



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-010

DATE August 27, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Temporary Duty Travel and the Defense Travel System

References: See Enclosure 1.

1. **PURPOSE.** The purpose of this Procedural Guide is to document the procedures for Temporary Duty (TDY) travel and use of the Defense Travel System (DTS) within the Department of Defense Education Activity (DoDEA).
2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); and, all DoDEA District Superintendents, school administrators, and supervisors.
3. **DEFINITIONS.** See Glossary.
4. **GUIDANCE.** This Procedural Guide documents all inputs, service providers, financial systems, processes, outputs, and dependencies involved in the TDY process. TDY processes described in this Procedural Guide will be managed according to DoD 7000.14-R (Reference (a)), the Joint Federal Travel Regulations, Volume 1 (Reference (b)), the Joint Travel Regulations, Volume 2 (c)), DoD Instruction 5010.40 (Reference (d)), the Defense Travel Management Office Web site (Reference (e)), the Department of Defense Education Activity Memorandum, "Delegation of Travel Approval Authority for DoDEA Official Travel" (Reference (f)), the DoD Conference Guide (Reference (g)), Memorandum, "Designation of Individuals for Conference Approval Authorities" (Reference (h)), DoD Directive 8500.01E (Reference (i)), and DoD 5400.11-R (Reference (j)) found in Enclosure 1.
5. **ROLES AND RESPONSIBILITIES.** See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Robert M. Brady
Associate Director for Financial
and Business Operations

Enclosures

1. References
2. Roles and Responsibilities
3. Procedures
4. Department of Defense (DD) Form 577, Appointment/Termination Record
5. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel
6. DD Form 1351-2, Travel Voucher or Subvoucher
7. Statement in lieu of Actual Receipts

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD 7000.14-R, “Department of Defense Financial Management Regulation,” January 2012, Volume 9 Chapter 5
- (b) Joint Federal Travel Regulations, Volume 1, current edition
- (c) Joint Travel Regulations, Volume 2, current edition
- (d) DoD Instruction 5010.40, “Managers’ Internal Control Program Procedures,” May 30, 2013
- (e) Defense Travel Management Office Web site¹
- (f) Department of Defense Education Activity Memorandum, “Delegation of Travel Approval Authority for DoDEA Official Travel,” April 2014
- (g) DoD Conference Guide, November 6, 2013
- (h) Memorandum, “Designation of Individuals for Conference Approval Authorities,” December 16, 2013
- (i) DoD Directive 8500.01E, “Information Assurance (IA),” October 24, 2002
- (j) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007

¹ More information can be found on the Internet at <http://www.defensetravel.dod.mil/>

ENCLOSURE 2

ROLES AND RESPONSIBILITIES

1. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA) AREA DIRECTORS AND DISTRICT SUPERINTENDENTS. The DoDEA Area Directors and District Superintendents, under the authority, direction, and control of the Director, DoDEA, shall ensure district and school procedures reflect the procedures in this Procedural Guide.

2. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals, under the authority, direction, and control of the DoDEA District Superintendent, shall comply with and ensure school procedures align with the policies in this Procedural Guide.

3. DODEA SUPERVISORS. All DoDEA Supervisors shall comply with this Procedural Guide.

4. TRAVELERS. Travelers are DoDEA employees or authorized non-DoD personnel (known as “e-invitational personnel”) traveling on behalf of DoDEA. Travelers receive Defense Travel System (DTS) training through the Defense Travel Management Office (DTMO) Web site (Reference (e)).

a. Before traveling, travelers must submit a travel approval request to their supervisor. The request must contain a statement of objectives and anticipated outcomes beneficial to DoDEA, in addition to a cost estimate.

(1) Once signed by the supervisor the request must be routed to the appropriate approval authority, in accordance with References (f), (g), and (h).

(2) All approved travel requests must be scanned and uploaded into DTS under the “Substantiating Documents” tab.

b. Travelers using DTS are required to sign the authorization and voucher after the travel information is entered into DTS. The traveler should ensure that all information (e.g. personal information, travel times, locations, and voucher receipts) is accurate.

5. NON-DTS ENTRY AGENT (NDEA). An NDEA is a DoD employee who can create and digitally sign travel authorizations and vouchers for reimbursement in DTS on behalf of travelers who do not have reasonable access to DTS (e.g. staff members, e-invitational personnel).

