



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA

PO BOX 99107

YUMA, ARIZONA 85369-9107

1320.3D

8COM

14 JAN 2011

STATION ORDER 1320.3D

From: Commanding Officer, Marine Corps Air Station Yuma
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS) YUMA TEMPORARY
ADDITIONAL DUTY (TAD) .

Ref: (a) Marine Corps Manual (MCM)
(b) MCO P1000.6G (ACTS Manual)
(c) Joint Federal Travel Regulations (JFTR)
(d) Joint Travel Regulations (JTR)
(e) Defense Transportation Regulation (DoD 4500.9-R)
(f) Department of Defense Financial Management
Regulation (DoD 7000.14-R)
(g) Department of Defense Management Initiative Decision
(MID) 921
(h) MARADMIN 600/07

Encl: (1) MCAS Yuma Travel Policy

1. Situation. The authority to issue TAD orders rests with each Commanding Officer, per reference (a). The basis for this order is to ensure compliance with references (b) through (h) when pertaining to TAD. Accordingly, this directive provides specific TAD policy and procedural guidance to MCAS Yuma personnel using Defense Travel System (DTS). The enclosure establishes local administrative, transportation, and financial rules for DTS, and supplements the Department of Defense (DoD) and Marine Corps policies and procedural guidance. The enclosure is a "living document" and will be revised as new travel regulations are published, and additional functionality and capabilities of DTS become available.

2. Cancellation. StaO 1320.3C

3. Mission. To establish, implement and execute procedures for utilizing DTS as the standard for executing TAD.

14 JAN 2011

4. Execution

a. Commander's Intent. MCAS Yuma Marines, Sailors, and Civilians will use this guide accordingly to execute TAD.

5. Administration and Logistics. The MCAS Yuma Comptroller and Travel Office will review this order annually. The points of contact for this matter are the MCAS Yuma Deputy Comptroller at (928) 269-2955, and the MCAS Yuma Travel Office at (928) 269-6322.

6. Command and Signal

a. Command. This order is applicable to all MCAS Yuma Sections.

b. Signal. This order is effective the date signed.


M. A. WERTH

Copy to:
Distribution List A

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
1.	Purpose.....	1-1
2.	Background.....	1-1
3.	Roles and Responsibilities.....	1-1
4.	Submission of TAD Requests in DTS.....	1-4
5.	Submission of Vouchers in DTS.....	1-7
6.	Transportation.....	1-8
7.	Per Diem Rates (lodging and Messing)....	1-9
8.	Government Travel Charge Card.....	1-10
9.	Miscellaneous Reimbursements.....	1-10
Figure 1-1	TAD Approval Form.....	1-13
Figure 1-2	Confirmation Orders Form.....	1-14
Figure 1-3	Lost Receipt Form.....	1-16
Figure 1-4	In and Around Mileage Form.....	1-17
Figure 1-5	Shared Lodging Form.....	1-18

MCAS YUMA DTS POLICY

1. Purpose. The purpose of this document is to provide all MCAS Yuma personnel with specific TAD policy and procedural guidance. This guide establishes administrative, transportation, and financial rules for using DTS, and supplements the Marine Corps policy and procedural guidance. This guide is a "living document" and will be revised as additional information on functionality and capabilities of DTS become available. The Department of Defense Business Rules Guide for DTS shall apply where no local or Marine Corps policy are listed in this document.

a. The following overarching directives shall apply in resolving travel, or financial policy issues:

- (1) Defense Transportation Regulation (DoD 4500.9-R)
- (2) DOD Financial Management Regulation (DoD 7000.14-R Vol.9, Chapter 2)
- (3) Joint Federal Travel Regulations (JFTR)
- (4) Joint Travel Regulations (JTR)

2. Background. DTS is the product of the DoD Temporary Duty (TDY) Travel Re-engineering Initiative. DTS is designed to meet operation requirements, improve service to the customers and reduce overall cost to the Government. DTS is an internet based application which uses the Local Area Network (LAN)/Wide Area Network (WAN) to enable a paperless and fully automated travel reserving, authorizing, processing, and reimbursing system. It allows travelers to request commercial transportation, commercial lodging, and rental car arrangements, and prepares authorizations and vouchers - all from a desktop computer. Each part of the streamlined travel process, including travel document creation, transfer, approval, computation, accounting, disbursement, and retention is accomplished electronically. Where inconsistencies exist, the JFTR and the DOD's Business Rules Guide for DTS will take precedence. Users must be registered in DTS in order to travel using DTS. DTS can be accessed at www.defensetravel.osd.mil.

