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 NACC 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 and Routing List. YOU DO NOT NEED TO COMPLETE the travel worksheet within eDACM.

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A. Overview

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 the Defense Travel System (DTS) to eligible students that provide 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 (GOVCC) must be obtained from the employee’s homeport command prior to submitting a DTS authorization.

d. Use of the GOVCC 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/return:

i. CONUS (Continental United States) student authorized to depart the day before class starts.

ii. OCONUS (Outside Continental United States) student authorized to depart two (2) days before class starts.

1. Exception: HAWAII based student authorized to depart day before class starts.

iii. Students should RETURN on the last day after class concludes, unless justification is provided.
h. Deviation from published travel orders (changes to Travel Itinerary to include lodging and transportation) is not authorized without prior NACC approval. If you make any Travel Itinerary changes without prior NACC approval, you are responsible for any difference in cost!

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

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

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). 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!

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.

i. Students with fewer then 400 miles between residence and TDY location will need to request Renal Car or utilize 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. Air travel and rental car reservations **MUST** be made within DTS.
D. Lodging Policy’s

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

b. Lodging Options:

i. If DTS indicates that there is availability at a government/privatized lodging facility (reference D,b,iii for list of DAU locations with government lodging facilities); you should utilize the government/privatized lodging facility. If there is no availability commercial lodging is authorized, proceed to #ii.

   1. If you choose not to utilize the government/privatized lodging facility; reimbursement will be limited to the government/privatized lodging facility rate.

      a. Exception: Reservation rate is less than the government/privatized lodging facility rate.

ii. If DTS indicates that there is availability at preferred commercial lodging facility; you should utilize a preferred lodging facility. If there is no preferred lodging available, reservations can be made at any commercial lodging facility not to exceed the max daily rate for that location.

   1. If you choose not to utilize the preferred commercial lodging facility, reimbursement will be limited to the preferred lodging facility rate. 
   

iii. Locations with government/privatized lodging facilities available:

   a. China Lake, CA  
   b. Lakehurst, NJ  
   c. Edwards AFB, CA  
   d. Tinker AFB, OK  
   e. Port Hueneme Facilities, CA  
   f. Newport, RI  
   g. Point Lomas Annex, CA (San Diego, CA)  
   h. Charleston, SC  
   i. Jacksonville, FL  
   j. Lackland AFB, TX  
   k. Mayport, FL  
   l. Hill AFB, UT  
   m. Great Lakes, IL  
   n. Dahlgren, VA
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. Website is: 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 a student with a valid, essential requirement due to a medical or handicap condition and pre-approved by the NACC (refer to paragraph B.k. 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. Reimbursement Policy’s

a. All receipts regardless of value MUST be kept and uploaded into the substantiating records when submitting the DTS voucher. In case of missing or lost receipts, a Letter in Lieu of Receipt or GOVCC statements with item being claimed highlighted are acceptable.

   i. Exception: Lodging, Air, and Rental Car receipts MUST be submitted.
b. POV in/around mileage reimbursement at TDY location is limited to 10 miles per day with on-base lodging and 20 miles per day with off-base lodging. Student must maintain an in/around mileage log. The in/around mileage log is required to be uploaded into substantiating records when submitting the DTS voucher.

i. Exceptions:
   1. Fort Belvoir - 20 miles on-base, 20 miles off-base.

c. Rental Car fuel reimbursement at the TDY location is limited to 10 miles per day with on-base lodging and 20 miles per day with off-base lodging.

i. Exceptions:
   1. Fort Belvoir - 20 miles on-base, 20 miles off-base.

d. Baggage Fees:

i. Number of bag limits:
   1. 1 bag for 1 week TDY
   2. 2 bags for 2 week TDY
   3. 3 bags for 4 week +TDY

ii. Oversized and overweight baggage: Be sure to check the commercial air carrier’s website to determine size and weight restrictions prior to departing; oversized/overweight baggage reimbursement will be limited to the single bag rate.

e. Airport Parking:

i. If TDY length is 2 weeks or greater, a cost comparison must be uploaded into the substantiating records showing the cost between taxi to/from airport versus POV mileage to/from airport + airport parking.

f. Taxi in/around TDY location: Limited to $20 per day for those students whose mode of transportation is Air and not requesting a Rental Car at the TDY location.
The intent of this guide is to highlight typical travel requirements, provide references to policy and guidance, and assist the traveler in creating the DTS authorization for DAU travel.

DAU Travel Notification

Students will receive a system generated email (example below) **45 and 30 days** prior to the start of the course/class from dautravel4@navy.mil. If you did not receive this email, please contact your DAU course Registrar or DAWIA POC.

