



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 7200.1D

N8

24 Jan 24

NSTC INSTRUCTION 7200.1D

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND TRAVEL PROGRAM

Ref: (a) Joint Travel Regulations (JTR)
(b) Navy Defense Travel Guides
(c) CNO WASHINGTON DC 221627Z Dec 11 (NAVADMIN 393/11)
(d) Defense Travel Administrator's Manual
(e) NAVFAC P-300
(f) Travel and Transportation Reform Act of 1998
(g) NSTCINST 5100.1B

Encl: (1) General Travel Management within DTS
(2) Allowable Travel Reimbursements and Required Supporting Documentation
(3) Non-DTS Entry Agent (NDEA) Appointment Letter
(4) Reviewing Official (RO) Appointment Letter
(5) Travel Approval Memorandum (TAM) – O-6 Delegation of Travel Approval
(6) Travel Approval Memorandum (TAM) – NSTC Travel Approving Authority
(7) Statement in Lieu of Lost Receipt
(8) Constructed Travel Worksheet
(9) DTS EPN FY19 #1.1A
(10) DTS Mandatory Training Requirements

1. Purpose. Establish and implement travel policies and procedures for the Naval Service Training Command (NSTC) domain. This instruction intends to maintain compliance with references (a) through (g) while executing our training mission at the correct cost.

2. Cancellation. NSTCINST 7200.1C.

3. Background. During our continuing budgetary pressure to reduce government programs and spending. The NSTC domain is not immune to these pressures. Commands must strictly adhere to their budget.

4. Responsibilities. This instruction applies to all personnel assigned to NSTC, its subordinate commands, and activities. Recruit Training Command and Officer Training Command may issue their implementing instructions, which shall be based on, but cannot deviate from, this instruction. The NROTC Summer Training Guidance is supplementary to this instruction.

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5. Definitions:

a. Mission Essential Travel. Mission essential travel is defined as travel that, if not conducted, will cause the mission of the organization to fail, stop, fall out of compliance with regulatory requirements, cause severe mission degradation, or could cause a hazard/concern of safety or threat to personnel, property, or the government. More specifically, this definition includes travel directly related to NSTC's ability to accomplish training, graduation, and commissioning requirements to meet accession production goals.

b. Non-mission Essential Travel. Non-mission Essential Travel is defined as travel events that significantly contribute to educating and training officer candidates, midshipmen, recruits, cadets, and staff. While these activities are not deemed mission-essential and not supported by mission-essential travel funds, they enhance and provide a well-rounded education and training experience. Funding for these events will be considered on a case-by-case basis.

6. Action. NSTC's mission-essential travel will continue to be authorized. All non-mission essential travel and training shall be minimized to the greatest extent possible. If funding is available, all other travel will be prioritized by Commanding Officers, Directors, and Department Heads and considered for approval on a case-by-case basis. Guidance provided in Ref (a) to guide travelers, Defense Travel System (DTS) Non-DTS Entry Agents (NDEAs), Reviewing Officials (RO), and Approving Officials (AO) through these travel processes.

7. Records Management. Records created because of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after the effective date unless reissued or canceled before the ten-year anniversary date or an extension has been granted.

9. Forms. Enclosures (5) through (8) are forms provided for use as required and must be uploaded to the Defense Travel System (DTS) with the travel authorization or voucher as supporting documentation.


C. T. MATTINGLY

Releasability and distribution: This instruction is cleared for public release and is available electronically via the Naval Service Training Command issuance website, http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html

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General Travel Management Within DTS

1. Defense Travel System (DTS) roles, permission levels, and routing lists across the NSTC domain shall be assigned per reference (b) and (c). It shall adhere to the prescribed separation of duties guidelines.

a. NROTC Unit Commanding Officers (CO) and Executive Officers (XO) are to assign one NDEA and an alternate. COs and XOs may assign ROs as needed, one RO and an alternate.

(1) Non-DTS Entry Agent (NDEA). NDEA is an individual who can create an authorization or voucher for a user/traveler who does not have reasonable access to the DTS. NDEAs must complete the required training and will be appointed in writing by the CO, using enclosure (3). Training completion certificates and the signed NDEA Appointment Letter shall be sent to the NSTC Organizational Defense Travel Administrator (ODTA) before obtaining access to related permission levels.

(2) Reviewing Official (RO). The reviewing official is the individual who knows travel rules. ROs must complete required mandatory training and will be appointed in writing by the CO using enclosure (4). Certificates of training completion, along with the Appointment Letter shall be sent to the NSTC N8 travel team member before obtaining access to related permission levels.

(3) Traveler. A traveler is any authorized person who uses DTS to create Trip Authorizations (orders), vouchers, and local vouchers for TDY trips. All travelers (excluding MIDN) are required to complete DTS and Government Travel Charge Card (GTCC) specific training and complete the GTCC Statement of Understanding (SOU). Certificate of completion training will be maintained by the responsible unit indefinitely.

b. OTC and RTC, AOs shall be assigned by the respective CO using a DD Form 577. Training completion certificates and the completed DD Form 577 shall be sent to the NSTC ODTA (N8) before giving access to related permission levels. OTC/RTC will maintain certificates on file indefinitely.

c. Directors, Department Heads, and Special Assistants may appoint ROs in writing using enclosure (4). Training completion certificates and the Appointment Letter shall be sent to an NSTC N8 travel team member before obtaining access to related permission levels. N8 will maintain certificates on file indefinitely.

