

Requirements for Voucher Approval Process

Receipts:

Airline receipts are required when tickets are charged to the Individual Billed Account (IBA). As a reminder, it is Mandatory for airline tickets to be charged to the IBA if the traveler is a Government Travel Charge Cardholder. Receipts emailed from CTO or printed from the kiosk at the airport are sufficient, an itinerary or boarding pass is not. If an exchanged ticket is involved due to early return, etc., both the original and supplemental ticketing receipts are required in addition to proof of refunded ticket amount, if any (Attach copy of GOVCC Statement showing refunded amount). The traveler must claim the "True" commercial carrier cost, which is obtained by adding the sum of tickets purchased, and subtracting the sum of the refunded amount.

Hotel receipts must be in the travelers name and must show positive indication of payment. The receipts must show that the card was charged (instead of saying "will be settled to"). Express check-out receipts (those showing "will be settled" or "will be charged") are invalid and will not be accepted. The lodging receipt must also be itemized. CONUS hotel taxes are claimed separately as a non-mileage expense. OCONUS lodging taxes are included as part of the daily lodging rate in per diem entitlements. **The lodging receipt must contain the name and full address of the lodging facility.** If the address of the lodging facility is in a foreign language, it must be translated into English and either handwritten on the receipt or on a Statement in Lieu.

Lodging may only be claimed for the traveler that incurred the expense; travelers may not claim someone else's lodging (or any other expenses) on their voucher. If a traveler pays for someone else's lodging, they should contact their GTCC Agency Program Coordinator (APC) and request assistance with transferring the transaction in Citi.

REFERENCE: DCFO Memo - Prohibition on Paying for Others Travel Expenses dated 6 March 2015

Rental cars must have a proper receipt showing the total amount charged to the card. Verify the receipt is a proper receipt with a positive indication of payment and not the rental agreement. If something on the rental car receipt was not allowed (for example, traveler had a GPS that was not authorized prior to the TAD) the taxes for that expense also have to be removed. Receipts must show the class of car that was rented.

Receipts for lodging and individual expenses of \$75.00 or greater must be provided.

REFERENCE: MARADMIN 347/14

When the lodging receipt shows 2 or more occupants, the traveler is required to state whether or not the room was shared with another official government traveler or a family member. If the room was shared with another official government traveler, the traveler must state whether or not the other traveler will claim lodging on their voucher. If the room was shared with a family member, the traveler may only be reimbursed the single room rate. If the receipt shows the bill was split and/or an additional charge was incurred for another occupant, then only the applicable lodging rate can be claimed by an individual traveler. The Certifying Official can only reimburse what can be determined based off of what the lodging receipt shows and the clarification provided by the traveler.

REFERENCE: JTR 4130. F

Rental Car Upgrades:

If vehicle rented is other than a compact, but was a free upgrade, the voucher must be noted that the compact rate was charged. If the vehicle rented is other than compact, it must be authorized, determined to be mission essential and properly justified by the Organization Approval Official. It must be noted on the Authorization and Voucher in Other Auths; this statement must contain a specific justification along with the name of the Approving Official who is authorizing the vehicle. If the traveler receives a free upgrade, please note in Other Auths that the Command approved the free upgrade, or if the traveler chose to upgrade as a personal preference where extra costs are incurred, please annotate that under "Other Auths" and type the verbiage "travel chose to upgrade rental as a personal preference, I understand my rental car reimbursement is limited to the compact rate"

REFERENCE: JTR 1110.B, MARADMIN 347/14

Rental Car Pre-Paid Fuel

Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental vehicles. Travelers should refuel prior to returning the rental vehicle to the drop-off location. If it is not possible to refuel completely prior to returning the vehicle due to safety concerns or the location of the closest fueling station, travelers will be reimbursed for vendor refueling charges (specific justification is required on the voucher).

REFERENCE: FTR Part 301, JTR, Chapter 2, Part M, MCTIM 40502

T-Entered Vouchers:

Vouchers may only be input by the NDEA when the traveler does not have reasonable access to a CAC-enabled computer. Travelers who do not have reasonable access to a CAC-enabled computer must provide a manually prepared DD FORM 1351-2, paper voucher to the NDEA. The DD1351-2 must be completely filled out, contain their full SSN, and be uploaded as a substantiating record in DTS. Under no circumstances may the DTS generated DD1351-2 be used as the substantiating record.

