

Updated 9.03.13  
Travel Procedures for Navy DAU Travel

**KEY POINTS TO REMEMBER TO RECEIVE DAU TRAVEL FUNDING**

1. You must occupy a designated acquisition position
2. The course you are attending must be mandatory for certification
3. Travel **WILL NOT** be processed via the Defense Travel System (DTS)
4. If you are registered for a class at a LOWER priority (not eligible for funding) and your Priority CHANGES (now eligible) you MUST contact your DAU Registrar immediately to have your travel authorized!
5. All of the below guidance / direction must be followed
6. NEVER travel without approved orders in-hand!

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A. **Overview**

The Naval Acquisition Career Center (NACC) is responsible for registration and travel administration for Defense Acquisition University (DAU) training. DAU provides NACC the necessary travel funding for Navy and Marine Corps civilian and military students to attend mandatory certification courses. NACC issues a travel order (DD1610) via eDACM automated system to eligible students that provides essential funding consistent with the DOD Joint Travel Regulation (JTR) and Approving Official (AO) guidance.

B. **TRAVEL WILL NOT BE PROCESSED VIA THE DEFENSE TRAVEL SYSTEM (DTS)!**

DAU falls under Paragraph 4-F of the Navy Exception Policy as DAU utilizes "a financial system not linked to DTS." The DoD DTS Program Office is working with DAU to implement DTS, but it is not anticipated to be functional until **3rd QTR FY2014**. The NACC does not have cognizance over this process and eagerly supports a speedy implementation of DTS for DAU Travel.

C. **Procedures**

When using DAU centralized travel funding, you must follow the procedures below.

1. As cited in the JTR, "The 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." The NACC is the AO on behalf of DAU.
2. Stipulations for the use of DAU travel funds are that the traveler must follow the enclosed guidance without deviation. Those who do not comply with the requirements are welcome to seek other / command funding for their DAU travel expenses.

**THE NACC WILL NOT PROVIDE TRAVELERS ORDERS AFTER THE FACT. YOU MUST HAVE YOUR TRAVEL WORKSHEET TO THE CLASS START DATE AND RECEIVE YOUR ORDERS PROIOR TO DEPARTING FOR CLASS**

D. **Six (6) Steps to a successful TDY**

1. **Step 1- Understanding Rules/Conditions For Utilizing DAU Centralized Funding**

When you receive a reservation for a DAU course, you will be advised of your funding eligibility. Forty-five calendar days prior to the class start date, you will receive an email directing you to log into eDACM to complete and submit your travel worksheet. If you do not receive this notification you should contact the eDACM Support Team to make sure there are no problems with your worksheet.

**Local Travel:** When your class is held within your local commuting area (45 miles or less from your residence or duty station, whichever is lower), it is considered local travel. **Commands have agreed to provide all travel funding for local travel; therefore, you will simply need to contact your command for orders and funding.**

- a) If a traveler chooses to drive to/from home to class daily, regardless of distance, this is "local travel" and will not be funded; traveler will need to seek command funding if mileage reimbursement is desired.
- b) **TDY and Return Travel:** You must contact your local SATO or travel office for lodging accommodations, rental car reservations, and/or airline tickets.
- c) **The NACC will authorize students to depart the day before the class start date; however, unless justification is provided, NACC will require students to return on the last day of class after class concludes.**
- d) When making airline reservations 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. In this case, **indicate “Centrally Billed Account “(CBA) in your Travel Worksheet so that this can be authorized in your orders.** 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, **please indicate “Individual Billed Account” (IBA) in your Travel Worksheet so this can be authorized on your orders.** The airfare should be claimed as a Reimbursable Expense when you file your travel claim.
- e) As a condition of using DAU Centralized Travel Funds and in execution of the DAU Cost Effective Location (CEL) Module, Airfare will be authorized for travel over 400 miles from residence to school. Anyone fewer than 400 miles will need to request Rental Car or POV.
- f) When government lodging exists at the location of your class, please contact the BOQ or Navy Lodge for billeting accommodations. If Government Quarters are available, you will receive a confirmation number. If not, you will receive a non-availability number and then should contact SATO/travel office for commercial lodging arrangements.
- g) For Commercial Lodging only: Student will be required to check the following web site to see if they are eligible for a TAX EXEMPTION on Hotel Taxes. This will depend upon the STATE in which you are attending your DAU class. Web site is: <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>
- h) OCONUS travelers – OCONUS Hotel Taxes will no longer be a separate authorization. Per the JTR Chapter 4 C4565 Per Diem Computation Examples, A. Lodging Taxes #4: "Lodging tax in foreign OCONUS locations is not a reimbursable expense - this is already included in the Per Diem rates."
- i) DAU/NACC cannot require a civilian student to stay in Government Quarters, but as the AO it is mandated as a condition of using DAU Travel Funding. If one 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.