2. All incoming NSTC domain personnel shall check in with their respective travel coordinators and complete the required mandatory training certificates and Completed Forms. Incoming personnel must state whether they currently hold a GTCC or not. Existing GTCC cardholders should forward Program and Policies- Travel Card 101 and signed SOU to the NSTC Travel Team so the member's GTCC account can be received into the appropriate hierarchy.

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3. All outgoing NSTC domain personnel shall check out with their travel coordinators. Any outstanding debt and related travel issues must be resolved before transfer, separation, or retirement. The traveler should forward a copy of the PCS order to NSTC APC requesting their card account be placed on Mission Critical status if it will be used for PCS expenses.
4. All Travelers with GTCC will load their card number and expiration date in their DTS Profile and are responsible for updating personal information, including EFT. Travelers must adhere to their signed GTCC SOU agreement as the credit card vendor prescribes.
5. DTS Web Training. All travelers (excluding students) are required to complete DTS and GTCC Mandatory training. Log on to the Defense Travel Management Office (DTMO) Travel Explorer (TraX) website and the DTMO web portal. <https://www.defensetravel.dod.mil/neoaccess/login.php>. The required mandatory training list for each role can be found in this SOP's enclosure (10)

Allowable Travel Reimbursements and Required Supporting Documentation

1. **Traveler responsibility.** If travel authorizations and vouchers are not completed as prescribed in these policies and procedures, AOs shall return the documents to the traveler for compliance.

2. **All travelers shall:**

a. Enter travel authorizations into DTS promptly. They will track the status of their trip through travel execution.

b. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicles. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.

c. Use the GTCC to pay for all authorized expenses relating to government travel. Travelers/cardholders should ensure that the GTCC is activated before travel by contacting the NSTC Agency Program Coordinator (APC) or calling Citi's toll-free customer support number 1-800-200-7056.

3. **Travel authorization required entries:** Travel establishes when travel status starts and ends. A traveler is authorized travel and transportation allowances only while in a travel status. A travel authorization should be approved before travel begins. Travel or expenses incurred before a travel authorization is approved are not reimbursable unless otherwise stated in the JTR. **After the fact travel will be reviewed and approved only by the NSTC Travel Approving Authority**

a. Trip duration. Select the appropriate Trip Duration from the drop-down menu. For travel accomplished within one day (no overnight stay), indicate travel duration of "12 Hours or Less". Most trips will use "multi-Day".

b. Elect the appropriate trip Type from the drop-down selection menu. The trip "Description" block must contain enough detail to explain the reason for travel fully.

c. General Services Administration (GSA) Contract Rate fares shall be used. If no GSA Contract Rate fares are available or the traveler has selected a different fare, provide a detailed explanation under the Other AUTHs and Pre-Audits page in DTS. Use the proper justification code and fully explain the circumstances why the contract fare is not being used.

d. Insert lodging information, including confirmation number or BQ/on-base non-availability details, into the "AVAIL DOD LDG NOT USED" pre-audit Justification to Approving Official block when lodging is not booked through DTS.

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e. Include all cost estimates, ensuring the expenses requested and entitlements are under reference (a) and are necessary to complete a mission. **Fees not included in the authorization will not be paid if claimed on the voucher.** These expenses may include but are not limited to:

- (1) Taxi - To/From Terminal
- (2) Lodging Taxes (CONUS and Non-foreign)
- (3) Baggage fees for one bag
- (4) Private Auto - To/From TDY
- (5) Rental Car – If car rental is authorized, fuel and tolls.
- (6) Taxi - TDY Area
- (7) Private Auto - To/From Terminal
- (8) Parking - At the Terminal, you may be reimbursed for actual expenses up to the cost of two one-way taxi fares.

f. For items flagged in the DTS Other AUTH's and Pre-Audits page, provide a detailed justification to explain the circumstances that caused the item to be flagged.

g. Travelers with a medical condition requiring accommodation during travel must provide medical documentation justifying why the accommodation is necessary. The traveler must upload this documentation on the Expenses page in DTS within the travel authorization.

4. **Travel Approval Memorandums (TAM).** All travel authorizations must include a TAM, which cites travel objectives and provides sufficient detail to determine whether the travel is mission-essential. Requests for training must identify the requirement by instruction/guidance. enclosures (5) and (6) are the TAMs approved for use as follows:

a. Delegation of limited travel approval authority to a Commanding Officer (O-6) of an NROTC Unit, enclosure (5).

(1) NROTCU COs have limited authority to approve travel for their assigned unit personnel, staff, and students. COs do not have the authority to support travel for Duty Under Instruction (DUINS) students administratively assigned to the NROTCU unless it is for a required face-to-face meeting for administrative purposes at the unit. Travel funding and approval for DUINS students outside of administrative purposes lies with their respective parent commands. The following categories pertain:

(a) Routine medical appointment (Staff/MIDN) (to include commissioning, flight, and separation physicals).