REFERENCE: MARADMIN 348/14

Mileage:

When claiming in and around mileage, a mileage log must be uploaded as a substantiating record to show the breakdown of the mileage being claimed. At a minimum, the log sheet will list the date of each individual trip, departure location, arrival location, and mileage executed. The traveler is authorized to use the starting and ending odometer readings in place of mileage figures. Each log sheet will have the traveler's first and last name, grade and their signature attesting that the mileage is their true mileage. It needs to include date, location and miles driven.

REFERENCE: MCTIM 61402

When mileage is being claimed on a local voucher and the traveler departs from their residence they must deduct their normal commuting miles. Mileage needs to be input as to and from.

Conferences:

Authorizations/Vouchers where TAD is “Conference Attendance” require the traveler to enter two statements. The statements can be put as a “Comment to the Approving Official” or on the “Other Authorizations” page and they are:

1. A statement as to whether or not a conference fee was incurred by the traveler’s organization (Unit Charge Card) or directly by the individual, i.e. GOVCC, other form of payment. ****If no fee was incurred, a statement is still required.**
2. A statement as to whether or not meals were provided as part of the conference fee; or at any time during the conference at no cost to the traveler. If provided, the per diem entitlements should be properly annotated and reflect the deduction of the meal(s) provided.

REFERENCE: MCTIM, 10303

Laundry:

Effective 1 October 2014, laundry is no longer reimbursable. The IE (Incidental Expense) portion of per diem is intended to cover this expense, if incurred.

Constructed Travel Worksheets (CTWs):

Constructed Travel Worksheets (CTWs), when flagged, must be provided unless the authorized mode is POC and the authorized distance is less than 400 miles one way or 800 miles round trip. Comments on the pre-audit page such as “not required” are not sufficient, and must state the specific reason the CTW is not required.

Effective 1 Aug 2016, if commercial air is the authorized mode of transportation for the trip, capturing a screenshot of the tab labeled “GSA Contract Airfare” within DTS (Sorted by Price) is considered best practice when uploaded as a supporting record to the CTW. This practice protects both the Government & Traveler as the reimbursement limit is identified prior to execution of travel.

If there is no “GSA Contract Airfare”, the following action shall be taken.

1. Capture a screenshot of the tab labeled “GSA Contract Airfare” within DTS, showing no fares exist, and attach it as a supporting record to the CTW.
2. Capture a screenshot of the tab labeled “Other Gov’t Airfare” within DTS (Sorted by Price), and attach it as a supporting record to the CTW.

If the authorized mode is Rental Car or Rail, capturing a screenshot of the “Lowest cost Rental Car/Rail” within DTS (Sorted by Price) is considered best practice when uploaded as a supporting record to the CTW.

Foreign Travel:

Local Commands that have foreign transactions need to supply the currency conversion rate used. It can be written on a receipt, or put into comments or Other Auths. It is recommended to check the statement in Citi to obtain the conversion rate for the expense.

Local Commands that do not utilize a CTO (for example, MCESG/Embassy) need to include a statement on the voucher that a CTO is not available so they are not limited to the cost of the GTR.

Pre-Audit Justifications:

Pre-audit justifications must be complete. Those that just say "auth" or "... " will be returned for clarification.

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Parking:

Terminal parking. Per the JTR, the terminal parking fees while TDY will not exceed the cost of two one-way taxi fares. Reimbursement for terminal parking fees will not exceed that amount, with the exception of extenuating circumstances defined in the JTR.

REFERENCE: JTR, Chapter 4, Part G, 4780

ATM Fee Reimbursement:

Effective 1 October 2014, ATM Fees are no longer reimbursable. The IE (Incidental Expense) portion of per diem is intended to cover this expense, if incurred.