3. Roles and Responsibilities.

a. Traveler. The traveler is responsible for Self Registering in DTS, and ensuring that all personal information is correct to include bank Electronic Funds Transfer (EFT)

information (account number/routing number) and Government Travel Charge Card (GTCC) account number and expiration date. All civilian personnel and any military personnel not in the Marine Corps are required to have an EFT enrollment form on file with the MCAS Yuma Travel Office.

(1) The traveler is also responsible for preparing initial authorizations, amendments, and post trip vouchers. The traveler will upload all substantiating documents into DTS and stamp the document "Signed."

(2) The traveler must provide justification to the Approving Official (AO) in the comments field of the authorization, amendment, or voucher for variations from policy and/or any substantial variances between the authorized estimate and the final travel claim.

(3) The traveler is liable for any false or fraudulent written or oral statements.

b. Organizational Defense Travel Administrator (ODTAs). The ODTA is responsible for the administration of DTS at the organization level. The ODTA is the point of contact for the travelers, Reviewing Officials (RO), Certifying Officials (CO), and AO's assigned to their respective organizations for DTS operations.

(1) The ODTA responsibilities are:

(a) Assisting travelers with inputting authorizations and vouchers.

(b) Providing customer support to travelers regarding system administration, operations, procedures, and entitlements.

(c) Retaining DD Form 577 appointment/termination letters and training certificates for ODTAs and Non-DTS Entry Agents (NDEA).

(d) Maintaining traveler profile information (mailing addresses, phone numbers, and GTCC numbers).

(e) Remaining current on all DTS changes.

(f) Ensuring proper user training of DTS.

(2) ODTA User Check-In Requirements. Upon presentation of a check-in sheet, the ODTA will ensure that the traveler is received in the organization through the Defense Travel Administration (DTA) Maintenance Tool. In the event the traveler has not been detached from the old organization, the ODTA should contact the previous command and request the traveler be detached. If the traveler is from a different service or agency, a request can be submitted directly to the service or agency the traveler came from. In all instances, the traveler's full name and social security number will be required.

(3) ODTA User Check-Out Requirements. All travelers must check out with their ODTA when detaching from an organization. The ODTA will ensure the traveler is detached in DTS using the DTA Maintenance Tool. The ODTA should not detach a traveler if there are any authorizations for which a voucher has not been created, and the traveler should not be detached until the voucher is finished processing. This ensures that the traveler has completed all business in his/her current organization prior to moving to another.

c. Non-DTS Entry Agent (NDEA). All NDEA's, military members or DoD civilian employees, are responsible for the input of DTS documents for other travelers and will have the NDEA permissions selected in their user profile by a Lead Defense Travel Agent (LDTA). These personnel must be designated in writing using the DD form 577. The NDEA will enter all authorization or voucher data as contained on the original document (DD Form 1351-2 must be signed by the traveler). The NDEA utilizes the "T-Entered" stamp instead of the "SIGNED" stamp from the document status list when applying his/her digital signature to a voucher. The NDEA must scan the signed original paper voucher with all substantiating documents into the DTS. NDEA's shall only be used in rare cases when travelers have exhausted all means to create authorizations themselves and are still unable.

d. Routing Official. Routing Officials are part of the approval process for travel authorizations and vouchers. They can be the first line supervisors, budget analysts, or anyone who serves in a support mode for reviewing travel authorizations and vouchers. Routing Officials are responsible for conducting the overall administrative review of submitted documents. This includes checking the document for accuracy, making sure any appropriate adjustments are made, and applying the "Reviewed" or "Certified" stamp. All Routing Officials are required to obtain a signed DD Form 577, COL training certificate, and a DTA training certificate and are assigned permissions by an LDTA.

(1) Reviewing Official (RO). Reviews documents submitted into DTS for accuracy in accordance with applicable regulations including the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR).

(2) Certifying Official (CO). Determines availability of funds for travel. The CO is also responsible for reviewing submitted DTS documents for accuracy in accordance with the applicable regulations including the JFTR/JTR.

e. Approving Official (AO). Approving Officials are responsible for reviewing and approving travel authorizations and vouchers submitted by travelers, NDEA's, and ODTA's. All AO's are required to obtain a signed DD Form 577, COL training certificate, and a DTA training certificate, and are assigned permissions by an LDTA. The MCAS Yuma Comptroller and Travel Offices will act as approving officials for all sections.

(1) The AO responsibilities are:

(a) Determining the financial necessity of a trip and its expenses as mission essential and in the government's interest.

(b) Reviewing and approving trip requests in accordance with DoD TAD policy, the JFTR/JTR, and mission requirements. All policy exceptions will be reviewed and justified as appropriate.

