

Invitational Travel Order SOP

Ref: NAVPGSCOLINST 4650.4E

Enclosures: (1) Travel Request Form
(2) Invitational Travel Order
(3) Electronic Funds Transfer Form
(4) Travel Voucher (Form 1351-2)

BACKGROUND:

Invitational travel orders are issued when a guest (civilian) or non-Department of Defense employee of the federal government travels at the expense of NPS.

POLICY:

Travelers and travel arrangers can consult the Joint Travel Regulations, the Foreign Clearance Guide, and NPS Security guidelines for policies governing Invitational Travel Orders.

It is recommended that NPS staff make all arrangements (through SATO) in order to secure government rates, and to ensure that SATO at NPS and through the toll-free number supports the traveler while on travel. Guests are permitted to make their own arrangements, but reimbursements will be limited to GTR (as quoted by SATO), and per diem (as quoted in the RATE section of the travel website).

Invitational Travel Orders should be prepared at least five working days in advance of travel departure date.

PROCEDURES:

Requesting travel:

1. The person requesting travel should complete the Invitational Travel Order Request Form or provide the following information: name of traveler, social security number, home and business addresses, telephone and fax numbers, email address, the traveler's credit card number, and the job order to be charged. This request and/or information should be forwarded to the travel arranger.
2. The travel arranger should add the following information to the Travel Request Form:
 - a. Arranger's name
 - b. Email address
 - c. Telephone number

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- d. Fax number
- e. Date it is faxed to SATO.
3. SATO will provide a cost estimate of the plane ticket. SATO will also make reservations (if the traveler is not making his or her own). **Follow up the fax with a phone call to SATO to make sure it was received.**
4. SATO will send the estimate and itinerary back to the arranger or traveler for approval (as directed). SATO should be notified of any needed changes, and upon correction, the new itinerary will be sent to the arranger or traveler. This process will continue, as necessary, until the itinerary is correct.
5. Once the itinerary has been approved and SATO has provided an estimate of the airline cost, the travel arranger should prepare a cost estimate for the entire trip. Both the itinerary and estimate should be forwarded to the appropriate funds reviewer – either the Sponsored Programs Financial Analyst (SPFA) or Administrative Support Assistant (ASA) - for assignment of a document number (also called a TANGO number) and a line of accounting. Note that the document number should use IT instead of TO for the identifier. See Attachment 1.

Completing the Invitational Travel Order form:

1. The Invitational Travel Order should now be complete, except for signatures. This must include signatures from the requestor (Principal Investigator of the job order being charged), and chair/dean/director. **Note: if the traveler is a foreign national and visiting NPS, the NPS Security Manager must approve the ITO.** See Attachment 2.
2. The travel arranger should email the ITO to the Supervising Analyst, Reimbursable Research Section (or appropriate Comptroller analyst) for processing and Comptroller approvals. If the timetable demands, the ITO can be walked through the Comptroller's Office. Once the needed Comptroller approval is secured, the analyst should return the original ITO to the travel arranger.
3. After all approvals have been secured, the travel arranger should fax the completed ITO to PSD – Transportation. PSD will authorize SATO to issue the tickets. The travel arranger should check with PSD to find out when the tickets are ready. The original ITO should be brought to PSD when picking up the tickets.
4. Send the tickets, itinerary and a copy of the ITO to the traveler so he or she can carry them while traveling. Do not send the traveler the original ITO. Note that electronic tickets will be issued unless it is an international trip or the travel is on more than one carrier. The travel arranger should retain the original copy of the ITO until the voucher is filed (and make sure that the funds reviewer has a copy of the original).

