY travel request approved?	CPPA	Is TDY travel request approved? If Yes, go to 1.5 If No, go to Stop
1.5	Determine Travel Order necessity	CPPA	CPPA determines Travel Order necessity.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved. An order is not necessary when: • Travel is performed at/in the immediate vicinity of the PDS (local travel), and • The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the Government's interest. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes. Definition of Local Area: Service/DoD Agency designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. The local area is: a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems; b. Within a local commuting area of the PDS/TDY station determined by the AO/Local Service/DoD Agency in a written directive. Note: An arbitrary distance radius must not be established to define a local commuting area, or c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or Agency.

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.6	Is TDY Travel Order Required?	CPPA	Is TDY Travel Order Required? If Yes, go to 1.7 If No, go to 1.14
1.7	Does TDY Travel require country/theater travel clearances?	CPPA	Does TDY Travel require country/theater travel clearances? If Yes, go to 1.8 If No, go to 1.9 Many DoD travelers are not in compliance with DoD travel policy that requires travelers to obtain the appropriate travel clearances and force protection training prior to traveling overseas. As mandated by the DoDD 4500.54e, DoD Foreign Clearance Program (FCP), and the DoD Foreign Clearance Guide (FCG), all DoD personnel performing official temporary duty abroad must obtain Country and Geographic Combatant Command Theater Travel Clearances, prior to commencing travel to foreign countries. Per the FCG, travelers use the Aircraft and Personnel Automated Clearance System (APACS) to obtain the required clearances.
1.8	Complete foreign clearance requirements	Traveler	Traveler completes foreign clearance requirements including, if applicable, that an APACS request was submitted. DoD traveler obtains the appropriate travel clearances and force protection training prior to traveling overseas. This conditional rule for pre-approval routing/reviewing officials (whomever the organization determines that person or persons to be) must be completed before the authorization request is routed to the Approving Official (AO). Authorizing Officials (AOs) should ensure all requirements are met and documented in the travel authorization before they approve. This includes

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			ensuring the APACS ID number is included in the Travel Order as part of a pre-audit remark or other comment to the AO.
1.9	Prepare TDY Travel Orders	CPPA	CPPA prepares TDY Travel Orders Once the command receives travel worksheet/request and it has been reviewed, approved, and a travel order is required to support out of area travel, a **NAVPERS 1320/16** or **DD1610** Travel Order will be produced in accordance with Command procedures. Per the JTR, the Authorizing/Approving Official (AO) has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expense incurred. Authorizing/Order Issuing Official approves TDY travel orders
1.10	Receive TDY Travel Orders	Traveler/CPPA/ CTO	Traveler receives TDY Travel Orders
1.10.1	Read and review travel orders	Traveler/CPPA	Traveler and CPPA read and review travel orders. Traveler must thoroughly READ ORDERS as soon as received. Step-by-step travel and destination information is contained in the orders as well as valuable point of contact (POC) information. • Review your travel order and familiarize yourself with items that have or have not been authorized, including number of days of travel. • Verify local signature (usually your supervisor) in block 18 of your DD1610. REMINDER - Changes to Travel Itinerary / Lodging / Transportation are NOT AUTHORIZED without proper prior approval from the AO.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.10.2	Are travel reservations required?	Traveler/CPPA	Are travel reservations required? If Yes, go to 1.10.3 If No, go to 1.11
1.10.3	Coordinate with CTO (SATO) to make Travel Reservations	CPPA	CPPA coordinates with CTO (SATO) to make Travel Reservations TDY and Return Travel: Contact local CTO (SATO) or travel office for lodging accommodations, rental car reservations, and/or airline tickets. Travelers should not make their own travel reservations for lodging, rental cars, or e-tickets. You must use your local SATO/travel office for all reservations. Commands should not amend orders to authorize the reimbursement of expenses when travelers fail to use their SATO/travel office.
1.10.4	Submit approved TDY travel order to CTO for reservation processing	CPPA	CPPA submits approved TDY travel order to CTO for reservation processing
1.10.5	Determine and arrange transportation and lodging	CTO Traveler/CPPA	CTO determines and arranges transportation and lodging. Refer to orders. Ordinarily, airfare will be authorized for travel over 400 miles from residence to TDY location. Travel less than 400 miles will require Rental Car or POV. Per the **JTR**: Arranging and Determining Transportation Modes NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.
1.10.5.1	Arrange air transportation reservations for traveler, as required	CTO	CTO arranges air transportation for traveler, as required. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS. Note 1: There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. Note 2: A traveler on official business may keep promotional material, including frequent traveler benefits, for personal use (e.g., points, miles, upgrades, or access to carrier clubs/facilities). Note 3: When making airline reservations refer to the authorized travel order to determine if Centrally Billed Account (CBA, order accounting data) is to be used for funding. If not specified, please check with your SATO/ or travel office and ask if they will be charging your airfare to a Centrally Billed Account (CBA) or will bill to your Government Travel Credit Card – Individual Billed Account (IBA). 1) When using a CBA, the traveler must provide a copy of their travel order to their local SATO or travel office so that airline tickets can be purchased using that account number. When CBA is used, travelers will NOT claim the airfare as a reimbursable expense. 2) When using your Government Travel Credit Card – Individual Billed Account (GTCC IBA) to purchase your airfare make sure it is authorized on travel orders. If

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			so, the airfare should be claimed as a Reimbursable Expense when you file your travel claim.
1.10.5.2	Arrange rental car reservations for traveler, as required	CTO	CTO arranges rental car for traveler, as required. Refer to TDY Travel Orders. Rental vehicles are not authorized unless specifically stated in orders. Rental car changes / upgrades without CTO (SATO) / Command approval will not be reimbursed. Travelers are reminded to follow established procedures and notify the proper officials PRIOR to taking actions which deviate from their orders
1.10.5.3	Make lodging reservations	Traveler/CPPA/CTO	Traveler/CPPA/CTO make lodging reservations. When government lodging exists at the TDY location, military Service Members/CPPA contact the BOQ or Navy Lodge for billeting accommodations. If Government Quarters are available, traveler will receive a confirmation number. If not, traveler will receive a non-availability number and then should contact CTO (SATO)/travel office for commercial lodging arrangements. The command cannot require a civilian traveler to stay in Government Quarters, regardless it may be mandated as a condition of using Travel Funding. If a civilian traveler chooses to stay in commercial lodging when Government Quarters are available and does not obtain a non-availability number, reimbursement will only be at the Government Quarters rate.
1.10.5.4	Determine tax exemption for hotel lodging, if required	Traveler/CPPA	Traveler/CPPA determines tax exemption for hotel lodging, if required For Commercial Lodging only: Travelers will be required to check the following web site for a TAX EXEMPTION on Hotel Taxes. This will depend upon the STATE in which the TDY occurs. Web site is: **https://smartpay.gsa.gov/content/specific-state-tax-information**

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Print out the form and deliver to your Hotel at Check-In.
1.11	Is an amendment to orders required?	Traveler/CPPA	Is an amendment to orders required? If you require an increase in funding or other changes to your orders, traveler/CPPA must request an amendment. If an amendment is required, and approved, command prepares memo endorsement/amendment to orders and modifies travel and lodging reservations, as required. Note: Partial tickets, miscellaneous charge orders, and other documents which represent a refund due to DoN will be submitted with their travel claim to the TSC Travel Office/TPC responsible for processing the claim. If Yes, go to 1.7 If No, go to 1.12
1.12	Are TDY travel orders canceled?	Traveler/CPPA	Are TDY travel orders canceled? Orders may be canceled for any number of reasons. Traveler/CPPA is responsible to make notifications to avoid/minimize expenditure of funds. If Yes, go to 1.13 If No, go to 1.14
1.13	Notify SATO of unused airline tickets for credit	CPPA	CPPA notifies SATO of unused airline tickets for credit. Command expeditiously notifies the NAVPTO, TSC Travel Office/Travel Processing Center (TPC) that services their command of all unused tickets (along with a copy of travel orders). NAVPTO will be informed of entire trip cancellations. Partial tickets, miscellaneous charge orders, and other documents which represent a refund due to DoN will be submitted with the travel claim to the TSC Travel Office/TPC responsible for processing the claim. Go to Stop

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
1.14	Counsel Traveler on travel requirements	CPPA	CPPA counsels Traveler on travel requirements Per **PPIB 16-09** NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement following Traveler's return from TDY assignment, and that every effort is made to strictly adhere to the provisions of DoD FMR Vol 9 Chap 8. CPPA provides traveler with copy of following checklists and forms and provides instructions to traveler. • NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/** • DD1351-2 Travel Voucher or Subvoucher: **https://www.esd.whs.mil/Directives/issuances/dodi/** The **DoD FMR 7000.14-R, Volume 9**, based on an IRS requirement, requires that each traveler provide receipt(s) for: • Lodging o Daily hotel room costs; o Daily hotel taxes; and o Daily miscellaneous fees, if applicable. • Individual official travel expenses of $75 or more Note: A receipt must be submitted for each transportation ticket of $75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.
2	Report for TDY assignment	Traveler	Report for TDY assignment
2.1	Obtain orders endorsement	Traveler	Traveler obtains orders endorsement. Refer to **MPM 1320-314**, as required.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Traveler obtains date/time stamp on original orders from TDY command. • TDY Command • Date/Time Reported • Printed Name • Signature • Messing Available/Not Available • Berthing Available/Not available (Non-Availability Number) **NAVADMIN 101/16** identified a deficiency that controls over travel voucher submission were not operating effectively due to travel vouchers not being submitted within five working days following the Traveler's return from TDY assignment, and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**.
2.2	Do TDY orders/assignment exceed 30 days	Traveler/CPPA	Do TDY orders/assignment exceed 30 days? If TDY exceeds 30 days, a member on long-term TDY will submit their 30-day partial claims to their command for AO signature, the CPPA will then send documentation to the TSC Travel Office/TPC that supports the command, similar to shorter term TDY orders/claims. If No, go to 2.4 If Yes, go to 2.3
2.3	Has Traveler completed the long term TDY assignment?	Traveler	Has Traveler completed the long term TDY assignment? If Yes, go to 2.4 If No, go to 2.5
2.4	Detach from TDY command	Traveler	Traveler detaches from TDY command. Refer to **MPM 1320-314**, as required. Traveler obtains date/time stamp on original orders from detaching command. • Date/Time Departed

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Printed Name • Signature **NAVADMIN 101/16** identified a deficiency that controls over travel voucher submission were not operating effectively due to travel vouchers not being submitted within five working days following the Traveler's return from TDY assignment, and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**. Equally important, the Navy did not provide sufficient evidence to support whether the voucher was submitted within the required five working days due to lack of endorsements on the orders as required by **MPM 1320-314**.
2.5	Provide travel documentation to the CPPA	Traveler/CPPA/ AO	Traveler provides travel documentation to the CPPA. Per **PPIB 16-09** NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of **DoD FMR Vol 9 Chap 8**. Note: For a Traveler on long term TDY this will include documentation to support the initial and subsequent 30-day partial travel claim(s), or the final partial travel claim regardless of duration
2.5.1	Provide original endorsed orders and order modifications to CPPA	Traveler	Traveler provides original endorsed orders and order modifications with check-in/check-out stamp(s) to include date and location of each intermediate and/or temporary duty station to CPPA. • Stamped with check-out date from previous permanent duty station • Stamped with check-in/out date for all intermediate and/or temporary duty station(s) • Stamped with check-in date at new duty station

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
2.5.2	Review, assist and prepare documentation to support Travel Claim Settlement requirements	Traveler / CPPA/AO	Review, assist and prepare documentation to support Travel Claim Settlement requirements. Ensure that required orders, and any order modifications, receipts, statements, justifications, method member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission. In accordance with **DoD FMR, Vol. 9 Chap. 8**, submit Travel Claim Settlement within five working days of completion of TDY assignment. Travelers who's TDY extends beyond 30 days are required to file travel claims within five working days after the end of every 30 calendar day period. Notify supporting TSC travel section/Travel Office of any delays in submission.
2.5.2.1	Initiate NPPSC 1300/2	Traveler/AO	Traveler/Approving Official initiate NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist Per **PPIB 16-09**, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim. Note: The TDY checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim. Refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist, as required:

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
2.5.2.2	Review endorsed orders and order modifications, if applicable	CPPA	CPPA reviews endorsed orders and order modifications, if applicable • Ensure that all stamps and endorsements on orders (both front and back) are legible and included with the package. • If order modifications are included indicate method member was notified of the change. Comply with requirements of **MPM 1320-314** to ensure orders are endorsed and take appropriate remedial action in the event orders are NOT endorsed.
2.5.2.3	Complete travel voucher and provide documentation/ receipts to CPPA	Traveler/AO	Traveler/AO complete travel voucher and provide documentation/ receipts to CPPA. Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the eight step Sailor procedure for "Completing a Travel Voucher": **https://my.navy.mil/np2.html** Refer to **NAVADMIN 129/22, NAVADMIN 291/22** and **Ops Alert 001/23** for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. Per **NAVADMIN 129/22**, mandatory use of the MyPCS Travel Voucher and GTCC for PCS will expand to other paygrades as reflected below: a. MyPCS Travel Voucher: 01 Jul 2022, all AD and TAR Service Members in all paygrades are required to use the MyPCS Travel Voucher for submission of PCS travel claims, except for members reporting to commands listed in paragraph 10c. Mandated use of the MyPCS Travel