(b) Operational duty/overseas screenings for a Permanent Change of Station.

(c) XO and staff travel between host schools.

(d) Chaperone travel (Medical/Event) (OPTAR funds Budgeted/Not Budgeted)

(e) Required Training that satisfies the requirements of the DoD and DoN (to include OPNAV, NETC, AND NSTC).

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(2) This authority cannot be further delegated. "By direction" authority is not authorized. In the absence of an O-6 Commanding Officer, use enclosure (6) as described below in keeping with the current travel process and timelines.

b. For All other mission essential travel requests not mentioned in enclosure (5), use enclosure (6) instead. This enclosure (6) must be endorsed by the respective Commanding Officer or Department Head and routed to the NSTC Director or the Chief of Staff for final approval.

5. Directed Mode of Transportation to/from the TDY Location. The directed mode of travel for the NSTC domain is air transportation. Travel time and per diem calculations will be based on air transportation.

a. Personally procured tickets are not authorized and will not be reimbursed. The NSTC Travel Approving Authority will only review and approve special case circumstances.

b. If multiple airport options exist, travelers are directed to use the lowest-cost option. For example, travelers in the Chicago Metro area are required to use Chicago O'Hare Airport. If the traveler wants to travel to or from a different airport other than O'Hare or the lowest cost option, the traveler must complete Sections (1) and (2) of enclosure (8), citing the cost of airfare. The traveler must use the GSA City Pair 'YCA' contract fare and submit a screenshot of flight costs using 8.f. below. The CTW and the flight cost screenshot must be uploaded to the Expenses page in DTS.

6. Alternate Mode of Transportation to/from the TDY Location

a. **Privately Owned Vehicle (POV)** is considered a personal preference. If a traveler chooses to use a POV, then the amount of potential reimbursement depends on whether using the vehicle is more advantageous to the Government than a directed (air) mode of transportation.

(1) Members that elect to take POV where a GOV is available will be reimbursed at the POV limited rate. Expenses associated with driving a POV and incurred during travel between the PDS/HOR and a TDY location are not authorized. Select Mileage Expense Type "Private Vehicle - Gov Vehicle Auth & Avail" and enter official mileage from the Defense Table of Distances (DTOD).

(2) If a traveler is directed to use a government automobile with other travelers but instead uses a POV, then mileage reimbursement is not authorized if the Government automobile makes the trip.

(3) Members within 400 miles one way where a GOV is unavailable will be reimbursed (for the actual POV mileage). Select Mileage Expense Type "Private Auto - To/From TDY."

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(4) If a traveler uses a POV instead of the authorized transportation type (other than a government automobile), Then reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.

(5) Members farther than 400 miles one way who elect to drive a POV instead of flying must submit a constructed travel worksheet and will be reimbursed not to exceed the YCA Government contracted fare rate or actual cost, whichever is lower. You will also be required to upload a screenshot showing the airline cost (YCA Contracted Airfare) from DTS and a Constructed Travel Worksheet (CTW) (enclosure (8) of reference (a)) into your authorization. Expenses associated with driving a POV and incurred during travel between the PDS/HOR and a TDY location are not authorized.

(6) The per diem M&IE will be set at the same amount as if the directed mode of travel (air) had been used, including reimbursement of 75% of costs for any day spent in Travel days to the TDY location.

(7) Lodging in route is not authorized when using a POV.

(8) POV mileage in/around the TDY location is unauthorized and will not be reimbursed.

(9) Personnel requesting to travel via POV must complete Sections (1) and (2) of enclosure (8) citing the cost of airfare by completing the following:

(a) The primary method for capturing the flight costs is through DTS. When inputting your flight information, sort by "Cost (Lowest)" and select Search. Upload the screenshot of the page showing all available flights and costs to the Expenses page in DTS and use the results to complete the enclosure (8).

(b) If no GSA Contract Fare flights are available, contact the Commercial Travel Office (CTO) to request the GSA Contract Fare. Travelers/NDEAs shall obtain an email from the CTO confirming asked flight costs and upload it to the Expenses page in DTS instead of GSA city pair screenshots.

(10) Personnel requesting to travel via POV must also add a mileage expense to the authorization using the zip codes for the start and end locations for each leg of the trip.

b. Rental Cars: Rental cars are authorized for use at the TDY location only if:

(1) Alternate modes of transportation (e.g., public transit or hotel shuttles) are unavailable or are insufficient to execute the mission.

(2) It costs less to rent a vehicle than to pay for alternate modes of transportation, a situation that may occur when more than one person travels.

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(3) If a rental car is authorized, the following restrictions apply:

(a) Automatic fuel fills up (also known as prepaid fuel) on return of the rental car is not authorized. Travelers will re-fuel before returning the vehicle to the rental location.

(b) Optional services are not authorized.

(c) Administrative fees for failing to pay a toll fee are not reimbursable.

(d) Rental of GPS equipment will not be reimbursed if it is at an additional cost to the vehicle rental fee.