(c) Reviewing all receipts and justifications and ensuring all required receipts and substantiating documents are electronically attached in the DTS trip record.

(d) Determining funds availability based on the DTS budget module. The AO must also ensure that the proper Lines of Accounting (LOA) are applied to the authorization, particularly when the AO is responsible for more than one line of accounting, prior to approval of the travel authorization.

(e) Disapproving trip requests when they exceed the funding available in the DTS budget.

(f) Requesting additional funding from the appropriate fund allocation official if a requested trip is critical and the requested authorization exceeds the amount of funds available in the DTS budget module.

14 JAN 2011

(g) Approving a traveler's authorization or voucher using an electronic signature.

(h) Requesting and working organizational reports weekly. The processing of these reports will enable the AO and Agency Program Coordinator (APC) to adhere to timeline requirements, identify and reduce delinquencies, and identify and resolve document errors. The required reports are the Un-submitted Voucher Report, which provides a list of all authorizations without completed vouchers, and the Routing Status Report, which provides a list of all documents in the AO's routing list and the current status of each.

(i) Contacting travelers and their organizations when the timelines for submitting authorizations or vouchers is not followed.

f. Agency Program Coordinator (APC). The APC manages the GTCC program. The APC is responsible for proper program management at their level and reports up the chain of command, as needed. APC's will be directly involved in the settlement of travel vouchers within DTS.

g. Installation Traffic Management Officer (TMO). TMO and their partners in the Commercial Travel Office (CTO) have the proper training and access to systems that enable them to provide the most cost effective government air fares. TMO will review ALL travel authorizations containing air travel and rental cars to ensure that the most cost effective modes that adhere to the policies and mission requirements have been selected.

h. Installation Commercial Ticket Office (CTO). Travelers will use the DTS Reservation Module to make arrangements for commercial air transportation, commercial lodging, and rental car reservations. Travel arrangements will be charged to the travelers' GTCC. All travelers with a GTCC will charge all commercial air travel to their Individually Billed Account (IBA).

i. Separation of Duties. One individual will not be granted permissions for more than one billet (AO, RO, CO, NDEA, or ODTA) to ensure proper separation of duties. Personnel who hold the billet of NDEA or ODTA cannot be included in any routing list for any organization.

j. When an appointment as an NDEA, ODTA, RO, CO, or AO ends, the appointment must be revoked in writing using the DD Form 577,

and submitted to the LDTA. At which time, the previous access to additional permissions will be deleted by reducing the person's permission levels to the lowest level required to perform his/her remaining duties.

4. Submission of TAD Requests in DTS.

a. Travelers will create an authorization in DTS, ensuring to upload the TAD Approval Form (Figure 1-1) and all substantiating documentation into DTS. Travelers must also fill out the "Comments to AO" section in DTS with specific details about their TAD (i.e. reason for travel, number of days, location, modes of transportation, etc.). For the accounting section in the authorization, the correct LOA for the trip must be selected. Once the authorization is complete, the traveler must stamp it "Signed" which will route the authorization to the appropriate RO for review. The section ODTA will be available to assist travelers with DTS if required. A Constructed Travel Worksheet (CTO) must be filled out in DTS if the traveler is driving to the TAD destination to show the cost comparison between driving and other means of travel.

b. All authorizations inputted into DTS and stamped "Signed" will then go to the RO. The RO will review the document for accuracy and stamp it "Reviewed." All authorizations submitted before weekends and holidays must be submitted prior to 1100 on Friday in order to be reviewed on the same day. If an authorization needs to be corrected, the traveler will be contacted to fix the issue. If the issue cannot be fixed, then the document will be returned to the traveler for appropriate action.

c. Once the document is stamped "Reviewed," it is routed to the AO. The AO will review the document to ensure the TAD is required and the estimate is as accurate as possible. Once the AO stamps the document "Approved," funds will be obligated for the TAD, DTS will assign a Travel Authorization Number (TANUM) to the authorization, and the CTO will book the reservations. If funds are not available, the AO will not approve the authorization. All authorizations submitted before weekends and holidays must be submitted prior to 1100 on Friday in order to be approved on the same day. If an authorization needs to be corrected, the traveler or the section's ODTA will be contacted to fix the issue. If the issue cannot be fixed, then the document will be returned to the traveler for appropriate action with enough time to fix the problem and resubmit the authorization prior to the trip.

