

Ohio National Guard
Human Resources Development



Standard Operating Procedures for
DTS Authorization and Voucher
Requests

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Standard Operating Procedures (SOP) for DTS Authorization and Voucher Requests

1. **Purpose.** This SOP provides guidance and instruction for Defense Travel System (DTS) Authorization and Voucher requests for T32 National Guard Technicians and T5 National Guard Employees, hereafter referred to as 'NG Employee(s)'. NG Employees must also follow their unit SOPs for obtaining travel authorization.

2. **DTS Authorizations and Vouchers.** Submit Authorizations at least 10 days prior to the departure date. Approved DTS authorizations are required prior to travel. A detailed explanation of the purpose of training and/or travel must be included in the trip description block of the authorization. The traveler must sign the DTS authorization within 24 hours of creation or the airfare will cancel. The Commercial Travel Office (CTO) will book and process through the proper routing channels. DTS authorizations with airfare requires APPROVAL and ticketing NLT 72 hours prior to departure. All DTS authorizations submitted less than 72 hours prior to departure APPROVAL is required by the level 25 approver NLT 24 hours prior to departure to avoid cancellation. Do not amend an Authorization/Order, once travel has commenced. Modifications can be made to an Authorization/Order only PRIOR to the start of the trip. Any modifications to a trip after travel commences, the VOUCHER requires annotation. The last day to submit requests to HRO for travel at the end of the fiscal year is 31 August.

a. **Travel Documents.** The SF 182, course registration, course Letter of Instruction/Memorandum of Instruction (LOI/MOI), and any other substantiating documents the requesting NG Employee must upload into the Defense Travel System (DTS) authorization under "expenses", "substantiating records" documents section.

b. **Line of Accounting (LOA).**

(1) The Army Funded NG Employee Lines of Accounting (LOA) are located under the "shared" LOA in DTS. Be sure to use the LOA for the correct fiscal year (FY) of travel. Travelers in either status, T5 or T32, will utilize the same LOA.

(2) The Air Funded NG Employee's will use the LOA provided by the respective Air Wing.

(3) FY LOA Crossover. When official travel crosses FYs (September 30th to October 1st), the traveler needs to ensure that both LOAs are selected and the expenses are allocated appropriately upon submitting their authorization for approval prior to the departure date. If the trip occurs before the new LOAs are available in DTS, then the traveler will need to amend the authorization upon return to add the new LOA and allocate the expenses accordingly prior to submitting the voucher.

c. **Constructed Travel Worksheet (CTW).** Travelers requesting POV mileage in lieu of airfare must complete a CTW for all trips over 400 miles one way. The CTW will limit the reimbursement of POV mileage to one round-trip airline ticket and one CTO fee. Attach the CTW to the DTS authorization as a substantiating document. (See Appendix B).

d. **In-State Travel.** Travelers will utilize GSA vehicles, when available. If unavailable, travelers will attach non-availability documentation signed by their full-time supervisor to the

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authorization (travel over 12 hours) or local voucher (travel under 12 hours). This will allow reimbursement to the traveler at the full POV mileage rate if the traveler is outside of the commutable distance established by the USPFO (75 miles).

e. In and Around Mileage. In and around mileage is reimbursable in circumstances where meals are unavailable within walking distance of the training location or the training location is not within reasonable walking distance from the lodging location. Travelers must complete and sign a memorandum requesting “in and around mileage” and submit it to HRD for approval prior to claiming “in and around mileage” on the DTS authorization. Attached the approved memorandum as a substantiating document in DTS. Travelers must include this expense on the DTS authorization. Travelers must maintain a log showing the total miles claimed each day. Upload the required log as a substantiating document in the DTS voucher. (See Appendix C for the required mileage log).

f. Ride Sharing. It is recommended that travelers share transportation when two or more NG Employees are traveling to and from the same training or travel location and using a car as the mode of transportation.

