



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
BOX 555365
CAMP PENDLETON, CALIFORNIA 92055-5365

MEUO 4650.1
Adj
23 MAR 2012

MARINE EXPEDITIONARY ORDER 4650.1

From: Commanding Officer
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL

Ref: (a) DOD 7000.14-R, "DOD FMR," Vol. 5
(b) DOD 7000.14-R, DOD FMR, Vol. 9
(c) Privacy Act of 1974
(d) Guide to Managing Travel-Incurred Debt (Defense Travel Training Resource) (NOTAL)
(e) DTS Financial Field Procedures Guide, dtd 12 Jan 11
(f) DTR 4500.9R, "Defense Transportation Regulation," Part I, Nov 10
(g) JFTR, Vol. 1
(h) JTR, Vol. 2
(i) Public Law 105-264
(j) MCO 4600.40A
(k) MCO 4650.39, Defense Travel System (DTS)
(l) MARADMIN 476/04
(m) MCTFS Codes Manual
(n) SECNAV M-5210.1
(o) SECNAV M-5214.1
(p) I MEF Policy Letter on GTCC Delinquencies
(q) I MEF Business Rules
(r) TAN 08-11 Valid Receipts For Reimbursement Of Travel Expenses
(s) MEUO 4600.1

Encl: (1) TAD Request Flow
(2) Example Virtually There eInvoice
(3) Miscellaneous Statement in Lieu of Receipts
(4) Statement in Lieu for Lodging Receipts/Shared Room Statement

1. Situation. To provide policy and procedures for TAD travel with the use of the Defense Travel System (DTS) and the Government Travel Charge Card (GTCC) that will enable the 15th MEU to meet requirements necessary to accomplish its diverse missions.

2. Mission. This Order provides policy, guidance, and procedures for temporary additional duty (TAD) travel per the references in order to ensure all personnel with the 15th MEU who conduct TAD travel are familiar with the basic procedures of DTS and the rules governing the use of the GTCC.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this Order is to ensure all Marines and Sailors who conduct TAD travel are familiar with the basic procedures of DTS and the rules governing the use of the GTCC. The desired end state is that 15th MEU personnel are educated and able to request and

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execute travel in accordance with the guidelines established by this Order and the references.

(2) Concept of Operations. This Order provides guidance to all personnel in the 15th MEU concerning the training requirements, policies, and procedures concerning TAD travel with the use of DTS and the GTCC. All personnel are directed to conduct the required training in order to use DTS effectively. Personnel will ensure their training results in self reliance on the basic process of DTS and authorized use of the GTCC. Reference (a) prescribes per diem and travel expenses as well as other allowable expenses subject to reimbursement. In accordance with reference (b), all travelers must comply with the Prudent Person Rule, which states: "An employee must exercise the same care and regard for expenses as a prudent person traveling at personal expense." Every member of the Command Element (CE), permanently assigned or temporarily attached, and, when composited, its Major Subordinate Elements (MSE) shall conduct travel in a manner aligned with this rule. Enclosure (1) provides the flow of TAD requests.

b. Tasks

(1) 15th MEU Executive Officer. Ensure all CE sections and MSE Executive Officers support the spirit of this Order and meet the guidance and requirements outlined herein and the references.

(2) CE Primary and Special Staff Officers and Officers in Charge (OICs)

(a) Ensure Marines and Sailors within your section conduct the required initial and annual training requirements for DTS and the GTCC program.

(b) Ensure a minimum of two DTS Representatives what are Non-DTS Entry Agents (NDEA) are assigned and trained to each section. At least one of the NDEAs shall be a SNCO or higher.

(c) Ensure travelers within your section are familiar with and comply with this Order and the references.

(d) Ensure travelers within your section submit DTS travel authorizations in a timely manner.

(3) Approving Official (AO)

(a) Determine, via the 15th MEU Executive Officer, when travel is mission essential and travel, obligate funds, and approve travel expenses.

(b) Comply with the references and ensure the obligation and pay-out of funds are prepared so in accordance with the references.