14 JAN 2011

d. In the case of a deployment, the traveler's original unit is responsible for any associated authorizations and vouchers for the work ups until the traveler reaches the final deployed unit the traveler will be attached to. The traveler is responsible for submitting a voucher and settling all travel claims prior to departing the Contiguous United States (CONUS).

e. A Constructed Travel Worksheet (CTW) is required anytime travel is not conducted by commercial air. In the cases where a traveler is driving to California, the CTW will be filled out using rental car rates instead of the commercial airfare rate.

f. The traveler will not be able to have new authorizations approved by the AO until any past authorizations or vouchers are settled.

g. Group Authorizations. Group travel authorizations can be created in DTS when two or more travelers are TAD to the same location. The ODTA or NDEA will input the reservation details and costs received from the CTO for the group into the group authorization under the "Expenses" and "Other Transportation" sections within DTS. All expenses will need to be distributed between the travelers from the distribution screen. Once the group authorization is approved, DTS will assign a TANUM to the authorization and the CTO will book the reservations. Once travel is completed, each traveler will submit their own individual voucher.

h. Training and Education Command (TECOM) Funded TAD. In the case of TECOM funded TAD, the traveler must obtain the specific supporting documentation (funding data, related messages indicating school quota confirmation, etc.). Travelers are still required to follow the steps for submitting a regular TAD request, make all travel arrangements such as flight reservations, car rental reservations, and hotel reservations, and annotate this information on the TAD Request. The authorization will be forwarded through the TECOM routing list to the RO and CO for review without an LOA selected. Once the authorization has been stamped "Authorized" it will be routed to the AO at TECOM. Since the approving authority resides at TECOM, travelers should make every effort to submit their TECOM funded authorizations as early as possible.

i. Extended TAD (Excess of 180 Consecutive Days). Prior to approving an authorization for extended TAD (more than 180 consecutive days at the same location), the AO must ensure that

the appropriate level of command approval has been acquired in writing. DTS provides a pre-audit flag as a reminder to the routing officials when an extended TAD authorization is routed to the AO for approval. In the event that command approval has not been received, the AO can save the record without approving it until written authority is received. Upon receiving this documentation, the AO can then open the record and approve it for further DTS processing. The AO must include remarks in the DTS trip record regarding the approval (i.e. date approved, POC, phone number, etc.). If a special per diem rate is applicable for the long-term TDY, the rate must be determined prior to the TDY and included in the authorization.

j. Confirmation Orders. Confirmation travel is defined as TAD that occurs without an authorization in DTS or an authorization that is submitted after travel has been completed. Sections must make every effort to avoid these types of orders. Approval from the MCAS Yuma Executive Officer is required for confirmation orders (Figure 1-2).

k. Cross Fiscal Year TAD Travel. Currently, travel authorizations that encompass two fiscal years must reflect a termination date of September 30th of the fiscal year in which the authorization is issued. Upon receipt of authority to obligate funds for a future fiscal year, authorizations must be amended that will permit the traveler to execute the full period of temporary duty. Do not create a travel authorization in DTS citing a future year appropriation until notified by the Comptroller Office.

l. Leave in Conjunction with TAD. The authorization and voucher must include all inclusive dates of travel away from the Permanent Duty Station (PDS), to include both official travel and personal travel. Any days outside the allowable travel time for the official travel portion must be annotated as leave in DTS so that no per diem allowances are paid for the non-official travel. Military personnel who take leave in conjunction with TAD must run leave through MOL. Civilian personnel must also submit a leave request to their supervisor prior to TAD.

m. Medical TAD. MCAS Yuma personnel requiring medical appointments outside the Yuma area are required to obtain a referral from the Yuma Branch Medical Clinic (BMC). The referral or appointment slip must be uploaded into DTS under substantiating documents. All MCAS Yuma personnel are authorized travel per diem for Medical TAD when the trip duration exceeds 12 hours.

(1) All E-5 and below are directed to take the medical shuttle to Naval Medical Center, San Diego and Naval Hospital, Camp Pendleton. The shuttle runs Tuesday through Thursday, and Monday and Friday as necessary. It departs from the Yuma BMC at 0500 and departs from Naval Medical Center, San Diego at 1400. If the shuttle does not go to the location the traveler has an appointment or the shuttle times do not coincide with appointment times, alternate transportation is authorized.

(2) All E-6 and above may take the shuttle, however, they are not directed to do so. They will be authorized to take a rental vehicle or a Privately Owned Vehicle (POV) at the reduced rate, whichever is more cost effective for the unit.

(3) If an escort is required, the member will be authorized the full POV mileage rate for travel to and from the medical facility.

(4) Travelers will not be reimbursed for elective medical procedures. Permissive TAD orders should be submitted through Marine Online for these procedures.

n. Single Day Trips to California. MCAS Yuma personnel required to travel to California for one day is authorized travel per diem when the duration of travel exceeds 12 hours. Travelers must make every effort to obtain a government vehicle. If a government vehicle is not available, a rental vehicle will be authorized. Authorization for use of a POV will be up to the AO, and the traveler will then be authorized the round trip mileage rate. If a POV is requested, justification must be entered to the AO.