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Reimbursement:

1. The visitor must fill out an EFT form. The travel arranger should either send a copy of the EFT form to the traveler prior to travel or have the visitor fill out an Electronic Funds Transfer (EFT) form while he or she is at NPS. The travel arranger should verify the traveler's address to make sure it is complete and correct. See Attachment 3.
Note: If the visitor is a foreign national, a check should be requested.
2. The visitor should be instructed to save all original receipts for lodging, rental car, and registration fees (if applicable), as well as all receipts for expenses over \$75. The traveler should either be instructed on filling out the Travel Voucher (Form 1351-2) or sign a blank 1351-2 that the travel arranger will complete on his or her behalf. The traveler then forwards the receipts (if applicable, completed voucher) back to the travel arranger for processing. See Attachment 4.
3. Once the travel voucher has been completed, the following should be forwarded to PSD - Claims:
 - a. Original, signed travel voucher and copy
 - b. Original receipts including ticket coupon and itinerary
 - c. Original ITO and one (1) copy
 - d. EFT sheetThe travel arranger should also send a copy of the voucher to the SPFA or ASA reconciling the accounts.
4. PSD-Claims has ten days to process the voucher.

Canceling an ITO:

Notify SATO of the cancellation and return the unused tickets to PSD – Transportation. Then notify the appropriate Comptroller analyst of the cancellation by forwarding a copy of the ITO, labeled CANCELLED, signed by the travel arranger.

Note that it can take two or three months for the airfare refund to be credited.

Travel Request Form

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

Name of Traveler: Last, First, MI	Rank/Rate	SSN	Office Phone	Office Fax	Home Phone <i>(Requested by Airline)</i>

Invitational Traveler Only

Business Address	Business Phone	Home Address	Home Phone

Per Public Law 104-134 all federal government payments must be paid via Electronic Funds Transfer (EFT). Travelers must complete the PSDMTRY 7200/6 (Rev 11/98) in order to receive payment.

Activity Location Visiting: _____

Itinerary:

Traveling alone Traveling With

Departure Date	Departure Time	Departure City	Arrival Time	Arrival City

Note about Air Reservations: Navy contract requires use of GSA Contract Carriers per the Federal Travel Directory. Under the Terms of the contract the government has guaranteed the airline name in the contract all Federal Travel between your origin and destination. You are advised that having the ticket reissued on another carrier for personal preferences or convenience is prohibited. If necessary to change airlines as a result of a flight cancellation or changes to travel requirements, a statement to the reason should be included on the travel voucher (claim).

Lodging Request

Check-in Date	Check-out Date	Name of Hotel or BOQ/BEQ	City/Location

BOQ Requires Activity Name/Contact Name and Rank:

Credit Card Number (Required) _____

Rental Car

Pick up Date/Time	Return Date	City or Airport of Pick-Up

Note about Rental Car Reservation: Companies with which MTMC has negotiated special DoD/Govt car rental rates will be used to the exclusion of all others. Navy contract requires use of the lowest available rate.

Requires Justification and Size for vehicles larger than Compact:

Travel Request Form Page 2

Travel Job Order Number/Label _____
ITO & Fund Site Require Tango Number _____
Labor Job Order Number/Label _____

Purpose: _____

Requirements:

Annual leave from/to:
Miscellaneous Expenses:

Registration Fee :\$

Registration (if included in fees)

Meals (B, L, D)	Meal dates

If Registration Includes Meals Identify
Meals: B-Breakfast L-Lunch D-Dinner

<p>If Visitor Request Clearance Required: Name of person Visiting: Dates of Clearance: Telephone Number Fax Number: Complete Address of Where Clearance is to be sent: Reason for Visits (If Different from TDY Purpose):</p>

ITO's Only:

Travel Arranger: Name: _____ Email address: _____

Phone: _____ Fax: _____

Date SATO faxed: _____

SATO: Please fax completed itinerary/estimate to:

Name: _____

Email: _____

Comments/Additional Information:

INVITATIONAL TRAVEL ORDER

(Travel Arranger - fill in white areas)

Name:		Travel Order #	N6227103IT		
SSN:		JON #			
Home or Business Address:					
Name & Location of Activity Issuing Invitation					
POC for Travel Arrangement & Travel Claim (Form)					
Purpose of Trip:					
You are invited to proceed from:		To:		Dates:	
Size of Rental Car					

Per Public Law 104-134 all federal government payments must be paid via Electronic Funds Transfer (EFT). Travelers must complete the PSDMTRY 7200/6 (Rev 11/98) in order to receive payment.

