

982 TRG FTD Student/EnrouteTravel Program: AFI 36-2201, Atch 19

DTS Travel Requirements

General Requirements:

- Orders must be submitted to the 982 TRG NLT 10 Duty-Days prior to the scheduled departure date from home station.
 - The FTD Student Travel Program does not operate as After-The-Fact funding.
- Members traveling to TDY destination without 982 TRG approved travel orders (Verbal or Written) do so at risk of Unit expense. Local Commanders cannot issue Verbal Orders with the intent to obligate 982 TRG funds to cover any portion of the TDY cost.
- Rental Vehicle and associated costs are a Unit specific expense. Unit LOAs must be added to authorization when rental vehicles are utilized.
- “Variations Authorized” are not authorized on 982 TRG funds.
- 982 TRG FTD Travel Program dollars fund member TDY travel and government rates for Lodging (Billeting) and Per Diem (M&IE).
 - *These rates are mandatory for any and all TDYs IAW the JFTR, Vol 1, Ch 4 and DoDFMR.*
 - *Exception: civilian travelers receive full meal rate*
 - Government Rate Lodging is paid at the Visiting Airmen’s Quarters (VAQ) rate for billeting at the TDY Location. Utilize this link to determine the cost of lodging for the TDY location: <http://www.defensetravel.dod.mil/perdiem/afman34-255-c.pdf>
 - Click on the TDY location to redirect to TDY lodging homepage, then click the “lodging rate” link on the right side of the page.
 - Government Rate Per Diem (M&IE) is paid at the Congressionally mandated rate, currently \$15.80 per day (\$12.80 meals and \$3.00 incidental expenses).
 - Units, whose members receive a Non-Availability letter and are placed in Contracted Commercial Lodging, are responsible for the Differential costs and associated taxes exceeding the established Government Rate for Lodging and Meals.
- Receipts (airlines, lodging, etc.) for expenses \$75 and above must be included with the travel voucher.
 - Note: Any Self-Procured Airline tickets must be attached as a Substantiating Document to travel orders. Missing tickets will delay approval of the orders until they are attached.
- Constructive Travel Worksheet (CTW) must be attached to the travel order as a Substantiating Document for cost comparison when members choose to travel by POV to TDY destination. CTO quote for round-trip airline travel must be used to complete the CTW.
- 982 TRG FTD Scheduling Office requires the Course Name, Course Number, Class Number, Class Dates, and Training Line Number be entered in the “Comments to Approving Official” block.
 - *“982 TRG reserves the right to direct course attendance location to ensure prudent use of Appropriated Funds allocated to the FTD Student Travel program”*
- Leave authorization numbers and dates of leave must be included in “Comments to Approving Official” block when leave is taken in conjunction with the TDY; this requirement is to ensure per diem on leave dates is avoided. Actual leave forms may be attached as a Substantiating Document.

DTS

- Contact your unit DTS monitor for assistance with orders creation and subsequent voucher.
- *Fund Cite:* Utilize the Cross-Org LOA drop down menu found on the Accounting Tab in DTS to find the DTS Label for the FTD Student Travel fund cite. *It will begin with the current FY and*

indicate the MAJCOM Student program to which the TDY will be charged (example: “10 AFMC Student” or in the case of Enroute travelers “10 AFMC Enroute).

- FTD Student Travel is not a local unit approval. Insufficient funding messages will appear if local approval is attempted.
 - Route travel orders to 982 TRG for approval by selecting either “982 TRG TDY to School” or “982 TRG FTD Student” routing list from the drop down box on the Digital Signature tab.
- If the Fund Cite or Routing List is not listed under the drop-down menus, contact 982 TRG Resource Management for assistance at DSN: 736-4729 or 736-4773 or via email Org box at [982 TRG CCR @sheppard.af.mil](mailto:982TRGCCR@sheppard.af.mil). The Resource Management office is closed to routine business/phone calls on Tuesdays and Wednesdays in order to specifically address DTS authorizations and vouchers. Include the traveler’s DTS Org code with the email; it is found immediately below the traveler’s name on the DTS homepage upon login to DTS.

ODTA (Organizational DTS Monitors)

Travel Authorizations:

- Has a CTW been attached as a Substantiating Document when members choose to drive a POV to the TDY destination?
 - Has the CTO round-trip airline quote been utilized on the CTW?
 - Has the accurate local CTO fee been added to the CTW?
 - If POV mileage costs exceed the CTO quote and any additional travel to terminal costs, does the member understand the travel reimbursement is limited to the more cost-effective amount?
- Has member indicated the Course Name, Course Number and Class Dates in “Comments to Approving Official” block?
- Has the leave authorization number and dates of leave been indicated on the authorization or has a copy of the leave form been included as a Substantiating Document?
- Have leave dates been accounted for on the Per Diem Entitlements tab in DTS?
- Has a copy of Self-Procured Airline tickets been attached as a Substantiating Document?
- Has the lodging rate been adjusted to the VAQ rate associated to the TDY location?
- Has a Unit LOA been included for rental vehicles or differential costs of lodging/per diem?
- Has the current FTD Student Travel LOA been added?
- Has the 982 TRG Routing List been selected for the travel authorization approval?

Travel Vouchers:

- Has a copy of all receipts \$75.00 or more been attached to the DTS travel voucher as a Substantiating Document?
 - Airline Tickets or Boarding Pass indicating the ticket cost
 - Lodging Receipts (including Non-Availability Letter)
 - Rental Vehicle Agreement and Associated Costs (gas receipts, etc.)
 - *In order to reduce delay in the approval of travel vouchers, any missing receipts will result in non-reimbursement for the cost associated to the missing receipt. In this instance, approved vouchers will require an amendment in order to attach missing receipts for reimbursement purposes.*
- Have the differential costs of lodging and per diem been allocated to Unit LOA?
- Does Unit LOA have funding to cover Unit-borne expenses associated to TDY?
- Has the 982 TRG Routing List been selected for the travel voucher approval?
- Is the member’s EFT Account information correct in their DTS profile?