(4) When staff members travel in groups of two or more to the same TDY location, they must share a rental vehicle. The following types of cars are authorized under these circumstances:

(a) 1 – 2 travelers = compact car

(b) 3 – 4 travelers = mid to full-size car

(c) 5 – 6 travelers = van

c. **Government Owned Vehicles (GOVs).** GOVs are authorized for travel purposes if it is official business and limited to:

(1) Short trips that are either mission essential or add significant value to midshipmen, officer candidates, recruits, or cadet training. See reference (e) for distance constraints. Commands must contact their local NAVFAC for guidance.

(2) The Government does not incur additional costs other than the use and operation of the GOV. The NAVFAC Vehicle Credit Card is the only approved payment method for refueling GOV's and travelers MAY NOT claim or expect to be reimbursed.

(3) For NROTC units, GOVs are essential for day-to-day operations. Host institutions use them for quick supply runs and trips across campus. However, NROTC units should minimize vehicle usage and combine trips as much as possible.

7. **Directed Lodging Accommodations:**

a. All DoD members are directed to use government quarters/on-base lodging when available. When government quarters/on-base lodging is unavailable, a certificate of nonavailability (CNA) from the DoD facility must be uploaded to the Expenses page in DTS.

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b. To ensure the greatest possible availability of government quarters/on-base lodging, travelers will reserve lodging at least 30 days in advance or within 24 hours of becoming aware of the travel requirement.

c. If government quarters/on-base lodging are unavailable, accommodation will be made at a commercial facility directly at a cost that does not exceed the allowable lodging per diem.

d. Tax Exemption Status. Some states exempt the Government Individually Billed Account cardholders from commercial lodging or sales tax. Some require the traveler to present a state tax exemption form. Some states require travelers to submit a valid federal identification card as proof of federal government employment and official business travel documentation during the time of stay at the hotel.

e. Best Practices:

(1) Visit the GSA Smart Pay website to determine if the state you are traveling to exempts taxes for transactions with the GTCC.

(2) If the state exempts IBA taxes, determine if a tax exemption form is needed; if it is, fill it out and bring it on your travel.

(3) When traveling to a tax-exempt state, contact the hotel to verify that taxes will not be charged to your GTCC.

(4) If your hotel does not recognize tax exemption status, please refer hotel representatives to the GSA Smart Pay website or the state's taxation authority to verify tax exemption.

8. Unauthorized Lodging Expenses. The following lodging expenses are not reimbursable and must be paid at the traveler's cost.

a. Early check-in or late check-out fees.

b. No-shows fee.

c. Any charges more than the per diem rate

d. Miscellaneous accommodation expenses not authorized for reimbursement are those for movie rentals, game rentals, internet usage, unofficial telephone calls, and other costs not covered by the room rate and incurred for the convenience or entertainment of the traveler.

9. M&IE. The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location.

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a. Proportional Meal Rate (PMR) applies when either.

(1) A Service member is lodged in adequate Government quarters or an ILP facility on a U.S. installation. One or two meals are available and directed to a government dining facility on that installation. PMR for available meals must be directed in the travel authorization.

(2) One or two deductible meals are provided at Government expense and no cost to the traveler **(for example, as part of a registration fee or conference fee)**.

b. Standard Government Meal Rate (GMR). The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters or an ILP facility and three meals a day in a government dining facility are available. The GMR must be directed in the travel authorization.

10. Official business telephone calls. If a traveler is required to make official telephone calls, department heads, N-codes, and program directors should ensure the traveler is provided with a government cell phone before the trip. Government cell phones may be shared within a Department for this purpose.

11. Gratuities and Tips. Gratuities to a taxi or limousine driver up to 20%. Example: Taxi to the airport for \$30.00 with a 20% tip of \$6.00 totals \$36.00 and is fully reimbursable. Note: Uber Cash will not be reimbursed.

12. Travel Vouchers. Travelers must submit their travel vouchers within five working days after completing the travel. All expenses on the travel voucher for which the traveler seeks reimbursement must be supported by uploading a paid/zero balance receipt.

13. Mandatory Split Disbursement Option. Travelers must use the split disbursement option to ensure adequate and timely payment of GTCC charges. All NSTC AOs are authorized to select the split disbursement option on the voucher if the traveler fails to do so.

14. Lost Receipts. If a receipt is lost or cannot be obtained, the traveler must complete the enclosure (7) and upload it to DTS. This form cannot be used or accepted for airline, lodging, or rental car.

15. Dependent Travel. AOs shall not build individual dependent profiles when reviewing or authorizing dependent travel. Instead, as required by references (a), (b), and (d), the parent command must generate dependent travel authorizations under the active-duty service member's DTS profile. Travel vouchers for dependent travel shall be submitted through the funding command.

16. Permissive/No-Cost Travel. DTS is no longer required for any travel that is of no cost to the government. For purposes of recording and tracking all official travel, completion of DD Form 1610, with a list of names of one or more persons traveling, signed by the first O-6 in the Chain of Command, is required before any travel occurs.

