



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

NSTCINST 7200.1A
N8
6 Mar 2020

NSTC INSTRUCTION 7200.1A

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

Encl: (1) General Travel Management within DTS
(2) Allowable Travel Reimbursements and Required Supporting Documentation
(3) Non-DTS Entry Agent (NDEA) Appointment Letter
(4) Travel Approval Memorandum – O-6 Delegation of Travel Approval
(5) Travel Approval Memorandum – NSTC Travel Approving Authority
(6) Statement in Lieu of Lost Receipt
(7) Constructed Travel Worksheet

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 (f) while executing our training mission at the right cost.

2. Cancellation. NSTCINST 7200.1.

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

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

5. Definitions:

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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 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 accession production goals.

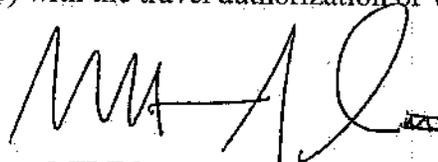
b. Non-mission Essential Travel. Non-mission Essential Travel is defined as travel events which significantly contribute to the education and training of officer candidates, midshipmen, recruits, cadets, and staff. While these activities are not deemed mission essential and not supported by mission essential 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.

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 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), Reviewing Officials (RO) and Approving Officials (AO) through these travel processes.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.

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 effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.

9. Forms. Enclosures (4) through (7) 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.



MILTON J. SANDS III

Releasability and distribution:

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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) and shall adhere to prescribed separation of duties guidelines.

a. NROTC Unit Commanding Officers (CO) and Executive Officers (XO) are to assign, at a minimum, one NDEA and an alternate, and one RO and an alternate. NDEAs, ROs, and alternates cannot be the same person.

(1) NDEAs will be appointed in writing, by the CO, using enclosure (3). All required training is available online and the list of required training may be obtained from any NSTC N8 travel team member. Certificates of training completion along with the signed NDEA Appointment Letter shall be sent to the NSTC Organizational Defense Travel Administrator (ODTA) prior to obtaining access to related permission levels. Certificates shall be maintained on file indefinitely.

(2) ROs will be designated in writing, by the CO, using DD Form 577. When the member leaves the position, the CO will terminate the designation using the same DD Form 577 that the member was designated with. Routing lists in DTS may contain up to a total of five ROs, including one primary and four alternates. NSTC Comptroller/financial specialists have been assigned as AOs for authorizations and vouchers. All COs and XOs designated as ROs shall be appointed by the NSTC Comptroller using a DD Form 577. A current DD Form 577 example may be obtained from any NSTC N8 travel team member. **NOTE:** The Appointing Authority (CO) must sign/date before the Appointee Acknowledgement is signed/dated and the Digital Signature and Manual Signature is required in Section III – Appointee Acknowledgement. All required training is available online and the list of required training may be obtained from any NSTC N8 travel team member. Certificates of training completion along with the completed DD Form 577 shall be sent to the NSTC ODTA prior to obtaining access to related permission levels. Certificates shall be maintained on file indefinitely.

b. For OTC and RTC, AOs and ROs shall be assigned by the respective CO using a DD Form 577. Certificates of training completion along with the completed DD Form 577 shall be sent to the NSTC ODTA prior to obtaining access to related permission levels. Certificates shall be maintained on file indefinitely.

c. Directors, Department Heads, and Special Assistants may assign ROs using a DD Form 577. Certificates of training completion along with the completed DD Form 577 shall be sent to the NSTC ODTA prior to obtaining access to related permission levels. Certificates shall be maintained on file indefinitely.

2. All travelers (excluding students) are required to complete DTS and Government Travel Charge Card (GTCC) specific training and complete the GTCC Statement of Understanding (SOU). All required training is available online and the list of required training and current GTCC SOU may be obtained from any NSTC N8 travel team member. When forwarding completed forms and certificates to a NSTC N8 travel team member, please state whether

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member currently holds a GTCC or not so member's GTCC can be transferred into the appropriate hierarchy or an application for a GTCC may be provided.

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 DTS and 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 domain personnel shall travel until all GTCC overdue debts are resolved.

4. Travelers shall ensure GTCC account information is current within their DTS and GTCC accounts. Travelers must also adhere to their signed GTCC SOU 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.

5. Per reference (f), travelers must use the GTCC when on official 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, AO's shall deny approval and return the documents to the traveler for compliance.

2. **All travelers shall:**

a. Enter travel authorizations into DTS for review and approval per established permission levels and routing lists.

b. Use the GTCC to pay for all authorized expenses relating to government travel.

3. **Travel authorization required entries:**

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. 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.

c. General Services Administration (GSA) Contract Rate fares shall be used. If no GSA Contract Rate fares are available or if the traveler has selected a different fare, provide a detailed explanation under the "Other Auths and Pre-Audits" 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 "AVAIL DOD LDG NOT USED" pre-audit "Justification to Approving Official" block when lodging is not booked through DTS.

e. Include cost estimates for all mileage/non-mileage and lodging expenses (including taxes) so as to not preclude from obligation of funds. Mileage not estimated on the authorization will not be paid if claimed on the voucher.