(c) Pecuniary liable for erroneous payments if an investigation determines the payments in question were the result of fraud or negligence on the part of the AO and therefore are not required to authorize or pay funds that are not in keeping with the references or may reflect possible intentional or unintentional fraud to the government.

(d) Work closely with the Finance Defense Travel Administrator (FDTA) during reconciliation actions.

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(4) Organizational Defense Travel Administrators (ODTAs)

(a) Responsible for the daily administration of DTS to include, but not limited to, pulling and maintaining the following required reports:

1. Signed Status,
2. Unsubmitted Voucher,
3. Depart Status,
4. Return Status,
5. Self Registration,
6. Approved Status,
7. Basic Traveler Information List, and
8. Complete Traveler Information List.

(b) Update DTS profiles for personnel.

(c) Support the section NDEAs with further training or assistance in the conduct of their duties.

(5) Section DTS Representatives/NDEAs

(a) Assist travelers within your section with submitting and/or completing DTS travel and voucher requests.

(b) Ensure any T-entered vouchers have a 1351-1 form physically signed by the traveler and uploaded as substantiating record in DTS.

(c) Review DTS Authorizations and Vouchers within your section for completeness and adherence to the references prior to traveler signature and submission to approving officials.

(5) Individual Travelers

(a) Create, maintain and update DTS account and profile.

(b) Ensure accounts are updated upon check-in/out and as changes occur.

(c) Complete DTS 101 and Travel Card 101. These training requirements are available on the Defense Travel Management Office (DTMO) website. The completion certificates shall be kept by all Marines and Sailors and shall be uploaded into DTS as part of every travel authorization.

(d) Complete MEU TAD Request Form (15MEU 1320/3) prior to submitting DTS Authorization in DTS and ensure approved form is uploaded as a substantiating record in the DTS Authorization. For TAD travel involving multiple travelers, the senior traveler will complete one TAD Request Form for the group.

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(e) Submit DTS Authorizations for approval in DTS a minimum of 5 business days prior to travel.

(f) Submit DTS Travel Vouchers in DTS no later than 5 business days after completion of travel.

(6) MSEs

(a) MSEs will follow the procedures of this Order when using 15th MEU funds.

(b) Upon the composite of the MEU, ensure DTS AOs create new route lists for authorizations, vouchers and local vouchers mirroring the MEU's route lists. MSEs AOs will become a reviewer in each route list.

(c) Ensure vouchers submitted by GTCC holders have a copy of the their latest GTCC statement and a copy of their unbilled transactions to serve as substantiating documents in DTS in order for the MEU AOs to uphold I MEF policy established in reference (p).

(d) Select from a pool of GTCC holders (non-exempt travelers) when selecting personnel for TAD with respect to Western Pacific (WESTPAC) deployment training and WESTPAC advance parties, planning conference members, and Forward Command Element (FCE) members. Special consideration for non-GTCC who are exempt from GTCC use, but are mission critical, shall be given upon approval from the MEU Executive Officer. These personnel will be selected with the understanding that they shall be prepared to cover any official travel expenses without the use of an advance.

(e) Assign/appoint enough NDEAs within your commands/detachments to assist in the travel authorization and voucher process.

(f) Prior to composite, if using 15th MEU funds, ensure travelers submit a MEU Cross-Org Fund Request (15MEU 7050/1) to the 15th MEU Fiscal Chief in order to ensure proper line of accounting assignment and routing of MEU funded TAD.

c. Coordinating Instructions

(1) Prior to making arrangements or commitments (paying registration fees, signing up for an available space, etc.), all personnel shall complete and route the 15th MEU TAD Request Form (15MEU-1320/3 (1-12)).

(2) Marine and Sailors seeking school seats at Marine Corps Formal Schools that are funded by Training and Education Command (TECOM) may continue to request a school seat and funding through the operations section. Upon confirmation of a school seat, personnel are required to commence travel preparations/research. Should a traveler request additional command funds (i.e., rental car), the traveler shall use the 15th MEU TAD Request Form for those funds request.