5. Submission of Vouchers in DTS

a. After TAD is completed, the traveler is responsible for submitting a voucher in DTS. The traveler is also responsible for adjusting the voucher to reflect any changes in their travel itinerary that differ from the original authorization prior to submitting the voucher (i.e. travel dates or reimbursable expenses change). The traveler must upload the substantiating documents for the trip. Substantiating documents include receipts for lodging, airfare, rental car, fuel, parking and all other reimbursable expenses. In cases where the traveler loses a receipt, a Lost Receipt Form must be filled out (Figure 1-3). The voucher must be created and signed by the traveler within 5 days of his/her TAD ending. Once the voucher is stamped "Signed"

14 JAN 2011

by the traveler it will be sent to the RO for review. After the voucher has been stamped "Reviewed" by the RO it is routed to the AO for approval. Vouchers will be processed and approved within the 10 day time limit.

b. Reimbursable expenses. Reimbursable expenses are any expenses that are required for the completion of the TAD (e.g. lodging, rental car, airfare, fuel, taxi fares, etc.). All reimbursable expenses must have receipts uploaded into the substantiating documents for the voucher. The actual rate for airfare, lodging, or rental car will be entered into the appropriate section in DTS. Any associated lodging fee or tax along with all other fees, taxes, or expenses will be individually documented in the "Non-Mileage" section of the voucher. An actual airfare receipt can be obtained from www.viewtrip.com by a traveler, and it is advised to have your DTS confirmed trip number.

c. Un-submitted Vouchers. If the traveler does not submit his/her voucher within 5 days of completing his/her travel, The MCAS Yuma travel office will contact the traveler and their ODTA to complete the voucher. If after 30 days the traveler has not submitted a voucher, the MCAS Yuma Travel Office will contact the traveler and their Department Head to have the issue resolved.

d. Split Disbursements. Split Disbursements are mandatory for all military and DoD civilian personnel. DTS automatically reimburses the traveler's GTCC account for commercial airfare, lodging, and rental car expenses. It is the traveler's responsibility to change the default payment setting from "GOVCC" to "Personal" if they did not use their GTCC.

6. Transportation. It is mandatory that all commercial transportation be booked through DTS and the CTO. If the CTO is not used, a full description of the circumstances as to why the CTO was not used will be inputted into the voucher in the comments to the AO.

a. Commercial Air. In most cases, tickets will be issued as e-tickets. If the CTO is unable to issue an e-ticket, TMO is able to print hard copies of tickets for travelers. All unused airline tickets will be returned to TMO immediately upon return from TAD. Airfare will be charged to the traveler's GTCC. If the traveler does not have a GTCC, airfare will be charged to the Central Billed Account (CBA).

(1) Domestic Flights. Travelers are only authorized to purchase coach class tickets. Travelers may upgrade from coach class at the ticket counter once they have arrived at the airport, but will not be reimbursed for any associated costs.

(2) International Flights. When arranging international travel, government air should be the first consideration. When it is unavailable or does not meet the mission requirements, the lowest cost commercial service will be used as arranged by the CTO. Travelers will not use foreign air carriers for travel. Domestic carriers will always be used for foreign travel, even if they have a higher rate.

(3) Excess Baggage. Excess baggage may be authorized for reimbursement by the AO with proper justification. Most commercial carriers permit active duty military members with valid orders and identification up to 3 checked bags at no extra cost. The list of commercial air carriers that allow excess baggage is available at the I MEF DTS Helpdesk website. Civilian travelers are authorized one checked bag for routine TAD.

b. Vehicles.

(1) Government Vehicles. If available, and to meet the requirements of the mission, the use of government vehicles is required. For example, if several travelers are going to San Diego for the day, a government van can be requested. If a government vehicle is not available, the traveler is required to provide a certificate of non-availability and upload it into DTS.

(2) Rental Vehicles. If a government vehicle is unavailable or will not meet the mission requirements, a rental vehicle may be authorized. For normal travel requirements, an economy or compact car is the authorized vehicle size. Justification is required for a larger vehicle. Travelers are encouraged to select the least expensive option from the available list.