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a. Permissive/No-Cost cost orders for Midshipmen may include but are not limited to Commissioning Physicals (day trip), Drill Competitions, Leadership Conferences, and similar events associated with the NROTC program. Active-duty personnel examples include but are not limited to house hunting, job hunting, emergency leave, local travel within a 50-mile radius, or travel considered a day trip, which is 12 hours or less, and no expenses will be incurred. This type of travel is at no cost to the government and does not require reimbursement within DTS.

b. For all Permissive/No-Cost travel, the latest DD Form 1610 shall be completed using the following instructions and maintained on file for ten years:

- (1) Block 1 - Date of Request
- (2) Block 2 - Traveler Name (Leave Blank for Group Orders (See block 16))
- (3) Block 3 - Traveler SSN (Leave Blank for Group Orders (See block 16))
- (4) Block 4 - Position Title and Grade (Leave Blank for Group Orders (See block 16))
- (5) Block 5 - Unit Name
- (6) Block 6 - Leave blank.
- (7) Block 7 - Unit Phone Number
- (8) Block 8 - Enter "Permissive"
- (9) Block 9 - Enter TDY Purpose (e.g., House Hunting, Job Hunting)
- (10) Block 10a - Enter the Number of Days TDY
- (11) Block 10b - Enter Travel Start Date
- (12) Block 11 - Enter Planned Itinerary
- (13) Block 12a, b, c - Mark in the appropriate transportation mode block.
- (14) Block 13 - Leave blank.
- (15) Block 14 - Leave empty.

(16) Block 16 - For Group Orders, enter information for each Traveler in the format below (attach list if additional space required):

(a) Example: 1. Last, First M, 2. Grade/Rank, 3. Last 4 SSN

(b) Example: 2. Last, First M, 2. Grade/Rank, 3. Last 4 SSN

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(17) Block 17 - Digital or wet signature of Requesting Official (HRA, Supply Tech, LT, MOI, etc.)

(18) Block 18 - Digital or wet signature of Approving Official (First O-6 in Chain of Command)

(19) Block 19 - Leave blank.

(20) Block 20 - Leave empty.

(21) Block 21 - Date signed.

(22) Block 22 - Unit/Department generated Document Number to Identify DD Form 1610 Orders

c. As these forms must be maintained for ten years, units/departments must maintain a file of DD Form 1610 that includes a unit log with all documents noted by Purpose, Date Signed (Block 21), and Document Numbers (Block 22)

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DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

From: Commanding Officer, NROTC **Unit Name**, Unit **OD School Code**
To: **Rank/Mr./Mrs./Ms. XXXXX**

Subj: APPOINTMENT AS A NON-DTS ENTRY AGENT

Ref: (a) DoD 7000.14-R FMR, Vol 9, Ch 5 and 8
(b) Navy Defense Travel Guides
(c) Defense Travel Administrator's Manual
(d) DODI 5154.31
(e) NSTCINST 7200.1D
(f) DTS EPN FY19 #1.1A

1. Per references (a) through (e), you are hereby appointed as an Non-DTS Entry Agent (NDEA) for the Naval Reserve Officers' Training Corps (NROTC) Unit (**Unit Name**). You are reminded to be accountable for strict adherence to reference (e). The specific limits of your authority are established below:

- a. Creating, updating, and submitting travel documents in DTS for travelers **who do not have access to DTS**.
- b. Ensuring proper and completed TAM and required documents are uploaded in the travel authorization.
- c. Digitally sign authorizations on behalf of the traveler to initiate orders in DTS.
- d. Receiving a manually prepared and signed paper voucher (DD Form 1351-2) with all receipts from the traveler.
- e. Create the traveler's voucher in DTS and attach the manually prepared and signed DD Form 1351-2 with all receipts.
- f. Digitally Sign vouchers by selecting the T-ENTERED stamp.
- g. Track and monitor the approval process and payment of all travelers' authorizations and vouchers from beginning to end.

2. As NDEA, ensure DTS training requirements are completed. Submit all training certificates as required to the NSTC Organizational Lead Defense Travel Administrator. Review travel authorizations and vouchers of staff members for proper preparation.

Enclosure (3)

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3. This appointment will be canceled upon your detachment from this command, or the CO will remove/relieve you of responsibilities.

4. Questions concerning this appointment letter should be directed to the NSTC N8 travel team at 847-688-6808.

(CO'S SIGNATURE)

Printed X. X. Last Name
(Rank) USN/USMC

(NDEA'S SIGNATURE)

Printed First Middle La

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DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

From: Commanding Officer, NROTC **Unit Name**, Unit **OD School Code**

To: **Rank/Mr./Mrs./Ms. XXXXX**

Subj: APPOINTMENT AS A REVIEWING OFFICIAL

Ref: (a) DoD 7000.14-R FMR, Vol 9, Ch 5 and 8
(b) Navy Defense Travel Guides
(c) Defense Travel Administrator's Manual
(d) DODI 5154.31
(e) NSTCINST 7200.1D

1. Per references (a) through (e), you are hereby appointed as an Reviewing Official (RO) for the Naval Reserve Officers' Training Corps (NROTC) Unit (**Unit Name**). You are reminded to be accountable for strict adherence to reference (e). The specific limits of your authority are established below:

- a. Ensuring proper and completed TAM and required documents are uploaded in the travel authorization.
- b. Ensuring the correct LOA(s) is selected.
- c. Ensuring expenses are allocated to the correct LOA(s).
- d. Digitally Sign authorization by selecting the Reviewed stamp.
- e. Reviewing traveler's vouchers in DTS and ensuring the manually prepared and signed DD Form 1351-2 is uploaded and complete (if required) and all the necessary receipts are uploaded.
- f. Digitally sign vouchers by selecting the Reviewed stamp.
- g. Track and monitor the approval process and payment of all travelers' authorizations and vouchers from beginning to end.