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Voucher was previously expanded to include Selected Reservists executing Active Duty for Operational Support and Officer Recall PCS orders. b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses. c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to **NAVADMIN 291/22**) The MyPCS Travel Voucher is available via MyPCS Mobile on the Navy App Locker at **https://www.applocker.navy.mil/#!/apps** or MyNavy Portal (MNP) website at **https://my.navy.mil/**. Service Member will need the following: • Stamped Orders • All lodging receipts and other receipts over $75.00 (not required for food) • Amount of advance travel (if applicable) • Gas receipts for rental car if rental car authorized for use under orders Per **PPIB 17-01** re-statement of travel voucher processing requirements, Approving/Authorizing Officials are required to review and approve travel vouchers prior to submitting for reimbursement. AO approval is required, and approval must be documented in Blocks 21, a through d, of DD form 1351-2. Provide CPPA with the following: • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • All lodging receipts and other receipts over $75.00 (Not required for food)

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			• Gas receipts for rental car if rental car authorized for use under orders For long term TDY: The initial partial 30-day claim will cover the period from 0001 on day of departure from HOR/PDS through 2400 of the 30th day following departure from HOR/PDS. Subsequent claims will be submitted for every 30-day period at the TDY command thereafter, if applicable. The final partial claim at the TDY command will cover the period from 0001 from the day after the prior 30-day travel claim through 2400 the day the Traveler arrives at his or her HOR/PDS.
2.5.2.4	Review, populate elections and electronically sign NPPSC 1300/2	Traveler/AO	Traveler/AO review, populate elections and electronically sign the Temporary Duty (TDY) Traveler Checklist NPPSC 1300/2 Per **PPIB 16-09**, Approving Official (AO) will utilize the NPPSC 1300/2 TDY Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim. Note: The TDY checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim. If not previously initiated, refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.5.2.5	Prepare and review NPPSC 7000/1	Traveler/CPPA	Traveler prepares and CPPA reviews NPPSC 7000/1, Travel Electronic Funds Transfer Information Refer to NPPSC 7000/1 Travel Electronic Funds Transfer Information Form, as required: **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/** CPPA verifies the following information is legible and correct: • Bank Name • Routing Number • Account Number • Type of Account Checking or Savings
2.5.2.6	Review completed DD1351-2 and DD1351-2C, if applicable	CPPA	CPPA reviews completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. CPPA verifies: • Signed 1351-2 Travel Voucher and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. Key blocks on the form include: • Verify all blocks with close attention to: o Block 1 (this is mandatory for ALL Government Travel Charge Card holders) o Block 4 (full SSN is required) o Block 5 (TDY Member) o Block 15 (Please refer to the reverse page of the DD 1351-2 for correct codes) o Block 16 (must be marked if mileage is claimed) o Block 18 (must contain all reimbursable expenses) o Block 20 (must have traveler’s signature) o Block 21 (must have AO’s signature)
2.5.2.7	Review other receipts/ documentation required in support of	CPPA	CPPA reviews other receipts/documentation required in support of travel claim, as applicable. Other receipts/documentation may include:

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STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
	travel claim, as applicable		• All lodging and or other reimbursable receipts over $75.00, including from any TDY stop, are required with a zero balance even if an advance was paid (Not required for food). • Any airline tickets claimed require paid receipt and CTO endorsement. • Any rental car reimbursement claimed require receipts and CTO endorsement
2.5.2.8	Review completed travel claim and assist Traveler, as required	CPPA	CPPA reviews completed travel claim and assists Traveler with forms and supporting documentation, as required. Complete/compile the following forms/documentation for submission, as applicable: • Completed NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (Recommended) • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • Endorsed TDY orders (NAVPERS 1320/16 or DD 1610) and order Modifications, if applicable • Completed NPPSC 7000/1, Travel Electronic Funds Transfer Information • Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable • Termination/Assignment of Government Quarters, if applicable • Receipts for commercial transportation, lodging, other expenses greater than $75 • CTO endorsement for airline ticket/rental car, if claimed • Gas receipts for rental car, if authorized with orders
2.5.2.9	Are Travel Claim forms and supporting documentation	CPPA	Are Travel Claim forms and supporting documentation complete and accurate?

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	complete and accurate?		Incomplete and/or inaccurate form data and/or supporting documentation are returned to the Traveler for correction. If No, go to 2.5.2.10 If Yes, go to 2.6
2.5.2.10	Correct/complete forms and/or provide supporting documentation, as required	Traveler	Traveler corrects/completes forms and/or provides supporting documentation, as required. Go to 2.5.2.1
2.6	Submit Travel Claim to TSC Travel Section or Travel Processing Center	CPPA	CPPA submits Travel Claim and supporting forms/documentation to TSC Travel Section or Travel Processing Center via eCRM, as applicable. Travel claims should be processed within a timely manner in accordance with DoD FMR, Vol. 9 Chap. 8. Travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after the supervisor reviews, signs, and dates the travel claim. Travel claim packages should be scanned as one attachment and submitted to the respective Travel Processing Center (TPC) in eCRM as applicable. In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: • Last Name, then space • First Name, then space

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STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			• Name of Entitlement eCRM case may include the following depending upon the complexity of the claim: • Completed NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (Recommended) • Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable • Endorsed TDY orders (NAVPERS 1320/16 or DD 1610) and order Modifications, if applicable • Completed NPPSC 7000/1, Travel Electronic Funds Transfer Information • Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable • Termination/Assignment of Government Quarters, if applicable • Receipts for commercial transportation, lodging, other expenses greater than $75 • CTO endorsement for airline ticket/rental car, if claimed • Gas receipts for rental car, if authorized with orders Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case. Important Note: Step 1 and Step 2 are not TPC responsibility.
3	Receive, dispatch and review Travel Settlement	eCRM Supervisor / Examiner	Receive, dispatch and review Travel Settlement IAW **DoD FMR, Vol. 9 Chap. 8**, travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days

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STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after receipt of a complete and accurate claim by the travel office.
3.1	Receive eCRM Travel Settlement	eCRM Supervisor	eCRM Supervisor receives eCRM Travel Settlement eCRM Supervisor logs in eCRM Travel Settlement case Note: eCRM Supervisor is the individual or individuals within Travel Office/TPC/TSC travel section responsible for managing the travel office eCRM queue. This person(s) may have a different title.
3.2	Dispatch eCRM case to examiner	eCRM Supervisor	eCRM Supervisor dispatches eCRM case to examiner for processing
3.3	Review Travel Settlement	Examiner	Examiner reviews Travel Settlement. Examiner opens eCRM case (within TRIM folder) and verifies case type and all supporting documentation present. Travel Claim Processing Sites must ensure submitted claims (DD 1351-2) include both the member's signature and the Authorizing/Approving Officials signature. Certifying Officials are to return inadequately documented travel payment vouchers to the appropriate command for proper approvals and supporting documents. Refer to NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (only if submitted with the claim) Note 1: It is incumbent upon the eCRM Supervisor/Examiner to promptly and accurately screen all in-coming travel settlements submitted to the TSC/Travel Office so that incomplete/erroneous settlements are promptly returned for appropriate corrective action.

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			Note 2: Refer to **PPIB 16-22**, Same Geographical Location Transfers Scenario E, as required. For Service Member executing a change of activity between PDS in the same Geoloc and the order includes a TEMDUINS I-Stop outside the Geoloc and either the Member is not physically in the same location as either the old or new PDS due to deployment of either the member or new PDS, then the travel claim needs to be processed as two separate settlements, one for the PDS (MPN) portion and one for the TDY (OMN) portion. Refer to the MILPCS Travel Claim Settlement SOP, only as required, to separately process MILPCS (MPN) LOA: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM. Important Note: Auditors are the "certifying officer" for all pay and Travel Claims.
3.4	Is Travel Settlement complete and accurate?	Examiner	Is Travel Settlement complete and accurate? If No, go to 3.5. If Yes, go to 3.6.
3.5	Mark eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies	eCRM Supervisor / Examiner	eCRM Supervisor/Examiner marks eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies. Go to 3.1 Note: eCRM case with status update to "CPPA Action" with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.
3.6	Download eCRM case and	Examiner	Examiner downloads eCRM case and supporting documentation.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	supporting documentation		Note: Examiner downloads eCRM case and organizes transactions into common types to support WINIATS Block processing of similar settlements.
4	Process TDY travel claims for supported Customer Commands.	Examiner	Process TDY travel claims for supported Customer Commands. The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Processing Center (TPCs)/Travel Offices (TOs)/Personnel Support Detachments (TSCs) to follow to accomplish TDY Travel Claim Settlement processing within WINIATS. Use of Defense Travel System (DTS). DTS is the DoD mandated electronic travel system that must be used for all official TDY travel functions. Use of DTS for official travel has been mandatory per **NAVADMIN 315/08** since November 2008 with the following minimal exceptions: • Permanent Duty Travel (PDT). PDT for military members, civilian employees, and dependents shall be processed through the traditional order writing and voucher processing systems until such time DTS can accommodate PDT functionality. • Evacuation Travel. Evacuation travel for military dependents and Navy civilians and their dependents shall continue to be processed using existing order writing and claim processing systems until such time DTS can accommodate this functionality. Note: Military members' evacuation travel claims are processed in DTS. Refer to applicable **MPA/PPIB** for specific guidance when processing TDY Evacuation Travel Orders (e.g., Line of Accounting (LOA), Geographic Area of Interest (GAOI), authorized duration/period of evacuation travel, etc. • Reserve Travel. Members of the Navy Reserve are currently exempt from using DTS for Annual Training, Active Duty for Training, Active Duty for Other than Training and Inactive Duty Training travel until DTS

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			can import travel authorizations from the Navy Reserve Order Writing System. • Travel funded by any entity using a financial system not linked to DTS. Any non-DTS TDY travel claim presented for settlement that does not meet the existing exception criteria will be returned to the submitting activity for DTS processing. If the activity feels that the travel meets exception criteria, they should contact (via their chain of command) the DTS Navy Program Manager (OPNAV N41) for a waiver and exclusion from the mandate outlined in **NAVADMIN 315/08**. Note: For the purposes of this SOP a Travel Claim Settlement log in clerk and voucher examiner are synonymous positions
4.1	Log into WINIATS	Examiner	Examiner logs into WINIATS Click on the CITRIX web address saved in your favorites • Hit the Enter key to be re-directed to the CITRIX Portal. o The CITRIX Portal will begin to open. o Click on your Authentication Certificate o Click the OK button to proceed You are now connected to the CNIC-CITRIX Portal. At the next screen, you will see WINIATS applications/icons within the CITRIX Portal you can access. • Click on the applicable WINIATS application/icon to proceed. The WINIATS Application will begin to open and a US Department of Defense Warning Statement will appear. o Click the OK button to proceed o CAC enabled o Select correct cert for log in o Click the OK button to proceed. Note: It is recommended that you copy and paste password from either Microsoft Word or the Notepad feature in Outlook to avoid entering in the incorrect password and

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			locking your account. If this occurs, you will need to contact NPPSC HQ to reset your password. • Accept License/Terms of Use will display • Click the Yes, Proceed Button. You are now connected to WINIATS. Your Username and assigned travel office will appear at the top of the screen.
4.2	Log Request(s)	Examiner	Examiner logs Request(s) After logging into IATS as an Examiner or changing the view to Examiner Functions, the first step in the request processing cycle is to log the incoming requests into IATS. This step is completed through the logging module and consists of creating the traveler's account and travel order (if they don't already exist) and entering the dates of the trip. At the Examiner View screen, click on the **Log Requests** button. The Block Selection screen appears. Note: Logging incoming requests is optional, but it is a good business practice for recordkeeping since it provides for better workflow tracking and accountability. By logging the in-coming requests, users can easily determine if a request has been received when responding to an inquiry. Remove Step. Logging block is not part of the process.
4.2.1	Initiate a New Block Number or select an existing Block Number	Examiner	Examiner initiates a New Block Number or selects an existing Block Number, as applicable. Double click on an existing block or click the New button to create a new block. If the New button is clicked, the Create New Block screen appears next. Tip: At the Block Selection screen, any block in the status "Logged", that is not already assigned to an Examiner is listed. Requests may be added to an existing

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			block, if any, or a new block may be created by clicking the New button. Note: Most travel offices control settlement requests by using block ticket numbers. As requests are received, block tickets are not to exceed five claims per block. Throughout the workflow process, the requests will normally remain in the batch. Because the blocking process is common in most travel offices, IATS simulates this process. With automatic block ticket numbering activated, users enter the word “NEW” when creating a new block ticket. IATS generates the next available number once a claim has been saved on the NEW block.
4.2.2	Select Settlement Request	Examiner	Examiner selects Settlement Request at the Block Type field. At the Block Type field, the default value is Settlement. When Settlement is displayed, press Enter or Tab to continue.
4.2.3	Log Settlement Request	Examiner	Examiner logs Settlement Request After selecting an existing block or creating a new block, the Logging of Requests screen appears.
4.2.3.1	Verify traveler's account	Examiner	Examiner verifies traveler's account
4.2.3.1.1	Enter traveler’s SSN	Examiner	Examiner enters traveler’s SSN. Type the traveler's SSN at the SSN/ID field and press Enter. If the traveler's account exists, the name and SSN appears in the Name field, and the cursor moves to the TONO/SDN field. If the travel account does not exist, a message appears asking if you wish to create a new traveler profile. At this point Select No in order to verify the traveler’s name. Sometimes the incorrect SSN may have been provided