6. APPROVING OFFICIALS (AOs). AOs are officials at the operational level with the authority to obligate funds to support Temporary Duty (TDY) travel. Assigned to the Resource Management Division (RMD) as budget analysts, financial analysts, or program analysts, AOs

ENCLOSURE 2

ROLES AND RESPONSIBILITIES

can also serve as Certifying Officers (COs). AOs/COs must be appointed in writing using the Department of Defense (DD) Form 577, "Appointment/Termination Record" (Enclosure 4), and may be held financially liable for erroneous payments resulting from the negligent performance of their duties. Responsibilities include:

- a. Approve or deny proposed trips based on trip data, estimated costs, the balance in the appropriate budgets, and exceptions to DoD travel policy.
- b. Approve or deny expenses outside the initially approved authorization.
- c. Review exceptions to policy and input rationale if approved.
- d. Review the status of a specific travel authorization.
- e. Review the financial accounting status for a specified trip.
- f. Review and approve final settlements prior to forwarding to the Defense Finance and Accounting Services (DFAS).
- g. Digitally sign travel authorizations and travel vouchers.

7. LEAD DEFENSE TRAVEL ADMINISTRATOR (LDTA). The LDTA is the leader of the travel team; serves as the main point of contact (POC) for travel functions at a site; and, is responsible for the management and sustainment of the travel program. LDTAs perform the following tasks:

- a. Stay abreast of all changes to DTS.
- b. Oversee and train finance defense travel administrators (FDTAs) and organization defense travel administrators (ODTAs).
- c. Establish and maintain local business processes, including creating or overseeing the establishment of the organization's routing structure for approving and certifying travel. This includes initiating and maintaining appointment orders using the DD Form 577 for accountable officials (e.g. AOs, COs, FDTAs, ODTAs).
- d. Establish and monitor a "reject" e-mail address; and, add, detach, receive, and delete users (or establish delegation procedures).
- e. Assign roles and permission-level procedures.

ENCLOSURE 2

ROLES AND RESPONSIBILITIES

f. Maintain traveler profile information (in accordance with personally identifiable information requirements), including mailing addresses, phone numbers, security clearances, Government Travel Charge Card (GTCC) numbers, and banking information.

g. Ensure travelers have active Common Access Cards (CACs) with Private Key Capability (digital signature) or soft-token Public Key Infrastructure (PKI), as applicable.

h. Report problems to the Travel Assistance Center (TAC) and follow up on fixes.

8. FINANCE DEFENSE TRAVEL ADMINISTRATORS (FDTA). FDTAs are budget, resource management, or accounting and finance personnel responsible for managing and supporting the financial aspects of DTS at the agency and/or site level.

a. The FDTA complies with all local financial policies and procedures for monitoring funds. FDTAs are familiar with the Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and their respective Service/Agency internal control policies.

b. The FDTA ensures sufficient funding on the line of accounting (LOA) for travel.

c. The FDTA must be appointed in writing as an accountable official; when the appointment ends, it must be revoked in writing.

9. ORGANIZATION DEFENSE TRAVEL ADMINISTRATORS (ODTA). The ODTA is responsible for assisting the FDTA with overall DTS administration at the agency and/or site level. ODTAs are individuals in the RMD (i.e. budget analysts, financial analysts, program analysts) who are knowledgeable in their particular organization's travel processes and abreast of current DTS procedures.

ENCLOSURE 3

PROCEDURES

1. TDY TRAVEL OVERVIEW. This Procedural Guide describes the process for governing and coordinating TDY travel at DoDEA. DoDEA uses DTS, a fully integrated, automated, end-to-end travel management system, to manage TDY travel.

a. DTS allows users to create, sign, and forward DD Form 1610s, “Request and Authorization for TDY Travel of DoD Personnel” (Enclosure 5), for review and approval prior to travel.

b. Additionally, DTS is used to process local vouchers and DD Form 1351-2, “Travel Voucher or Subvoucher” (Enclosure 6), for reimbursement. All claims for reimbursement must be filed within five days of travel completion.

2. TDY TRAVEL FUNDS OBLIGATION PROCESS.

a. At the beginning of each fiscal year, the LDTA creates an LOA in DTS according to the approved travel budget LOAs in the Budget Management System (BMS).

(1) Once the LOAs are built in DTS, the LDTA enters the funds amount into the DTS budget module.

(2) When travel is funded by the cross-organization (X-Org) funding feature in DTS, the following statement is added to the “Other Authorization” tab in DTS: “Traveler is authorized use of Headquarters (HQ) DoDEA LOA. The LOA referenced is annotated on the travel authorization.”

b. After the LDTA updates the LOAs and the DTS budget module with current-year funding, travelers and NDEAs are able to log into DTS and create travel authorizations.

