



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

MEUO 4650.1A  
Adj  
23 JUL 2013

MARINE EXPEDITIONARY ORDER 4650.1A

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. Cancellation. MEUO 4650.1.

3. 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.

4. 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

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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 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 that are Non-DTS Entry Agents (NDEA) are trained and assigned 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 and voucher in a timely manner.

(3) Approving Officials (AO) / Routing Officials (RO)

(a) Complete required DTS training:

1. I MEF AI/RI/CO Training
2. AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL)
3. AO/RO - The DTS Approval Process, and
4. Program & Policies - Travel Policies

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3. AO/RO - The DTS Approval Process, and

4. Program & Policies - Travel Policies

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

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

(d) 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; especially important are any changes to Electronic Funds Transfer (EFT) or GTCC information.

(c) Complete DTS 101 and Travel Card 101. These training requirements are available on the Defense Travel Management Office website (<https://www.defensetravel.dod.mil/Passport/bin/Passport.html>). Ensure a copy of training certificates are provided to the MEU S-1.

(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.

(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) Ensure all members of the command have a DTS account and up-to-date profile with all EFT and GTCC account information.

(c) Upon the composite of the MEU, ensure DTS AOs adjust route lists for authorizations, vouchers and local vouchers, adding the 15th MEU Adjutant and Administrative Chief as AO. MSEs AOs will become Reviewing Officials in each route list.

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(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 copy of the eInvoice indicating the flight and its price. For vouchers, all travelers, regardless of CTO/the DTS purchase options, shall upload the receipt (eInvoice) of their flight from [www.virtuallythere.com](http://www.virtuallythere.com) as a substantiating record. The eInvoice shows a zero balance. Enclosure (2) provides an example and information of how to obtain the eInvoice from Virtually There.

(8) Rental Vehicles and Personally Owned Vehicles

(a) Rental vehicles, when approved by the 15th MEU Executive Officer through the TAD Request, shall be limited to a 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.

(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

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[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) TAD may only be authorized if mission essential and requires 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>, on the 15th MEU shared drive, 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.

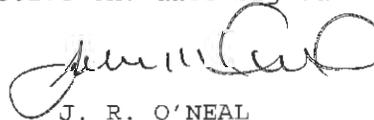
(2) Local Vouchers. Local vouchers are used for official travel mileage re-imbursement when a government vehicle is not available or a re-imbursement is more beneficial to the government. Local vouchers will be submitted to the MEU Supply Officer and will include substantiating documentation that validates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

(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 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. Country and theater clearance requests shall be submitted via the Aircraft and Personnel Automated Clearance System (APACS) website: <https://apacs.dtic.mil/apacs/>.

6. 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.