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 into the Substantiating Documents tab in DTS within the travel authorization.

4. **Travel Approval Memorandums.** All travel authorizations must include a travel approval memorandum, which cites travel objectives and provides sufficient detail to determine whether or not the travel is mission essential. Requests for training must identify the requirement by

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instruction/guidance. Enclosures (4) and (5) are the travel approval memorandum forms approved for use as follows:

a. Delegation of limited travel approval authority to a Commanding Officer (O-6) of an NROTC Unit, enclosure (4).

(1) NROTCU COs have limited authority to approve travel for their assigned unit personnel, staff, and students. COs do not have authority to approve 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/or staff travel between host schools.

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

(e) Required Training (CFL, CMEO, SAPR) – all other training use enclosure (5).

(2) This authority cannot be further delegated. "By direction" authority is not authorized. In the absence of an O-6 Commanding Officer, use enclosure (5) as described below in keeping with the current travel process and timelines.

b. Travel approval memorandum for all travel when approval by an O-6 is not possible, enclosure (5). This travel approval memorandum must be signed by respective Commanding Officers, Department Heads, Directors, or the Chief of Staff when approving travel for NROTCU Commanding Officers, Department Heads, Special Assistants, or Directors. Completed and signed memorandum must be sent to the NSTC Executive Assistant to acquire the NSTC Travel Approving Authority's signature. Once form has been signed and returned, the travel approval memorandum must be uploaded to the travel authorization in the Substantiation Documents tab in DTS.

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 and refunds with the claimed expense or into the Substantiating Documents tab in DTS. Travelers may obtain airline ticket receipts at the airline check-in kiosk at the airport or by requesting the invoice from <https://www.cwtsatotravel.com/searchResults.html>.

6. **Lost Receipts.** If a receipt is lost or otherwise cannot be obtained, the traveler must complete enclosure (6), and upload it into the Substantiating Documents tab in DTS. This form cannot be

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used and will not be accepted for airline, lodging, or car rental costs and travelers must instead request a duplicate receipt from the 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. Special case circumstances will be reviewed and approved only by the NSTC Travel Approving Authority.

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 AO 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 other than O'Hare or the lowest cost option, the traveler must complete Sections (1) and (2) of enclosure (7) 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 using 8.f. below. Both the CTW and the flight cost screen shot must be uploaded into the Substantiating Documents tab in DTS.

8. Privately Owned Vehicle (POV) is considered a personal preference.

a. Except for travel to and from a transportation terminal, POV 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

(2) It is TDY travel no more than 400 miles from the duty location. Reference (a) authorizes and does not require a CTW for POV travel to TDY locations that are no more than 400 miles one way from the duty location; or

(3) The AO determines travel via POV is the option that is the least cost to the government.

b. When authorized, reimbursement for POV 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. Any expenses that exceed what is authorized will be at the traveler's own personal expense.

c. The per diem 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 transit to/from the TDY

location. No additional days for travel other than what would have been authorized for travel by air are authorized.

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

e. POV mileage in/around the TDY location is not authorized and will not be reimbursed.

f. Reference (a) limits reimbursement for POV mileage based on GSA City Pair 'YCA' contract fares. Personnel requesting to travel via POV must complete Sections (1) and (2) of enclosure (7) citing the cost of airfare by completing the following:

(1) The primary method for capturing the flight costs is through DTS. When inputting your flight information sort by "Cost (Lowest)" then select search. Upload the screenshot of the page showing all available flights and costs to Substantiation Documents within DTS and use the results to complete enclosure (7).

(2) If there are no GSA Contract Fare flights available, contact the Commercial Travel Office (CTO) to request the GSA Contract Fare. Travelers/NDEAs shall obtain an email from the CTO confirming requested flight costs for upload into the Substantiating Documents tab in DTS in lieu of GSA city pair screen shots.

g. 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.

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. POV mileage to/from the terminal and parking at the terminal as well as roundtrip mileage for POV travel of family member dropping off/picking up at terminal is authorized if shown to be lower cost than commercially procured transportation and the expense appears on the travel authorization prior to departure. To show that parking at the terminal is more cost-effective, enclosure (7) with screenshots of the parking vs. taxi costs must be uploaded to Substantiating Documents tab for approval.

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 for the execution of 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 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 re-fuel prior to returning the vehicle to the rental location.

(2) **Insurance is not authorized.**

(3) **Toll pass transponder charges in rental vehicles are not authorized.**

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

(5) A paid/zero balance receipt is required for all rental car expenses.

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 (see restrictions in enclosure (2) paragraph 9), 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. **Toll pass transponder charges in rental vehicles are not authorized.**

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 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 up to the maximum allowed amount authorized by the JTR. 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.

14. 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 non-availability (CNA) from the DoD facility is required to be uploaded into the Substantiating Documents tab.