IMPORTANT: Highlighted section in below email example *requires action on student’s part.*

**System generated e-mail (example):**

APPLICATION SUMMARY:
Employee Name: DOE, JOHN J  
COURSE: BCF 225  
COURSE TITLE: ACQUISITION BUSINESS MANAGEMENT APPLICATION  
FY: 2017 SCHOOL: 501 PHASE: CLS: 017  
START: 04/24/2017 END: 04/28/2017  
LOCATION: FT BELVOIR, VA 22060  
DELIVERY METHOD: Classroom

You were previously sent an Enrollment Notice to attend the DAU training identified above. You are now being notified that you are eligible for DAU Centralized Travel funding. **IMPORTANT NOTE:** We have transitioned to DTS for all DAU Travel.

If you have access to DTS, please RESPOND/REPLY ASAP to this email and indicate that you have a DTS account/profile. Once you have responded/replied, WAIT for a response from our office that you have been added to our Cross-Org, after which you will proceed as cited below. If you do NOT have access to DTS please reply to this email IMMEDIATELY for additional options.

Please read/review the NAVAL DAU NACC Travel Policy and Procedures (located in EDACM under Manage Career/Travel/Guidance and Documents- NAVAL DAU NACC Travel Policy and Procedure 4.21.17) to ensure you are familiar with the current rules and policies governing DON DAU travel: https://www.attrs.army.mil/channels/navyedacm/document/library/index/Travel.

**VERY IMPORTANT:** As part of the transition in DTS, you will need to review the "Cross Org" Line of Accounting instructions for this travel (located in Appendix B of the Naval DAU NACC Travel Policy and Procedure 4.21.17): https://www.attrs.army.mil/channels/navyedacm/document/library/index/Travel. **DO NOT LEAVE THIS FOR LATER - VERY IMPORTANT THIS IS DONE ASAP.**
DAU Travel Notification – continued

Your DTS Authorization is due to NACC not later than 03/25/2017 (30 days prior to the course start date). You will be notified via system generated email when your travel authorization is approved in DTS. Please remember to submit your authorization; if the authorization is not submitted and orders not received by you prior to leaving for class, the authorization WILL NOT be issued after the class start date. 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 approval. You must not travel without approved and completed orders. If you have any problems please let me know IMMEDIATELY. Again, authorization requests for travel received later than SEVEN (7) days prior to the start of a DAU course will NOT be able to be processed in time for Orders to be issued!

If no travel funding is required, no action is necessary.

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Step 1
My Itinerary

Choose Your Trip Method

DAU residential course TDY is always AA-ROUTINE TDY/TAD
Students NOT crossing International Date Line, click green boxed click here.
Students crossing International Date Line, click blue boxed click here.
Step 2
My Itinerary

My TDY Locations

Arriving Date:

Reference Naval DAU NACC Travel Policy and Procedures above: B.g.

CONUS (Continental United States) student authorized to depart the day before class starts.
OCONUS (Outside Continental United States) student authorized to depart two (2) days before class starts.

Exception: HAWAII based student authorized to depart day before class starts.

Departing Date:

Reference Naval DAU NACC Travel Policy and Procedures above: B.g.

Unless justification is provided, NACC will require students to return on the last day of the class after class concludes.

TDY Location:

As identified on students reservation within eDACM.

Exceptions:

eDACM showing ABERDEEN, MD DTS input ABERDEEN PROVING, MD

eDACM showing CALIFORNIA, MD DTS input PATUXENT RIVER, MD

eDACM showing FORD ISLAND, HI DTS input PEARL HARBOR, HI

eDACM showing LAKEHURST, NJ DTS input LAKEHURST NAVAL AIR WRFRE CTR, NJ

eDACM showing NORFOLK, VA DTS input NORFOLK NAS, VA

eDACM showing PORT HUENEME, CA DTS input PORT HUENEME FACILITIES, CA

eDACM showing SAN DIEGO, CA DTS input NAVAL BASE POINT LOMA ANNEX, CA

Travel by

Reference Naval DAU NACC Travel Policy and Procedures above: C.a.

Commands have agreed to provide all travel funding for LOCAL TRAVEL. (If either your duty station or residence is 45 miles or less (zip to zip) you are considered local travel).

Air:

Reference Naval DAU NACC Travel Policy and Procedures above: C.b.

Authorized for travel over 400 miles from students residence to TDY location.

Rail:

Authorized if cost effective, requires pre-approval by NACC DAU Registrar.

Rental Car: Reference Naval DAU NACC Travel Policy and Procedures above: B.i.

If distance between student’s residence to TDY location is 400 miles or less.

Other: (If utilizing Privately Owned Vehicle and distance is 400 miles or less from student’s residence to TDY location.