(1) Travel authorizations detail a traveler’s TDY location, dates of travel, and per diem rates for meals and hotels; and, provide an estimate of incurred expenses. The General Services Administration (GSA) establishes per diem rates for continental U.S. (CONUS) and outside the continental U.S. (OCONUS) travel.

(2) The traveler or NDEA inputs information for hotel, airfare, and car rentals in the travel authorization. After inputting the information, the document is electronically signed. The traveler stamps, “Created” and “Signed,” while the NDEA stamps, “T-Entered as Created.”

(3) DTS automatically routes the travel authorization to the Commercial Travel Office (CTO). The traveler must sign the travel authorization within 24 hours of creating the form or the system will cancel all reservations.

ENCLOSURE 3

PROCEDURES

c. The CTO travel agent retrieves the travel authorization in DTS, confirms reservations made through the Passenger Name Record (PNR) Gateway, and verifies all reservations made for transportation, hotels, and car rentals.

(1) The CTO travel agent stamps “CTO Booked” on the travel authorization and DTS automatically routes the document to the traveler’s supervisor for review.

(2) Once the reservations have been confirmed, a CTO fee is applied. If the reservation is adjusted (e.g. due to early return or booking a later flight), an additional fee will be applied for each change and the agency will be responsible for the CTO fee.

d. The traveler’s supervisor reviews the travel authorization in DTS to confirm the TDY is mission-essential and that the approved travel request is attached.

(1) If valid and approved, the supervisor stamps “Reviewed.” DTS automatically sends an e-mail to the RMD FDTA/ODTA.

(2) If the information is invalid or incomplete, the supervisor stamps the travel authorization as “Returned.” DTS automatically e-mails the traveler or NDEA requesting corrections.

e. The RMD FDTA/ODTA confirms the correct LOA is assigned to the travel authorization in DTS, validates allowable expenses per the JTR, and authorizes funding for TDY travel by signing the authorization in DTS. The RMD FDTA/ODTA also ensures travel expenses are invoiced in DoDEA’s Centrally Billed Account (CBA), and confirms that travel dates account for non-duty days.

(1) The RMD FDTA/ODTA stamps the travel authorization as “Authorized” in DTS to confirm and authorize travel. The travel authorization is routed to the RMD AO/CO for review.

(2) If information is inaccurate or incomplete, the RMD FDTA/ODTA stamps the travel authorization as “Returned” in DTS. DTS automatically e-mails the traveler or NDEA for corrections.

f. The RMD AO/CO verifies funding availability on the LOA and confirms the correct appropriation year is recorded. The RMD AO/CO must approve the travel authorization within 72 hours before travel or all travel reservations will be cancelled.

(1) If funding is unavailable, the RMD AO/CO stamps the travel authorization as “Returned” in DTS. The RMD AO/CO enters “Insufficient funds to process” in the comments section, and DTS automatically notifies the traveler or NDEA for corrections.

ENCLOSURE 3

PROCEDURES

(2) If the correct appropriation and year is recorded, a proper LOA is assigned, funds are available, and the travel is in compliance with the JTR/JFTR, the RMD AO/CO approves the travel authorization by stamping “Approved” in DTS. Once the RMD AO/CO approves the travel authorization, DTS automatically generates a travel authorization number (TANUM) and a document name.

g. Approved travel authorizations are routed back to the CTO to confirm reservations.

(1) The traveler receives an itinerary of confirmed reservations.

(2) Upon confirmation, an automatic obligation or disbursement is created in the DoDEA Washington Headquarters Services Allotment Accounting System (WAAS) via the Global Exchange (GEX).

h. If travel is cancelled, the traveler must log into DTS and cancel the travel authorization.

(1) The travel authorization is routed in DTS to the RMD AO/CO to review and approve. Once approved, DTS interfaces via GEX to WAAS and de-obligates the funds.

(2) If a travel advance was taken for a cancelled trip, DTS automatically creates a debt collection and the traveler receives notice that the travel advance must be paid back to the Government. The LDTA monitors the Debt Management Monitor (DMM) in DTS.

3. FUNDS LIQUIDATION PROCESS.

a. Upon completion of travel, the traveler or NDEA has five working days to submit a travel voucher.