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			or entered for the traveler, and this allows for a second check of the traveler account. Switch with 4.2.3.1
4.2.3.1.2	Enter Traveler's Name, if required	Examiner	Examiner enters Traveler's Name, if required Provides redundant check in the event SSN previously entered was incorrect. If traveler account appears, Examiner reconciles Account Name and SSN information to make sure the correct information is entered in IATS. If Traveler account doesn't exist, Examiner will create account.
4.2.3.2	Does Traveler's account exist?	Examiner	Does Traveler's account exist? If Yes, go to 4.2.3.3 If No, go to 4.2.3.4
4.2.3.3	Does Traveler's account require modification?	Examiner	Does Traveler's account require modification? Examiner determines if Traveler Account is current or requires update based upon submitted source documentation. If Yes, go to 4.2.3.4 If No, go to 4.2.3.5
4.2.3.4	Create/modify traveler's account	Examiner	Examiner creates/modifies traveler's account from source documentation from eCRM case. Enter data in appropriate fields from TDY Orders/DD 1351-2/NPPSC 7000/1 EFT Information Form, or other equivalent source documentation. Select Personal Tab • Enter Name • Select appropriate Employee Status

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			• Enter Grade/Rank • Enter Salutation, if applicable • Enter Position/Title, if appropriate • Security Clearance (Unknown) • DSSN (input) • Select Create Card Status (Holder of Government Credit Card) • Enter Organization (issuing activity from orders) Select Financial Tab to continue • Select EFT Status (Active) • Select EFT to be updated by (IATS Input) • Select Account type (Saving/Checking) • Enter Routing Number (enter twice/confirm) • Enter Account Number (enter twice/confirm) • If entered correctly auto advance to address tab Select Address/Contact Tab Enter Mailing Address • Address • City • State/Country • Zip • Phone number Enter Office Address and Email Address if pertinent (is required) • Select OK After creating a new traveler profile/modifying an existing profile, the cursor returns to the Travel Order Number (TONO)/Standard Document Number (SDN) field.
4.2.3.5	Create Travel Order	Examiner	Examiner creates Travel Order Refer to **PPIB 17-23** and **PPIB 17-28** for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.

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			At the TONO/SDN field (15 digits) a drop-down listing appears displaying all orders existing in the database for the traveler. If wishing to log an in-coming request for one of these orders, double click on the desired order number or highlight and click OK. To log a request for a new travel order, type the order number in this field, obtained from source documentation, TDY Orders, and press Enter. If a new traveler order number is entered, a message appears asking if you wish to create a new order. Select Yes. After creating a new traveler order, the cursor returns to the From field. After accessing the traveler's account or creating a new travel account, type the travel order number at the TONO field and press Enter. A pop-up message appears indicating that the order does not exist and asking if you want to create it. Press Enter or click on the Yes button to continue. Note: Travel Order Number (TONO)/Standard Document Number (SDN) is a 15-digit entry. The Examiner needs to be careful to select and enter the TONO/SDN for the appropriate Line of Accounting (LOA) based upon the orders when entering accounting data:
4.2.3.6	Select Travel Order type	Examiner	Examiner selects Travel Order type. After the TONO/SDN field is completed, the examiner advances to the Travel Order screen to select the Travel Order type. When creating/logging-in travel orders, IATS requires the user to specify what type of order is being created. The type of travel order specified has a direct impact on the way IATS functions and the computation of the entitlement. Type of Order: The default order type at this field is normal. If normal is the desired type, press Enter to

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			continue. If another type of order is desired, click on the Down arrow to display a listing of various types and then click on the desired type to make a selection. Refer to the topic "Type of Orders" for more specific details about the various types of travel orders. At the type of order drop down Select Normal
4.2.3.7	Complete the Travel Order Description tab	Examiner	Examiner completes the Travel Order Description tab. • Purpose of Trip: The data input to this field is posted to the travel order detail record. This information is useful when conducting research or answering inquiries. At this field, click on the Down arrow to display a listing of various choices and then click on the desired choice to make a selection. Select Site Visit, Training, Other or another selection as appropriate. • Max Trips Allowed: Users can only access this field when the type of travel order is Repetitive. • Place cursor in Issuing Organization and Paying Organization fields, IATS will populate fields based upon TONO/SDN entry, otherwise complete entries based upon Orders. • DSSN ITR and UIC are default fields based upon selection of parameters in System Maintenance. These fields should not be changed. • Funds: The type of customer IATS is configured for defaults to this field. No input is necessary. • Group Travel: Click in the check box next to the Group Travel field if you must activate Group Travel rules for this travel order, otherwise leave blank. Dates: Note: Since this is the Travel Order Description tab, the information to complete the fields should come from the Travel Order and not the claim, unless directed otherwise. • Enter Issue Date of Orders, select Date Time Group (DTG) orders were released. • Select Begin Date from TDY Orders.

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			• Number of Days: Press Tab or Enter to bypass this field to enter the End Date. IATS will automatically calculate Number of days based upon Begin Date and End Date entries. • Select End Date from TDY Orders. Select Ok.
4.2.3.8	Complete the Remarks tab, if applicable	Examiner	Examiner completes the Remarks tab, if applicable Click Ok
4.2.3.9	Complete Logging of Request Screen	Examiner	Examiner completes Logging of Request Screen After creating a new travel order the cursor returns to the Logging of Request Screen Examiner enters SSN/ID, Travelers Name and TONO/SDN if not already pre-populated and then enters data for the travelers claim request from the DD1351-2 and eCRM case. Examiner completes the following fields: • From: Beginning Date of Claim from 1351-2 • To: Ending Date of Claim from 1351-2 • Date Signed: Date 1351-2 was signed by the Traveler • Date Signed by AO: Date 1351-2 was signed by the Approving Official (AO) • Date Forwarded: Date of eCRM case of Travel Claim • Date Received: Date TSC Travel Office or Travel Processing Center (TPC) received the eCRM case Select Enter
4.2.3.10	Are there additional Travel Claim Settlements/ Orders to log within the block?	Examiner	Are there additional Travel Claim Settlements/ Orders to log within the block? If Yes, go to 4.2.3.11 If No, go to 4.2.4

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4.2.3.11	Log additional Travel Claim Settlements/ Orders within the block	Examiner	Examiner logs additional Travel Claim Settlements/Orders within the block. After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired. Go to 4.2.3.1 Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. If you wish to simply clear/remove a request from the logging screen you would click on the Clear button. A request may be cleared/removed as long as the block has not been saved and a claim has not been saved to the block
4.2.4	Do any logged requests need to be cleared?	Examiner	Do any logged requests need to be cleared? On occasion you may wish to clear/remove a request from the Logging of Requests screen. This is only allowed if the request has not been saved to a block. If No, go to 4.2.5 (Generate the block order ticket number) If Yes, go to 4.2.4.1
4.2.4.1	Clear logged request	Examiner	Examiner clears Logged Requests Complete the following steps to "clear" a logged request: 1. At the Logging of Requests screen, click on the request you wish to remove. 2. After selecting the desired request, click on the Clear button. A pop-up message appears asking if you are sure.

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			3. If you are sure, click on Yes. The selected request is then deleted.
4.2.4.2	Notify CPPA via eCRM	Examiner	Examiner notifies CPPA via eCRM, as necessary. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing or provide an explanation as to why claim was cleared. Go to 4.2.5
4.2.5	Generate the block order ticket number	Examiner	Examiner generates the block order ticket number. When finished logging requests to the block, click the OK button to save the entries. If the automatic block numbering feature is used, a message appears at this time indicating the system generated block number.
4.2.6	Print Block Number, if appropriate	Examiner	Examiner prints Block Number, if appropriate Note: If examiner does not print block number, examiner makes note of block number, so that Travel Claim Settlement request can be correlated against an IATS block number for future processing Note: Some travel offices have IATS Log-In Clerks who log-in travel orders that Examiners then process for Settlement, as required. Other Travel offices require the Examiner to log in the travel order and process the settlement. Remove Step: Examiners do not print off block tickets.
4.3	Log out of IATS, if appropriate	Examiner	Examiner logs out of IATS, if appropriate To properly log-off WINIATS, complete the following steps: Click the “Exit” button at the bottom of the screen. A pop-up screen will appear, “Are You Sure You Wish to Quit IATS” Select the “Yes” button.

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			In the far right-hand corner of your desktop taskbar, you will see a triangular-shaped symbol. Click here to show your hidden icons. Note: For Windows XP users, you will see a blue circle with two white folders on the far right-hand side of your desktop. Once you click this icon, you will follow the same process listed for the final three (3) steps below: • Double click the CITRIX Receiver icon. • Once the CITRIX Receiver opens, click on the "Advanced" option. • Then click on the "Connection Center" link. • The CITRIX Connection Center will open and will list all active connections. • Select the server folder you were logged into and then select the "Disconnect" button. A menu prompt will appear, "Are You Sure You Want to Disconnect From XXXX"? Select the "Yes" button. • Examiner's CITRIX Connection Center should not show any active connections. Click the "Close" button. You have successfully logged off WINIATS. Note: Some travel offices have IATS Log-In Clerks who log-in travel orders that Examiners then process for Settlement, as required. Other Travel offices require the Examiner to log in the travel order and process the settlement.
4.4	Complete processing Travel Settlement Requests	Examiner	Examiner completes processing Travel Settlement Requests Processing a Travel Request for Settlement involves taking the information from the eCRM Travel Claim documentation, including the DD Form 1351-2, travel voucher, submitted by the traveler and entering the information to IATS. Note: Before a Travel Request for Settlement can be processed, the creation of a travel account and travel

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			order needs to be accomplished. In addition, creating block tickets, logging incoming requests, and assigning block tickets to voucher examiners for processing must be completed before the settlement can be processed. Complete the following steps to "process" a Travel Claim Settlement Request.
4.4.1	Login to IATS in the Examiner View mode or change the View to Examiner, if necessary.	Examiner	Examiner logs in to IATS in the Examiner View mode or changes the View to Examiner, if necessary. Refer to step 4.1, as required
4.4.2	Select a Block for processing	Examiner	Examiner selects a block for processing through one of the following methods: • Method 1: Click the Grab Blocks button and select a block from the Logged Pool. • Method 2: Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button. Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button. Note: After selecting a block, the Confirmation Password screen appears. Complete the process by typing assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter. After selecting a block using one of the methods listed above, the Request Selection screen appears. At this screen, any request for settlement already logged to the block is listed under the Select Request(s) section.
4.4.2.1	Review logged Requests	Examiner	Examiner reviews Logged Requests within the block prior to processing

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	within the block prior to processing		
4.4.2.2	Delete logged request(s), as required	Examiner	Examiner deletes logged request(s), as required. On occasion a request must be deleted from a block ticket. For example, a claim may have been logged to the wrong block. Or a request was entered but cannot be disbursed pending a missing receipt. Note, there are two situations: one in which the claim request is logged, and the other in which the claim request is already computed. Each situation is handled differently. Complete the following steps to "delete" a logged request (prior to computation): 1. At the Examiner View screen, click on the Log Requests button. The Block Selection screen appears. 2. At the Block Selection screen, click on the block containing the request you wish to delete and then click the OK button. The Logging of Requests screen appears. 3. At the Logging of Requests screen, click in the Flagged for Delete box next to the request you wish to delete. 4. Click the OK button, a pop-up appears asking if you wish to print the Block Tickets for the blocks released. Click on the Yes or No button as desired. IATS deletes the selected request and returns to the Block Selection screen. 5. If finished deleting logged requests, click on the Cancel button to return to the Examiner View screen.
4.4.2.3	Notify CPPA via eCRM	Examiner	Examiner notifies CPPA via eCRM, as necessary. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing or provide an explanation as to why claim was deleted.
4.4.3	Select a Travel Claim	Examiner	Examiner selects a Travel Claim Settlement Request for processing from assigned workload.

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	Settlement Request for processing		At the Request Selection screen, select a request through one of the following methods: • Method 1: Double click on the desired request. • Method 2: Click on the request once and then click the View/Modify button After selecting a request using one of the methods listed above, the Request for a Settlement Against an Order screen appears.
4.4.4	Process Requests for Settlement against orders	Examiner	Examiner processes Requests for Settlement against orders After grabbing a block and selecting a request for processing, the Request for Settlement Against an Order screen appears. This screen is used to capture the details from the TDY orders, DD Form 1351-2, travel voucher, and other source documents submitted by the CPPA for the traveler. Use the following steps to "complete" the Settlement Request Against an Order screen.
4.4.4.1	Select Type of Settlement	Examiner	Examiner selects Type of Settlement Type of Settlement: Examiner ordinarily selects Final – First Submission if the settlement is the original final settlement against the travel order, which is ordinarily the case. Note: If long term TDY between 30-140 days, Examiner accepts default “Partial” since a final settlement is pending.
4.4.4.2	Select Type of Partial	Examiner	Examiner selects Type of Partial Type of Partial: Examiner ordinarily accepts default: Not a Partial

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			Note: If long term TDY between 30 and 140 days, Examiner selects "Beginning", "Middle", or "Ending" depending upon the settlement claim and the orders, as appropriate Examiner advances to the Request for Settlement Against an Order screen
4.4.4.3	Verify traveler's address	Examiner	Examiner verifies traveler's address. When the Request for Settlement Against an Order screen appears, the Remit To tab is displayed for all IATS customers except DLA and Navy. For DLA and Navy customers, the Financial tab is displayed first. Select or Advance to the Remit To tab. At this tab, the traveler's address defaults from the address entered at the Maintain Traveler Account screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Settlement submitted by the traveler and make any necessary changes. If the IATS user changes the Remit To address at this tab, the change will appear with a red background. Note: Any Changes to the address made on the Remit to Tab once the Examiner clicks on the Update Traveler button will update the Remit To Tab and the Address Tab under the Maintain Traveler Account. After reviewing or making changes to the address at this tab, click on the Adv/Accrl tab or the Next button to continue.
4.4.4.4	Complete the Adv/Accrl tab, if required	Examiner	Examiner completes the Adv/Accrl tab, if required Refer to the Help topic, "Adv-Accrl - tab" or the WINIATS User Guide for additional instructions, as required.