(3) TAD occurring on a government installation requires the use of government lodging and messing. This shall be the default selection on the per diem section of a travel authorization. If a traveler discovers, before the execution of TAD, there is no government lodging available, then the lodging on the authorization may reflect the use of non-governmental lodging. A Statement of Non-availability or a Non-availability confirmation number

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provided by the government lodging facility shall be included in the authorization request. DTS Authorizations with non-governmental lodging submitted without a Statement of Non-availability or Non-availability confirmation number shall be returned.

(4) TAD occurring on a government installation also requires government messing to be used (government meal rate (GMR)/all meals available on base). This shall be the default selection on the per diem section of a travel authorization. If lodging is not available on the government installation than the traveler shall be entitled to the proportional meal rate (one or two meals available on base) during the TAD.

(5) During TAD, if a traveler discovers government lodging is no longer available, the traveler shall obtain a Statement of Non-availability and adjust their lodging on their voucher. If a traveler discovers government messing was not available for reasons such as no chow hall or training schedules, letter correspondence or a completed NAVMC 11118 from the course/training commander or designated representative shall be used as proper documentation for the adjustment of government messing available for all meals.

(6) Any TAD occurring away from a government installation authorizes commercial lodging at the government rate and the full meal rate (no meals on a government installation provided). A Statement of Non-availability or a NAVMC 11118 is not required in the authorization or voucher.

(7) Commercial Air

(a) DoD policy mandates that travelers use available Commercial Travel Offices (CTO) or the DTS to arrange official air travel. Unused/partially used tickets must be returned for refund by contacting the CTO. Coach class will be used for all official travel. An AO is not allowed to authorize premium class or first class travel without prior CMC/ACMC or higher approval. Any tickets purchased outside of CTO/the DTS shall be limited to the government Ground Transportation Rate (GTR) costs.

(b) For authorizations, flights booked directly through CTO vice the DTS, requires the traveler to manually input and upload the PDF file copy of the flight and its price. For vouchers, all flights, regardless of CTO/the DTS purchase options, the receipt (eInvoice) of their flight from www.virtuallythere.com shall be uploaded as a substantiated record. The eInvoice must show a zero balance. Enclosure (2) provides information and an example of Virtually There eInvoice.

(8) Rental Vehicles and Personally Owned Vehicles

(a) Rental vehicles, when approved through the TAD Request, shall be limited to a sub-compact car unless three or more travelers are traveling together.

(b) The fuel for purchase option is not authorized as it traditionally costs more than the traditional gas option.

(c) Insurance for a rental vehicle is not authorized to be reimbursed for CONUS travel.

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(d) POVs are authorized only when their use is more advantageous to the government. A Constructed Travel Worksheet, generated within DTS as a traveler creates his or her authorization, must be completed and submitted in order to illustrate the advantage. When using a POV as the means of travel, fuel is NOT reimbursable. Mileage is authorized.

(9) Travelers are able to update their account information in DTS (i.e. bank routing numbers and GTCC numbers) upon the creation of an authorization. Once an authorization is signed, the account information cannot be altered. Only a traveler may update their EFT information. Should the traveler be unable to do so via DTS, the traveler will use the current Electronic Funds Transfer Form and submit it to the MEU Adjutant or Administrative Chief for action to the I MEF DTS Help Desk.

(10) Travelers shall upload receipts for all claimed expenses in their vouchers. If for any reason a receipt cannot be obtained, enclosure (3) shall be used. A zero balance, itemized receipt is required. Enclosure (4) is also used if travelers share a room or if the room is paid by another traveler in full.

(11) Receipts in foreign currency require the traveler to convert their receipts using the conversion rate on their GTCC statement or the rate available on www.oanda.com on the date of the charge. The conversion rate document shall be uploaded into the voucher as a substantiating record.

(12) Travelers who are GTCC holders shall ensure their GTCC is paid in full by ensuring the full GTCC balance is paid off via DTS. Enclosure (1) to reference (s) contains the process for paying the GTCC in DTS and ensuring zero balance on the GTCC.