(1) The traveler must submit the following documentation: all expenses, including expenses not captured on the travel authorization; receipts for expenses over \$75 incurred during travel; receipts for extraordinary expenses, regardless of value; and, a copy of the airline ticket receipt.

(2) All substantiating documentation must be electronically attached to the travel voucher in DTS. If the traveler cannot provide the receipt, the traveler will be required to sign a “Statement in lieu of Actual Receipts” (Enclosure 7).

(3) The traveler or NDEA stamps the completed travel voucher as “Signed or Created.” DTS automatically routes the travel voucher to the traveler’s supervisor for review.

ENCLOSURE 3

PROCEDURES

b. The traveler's supervisor reviews the travel voucher and all supporting documentation for completeness and validity.

(1) The supervisor checks for the following: receipts for lodging and expenses of \$75 or greater are included; receipts are valid and legible; vouchers signed by the NDEA have a DD Form 1351-2 attached; the daily lodging rate matches the receipt; per diem is adjusted for any leave taken; all expenses are for the TDY assignment; rental car fuel was paid correctly; and, mileage/fuel have been claimed correctly.

(2) The supervisor stamps the travel voucher as "Reviewed" in DTS to confirm pertinent travel expenses are valid and supported by receipts. DTS automatically generates and sends an e-mail to notify the RMD FDTA/ODTA.

(3) If information is invalid or incomplete, the supervisor stamps the travel voucher as "Returned" in DTS. DTS automatically e-mails the traveler or NDEA for correction.

c. Once the travel voucher is created in DTS, the RMD FDTA/ODTA reviews the travel voucher in DTS to ensure receipts are attached and valid, the LOA is correct, and per diem rates are in accordance with JTR, JFTR, and GSA regulations.

(1) The RMD FDTA/ODTA stamps the travel voucher as "Authorized" in DTS to confirm the review. DTS automatically routes the travel voucher to the RMD AO/CO.

(2) If information is inaccurate or incomplete, the RMD FDTA/ODTA stamps the travel voucher as "Returned" in DTS. DTS automatically generates and sends an e-mail to the traveler or NDEA for correction.

d. The RMD AO/CO receives and reviews the travel voucher, ensuring the travel voucher is properly authorized; receipts are valid and accounted for; all documentation is uploaded into DTS; and, amounts are verified to be within the Government lodging and per diem rates.

(1) The RMD AO/CO stamps the travel voucher as "Approved" in DTS to confirm the document is authorized, accurate, and proper funding is available. The RMD AO/CO's electronic signature in DTS initiates payment through DFAS.

(2) If the travel voucher fails any final edit checks, the RMD AO/CO stamps the travel voucher as "Returned" in DTS. DTS automatically e-mails the traveler or NDEA for correction.

e. The approved travel voucher is automatically routed to DFAS for payment processing. DFAS records the accounting transactions from the voucher payment process in the Operational Data Storage (ODS) database. The transactions from ODS are downloaded via GEX to WAAS.

ENCLOSURE 3

PROCEDURES

(1) If a travel voucher amount is greater than the obligation, the increase is made to the obligated amount (assuming funding is available for the increase).

(2) If funding is unavailable for the increase, the travel voucher is rejected and routed to DTS. Once additional funding is obtained, the travel voucher is processed and the voucher paid.

f. The payment is sent to the traveler (and the GTCC, if one was utilized) using the split disbursement option in DTS.

g. All travel vouchers are stored in DTS for future reference for six years and three months.

4. TRAVEL AUTHORIZATION AND VOUCHER RECONCILIATION. The RMD AO/CO reconciles all travel authorizations by ensuring there is a corresponding travel voucher. This task is completed by running an Un-submitted Voucher Report on a weekly basis, which identifies all travel authorizations where travel is complete but a voucher has yet to be submitted.

a. The RMD AO/CO e-mails each traveler listed on the report and the traveler's supervisor informing them of the outstanding travel voucher. If the traveler continues to appear on the Un-submitted Voucher Report it is reported to the DoDEA HQ RMD Chief, Resource Management Division for action.

b. All reports and e-mail correspondence with the traveler are maintained on a secured drive.

5. DTS TO WAAS RECONCILIATION.

a. On a daily basis, LOA codes are validated via the automatic GEX interface between DTS and WAAS.

(1) If the LOA codes pass validation, an acknowledgement transmission is returned to DTS through GEX.

