DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRIAL DEFENSE SERVICE
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JALS-TD

24 January 2013

MEMORANDUM FOR U.S. Army Trial Defense Service Personnel

SUBJECT: TDS Policy Memorandum 2013-01: USATDS Defense Travel System (DTS) Policy[1]

1. As Army Soldiers and Civilians, we are professionally and ethically bound to be good stewards of government funds. We have a duty to ensure that travel is booked in an efficient and fiscally responsible manner. Due diligence should be exercised when reserving flights, lodging, rental cars and incurring additional expenses. Also be mindful that by signing documents in DTS, you are certifying that the information is true and accurate to the best of your knowledge. Recognize too that monies used conservatively on travel can fund additional resources and training opportunities.

2. There is understandable frustration with DTS and the amount of time it takes to schedule travel and process vouchers. The guidance published below is designed to answer common travel-related questions. It will also help you navigate through DTS to produce cost-effective documents that process through to approval the first time.

3. How do I plan my travel?
Travel must be planned through DTS. Travelers must coordinate their travel with the Senior Defense Counsel and obtain approval from the Regional Defense Counsel before submitting a travel request in DTS. Travelers must state in the comments portion in DTS the following: "This travel has been approved by the RDC." All Mission Travel should be submitted no later than 10 business days before the start of travel. Training Travel should be submitted in accordance with the MOI initiated by DCAP. Call OTC, USATDS immediately for unexpected travel that falls outside of this guidance. Ensure all DTS authorization documents are created, completed properly and ***signed***. Do not amend authorizations without first contacting OTC, USATDS as this could result in delayed approval of your authorization.

4. Do I have to use my Government Travel Card?
Government Travel Card use is ***mandatory*** for airfare, lodging, and rental car. Profiles in DTS and Citibank must be current and under the TDS hierarchy. Update your profile information by visiting the following webpages:
DTS: http://www.defensetravel.osd.mil/dts/site/index.jsp
Citibank: https://home.cards.citidirect.com/CommercialCard/Cards.html.

[1] This supersedes the USATDS Defense Travel Policy, dated 28 Feb 11.

To ensure you are accepted under the TDS hierarchy, complete the inprocessing sheet located on the JAGCNet TDS homepage under "New to TDS" and forward to OTC, USATDS (usarmy.pentagon.hqda-otjag.mbx.usalsa-usatds-personnel-actions@mail.mil).

5. What if I have to travel to more than one TDY location or travel to the same location multiple times?
Try to incorporate multiple tasks within one trip when possible. For example, if you must attend an Article 32 hearing for one case and must do client interviews for another case on the same installation, do both in one trip. This will help avoid multiple trips to the same location. ***Do not*** create separate authorization documents for back-to-back TDY. If you need to travel to Fort Bliss for a court-martial on 23 September and then to Fort Hood for an Article 32 hearing on 25 September, create one DTS authorization document with multiple TDY destinations.

6. Can I use any airline for my travel?
Use airlines that are contracted with the U.S. Government. Contract flights are indicated in DTS. Request XO, USATDS approval for non-contract flights and attach a print screen of flight information to your authorization. Travel dates must match the flight itinerary when crossing the International Date Line.

7. Do I have to use government lodging and the dining facility on post?
Use government lodging, transportation and mess when available. For Army Lodging: centralreservations@redstone.army.mil, 1-866-DOD-LSP1, or DSN 312-897-2790. For Navy and Air Force Lodging: www.dodlodging.net, 1-888-AF LODGE, or 1-877-NAVY BED. Provide a statement of non-availability for lodging. Ensure you check availability of a TMP/government vehicle. If government mess is available, per diem entitlement must be changed in DTS.

8. What if there are no flights to my destination? Can I use my POV?
If government contract flights are not available and a government vehicle is not available, a Constructed Travel Worksheet (CTW) must be completed for private auto mileage and attached to the authorization. POVs can be used when travel is less than 800 miles round trip. The CTW essentially shows how a non-standard form of transportation will save government funds. If you are not using a government contract flight, you will be prompted to complete a CTW in DTS. Instructions on how to complete a CTW are located on the JAGCNet homepage under "DTS Docs."