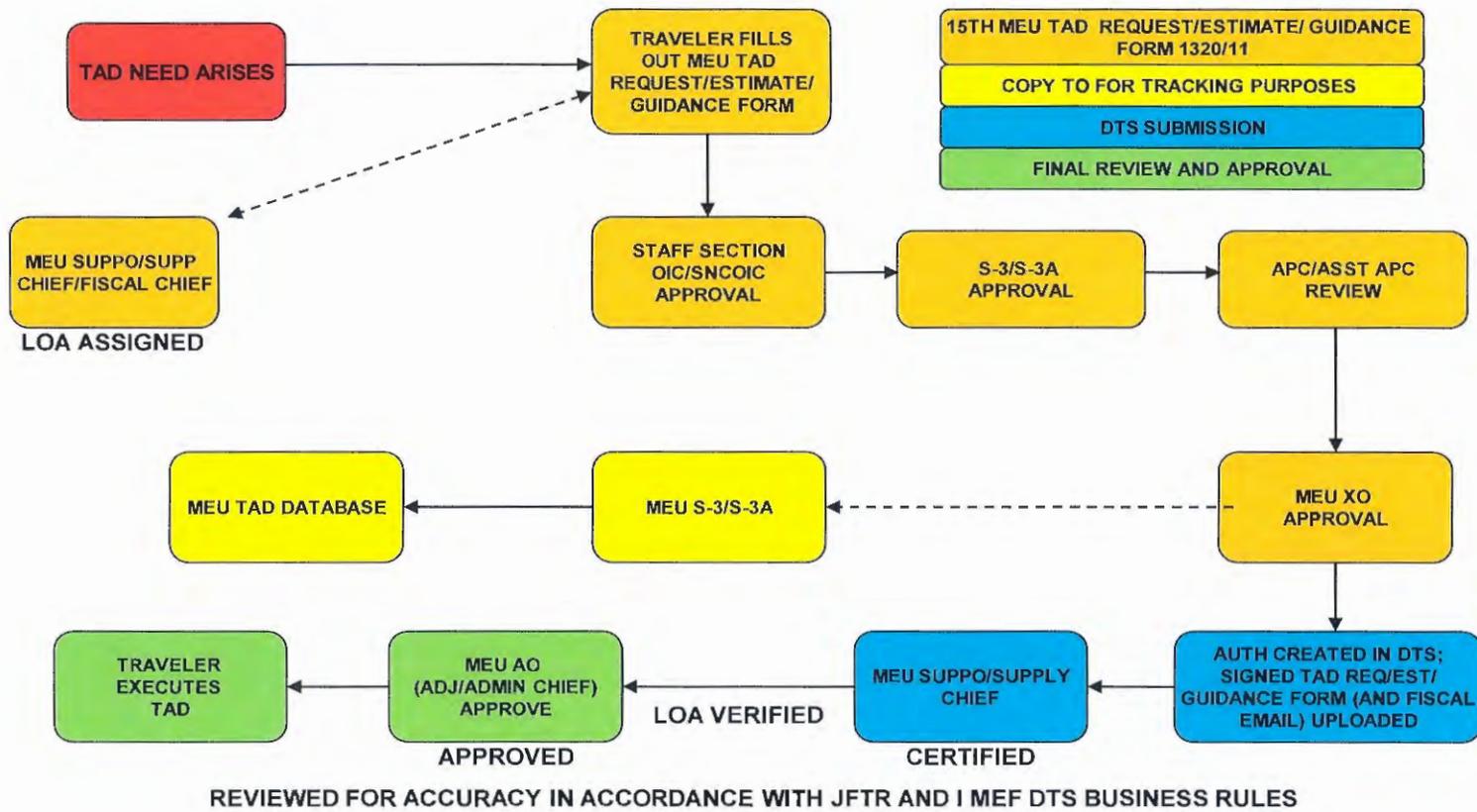
b. Signal. This Order is effective the date signed.



J. R. O'NEAL

DISTRIBUTION: A

# TAD REQUEST FLOW (CE)



WDMRMR406220

Unclassified

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

File Edit View Favorites Tools Help



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

eTicket Receipt(s)  
0377875146414 - SUMME/R

The "View Invoice"  
Has the correct receipt  
It shows to what payment method it was settled  
to and amount and that the balance due is  
ZERO.  
Example follows on next page.

October 1  
Tuesday

NEXT STEPS

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



Open Interactive Map

Maps | Directions

Period.

trip case

Click to see details

Information

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.....958-689-8048  
 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](http://WWW.CWTSATOTRAVEL.COM)

Done

Internet



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Virtually There - EInvoice - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

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

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**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:** ██████████ 00000000X

	<b>* 240.80</b>
SubTotal	<b>240.80</b>
Net Credit Card Billing	<b>* 240.80</b>
-----	
<b>Total Amount Due</b>	<b>0.00</b>

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

HOURS OF OPERATION 0800-1630PST.

Done Internet

start Inbo... Defe... Defe... Expla... SB - ... N:\m... Micro... Defe... Virtu... 9:45

This invoice must be included in the Voucher to verify total paid by the GOVCC.

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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 \_\_\_\_\_