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			Note: The Adv-Accrl tab follows the Remit to tab, but generally there will be no advance associated with the TDY Travel Orders. When processing a Request for Settlement, refer to Block # 10 of the DD1351-2 (Travel Voucher). Travelers are responsible for indicating advances received. If Block # 10 of the DD1351-2 indicates that an advance was received, ensure that this information appears at the Adv/Accrl tab. If the information does not appear at the Adv/Accrl tab, type the details for the advance payment in the appropriate fields. Complete the following steps to "enter" the advance details at the Adv/Accrl tab: 1. Date: At this field, type the date the advance was paid in MMDDYY format. 2. Type: At this field, a drop-down listing appears offering the choices Accrual or Advance. Click on the option that is appropriate for the type of advance payment received, ordinarily Advance. 3. FY: At this field, a drop-down listing appears offering the choices for several fiscal years. Click on the choice that is appropriate for the fiscal year in which the advance payment was received. 4. Amount: At this field, type the dollar amount for the advance payment received. 5. DOV #: At this field, type the Disbursing Office Voucher (DOV) number assigned to the advance payment received. 6. After completing the Adv/Accrl tab, click on the Entitlements tab or click the Next button to continue. Important Note: Examiner must be using CEDMS for all advances. Examiners must be checking this against all claims.
4.4.4.5	Process travel claim	Examiner	Examiner processes travel claim settlement entitlements

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	settlement entitlements		Refer to the Help topic, "Entitlements - tab" or the WINIATS User Guide for additional instructions, as required. The Entitlements tab is the beginning point for capturing the specific details pertaining to what is authorized on the travel order in regard to the transportation allowances, the itinerary for the trip, and any reimbursable expenses. Click on Add Itinerary button to enter an itinerary for the trip submitted by the traveler on the DD Form 1351-2. Examiner initiates processing Enroute Entitlements description/details.
4.4.4.5.1	Complete the What's Authorized tab	Examiner	Examiner completes the What's Authorized tab. After clicking on the Add Itinerary button at the Entitlements tab, the What's Authorized tab appears. At the What's Authorized tab, the examiner must specify the transportation authorizations. Examiner refers to orders to determine if POV was authorized. • Owner/Operator of POV: At this field, click in the box if the traveler was the owner and operator of the POV used in the performance of the trip. Refer to the TDY orders submitted by the traveler for POV authorization. If authorized, check the box, otherwise leave blank (unchecked). • Transportation Mode: Click on the down arrow to the right of this field. A drop-down listing of various transportation modes appears. Use the Up/Down arrows or press the Up/Down arrows on the keyboard to scroll through the list of available modes. • Refer to the TDY orders submitted by the traveler for the authorized mode of transportation and then click on the authorized mode.

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			After completing this tab, the user must then click on the Actual Itinerary tab or click on the Next button to continue.
4.4.4.5.2	Enter the actual itinerary	Examiner	Examiner enters the actual itinerary. Refer to the Help topic, "Actual Itinerary - tab" or the WINIATS User Manual, for additional instructions, as required. The Actual Itinerary tab is used to capture the specific details for the trip itinerary. While completing this screen, refer to the prompt line at the bottom. The prompt line will explain what information is requested at each input field. Use the following steps to "complete" the Actual Itinerary tab: Actual Trip Duration: At this field, click on the down arrow. A drop-down listing of trip durations appears. Refer to the DD Form 1351-2 submitted by the traveler to determine the duration and then click the correct choice. Select Actual Trip Duration Greater than or Equal to 24 Hours. There are other drop-down options, but TDY should exceed a 24-hour period. Note: If long term TDY between 30 and 140 days Examiner selects the appropriate option depending upon Partial Beginning, Middle or Ending Claim submission. If the claim does not involve long term TDY skip the following Partial Beginning, Partial Middle and Partial Ending sections and complete the fields for the Itinerary based upon the DD 1351-2 for Final - First Submission claims: For Partial Settlement Claims:

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			The next key requirement for processing a partial settlement occurs at the Actual Itinerary tab. At this tab, the user must specify the Pay To and/or the Pay From period. For a Partial Beginning Settlement Claim: • Pay To: At this field, type the end of the beginning partial period in MMDDYY format. • Complete the itinerary as usual (see below starting at Depart Location). Note: For Navy users, the Beginning and Middle periods, the effective date of orders must be the Pay To Date. It cannot be a future date. Note: The user will notice that IATS automatically populates the Reason field with MC to indicate the end of the payment period. In addition, the columns that are normally populated with Depart (DEP) and Arrive (ARR) now show STOP and Continue (CONT). This indicates that this is the end of this period, and an additional period is pending. For a Partial Middle Settlement Claim: • Pay From: At this field, type the beginning of the middle partial period in MMDDYY format. • Pay To: At this field, type the end of the middle partial period in MMDDYY format. Note: For Navy users, the Beginning and Middle periods, the effective date of orders must be the Pay To Date. It cannot be a future date. • Date: The date on the first line of the itinerary defaults to the date the traveler initially arrived at the TDY location. Ensure that this date is not changed.

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			• On the second line of the itinerary, type the date for the beginning of the middle partial period in MMDDYY format. • Complete the itinerary as usual (see below starting at Depart Location). Note: The user will notice that IATS automatically populates the Reason field with MC to indicate the end of the payment period. In addition, some of the columns that are normally populated with Depart (DEP) and Arrive (ARR) now show STOP and Continue (CONT). This indicates that this is the beginning of a new period, the end of this period, and an additional period is pending. For a Partial Ending Settlement Claim: • Pay From: - At this field, type the beginning of the ending partial period in MMDDYY format. • Date: The date on the first line of the itinerary defaults to the date the traveler initially arrived at the TDY location. Ensure that this date is not changed. • Complete the itinerary as usual (see below starting at Depart Location). Note: The user will notice that the columns that are normally populated with Depart (DEP) and Arrive (ARR) now shows Continue (CONT) on the second line of the itinerary. This indicates that this is the beginning of a new period.
4.4.4.5.3	Complete the appropriate fields for the Itinerary based upon the DD 1351-2	Examiner	Examiner completes the appropriate fields for the Itinerary based upon the DD 1351-2: 1. Depart Date: The departure date on the first line of the itinerary automatically defaults from the Begin Date entered when the travel order was created. Press Enter to continue or type a different date, in MMDDYY format, if necessary.

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			2. Depart Location: At this field, the Location Selection screen automatically appears. At the State/Country field, type the first two letters of the state or country name. If necessary, click the Up/Down arrows until the desired name is displayed. Click on the highlighted name or press Enter to make the selection. 3. At the City/Locality field, type the first two letters of the city/locality name. This displays a listing of city/locality names, for the previously selected state or country, beginning with those letters. Use the procedures described in step (2) above to make the selection. Tip: If the traveler is departing from an OCONUS location, click in the Locality field and use the procedures described in step (3) above to make the Locality selection. 4. When the correct State/Country and City/Locality is selected, click on the DTOD button if you wish to have IATS look-up and automatically populate the Miles field in the itinerary with the official distance from the Defense Official Table of Distances. 5. If you wish to bypass the DTOD Location screen, click the OK button or press Enter to continue. 6. Transportation: At this field, a drop-down listing of various transportation modes appears. Click the Up/Down arrows until the desired mode is displayed and then click on the correct mode to make a selection. Refer to DD 1351-2 back page or WINIATS Help Topics for appropriate two letter mode of Transportation Codes, if required 7. Local: When the mode PA is selected for the transportation, a prompt asking if travel was to/from a local transportation terminal appears. If so, click in this box. If not, press Enter to continue. 8. Arrival Date: The date at the previous Departure Date field defaults to the Arrival Date field. Press Enter to accept this date or type a new date, in MMDDYY format, if necessary.

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			9. Arrive Location: This is the location where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. Use the same method explained at the Depart Location field to select the arrival and DTOD locations. 10. Reason for Stop: When completing a TDY Itinerary, a Reason for Stop code is required on each arrival line. A table appears at the Reason for Stop field displaying a variety of codes that may be used. The purpose of the code is to determine what action must be taken by the travel computation system and what allowances are applicable. The default value for this field is TD - Temporary Duty. Press Enter if this is correct. If not, click the Up/Down arrows until the desired reason is displayed. Click on the correct reason to make a selection. Refer to DD 1351-2 back page or WINIATS Help Topics for Reason for Stop Codes 11. Duty Day: A check mark automatically defaults to this field. If this day is an official day of duty, press Enter to continue. If this day is not an official day of duty, however, click this box to remove the check mark. 12. Method: A Method of Reimbursement code is used to determine what per diem entitlement rule is applicable for the trip. When completing an Itinerary, a Method of Reimbursement code is required on each arrival line where the reason for stop code is TD, AD, or ES. A listing appears at the Method field displaying a variety of codes that may be used. The default value for this field is LDP - Lodgings Plus. Press Enter if this is correct. If not, click the Up/Down arrows until the desired method is displayed. Click on the correct method to make a selection. For partial travel claim processing the Examiner selects LDP or FFLT (Flat Rate Long Term TDY), as appropriate per the JTR. Refer to **JTR Paragraph 4250** as required. 13. Lodging: At this field, a drop-down listing of various lodging types appears. The default value for

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			this field is CQ - Commercial Lodging. Press Enter if this is correct. If not, click the Up/Down arrows until the desired type is displayed. Click on the correct type to make a selection. 14. Meals: At this field, a drop-down listing of various meal types appears. The default value for this field is CM - Commercial Meals. Press Enter if this is correct. If not, click the Up/Down arrows until the desired type is displayed. Click on the correct type to make a selection. 15. A/E % (Actual Expense Percentage): For TDY travel less than 30 days or at multiple locations (multiple intermediates) the Method should be LDP (see above Item 12), and the corresponding percentage should be 100%. For Long Term TDY Rates refer to orders and enter the appropriate percentage as follows: A reduced flat rate per diem applies when a traveler is assigned long term TDY (more than 30 days at one location) • Long term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location. • Long term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. 16. Lodging Cost: At this field, type the dollar amount for the daily lodging cost at the location where the traveler remained overnight. 17. Taxes: If the TDY location is within CONUS, Alaska, Hawaii, or a US territory, the user is prompted to enter the daily lodging taxes amount. IATS will automatically reduce the taxes by the appropriate percentage when the claimed amount for lodging exceeds the authorized amount. If these taxes are entered into the itinerary, do not enter them again at the Reimbursables tab. The amount calculated for the taxes will appear on the

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			Calculations tab after the trip has been completely entered. 18. Miles: If not automatically populated by the DTOD look-up feature, type the number of miles claimed by the traveler if a privately owned vehicle was used. Note: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary, as required. When finished with the itinerary, the Constructed Itinerary or Reimbursables tab appears next.
4.4.4.5.4	Is a Constructed Itinerary required?	Examiner	Is a Constructed Itinerary required? Refer to the Help topics, "Constructed Itinerary - tab" or the WINIATS User Manual for additional instructions, if required. There are three situations that cause the Constructed Itinerary tab to appear after completing the traveler's actual itinerary: • Privately owned conveyance was used for the travel to and from the official locations. • The authorized mode of travel was POC Limited to Cost of Constructed Travel. • The travel was performed by mixed modes; a combination of privately owned and commercial or government procured transportation. At this screen the legs of the traveler's actual itinerary are displayed. The user must either enter the cost of government procured travel or the official mileage depending on the authorized mode of travel. IATS will then either perform a cost comparison or limit the mileage reimbursement to the official distance. If Yes, go to 4.4.4.5.5 If No, go to 4.4.4.5.8

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4.4.4.5.5	What type of Constructed Itinerary is required?	Examiner	What type of Constructed Itinerary is required? If POC Limited to Cost of Constructed Travel, go to 4.4.4.5.6 If POC More Advantageous, go to 4.4.4.5.7 Note: Mixed Mode will not be applicable for TDY orders
4.4.4.5.6	Complete the Constructed Itinerary tab for "POC Limited to Cost of Constructed Travel”	Examiner	Examiner completes the Constructed Itinerary tab for "POC Limited to Cost of Constructed Travel”. Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required. Use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" 1. Mem GTR: - Click in this field for the first leg of travel. At this field, type the dollar amount for government procured transportation to include estimated taxes and press Enter. 2. From Date: - The date at this field should be the date the traveler would have departed if the transportation were procured by the government. The default value at this field is the date of departure on the actual itinerary. If this is the correct date, press Enter to continue. If not, type the correct date and press Enter. 3. To Date: - The date at this field should be the date the traveler would have arrived if the transportation were procured by the government. The default value at this field is the date of arrival on the actual itinerary. If this is the correct date, press Enter to continue. If not, type the correct date and press Enter. 4. Repeat steps 1-3 above for any additional legs of travel displayed at this screen. After pressing Enter at the final To Date field, the Reimbursables tab appears.