(13) In accordance with reference (p), AOs are directed not to approve new authorizations for GTCC travelers who fail to submit a voucher sending payment to their GTCC before the execution of their next TAD.

4. Administration and Logistics

a. Administration

(1) 15th MEU DTS Officials

- (a) Authorization AOs: MEU Adjutant and Administrative Chief.
- (b) Voucher AOs: I MEF Disbursing. MEU Adjutant and Administrative Chief will serve as reviewers.
- (c) Local Voucher AOs: MEU Supply Officer.
- (d) FDTA: MEU Fiscal Chief.
- (d) ODTAs: Designated Marines from the MEU S-1.
- (e) Routing Officials (ROs)
 - 1. When decomposited: Designated Marine from the MEU S-1.
 - 2. When composited: MSE AOs.

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(f) NDEAs: Designated Marines from each section (at least one SNCO or higher).

(2) Travelers who possess a GTCC are directed to self-register their GTCC at the following website: http://www.i-mef.usmc.mil/external/imef-01/defense_travel_system/files/Citi%20Bank%20self%20registration.pdf. This Registration will allow GTCC holders to view and pull their GTCC statements in order to ensure the correct amount of payment is sent to their GTCC via DTS.

(3) Authorization Timeline Submission. Travelers shall submit their authorizations at least 5 working days in advance of travel. Short fused (under 5 days) mission essential TAD requires prior approval of the 15th MEU Executive Officer.

(4) Voucher Timeline Submission. In accordance with reference (o), voucher submissions are required to be submitted within 5 working days of completion of travel. The 15th MEU reserves the right to zero balance vouchers not submitted in a timely fashion.

(5) Forms. All forms listed herein are available online, on the 15th MEU Share Point site: <https://ips.usmc.mil/sites/15thmeu/ce/s1>, or from the 15th MEU Forms Management Officer or Adjutant.

b. Logistics

(1) Authorization and Voucher Route Lists. Effective 1 March 2012, all 15th MEU travelers will use the CPEN route list to submit DTS Authorizations and Vouchers.

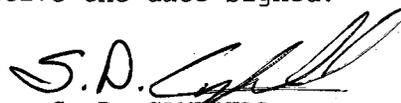
(2) Local Vouchers. Local vouchers are used for official travel mileage re-imbusement when a government vehicle is not available or a re-imbusement is more beneficial to the government. Local vouchers will be submitted to the MEU Supply Officer and will include substantiating documentation that validates the local travel.

(3) Outside of the Continental United States Travel (OCONUS). OCONUS travel may require clearance submissions and approvals. All travelers expecting to conduct OCONUS TAD travel need to contact the MEU Adjutant (MSEs, their MSE Adjutant) to ensure the required country and or theater clearances are submitted in the appropriate timeline. Normal submission timeline for country and/or clearance requests is 30 days from the date of travel. Justification for requests submitted inside the 30 day window is required.

