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. 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!
4. All of the below guidance / direction must be followed
5. NEVER travel without approved orders in-hand! DO NOT ASSUME - print them out!
6. ALL DAU TRAVEL is done through the DEFENSE TRAVEL SYSTEM (DTS) utilizing the “Cross Org” function to assign the DAU Line of Accounting. YOU DO NOT NEED TO COMPLETE the travel worksheet within eDACM.

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A. Overview

a. The Naval Acquisition Career Center (NACC) is responsible for registration and travel administration for Naval 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 travel orders (DD1610) via DEFENSE TRAVEL SYSTEM (DTS) to eligible students that provides essential funding consistent with the DOD Joint Travel Regulation (JTR) and Approving Official (AO) guidance.

B. General Policy’s

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

b. 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 as NACC will not reimburse.

c. A Government Travel Credit Card (GTCC) must be obtained from the employee’s homeport command prior to submitting a DTS authorization.

d. Use of the GTCC is required for all government related expenses while TDY.

e. DTS authorizations are NOT to be submitted until 45 days prior to the start of the course.

f. DTS authorizations MUST be received no later than seven (7) days prior to the start of the DAU course which will allow adequate time to review, certify and approve.

g. 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.

h. REMINDER – Changes to Travel Itinerary (Lodging and Transportation) are NOT AUTHORIZED without proper approval from the NACC! If you change lodging without prior NACC approval you are responsible for any difference on cost!

i. The NACC will not provide travelers orders after the fact. You must have your travel orders APPROVED AND IN-HAND prior to departing for class/TDY.

j. 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). 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. **Due to the Personally Identifiable Information (PII) nature of these documents, please ensure to send these documents by encrypted email ONLY!**

**k. TDY and Return Travel:** All reservations must be made through DTS.

**C. Transportation Policy’s**

a. **Local Travel:** When your class is held within your local commuting area (45 miles or less from your residence or duty station to TDY location, whichever is lower), it is considered local travel. Distances are computed using the Department of Defense Table of Distances (zip to zip). **Commands have agreed to provide all travel funding for local travel; therefore, you will simply need to contact your command for orders and funding.**

i. If a traveler chooses to drive to/from home to class daily, regardless of distance, this is considered “local travel” and will not be funded; traveler will need to seek command funding if mileage reimbursement is desired.

b. 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 TDY location. Anyone fewer than 400 miles will need to request Rental Car or use POV.

c. 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! CHECK YOUR RECEIPT when picking-up the car – issues / questions, CALL SATO IMMEDIATELY!

**D. Lodging Policy’s**

a. DAU/NACC cannot require a civilian student to stay in Government Lodging Facility, 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 Lodging are available and does not obtain a non-availability number, reimbursement will be limited to Government Lodging Facility rate.

b. **Lodging Options:**

i. If your class/course is being held at a location with a Government Lodging Facility (refer to paragraph D.b.i.4.), you must:

   1. Contact the BOQ or Navy lodging facility for billeting accommodations [http://www.dodlodging.net/](http://www.dodlodging.net/). If government lodging is available, you will receive a confirmation number and you must indicated Name of
lodging facility, Address of lodging facility, Nightly lodging cost and Confirmation number in the comments to approving official block on the digital signature page of the DTS authorization.

2. If there is no availability, you will receive a non-availability number which MUST be indicated in the comments to approving official block on the digital signature page and commercial lodging is authorized (all commercial lodging reservations MUST be made within DTS). If your class location is on the ILP Preferred Listing http://www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf you should utilized one of the hotels. If you chose NOT to utilize a lodging facility on the Preferred List, reimbursement will be limited to the preferred lodging rate https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf

3. If a student chooses to stay in commercial lodging when Government Lodging is available and does not obtain a non-availability number, reimbursement will be limited to the Government Lodging Facility rate.

4. Locations with government lodging facilities available:

   a. China Lake, CA    k. Lakehurst, NJ
   b. Edwards AFB, CA     l. Tinker AFB, OK
   c. Port Hueneme, CA   m. Newport, RI
   d. San Diego, CA       n. Charleston, SC
   e. Jacksonville, FL    o. Lackland AFB, TX
   f. Mayport, FL         p. Hill AFB, UT
   g. Great Lakes, IL     q. Dahlgren, VA
   h. Crane, IN           r. Norfolk, VA
   i. California, MD  
       (Patuxent River)  s. Keyport, WA
   j. Hanscom, MA         t. Kaiserslautern, Germany

ii. If your class/course is being held at a location with a Privatized Lodging Facility (refer to paragraph D.b.ii.4.), you must:
1. Attempt to make reservations either in DTS or through the IHQ website [http://www.ihg.com/armyhotels/hotels/us/en/installations](http://www.ihg.com/armyhotels/hotels/us/en/installations). If there is no availability, print screen and ensure this document is uploaded into substantiating records within DTS as proof of non-availability.

2. If there is no availability at the privatized lodging facility, commercial lodging is authorized and reservations **MUST** be made within DTS. If your class location is on the ILP Preferred Listing [http://www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf](http://www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf) you should utilized one of the hotels. If you chose **NOT** to utilize a lodging facility on the Preferred List, reimbursement will be limited to the preferred lodging rate [https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf](https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf).