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			Go to Step 4.4.4.5.8
4.4.4.5.7	Complete the Constructed Itinerary tab for "POC More Advantageous to the Government"	Examiner	Examiner completes the Constructed Itinerary tab for "POC More Advantageous to the Government". Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required. This tab should be prepopulated. Examiner should verify entries. Otherwise use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC More Advantageous to the Government": 1. Click in the Auth Miles field for the first leg of travel. 2. Type the number of miles for the ordered travel from the Official Table of Distances and press Enter. 3. At the Auth Miles field for the second leg of travel, type the number of miles for the ordered travel from the Official Table of Distances and press Enter. 4. Repeat steps 1-3 above for any additional legs of travel displayed at this screen. After pressing Enter at the final Auth Miles field, the Reimbursables tab appears.
4.4.4.5.8	Complete the Settlement Reimbursables tab	Examiner	Examiner completes the Settlement Reimbursables tab. Refer to the Help topic "Reimbursables - tab" or the WINIATS User Manual for additional instructions, if required. Use the following steps to "complete" the Reimbursables tab: 1. Date: The default value at this field is the departure date from the actual itinerary. If this is the correct date for the expense, press Enter. If not, type the correct date in MMDDYY format and press Enter. 2. Nature of Expense: At this field, a drop-down listing appears displaying the common expenses that have been

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			entered into the Reimbursable Descriptions table in the IATS Maintenance module. Click the Up/Down arrows until the desired expense item is displayed. If the user types the first letter of the description, IATS scrolls the listing until locating the first item beginning with this letter. The user may then use the Up/Down arrows to display the exact item. Once the correct item is displayed, click on this item to make a selection. If the expense claimed by the traveler is not listed, simply type the description in this field and press Enter. 3. Type: At this field, a drop-down listing appears displaying various expense categories. Since a code for the expenses was previously entered into the Reimbursable Descriptions table in the IATS Maintenance module, IATS will default to the specified category. If the correct category is highlighted, press Enter. If not, click the Up/Down arrows until the desired category is displayed and press Enter. 4. Amount Claimed: At this field, type the dollar amount claimed by the traveler. 5. Amount Approved: IATS automatically populates this field with the amount entered at the Amount Claimed field. If this amount is allowable, press Enter. If not, type the allowable amount and press Enter. 6. Split: Click in the check box if you wish to have the expense added to the computed amount for a split payment to the Government credit card company. The Computed Split amount will appear on the Financial tab. 7. IBOP: At this field, a drop-down listing appears displaying a list of States/Countries. Type the first two letters of the state or country name or click the Up/Down arrows until the desired name is displayed. Click on the highlighted name or press Enter to make the selection. Note: Const Leg: If the settlement request involves a constructed itinerary for the purpose of a cost comparison, the Const Leg field appears next. In

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			addition, a table appears displaying the travel legs for the itinerary. At this field type the number for the travel leg associated with the expense. If the expense should not be included in the cost comparison, simply press Enter to leave the number zero at this field. Repeat the steps 1-7 above to enter any additional expenses. When finished entering the Reimbursable Expenses, click the OK button. A message appears asking if you wish to view or modify the daily exceptions. Click the Yes button.
4.4.4.5.9	Review the Daily Exceptions	Examiner	Examiner reviews the Daily Exceptions Refer to the Help topic, "Daily Exceptions", for additional instructions. The Exceptions to Daily Expenses screen displays each day of the trip and the default values for the meals and daily lodging costs based on the entries made in the itinerary. The purpose of this screen is to allow the user to make changes to the meal type or the lodging cost for a particular day if necessary (e.g., weekend rate changes). In addition, this screen must be used for settlement requests involving actual expenses. For an actual expense settlement, the user must enter the daily expenses for meals and incidental expenses itemized by the traveler. Use the following steps to "make changes" to the Exceptions to Daily Expenses screen: 1. Press Enter Tab or click in the desired field to highlight the item you wish to change. 2. In the Lodg. Cost field, simply type the new dollar amount for the lodging on that particular day, if a change is necessary.

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			3. In the Lodg. Taxes field, simply type the new dollar amount for the lodging taxes on that particular day, if a change is necessary. 4. For the meals fields on the middle travel days, click on the down arrow button, a drop-down listing appears displaying various meal types. Click on the desired type to make the change. 5. When finished viewing or making changes at this screen, click the OK button. Refer also to the Help topic, "Actual Expense", for instructions on entering the itemized expenses at the Exceptions to Daily Expenses screen. After reviewing and editing, if necessary, the Daily Exceptions screen, users should proceed to the Calculations tab to review the calculated amounts before adding the accounting lines.
4.4.4.6	Review Settlement Calculations	Examiner	Examiner reviews Settlement Calculations Refer to the Help topic, "Calculations - tab" or the WINIATS User Manual for additional instructions, if required. After completing the Reimbursables tab (and Daily Exceptions), IATS returns to the Request for Settlement Against an Order screen. To view a summary of the calculations for the settlement request, click on the Calculations tab. Note: At this tab, a summary of the calculations is displayed by expense category. In addition, any deductions for an advance or partial settlement are displayed. No changes may be made at this screen. If multiple fiscal years are involved, the calculations are summarized by fiscal year. It's a good business practice for the user to review the Calculations tab before adding the accounting lines to

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			the settlement. This will assist the user in ensuring that the appropriate accounting lines are added. After reviewing the Calculations tab, click on Next button or the Financial tab to proceed with the accounting lines.
4.4.4.7	Complete the Financial tab entries	Examiner	Examiner completes the Financial tab entries. Refer to the Help topic, "Financial - tab", or the WINIATS User manual for additional instructions, if required. The Financial tab is used to specify the method of payment, a split payment amount, and to add the accounting information.
4.4.4.7.1	Determine Method of Payment	Examiner	Examiner determines Method of Payment Use the following steps to "select" Method of Payment 1. Method of Payment: Press the Up/Down arrows on the keyboard to scroll through a list of payment options or click on the down arrow to the right of this field. Select EFT unless otherwise directed. 2. Computed Split: - The amount displayed at the Computed Split field is a combination of the Lodging expense entered into the itinerary and the reimbursable expense items entered at the Reimbursables tab that were selected for a split payment. If you double click in the Computed Split field, the Split Payment field will be populated with the computed amount. 3. Split Payment: - Click in this field and type the dollar amount specified by the traveler to be sent directly to the company providing the Government Travel Credit Card. This information would be indicated in Line 1 of the DD 1351-2. This option is only available if the method of payment is EFT. 4. Release Obligation: - If a Transportation Request was issued for the performed travel, a charge may still be pending for payment of the transportation, and the funds

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			should not be de-obligated. If the travel was not performed by government procured transportation, however, click in this box to send a code to the accounting system that will allow the obligation to be released.
4.4.4.7.2	Manually enter Accounting Information to the appropriate fields in the Navy Accounting screen	Examiner	Examiner manually enters Accounting Information to the appropriate fields in the Navy Accounting screen. The Examiner selects the "Modify Accounting" button which opens the Navy accounting screen and manually enters the transactional Line of Accounting from the orders. Refer to **PPIB 17-23** and **PPIB 17-28** for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond. Note1: Read the Orders and use the appropriate Line of Accounting based upon the orders. For long-term TDY ensure proper fiscal year. Note 2: Examiners should be familiar with the various elements that comprise the LOA in the orders. If not, contact Supervisor for assistance. Enter the Line of Account elements in the appropriate fields: • BCN: At this field, type the Bureau Control Number code associated with the travel order and then press Enter. Note: After pressing Enter at the BCN field, IATS will automatically populate most of the remaining fields if the BCN Code matches an accounting appropriation loaded into the CMET table in the Maintenance module. • SbHd: If the BCN entered matches an appropriation loaded into the CMET table in the Maintenance module, IATS automatically populates this field. If not, type

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			the SubHead code associated with the travel order and then press Enter. • AAA: If the BCN entered matches an appropriation loaded into the CMET table in the Maintenance module, IATS automatically populates this field. If not, type the AAA code associated with the travel order and then press Enter. • ACRN: The letters AA default to this field. If this is correct press Enter. If not, type the correct Accounting Classification Reference Number associated with the travel order and then press Enter. • GA: If not already automatically populated, type the correct two-digit code for the Gaining Agency as shown on the travel order and press Enter. • Y: At the Fiscal Year field, a drop-down listing of various fiscal years appears. If the default value that appears at this field is correct, press Enter to continue. If not, click on the Up/Down arrows or press the Up/Down arrows on the keyboard to display more choices. When the correct year is shown, click on the desired year to make a selection and then press Enter to continue. • Appr: If the BCN entered matches an appropriation loaded into the CMET table in the Maintenance module, IATS automatically populates this field. If not, type the APPR code associated with the travel order and then press Enter. • O/C: Three zeros default to this field. If this is correct press Enter. If not, type the correct Object Class code as shown on the travel order and press Enter. • SA: The number zero defaults to this field. If this is correct press Enter. If not, type the correct Sub Allotment code as shown on the travel order and press Enter. • TT: The Transaction Type code 2D defaults to this field. If this is correct press Enter to continue. If

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			not, type the correct TT code, as shown on the travel order, and press Enter. • PAA/Tn: At this field, type the Property Accounting Activity code, as shown on the travel order, and press Enter. • Cost Code: At this field, type the Cost Code as shown on the travel order and press Enter. • Amount: IATS automatically populates this field with the total dollar amount for the debits or credits depending on the code entered at the D/C field. If the correct amount is displayed, press Enter. Repeat steps above for additional accounting lines if necessary. Select Ok, which returns Examiner to the Request for Settlement Against an Order screen. After completing the Accounting lines, click the OK button to save the entries. IATS returns to the Financial tab.
4.4.4.7.3	Verify proper entry of Line of Accounting (LOA)	Examiner	Examiner verifies proper entry of Line of Accounting (LOA) The Line of Accounting will now appear in the Classification Field under the Financial tab. Refer to **PPIB 17-23** and **PPIB 17-28** for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond. Examiners verifies the WINIATS displayed LOA against the LOA in the orders. If corrections are required, Examiner makes corrections and re-verifies LOA against orders. If desired, click on the Next button or the Remarks tab and add any necessary remarks.
4.4.4.8	Complete the Remarks tab, if required	Examiner	Examiner completes the Remarks tab, if required

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			After adding the accounting lines to a Request for Settlement, the user may want to add some optional Remarks to the printed travel voucher, the traveler's historical record, or both. Refer to the Help topic, "Remarks - tab", for additional instructions. If no remarks are needed, click the OK button to return to the Request Selection screen. Use the following steps to "complete" the Remarks tab: • Click on the Remarks tab and make the desired entries. • Remarks in History: If wishing to add remarks to the traveler's historical record, click in this box and type the desired remarks. • Remarks on Voucher: If wishing to add remarks to the traveler's printed voucher, click in this box and type the desired remarks. • If examiner wishes to add a standard remark from the Standard Voucher Remarks table, click on the Get Standard Voucher Remarks button. The Standard Voucher Remarks screen appears. • At the Standard Voucher Remarks screen, click on the down arrow to display a list of remarks and then click on the desired remark. The selected remark will be displayed in the Remarks text box. If examiner is satisfied with the remark, click on OK. • Repeat above two steps if examiner wishes to add additional standard remarks. Tip: Any remarks typed in the "Remarks in History" box are automatically copied to the "Remarks on Voucher" box if the examiner selects the Copy button. Note: Remarks are intended as an aid to the Auditor, Travel Office processing the settlement claim, and/or the Traveler to draw attention to any out of the ordinary settlement processing. When finished adding remarks, click on the OK button to save the entries.

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STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
4.4.4.9	Complete the Workflow tab entries	Examiner	Examiner completes the Workflow tab entries. To assist managers in determining where delays in travel settlement request processing occur, IATS generates the Reporting Unit Code (RUC) Liaison Office Report. The purpose of this report is to track the number of days required to move a settlement request through the processing cycle. Because settlement requests processed by these organizations are often routed through liaison offices, IATS tracks their movement from the date signed until the date disbursed. The Workflow tab is used to capture the details needed for IATS to generate the RUC/Liaison Office Report. Use the following steps to "complete" the Workflow tab: If not already in focus, click on the Workflow tab. The following screen appears: • Ruc/Liaison Office: At this field select TDY. • Date Signed by: Traveler: At this field, type the date, in MMDDYY format, the claim was signed by the traveler, Block 20.b on the DD 1351-2. • Date Received by: RUC/Liaison Office or signed by the AO: At this field, type the date, in MMDDYY format, the claim was signed by the AO, Block 21.d on the DD 1351-2. • Date Forwarded by: Liaison Office: Date the claim was sent via eCRM to the Travel Office/TSC travel section. This is the eCRM case initiation date. At this field, type the date, in MMDDYY format, the claim was forwarded by the Ruc/Liaison Office. • Date Received by: Travel Office: In eCRM this would be the date the claim was received and/or dispatched to the Examiner. At this field, type the date, in MMDDYY format, the claim was received by the Travel Office. When finished entering the dates at the Workflow tab, click on the OK button to save the entries and return to the Request for Settlement Against an Order screen.