2. As a RO, ensure DTS training requirements are completed. Submit all training certificates as required to the NSTC Organizational Lead Defense Travel Administrator. Review travel authorizations and vouchers of staff members for proper approval. You will pull the following reports weekly or as needed.

- a. Pending Airline Cancellation Report
- b. Unsubmitted Voucher Report

Enclosure (4)

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c. Depart Status Report

d. Routing Status Report

3. This appointment will be canceled upon your detachment from this command, or the CO will remove/relieve you of responsibilities.

4. Questions concerning this appointment letter should be directed to the NSTC N8 travel team at 847-688-6808.

(CO'S SIGNATURE)

Printed X. X. Last Name

(Rank) USN/USMC

(RO'S SIGNATURE)

Printed First Middle Last

Date

MEMORANDUM

From: Commanding Officer, NROTC Unit, _____
(University Name and Unit#)

To: Approving Official

Subj: APPROVAL OF UNIT TRAVEL

Ref: NSTCINST 7200.1D

LOA Source:

1. Traveler Name and Position Title: _____

2. Travel Dates: _____

3. Travel Location: _____

4. Purpose of travel:

_____ Routine medical appointments (Staff/Midn) (to include commissioning, flight, and Separation physicals).

_____ Operational duty/overseas screenings for a Permanent Change of Station.

_____ XO and staff travel between host schools.

_____ Chaperone travel (Medical/Event) (Funds Budgeted/Not Budgeted)

_____ Required Training that satisfies the requirements of the DoD and DoN (including OPNAV, NETC, AND NSTC).

5. Travel Objectives: _____

6. My signature indicates that I deem travel necessary and appropriate and approve this travel as delegated by NSTCINST 7200.1D

7. Point of contact: _____

(O-6 Commanding Officer Signature)

Enclosure (5)

INSTRUCTIONS FOR COMPLETING THE APPROVAL OF UNIT TRAVEL

Insert the date in the upper right hand corner where indicated (insert date)

“From” line - Insert the university/college name of the NROTC unit and the unit number.

“To” line – Only adjusted when the form used for no cost/permissive travel. In this case, change from Approving Official to Command Travel Coordinator.

Lines 1 and 2 - Fill in the information requested.

Line 3 – Fill in the location of the travel.

Line 4 – Place a checkmark on the appropriate line that best describes the purpose of travel.

Line 5 – Identify the travel objectives, giving a brief description.

Line 6 – Insert the unit point of contact’s name, telephone number, and email address.

O-6 Commanding Officers shall sign the memorandum. This authority cannot be further delegated. By direction, authority is not authorized. In the absence of the O-6 Commanding Officer, travel requests shall be approved by the NSTC Deputy Commander for NROTC Operations (or the Chief of Staff in the absence of the Deputy Commander for NROTC Operations), in keeping with the current travel process and timelines. In these cases, the standard TAM, enclosure (6), should be used versus this specific version.

Upload the TAM with the travel authorization in DTS, being careful NOT to upload this instruction sheet with it.

****If the purpose of travel does not fall within the parameters of this memorandum, you must use enclosure (6) of this instruction. ****

MEMORANDUM

From: _____
(Dept Head/N-Code/Commanding Officer)

To: Travel Approving Authority, NSTC

Subj: TRAVEL APPROVAL

Ref: NSTCINST 7200.1D

1. Traveler(s) Name and Position Title: _____

2. Travel Dates: _____

3. Travel is: Mission Essential/ Non-mission Essential

4. Travel Location: _____

5. Travel objectives: _____

6. Point(s) of Contact (Name/phone/email): _____

7. My signature indicates that I deem travel necessary and appropriate to the mission per NSTCINST 7200.1D

Date _____
(Dept Head/N-Code/Commanding Officer signature)

From: Travel Approving Authority, NSTC
To: Approving Official

1. My signature indicates that I approve this travel.

Date _____

STATEMENT IN LIEU OF LOST RECEIPT

NOTE: Receipts are required for airline, lodging, and rental car expenses. If lost, the traveler must request duplicate receipts from vendors. **NO EXCEPTIONS.** Lost receipt statements will not be accepted for these expenses.

NAME _____ DATE _____

RANK/RATE/GRADE/STUDENT STATUS _____

COMMERCIAL TRANSPORTATION/TAXI

FROM _____ TO _____ COST _____

FROM _____ TO _____ COST _____

FROM _____ TO _____ COST _____

OTHER

TYPE OF EXPENSE _____

NAME/ADDRESS OF VENDOR _____

PERIOD: FROM _____ TO _____

COST _____

EXPLANATION AS TO WHY RECEIPT(S) WAS/WERE NOT FURNISHED _____

The penalty for willfully or knowingly making a false claim can be prosecuted under the False Claims Act, 31 U.S. Code §3729 (a)(1)(G).

Signature



Constructed Travel Worksheet - Pre-Travel

Not required for any travel legs of 400 one-way miles or less, if by your privately-owned car or motorcycle. Refer to worksheet instructions for complete guidance.