**REMINDER - Changes to Travel Itinerary / Lodging / Transportation are NOT AUTHORIZED without proper prior approval from the NACC!**

- j) **Rental car changes / upgrades without SATO / NACC 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 or this guidance!**
- k) **Medical Requirements:** Students with valid and essential requirements due to a medical or handicap condition must scan and email documentation to the **DAU TRAVEL EMAIL ADDRESS** ([cynthia.wemer@navy.mil](mailto:cynthia.wemer@navy.mil)). A doctor's confirmation of the medical condition (a brief description) and the recommended accommodations, signed by the

Doctor and student's Supervisor, is required. The Travel Requirements Worksheet must also state that there is a medical need, and the students eDACM Profile should cite "Special Requirements" needed in the "User Information" section. **Due to the Personally Identifiable Information (PII) nature of these documents, please ensure to send these documents by encrypted email ONLY!**

## 2. **Step 2- Submitting Travel Worksheet**

- a) Access the eDACM site <https://www.atrrs.army.mil/channels/navyedacm>
- b) Once you are logged in using your CAC, go to:
  - 1) "Manage Career" tab at the top
  - 2) "Travel," and then "Manage Travel Request"
  - 3) Click on the course in which you are requesting travel
  - 4) Complete Travel Worksheet
- c) If special accommodations are required, annotate in the comments section of your worksheet.
- d) **You must receive an on-screen confirmation to ensure your travel worksheet is received by NACC.** Your current status will change from "NEW WORKSHEET (not received at NACC)" to "PENDING" (with date submitted). If you do not see this change reflected, you will need to resubmit your worksheet
- e) Once NACC receives your worksheet and it has been reviewed, a DD1610 Travel Order will be produced. You will receive an email notification that you will need to log into eDACM to view/print your Official Travel orders.
- f) Your order will provide two electronic signatures. **You must obtain a third, original signature in block 18 of your order before you proceed to class.** An Approving/Authorizing Official's signature is required. An approving/authorizing official is an individual within your command who is authorized to approve DTS/Official Travel authorizations/vouchers. You must print all attachments and review each before proceeding to class.

## 3. **Step 3- Requesting An Amendment**

- a) If you require an increase in funding or other changes to your orders, you must request an amendment through eDACM. **NOTE:** Amendments are not required and should not be submitted to cancel TDY orders. To submit your amendment request:
  - 1) Log onto Register-Now <https://www.atrrs.army.mil/channels/navyedacm>
  - 2) Once you are logged in using your CAC, go to:
    - i. "Manage Career" tab at the top, then go to
    - ii. "Travel," and then "Manage Travel Request"
  - 3) Look for the course in which you need to request an amendment

- 4) Click the “NEW AMENDMENT” block
- 5) Complete your Amendment Request
- 6) State your reason in the comments/remarks block
- 7) When completed, click “submit”

b) Once NACC receives your amendment request, it will be reviewed and an Amendment Memo generated. You will receive an email notification that you will need to log into eDACM and view/print your amendment.