Split Disbursement:

Travelers are responsible for ensuring that their split disbursement will cover all undisputed charges and pay their GTCC balance in full. The payment totals screen will be manually adjusted to adjust the split disbursement as required. When the split is adjusted, remarks are required in the pre-audit flag indicating that the traveler is aware of their GTCC balance and that their split disbursement will cover all undisputed charges.

REFERENCE: MARADMIN 216/13

Supplemental Vouchers:

Supplemental vouchers need notes for why the supplemental is being submitted ("amended voucher being submitted to claim reimbursement for hotel taxes"). Recommend this description/statement be typed into the box that you get when you amend the voucher. Supplemental vouchers that are T-Entered by an NDEA must have a 1351-2 uploaded that reflects the amount previously paid on the original voucher.

REFERENCE: MCTIM 20302

Actual Expense Allowance:

Voucher must contain specific justification as to why the traveler is being authorized to exceed the per diem rate. This justification and approval of actual expenses must come from the Organization Approving Official, not the traveler.

REFERENCE: JTR, Chapter 4, Part C, 4300

Government Quarters

Uniformed Members should be utilizing government quarters while TDY to another base or installation. The only exception to this is if government quarters are not available. If government quarters are not available, non-availability documentation must be provided as outlined in JTR 2570.

The AO may also determine that government quarters are not available only if the use of government quarters would adversely affect mission performance. This exception should not be used to circumvent the regulation for personal convenience. If the AO determines non-availability for mission requirements, a specific and detailed justification must be provided. Simply stating "mission requirement" without details as to the effect on the mission is not proper justification and will result in lodging reimbursement being limited to the government quarters cost.

REFERENCE: JTR Ch 2 Part H

Dual Lodging:

Voucher must contain specific justification as to why it was necessary for the traveler to be authorized dual lodging. This justification and approval of dual lodging should be included under Other Auths, and must come from the Organization Approving Official, not the traveler.

REFERENCES: JTR, Chapter 1, Part B; JTR Chapter 2, Part M; JTR Chapter 4, 4145 and 4250

Excess Baggage:

The authorization/voucher must contain specific justification for excess baggage. It should be placed in Other Auths and must be approved by the Organization Approving Official.

Leave in Conjunction with TAD (Uniformed Members):

If leave is taken in conjunction with the TAD, it must be recorded in MCTFS as well as annotated in the per entitlements section of DTS. The Finance Office will validate that the leave has been recorded in MCTFS. If it is determined that the leave was not recorded in MCTFS but was annotated in DTS, the Finance office will record the leave in MCTFS

TDY over 31 days (Flat Rate Per Diem):

Travelers TDY to a single location for 31 days or more (the travel days count toward the number of days TDY) up to 180 days are limited to a flat rate of 75% per diem (lodging and M&IE). If no lodging expenses are incurred, M&IE is still reduced to 75%. Travelers TDY to a single location for a duration of 181 days or longer are limited to a flat rate of 55% per diem (lodging and M&IE). If no lodging expenses are incurred, M&IE is still reduced to 55%. Travelers will be required to provide proof of lodging expenses.

REFERENCES: MARADMIN 671/14, MARADMIN 065/15, JTR 4250

Integrated Lodging Program Pilot (ILLP)

Travelers TDY to an ILLP location will be required to book government (DoD) Lodging or preferred commercial lodging facilities. Travelers TDY to 29 Palms will be required to book preferred commercial lodging facilities (Uniformed members must still contact government lodging facilities to book a room or obtain a Statement of Non-Availability before booking preferred commercial lodging).

ILLP locations and detailed information on the program can be found here:

<http://www.defensetravel.dod.mil/site/lodging.cfm>

REFERENCE: JTR 1265

After approval of the voucher:

When a voucher/local voucher is approved, the traveler will receive an auto-generated email from DTS notifying them of the approval. This should prompt the traveler to log into DTS and look at the remarks on the digital signature page. If an expense was disallowed, or if an entitlement may be reimbursed on a supplemental voucher, the remarks will alert the traveler and let them know what action needs to be taken. If the traveler has any questions on a voucher that has been returned, or an expense that has been disallowed, they should first coordinate with their ODTA. The ODTA can contact the LDTA/DTS Help Desk for questions and clarification. Travelers should not contact the Finance Office approvers directly.