Name:

1. Travel itinerary for the standard transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY					\$0.00
TDY to PDS					\$0.00

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$0.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$0.00
E. Fee normally charged by your CTO	\$0.00
F. Total constructed transportation cost	\$0.00

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$0.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$0.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$0.00

4. Additional considerations (non-monetary):

Check all that apply to this trip:

- Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission
- Scheduled common carrier is not available or is not practical to support the mission
- Potential for traffic, weather, or routing delays would negatively impact the mission
- POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission

Navy DTS PMO NDEAT-ENTERED DTS Voucher Checklist

Effective 21 June 2019 Version 1.1

TANUM:

Requirement of a DD Form 1351-2 (1351-2/Travel Voucher or Subvoucher):

Is DTS voucher T-ENTERED for a traveler claiming original/adjusted official travel allowances? If Yes , continue. If No , stop.	<input style="width: 90%;" type="text"/>
Is 1351-2 uploaded in Substantiating Documents and is latest version of the Form? If Yes , continue. If No , stop. (Latest version: https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf)	<input style="width: 90%;" type="text"/>

Completion of 1351-2 (Fill out checklist only if above two items are marked "Yes")

Block(s)	Block Title(s)	Item to Check	Complete?
1	Payment	X placed for payment type & X placed in 'Pay the following reimbursement...' and \$ value of split disbursement to GTCC (if applicable).	<input style="width: 90%;" type="text"/>
2-4	Name, Grade, and SSN	Has printed/typed last, first, middle initial name, grade, and SSN of traveler.	<input style="width: 90%;" type="text"/>
5	Type of Payment	X placed for TDY, and any other applicable box.	<input style="width: 90%;" type="text"/>
6.a-e	Address	Has mailing and email address of traveler.	<input style="width: 90%;" type="text"/>
7	Phone number	Has contact phone number of traveler.	<input style="width: 90%;" type="text"/>
8	Travel Order/Authorization Number	Has the TANUM of the DTS authorization/trip the DD Form 1351-2 & DTS voucher are for.	<input style="width: 90%;" type="text"/>
9	Previous Government Payments/Advances	Has the total amount of non-ATM travel advances and/or scheduled partial payments received by the traveler (if \$0, 'NONE').	<input style="width: 90%;" type="text"/>
11	Organization/Station	Has Name/Location of PDS.	<input style="width: 90%;" type="text"/>
★ 15.a.	Itinerary-Year	Has calendar year(s) of travel.	<input style="width: 90%;" type="text"/>
★ 15.a-b	Itinerary-ARR/DEP Dates & Locations	Has all TDY ARR/DEP dates and locations. Locations are explicit and exact (e.g., if TDY at U.S. Installation, Installation name is listed).	<input style="width: 90%;" type="text"/>
15.c.	Itinerary-Means/Mode of Travel	Has the proper symbols* of means/modes of transportation between location(s).	<input style="width: 90%;" type="text"/>
15.d	Itinerary-Reason for Stop	Has proper symbols * Indicating reason for stop at location(s).	<input style="width: 90%;" type="text"/>
15.e.	Itinerary-Lodging Cost	Has the lodging cost claimed for reimbursement at applicable locations. <i>Taxes are not included for non-foreign OCONUS locations.</i>	<input style="width: 90%;" type="text"/>
15.f.	POC Miles	Has any mileage traveled by a POC (mileage should not be claimed separately in Block 18)	<input style="width: 90%;" type="text"/>
★ 16	POC Travel	Has an X in OWN/OPERATE or PASSENGER if traveler traveled by POC. If claiming mileage b/C traveler's POC used, OWN/OPERATE must have X.	<input style="width: 90%;" type="text"/>
17	Duration of Travel	X placed in the proper duration of travel box.	<input style="width: 90%;" type="text"/>
★ 18.a-d	Reimbursable Expenses	Has ALL expenses claimed for reimbursement, including non-CBA purchased Commercial Air/Rail.	<input style="width: 90%;" type="text"/>
19	Government/Deductible Meals	Has dates and number of any deductible meals (see JTR Table 2-18)	<input style="width: 90%;" type="text"/>
★ 20.a.	Claimant Signature	Has a wet/digital signature by the traveler.	<input style="width: 90%;" type="text"/>
★ 20.b	Date	Has a signature date by the traveler on/after TDY return (not needed if 20.a. has a digital signature with a legible date).	<input style="width: 90%;" type="text"/>
29	Remarks (if required)	Has any additional information about the TDY and/or travel claim.	<input style="width: 90%;" type="text"/>
★	Submission/Received Date	Date form was submitted by the traveler is on/attached to the 1351-2, along with the printed name of who received the 1351-2.	<input style="width: 90%;" type="text"/>

*Review Instructions on back of DD Form 1351-2 for definition and usage of itinerary symbols

Completed 1351-2 matches/supports voucher and is uploaded in DTS:

★ Info. in 1351-2 Blocks 15-19 match/support Itinerary, entitlements, and expenses in DTS Voucher	<input style="width: 90%;" type="text"/>
★ 1351-2 has been uploaded in Substantiating Documents section of Expenses screen. Uploaded document assigned 'Form 1351-2 (DoD Traveler Voucher)' document type and Submit Date entered matches submission/received date on/attached to 1351-2.	<input style="width: 90%;" type="text"/>

DTS EPN FY19 #1.1A-- Requirement for Navy Defense Travel System (DTS) Non-DTS Entry Agents (NDEAs) to Use aA Checklist for All (Applied 'T-ENTERED' Stamp Vouchers)

DTS Role Mandatory Training Requirements.