(2) If the LOA does not pass validation, the transaction is rejected and the LDTA is informed of the error.

b. The DoDEA HQ RMD Financial Systems Specialist generates a weekly accounting reconciliation report to ensure all DTS transactions received in WAAS via the GEX interface were also successfully received in Fund Administration and Standardized Document Automation (FASTDATA).

ENCLOSURE 3

PROCEDURES

(1) The DoDEA HQ RMD Accounting Branch reviews the reconciliation report to determine the appropriate action for any pending discrepancies. Discrepancies can be handled at the field budget level, the HQ accounting level, or the systems level.

(2) There are four system interfaces involved in syncing FASTDATA and WAAS; DoDEA generates the accounting discrepancy report immediately after each system has collectively completed its task. These interfaces include:

(a) DTS to WAAS accounting transaction interface. This interface uploads accounting transactions from DTS into WAAS via the GEX interface.

(b) DTS to FASTDATA accounting interface. This interface translates uploaded DTS/WAAS accounting transactions into FASTDATA-equivalent transactions and transmits to FASTDATA.

(c) DTS to ODS interface. This interface imports DTS disbursements from ODS, translates disbursements into a WAAS format, and creates an accounting upload batch.

(d) WAAS to FASTDATA expenditure interface. This interface extracts all daily disbursements (including DTS) from the accounting system, translates disbursements into FASTDATA expenditures, and transmits them to FASTDATA.

(3) The layout of the report compares the data equivalents (commitments, obligations, and disbursements) of each FASTDATA and WAAS document identifier, program, organization, and object class code, and aligns them with their corresponding accounting balance information. Discrepancies are identified, researched, and resolved.

ENCLOSURE 4

DD FORM 577, APPOINTMENT/TERMINATION RECORD

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE		
<i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X as applicable (one only))</i>		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

ENCLOSURE 4DD FORM 577, APPOINTMENT/TERMINATION RECORD

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.
4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.

SECTION I.

1. Enter the name of the commander/appointing authority.
2. Enter the commander/appointing authority's title.
3. Enter the commander/appointing authority's DoD component/organization location.
4. Enter the date the form is completed.
5. The commander/appointing authority must place his or her legal signature in the block provided. **Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.**

SECTION II.

6. Enter the appointee's name.
7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.
8. Enter the appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.
14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).
15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.

SECTION IV.

Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.

18. Enter the date the termination is effective.
19. The appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.

DD FORM 577 (BACK), FEB 2011

ENCLOSURE 5

DD FORM 1610, REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>		
8. TYPE OF AUTHORIZATION			9. TDY PURPOSE <i>(See JTR, Appendix H)</i>				10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			b. PROCEED DATE (YYYYMMDD)	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>											
13.						a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.			b. OTHER RATE OF PER DIEM <i>(Specify)</i>		
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL		
\$			\$			\$			\$ 0.00		\$
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>								21. DATE ISSUED (YYYYMMDD)			
								22. TRAVEL AUTHORIZATION NUMBER			

ENCLOSURE 5

DD FORM 1610, REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD
PERSONNEL

PRIVACY ACT STATEMENT
(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS (Continued) *(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

ENCLOSURE 6

DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
6. ADDRESS: a. NUMBER AND STREET		b. CITY	c. STATE		d. ZIP CODE		
a. E-MAIL ADDRESS		7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	
11. ORGANIZATION AND STATION				10. FOR D.O. USE ONLY		a. D.O. VOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		b. SUBVOUCHER NUMBER	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE		c. PAID BY		
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS			
15. ITINERARY				a. MEANS/ MODE OF TRAVEL	b. REASON FOR STOP	c. LODGING COST	d. POC MILES
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		e. SUMMARY OF PAYMENT	(1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due		
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL		12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS			
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
20. CLAIMANT SIGNATURE				b. DATE			
c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER		f. DATE	
21. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE		c. TELEPHONE NUMBER		d. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