(3) Personally Owned Vehicle (POV). A traveler may be authorized to take their POV for travel by the AO. The traveler will only be reimbursed the round trip mileage rate. For trips to California, a POV will be authorized if the trip is longer than four days as the weekly rental vehicle rate will be more expensive to the government.

c. Fuel. If government vehicles need to be re-fueled off base, a traveler can use their GTCC. However, a road pack with a

commercial fuel card can be checked out at Installations & Logistics/Supply Bldg 888, and is the preferred method. Rental vehicles will be re-fueled using the traveler's GTCC. When using a rental vehicle, travelers are reimbursed the actual cost of fuel to and from their TAD location, and travelers must upload their fuel receipts with their vouchers. When utilizing POV's, travelers will not be reimbursed for fuel, since the traveler is being reimbursed a mileage rate.

d. In-and-Around Mileage. A traveler may request in and around mileage if their mission requires excessive driving once at the TAD site. The in and around travel must exceed the normal work day commute at the PDS. The traveler must fill out an In and Around Mileage form (Figure 1-4) to track their miles at the TAD location and upload it with their voucher.

7. Per Diem Rates (Lodging and Messing). Per diem rates are determined by location. These rates can be found in DTS, or on the defense travel website.

a. Lodging. All orders will state whether government or commercial lodging is authorized.

(1) Government Lodging. Use of government lodging is required for all uniformed military personnel and encouraged for civilian personnel. The traveler will arrange billeting at their TAD location. If government billeting is not available, uniformed military travelers must provide a certificate of non-availability upon return from TAD and upload it with their voucher. If adequate government lodging is available and other commercial lodging is used, the traveler's reimbursement is limited to the government lodging cost, unless the traveler obtains a certificate of non-availability.

(2) Commercial Lodging. Commercial lodging should only be used if there is no availability on base or the TAD location is not a military installation. The traveler is responsible for making their own reservations within the authorized max lodging amount for the TAD location. If there is no availability at commercial lodging in the area within the max lodging amount, travelers may request to be reimbursed for the actual cost of lodging up to 300% of the max lodging amount.

(3) Each traveler is only authorized to be reimbursed for their own lodging. Traveler's should not pay for another traveler's lodging, and will not be reimbursed if they do so. If

lodging is shared between two travelers, a Shared Lodging Form (Figure 1-5) should be filled out and included in the voucher.

(4) Hotel fees for the use of internet, telephone, and parking must be approved in the authorization prior to travel. Internet and telephone usage must be for government specific tasks, not for personal use except in the case of an "Arrive Safe" call.

(5) A lodging receipt is needed for reimbursement. A lodging receipt will only be accepted if it shows a "zero" (i.e., \$00.00) balance due.

b. Messing. There are three different rates available for travelers based upon their lodging and schedule. All orders will state whether government or commercial messing is authorized.

(1) Government Meal Rate (GMR). Travelers rate the GMR when they are staying in government facilities, and are provided time to eat at the Dining Facility (mess hall), or are provided meals at no cost to the traveler.

(2) Partial Meal Rate (PMR). Travelers rate the PMR when their training schedule or mission conflicts with the hours of operation at the base messing facility, or are only given some meals at no cost to the traveler. The traveler must justify the PMR with a training schedule or similar documentation.

(3) Full Meal Rate (FMR). Traveler's rate the FMR when they have obtained a letter of non-availability from government lodging and are using commercial lodging, or are not provided time to eat at the mess hall while staying in government lodging.

c. Advances (Non-ATM) and Scheduled Partial Payments.

(1) Travelers without a GTCC in their traveler's profile may elect to receive a Non-ATM advance. The system will automatically calculate an advance equal to 80% of the estimated reimbursable expenses. The advance will be deposited by an EFT approximately five days prior to the scheduled departure date. In cases where the traveler is scheduled to depart within the five day window, the advance will be processed for payment immediately upon approval by the AO.

(2) Travelers planning for more than 45 days of TAD must request scheduled partial payments through DTS. Payments are computed and scheduled for payment in 30-day increments within

14 JAN 2011

the authorization. The partial payment is deposited via EFT, to include a split disbursement option. The partial payments are automatically submitted through DTS, so there is no longer a need to submit them through the disbursing office.

8. Government Travel Charge Card (GTCC).

a. The GTCC must be used by all frequent travelers (i.e., three or more TAD trips a year) to pay for expenses arising from official government travel. The GTCC will not be used when individuals are not TAD, or are on non-funded travel orders. Travelers who have a GTCC are required to use it for the mandatory expenses such as airfare, rental vehicles, and lodging.

b. Travelers who do not have a GTCC will utilize the Central Billed Account (CBA) to pay for airfare and rental vehicles. In the event a traveler does not have a GTCC, they may need to make payments with personal funds to guarantee reservations. In these instances, the traveler may request an advance in DTS.