g. Rental Car. Travelers must use the Travel Management Company (TMC) also known as Carlson Wagonlit Travel (CWT) for rental car reservations within DTS. When CWT and DTS are not available to reserve the rental car, travelers should coordinate with their unit, Organizational Defense Travel Administrator (ODTA), Lead Defense Travel Administrator (LDTA), or Transportation Officer to ensure government rates and the Government Administrative Rate Supplement (GARS) fees are included in the reservation. When a rental car is required, a compact car is the authorized vehicle size. The traveler must justify any requirement for larger vehicles. Prior to completing DTS and reserving a rental car, a rental car justification memo, see Appendix A, is required by the traveler and approved by HRD to ensure the rental car is the most cost effective method. The Government is self-insured and therefore always decline insurance if offered. Pre-purchased fuel for a rental vehicle is **NOT authorized**. Authorized drivers must ensure the rental vehicle fuel is full prior to returning to the rental agency. Upload the required fuel receipt to the DTS voucher as a substantiating document.

h. Lodging Expenses. All DoD travelers must reserve lodging through DTS unless otherwise directed by a LOI/MOI. Reimbursement is limited to the actual cost of lodging, or the authorized DoD Preferred rate, whichever is LESS. The traveler must use the Integrated Lodging Program (ILP) facilities. If the traveler declines available lodging, the reimbursement will be limited to the amount the government would have paid had the traveler utilized the required lodging. If no lodging is available at the lodging facility, the traveler will receive a Certificate of Non-availability (CNA) number, which DTS automatically applies to their authorization.

i. Daily Incidental Expenses. Effective 1 October 2014, the following expenses are no longer reimbursable: Authorized business calls, calls home, ATM fees, baggage tips, and laundry/dry cleaning. These expenses are included in the daily incidental expenses.

j. Actual Expense Allowance. Travelers who encounter difficulties booking lodging through DTS will contact the Commercial Transportation Office (CTO), Carlson Wagonlit,

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OHARNG at 800-296-2959 during normal business hours or 800-468-2863 after normal business hours. The Carlson Wagonlit office for normal and after business hours for the 121st Air Refueling Wing (ARW), 179th Air Wing (AW), 180th Fighter Wing (FW), and respective Geographical Separated Units (GSUs) is 800-641-2968 and for the 178th Wing (WG)/GSUs is 855-794-4306. If after attempting to book lodging through DTS and contacting the CTO, a government rate is still not available, the traveler can submit an Actual Expense Allowance memorandum (Appendix D) with justification, prior to travel, to the USPFO. Requests for Actual Expense Allowance, for lodging must be pre-approved by the USPFO and uploaded as a substantiating document in the DTS authorization prior to travel approval.

k. **Airline Invoices.** The CTO will send the traveler their official invoice for the airfare prior to the departure date. Travelers are responsible for verifying their airline reservation has been purchased/ticketed prior to departure. If there is an issue with receiving the invoice, the traveler will need to contact CTO for the OHARNG at 800-296-2959. The 121st ARW, 179th AW, 180th FW, and respective GSUs the number is (800)-641-2968 and for the 178th Wing (WG)/GSUs is (855)-794-4306. Travelers must upload the invoice in the DTS voucher as a substantiating record.

l. **Trip Cancellation.** Travelers must cancel their approved DTS authorizations if they do not perform the assigned duty and travel. If the traveler has airfare without an issued ticket purchased (72 hours prior to departure), they need to access DTS and select "Trip Cancel." If any expenses were incurred such as the (CTO Fee), then the traveler must select "Trip Cancel with Expenses Incurred" and complete a voucher for reimbursement of the fee.

m. **DTS Vouchers.** Travelers must submit DTS vouchers within five working days after the completed duty. The travel must adjust any costs associated with all incurred expenses, lodging, airline travel, or rental vehicles and upload the following documents into substantiating records:

- (1) Upload Final Airline Invoice
- (2) Upload "zero balanced" Lodging invoice/receipt
- (3) Upload Rental Vehicle Invoice and fuel receipts
- (4) Any additional documents to support approved expenses such as in and around mileage.

3. **Joint Travel Regulation (JTR).** Please use this link to the JTR:
https://www.defensetravel.dod.mil/site/Notable_Policy_Changes.cfm

4. Please direct questions to the HRD Supervisor, Mrs. Brittney Newberry, (614) 336-7453, HRD Specialist, Ms. Rebecca Malone, (614) 336-7055, or Management Analyst, Mrs. Alisha Bowen, (614) 336-7257