ENCLOSURE 6

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PRIVACY ACT STATEMENT																							
<p>AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.</p> <p>PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments. Applicable SORN: T7333 (http://privacy.defense.gov/notices/dfas/T7333.shtml).</p> <p>ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: http://dpcio.defense.gov/privacy/SORNs/component/dfas/preamble.html.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.</p>																							
PENALTY STATEMENT																							
<p>There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).</p>																							
INSTRUCTIONS																							
<p>ITEM 1 - PAYMENT</p> <p>Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.</p> <p>REQUIRED ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Original and/or copies of all travel orders/authorizations and amendments, as applicable. 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be as directed. 	<p>ITEM 15 - ITINERARY - SYMBOLS</p> <p>15c. MEANS/MODE OF TRAVEL (Use two letters)</p> <table style="width: 100%; border: none;"> <tr> <td>GTR/TKT or CBA (See Note) - T</td> <td>Automobile - A</td> </tr> <tr> <td>Government Transportation - G</td> <td>Motorcycle - M</td> </tr> <tr> <td>Commercial Transportation (Own expense) - C</td> <td>Bus - B</td> </tr> <tr> <td>Privately Owned Conveyance (POC) - P</td> <td>Plane - P</td> </tr> <tr> <td></td> <td>Rail - R</td> </tr> <tr> <td></td> <td>Vessel - V</td> </tr> </table> <p>Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.</p> <p>15d. REASON FOR STOP</p> <table style="width: 100%; border: none;"> <tr> <td>Authorized Delay - AD</td> <td>Leave En Route - LV</td> </tr> <tr> <td>Authorized Return - AR</td> <td>Mission Complete - MC</td> </tr> <tr> <td>Awaiting Transportation - AT</td> <td>Temporary Duty - TD</td> </tr> <tr> <td>Hospital Admittance - HA</td> <td>Voluntary Return - VR</td> </tr> <tr> <td>Hospital Discharge - HD</td> <td></td> </tr> </table> <p>ITEM 15e. LODGING COST Enter the total cost for lodging.</p> <p>ITEM 19 - DEDUCTIBLE MEALS Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.</p>	GTR/TKT or CBA (See Note) - T	Automobile - A	Government Transportation - G	Motorcycle - M	Commercial Transportation (Own expense) - C	Bus - B	Privately Owned Conveyance (POC) - P	Plane - P		Rail - R		Vessel - V	Authorized Delay - AD	Leave En Route - LV	Authorized Return - AR	Mission Complete - MC	Awaiting Transportation - AT	Temporary Duty - TD	Hospital Admittance - HA	Voluntary Return - VR	Hospital Discharge - HD	
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Hospital Discharge - HD																							
<p>29. REMARKS</p> <p>a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:</p> <p>b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.</p>																							

ENCLOSURE 7

STATEMENT IN LIEU OF ACTUAL RECEIPTS

MEMORANDUM FOR DFAS

SUBJECT: STATEMENT IN LIEU OF ACTUAL RECEIPTS

I, _____ DO HEREBY CERTIFY BY THIS STATEMENT THAT RECEIPTS FOR THE FOLLOWING TRAVEL EXPENSES WERE EITHER INADVERTANTLY MISPLACED, LOST OR DESTROYED AND HEREBY CLAIM THE FOLLOWING AMOUNT OF \$ _____ WHICH CONSISTS OF THE FOLLOWING:

____ TRANSPORTATION

____ AIRFARE NAME OF AIRLINE _____

____ RENTAL VEHICLE NAME OF COMPANY _____

TYPE OF VEHICLE RENTED _____

____ MISCELLANEOUS (PLEASE LIST) _____

I ALSO CERTIFY THAT NO HIDDEN CHARGES OR CLAIMS ARE ADDED INTO THESE COSTS.

SIGNED: _____

DATE: _____

GLOSSARYABBREVIATIONS AND ACRONYMS

AO	Approving Official
CAC	Common Access Card
CBA	Centrally Billed Account
CO	Certifying Officer
CONUS	Continental United States
CTO	Commercial Travel Office
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Service
DMM	Debt Management Monitor
DoD	Department of Defense
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
DTA	Defense Travel Administrator
DTMO	Defense Travel Management Office
DTS	Defense Travel System
FASTDATA	Fund Administration and Standardized Document Automation
FDTA	Finance Defense Travel Administrator
GEX	Global Exchange
GSA	General Services Administration
GTCC	Government Travel Charge Card
HQ	Headquarters
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
LDTA	Lead Defense Travel Administrator
LOA	Lines of Accounting
NDEA	Non-DTS Entry Agent
OCONUS	Outside the Continental United States
ODS	Operational Data Storage
ODTA	Organization Defense Travel Administrator
PKI	Public Key Infrastructure
PNR	Passenger Name Record

GLOSSARY

ABBREVIATIONS AND ACRONYMS

POC	Point of Contact
RMD	Resource Management Division
TAC	Travel Assistance Center
TANUM	Travel Authorization Number
TDY	Temporary Duty
WAAS	Washington Headquarters Services Allotment Accounting System
X-org	Cross-organization