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.4.5	Are there additional Travel Claim Settlement requests to process within the block?	Examiner	Are there additional Travel Claim Settlement requests to process within the block? If Yes, go to 4.4.6 If No, go to 4.4.7
4.4.6	Process additional Travel Claim Settlement requests within the block	Examiner	Examiner processes additional Travel Claim Settlement requests within the block After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired. Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. Go to 4.4.3
4.4.7	Do any processed Travel Claim Settlement requests need to be deleted or returned?	Examiner	Do any processed Travel Claim Settlements requests need to be deleted or returned? If No, go to 4.4.8 (Release Block for Auditing) If Yes, go to 4.4.7.1
4.4.7.1	Do processed settlement requests need to be returned to traveler or deleted from block?	Examiner	Do processed settlement requests need to be returned to traveler or deleted from block? Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear.

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			Note: This feature to initiate the process to return or delete a claim from the Logging of Requests screen cannot occur unless the block has actually been saved and a claim has been saved to the block. If Returned, go to 4.4.7.2 If Deleted, go to 4.4.7.3
4.4.7.2	Return request to Traveler	Examiner	Examiner returns request to Traveler. Some requests received in the travel office cannot be processed. There are various reasons for this - no signature on the voucher, no attached travel orders, etc. Travel Offices frequently receive settlement requests that cannot be processed and must be returned to the traveler. The following is a list of IATS Reason Codes for returning a request to a traveler. • Mode of travel not consistent with orders • DD Form 1351-2 not signed • Missing AO verification/approval • Approving Officer signature required • Incomplete or improperly completed itinerary • Block 16 of DD Form 1351-2 does not reflect own/operate or passengers • Complete highlighted blocks of DD 1351-2 • Block 6 of DD Form 1351-2 (address) member’s not commands • SSN on orders and DD 1351-2 do not match • TLE form required • EFT information required • Missing travel orders • Additional pages (beyond first page) of orders missing • Travel orders already liquidated/duplicate claim • Missing detaching/reporting endorsements • Local travel requires a SF 1164 vice a DD 1351-2

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Missing certificate of non-availability • Need to obtain CBQ memo of non-occupancy of government quarters • Missing lodging receipts or explanation for missing receipts • Original lodging receipts (or faxed receipts from hotel) required • Receipts required for reimbursement over $75.00 • Missing valid receipts for reimbursables or explanation for missing receipts • Official telephone charges must be authorized • Specify whether meals were included in registration/conference fees • Incorrect name on voucher • Incorrect fund site • Incorrect document number/Standard Document Number not complete • Incorrect itinerary • Date(s) of travel incorrect • Orders reflect erroneous or no accounting data • Full reimbursement for commercial air must be substantiated • Rental car requires command authorization • Rental car requires SATO endorsement for reimbursement and approval • DD Form 1351-3 not signed for actual expense • Missing separation travel order • Missing separation travel allowance election • Distance of travel exceeds authorized distance for separation • Missing retirement travel order • Missing retirement home of selection certificate • Missing extension approval for late retirement

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Other (Use narrative remarks to specify reason for return)
4.4.7.2.1	Initiate return request to traveler	Examiner	Examiner initiates return request to traveler. There are (3) methods you can choose for returning a request to the traveler: Method 1: - Return a request from the Logging of Requests screen. Click in the check box at the Flagged for Return column to the left of the SSN/ID field for the claim you wish to return. When you click on OK, the Return Voucher screen will appear. Method 2: - Return a request from the Examiner View screen. At the Examiner View screen, click on the File menu and then click on the Return Requests option. The Traveler Selection screen appears. At the Traveler Selection screen, type the traveler's SSN for the request being returned at the Find ID field. When the account information appears, click the OK button. The Return Voucher Record Selection screen appears. At this screen, click on the order number for the request being returned and then click the OK button. The Return Voucher screen will appear. Method 3: - Initiate the process to return a request from the Request Selection screen, At the Request Selection screen, click on the claim you wish to return. When the desired claim has been selected, click on the Return Request button. The Return Voucher screen will appear.
4.4.7.2.2	Complete return request to traveler	Examiner	Examiner completes return request to traveler. From the Returning Claims to Traveler screen complete the following fields: 1. Send To: When this screen appears, the traveler's address is displayed. If this information is correct, no

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			action is necessary. If not, click in the appropriate fields and type the desired changes. 2. Parent Organization: If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address. 3. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection (Refer to Step 4.4.7.2 as required). 4. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field and repeat the instructions from step (3) above to add additional reasons. 5. Remarks: Click in this field and type a remark if desired. Click Ok
4.4.7.2.3	Notify CPPA via eCRM	Examiner	Examiner notifies CPPA via eCRM. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing. Go to 4.4.7
4.4.7.3	Delete a request for settlement from the block	Examiner	Examiner deletes a request for settlement from the block. On occasion, a request for settlement must be deleted from a block. For example, a claim may have been logged to the wrong block, or was computed, but cannot be disbursed because of a missing receipt. Complete the following steps to "delete" a Request for Settlement: 1. At the Examiner View screen, select a block through one of the following methods: Method 1: - Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button. Method 2: - Click on the desired block listed under the To Do section and then click on the File menu at the top

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			left corner of the screen. A drop-down menu appears listing several options. Click on the Process Block option. Note: After selecting a block using one of the (2) methods listed above, the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section. 2. At the Request Selection screen, click on the request to be deleted. 3. When the correct request is highlighted, click the Delete button. The Delete this Request for a Settlement Against an Order screen appears. 4. At this screen, click the Delete button. A message will appear asking if you are sure you wish to delete the request. Click the Yes button. 5. If the option in the IATS Maintenance module has been activated to generate the "Deleted Details Report", the Reason For Deletion of Claim screen appears. Note: The Reason for Deletion of Claim screen only appears when the option "Reason for Delete" has been enabled in the Maintenance module. If this screen does not appear, proceed to step 10. 6. At the Reason for Deletion of Claim screen, you have the option of placing up to four reasons for deleting the request by clicking on the Down arrow button at the Reason fields. Tip: At the Reason for Deletion of Claim screen, you have the option of either selecting a reason, or simply entering a remark into the Remarks text box. One or the other is required. You may also do both - select a reason from the drop-down list and add a remark if desired. 7. If you click on the Down arrow button, a list of all of the reasons that were previously entered into the "Reasons for Claim Deletion" table in the Maintenance module, will be displayed. 8. Click on the desired reason from the drop-down list of reasons that will appear after you click on the Down arrow button. Or, click in the Remarks text box and type the reason the request is being deleted.

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			9. After selecting a reason, entering a remark, or both, click on OK. 10. The Confirmation Password screen appears next. Type your confirmation password at the Enter Password field and press Enter or click the OK button. IATS deletes the request and returns to the Request Selection screen.
4.4.7.4	Notify CPPA via eCRM, as necessary	Examiner	Examiner notifies CPPA via eCRM, as necessary. Notify CPPA via eCRM as necessary to explain reason for Deleting Request for Settlement and for additional documentation required to support claim processing, if required. Go to 4.4.7
4.4.8	Release block for auditing	Examiner	Examiner releases block for auditing From the Request Selection screen, select done, which returns examiner to their queued work screen. • Select (highlight) block for release. • Select "Release Block" button • Enter Confirmation Code • Print block number, attach all travel claim settlements in block to block number and deliver to the auditor
4.5	Log out of IATS	Examiner	Examiner logs out of IATS, if appropriate Refer to Step 4.3 if required.
5	Audit Travel Claim Settlement Request	Auditor/Examiner/Disbursing Clerk	Audit Travel Claim Settlement Request Note: Current NPPSC policy requires 100% audit and certification so the entire block of travel claim settlement requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities. Auditing Overview: • After a settlement is entered into IATS, an audit is required before the transaction can be released for

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			further processing. Travel claims are often complex and voucher examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced voucher examiner audit certain claims prior to payment. • Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the voucher examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the auditor or assigned to the auditor by the System Administrator. • Then, if any errors are found, the auditor must reassign the block back to the voucher examiner for corrections. After the corrections are made, the voucher examiner must again release the block for further processing. • Once all claims in a block are audited and any required corrections are made, the block must be released by the auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.
5.1	Login to IATS in the Auditor View mode or change the View to Auditor, if necessary.	Auditor	Auditor logs in to IATS in the Auditor View mode or changes the View to Auditor, if necessary. Refer to Step 4.1, as required
5.2	Select block for audit	Auditor	Auditor selects block for audit. Before a block of requests can be audited the block must be assigned to an auditor. The most common method of assigning a block is for the auditor to "grab" the desired block from those available. After in-coming

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			claims are logged to a block or when a block is released for further processing, the block resides in a pool awaiting assignment. Alternatively, the block requiring audit is assigned to the auditor. The process begins at the Auditor View screen. At this screen, select the block requiring audit. Complete the following steps to "grab" a block: • At the Auditor View screen, click on the Grab Blocks button and the Block Selection screen appears. • Select a block by double clicking on the desired block or by clicking on the block once and then clicking the OK button. Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button. • After selecting a block, the Confirmation Password screen appears. Complete the process by typing your assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter.
5.3	Select requests for audit	Auditor	Auditor selects requests for audit. Note: After selecting a block the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section. Current NPPSC policy requires a 100% audit and certification of all advance and settlement requests. At the Request Selection screen, select a request through one of the following methods: • Method 1: Double click on the desired request. • Method 2: Click on the request once and then click the View/Audit button.
5.4	Perform a forced audit	Auditor/Examiner	Auditor performs a forced audit.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Using the forced method, the auditor must view all of the input screens for the settlement request flagged for audit. If the auditor discovers an error requiring correction, the block must be returned to the examiner and the examiner must modify the previously entered request for settlement.
5.4.1	Conduct audit of Travel Claim Settlement requests	Auditor	Auditor conducts audit of Travel Claim Settlement requests. Complete the following steps to "audit" previously entered settlement requests by viewing the input screens: • Once a request from the block is selected for audit. The Request for Settlement Against an Order screen will appear. • View all the input screens and verify data entries against the source documentation in the eCRM travel claim settlement request. These are the seven tabs that have to be viewed in their entirety: o Remit To o Advance/Accrual o Entitlements (What's Authorized, Itinerary, and Reimbursables) o Calculations o Financial o Remarks o Workflow Note: Auditor must review all input screens in order for WINIATS to allow auditor to complete audit • Make notes of any errors during the review of the entire settlement Note 1: The auditor cannot make corrections to the travel claim settlement request. Corrections can only be made by the examiner. • When finished viewing all the input screens, click on the OK button at the Request for Settlement

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Against an Order screen. IATS returns to the Request Selection screen. Note 2: If during a forced audit, the Auditor attempts to exit the travel claim settlement prior to the review of all required screen inputs, WINIATS will prompt the auditor that the audit is not completed and identify the remaining screens that require audit.
5.4.2	View Travel Account information, if required	Auditor	Auditor views Travel Account information, if required Viewing Travel Accounts: While WINIATS does not force the Auditor to view the traveler's account information (e.g., verify suspect EFT information), it is a good business practice since the auditor assumes the pecuniary responsibility for all elements of the Settlement once the audit is complete. Complete the following steps to "view" a travel account: • At the Auditor View screen, click on the Tools menu. A drop-down list of options appears. • Click on the Traveler Profile option and the Traveler Selection screen appears. • At the Traveler Selection screen type the Social Security Number (SSN), for the traveler whose account you wish to view, at the Find ID field and press Enter or click on the OK button. The Traveler Account screen appears. • View Traveler account screen tabs as appropriate, make any necessary correction annotations as required. • When finished viewing the travel account, click on the OK or Cancel button.
5.4.3	View Daily Calculations information to identify any travel	Auditor	Auditor views Daily Calculations information to identify any travel settlement computational errors. Complete the following steps to "display" the daily calculations:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	settlement computational errors		• Click on the Entitlements tab at the Request for Settlement screen. • At the Entitlements tab, click on the entitlement or expense you wish to display the daily calculations for. • When the entitlement or expense is highlighted, click on the Daily Calcs button. The Daily Calculations screen appears. When finished reviewing this screen, click the OK button to return to the previous screen.
5.4.4	Mark request as being audited	Auditor	Auditor marks request as being audited. Note: If Auditor selects No, then travel settlement request will have to be re-audited in its entirety
5.4.5	Do additional travel claim settlement requests within the block require audit?	Auditor	Do additional travel claim settlement requests within the block require audit? If Yes, go to 5.3 If No, go to 5.4.6
5.4.6	Does the audited block need to be returned to Examiner for correction?	Auditor	Does the audited block need to be returned to Examiner for correction? If Yes, go to 5.4.7 If No, go to 5.4.9
5.4.7	Return block to examiner for correction	Auditor	Auditor returns block to examiner of correction. After auditing all the settlement requests within a block, it may be necessary to return the block to the examiner for correction. Complete the following steps to "return" a block to the examiner for correction: At the Auditor View screen, click on the Return Block button or click on the File menu and select the Return Block(s) option. The Confirmation Password screen appears.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			At the Confirmation Password screen, type the confirmation password at the Enter Password field and click the OK button. The Return Message screen appears. At this screen, type a brief message explaining why the block is being returned and then click the OK button. IATS returns the block back to the examiner who originally had it.
5.4.8	Make corrections to travel claim settlement request	Examiner	Examiner makes corrections to travel claim settlement request and then releases block back to auditor. After Auditor reassigns the block back to the voucher examiner for corrections, the examiner reviews auditor's remarks and makes corrections to travel settlement request(s) as required by performing appropriate actions detailed in Step 4. After the corrections are made, the voucher examiner must again release the block to the auditor for further processing. Go to 5.1 Note: Once all of the travel settlement requests within a block are audited and any required corrections are made, the block can be released by the auditor to disbursing for further processing.
5.4.9	Do request(s) within the audited block need to be returned for correction?	Auditor/Examiner	Do request(s) within the audited block need to be returned for correction? If Yes, go to 5.4.9.1 If No, go to 5.4.10 The following is a list of IATS Reason Codes for returning a request. • Mode of travel not consistent with orders • DD Form 1351-2 not signed • Missing AO verification/approval • Approving Officer signature required