3. If a student chooses to stay in commercial lodging when Privatized Lodging is available, reimbursement will be limited to the Privatize Lodging rate. (Exception: the DAU facility is not located on the REDSTONE ARSENAL, AL or WRIGHT PATTERSON AFB, OH students are authorized commercial lodging and should utilize a hotel on the preferred commercial lodging list).

4. Locations with privatized lodging facilities available:

   a. Aberdeen/Aberdeen
   b. Fort Belvoir, VA
   Proving, MD

   iii. If you class/course is being held at a location that does **NOT** have a government/privatized lodging facility, commercial lodging is authorized and reservations must be made within DTS. If your class location is on the ILP Preferred Listing [http://www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf](http://www.defensetravel.dod.mil/Docs/ILP_Preferred_List.pdf) you should utilized one of the hotels. If you chose **NOT** to utilize a lodging facility not on the Preferred List, reimbursement will be limited to the preferred lodging rate [https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf](https://secure.defensetravel.dod.mil/cacdocs/ILP_Rates.pdf).

c. 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](https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter). 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.”

d. Per the JTR (1100, B. 1.) lodging arrangements **MUST** be made within DTS with below exceptions.

i. When utilizing a government (BOQ, Navy Lodging)/privatized lodging facility...
ii. When a student with a valid, essential requirement due to a medical or handicap condition and pre-approved by the NACC (refer to paragraph B.j. above).

1. The following information must be provided in the “Comments to Approving Official” section on digital signature page:

   a. Name of lodging facility
   b. Address of lodging facility
   c. Nightly lodging cost/rate
   d. Confirmation number

E. Four (4) Step’s to a successful TDY

   a. **Step 1 - NACC General, Transportation and Lodging Policies**

      i. Ensure that you review the above General, Transportation and Lodging Policies.

   b. **Step 2 - Submitting Your DTS Authorization**

      i. Students will receive a system generated email at **45 days** prior to the start of the class. The email will advise them that we have transitioned to DTS for DAU Travel and ask them if they have a DTS account (if you do not receive this system generated email please contact your DAU NACC COURSE MANAGER). If they do, they are to respond to the system generated email to inform us they do have an account. At that time the DAU NACC Team Lead will add them to our current FY “cross org” line of accounting and inform the student when this has been done. Students are then advised to read our travel procedures and cross org information before submitting their travel request in DTS. Students **MUST** wait for a response from the DAU NACC Team Lead informing them that they have been added to the NACC Cross Org line of accounting. **Failure to wait could affect your authorization from being routed correctly!**

      ii. DTS authorizations **MUST** be received no later than **seven (7) days** prior to the start of the DAU course which will allow adequate time to review, certify and approve.

      iii. Submit DTS authorization no earlier than forty-five (45) days prior to class start date. Ensure the appropriate DAU Travel funding source (ex. “16 852 DAU F1”) – the leading two digits will change each FY) is selected for the “CROSS ORG LOA” drop down on the “Accounting Codes” page. Do not
select any local command LOA unless instructed to do so by the NACC Course Manager. If you do not see the appropriate DAU Travel funding source, please contact your course manager to have you SSN added to the CROSS ORG.

iv. While an employee is on TDY, NACC will **NOT** fund a return trip home unless a cost comparison is provided with a cost saving to the government and justification as to the reason for the return home.

v. All reservations (air, lodging and rental car) must be made within DTS: Exceptions for making lodging reservations outside DTS must be approved by the NACC (except for PMT 401 students) prior to DTS submissions.

1. If lodging arrangements are made outside DTS (only for government/privatized lodging facilities and when students with a valid, essential requirement due to a medical or handicap condition pre-approved by the NACC), the following information must be provided in the “Comments to Approving Official” block on the digital signature page:

   a. Name of lodging facility

   b. Address of lodging facility

   c. Nightly lodging cost

   d. Confirmation number

2. The gas allowance for a rental vehicle is $50.00 per week. Please keep in mind that if the rental car company provides a free upgrade to a larger vehicle, the gas allowance remains $50.00 per week.

3. Laundry is not a reimbursed and is included in the meals & incidentals expenses (M&IE) allowance.

4. Reimbursement for lodging is for actual cost of lodging up to but not exceeding the daily per diem allowance. (Lodging taxes are not included in the per diem allowance. Enter lodging taxes as a non-mileage expense in DTS.)

vi. If the use of Personally/Privately Owned Vehicle (POV) is authorized. In/around mileage will be limited to 20 miles per day for personal convenience unless otherwise annotated in comment section of your orders.

vii. If using a rental car, a compact car must be selected unless there is a justified reason for a larger vehicle. The least expensive rental car available in DTS must be used. If the rental car is in DTS, it means they are an acceptable company to use. Ensure that Government Administrative Rate Supplement (GARS) is on the rental agreement. CHECK YOUR RECEIPT!
viii. If flying, use of a GSA/City Pair government contracted airline must be used. The first and last days of approved travel are deemed travel days to the TDY site and to return to the homeport.