#### 4. **Step 4- Cancelling Travel Orders**

- a) If you no longer wish to utilize DAU centralized funded travel orders, please send an email to [DAUTravel3@navy.mil](mailto:DAUTravel3@navy.mil) advising of such and indicate whether any funds have been expended.
- b) If you have cancelled your course reservation or are a no show for the course, the eDACM system will automatically generate an email asking whether any funding was expended and you must respond ASAP for orders to be cancelled.

#### 5. **Step 5- Filing Your Travel Claim/Voucher**

- a) **Within Five (5) Calendar Days of your return from travel, you must complete the DD1351-2 Claim Form.** You must obtain a local signature in block 21a; your Approving/Authorizing Official’s signature is required. Submit your claim to your local Personnel Support Detachment (PSD), or Defense Finance and Accounting Service (DFAS) if you do not have a PSD. Your package must include:
  - 1) A copy of your order, DD1610
  - 2) DD1351-2, Claim Form
  - 3) Airline itinerary (if applicable) showing the cost of your flight
- b) DFAS contacts information:
  - 1) DFAS Indianapolis Fax: 317-275-0150
  - 2) DFAS Columbus [dfasintravelcolumbus@dfas.mil](mailto:dfasintravelcolumbus@dfas.mil) (file size cannot exceed 4 mb)
  - 3) DFAS Cleveland 1-888-332-7411 to speak with a voucher technician
- c) Commands may reimburse you for expenses not covered by DAU in accordance with their local policy. All related documentation must be locally prepared and executed.

#### 6. **Step 6- Closing Your eDACM Travel Account**

- a) After your claim has been processed and you have verified reimbursement is correct, you must provide NACC with the following documentation to close your eDACM travel account:
  - 1) NACC Travel Settlement Fax Cover Sheet
  - 2) Travel Voucher Summary (normally printed from MyPay website)
  - 3) Airline itinerary showing the cost of your flight (if applicable)

- b) **SCAN and email the above documents to NACC for account closure, email address [cynthia.wemer@navy.mil](mailto:cynthia.wemer@navy.mil). **FAX submissions will no longer be accepted.**** NACC will review your package and close your account. If there are questions NACC will contact you. If your processed claim is not received by NACC within 35 calendar days of the class end date, you will receive a reminder email requiring you to submit your package. Students with open travel accounts from previous DAU training may lose eligibility for future travel funding. It is strongly recommended that you retain a copy of your complete settlement package.

## Travel Summary

### **PLEASE READ BEFORE PROCEEDING TO CLASS**

#### **DO**

1. Review your travel order and familiarize yourself with items that have or have not been authorized, including number of days of travel.
2. Obtain a local signature (usually your supervisor) in block 18 of your DD1610.
3. Use your local SATO/travel office for reservations for lodging.
4. Check the following web site for **TAX EXEMPTION on Hotel Taxes. This will depend upon the STATE of the DAU class. Web site is: <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>. Print out the form and deliver to your Hotel at Check-In.**
5. Provide a copy of your travel order to your local SATO/travel office before proceeding to class. Your ticket for airfare will not be purchased unless you provide a copy of your order to your SATO/travel office.
6. Submit your travel claim to your local PSD to be settled and for reimbursement by DFAS.
7. Return unused airline tickets to your local SATO/travel office for credit.
8. Email your complete travel settlement package to NACC after your claim has

been settled and you have been reimbursed. Email to [cynthia.wemer@navy.mil](mailto:cynthia.wemer@navy.mil).

9. Log onto the MyPay website, <https://mypay.dfas.mil/mypay.aspx>; to print a copy of your travel voucher summary, select "Travel Voucher Advice of Payment (AOP)."

**DO NOT**

1. **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.
2. **Do not** proceed to class without having an order in-hand and providing a copy of the order to your SATO/travel office.
3. **Do not** amend or modify your travel order. If an amendment or modification

is needed, you must log onto eDACM to request the amendment.

4. **Do not** give your travel order number or line of accounting to any other traveler for their use.
5. **Do not** use a travel order for any class other than the class for which it was issued.
6. **Do not** submit your travel claim to NACC for settlement and reimbursement.
7. **Do not** discard your travel settlement package. Travelers are advised to retain copies for 6 ½ years.