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Incomplete or improperly completed itinerary • Block 16 of DD Form 1351-2 does not reflect own/operate or passengers • Complete highlighted blocks of DD 1351-2 • Block 6 of DD Form 1351-2 (address) member's not commands • SSN on orders and DD 1351-2 do not match • TLE form required • EFT information required • Missing travel orders • Additional pages (beyond first page) of orders missing • Travel orders already liquidated/duplicate claim • Missing detaching/reporting endorsements • Local travel requires a SF 1164 vice a DD 1351-2 • Missing certificate of non-availability • Need to obtain CBQ memo of non-occupancy of government quarters • Missing lodging receipts or explanation for missing receipts • Original lodging receipts (or faxed receipts from hotel) required • Receipts required for reimbursement over $75.00 • Missing valid receipts for reimbursables or explanation for missing receipts • Official telephone charges must be authorized • Specify whether meals were included in registration/conference fees • Incorrect name on voucher • Incorrect fund site • Incorrect document number/Standard Document Number not complete • Incorrect itinerary • Date(s) of travel incorrect • Orders reflect erroneous or no accounting data

STEPS ONLY			
STEP #	**FLOW TEXT**	**ROLE/RESP**	**ADDITIONAL TEXT**
			• Full reimbursement for commercial air must be substantiated • Rental car requires command authorization • Rental car requires SATO endorsement for reimbursement and approval • DD Form 1351-3 not signed for actual expense • Missing separation travel order • Missing separation travel allowance election • Distance of travel exceeds authorized distance for separation • Missing retirement travel order • Missing retirement home of selection certificate • Missing extension approval for late retirement Other (Use narrative remarks to specify reason for return)
5.4.9.1	Do request(s) within the audited block need to be returned to examiner or traveler?	Auditor	Do request(s) within the audited block need to be returned to examiner or traveler? If Traveler, go to 5.4.9.2 If Examiner, go to 5.4.9.4
5.4.9.2	Return Request to a Traveler	Auditor	Auditor returns Request to a Traveler While performing an audit, the Auditor may determine that it is necessary to return the claim back to the traveler. A feature was added to IATS that allows the Auditor to perform this task instead of sending the block back to the Examiner and having the Examiner return the claim. Complete the following steps to "return" a request to the Traveler: 1. If it is determined that the request must be returned to the Traveler, click on the Return Request button. A sub-menu appears.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			2. Click on the Return Request to Traveler option. The Return Voucher screen appears. 3. Send To: - When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes. 4. Parent Organization: - If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address. 5. Reason(s) for Return: - At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection. 6. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field and repeat the instructions from step (5) above to add additional reasons. 7. Remarks: - Click in this field and type a remark if desired. 8. Click on OK to save when finished saving the Request Selection screen appears allowing you to return a request for a different person, if desired, or continue auditing the block. If you do not want to return a request for another individual, or continue auditing the block, click on the Done button to return to the Auditor View screen.
5.4.9.3	Notify CPPA via eCRM	Auditor	Auditor notifies CPPA via eCRM. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing. When CPPA returns documentation, continue audit. Go to 5.4.1

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5.4.9.4	Return request to the Examiner	Auditor	Auditor returns request to the Examiner. While performing an audit, the Auditor may determine that it is necessary to return the claim back to the Examiner. A feature was added to IATS that allows the Auditor to perform this task instead of sending the entire block back to the Examiner and holding up the other claims on the block. Complete the following steps to "return" a request to an Auditor or an Examiner: 1. If it is determined that the request must be returned to an Auditor or an Examiner, click on the Return Request button. A sub-menu appears. 2. Click on the Return Request to Auditor/Examiner option. The Return Request screen appears. 3. Assign to: - Click in the circle next to Examiner 4. At the Find field, you can type the number of the block you wish to transfer a claim from and then press Enter. 5. Move to Block: - Click on the down arrow button. A drop-down listing appears displaying all of the blocks that match the criteria for the block selected. Click on the desired block number to make a selection or type the number to create a new block. If automatic block numbering is activated, type the word New to create a new block, if applicable. 6. Enter confirmation password: - After making your required selections. Click in the Enter confirmation password field and type your confirmation password. 7. Click on the Return button. 8. IATS returns the request, and the Request Selection screen appears allowing you to return another request or continue auditing the block. 9. If you do not want to return another request or continue auditing the block, click on the Done button to return to the Auditor View screen.
5.4.9.5	Enter Auditor Remarks/Comments	Auditor	Auditor enters Auditor Remarks/Comments

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			If a claim requires audit, sometimes it is necessary to make detailed comments that the examiner will need to see so that all of the required changes are made. The Reasons For Auditor Return screen is used for this purpose. Complete the following steps to "enter" Auditor Remarks: 1. When performing an audit, you will see an Auditor Remark button on the Request for Settlement or Advance screen. 2. Click on the Auditor Remark button. The Reasons For Auditor Return screen will appear. 3. Reason(s) for Return: - At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection. 4. Users may add up to (3) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field and repeat the instructions from step (3) above to add additional reasons. 5. Auditor Comments: - Click in this field and type a remark if desired. Click on the Save Reasons Now button when you are finished.
5.4.9.6	Make corrections and return to auditor	Examiner	Examiner makes corrections and returns to auditor. Examiner makes corrections to travel claim settlement request and then returns request back to auditor. After Auditor reassigns the block/request back to the voucher examiner for corrections, the examiner reviews auditor's remarks and makes corrections to travel settlement request(s) as required by performing appropriate actions detailed in Step 4.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			After the corrections are made, the voucher examiner must again release the block to the auditor for further processing. Go to 5.4.1 Note: Once all of the travel settlement requests within the block are audited and any required corrections are made, the block can be released by the auditor to disbursing for further processing.
5.4.10	Release block to Disbursing Clerk for further processing	Auditor	Auditor releases block to Disbursing Clerk for further processing. Once the Auditor is certain that there are no outstanding logged requests within the block, the next step is to release it for further processing. Complete the following steps to "release" a block: At the Auditor View screen, click on the listed block that you wish to release. Note: Before attempting to release a block, it's good idea to determine that all requests on the block have been processed. This is accomplished by double clicking on the desired block. The Request Selection screen appears. Look at the Status field to ensure the status of each request is Entered. If there are any requests in the status "Logged" or "Awaiting Audit", the request must be processed or deleted from the block before the block may be released. Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks. • When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear.

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter. • After entering the confirmation password, a message appears asking if you wish to print the block tickets for the blocks being released. Click on Yes or No as desired. Note: It's a good business practice to always print the block ticket to use as a cover sheet. Settlement requests are sometimes added to the block or deleted during the processing phase and may not reflect the cover sheet originally printed if the block was initially logged into IATS through the logging process. Disbursing clerks can also use the latest block ticket cover sheet to verify that a valid request exists for the transactions that appear in the upload file.
5.4.11	Does the same individual have Auditor and Disbursing Clerk role assignment?	Disbursing Clerk	Does the same individual have Auditor and Disbursing Clerk role assignment? If Yes, go to 5.6 If No, go to 5.5
5.5	Review blocks for disbursement processing	Disbursing Clerk Examiner/Auditor	Disbursing Clerk reviews blocks for disbursement processing. Once the disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the voucher examiner or auditor for corrections or review.
5.5.1	View blocks	Disbursing Clerk	Disbursing Clerk views blocks in the Disbursing View Before processing a block, the disbursing clerk should view the block to determine what types of payments the block contains. Complete the following steps to "view" a block:

STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• At the Disbursing View screen, click on the listed block that you wish to view and then click the View Block button. The Request Selection screen appears. • At the Request Selection screen, all requests assigned to the block are listed. • If finished reviewing the block, click the Done button. Tip: The user may also view the input screens for the requests if desired.
5.5.2	View requests	Disbursing Clerk	Disbursing Clerk views requests Complete the following steps to "view" a request: • At the Request Selection screen, select a request through one of the following methods: o Method 1: Double click on the desired request. o Method 2: Click on the request once and then click the View/Modify button. • After selecting a request using one of the methods listed above, the Request for Settlement Against an Order screen appears. • At this screen, click on the appropriate tab to view the necessary input screen. Tip: If needing to view the Itinerary or Reimbursables tab, click on the Entitlements tab, click on the listed entitlement or expense, and then click on the View/Modify button. The Itinerary and Reimbursables tab will then be visible. • When finished viewing the desired input screens, click on the OK button at the Request for Settlement Against an Order screen. IATS returns to the Request Selection screen. • Click the Done button to return to the Disbursing View screen if finished viewing the block.
5.5.3	Does block need to be returned to Examiner or	Disbursing Clerk	Does block need to be returned to Examiner or Auditor for correction? Yes, go to 5.5.4

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Auditor for correction?		No, go to 5.6
5.5.4	Return block(s) for correction	Disbursing Clerk	Disbursing Clerk returns block(s) for correction. Once the Disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to be sure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the voucher examiner or auditor for corrections or review. Complete the following steps to "return" a block: 1. At the Disbursing View screen, click on the Send to Disbursing tab and then click desired block listed under the heading "Blocks Available for Upload to Disbursing". 2. After selecting a block, click on the File menu and then click on the Return Block(s) option. The Confirmation Password screen appears. 3. Type the confirmation password at the Enter Password field and then click the OK button. The Return Message screen appears. 4. At this screen, type a brief message explaining why the block is being returned and what action to take, then click the OK button. The Return to Whom screen appears next. Tip: When the voucher examiner sees the returned block listed at the Examiner View screen, the message that was entered by the disbursing clerk is displayed at the bottom of the screen. 5. At the Return to Whom screen, click in the circle next to the option you wish to choose and then click on the OK button. IATS returns the block to the individual selected.
5.5.5	Make corrections to travel claim settlement request	Examiner/Auditor	Examiner/Auditor makes corrections to travel claim settlement request and then releases block back to the disbursing clerk. Examiner/Auditor makes corrections to travel settlement request in accordance with Disbursing clerk remarks.

STEPS ONLY			
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			After the corrections are made, the voucher examiner/auditor must again release the block back to the disbursing clerk for further processing. Go to 5.5.1
5.6	Grab blocks, print Block Selection Screen and release Blocks to Disbursing	Disbursing Clerk	Disbursing Clerk grabs blocks, prints Block Selection Screen and releases Blocks to Disbursing All block(s) that have been assigned to the disbursing clerk are listed at the Disbursing View screen. Initially, the block status is shown as "Awaiting Release". The disbursing clerk must release the blocks(s) and change the status to "Released For Disbursement" before attempting to perform the various disbursing processes.
5.6.1	Grab blocks for Release to Disbursing	Disbursing Clerk	Disbursing Clerk grabs blocks for Release to Disbursing and prints Block Selection Screen Blocks that have been released by the auditor will be in an “awaiting release” status in IATS. Select Disbursing Functions, click on “Grab Blocks” button. Select each block to be disbursed by holding the CTRL button and clicking on each block individually (below right); if all blocks displayed are to be released, you may simply select the “Select All” button. Once the blocks to be released have been selected, click the “Print” button and select “Print Block Selection Screen”. Then, click the “OK” button.
5.6.2	Release blocks to Disbursing	Disbursing Clerk	Disbursing Clerk releases blocks to Disbursing. Complete the following steps to "release" a block: • At the Disbursing View screen, click on the Send to Disbursing tab. All blocks in the status "Awaiting Release" will be listed. • Click on the listed block that you wish to release. Tip: If there is more than one block you wish to release, multiple blocks can be selected by

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			pressing and holding down the Shift key and clicking on the additional blocks. • When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear. • At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter. Once entered, the block(s) will be released to the "Uploading to Disbursing" file.
6	Prepare and upload WINIATS files via SFTP to the DFAS ADS system for payment	System Administrator Certifying Officer	System Administrator prepares and uploads WINIATS files via SFTP to the DFAS ADS system for payment. Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.
6.1	Prepare WINIATS for file upload to disbursing system	System Administrator	System Administrator prepares WINIATS for file upload to disbursing system. After disbursing clerk has released the block(s) and changed the status to "Released For Disbursement" the following disbursing functions may be performed: Change to the System Administrator view, expand "Upload to Mainframe", and select "Upload Transactions to Disbursing System". Make sure that the "Upload File of Size" block shows "0". If not, select the "Delete Upload File from Disk" and follow the screen prompts. Note: Regardless of Upload File of Size status, select "Delete Upload File from Disk" and follow the screen prompts. This best practice ensures that no stray or errant files from the last upload are not inadvertently retransmitted/uploaded to the Disbursing System.