Role (Traveler)	CLASS TITLE	INTERVAL	SOURCE	TRAINING LOCATION
	DTS (Basic) - About DTS	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	*Complete Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] training initially, and refresher training every three years thereafter. Take the Travel card 101 refresher course.	INITIAL 3 YEARS	DODI 5154.31 VOL 3	Passport (dod.mil)
	CARDHOLDER (CH) TRAINING - upon completion the below info will be prompted APC - Marissa Cole; Hierarchy Level 3 - 32650, Level 4 - 42121, Level 5 - 52993	3 YEARS	DODI 5154.31 VOL 4	https://mv.navsup.navy.mil/webcenter/portal/ccpmd tc/pages training
	DTS (Basic) - DTS Travel Documents (DTS 101)	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	PROGRAMS & POLICIES-TDY TRAVEL POLICIES	3 YEARS	DODI 5154.31 VOL 3	Passport (dod.mil)
	*Complete a "NEW" SOU upon arrival at each new duty assignment, or every three years. - On the SOU. Please provide the traveler's and the supervisor signature; APC Name- Marissa Cole Tel# 847-688-6808 ext 445	3 YEARS		https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3120.pdf - to download SOU.

Training (DTS users must meet the minimum training as outlined BELOW as established by the DoD Component)

NDEA/RO MANDATORY				
Role (NDEA)	CLASS TITLE http://www.defensetravel.osd.mil/	INTERVAL	SOURCE	TRAINING LOCATION
	DTS (BASIC)-ABOUT DTS	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	DTS (BASIC)-DTS TRAVEL DOCUMENTS (DTS 101)	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	PROGRAMS & POLICIES-TDY TRAVEL POLICIES	3 YEARS	DODI 5154.31 VOL 3	Passport (dod.mil)
	STATEMENT OF UNDERSTANDING (SOU)	3 YEARS	DODI 5154.31 VOL 4	Passport (dod.mil)
	TRAVEL CARD PROGRAM (TRAVEL CARD 101)- located in TRAX	ONCE	DODI 5154.31 VOL 4	Passport (dod.mil)
	CARDHOLDER (CH) TRAINING	3 YEARS	DODI 5154.31 VOL 4	https://mv.navsup.navy.mil/webcenter/portal/ccpmd tc/pages training
	APC - Marissa Cole Level 3 - 32650, Level 4 - 42121, Level 5 - 52993			
	NON-DTS ENTRY AGENT	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-CANCELLATION PROCEDURES	ONCE	NSTCINST 7200.1	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-CONSTRUCTED TRAVEL	ONCE	NSTCINST 7200.1	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-OCONUS	ONCE	NSTCINST 7200.1	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-ITINERARY CHANGES	ONCE	NSTCINST 7200.1	Passport (dod.mil)
NDEA Letter of Designation		ONCE	NSTCINST 7200.2	USE ENCLOSURE 3

NDEA/RO MANDATORY				
Role (RO)	CLASS TITLE	INTERVAL	SOURCE	TRAINING LOCATION
	DTS (BASIC)-ABOUT DTS	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	DTS (BASIC)-DTS TRAVEL DOCUMENTS (DTS 101)	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	PROGRAMS & POLICIES-TDY TRAVEL POLICIES	3 YEARS	DODI 5154.31 VOL 3	Passport (dod.mil)
	STATEMENT OF UNDERSTANDING (SOU)	3 YEARS	DODI 5154.31 VOL 4	Passport (dod.mil)
	TRAVEL CARD PROGRAM (TRAVEL CARD 101)- located in TRAX	ONCE	DODI 5154.31 VOL 4	Passport (dod.mil)
	CARDHOLDER (CH) TRAINING https://mvnavsup.esd.disa.mil/webcenter/portal/ccpmd	3 YEARS	DODI 5154.31 VOL 4	https://mv.navsup.navy.mil/webcenter/portal/ccpmd tc/pages training
	APC - Marissa Cole Level 3 - 32650, Level 4 - 42121, Level 5 - 52993			
	DTS AO RO - The DTS Approval Process	ONCE	DODI 5154.31 VOL 3	Passport (dod.mil)
	AO RO - Training for Accountable Officials and Certifying Officers (Initial COL/Annual Refresher)	Annual	DODI 5154.31 VOL 3	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-CANCELLATION PROCEDURES	ONCE	NSTCINST 7200.1	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-CONSTRUCTED TRAVEL	ONCE	NSTCINST 7200.1	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-OCONUS	ONCE	NSTCINST 7200.1	Passport (dod.mil)
	DTS (SPECIAL TOPIC)-ITINERARY CHANGES	ONCE	NSTCINST 7200.1	Passport (dod.mil)
RO Letter of Designation				USE ENCLOSURE 4