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 not available and funds are available for other lodging, accommodations will be made at a lodging facility at a cost that does not exceed the allowable lodging per diem.

d. For states that require lodging taxes, travelers will estimate and claim lodging taxes as a separate expense.

e. Tax Exemption Status. There are 12 states (Alaska, Delaware, Florida, Kansas, Louisiana, Massachusetts, Missouri, New York, Oregon, Pennsylvania, Texas, and Wisconsin) which exempt the Government Individually Billed Account cardholder from commercial lodging or sales tax. Of these 12, only 6 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 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 before you travel to verify that taxes will not be charged to your GTCC.

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(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 ten years.

(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. M&IE. 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. Travelers must submit their travel vouchers within five working days after the completion of the travel. Travelers are required to use the split disbursement option to ensure adequate and timely payment of GTCC charges. All NSTC AO's are authorized to select the split disbursement option on the voucher if the traveler fails to do so.

18. Government Owned Vehicles (GOVs). GOVs are authorized for travel purposes as long as it is official business and limited to:

a. 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.

b. 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 are not authorized. The NAVFAC Vehicle Credit Card is the only approved payment method for refueling GOVs 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.

c. 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. Permissive/No-Cost Travel. The use of 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/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 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 10 years:

Block 1 - Date of Request

Block 2 - Traveler Name (Leave Blank for Group Orders (See block 16)

Block 3 - Traveler SSN (Leave Blank for Group Orders (See block 16)

Block 4 - Position Title and Grade (Leave Blank for Group Orders (See block 16)

Block 5 - Unit Name

Block 6 - Leave blank

Block 7 - Unit Phone Number

Block 8 - Enter "Permissive"

Block 9 - Enter TDY Purpose (e.g. House Hunting, Job Hunting)

Block 10a - Enter Number of Days TDY

Block 10b - Enter Travel Start Date

Block 11 - Enter Planned Itinerary

Block 12a,b,c - Mark in appropriate transportation mode block.

Block 13 - Leave blank

Block 14 - Leave blank

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

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

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

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

Block 19 - Leave blank

Block 20 - Leave blank

Block 21 - Date signed

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

c. As these forms must be maintained for 10 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).

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



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 (NDEA)

Ref: (a) DoD 7000.14-R FMR, Vol 9, Ch 5 and 8
(b) NAVSUPINST 4650.8 (series)
(c) DODI 5154.31
(d) NSTCINST 7200.1A

1. Per references (a) through (d), you are hereby appointed as an NDEA for the Naval Reserve Officers Training Corps (NROTC) Unit, (**Unit Name**). You are reminded that you are accountable for strict adherence to reference (d). The specific limits of your authority are established below.
 - a. Create, update, and submit travel documents in DTS for travelers **who do not have access to DTS**.
 - b. Ensure proper travel approval memorandums are uploaded in the travel authorization.
 - c. Digitally sign authorizations on behalf of the traveler to initiate orders in DTS.
 - d. Receive a manually prepared and signed paper voucher (DD Form 1351-2) with all receipts from the traveler.
 - e. Create 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. Your NDEA responsibilities are outlined in reference (b).
3. As a NDEA, you will collect all personnel data and ensure DTS training requirements are completed. You will submit all training certificates, as required, to the NSTC Organizational Defense Travel Administrator. You will review travel authorizations and vouchers of staff members for proper preparation as required.
4. This appointment will be cancelled upon your detachment from this command.

5. Questions concerning this letter of appointment should be directed to the NSTC N8 travel team, 847-688-6808.

(CO'S SIGNATURE)

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

(NDEA'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: (a) NSTCINST 7200.1A

1. Traveler Name and Position Title: _____

2. Travel Dates: _____

3. Purpose of travel:

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

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

____ XO and/or staff travel between host schools

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

____ Required Training (CFL, CMEO, SAPR) – all other training use enclosure (5)

4. Travel Objectives: _____

5. My signature indicates that I deem travel necessary, appropriate and I approve this travel as delegated by reference (a).

6. Point of contact: _____

(O-6 Commanding Officer Signature)

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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 along with the unit number.

“To” line – Only adjusted when form is 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 – Place a check mark on the appropriate line which best describes the purpose of travel.

Line 4 – 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 Chief of Staff (or the Executive Director in the absence of the Chief of Staff), in keeping with the current travel process and timelines. In these cases, the standard travel approval memorandum, enclosure (5), should be used vice this specific version.

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

****If purpose of travel does not fall within the parameters of this memorandum, you must use enclosure (5) of this instruction.****

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MEMORANDUM

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

To: Travel Approving Authority, NSTC

Subj: TRAVEL APPROVAL

Ref: (a) NSTCINST 7200.1A

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

2. Travel Dates: _____

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

4. Travel objectives: _____

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

6. My signature indicates that I deem travel necessary and appropriate to the mission per reference (a).

(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 _____

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



DTS Constructed Travel Worksheet - Authorization

*Not required for travel legs shorter than 400 miles one-way
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

Save

Last update: 05/06/2019