Time of Day: select: (Morning, Afternoon, Evening)

Rental Car: select: (Yes/No)
Step 2
My Itinerary - continued

My Trip Overview

Leaving on:
Reference Naval DAU NACC Travel Policy and Procedures above: B.g.
CONUS (Continental United States) student authorized to depart the day before class starts.
OCONUS (Outside Continental United States) student authorized to depart two (2) days before class starts.
Exception: HAWAII based student authorized to depart day before class starts.

Return on:
Reference Naval DAU NACC Travel Policy and Procedures above: B.g.
Unless justification is provide, NACC will require students to return on the last day of the class after class concludes.

Trip duration: select: Multi-Day

Leaving from: select: (My residence, My duty station, Other). If you select other, you must provide justification in the additional comment/remarks block on the digital signature page.

Returning to: select: (My residence, My duty station, Other). If you select other, you must provide justification in the additional comment/remarks block on the digital signature page.

Return by:
Air
Rail
Rental Car
Other: (If utilizing Privately Owned Vehicle)

Time of Day: select: (Morning, Afternoon, Evening)

My Trip Details

Type: select: AA-Routine TDY/TAD

Purpose: select: Training Attendance

Description: Identify the DAU course number you will be attending (examples: CON 090, FE 302, etc)

Click continue
Step 3
**Travel Page**

**Air:** Ensure: City Pair flights are selected/utilized; Method of reimbursement is GOVCC.

**Rail:** Authorized if cost effective, requires pre-approval by NACC DAU Registrar.

**Rental Car:** *Reference Naval DAU NACC Travel Policy and Procedures above: C.d.* - Rental car reservation must be made within DTS. Ensure: Compact rental car is selected; Method of reimbursement is GOVCC.

   Exceptions:
   1) Students with valid and essential requirements due to a medical or handicap condition.
   2) Multiple students carpooling.

   **Request Assistance in Booking Rental Car:** In order to make reservations at an agency other than what DTS shows, you will need to click on **Request Assistance in Booking Rental Car** button at the bottom of the Rental Car page. On the **CTO Comments – Rental Car** page, you will need to provide the Rental Car agencies name, address, and contact number (at a minimum) so that CTO can attempt to make the reservations.

**Lodging:** *Reference Naval DAU NACC Travel Policy and Procedures above: D.b* - Lodging reservation must be made within DTS. Ensure: Method of reimbursement is GOVCC.

   **Government/Privatized Lodging Facility:** If DTS indicates that there is availability at either a government/privatized lodging facility, student should utilize. If a student chooses not to utilize a government/privatized lodging facility, reimbursement will be limited to the government/privatized lodging facility rate.

   **Preferred Lodging Facility:** If DTS indicates that there is availability at a preferred commercial lodging facility, student should utilize. If a student chooses not to utilize a preferred commercial lodging facility, reimbursement will be limited to the preferred lodging rate.

   Exceptions:
   1) Students with valid and essential requirements due to a medical or handicap condition.
   2) Student makes reservation at a cheaper rate than at the government/privatized/preferred lodging facility (whichever is applicable).

   **Commercial Lodging Facility:** If DTS does not show that government/privatized or preferred commercial lodging as an option, commercial lodging is authorized up to the maximum rate for the TDY location.

**Other Transportation:** Typically Not Applicable
Step 4
Expenses Page

Non-Mileage Expenses:
- Hotel Taxes: Only for privatized and commercial lodging.
- Rental Car Fuel: Reference Naval DAU NACC Travel Policy and Procedures above: E.c. - Rental car fuel reimbursement at the TDY location is limited to 10 miles per day with on-base lodging and 20 miles per day with off-base lodging (see reference for exceptions).
- Taxi to Terminal: Only if mode of transportation is Air or Rental Car.
- Baggage Fees: Reference Naval DAU NACC Travel Policy and Procedures above: E.d. - Limited to: 1 bag for 1 week TDY, 2 bags for 2 week TDY and 3 bags for 4 week + TDY.
- Airport Parking: Reference Naval DAU NACC Travel Policy and Procedures above: E.e. - If TDY length is 2 weeks or greater, a cost comparison must be uploaded into substantiating records showing the cost between taxi to/from airport versus POV mileage to/from airport + airport parking.
- Taxi in/around: Reference Naval DAU NACC Travel Policy and Procedures above: E.f. - Only if mode of transportation is Air and Rental Car is not being requested (limited to $20 per day).

Mileage Expenses:
- Pvt-Auto to/from TDY/TAD: If your mode of transportation is POV to/from TDY location.
- Pvt-Auto in/around mileage: If your mode of transportation is POV.
  1) POV in/around mileage: Reference Naval DAU NACC Travel Policy and Procedures above: E.b. - Reimbursement is limited to 10 miles per day with on-base lodging and 20 miles per day with off-base lodging.
- Pvt-Auto to terminal: Only if your mode of transportation is either Air or Rental Car.