9. Miscellaneous Reimbursements.

a. Currency Conversion. A traveler is not authorized for reimbursement for losses, nor are they liable for gains. The currency conversion rate must be uploaded into DTS. If not the MCAS Yuma Travel Office will go to oanda.com and query the conversion rate for settlement of OCONUS vouchers.

b. Laundry. Civilian and Military members are eligible for reimbursement for laundry expenses while TAD in CONUS. Civilians must be TAD for more than four consecutive nights, and military members must be TAD for more than seven consecutive nights. The rate for laundry reimbursement is \$2.00 per day.

c. ATM Fees.

(1) GTCC Holders. GTCC holders will have two charges for using ATM's: the machine's specific charge and the GTCC's charge. Travelers can be reimbursed for both charges up to the maximum allowed. To find the maximum allowed, multiply the total amount of all of the withdrawals not including fees by 3%. This is the maximum amount that will be reimbursed in specific machine fees. All GTCC fees will be reimbursed for the transactions. Travelers will only be reimbursed up to two ATM withdrawals per every seven days TAD.

(2) Non-GTCC Holders. Non-GTCC holders will only be reimbursed for the specific machine's charge.

d. Parking Fees. Parking fees must be approved in the authorization prior to travel as parking fees will not be automatically reimbursed. Either the cost of taxi fare to and from the airport; or POV mileage to and from the airport from the traveler's home or work address; or four days of airport parking will be reimbursed.

e. Tips.

(1) Baggage Handling. Only military members are authorized reimbursement for baggage handling at transportation terminals. Civilians are authorized reimbursement for tips if they are physically unable to handle their bags. This amount is limited to \$1 per bag for the maximum amount of authorized bags.

(2) Transportation Tips. Up to 15% of the total transportation cost is reimbursable as tips.

f. Registration Fees. Registration fees such as conference fees will only be reimbursed if they are not to offset costs associated with meals. Per Diem rates are given specifically for meals and incidental costs.

g. Other. All other miscellaneous reimbursements are subject to AO approval.

Feb 2010 Rev4

MCAS YUMA - DTS APPROVAL FORM

TRAVELER NAME: _____
 Last First MI

TRVL GOVCC HOLDER: YES ___ NO ___

REASON FOR TAD: _____

PRIMARY TAD LOCATION: _____ ZIP: _____

OTHER TAD LOCATIONS: _____ ZIP: _____

DATES OF TRAVEL: FROM: _____ TO: _____

NUMBER OF DAYS TAD: _____

LEAVE IN CONJUNCTION WITH TAD: YES ___ NO ___ NUMBER OF DAYS OF LEAVE: _____

MODE OF TRAVEL: Rental Veh ___ Govt Veh ___ Comm Air ___ Shuttle/Taxi ___ POV ___
 (check all that apply)

AIR FARE: \$ _____ RENTAL: \$ _____ FUEL (RENTAL): \$ _____ POV COST: \$ _____

TOTAL TRANSPORTATION COST: \$ _____

REGISTRATION FEE: \$ _____ FEE PAY METHOD: IMPAC ___ GOVCC: ___ CHECK ___

BAGGAGE: \$ _____ PARKING: \$ _____ OTHER: \$ _____

TOTAL MISCELLANEOUS EXPENSES: \$ _____

LOGGING/BILLETING --ALL USMC/USN ACTIVE DUTY ARE DIRECTED TO UTILIZE QTRS/MESS IF AVAILABLE.

MESSING AVAIL: YES ___ NO ___ GOV'T/LOCATION RATE/DAY: \$ _____

MEALS PROVIDED BY TRAINING SOURCE: YES ___ NO ___

NUMBER OF MEALS INCLUDED/DAY: _____ NUMBER OF DAYS MEALS INCLUDED: _____

ESTIMATED MESSING TOTAL: \$ _____ (GOV RATE OR LOCATION RATE x # OF DAYS)

LODGING AVAIL: YES ___ NO ___ NONAVAIL/CONFIRM # _____

LODGING COST/NIGHT: \$ _____ LODGING TAX/NIGHT: \$ _____ # OF NIGHTS: _____

TOTAL LODGING: \$ _____ (NOTE: Report Lodging Tax as Non-Mileage Expense in DTS)

ESTIMATED TOTAL COST OF TAD: \$ _____

DTS ACCOUNTING LABEL: _____

FUNDS APPROVAL: _____ (FA Approval)
 Printed Name / Signature / Date

NOTE: Must be a designated FA and have a signed DD Form 577 on file to approve funding)

SUPERVISOR: _____ (TAD/Course Approval)
 Printed Name / Signature / Date

* ALL MESSAGES/LOI DIRECTING TAD FROM HIGHER HEADQUARTERS/ EXTERNAL ORGANIZATIONS
 MUST BE ATTACHED AS SUBSTANTIATING DOCUMENTATION

Figure 1-1

StaO 1320.3D
14 JAN 2011



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
PO BOX 99107
YUMA, ARIZONA 85369-9107

IN REPLY REFER TO:
1000
CO
1 Jan 10

From: Department Head
To: Executive Officer, Marine Corps Air Station Yuma
Subj: CONFIRMATION ORDERS IN THE CASE OF CAPTAIN I. M. MARINE XXX XX
0000/MOS USMC

1. On 1 June 2008, Captain I. M. Marine traveled to DESTINATION. Due to REASON, HE/SHE traveled without orders in order to WHY.

