How to Process a Trip Curtailment in DTS

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Ending a Trip Early

- If a traveler is in a travel status and a trip ends early, the traveler must:
  - Contact the TMC directly to make changes to the return flight if travel is within 72 hrs.
  - For a curtailed trip beyond 72 hrs. prior to return, Amend the Authorization in DTS.

- Upon return from TDY, within 5 working days, the traveler must:
  - Create the **Voucher** from the Approved Authorization
  - Update trip itinerary dates with the new end date
  - When updating the itinerary dates, ensure that the Per Diem entitlements are updated correctly
  - Add any travel related incurred expenses along with substantiating documents (Lodging regardless of amount, all expenses $75 and over).
  - Review all trip details, add proper justifications and sign voucher to route for approval.
Ending a Trip Early w/ a Non-ATM Advance or Scheduled Partial Payment

– If a trip was curtailed and a Non-ATM Advance/Scheduled Partial Payment was paid, the traveler may have to pay a portion back

– Ensure the traveler is aware of the amount owed and the process for repayment
When an SPP or Non-ATM Advance was Scheduled

Status of the SPP or Advance will show “Paid” or “Submitted.” If a traveler has been paid at least 1 SPP, the status should reflect as “Paid” even if future SPPs have not yet been received.
Ending a Trip Early – Creating the Voucher

- The “My Travel Documents” screen will default to the Authorizations tab. Click “Create New Document” and select the drop down option “Voucher.”
- A new window will pop up. Select “Create Voucher.”
Ending a Trip Early – Changing the Return Date

- The Voucher will default to the “Review Trip Voucher” screen.
- There are two places on the screen to edit the return date – 1. Edit Itinerary or 2. Go to Itinerary
Ending a Trip Early – Changing the Return Date

- Change the return date in the “Departure” field.
- Remember that when the Itinerary updates, the per diem entitlements will be reset. Ensure the Lodging and Meals and Incidental expenses are updated correctly.
Ending a Trip Early – Updating Expenses

- After changing itinerary dates, DTS will navigate to the **Expenses** progress bar.
- Ensure travel related expenses are added or updated to reflect actual costs and all required substantiating documents and receipts.
Ending a Trip Early – Updating Per Diem Entitlements

- On the **Per Diem Entitlements** screen, ensure Lodging costs are updated to reflect actual costs per night and M&IE is correct.
Ending a Trip Early – Reviewing the Financial Summary

- Review the **Financial Summary**, especially if the traveler received a Non-ATM Advance or SPP. The Disbursement, Credit and Entitlement Summary will show if a traveler was previously paid an Advance or SPP and if the traveler will have DUE US balance.
A Notification of Debt notice will appear at the bottom of the Sign and Submit screen if the traveler was paid more in a Non-ATM Advance or SPP than expenses that were actually incurred.
Ending a Trip Early – SPP Descheduled

- If SPPs were scheduled, the Authorization and Voucher will show the SPP Status in the Accounting screen as “Descheduled” after the Voucher is Signed and Submitted.
- If the traveler continues to receive SPPs after the Voucher has been signed, notify a DTA for further assistance.
Notification to the Debt Management Monitor

- If a trip was curtailed and a Non-ATM Advance or SPP was received, it is likely the member will be placed in a DUE U.S. status once the Voucher is approved.

- If a traveler is placed in a DUE U.S. status after a trip curtailment:
  - Ensure that the traveler, AO, and DMM are aware of the debt
  - **Wait** to receive the “Notification of Debt” email from DTS *prior* to repaying the debt
    - *Note to the DMM: Do not select “Due Process” in the DMM Module if the Voucher has rejected.*
  - The traveler will have 30 days from the time the email is received to repay the debt or inform their DMM to request payroll collection