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6.2	Append and rename upload file	System Administrator	System Administrator appends and renames upload file. After the deletion of the previous files is complete, you will be returned to the "Upload Data to ADS Disbursing System" display (below left). Select the "Create/Append Upload File with Blocks Released to Disbursing" button and click in the "Copy/Rename ASCII File" check box (below right). You may now proceed with creating your upload file.
6.3	Assign batch number and complete block field file designations for upload	System Administrator	System Administrator assigns batch number and completes block field file designations for upload. At the "Upload Data to ADS Disbursing System" display, click "OK". The "ADS File & Header Information" display will appear. Assign the next batch number (locally assigned batch number), fill the block field with a zero and your TSC UIC (ex: 042574), and submission number (same as the locally assigned batch number), and click ok. The ADS screen will appear. Print the screen. This has your count and dollar value to upload to the SFTP. If you don't print, the screen will not be available to reprint later. This creates your (#####).tvl file to be transmitted, i.e., 43339126.tvl (UIC and batch#.tvl).
6.4	Select blocks for upload	System Administrator	System Administrator selects blocks for upload. The "Block Selection - Uploading to Disbursing" screen will be displayed. Select only the blocks to be released for payments; all blocks displayed should be blocks intended for upload/payment. If so, you may click on the "Select All" button and click "OK". If not, select each block that will be transmitted by holding the CTRL button and clicking on each block individually; then click "OK". You will be prompted to input your confirmation password.
6.5	Receive acknowledgement file has been created for upload	System Administrator	System Administrator receives acknowledgement file has been created for upload. Note: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification

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			screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). A pop-up will appear showing the file has been successfully created. Click "OK". The "ADS File Totals" display will appear; print the screen and retain it – this has the total number of and amount of payments contained in the upload file that you have created and will transmit via SFTP to the ADS system. Print it prior to clicking the "Exit" button; the screen will not be available to reprint later. This creates your #####XXX.tvl file to be transmitted (##### = UIC and XXX = batch number; ".TVL" is the file extension).
6.6	Sign into SFTP and transfer file from local drive to DFAS folder for upload	System Administrator	System Administrator signs into SFTP and transfers batch file from local drive to DFAS folder for upload Sign into SFTP; on the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. Open the "Upload" folder from the C:\ drive, locate the batch file to be uploaded, and click and drag it to the DFAS folder labelled "ITS" on the right side of the window.
6.7	Receive acknowledgement from DFAS	System Administrator	System Administrator receives acknowledgement from DFAS. Within a few minutes of uploading the file to the ITS folder, an acknowledgement file will be available for download from the DFAS "ACK" folder. Open the "Download" file from the C:\ drive; then open the "ACK" folder on the DFAS side. Locate the acknowledgement file by UIC and Julian date. The file name will be #####XXX.ACT (##### = UIC, XXX = Julian date, and ".ACT" is the file extension. Click and drag the acknowledgement file to the C:\Download\ACK folder.
6.8	Compare and verify WINIATS and DFAS files	System Administrator	System Administrator compares and verifies WINIATS and DFAS files. Open the acknowledgement file and compare it to your ADS file print; ensure the number of transactions matches. Once verified that DFAS has received the file for

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			processing, go back to WINIATS and delete the upload file. Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.
6.9	Certify payments for release	Certifying Officer	Certifying Officer certifies payments for release. Navy Activities submitting IATS request for payments to the UMIDS Bulletin Board for processing through ADS are required to certify the payment file(s) before the file(s) will be released for payment. The Certifying Officer/Official (CO) is responsible for maintaining documentation relied upon to make a certification and the information must be available for ten years. Note 1: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Note 2: For purposes of this SOP System Administrators officially designated on DD577 are Certifying Officers/Officials.
6.9.1	Log into ADS	Certifying Officer	Certifying Officer logs into ADS After logging into ADS the Certifying Officer (CO) will click on "Payment" link and then click on Certifying Officer (RCOL) link Then click on "Travel Pay (IATS)" link. Then click on "NAVY - INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)" link

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6.9.2	Select batch file for certification	Certifying Officer	Certifying Officer selects batch file for certification. On the next screen: • Enter "Unit Identification Code" (e.g.,43322) • Enter "Batch Submission Number" (e.g., 560 - Batch number used in IATS) • Enter "Batch Submission Julian Date" (e.g., 032 - Julian date of release in IATS) Then click on "Submit" button.
6.9.3	Certify batch or individual files for payment	Certifying Officer	Certifying Officer certifies batch or individual files for payment. The certification summary screen will show the list of all certified and uncertified file(s). The CO should compare the data on the certification screen with the ADS File Totals printout obtained during preparation of the WINIATS file for upload; the data should match. Certifying Officer will verify the following columns: "UIC", "Batch Number", "Julian Date", "Items" (total release numbers from IATS), and "Amount" (Batch release dollar amount from IATS) If everything matches, the Certifying Officer types "Y" for YES or "R" for REJECT (incorrect or duplicate amount) in the box provided under "Action (Y or R)" column then click on "Submit" button. This completes the Travel Certification process. If there are multiple files to be certified, pressing the enter key after completing the first file will display the next sequential batch file for that UIC. Once displayed, follow the above procedures for certification. Alternatively, the CO may certify via the individual file screen. This screen will show the individual file display, the Batch Number, Julian Date, Total Number of Payments, and the Total Amount. The CO can certify or

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			reject the file by pressing the Y key or the R key then pressing the ENTER key or do nothing and clear the screen. Once certification is complete, the status, CO's User ID, along with the date the file was certified is shown. Print this screen to retain with the upload file data. Note: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Files uploaded by 15 minutes after the hour are available for certification by approximately 1 – 5 minutes after the next hour. For example: File Upload Time / Availability for Certification 1316 – 1415 / 1501 – 1505 until 2030 EST 1416 – 1515 / 1601 – 1605 until 2030 EST 1516 – 1615 / 1701 – 1706 until 2030 EST 1616 – 1715 / 1801 – 1805 until 2030 EST 1716 – 1815 / 1901 – 1905 until 2030 EST 1816 – 1915 / 2001 – 2005 until 2030 EST • The CO has until 8:30 p.m. EST to certify the file(s) to be processed on that day by placing a "Y" next to the command line, "CERTIFY FILE". • A file can be rejected by placing an "R" next to the command line "CERTIFY FILE". Even though the CO has rejected the file they have until 8:30 p.m. EST to reverse their action. Once the file has been purged a new file must be submitted. • In cases where the CO is unable to access the system, a certification form can be faxed to DFAS-CL, CODE ATL at (216) 522-5189/DSN 580 or email to CCL-IATS-CERT@dfas.mil. Personnel within DFAS-CL Centralized Disbursing will have global access to the Electronic File Certification System to certify the file upon

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			receipt of the fax or e-mail certification. Certification forms must be faxed or e-mailed by 6:00 p.m. EST. • DFAS-CL will only release files that have been properly certified.
7	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS	System Administrator/Examiner	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS. After ADS has processed the uploaded IATS payments, files must be downloaded from ADS to make corrections and pass the disbursing information back to IATS.
7.1	Log into SFTP secure server	System Administrator	System Administrator logs into SFTP secure server
7.2	Download the EFT Correction Listing file from ADS	System Administrator	System Administrator downloads the EFT Correction Listing file (NOC file) from ADS, only if required. Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. Download EFT Correction Listing file (NOC file), only if required. • Open the NOC folder (DFAS folders) on the right-hand side of the screen. • Locate the EFT Error File for the Travel Office UIC, if any were generated from previous uploads (XXXXX.Y.NOC) • Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window
7.3	Download Vouchers Disbursed Vouchers	System Administrator	System Administrator downloads Vouchers Disbursed Vouchers Rejected file (305 file) from ADS.

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	Rejected file from ADS		Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. • Open the NOT folder (DFAS folders) on the right-hand side of the screen. After specifying the desired directory, the download file(s) will appear in the right portion of the screen. • Scroll to UIC and locate the XXXXX.305 file (Vouchers Disbursed Vouchers Rejected file) within the NOT folder. • Click on the appropriate UIC.305 file. • Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window
7.4	Do NOC or 305 files require further processing?	System Administrator	Do NOC or 305 files require further processing? If Yes, go to 7.5 If No, go to 7.9
7.5	Does 305 file identify rejected transactions?	System Administrator	Does 305 file identify rejected transactions? Vouchers Disbursed Vouchers Rejected file (305 file) may show rejected transactions from previous day upload. If yes, go to 7.6 If No, go to 7.7
7.6	Process reject transaction(s)	System Administrator	System Administrator processes reject transaction(s) System Administrator makes any corrections to reject transaction(s) within MMPA RAVC and verifies that transaction(s) are processed in the following day's download from the ADS. System Administrator prints any MMPA RAVC corrections for Retain file.
7.7	Did NOC file identify any EFT	System Administrator	Did NOC file identify any EFT corrections for processing?

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	corrections for processing?		EFT Correction Listing file (NOC file) may identify transactions/payments that were properly processed, but that may or may not have been disbursed, based upon the nature of the EFT error. If Yes, go to 7.8 If No, go to 7.9
7.8	Make corrections to traveler accounts, as required	System Administrator	System Administrator makes corrections to traveler accounts, as required
7.8.1	Review EFT correction listing for command	System Administrator	System Administrator reviews EFT correction listing for command
7.8.2	Was EFT returned as undeliverable?	System Administrator	Was EFT returned as undeliverable? If Yes, go to 7.8.3 If No, go to 7.8.5
7.8.3	Process Undeliverable EFT transaction	System Administrator	System Administrator processes Undeliverable EFT transaction(s). Corrections for payments that were undeliverable (e.g., Incorrect RTN) so financial institution never received the disbursement for processing require a Process Reissue request form. Identify appropriate DFAS Technician based upon final two digits of Traveler's SSN. Complete the following information on the Reissue Request Form • Attention: DFAS Technician responsible to process the reissue • Member's Name • Member's Social

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Date of Payment (date of upload) • Amount of Payment • Correct Account Number • Correct Routing Number • Correct Account Type (Checking of Savings) • Requestor's Name (Navy Travel representative requesting the reissue) • Requester's POC Phone/Email • Date of Request
7.8.4	Save and E-mail Reissue Request form to DFAS technician	System Administrator	System Administrator saves and E-mails Reissue Request form to DFAS technician. System Administrator verifies transaction is properly disbursed in future ADS download. Also prints Reissue Request form and e-mail to DFAS technician for Retain file.
7.8.5	Process corrections to both undelivered and delivered EFT transaction(s) in IATS, as required	System Administrator	System Administrator processes corrections to both undelivered and delivered EFT transaction(s) in IATS, as required. Within System Administrator View • Select Tools • Select Traveler Profile • Select Traveler Account (Enter SSN) • Make corrections, as required based upon source documentation
7.9	Download ADS transaction file(s) from ADS	System Administrator	System Administrator downloads ADS transaction file(s) (ordinarily previous day Block/Batch number) from ADS: Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. • Open the NOT folder (DFAS folders) on the right-hand side of the screen, if not already open. After

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			specifying the desired directory, the download file(s) will appear in the right portion of the screen. • Scroll to UIC and locate the download file(s) (UIC.Batch#.NOT) within the NOT folder. • Click on the desired download file(s). • Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window
7.10	Process ADS Download File(s) in IATS	System Administrator	System Administrator processes ADS Download File(s) in IATS Complete the following steps to "process" the ADS Download File(s) in IATS: • At the System Administrator View screen, click on the plus sign to the left of the word, "Download from Mainframe". An expandable menu appears listing the options. • Click on the Download Transactions from Disbursing System option. The Download from ADS screen appears. After the desired download file(s) are selected, click the Download button. IATS processes the download file and displays the results. Tip: If rejects occur, the errors are written to the error file. A pop-up appears asking if you wish to view the log file. It is a good idea to view the download error report. This report should be analyzed to determine the cause of the reject. Click on the Yes or No button to view the log file as desired. When finished processing the ADS download file, click the Exit button to return to the System Administrator View screen.
7.11	Print previous day transaction	System Administrator	System Administrator prints previous day transaction files for Retain File archiving.

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	files for Retain File archiving		To Print Voucher report from previous day's upload. • From System Administrator View, go to: Block Processing • View Blocks • Completed Blocks • Select Block Ticket Numbers to be printed • Print with Vouchers and Collection Letters from previous day upload Note: Select option to exclude SSN to protect PII. If required, refer to MILPAY Debt Collection/Debt Management SOP at: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**
7.12	Compile documentation and archive Retain File	System Administrator	System Administrator compiles documentation and archives Retain File. Note: The Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Retain file may include the following documentation, as applicable: • DD 1351-2 (Travel Voucher) with all required signatures (TDY = Mbr + AO). • TDY Orders (originals + all modifications) with endorsements. • Completed NPPSC 1300/2 Temporary Duty (TDY) Traveler Checklist (optional, only if submitted with the claim). • All relevant supporting documentation (e.g., receipts, required forms, etc.) to substantiate the payment made to the member.

Landing Page

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• WinIATS Travel Voucher Summary (the settlement voucher from WINIATS showing the DOV and payment date) Currently Printed in Step 7.11 of the SOP. • WinIATS Travel Voucher Detail, also known as the .TVL file (to show which claims were in the batch that was certified in RCOL) Currently Printed in Step 6.5 of the SOP. • IATS Electronic File Certification which is the RCOL screenshot AFTER the file has been certified (to show which batches were certified and by whom) Currently Printed in Step 6.9 of the SOP. • DD 577 for the Certifying Official (the person who certified the batch file in RCOL).
7.13	Close eCRM case	Examiner	Examiner closes eCRM case. Examiner logs into eCRM, identifies dispatched eCRM Travel Claim Settlement cases from the current days download, informs CPPA claim paid by posting remark on the eCRM case, and changes status to “complete”.
STOP			