



DTS at NPS



Defense Travel System



Preliminary

- NPS has been a pilot test site for DTS since 1996!
- DTS designed to be easy to use, and less costly to administer than traditional travel systems
- Travelers follow rules in JTR/JFTR Appendix O (same as for Travel Manager)
- “Trust the Traveler”



Administrators

- Lead DTA—Nick Pavlina*
- Alternate Lead DTA—Rich Young*
- Financial DTA—Regina Panis
- Travel Office—Ashton Feehan, Jaimen Galindo, Charlotte Miller
- Govt travel card—Jaimen Galindo
- DTS Training—Jim Egerton *

— * G2 Software Systems, Inc.



Defense Travel System

- CAC card access with CAC reader
- CAC “middleware” (ActivCard Gold) *
- Security software (DBsign) *
 - * Installed by ITACS
- www.defensetravel.osd.mil
- Web-based interface
- Designed to be intuitive like Travelocity



DTS setup

- Organizations and groups similar to TM
- LOAs only available within organization
 - SPFA (or AO) can pull LOA from another org.
- No routing to SPFA based on job order
 - Routed to Reviewer by name
- No routing for INFO TAKE NO ACTION
 - AO rule in Outlook to forward email to ODTA
 - Use extensive Reporting capability for information



Other Features

- Split disbursing automatic for tickets, lodging and rental car. (GOVCC in DTS.)
 - DFAS pays credit card bill to Bank of America
- Split accounting
 - Split cost of travel between job orders
- ALL tickets purchased on Govt travel card
 - If you travel and don't have one, get one!
 - APC is Jaimen Galindo, 2080, He-038
 - Takes 7-10 days



Reservations

- Traveler makes own reservations in DTS directly with airline, hotel, rental car agency
 - Choose own flights and pick seats
- SATO does quality check, assists as required
- SATO purchases tickets
- Must justify all exceptions to AO
 - Actual lodging, bigger car, non-contract flights



Reservations cont'd

- For overseas flights, you must put your SSN in a comment box to SATO.
- You must request BOQ, BEQ reservations by comment box to SATO. In this case, you must add your SSN.
- Automatic BQ reservation capability will be added to DTS in a future revision



Premium Class Travel

- No First Class
- NEW: Director, Navy Staff (OPNAV) must approve ALL business class travel
 - Email request to eric.osterheus@navy.mil or
 - Fax to 703 695-8993
- Even applies to flights in Europe which only have business class.
- Ok to upgrade using frequent flyer miles



Authorizations

- Verify that CC#, expiration date and EFT info are correct in profile
 - Profile opens when you create first auth.
- Overseas travel—put SSN in comments to SATO
- BOQ—request in comment box to SATO
 - Include Base, Command, Rank, CC#, SSN
- On-line BOQ reservations in next version



Authorizations cont'd

- Short-term travel (less than 24 hours):
 - Must call SATO to have ticketed.
- Do itinerary, expenses, accounting first
 - Save travel reservations as last action before signing
- Select proper trip type: Routine, Permissive, or Househunting
- PNR Errors—call NPS DTS Help Desk



Authorizations cont'd

- Flight/date changes
- Audit Flags/comments
- Adjusting: Before approval
- Amending: After approval
- Early ticket purchase
- Open document after one hour, get “Confirmation:” number, and verify reservations in www.virtuallythere.com (password: satotravel)



Vouchers

- Create Voucher from Authorization within five days of return from travel
- Change estimated charges to actual charges
- Sign voucher (Only the traveler can sign a voucher)
- Supplemental—Create a voucher amendment
 - Just add additional charges and sign



Voucher Receipts

- Click on Expenses, then Receipts
- Print out fax cover page
- You are required to fax (or scan and upload) all lodging receipts and other receipts of \$75 or more to DTS
- Receipts will
 - Be available to AO
 - Stay in DTS for 6 years and 3 months



Cancellations

- Chapter 8 in Document Prep Manual
- Quick Reference on DTS web site
- If you cancel trip after ticketing, call SATO to get credit issued.
 - Ticket charged to traveler's GOVCC
 - Must get refund from BofA
 - Submit Dispute Form to BofA (on web site)



Help

- New “DTS Handbook” on NPS Travel web site
- DTS has help screens at all levels
- Tier II Help desk is in San Diego at 619 222-8025, ext 2. (Tom Krieger, Bill Rhodes, Michelle Slape, Melanie Mitchell)
 - (DTS-HelpDesk@nps.edu)
- On-line web-based training course
- On-line Travel Authorization live demo
- Periodic training provided for users and travel administrators



DTS Documents

- Authorization
 - You make your own reservations
- Voucher from Authorization
 - Traveler must sign own voucher
- Local Voucher (DD Form 1164)
 - Active in DTS for travel-related expenses
 - Will be routed to Comptroller for review



Payments

- Automatic Disbursement System
 - Vouchers paid in two days
- Automatic partial payments
 - TDY over 45 days
- Travel Advances
 - For non-card holders (Catch 22—you must have a travel card to use DTS)



Live Demonstration