Per Diem Entitlements:
- Lodging: Based on your reservation
- M&IE: Based on your TDY location

Substantiating Records: Upload any substantiating records that will aid in the approval of your DTS authorization.
Step 5
**Accounting Page**

**Accounting Codes:** Ensure LOA: 17 852 DAU F1 (the first two digits represent the FY and will change accordingly). This is found in the *Cross Org LOA* drop down. **Select NO OTHER LOA!!!**

Step 6
**Partial Payments Page**

Only students attending **PMT 401** should schedule Partial Payments.

Step 7
**Pre-Audit Page**

You **must** correct errors and/or provide justification for any flags (empty boxes).

Step 8
**Digital Signature Page**

**Additional Remarks block:** Add any comments/remarks to aid in the approval of authorization.  
**Submit this document as:** **Select: (SIGNED)**  
**Routing List:** Ensure it shows: (DAU Travel). If it does not, do not submit. To try and correct this error with the following:

1) Please go to the accounting page and remove the 17 852 DAU F1 Cross Org LOA.  
2) Exit DTS then log back into DTS.  
3) Return to the Accounting page and re-add the 17 852 DAU F1 Cross Org LOA.  
4) Go to the Digital Signature page, if the Routing List shows (DAU Travel), make sure it is SIGNED and select the **Submit Completed Document** button. If (DAU Travel) still does not show up as the Routing List, please contact the DTS Help Desk (1-888-435-7146) for help in resolving this issue.
Appendix B
Using the Cross Org Line of Accounting (LOA) in DTS


2. Click “Login to DTS” button.

   ![Defense Travel System](image)

   **Welcome to DTS**
   The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

   ![Login to DTS](image)

   **Login to the Defense Travel System**
   Begin using the Defense Travel System.

3. Click “Accept” on the Privacy and Ethics Policy.
4. Hover your mouse over “Official Travel” located in the blue tab area then select “Authorizations/Orders” from the drop down menu.
5. Select the hyperlinked “Create New Authorization/Order” (blue underlined text).

6. You may be prompted to update your profile information. After you have reviewed and/or updated your information select “Update Personal Information” button at either the top or bottom of the screen.

7. Create your authorization as you normally do with all the dates and reservations.
8. After you have created your authorization and all the information is correct, select “Accounting” in the light blue area at the top of the screen.

Or select “Accounting Codes” from the drop down menu at the bottom of the screen then select the “Continue” button.
9. In the “Accounting Codes” section on the left-side of the screen, there is a drop down menu next to “Cross Org LOA”. Select the appropriate LOA from the listed options.

NOTE: The first two digits of the LOAs change with each fiscal year. For example, during FY17 you will see “17 852 DAU F1 and 17 852 DAU F2. Ensure you select the appropriate LOA for your DAU TRAVEL.
10. The Cross Org LOA that you selected then appears in the box below called “Selected Accounting Code(s)”. No other Line of Accounting (LOA) should be displayed.

11. Select the “Digital Signature” from the drop down menu at the bottom of the screen then click on “Continue”. 
12. “DAU TRAVEL” may automatically populate in the “Routing List”, but if it doesn’t, select it from the drop down.

13. Please add the following to your comments (this is mandatory) “DAU TRAVEL” – (Add Course Number, example: CON 090)”. If applicable, provide any additional remarks, select “SIGNED” from the “Submit this document as” drop down menu then click on “Submit Completed Document” button
Appendix C
Guide to Printing Travel Orders

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

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 DD Form 1610.

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).
Appendix D
How to Avoid a Returned Authorization/Voucher

These are the most common errors resulting in DTS AUTHORIZATIONS being returned for corrections:

1. Incorrect LOA selected; **IMPACT**: Authorization will not be routed to the NACC for approval.
2. Authorization not received NTL 7 days prior to the start of the class/course.
3. A mode of transportation is not identified.
4. Lodging reservations not identified and not selecting government/privatized/preferred lodging when available and not providing justification.
5. Rental car reservations outside TDY dates.
7. Airfare: City Pair not selected and justification not provided.

These are the most common errors resulting in DTS VOUCHERS being returned for corrections:

1. Expenses’ being claimed on voucher does not match receipts provided.
2. Required receipts not provided/uploaded into substantiating records.

   a. All receipts required (regardless whether the value is under $75).

   b. CTO/SATO Itinerary showing cost of airfare or students GOVCC statement with airfare highlighted.
3. Adjustments made that result in FLAGS (empty boxes on the Pre-Audit screen) do not have justifications.
4. In/around mileage log not being uploaded into substantiating records.
5. Hotel taxes being claimed is limited to the authorized daily lodging rate.