



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 7200.1
N8
13 Sep 13

NSTC INSTRUCTION 7200.1

From: Commander, Naval Service Training Command

Subj: NSTC TRAVEL PROGRAM

Ref: (a) Joint Federal Travel Regulations/Joint Travel
Regulations (JFTR/JTR)
(b) Budget Guidance Memorandum BG 12-3A
(c) Defense Travel Administrator's Manual

Encl: (1) General Travel Management
(2) Allowable Travel Reimbursements and Required Supporting
Documentation
(3) Travel Justification Memorandum - prescribed format
(4) Statement in Lieu of Lost Receipt - prescribed format
(5) Constructive Travel Worksheet (CTW) - example
(6) [Constructive Travel Worksheet \(CTW\) - fillable form](#)
(7) Copy of DTS screen - example

1. Purpose. To establish and implement travel policies and procedures for the Naval Service Training Command (NSTC) domain. The intent of this instruction is to maintain compliance with references (a) through (c) while executing our training mission at the right cost.

2. Background. During these financially uncertain and challenging times, there is continuing budgetary pressure to reduce government programs and spending. The Navy and Naval Service Training Command (NSTC) are not immune to these pressures. Strict travel ceilings which cannot be exceeded have started being mandated. It is expected that travel ceilings will continue into the foreseeable future.

3. Scope. This instruction is applicable to all personnel assigned to NSTC and its subordinate commands and activities, including: NSTC Headquarters including Officer Development (OD) and Citizenship Development (CD), Recruit Training Command (RTC), Officer Training Command Newport (OTC), Naval Junior Reserve Officers Training Corps (NJROTC) Area Manager offices, Naval Reserve Officers Training Corps Units (NROTCUs), and Strategic Sealift Officer Program (SSOP) units. RTC and OTC may issue their own implementing instructions, which shall be based on, and cannot deviate from, this instruction.

This guidance is supplementary to travel guidance provided for NROTC summer training periods.

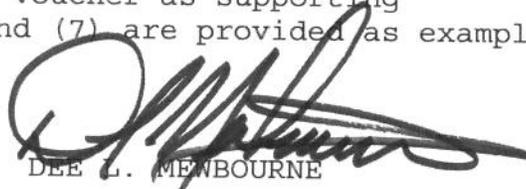
4. Definitions.

a. Mission essential (ME) 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 serious 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 successfully accomplish training, graduation, and/or commissioning requirements to meet officer and/or enlisted accession production goals.

b. Non-mission essential travel. Travel events which significantly contribute to the education and training of 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 for a well-rounded education and/or training experience. Funding for these events will be considered on a case-by-case basis.

5. Action. NSTC's mission essential travel will continue to be authorized. Per reference (b), all non-mission essential travel and training shall be minimized to the greatest degree possible. If funding is available, all other travel will be prioritized by Commanding Officers, Directors, and Department Heads and will be considered for approval on a case by case basis. Per reference (a), enclosures (1) and (2) are provided to guide travelers, Defense Travel System (DTS) Non-DTS Entry Agents (NDEAs), and Reviewing and Approving Officials through these travel processes.

6. Forms. Enclosures (3), (4), and (6) are forms provided for use as required and must be uploaded in the Defense Travel System (DTS) with the travel authorization or voucher as supporting documentation. Enclosures (5) and (7) are provided as examples.



DEE L. MENBOURNE

Distribution:
List 1 & 4

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General Travel Management

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

a. For OTC and RTC, Approving and Reviewing Officials shall be assigned by respective Commanding Officers via a properly executed Appointment/Termination Record - Authorized Signature ([DD Form 577](#)).

b. NROTC Unit Commanding Officers and Executive Officers may assign Non-DTS Entry Agents (NDEAs) and Reviewing Officials via a properly executed DD Form 577 found on the Enterprise Knowledge Management (eKM) website <https://ekm.nmci.navy.mil> under the DTS and GTCC Management Community of Practice tab. Completed copies of these forms shall cite full social security numbers and original signatures. Forward copies to NSTC Comptroller via email PDF. Routing lists in DTS may contain up to a total of five Reviewing Officials, including one primary and four alternates. NSTC Comptroller/financial specialists have been assigned as Approving Officials for these authorizations and vouchers. All Commanding Officers and Executive Officers designated as Reviewing Officials shall be appointed by the NSTC Comptroller via a properly executed DD Form 577. Instructions for completion may be found on eKM under the DTS tab.

c. Directors, Department Heads and Special Assistants may assign Reviewing Officials via a properly executed DD Form 577. Forward completed forms citing full social security number and original signature to the NSTC Comptroller/N8 for appointment.

2. For all travelers (excluding students), Non-DTS Entry Agents (NDEAs who create documents for travelers), and Reviewing Officials, the online courses below are required. Certificates of training completion shall be sent to the NSTC Comptroller/N8 within 30 days of gaining DTS access and related permission levels. Certificates shall be maintained on file indefinitely.

Traveler required training:

DTS (Basic) DTS Travel Documents (DTS101) - provides basic instruction on how to create travel documents (authorizations,

vouchers, and local vouchers) in DTS.

NDEA and Reviewing Official required training:

DTS (Basic) DTS Travel Documents (DTS101)

Approval Process for TDY (Route and Review) - The course is designed to instruct new Routing Officials (including Authorizing Officials) how to review, approve, and return documents using the DTS Route and Review module. Live instructors cover application of electronic stamps to travel documents, the consequences of stamp application, delegation of authority, and use of the read only mode. Adjusting documents and checking document history is also reviewed.

DTS (Special Topic)-Cancellation Procedures - This course demonstrates how to cancel trips in DTS, whether expenses were incurred for the trip or not. It outlines the correct cancellation procedures to guarantee that correct reimbursements are made, ensuring that neither the traveler nor the government incur any additional expenses after the cancellation.

DTS (Special Topic)-Constructed Travel - This course is used to compare travel costs when a traveler requests approval to use a form of transportation other than the one directed by the Authorizing Official. This class explains the correct way to submit a request and how to prepare a cost-comparison using a Constructed Travel Worksheet, as well as how trip entitlements may be affected.

DTS (Special Topic)-Itinerary Adjustments - This course provides instruction on how to adjust trip dates and reservations due to changes in travel requirements after an authorization has been created in DTS. In addition, the course explains the differences between making adjustments and amendments and the impact of both to the approval process.

DTS (Special Topic)-OCONUS Travel - This course highlights considerations when using DTS to arrange for OCONUS travel such as currency conversion, reservation issues when crossing the International Date Line, the use of foreign airlines, and differences in reimbursable expenses.

Other online travel-related training is most strongly recommended and may be accessed via the DTS home page at www.defensetravel.osd.mil through Travel Explorer (TraX).

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To access TraX, users must register through Passport, DTMO's web portal. Further details are cited under the training tab.

3. All incoming and outgoing NSTC domain personnel shall check-in and check-out with their respective travel coordinators. All commands are required to maintain check-in/check-out sheets where Defense Travel System (DTS) and Government Travel Charge Card (GTCC) coordinators are clearly identified. This policy is to ensure all travelers are properly received into or released from DTS in a timely manner and to ensure GTCC accounts are current and existing debt is resolved. No NSTC personnel shall travel until all GTCC overdue debts are resolved.

4. All travelers must complete the Travel Card 101 course at https://www.navsup.navy.mil/ccpmd/travel_card/training prior to applying for or activating their GTCC account. Travelers who are new reports to NSTC and do not have a current certificate of completion must complete this course during the check-in process. All travelers must undergo refresher training and retake this training every three years prior to the third anniversary date of their training certificate. Contact the GTCC APC to obtain hierarchy information needed to access training at the website cited above.

NOTE: Post-course testing has been discontinued for the GTCC certification courses. Each person who completes the training should ensure they are properly registered and should follow directions to print the official certificate of completion.

GTCC holders must also sign a statement of understanding obtained from the GTCC APC. Electronic signatures are authorized on this form.

5. Travelers shall ensure GTCC account information is current and notify their respective GTCC Activity Program Coordinator (APC) as changes occur. Travelers must also adhere to their signed GTCC agreement as prescribed by the credit card vendor. Any outstanding GTCC debt and/or other related travel issues must be resolved prior to transfer, separation, or retirement.

6. Per the Travel and Transportation Reform Act of 1998 (PL105-264) travelers must use the GTCC when on official federal government travel. Use of the card enables the government to receive possible important refunds. Refer to section 14, Directed Lodge Accommodations for more information.

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**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, Approving/Certifying Officials shall deny approval and return the documents to the traveler for compliance.

2. **All travelers shall:**

a. Enter travel authorizations into the Defense Travel System (DTS) for review and approval per established permission levels and routing lists.

b. Use the Government Travel Charge Card (GTCC) to pay for costs incidental to travel including contract air fares, lodging, and rental cars. Charging all other incidental costs to the GTCC is most strongly encouraged.

3. **Completing the travel authorization:**

a. Select the appropriate "Trip Type" from the drop-down selection menu. The "Trip description" block must contain enough detail to fully explain the reason for travel.

b. For travel accomplished within one day (no overnight stay), indicate travel duration of "12 hours or less". Indicate travel duration of "greater than 12 hours but less than 24 hours" if travel extends past 12 hours.

c. General Services Administration (GSA) City Pair contract fares shall be used. If no GSA City Pair contract fares are available or if the traveler has selected a different fare, provide a detailed explanation under the "Pre-audit" tab in DTS. Use the proper justification code and fully explain circumstances why the contract fare is not being used.

d. Insert lodging information, including confirmation number or BQ/on-base non-availability information, into the "Comments for AO" block when lodging is not booked through DTS.

e. Include cost estimates for all mileage/non-mileage and lodging expenses (including taxes) to preclude under obligation of funds. Mark "Quarters Available" under Per Diem Expenses when lodging on-base.

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f. For items tagged in the DTS "Pre-Audit," provide a detailed justification to explain the circumstances that caused the item to be tagged.

g. Travelers who have a medical condition that requires accommodation during travel must provide medical documentation justifying why the accommodation is necessary. This documentation must be uploaded by the traveler to the substantiating records tab in DTS with travel authorization.

4. Travel Justification. All travel authorizations must include a Travel Justification memorandum, which cites travel objectives, certifying there are no alternative means to meet the travel objectives and providing sufficient detail to determine whether or not the travel is mission essential. Specifically, JFTR, par. U4000-3b, JTR, par. C4405-b3 and Appendix I, and the JTR/JFTR, Appendix E pertain. For example, the memorandum should not simply state the travel is for TAP/GPS but should also explain that the member has approved separation orders and state the date of separation. Requests for training must identify the requirement by instruction/guidance. Travel Justification memorandums must be signed by respective Department Heads, Directors, or the Chief of Staff when approving for Department Heads, Special Assistants, or Directors. Completed and signed memoranda must be uploaded into the Substantiating Records tab in DTS. Travel Justification forms can be found in enclosure (3).

5. Travel Vouchers. All expenses on the travel voucher for which the traveler seeks reimbursement must be supported by a paid/zero balance receipt regardless of dollar amount. Upload receipts, including those for airline tickets, into the Substantiating Records tab in DTS. Travelers may obtain airline ticket receipts at the airline check-in kiosk at the airport or by uploading the receipt from <https://www.virtuallythere.com>, following the instructions at the Enterprise Knowledge Management (eKM) website at <https://www.ekm.nmci.navy.mil> under DTS and GTCC Management Community of Practice.

6. Lost Receipts. If a receipt is lost or otherwise cannot be obtained, the traveler must complete a Statement in Lieu of Lost Receipt form (see enclosure 3) and upload it into the Substantiating Records tab in DTS. This form cannot be used and will not be accepted for lodging or car rental costs and travelers must instead request a duplicate receipt from the

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provider. Failure to provide such a receipt will result in the reimbursement not being authorized.

7. Directed Mode of Transportation to/from the TDY Location.

Except as specified in paragraph 8, the directed mode of travel for the NSTC domain is air transportation. Travel time and per diem calculations will be based on the use of air transportation.

a. Personally procured tickets are not authorized and will not be reimbursed unless the Approving/Certifying Official has authorized the traveler to procure tickets personally in writing prior to the ticket purchase. Such authorization will be granted only in special circumstances, for example when the traveler takes leave immediately before or after official travel. Reimbursement will be in accordance with reference (a) and cannot exceed the GSA contract fare in effect at time of departure as supported by DTS screen shots.

b. Baggage fees for one bag, at the current airline rate, are authorized to/from TDY locations. Baggage fees for more than one bag or for a bag that exceeds airline weight limits must be justified to, and approved by, the Approving Official in the travel authorization prior to commencement of travel and must also be properly supported for reimbursement.

c. If multiple airport options exist, travelers are directed to use the lowest cost option. For the Chicago Metro area, travelers are directed to use Chicago's O'Hare Airport. If the traveler wants to travel to or from a different airport than O'Hare or the lowest cost option, the traveler must complete a Constructive Travel Worksheet (CTW) citing the cost of airfare. The traveler must use the GSA City Pair 'YCA' contract fare and must submit a screen shot of flight costs. Refer to enclosures (5) and (6) for a sample CTW and screen shot respectively. Both the CTW and the flight cost screen shot must be uploaded into DTS under Substantiating Records tab. Enclosure (7) is a fillable version of the CTW.

8. Privately Owned Conveyance (POC) is considered a personal preference.

a. Except for travel to and from a transportation terminal, POC is not the authorized mode of transportation unless:

(1) It is local travel, defined as travel no more than 50 miles one way from the duty location; or

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(2) It is TDY travel no more than 250 miles from the duty location. While reference (a) authorizes and does not require a CTW for POC travel to TDY locations that are no more than 400 miles one way from the duty location, NSTC policy requires submission of a CTW for travel via POC that is more than 250 miles one way from the duty location as supported with DTS screen shots; or

(3) The government use of a government vehicle is more cost effective than a POC when the TDY location is within a 250 mile radius/500 mile roundtrip area; and

(4) The Approving/Certifying Official determines it is the option that has the least cost to the government.

b. When authorized, reimbursement for POC travel will be limited to round-trip mileage at the prescribed rate, but only if that cost is equal to or less than the total cost of a round-trip airline ticket and transportation to/from the terminal. (Any expenses that exceed what is authorized will be at the traveler's own personal expense).

c. The amount of per diem had the directed mode of travel (air) been used, including reimbursement of 75% of costs for any day spent in transit to/from the TDY location.

d. Lodging enroute is not authorized when using a POC. Lodging will be reimbursed at the TDY location only and only if a lodging cost would have been incurred had the traveler used the directed (air) mode of travel.

e. POC mileage in/around the TDY location is not authorized.

f. Reference (a) limits reimbursement based on GSA City Pair 'YCA' contract fares. Attach a screen shot from DTS showing the GSA 'YCA' airfare cost and upload it along with the CTW into DTS under Substantiating Records tab. To locate the cost search travel module, select "Air", then "GSA Contract Airfare" tab and sort by "Price" to capture the lowest one-way fare. Multiply cost by two if round-trip comparison is required. If the "GSA Contract Airfare" tab does not display any flights, contact the Commercial Travel Office (CTO) to request the cost of the least expensive, unrestricted, economy/coach class airfare. Travelers shall obtain an email from the CTO confirming requested flight costs for upload into the Substantiating Records tab in DTS in lieu of GSA city pair screen shots.

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g. Use the Defense Table of Official Distances (DTOD) when computing POC mileage. Travelers must cite destinations by zip code. Upload a screen shot of the DTOD mileage calculation into DTS under Substantiating Records tab.

9. Expenses To/From the Transportation Terminal

a. Use of a taxi, limousine service, or other transportation to/from the terminal is authorized at the least cost. A paid/zero balance receipt is required, regardless of the cost, and must be submitted with the travel voucher.

b. POC mileage to/from the terminal and parking at the terminal as well as roundtrip mileage for POC travel of family member dropping off/picking up at terminal is authorized if shown to be lower cost than commercially procured transportation and appears on the travel authorization prior to departure. A paid/zero balance receipt for tolls and airport parking is required, regardless of the cost, and must be submitted with the voucher.

10. Rental Cars

a. Rental cars are authorized for use at the TDY location only when:

(1) alternate modes of transportation (e.g., public transit or hotel shuttles) are unavailable or are insufficient to accomplish the purpose of the trip; or

(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 is traveling.

b. If a rental car is authorized, the following restrictions apply:

(1) Automatic fuel fill up (also known as prepaid fuel) on return of the rental car is not authorized. Travelers will fully fuel the car prior to returning the vehicle to the rental location. A paid/zero balance receipt is required for reimbursement of fuel costs, regardless of the amount of the cost;

(2) Insurance is not authorized;

(3) A paid/zero balance receipt is required for rental car expenses; and

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

c. When staff members are traveling in groups of two or more to the same TDY location, they must share a rental vehicle. The following type of vehicles are authorized under these circumstances:

- 1 - 2 travelers = compact car
- 3 - 4 travelers = mid to full size car
- 5 - 6 travelers = van

11. **Parking and Tolls**

a. Parking is an authorized expense for airport terminals, when required at the lodging facility, or if required at the facility where the TDY will be performed. A paid/zero balance receipt is required for reimbursement, regardless of the dollar amount.

b. Tolls are authorized, however, a paid/zero balance receipt is required for reimbursement. A record from an electronic tolling device such as I-Pass or E-ZPass is acceptable.

12. **Official business telephone calls.** Authorized official business telephone calls made from the lodging location using the telephone equipment provided by the lodging facility will be reimbursed if the expense is itemized on the lodging receipt and the traveler has not been issued an official cell phone, BlackBerry or other, similar device. If a traveler is required to make official telephone calls, Department Heads/N-Codes/Program Directors should ensure the traveler is provided with a government cell phone prior to the trip. Government cell phones may be shared within a department for this purpose.

13. **Gratuities and Tips.** Gratuities and tips which are incidental to travel are allowable as a Miscellaneous and Incidental Expense (M&IE). They are not to be listed separately and are not authorized in addition to M&IE. Examples of these tips are assistance with baggage, valet parking, and housekeeping. The only exception to this is for gratuities to a taxi or limousine driver. These are not included in M&IE and must be listed separately on the voucher. Example: Taxi to the airport for \$30.00 with a 15% tip of \$4.50 totals \$34.50 and is fully reimbursable. A paid/zero balance receipt is required for reimbursement regardless of the dollar amount.

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14. **Directed Lodging Accommodations**

a. Military members are directed to use government quarters/on-base lodging when available. While civilian employees may not be ordered/required to use government quarters/on-base lodging, employees should check for government quarters/on-base lodging availability and are most strongly encouraged to use those quarters if available at the TDY location.

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. In accordance with reference (a), when there is no vacancy at government/on-base lodging, travelers must obtain a statement of non-availability that includes: a non-availability number, the date the traveler attempted to make reservations, the lodging facility phone number, and the lodging facility point of contact. This statement must be uploaded to the Substantiating Records tab in DTS with the travel authorization or the information in the statement must be annotated in the "Comments to AO field."

d. If government quarters/on-base lodging are not available and funds are available for other lodging, accommodations will be made at a lodging facility at a cost, including any tax, that does not exceed the allowable lodging per diem.

e. Tax exemption status. There are 11 states (Alaska, Delaware, Florida, Kansas, Massachusetts, Missouri, New York, Oregon, Pennsylvania, Texas, and Wisconsin) which exempt the Government IBA cardholder from commercial lodging or sales tax. Of these 11, only six states require the traveler to present a state tax exemption form, (Florida, Kansas, New York, Pennsylvania, Texas, and Wisconsin). Massachusetts requires travelers to present a valid federal identification card as proof of federal government employment, as well as official business travel documentation during the time of stay at the hotel. In all exempted states, the cardholder is not responsible for paying taxes on car rentals, except New York.

f. Best Practices.

(1) Visit the GSA SMartPay website to determine if the state you are traveling to exempts taxes for transactions with

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the GSA SmartPay Travel Card. Don't forget the website in case you need it during the travel.

(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 before you travel to verify that taxes will not be charged to your GSA SmartPay Travel Card.

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

(5) Maintain copies of all receipts in order to verify taxes assessed; receipts should be maintained for six years and three months.

(6) Contact the command GTCC APC for more information. NROTC Units should contact their respective units GTCC point of contact for more information.

15. Unauthorized Lodging Expenses. The following types of lodging expenses are not reimbursable and must be paid by the traveler at his or her expense, whether incurred at a government/on-base lodging facility or elsewhere:

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

b. 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.

16. Meals and Incidental Expenses (M&IE).

a. Military staff members are directed to eat meals at a government dining facility and will receive the Proportional Meal Rate (PMR) in lieu of full M&IE when the travel is to a TDY location(s) when the travel is to a TDY location(s) where:

(1) Adequate government quarters are available on the U.S. installation, to which the member is assigned TDY;

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(2) At least one meal is available and directed in a government dining facility/mess on the U.S. installation to which the member is assigned TDY; and

(3) The member is not traveling.

b. OCONUS travel. For members traveling overseas, the OCONUS IE rate used may be \$3.50 if the AO has determined it to be adequate for anticipated expenses, per reference (1). AOs will ensure travel authorization specifically cite this amount for it to be paid.

c. When attending conferences, seminars, or similar events where the registration or other fee includes at least one meal (e.g., a continental breakfast), travelers must adjust their per diem rate to reflect that the meal or meals has/have been otherwise provided and paid for.

17. Mandatory Split Disbursement Option (SDO). Travelers must submit their travel vouchers within 5-working days after the completion of the travel. Travelers are required to use the split disbursement option (SDO) to ensure adequate and timely payment of GTCC charges. All NSTC Approving Officials are authorized to select the split disbursement option on the voucher if the traveler fails to do so.

18. Use of government vehicles for travel purposes

a. Use of Government Owned Vehicles (GOVs) for travel is authorized so long as it is limited to (i) short trips that are either mission essential or add significant value to midshipmen, officer candidates, recruits, or cadet training; and (ii) the Government does not incur any additional costs other than use and operation of the GOV, meaning that reimbursement for per diem, lodging, and incidental expenses is not authorized. 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 for, any other method used to buy fuel for a GOV, including personal funds or charging the cost on the GTCC.

b. For NROTC units, GOVs are essential for day to day operations. They are used on-campus at host institutions for activities such as quick supply runs and trips across campus. NROTC units should minimize vehicle usage, however, and combine trips as much as possible.

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19. **Dependent Travel.** When reviewing or authorizing dependent travel, Approving/Certifying Officials shall not detach dependents from DTS and attach them to the active duty service member's/parent's command. Instead, as required by references (a) and (c), the parent's 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 parent command.

MEMORANDUM

From:

Subj: TRAVEL JUSTIFICATION

1. Traveler Name and Position Title:
2. Department/N-Code:
3. Travel dates:
4. Travel is (circle): Mission Essential/Non-mission Essential
5. Travel objectives:
6. **DETAILED** Justification why alternate methods (e.g., video teleconferencing, DCO, teleconferencing, etc.) are not sufficient to meet the travel objectives/trip purpose:
7. My signature indicates that alternate methods were investigated and found to be insufficient to meet the travel objectives associated with this travel.

_____ Date _____

Department Head/N-Code
Program Director signature

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 making a false claim is a maximum fine of \$10,000 or a maximum of five years imprisonment or both.

Signature



DTS Constructed Travel Worksheet - Authorization

(Refer to the worksheet instructions for completion guidance)

Name:

Locations and Dates of Travel:

{Official Name}

{Location and dates of travel}

Policy Constructed Transportation Cost

A. Enter the cost of transportation (including taxes and fees):	\$484.00
B. Enter the fee normally charged by your CTO:	\$0.00
Total (Line A + Line B):	\$484.00

Note: If you will provide transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.

Additional Comments:

Line A is the cost of the standard transportation mode. If the standard transportation mode is commercial air, use the following steps to obtain the cost:

- i.* Use the **Travel > Air** screen to find flights, using the airports you would have used if traveling by commercial air.
- ii.* Select the **GSA Contract Airfare** tab; do not use any other tab. If the **GSA Contract Airfare** tab does not display any flights, ask your CTO to email the cost of the least expensive, unrestricted economy/coach class airfare.
- iii.* Select the **Price** radio button to sort the results by cost, lowest cost first. Note that DTS posts the one-way cost; you'll have to double it to obtain the round-trip cost.
- iv.* **Electronically attach to the authorization a copy of the DTS screen or CTO quote showing the total cost, including taxes and fees.**

Line B is the standard CTO transaction fee, for NSTC this is \$0.00

If transporting passengers, include the number of passengers and their names.



DTS Constructed Travel Worksheet - Authorization

(Refer to the worksheet instructions for completion guidance)

Name:

Locations and Dates of Travel:

Policy Constructed Transportation Cost

A. Enter the cost of transportation (including taxes and fees):

B. Enter the fee normally charged by your CTO:

Total (Line A + Line B):

Note: If you will provide transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.

Additional Comments:

Line A is the cost of the standard transportation mode. If the standard transportation mode is commercial air, use the following steps to obtain the cost:

- i.* Use the **Travel > Air** screen to find flights, using the airports you would have used if traveling by commercial air.
- ii.* Select the **GSA Contract Airfare** tab; do not use any other tab. If the **GSA Contract Airfare** tab does not display any flights, ask your CTO to email the cost of the least expensive, unrestricted economy/coach class airfare.
- iii.* Select the **Price** radio button to sort the results by cost, lowest cost first. Note that DTS posts the one-way cost; you'll have to double it to obtain the round-trip cost.
- iv.* **Electronically attach to the authorization a copy of the DTS screen or CTO quote showing the total cost, including taxes and fees.**

Line B is the standard CTO transaction fee, for NSTC this is \$0.00

If transporting passengers, include the number of passengers and their names.



Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

[RETURN TO LIST](#)

Air Travel

[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):

ORD - Chicago O'Hare Interna

* Arrival Airport (or city, state):

SAN - San Diego International

* Arrival or Departure:

Departure

09/03/2013

Select

Show Alternate Airports:

[Search](#)

Air Travel

Please select flights for ORD - Chicago O'Hare International Apt to SAN - San Diego International departing on 09/03/2013

[Skip This Flight](#)

GSA Contractw/ Limited Availability

GSA Contract Airfare

Other Gov't Airfare

Other Airfare

AltGSA

GSA awarded fare is \$242.00 <= Multiply times 2 **Sort by Price**

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$252.90 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA

[Fare Rules](#)

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 United Airlines 1206	08:30 PM Depart ORD - Chicago O'Hare International Apt 10:47 PM Arrive SAN - San Diego International Equipment 739	Mon 02-Sep-13 Non-Stop Flight	Flying Time: 4h 17min
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\$262.30 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA

[Fare Rules](#)

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 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap Equipment 738	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 3h 33min
	11:39 AM Depart IAH - Houston George Bush Intercontinental Ap 01:00 PM Arrive SAN - San Diego International Equipment 320	Tue 03-Sep-13	Flying Time: 3h 21min

\$263.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA

[Fare Rules](#)

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 United Airlines 411	07:45 PM Depart ORD - Chicago O'Hare International Apt 10:05 PM Arrive LAX - Los Angeles International Apt Equipment 752	Mon 02-Sep-13	Flying Time: 4h 20min Lay-over Time: 1h 4min
	11:09 PM Depart LAX - Los Angeles International Apt 11:59 PM Arrive SAN - San Diego International Equipment CR7	Mon 02-Sep-13	Flying Time: 50min

\$263.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA

[Fare Rules](#)

[View Available Seats](#)

[Select Flight](#)

 United Airlines	06:25 PM Depart ORD - Chicago O'Hare International Apt 08:43 PM Arrive LAX - Los Angeles International Apt	Mon 02-Sep-13	Flying Time: 4h 18min Lay-over Time:
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Enclosure (7)

1633	Equipment 753		1h 42min
 United Airlines 5477	10:25 PM Depart LAX - Los Angeles International Apt	Mon 02-Sep-13	Flying Time: 50min
	11:15 PM Arrive CLD - San Diego McClellan-Palomar Arpt		
	Equipment EM2		
\$263.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 1633	06:25 PM Depart ORD - Chicago O'Hare International Apt	Mon 02-Sep-13	Flying Time: 4h 18min Lay-over Time: 2h 26min
	08:43 PM Arrive LAX - Los Angeles International Apt		
	Equipment 753		
 United Airlines 6344	11:09 PM Depart LAX - Los Angeles International Apt	Mon 02-Sep-13	Flying Time: 50min
	11:59 PM Arrive SAN - San Diego International		
	Equipment CR7		
\$263.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 759	06:00 AM Depart ORD - Chicago O'Hare International Apt	Tue 03-Sep-13	Flying Time: 4h 41min Lay-over Time: 1h 59min
	08:41 AM Arrive SFO - San Francisco International Apt		
	Equipment 319		
 United Airlines 1699	10:40 AM Depart SFO - San Francisco International Apt	Tue 03-Sep-13	Flying Time: 1h 37min
	12:17 PM Arrive SAN - San Diego International		
	Equipment 738		
\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 1h 25min
	08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap		
	Equipment 738		
 United Airlines 1239	09:31 AM Depart IAH - Houston George Bush Intercontinental Ap	Tue 03-Sep-13	Flying Time: 3h 39min Lay-over Time: 45min
	11:10 AM Arrive LAX - Los Angeles International Apt		
	Equipment 753		
 United Airlines 6327	11:55 AM Depart LAX - Los Angeles International Apt	Tue 03-Sep-13	Flying Time: 56min
	12:51 PM Arrive SAN - San Diego International		
	Equipment EM2		
\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 1h 25min
	08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap		
	Equipment 738		
 United Airlines 1239	09:31 AM Depart IAH - Houston George Bush Intercontinental Ap	Tue 03-Sep-13	Flying Time: 3h 39min Lay-over Time: 1h 25min
	11:10 AM Arrive LAX - Los Angeles International Apt		
	Equipment 753		

NSTCINST 7200.1

13 Sep 13

 United Airlines 5474	12:35 PM Depart LAX - Los Angeles International Apt 01:21 PM Arrive CLD - San Diego McClellan-Palomar Arpt Equipment EM2	Tue 03-Sep-13	Flying Time: 46min

\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap Equipment 738	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 1h 25min
 United Airlines 1239	09:31 AM Depart IAH - Houston George Bush Intercontinental Ap 11:10 AM Arrive LAX - Los Angeles International Apt Equipment 753	Tue 03-Sep-13	Flying Time: 3h 39min Lay-over Time: 2h 22min
 United Airlines 6333	01:32 PM Depart LAX - Los Angeles International Apt 02:28 PM Arrive SAN - San Diego International Equipment EM2	Tue 03-Sep-13	Flying Time: 56min

\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap Equipment 738	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 2h 54min
 United Airlines 4	11:00 AM Depart IAH - Houston George Bush Intercontinental Ap 12:39 PM Arrive LAX - Los Angeles International Apt Equipment 753	Tue 03-Sep-13	Flying Time: 3h 39min Lay-over Time: 53min
 United Airlines 6333	01:32 PM Depart LAX - Los Angeles International Apt 02:28 PM Arrive SAN - San Diego International Equipment EM2	Tue 03-Sep-13	Flying Time: 56min

\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap Equipment 738	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 2h 25min
 United Airlines 820	10:31 AM Depart IAH - Houston George Bush Intercontinental Ap 12:15 PM Arrive LAX - Los Angeles International Apt Equipment 320	Tue 03-Sep-13	Flying Time: 3h 44min Lay-over Time: 1h 17min
 United Airlines 6333	01:32 PM Depart LAX - Los Angeles International Apt 02:28 PM Arrive SAN - San Diego International Equipment EM2	Tue 03-Sep-13	Flying Time: 56min

\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	05:30 AM Depart ORD - Chicago O'Hare	Tue 03-Sep-13	Flying Time:
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NSTCINST 7200.1

13 Sep 13

 United Airlines 1540	International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap		2h 36min Lay-over Time: 1h 25min
	Equipment 738		
 United Airlines 1239	09:31 AM Depart IAH - Houston George Bush Intercontinental Ap 11:10 AM Arrive LAX - Los Angeles International Apt	Tue 03-Sep-13	Flying Time: 3h 39min Lay-over Time: 3h 22min
	Equipment 753		
 United Airlines 6335	02:32 PM Depart LAX - Los Angeles International Apt 03:23 PM Arrive SAN - San Diego International	Tue 03-Sep-13	Flying Time: 51min
	Equipment EM2		
\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 2h 54min
	Equipment 738		
 United Airlines 4	11:00 AM Depart IAH - Houston George Bush Intercontinental Ap 12:39 PM Arrive LAX - Los Angeles International Apt	Tue 03-Sep-13	Flying Time: 3h 39min Lay-over Time: 1h 53min
	Equipment 753		
 United Airlines 6335	02:32 PM Depart LAX - Los Angeles International Apt 03:23 PM Arrive SAN - San Diego International	Tue 03-Sep-13	Flying Time: 51min
	Equipment EM2		
\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 2h 25min
	Equipment 738		
 United Airlines 820	10:31 AM Depart IAH - Houston George Bush Intercontinental Ap 12:15 PM Arrive LAX - Los Angeles International Apt	Tue 03-Sep-13	Flying Time: 3h 44min Lay-over Time: 2h 17min
	Equipment 320		
 United Airlines 6335	02:32 PM Depart LAX - Los Angeles International Apt 03:23 PM Arrive SAN - San Diego International	Tue 03-Sep-13	Flying Time: 51min
	Equipment EM2		
\$266.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract			
Class: YCA Fare Rules View Available Seats Select Flight			
 United Airlines 1540	05:30 AM Depart ORD - Chicago O'Hare International Apt 08:06 AM Arrive IAH - Houston George Bush Intercontinental Ap	Tue 03-Sep-13	Flying Time: 2h 36min Lay-over Time: 3h 27min
	Equipment 738		
 United Airlines 432	11:33 AM Depart IAH - Houston George Bush Intercontinental Ap 01:17 PM Arrive LAX - Los Angeles International Apt	Tue 03-Sep-13	Flying Time: 3h 44min Lay-over Time: 1h 15min
	Equipment 320		
	02:32 PM Depart LAX - Los Angeles	Tue 03-Sep-13	Flying Time:

NSTCINST 7200.1

13 Sep 13

 United Airlines 6335	International Apt 03:23 PM Arrive SAN - San Diego International		51min
	Equipment EM2		

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