ix. Maximum checked baggage allowance is as follows: two (2) checked bag for training travel. Baggage must be of normal weight and size based on airline policy. However, exceptions will be reviewed on a case-by-case basis.

x. Partial Payments: If travel exceeds forty-five (45) days, scheduled partial payments must be selected. To schedule partial payments, go to the “Accounting Codes” page, select the “Partial Payments” tab then click the “Schedule Partial Payments” button. The scheduled partial payments will be disbursed to the personal account registered in DTS and the GTCC based on the expense reimbursement selected in the authorization. Take note of the partial payment schedule and the amounts for your records. Disbursement of the partial payment may take up to seventy-two (72) hours after scheduled payment date. If there is an issue with the partial payment, contact the DTS Help Desk at 1-888-435-7146.

1. Partial payments payouts:

   a. First partial payment:

      i. All airfare (if applicable)

      ii. All rental cars (if applicable)

      iii. First 30 days of lodging

      iv. First 30 days of M&IE

      v. Portion of mileage/non-mileage expenses (if dates listed are within the first 30 days timeframe)

   b. Second 30 days of lodging

      i. Second 30 days of lodging

      ii. Second 30 days of M&IE

      iii. Portion of mileage/non-mileage expenses (if dates listed are within the second 30 days timeframe)

2. *NOTE: Reimbursement of full or partial advanced payment for lodging will be disbursed as stated above (first partial payment – first thirty days; second partial payment – second thirty days), no more. Despite what the printed orders say, do NOT submit interim vouchers every thirty (30) days.
xi. If special accommodations are required, annotate in the comments section of your authorization/order.

xii. While on travel, be responsible when spending money/using the GTCC. Act as if it were money from a personal bank account or credit card.

xiii. Reservations and allowances in DTS cannot reflect dates that are before or after the authorized travel dates on the approval.

xiv. If an employee has an accident while using an authorized rental car, please go to: https://www.defensetravel.dod.mil/rental/

xv. When entering travel requirements in DTS, be mindful that DTS can only do what it is told to do. If expected expenses are identified as being incurred on only one date, disbursement will be for only one date. If expenses cover a period of time (e.g., Hotel Parking), make sure you cite ALL dates!

xvi. If the Method of Reimbursement is identified as “Personal”, payment will be sent to employee’s personal account on record in DTS only.

xvii. If during travel, an employee realizes they have overestimated an expense and the Method of Reimbursement should be changed, the employee should contact the appropriate NACC DAU Course Manager as soon as possible before making any adjustments in DTS. **NOTE: To ensure DTS travel is correct or to address any concerns or amendments, work with the appropriate NACC DAU Course Manager.

xviii. To check the status of travel authorizations/vouchers in DTS:

1. Login to DTS at: https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp

2. Accept the Privacy and Ethics Policy

3. Select the authorization or voucher to be checked.

4. If “Open Document – VIEW ONLY” appears with a box that is checked, leave the box checked; removing the check would change it to “Edit” mode, requiring the document to be signed and sent through the routing list again. The document may automatically open in “View” mode which is fine.

5. Go to the “Digital Signature” page.

6. “ROUTING ACTIONS – AWAITING STATUS CHANGE TO…. will appear with a list of the next group of people in the routing list (all from the same level). All members of that group will have the document in their box for action. (*Not all those people will need to take action.) Let the NACC Course Manager know who has it and they will send a reminder to push it through. ALLOW SEVEN (7)
WORKING DAYS for NACC DTS Processing!

7. After that list is the “Document History” which shows who it has been with and the actions taken thus far.

c. **Step 3 - Printing Travel Orders**

   i. Print and take approved orders when traveling. **NEVER** go on travel without approved orders. To print approved orders in DD1610 format:

   1. Login to DTS at [https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp](https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp)

   2. Accept the Privacy and Ethics Policy

   3. On the “Welcome” screen go to “Traveler Setup” dropdown and click “Form Preferences”.

   4. Form Defaults page will pop up.

   5. For “Authorizations”, make sure that “Govt+Form” is selected.

   6. Go to bottom and “Save Form Defaults”.

   7. Window will not close on its own, so click “Close Window” to go back to “Welcome” screen.

   8. Go to the “Official Travel” drop down and select “Authorizations/Orders”.

   9. Locate the authorization and select “Print” in that row.

   10. You should now have a copy of your official travel orders in the DD1610 form.

   11. Ensure that one of the NACC Approving Officials’ (AOs’) names is in block 18, an account code is in block 19, and there is a travel order number in block 22.

   12. You MUST print these out and keep them with you at all times while on travel. DO NOT go on travel without this completed DD1610 (approved orders).

d. **Step 4 - Submitting Your DTS Voucher**

   i. Vouchers must be submitted within five (5) business days of return from travel.
ii. **Receipts.** All receipts are required regardless of dollar value.

iii. If your mode of transportation is by POV and are claiming in/around mileage, you **MUST** upload into Substantiating Records a daily log of mileage utilized.