5. Command and Signal

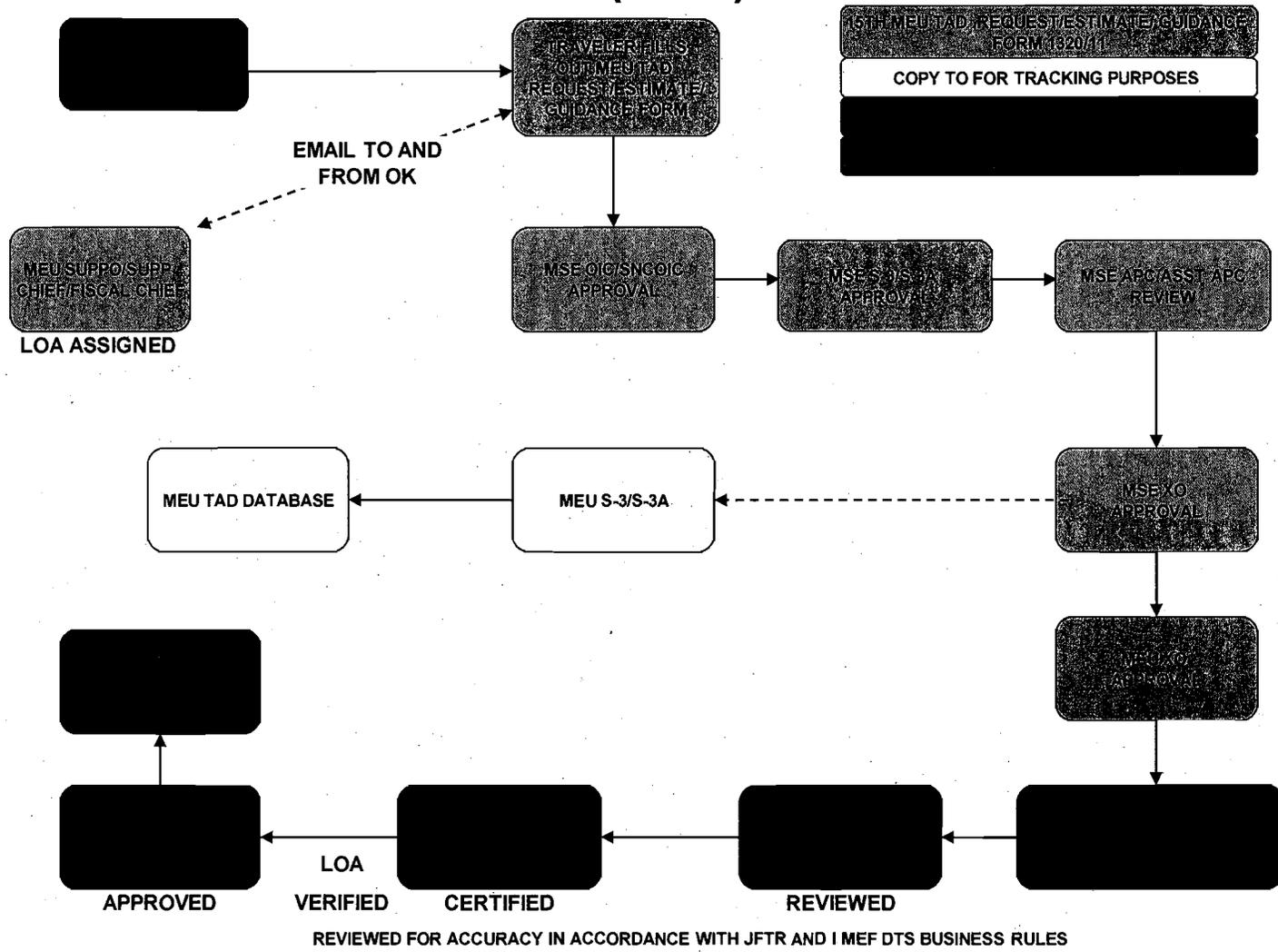
a. Command. This Order is applicable to all members permanently assigned or temporarily attached to the 15th MEU, its attachments, and MSEs upon composite.