I. M. THEDH

1000
XO
1 Jan 10

FIRST ENDORSEMENT

From: Executive Officer, Marine Corps Air Station Yuma
To: Department Head

1. Approved/Disapproved.

T. J. FRANK

Figure 1-2

1-18

Enclosure (1)

StaO 1320.3D
14 JAN 2011



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
PO BOX 99107
YUMA, ARIZONA 85369-9107

IN REPLY REFER TO:
1000
CO
1 Jan 10

From: Department Head
To: Executive Officer, Marine Corps Air Station Yuma

Subj: CONFIRMATION ORDERS IN THE CASE OF GROUP TRAVEL

1. On 1 June 2008, the below listed Marine(s)/Sailor(s) traveled to DESTINATION. Due to REASON, THEY traveled without orders in order to WHY.

- a. I. M. MARINE XXX XX 0000/0000 USMC
- b. I. M. SAILOR USN, XXX XX 0000/0000

I. M. THEDH

1000
XO
1 Jan 10

FIRST ENDORSEMENT

From: Executive Officer, Marine Corps Air Station Yuma
To: Department Head

1. Approved/Disapproved.

T. J. FRANK

Figure 1-2

1-19

Enclosure (1)

STATEMENT IN LIEU OF RECEIPT

In accordance with the reference, I hereby certify that the costs of transportation and/or lodging are true to the best of my knowledge. The receipts for the same were impractical to obtain or inadvertently lost and/ or destroyed. I further certify that the following listings do not include any non-reimbursable amount(s) or reimbursable amount(s) on the travel claim. I understand that my travel voucher may be investigated formally prior to final settlement.

I. TRANSPORTATION.

- A. Commercial Plane (name of airline): _____.
1. From: _____ To: _____ Amt \$ _____.
- From: _____ To: _____ Amt \$ _____.
- From: _____ To: _____ Amt \$ _____.
- From: _____ To: _____ Amt \$ _____.
2. Total Commercial Plane: \$ _____.
- B. Commercial Bus/Train (name): _____.
1. From: _____ To: _____ Amt \$ _____.
- From: _____ To: _____ Amt \$ _____.
2. Total Commercial Bus/Train: \$ _____.
- C. Rental Car Company (name): _____.
1. Daily Rate: _____ Tax: _____ Fees: _____.
2. Fuel: _____ Tolls: _____.
3. Total Rental Car: \$ _____.

II. CONFERENCE FEE/REGISTRATION FEE.

1. Name of Company providing goods/services: _____.
- a. Specific Service rendered or articles provided: _____.
- b. Unit Price of service/articles: _____.
2. Number of Meals per Day: _____ or circle NO MEALS
- a. Dates meals provided by conference: From: _____ To: _____.
- b. Total Meals: \$ _____.
3. Total Amount Covered by Section II \$ _____.

III. LODGING. Lodging is authorized on any awaiting transportation due to no fault of the member (erroneous port calls, airline delays, etc)

1. Name of establishment(s): _____.
- a. Address/Location: _____.
- b. Inclusive dates of lodging: _____.
2. Rate per night: _____ Tax per night: _____.
3. Total Cost per night: _____.
4. Total Amount Covered for Lodging: _____.

IV. REMARKS: _____.

MEMBER'S PRINTED NAME: _____.

MEMBER'S PAYROLL SIGNATURE: _____.

SSN (LAST FOUR ONLY) _____ DATE _____.

SHARED ROOM STATEMENT

I _____, CERTIFY THAT I SHARED QUARTERS WITH
_____, THE OTHER OCCUPANT (CIRCLE ONE) WAS/WAS
NOT UNDER OFFICAL ORDERS.

Name of establishment (s): _____

Address/Location: _____

Inclusive dates of lodging: _____

Rate per night: _____

My share per night: _____
(Single room rate if applicable)

Tax per night: _____

My share of tax per night: _____

Total per night: _____

My share of total lodging: _____

SIGNATURE _____ DATE _____

Figure 1-5