Receipts: Ticket stubs are required to substantiate your transportation cost. **Original Receipts are required for lodging, rental car and registration. Original Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.**

Estimated Cost	Travel		PD		Misc.	
Total Estimated Cost	\$ -					

Government Contractors are not authorized to travel on ITOs or eligible to use GSA contract air passenger fares

Select from the following and mark an "X" in the corresponding box on the left:

<input type="checkbox"/>	Transportation has been arranged by the order-issuing agent and are included with this order.
<input type="checkbox"/>	You may arrange your transportation. The following rules apply: You may arrange your transportation directly with the carrier or through a travel office under contract to the U.S. Government. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a travel office under contract to the Government. Except for Canada and Mexico, you may use a travel office not under contract to the Government in a foreign country if ticketing can't be secured from a branch office or general agent of an American-flag carrier. It is DOD policy that in using regularly scheduled air transportation: (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.
<input type="checkbox"/>	You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of \$0.365 per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.
<input type="checkbox"/>	You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Per Diem (select one that applies):

You shall be paid a per diem allowance to cover your expenses for lodging, meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the maximum amount prescribed in JTR, Appendix B or D for the locality concerned. If your costs, particularly for lodging, are more than the maximum per diem rate prescribed in JTR, Appendix B or D, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules). **Fill in the daily per diem and MI&E rates for the destination.**

Locality		Max Lodging		M&IE		Total	\$	-
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You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only. Actual Subsistence Expense Allowance (AEA) Authorized over allowance. **Multiply daily amounts by days of travel:**

Locality		Maximum AEA Allowance		Amount allowed for M&IE authorized on a per diem basis.	
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You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; personal laundry, pressing, and dry cleaning are only reimbursable if trip is more than four consecutive nights at TDY area; local transportation (including reasonable tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Accounting Information (complete white boxes only)

Appropriation Symbol and Sub-Head	Object class	BU Cont Number	Sub-Allot #	Authorized Acctg	Type	Property Acctg	Cost Code
AA17 3 1804	210	62271	0	0 68892	2D	T 00000	62271 0 E

Remarks:

Signature Principal Investigator
Title

Signature Comptroller Only
(For the Secretary of the Navy)

Department Chair/Dean/Director

Funds Reviewer
(ASA or SPFA)

Security Manager
(for foreign nationals traveling to NPS)

EFT INFORMATION SHEET

Name: _____ SSN: _____ - _____ - _____ Grade/Rank: _____
 (Last, First, MI)

Command: _____ Dept/Div/Curriculum: _____

E-MAIL ADDRESS:

(Note: E-mail address will be used for Travel Voucher payment notification, and/or LES and NPA distribution.)

MAILING ADDRESS:

PHONE NUMBERS:

 Work Phone: _____
 Home Phone: _____

Financial Institution:							
Account Number:							
Type of Account: (Check one only)	, Savings			, Checking			
Routing Number: (Must be 9 digits)							
Purpose of EFT info submission (check one).	, For TRAVEL CLAIMS payments only. , For regular pay and allowances (DDS) payments only. , For ALL types of payments.						

Signature: _____ Date: _____

PRIVACY ACT STATEMENT

Authority:	5 USC 5701, 37 USC 404-427, EO 9397, 31 USC 3322, 31 CFR 208, 209 AND/OR 210
Principal Purpose(s):	Used for reviewing, approving, accounting and disbursing for official travel/pay and allowances. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement of payments. The information will be used to process payment data from the Federal Agency to the financial institution and/or its agent.
Routine Use(s):	To substantiate claims for reimbursement for official travel.
Disclosure:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the Electronic Funds Transfer/Direct Deposit System (EFT/DDS) programs.

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL *(Use two letters)*

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
<i>(Own expense)</i>	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance <i>(POC)</i>	- P	Vessel	- V

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (*see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS

UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN