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


S. D. CAMPBELL

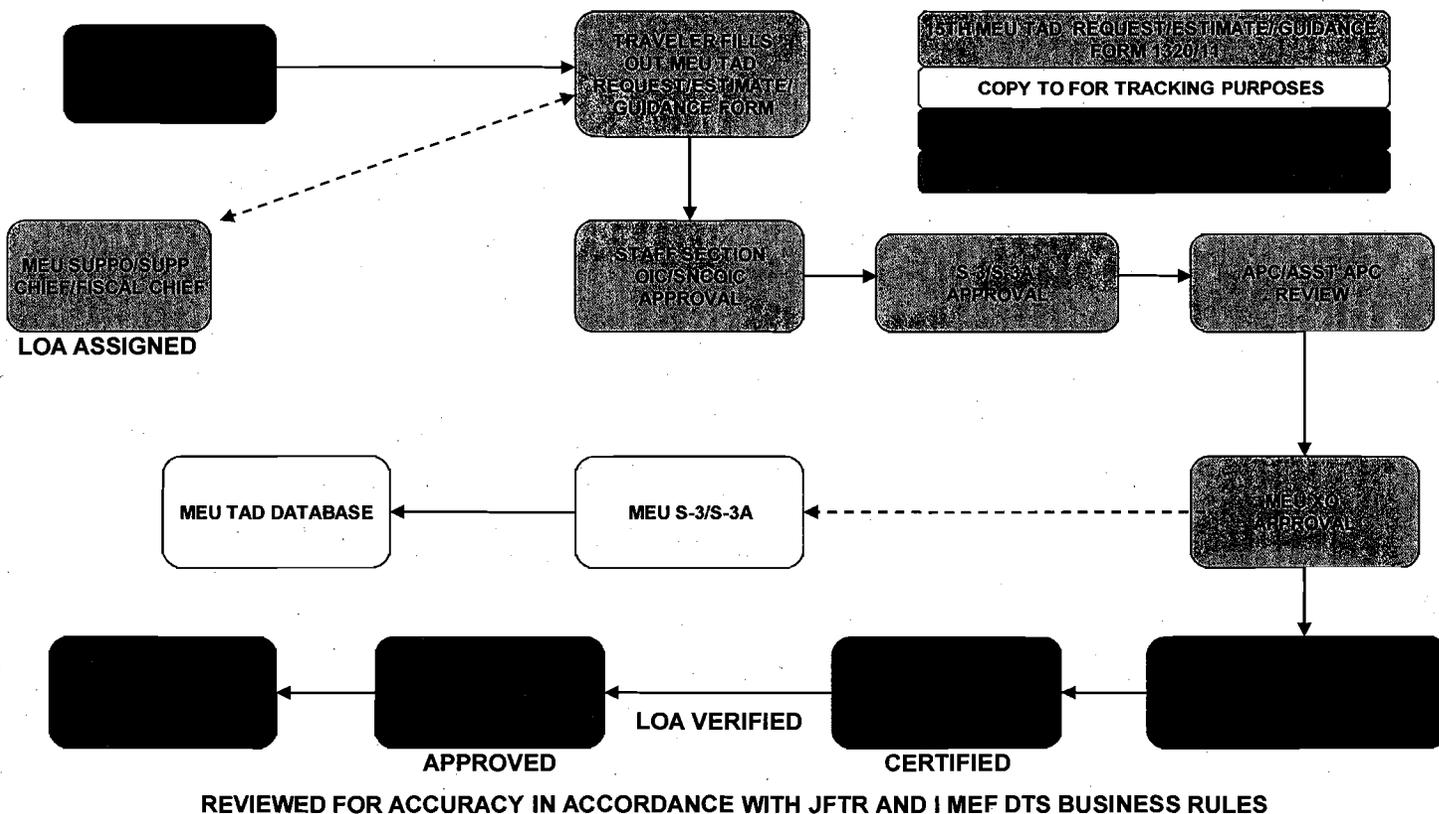
DISTRIBUTION: A

TAD REQUEST FLOW (MSE)



2 3 MAR 2012

TAD REQUEST FLOW (CE)



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Virtually There eInvoice

WDMRMR406220 Unclassified

Virtually There - Your Itinerary - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Home Search Favorites

Address <https://www.virtuallythere.com/new/login.html> Go

eTicket Receipt(s)
0377875145414 - SUMME/R

October 19
Tuesday

DEFENSE TRAVEL SYSTEM

Notes

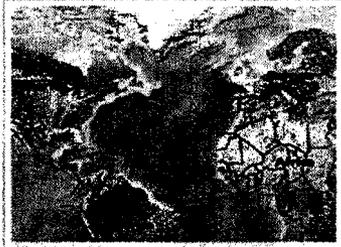
RESERVED SEATS SUBJECT TO CANCEL 30MIN BEFORE DEPT
FOR BAGGAGE RESTRICTIONS CHECK SPECIFIC AIRLINES

