



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 7200.1E

N8

11 Aug 2025

NSTC INSTRUCTION 7200.1E

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND TRAVEL PROGRAM

Ref: (a) Joint Travel Regulations
(b) DoD Instruction 5154.31 of 16 October 2015
(c) CNO WASHINGTON DC 221627Z Dec 2011(NAVADMIN 393/11)
(d) Navy DTS Business Rules Version 3.1, January 2017
(e) NAVFAC P-300, Management of Civil Engineering Support Equipment, September 2003
(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 Appointment Letter
(4) Reviewing Official Appointment Letter
(5) Travel Approval Memorandum – O-6 Delegation of Travel Approval
(6) Travel Approval Memorandum – NSTC Travel Approving Authority
(7) Statement in place of Lost Receipt
(8) Constructed Travel Worksheet
(9) Navy AO/CO Checklist for Approving DTS Vouchers v 1.4 (2020)
(10) DD1351-2
(11) 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 while executing our training mission at the correct cost.

a. Summary of Changes

(1) Added Authorizing Official (AO) accountable roles as the primary responsible for approving trip authorization in DTS;

(2) Compressed Non DTS Entry Agents (NDEA), Reviewing Officials (RO), Officer Training Command (OTC) and Recruit Training Command (RTC) roles to remove redundancy;

(3) Added sustainable transportation to be complying with Joint Travel Regulation (JTR) revised 1 April 2024;

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(4) Added enclosure 10- DD1351-2 for NDEA, emphasizing the form usage;

(5) Added local travel information;

(6) Leave in conjunction with personal travel was added to better assist travelers when taking leave while on Temporary Duty;

(7) Removed instructions on how to complete DD1610 for permissive travel;

(8) Revised Travel Authorization Memorandum (TAM) enclosure 5, added Government Vehicle and car rental usage, and

b. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NSTCINST 7200.1D.

3. Scope. 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 must be based on, but cannot deviate from this instruction. The Naval Reserve Officers' Training Corps (NROTC) Summer Training Guidance is supplementary to this instruction.

4. Background. Reference (a) is the Joint Travel Regulation which implements policy and law to establish travel and transportation allowances for Uniformed Service members and Department of Defense (DoD) civilians traveling at the DoD's expense. Reference (b) is the Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3. This instruction establishes policy, assigns responsibilities, and provides procedures for the functional management of the Defense Travel System (DTS). Reference (c) is the CNO WASHINGTON DC 221627Z Dec 11 (NAVADMIN 393/11) Defense Travel System Administrator Permission Level Validation. Reference (d) the Navy DTS Business Rules Version 3.1 which provide all Navy travelers, administrative and supervisory personnel, as well as travel services providers, with a common set of transportation and financial rules for implementing and operating the standard automated DoD travel program, known as DTS. Reference (e) is the Naval Facilities Engineering Systems Command (NAVFAC) P-300 assists management at all levels in properly discharging their responsibilities in the efficient management of the transportation program. Reference (f) is the Travel and Transportation Reform Act of 1998 which mandates that federal government employees use federal travel charge cards for all official government travel expenses. This law also includes provisions for prepayment audits of agency transportation expenses and addresses other related issues. Reference (g) is NSTCINST 5100.1B which issues policies and procedures for the administration and use of the government travel charge card.. Although travel at government expense is often essential to our mission, travel funding is discretionary. To control costs, supervisors and leaders must ensure travel is appropriate, cost-effective, and necessary for mission accomplishment. All government-directed travel must be conducted in the most cost-efficient manner possible and the government's best interest. In all situations, when traveling on official orders, each member is expected to exercise the same care

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and regard for expenses incurred as a prudent person would exercise when traveling at personal expense. The instructions, guides, procedures, and criteria are provided for exercising both technical and management controls to attain full and cost-effective utilization of funds, personnel, and equipment.

5. Policy

a. Mandatory use of DTS. Per reference (a) and under the authority conferred by Under the Management Initiative Directive 921, DTS will be the Department of Defense's single online travel system.

b. Mandatory Use of Commercial Travel Office (CTO). Travelers must arrange for commercial transportation, lodging, and rental cars through the CTO via DTS, this includes conference travel. Furthermore, travelers must use General Services Administration (GSA) city pair flights that are available to satisfy mission requirements.

6. Responsibilities. Within NSTC, individuals appointed as AOs are also appointed as Certifying Officers. These individuals are responsible for reviewing the requirements for travel, identifying sources of travel funding, certifying sufficient funds are available to pay for expenses, the propriety of expenses claimed, and notifying travelers of debt due to the government. Preventing fraud, waste, abuse, and mismanagement of taxpayer funds, as well as protecting themselves from pecuniary liability when approving travel authorization and vouchers is the AO and CO's responsibility. Therefore, an AO or CO determines whether travel requirements support mission requirements and budgetary limitations of the activity and ensures the traveler is using the most advantageous travel mode.

7. 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 or 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.

8. Action. NSTC's mission-essential travel will continue to be authorized. All non-mission essential travel and training must 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 Reference (a) to guide travelers, DTS NDEAs, ROs, and AOs through these travel processes.

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9. 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.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC N8 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of Navy, and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Forms. All travel requires either Enclosure (5) or Enclosure (6). Enclosures 8, 9, and 10 are forms provided for use as required and must be uploaded to DTS with the travel authorization or voucher as supporting documentation when needed and are available:

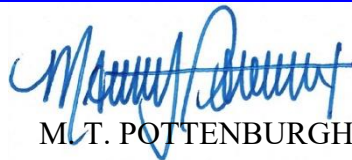
a. Enclosure (7): <https://www.dfas.mil/MilitaryMembers/travelpay/forms/>

b. Enclosure (8): <https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/>

c. Enclosure (9): [CCPMD Navy DTS PMO Portal](#)

d. Enclosure (10): <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf>

e. DD form 1610: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1610.pdf>



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

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General Travel Management Within DTS**Roles and Responsibilities**

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

a. Accountable Officials. Accountable officials involved in the travel process must serve as Naval Station Training Command control points and be familiar with the responsibilities in reference (d). The Comptroller must designate these personnel in writing per the DoD Financial Management Regulations Volume 5, Chapter 5. Accountable officials at the Naval Station Training Command include authorizing officials certifying officers, Finance Defense Travel Administrators (FDTAs), Lead Defense Travel Administrators (LDTAs), Organization Defense Travel Administrators (ODTAs) and Debt Management Monitors (DMM). Specific duties and responsibilities are identified in reference (d).

b. NROTC Unit COs are to assign NDEA, RO, and an alternate. Both the NDEA and RO must complete the required training and will be appointed in writing by the CO. Training completion certificates and the signed Appointment Letter must be sent to the NSTC ODTA before obtaining access to related permission levels.

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

2. Traveler. A traveler is any authorized person who uses DTS to create a Trip Authorizations (orders), vouchers, and local vouchers for Temporary Duty (TDY) trips. All Travelers with Government Travel Charge Card (GTCC) will load their card number and expiration date in their DTS Profile and are responsible for updating personal information, including Electronic Funds Transfer (EFT). Travelers must adhere to their signed GTCC statement of understanding (SOU) and agreement as the credit card vendor prescribes.

3. All incoming. NSTC domain personnel must check in with their respective travel coordinators and complete the required mandatory training certificates and completed forms. Training Certificate training will be maintained by the responsible unit indefinitely. 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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4. All outgoing. NSTC domain personnel must 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 Permanent Change of Station (PCS) orders to NSTC Agency Program Coordinator (APC) requesting their card account be placed on Mission Critical status if it will be used for PCS expenses.

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) web site 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 Standard Operating Procedure's (SOP) enclosure (11).

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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, AOs must return the documents to the traveler for compliance.

2. All travelers must

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 and cardholders should ensure that the GTCC is activated before travel by contacting the NSTC 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 must be approved in DTS before travel begins unless exceptional circumstances with prior travel exist. Travel or expenses incurred before a travel authorization is approved are not reimbursable unless otherwise stated in the JTR.

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. Reference. For tracking purposes, populate a reference line to state exactly what type of training or conference you are attending.

d. General Services Administration (GSA) Contract Rate fares must 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.

e. Insert lodging information, including confirmation number or 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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f. 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 and From Terminal

(2) Lodging Taxes (CONUS and Non-foreign)

(3) Baggage fees for one bag

(4) Private Auto – To and From TDY

(5) Rental Car Expense – If car rental is authorized, fuel and tolls.

(6) Taxi - TDY Area

(7) Private Auto – To and From Terminal

(8) Parking - At the Terminal, you may be reimbursed for actual expenses up to the cost of two one-way taxi fares.

g. 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.

h. Travelers with medical conditions 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 and guidance. Enclosures (5) and (6) are the TAMs approved for use found in subparagraphs paragraph 4a(1)a through 4a(1)e.

a. Delegation of limited travel approval authority to a Commanding Officer (O-6) of an NROTC Unit (NROTCU), 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. Subparagraphs paragraph 4a(1)a through 4a(1)e pertain:

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

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- (b) Operational duty or overseas screenings for a Permanent Change of Station.
- (c) Executive Officer (XO) and staff travel between host schools.
- (d) Chaperone travel (Medical or Event) (Operational Target (OPTAR) funds Budgeted or Not Budgeted)
- (e) Required Training that satisfies the requirements of the DoD and Department of the Navy (DoN) (to include Office of the Chief of Naval Operations (OPNAV), Naval Education and Training Command (NETC), and NSTC).

(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) in keeping with the current travel process and timelines. For 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 of Officer Development or the Chief of Staff for final approval.

5. Directed Mode of Transportation to and from the TDY Location. The directed mode of travel for the NSTC domain is air transportation if travel is greater than 400 miles. If the distance is 400 miles or less, then travel by rail is preferred if available; if rail is not available, then a government automobile is most advantageous. If a government automobile is not available, then consider a rental car.

a. Personally procured tickets are not authorized and will not be reimbursed.

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 contract fare (CA/YCA) and submit a screenshot of flight costs obtained from Defense Travel System (DTS) or GSA City Pair Program (CPP) official website. The Constructed Travel Worksheet (CTW) and the flight cost screenshot must be uploaded to the Expenses page in DTS as substantiating documents.

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

a. Government-owned Vehicle (GOV). When travel must be by automobile, a government automobile is most advantageous. GOVs are authorized for travel purposes if it is official business and limited to:

(1) 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 GOVs.

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(2) For NROTC units, GOVs are essential for day-to-day operations. Use must be in the government's interest and may include nearby supply runs or trips across campus or to other host universities if there is no other personal use involved e.g. lunch or personal errands.

b. Rental Cars. Rental cars are authorized for use at the TDY location only if: Alternate modes of transportation (e.g., Rail transportation, public transit, or hotel shuttles) are unavailable or are insufficient to execute the mission. It may cost less to rent a vehicle than to pay for alternate modes of transportation, when more than one employee travels to the same TDY location.

(1) If a rental car is authorized, subparagraphs 6b(1)a through 6b(1)c apply:

(a) Automatic fuel re-fills (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) Tolls and toll-collection transponders will require AO pre-approval. However, administrative fees for failing to pay a toll fee are not reimbursable.

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

(2) When staff members travel in groups of two or more to the same TDY location, they must share a rental vehicle. Subparagraphs 6b(2)a through 6b(2)c outline the 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

(3) Select Zero-emission vehicles (ZEVs) when the rental rate is equal to or less than the least expensive compact car, and charging infrastructure is available in route or at the destination.

c. Privately Owned Vehicle (POV). AO may still authorize a POV as being advantageous but only after considering all available commercial options, costs, and the mission. 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.

(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 Permanent Duty Station (PDS), Home of Record (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.

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(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) If the AO determines that using a government automobile or authorized mode of transportation would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

(4) For members who elect to drive a POV instead of an authorized type of transportation deemed most advantageous to the Government, a cost comparison is done to determine reimbursement.

(a) The per diem Meals and Incidental Expenses (M&IE) will be set at the same amount as if the directed mode of travel (air) had been used, including reimbursement of 75 percent of costs for any day spent in Travel days to the TDY location. Lodging in route is not authorized when using a POV.

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

(5) If a trip is limited, reimbursement of expenses associated with driving a POV is not authorized.

(6) If the traveler uses their POV as a mode of transportation for TDY, a CTW and a screenshot of the available transportation mode must be completed and submitted, regardless of the situation. Upload as supporting documents to help the AO decide whether to limit transportation reimbursement to the constructed transportation cost.

(a) Air - Over 400 Miles. If the traveler would have traveled to the location using Commercial Air. The most accurate way to obtain the cost of the YCA Fare plus any taxes and fees is to utilize the DTS Reservation module.

(b) Rail - Over 400 Miles. The provider's web site is your best source for ticket costs, terminal codes, and fare class (where applicable). Amtrak - <https://www.amtrak.com/plan-your-trip.html>

(c) Rental Car. If the AO would have authorized en route travel by rental car enter the cost of the lowest cost rental car that is suitable for the mission and add any reimbursable expenses. To get the most accurate price, utilize the DTS Reservation module.

7. Directed Lodging Accommodations

a. All DoD members are directed to use government quarters or on-base lodging when available. When government quarters or 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 or 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 or on-base lodging are unavailable, accommodation will be made at a commercial facility at a cost that does not exceed the allowable lodging per diem.

d. Tax Exemption Status Tax Exempt Forms for Lodging. All travelers must submit tax-exempt forms at hotels if applicable. Several states and cities have specifically exempted uniformed members and federal employees from paying a hotel occupancy tax when that municipality's requirements are met. As such, federal employees and uniformed members may be authorized a tax exemption by the hotel. When traveling on an individually billed GTCC, travelers should ask about exemption from state taxes when making reservations with hotels or rental car companies. Visit <https://smartpay.gsa.gov/smarttax/tax-information-by-state/> for additional information and to print forms.

e. Unauthorized Lodging Expenses. Lodging expenses found in subparagraph 7e(1) – 7e(4) are not reimbursable and must be paid at the traveler's cost.

(1) Early check-in or late check-out fees.

(2) No-shows fee.

(3) Any charges more than the per diem rate

(4) Miscellaneous accommodation such as 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.

8. 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.

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

(1) A Service member is lodged in adequate Government quarters or an Integrated Lodging Program (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 at no cost to the traveler (for example, as part of a registration fee or conference fee).

(a) 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

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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.

9. 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. In-flight internet connections are not reimbursable unless authorized or approved and determined they are used to perform official business. Operational Security (OPSEC) in performing duties on an airplane must be considered.

10. Gratuities and Tips. Gratuities to a taxi or limousine driver up to 20 percent are fully reimbursable.

Example:
Taxi to the airport for \$30.00
With a 20% tip of \$6.00
Totals \$36.00

**Uber Cash will not be reimbursed.

11. 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 or zero balance receipt.

12. DD Form 1351-2. The DD Form 1351-2 (May 2011) is the primary form used to record travel itineraries and claim expenses for government travel. If the NDEA must submit a travel voucher on behalf of the traveler, DD1351-2 must be manually completed and signed by the traveler and the NDEA to be reimbursed for travel expenses. Navigate <https://www.dfas.mil/MilitaryMembers/travelpay/Completing-Travel-Voucher/Temporary-Duty-TDY/>. The link provides a step-by-step guide with examples to ensure that both the Traveler and NDEA are filling the form out correctly.

13. Mandatory Split Disbursement Option. Travelers must use the split disbursement option to ensure adequate and timely payment of GTCC charges. To adjust the split disbursement amounts, navigate to the Entitlement Summary of the travel voucher and select Adjust Disbursements. 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 must 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 must be submitted by the requesting unit's NDEA and routed to the funding command for approval.

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16. Local Travel. Local travel must be approved in advance. Local travel is within a 50-mile radius, or travel considered a day trip, which is 12 hours or less, and no expenses will be incurred. Government vehicles will be used if available. If GOV is not available and POV is used, travel within the "local commuting area," may be reimbursed POV mileage roundtrip mileage to and from the destination minus the normal commuting mileage and toll. Lodging is not authorized for local travel unless group cohesion is required or due to the nature of the TDY itself. In such cases, when all travelers are required to remain overnight, TDY allowances may be authorized.

17. Leave In Conjunction with Official Travel. A Traveler is only authorized to depart from HOR or Duty Station. If official travel is in conjunction with personal leave, a traveler must complete official travel authorization first and submit it for approval. Once the authorization is approved, the traveler will call the Scheduled Airline Ticket Office (SATO) to exchange their official flights to the leave location. Any additional incurred expenses related to leave are the responsibility of the traveler to include, but are not limited to exchange fares, Travel Management Company (TMC) fees, use of a GOV or government rented car is not authorized when on personal leave, etc. Traveler must ensure that GTCC is not used for these purposes and must coordinate changes with SATO." Please ensure that both invoices are titled appropriately and uploaded when submitting your claim.

18. 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.

a. Permissive or 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 and No-Cost travel, the latest DD Form 1610 must be completed and maintained on file for ten years including a unit log with all documents noted by Purpose, Date Signed (Block 21), and Document Numbers (Block 22).

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[COMMAND LETTERHEAD]

7200

SER

DD Mmm YY

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

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

Subj: APPOINTMENT AS A NON-DEFENSE TRAVEL SYSTEM ENTRY AGENT

Ref: (a) DoD 7000.14-R FMR, Vol 9, Ch 5 and 8

(b) Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3

(c) Defense Travel Administrator's Manual

(d) DODI 5154.31

(e) NSTCINST 7200.1E

(f) Navy AO/CO Checklist for Approving DTS Vouchers v 1.4 (2020)

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

a. Creating, updating, and submitting travel documents in DTS for travelers **who do not have access to DTS**.

b. Ensuring proper and completed Travel Authorization Memorandum 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 Naval Service Training Command Organizational Lead Defense Travel Administrator. Review travel authorizations and vouchers of staff members for proper preparation.

Enclosure (3)

11 Aug 2025

3. This appointment will be canceled upon your detachment from this command, or the Commanding Officer will remove or 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

ACKNOWLEDGEMENT

I have reviewed, understand, and acknowledge the responsibilities in connection with my appointment to this position.

(NDEA'S SIGNATURE)

Printed First Middle Last

11 Aug 2025

[COMMAND LETTERHEAD]

7200

SER

DD Mmm YY

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) Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3
(c) Defense Travel Administrator's Manual
(d) DoDI 5154.31
(e) NSTCINST 7200.1E

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

a. Ensuring proper and completed Travel Authorization Memorandum and required documents are uploaded in the travel authorization.

b. Ensuring the correct Line of Accounting(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 Defense Travel System 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 reports in subparagraph 2a through 2d weekly or as needed.

a. Pending Airline Cancellation Report

b. Unsubmitted Voucher Report

Enclosure (3)

11 Aug 2025

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

ACKNOWLEDGEMENT

I have reviewed, understand, and acknowledge the responsibilities in connection with my appointment to this position.

(RO'S SIGNATURE)

Printed First Middle Last

11 Aug 2025

Date

MEMORANDUM

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

To: Approving Official

Subj: APPROVAL OF UNIT TRAVEL

Ref: NSTCINST 7200.1E

LOA Source:

1. Traveler Name and Position Title: _____

2. Travel Dates: _____

3. Travel Location: _____

4. Purpose of travel:

___ Routine medical appointments (Staff or Midshipmen) (to include commissioning, flight, and Separation physicals).

___ Operational duty or overseas screenings for a Permanent Change of Station.

___ XO and staff travel between host schools.

___ Chaperone travel (Medical or Event) (Funds Budgeted or 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 7200.1E

7. Point of contact: _____

(O-6 Commanding Officer Signature)

Enclosure (5)

11 Aug 2025

MEMORANDUM

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

To: Travel Approving Authority, NSTC

Subj: TRAVEL APPROVAL

Ref: NSTCINST 7200.1E

Unit LOA _____

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. _____ Was a GOV vehicle available for use to perform agency mission? ____ Y ____ N

7. _____ Was a traveler approved for Rental car? ____ Y ____ N

***Rental cars are authorized for use at the TDY location only if alternate modes of transportation (e.g., rail, bus, hotel shuttles) are unavailable or insufficient to execute the mission.**

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

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

Date _____

From: Travel Approving Authority, NSTC

To: Approving Official

1. My signature indicates that I approve this travel.

Date _____

Enclosure (6)

11 Aug 2025

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

Enclosure (7)

11 Aug 2025

Defense Travel System Mandatory Training Requirements

DTS Web Training. All travelers and newly appointed NDEA & RO (excluding students) are required to complete DTS and GTCC Mandatory training. Log on to the Defense Travel Management Office (DTMO) Travel Explorer (TraX) web site and the DTMO web portal.

<https://secure.defensetravel.dod.mil/neotrax/training/index.php>

Complete new SOU upon arrival at each new duty assignment, or every three years. The SOU requires the traveler's and the supervisor's signature; APC Name; -Tel# 847-688-6808 ext. 445. Download form from <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3120.pdf>

Take Travel Card 101 refresher training after 3 years. Navigate to CCPMD:

<https://www.navy.mil/Products-Services/DON-Consolidated-Card-Program-Management/>

You will need to register for an account if you have not been to this site. Click register your CAC/PKI to create an account.

TRAVELER REQUIRED MANDATORY TRAINING	INTERVAL	SOURCE
DTS (Basic) - ABOUT DTS	ONCE	DODI 5154.31 VOL 3
DTS (Basic) - DTS TRAVEL DOCUMENTS (DTS 101)	ONCE	DODI 5154.31 VOL 3
Programs & Policies - SUSTAINABLE TRAVEL	ONCE	DODI 5154.31 VOL 3
Programs & Policies - TDY TRAVEL POLICIES 101-(DO NOT confuse this with Travel Card 101)	3 YEARS	DODI 5154.31 VOL 3
TRAVEL CARD PROGRAM (TRAVEL CARD 101)- located in TRAX	3 YEARS	DODI 5154.31 VOL 3
Take Travel card 101 refresher course located in CCPMD -NAVSUP	3 YEARS	DODI 5154.31 VOL 3
"NEW" SOU upon arrival at each new duty assignment, or every three years.		DODI 5154.31 VOL 4

Non DTS Entry Agent (NDEA) REQUIRED MANDATORY TRAINING	INTERVAL	SOURCE
DTS (Basic) - ABOUT DTS	ONCE	DODI 5154.31 VOL 3
DTS (Basic) - DTS TRAVEL DOCUMENTS (DTS 101)	ONCE	DODI 5154.31 VOL 3
Programs & Policies - SUSTAINABLE TRAVEL	ONCE	DODI 5154.31 VOL 3
Programs & Policies - TDY TRAVEL POLICIES 101-(DO NOT confuse this with Travel Card 101)	3 YEARS	DODI 5154.31 VOL 3
TRAVEL CARD PROGRAM (TRAVEL CARD 101)- located in TRAX	3 YEARS	DODI 5154.31 VOL 3
Take Travel card 101 refresher course located in CCPMD -NAVSUP	3 YEARS	DODI 5154.31 VOL 3
NON-DTS ENTRY AGENT	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-CANCELLATION PROCEDURES	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-CONSTRUCTED TRAVEL	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-OCONUS	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-ITINERARY CHANGES	ONCE	DODI 5154.31 VOL 3
NDEA DESIGNATION LETTER SIGNED BY THE CO	ONCE	
"NEW" SOU upon arrival at each new duty assignment, or every three years.		DODI 5154.31 VOL 4

Reviewing Official (RO) REQUIRED MANDATORY TRAINING	INTERVAL	SOURCE
DTS (Basic) - ABOUT DTS	ONCE	DODI 5154.31 VOL 3
DTS (Basic) - DTS TRAVEL DOCUMENTS (DTS 101)	ONCE	DODI 5154.31 VOL 3
Programs & Policies - SUSTAINABLE TRAVEL	ONCE	DODI 5154.31 VOL 3
Programs & Policies - TDY TRAVEL POLICIES 101-(DO NOT confuse this with Travel Card 101)	3 YEARS	DODI 5154.31 VOL 3
TRAVEL CARD PROGRAM (TRAVEL CARD 101)- located in TRAX	3 YEARS	DODI 5154.31 VOL 3
Take Travel card 101 refresher course located in CCPMD -NAVSUP	3 YEARS	DODI 5154.31 VOL 3
AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL/Annual Refresher)	ONCE	DODI 5154.31 VOL 3
DTS AO/RO - The DTS Approval Process	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-CANCELLATION PROCEDURES	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-CONSTRUCTED TRAVEL	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-OCONUS	ONCE	DODI 5154.31 VOL 3
DTS (SPECIAL TOPIC)-ITINERARY CHANGES	ONCE	DODI 5154.31 VOL 3
RO DESIGNATION LETTER SIGNED BY THE CO	ONCE	
"NEW" SOU upon arrival at each new duty assignment, or every three years.		DODI 5154.31 VOL 4