9. What Line of Accounting do I use?
Use the proper Line of Accounting (LOA), sometimes called a fund cite. The LOA(s) for mission travel is available to you once your DTS profile is assigned to USATDS. LOAs for training travel should be indicated in the MOI distributed by DCAP. Do not use a

central billing account (CBA) unless specifically told to do so by OTC, USATDS. If an outside agency (a school, a state bar association, or a foundation) is paying for travel, ensure they provide an LOA and attach any correspondence (e-mail, registration requirements) that indicates who is funding travel and accommodations to OTC, USATDS. Do not use OCO/GWOT LOA unless instructed to do so, as these LOAs are specifically for travel to and from Afghanistan, and other points designated by DoD. Please refer to AR 27-10, paragraph 6-5 to see when the Convening Authority must fund travel. Contact OTC, USATDS for questions or problems.

10. Can I get options for my rental car?
If you are authorized a rental car for your TDY, ***the fuel service option, additional passengers fees, and GPS are not authorized***. Do not select additional insurance as coverage is already part of the government contract. Insurance is only authorized in Europe and Korea and will be added as part of the rental contract.

11. What if I am taking leave or pass in conjunction with my TDY?
When taking leave or pass in conjunction with TDY, attach an approved DA 31 (signed by appropriate signature authority) to the authorization document created in DTS. ***Ensure reservations in DTS for airfare, lodging and rental cars are for TDY only***. The Government contract fare must never be used for personal travel. (JFTRL/TFR, Appendix P, Part 2, paragraph E.) The official portion must be arranged through CTO.

12. What if my document is "flagged?"
Explain any discrepancies in comments to the approving official. Comments should be succinct and professional. Attach all documents and correspondence justifying the discrepancy. Website print screens must be attached to authorization for travel arrangements that may be more cost-effective, but not with contract carriers.

13. How do I settle my travel voucher?
Vouchers are **not** automatically generated once your travel is completed. You must enter DTS upon completion of you TDY and click "Create a Voucher". Settle vouchers within 3 business days of return. Foreign travelers may request additional days in order for foreign currency conversion fees to post to the government credit card. Add lodging taxes as a non-mileage expense; Korea and Europe must add both taxes and daily rate on DTS per diem entitlement page.

14. Do I need to have my receipts?
All receipts for flight and lodging expenses, regardless of amount, must be attached to the voucher. All other receipts for expenses of $75 or more must be attached to the voucher. To expedite processing, receipts should be uploaded to your document in DTS as one attachment. Receipts should be legible, labeled with the expense (i.e. rental car, terminal parking), with itemized charges and a zero balance due. Lodging

receipts must have the traveler's name and be itemized. Pacific Rim, Europe and CENTCOM must convert expenses to USD; write USD on receipt and provide credit card statement that shows USD. Add any foreign currency fees to voucher. Submit a statement in lieu of receipts if receipts over $75 are missing. A copy of a statement in lieu of receipt is located on the TDS JAGCNet homepage under "DTS Docs."

15. How do I avoid problems with my credit card?
Ensure your Citibank account contains your current mailing address so your statements and new credit cards get to you. File travel vouchers without delay. Monitor your Citibank account for credit limits, payments made and report discrepancies as soon as they are detected. File DTS vouchers and pay your credit card bills promptly to avoid insufficient funds for travel and possible suspension of credit card accounts. To request a CITI bank on-line account go to: https://home.cards.citidirect.com.

16. What about Local Vouchers?
Local vouchers should be prepared for travel of less than 12 hours. Complete local vouchers on a monthly basis.

17. What if I have a question or need additional help?
Contact Ms. Carol Graddick, the USATDS Program Manager, at (703) 693-0308 or carol.a.graddick.civ@mail.mil or SFC Andrea Parris, the USATDS Senior Paralegal NCO, at (703) 693-0296 or andrea.n.parris.mil@mail.mil for mission travel. For training travel, contact the POC listed in the MOI.

18. This policy is effective immediately.

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