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Note from the Disbursing Officer, RDO-WEST

Travel during a Permanent Change of Station (PCS), Separation from Active Duty, or while in Temporary Additional Duty (TAD) status is something every Marine will encounter during their time in service. Due to the constant evolution of travel procedures and frequent changes to policy and regulations, my Travel Operations Section has designed this quarterly newsletter to assist the individual traveler. We will use this platform to highlight significant changes to policy and regulations and to address discrepancy trends that we've noticed in TAD, PCS, and Separations Travel. Our hope is that this newsletter will better inform you and lead to increased efficiency during the voucher settlement process.

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IMEF/MCI-West CAMPEN DTS Helpdesk

The role of the DTS Helpdesk encompasses the system and permissions management of DTS. More importantly, the mission of the helpdesk is to provide the best customer service for all appointed officials and travelers.

The path of escalation for a traveler that has issues with DTS is to first contact unit DTS appointed officials (ODTAs, ROs, AOs). If they are not able to assist and resolve your questions or issues, they should contact us. If you find yourself having the need to contact us, please let the helpdesk know why your unit reps couldn't assist you so that we can resolve the issue with the unit.

Current Changes

DTS and GTCC Regulations

The Defense Travel Management Office (DTMO) has removed chapter 2 and 3 of the DODFMR, volume 9 and has established a stand-alone DTS regulation called *DTS Regulations*. Additionally, a stand-alone regulation called *GTCC Regulations* have also been established. Both regulations can be accessed on the IMEF DTS website.

Defense Travel System (DTS) <http://www.defensetravel.osd.mil/>
Joint Travel Regulations (JTR) <http://www.defensetravel.dod.mil/site/travelreg.cfm>
IMEF DTS Website <http://www.imef.marines.mil/DTSHelpdesk/References>
RDO-West Website <http://www.1stmlg.marines.mil/StaffSections/SpecialStaff/Disbursing.aspx>

Travel Advisory Notice 06 - 16

TAN 6-16 establishes the new Deployed Per Diem Rate for Marines deployed to NAS Sigonella. The rate has been established at \$3.50 a day effective 26 April, 2016 regardless of the rate reflected on the Marine's orders. The current rate is payable via DTS until a letter designation code can be created within MCTFS (3270) and programmed with the appropriate line of accounting.

Separation Travel

Personally Procured Move (PPM) Upon Separation



If you plan to execute a Personally Procured Move (PPM), please remember to file two separate claims to settle your PPM and Separation Travel once you complete your travel. Your PPM voucher will be settled by the Marine Corps

Logistics Command, Albany, GA. Your Separations travel claim will be settled by the Regional Disbursing Office-West. Please access the website for instructions and information on where to submit your claims. Click or copy this web link to access the Separations information: <http://www.1stmlg.marines.mil/StaffSections/Special-Staff/Disbursing/Travel/Separations-Travel/>.

DTS Topics

Paying Off Your GTCC Balance

MCO 4600.40B requires that the GTCC is paid off when your DTS voucher is settled by using the split disbursement option. Split disbursement is the process of allocating a portion of your travel entitlement to pay the GTCC. Although DTS is designed to allocate airfare, lodging and other expenses to pay the GTCC, DTS does not know exactly how much you charged on your GTCC. We recommend that you call the 800 number on the back of the card and verify the balance you owe right before you submit your voucher. We also recommend that you ensure that the balance is allocated to pay off the card. This will also ensure that you know exactly how much of the remaining amount of your voucher settlement you can expect to post to your bank account.



Leave In Conjunction With TAD

If leave is taken as part of a TAD trip (before, during, or right after TAD) the leave period must be reflected in the DTS authorization. In addition, the Approving Official must ensure that the leave is reported and is authorized in the appropriate payroll reporting system (MOL, SLDCADA).

Top 4 Reasons the GTCC is Declined For TAD Travel

Per the Defense Travel Management Office (DTMO), the top four reasons that the GTCC is declined for TAD travel are:

- The card is not activated in time to book travel by the Agency Program Coordinator (APC),
- Insufficient available balance,
- The cardholder did not confirm receipt of a new card, and
- The DTS profile was not updated with the new GTCC expiration date.

We recommend you contact your APC before you TAD trip to ensure your card is activated and that there is enough credit on the card for your projected expenses. In addition, you should ensure that your DTS profile is updated with your credit card information, especially your GTCC expiration date. Your ODTA can assist you in updating your DTS profile.

DTS Receipt Requirements



These are the receipt requirements established by the JT R and other current regulations. The unit, TECOM and Disbursing AOs have the right to request additional receipts and documentation to validate the

expenses being claimed by a traveler.

- Airfare – (regardless of amount, must reflect the ticket number, airfare cost, and form of payment)
- Lodging – (regardless of amount and expenses must be itemized)
- Rental vehicle receipt – (regardless of amount)
- Expenses of \$75.00 or more

DTS Common Errors

These are the most common errors identified by Disbursing Approving Officials this quarter when reviewing DTS vouchers. Lodging reimbursement discrepancies continue to be the number one reason vouchers are returned.

- Lodging amount claimed differs from what is reflected on the receipt.
- No explanation provided when a lodging receipt is in someone else's name.
- When two travelers share a room, the lodging cost is not being claimed correctly. Two travelers that share a room must split the bill in half.
- Lodging tax not being claimed as a non-mileage reimbursement for TAD in CONUS.
- T-entered vouchers do not have a valid DD1351-2.
- Trip description does not specify the TAD purpose. No acronyms are allowed.
- Rental car estimate that was reflected in the authorization is not being updated on the voucher with the actual cost.

- Not claiming the correct meal rate on the voucher.
- Travelers are claiming pre-paid or top-off fueling options offered by rental car companies. These fuel reimbursement options are not authorized.

DTS Voucher Submission Requirements

The DTS Voucher Submission Requirements Guide provides the necessary information to assist travelers in the DTS voucher submission process. It was developed with a focus to assist travelers in submitting vouchers correctly to disbursing and minimizing the possibility of vouchers being returned. In addition, the most common travel regulations are explained. The guide is available on the DTS Helpdesk website under references.

Take a Minute to Update Your DTS Profile

Keeping your DTS profile is your responsibility! Not doing so could result in your DTS voucher settlement going to an old account or DTS could calculate your TAD entitlements incorrectly. Even if you don't have a scheduled TAD trip coming up, we recommend that you take the time right now and review your DTS profile. The following are important fields that must be update-to-date to avoid any problems during your TAD.

- New Electronic Funds Transfer (EFT) Account
- GTCC Account Number
- Update GTCC Expiration Date
- Personal Address/ Phone Number
- Unit Address/ Phone Number
- Rank/Grade
- Emergency Contact Information
- TSA Information

Please review the instructions we have provided you on the I MEF website on how to update your profile. You can also click this link to obtain the instructions:

<http://www.imef.marines.mil/Portals/68/Docs/IMEF/DTS/Keeping%20Your%20DTS%20Profile%20Updated.pdf>

Rental Vehicles for TAD

According to the Joint Travel Regulations, the standard size vehicle for all official travel is a compact car. However, when a compact car does not meet mission requirements, the unit Authorizing Official (AO) can approve a larger size vehicle that meets mission requirements. For example, a unit AO can authorize a full size vehicle for two or three travelers to utilize for the same trip. If this is the case, the unit AO is required to provide the appropriate justification on the authorization.

Very often, the comments left on the authorization state, "Full size vehicle authorized". This is not an appropriate justification and will result in the voucher being returned by disbursing. The AO must state specifically why the bigger vehicle is being authorized.