HOURS OF OPERATION 0800-1630PST.
 GOV RESERVATIONS-PHONE.....858-689-4756
 GOV RESERVATIONS-FAX.....858-689-8048
 GOV RES-MAIL.....MCASMIRAMAR/AT/CWTSATOTRAVEL.COM
 LEISURE RESERVATIONS.....800-755-5670 OPTION 3*
 EMERGENCY ASSISTANCE 24 HOURS.....800-827-7777
 EMERGENCY WORLDWIDE COLLECT.....210-877-6828

TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO
WWW.CWTSATOTRAVEL.COM

NEXT STEPS

- Print Itinerary
- Save as PDF
- Send to TripCase
- E-mail Itinerary
- View eTicket Receipt
- View Invoice
- Add to My Trips

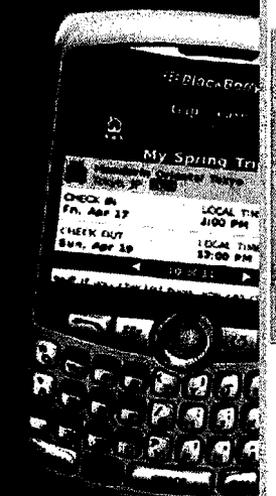


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Maps | Directions

Period.

trip case



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Virtually There Invoice Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address <https://www.virtuallythere.com/new/einvoice.html> Go

Flight: US AIRWAYS 192

From	PHOENIX, AZ	Departs	8:05pm
To	SAN DIEGO, CA	Arrives	9:18pm
Departure Terminal	4	Arrival Terminal	2
Duration	01hr(s) 13min(s)	Class	Economy
Type		Meal	
Stops	Non Stop		

DATE: Tue, Oct 19

Others

INFORMATION
DEFENSE TRAVEL
SYSTEM

Ticket Information

Ticket Number US 7875145414

Billed to:	[REDACTED]	* 240.80
		SubTotal 240.80
		Net Credit Card Billing * 240.80

		Total Amount Due 0.00

RESERVED SEATS SUBJECT TO CANCEL 30MIN BEFORE DEPT
FOR BAGGAGE RESTRICTIONS CHECK SPECIFIC AIRLINES

HOURS OF OPERATION 0800-1630PST.

Done Internet

start [Icons] 9:45

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MISCELLANEOUS STATEMENT IN LIEU OF RECEIPTS

Last Name _____ First Name _____ Middle Initial _____

Rank _____ SSN _____

I hereby certify that the expense(s) claimed below was/were actually incurred and that the receipt was (check one):

- impractical to obtain
 inadvertently lost or destroyed

I further certify that the amount claimed includes **only** that expense (i.e. plane ticket, rental car, etc.) and no other. I understand that the information furnished **may be investigated** for validity.

1. Type of receipt (check one):

- Air Fare
 Bus Fare
 Rental Car
 Limo/Shuttle/Taxi
 Registration/Conference Fee
 Other _____

2. Name of business: _____

3. Inclusive date(s) of expense: from _____ to _____

4. Amount claimed: _____

5. If for transportation:

point of departure _____ arrival _____

Member's Signature _____ Date _____

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STATEMENT IN LIEU FOR LODGING RECEIPTS / SHARED ROOM STATEMENT

Last Name: _____ First Name: _____ MI _____
SSN: _____ Rank: _____

Name of Hotel: _____

Address: _____

Daily rate: \$ _____ Taxes: \$ _____

Dates: _____ to _____

Total amount covered by this statement \$ _____

I shared a room with _____ . This person was / was not on funded orders.

_____ Shared room statement N/A

I am submitting this statement in Lieu of unavallable and, or lost receipts. I make the foregoing certification with the full knowledge of the penalties for willfully making a false statement (13 USC 1001) Understand that if any portion of this claim is determined to be a fraudulent, payment for the entire claim may be denied.

Signature: _____

Print name

Date

Enclosure (4)