



DefenseTravel
Management Office

Travel Policy Compliance Tool User Guide

Defense Travel Management Office Compliance and Training Branch

December 2024

Version 2.4



Table of Contents

| | |
|--|-----------|
| Revision History | 3 |
| Chapter 1: Introduction | 4 |
| Chapter 2: Background | 5 |
| 2.1 Congressional Mandate | 5 |
| 2.2 Travel Policy Compliance Tool | 5 |
| 2.3 Compliance Tool Lifecycle | 6 |
| Chapter 3: Compliance Tool Administrator | 7 |
| 3.1 Compliance Tool Administrator Training | 7 |
| 3.2 Appointment | 7 |
| 3.3 Responsibilities | 7 |
| 3.4 Knowledge Levels | 8 |
| 3.5 Compliance Tool Usage | 9 |
| Chapter 4: Navigating the Compliance Tool | 10 |
| 4.1 Accessing the Compliance Tool | 10 |
| 4.2 Basic Navigation of the Compliance Tool | 10 |
| 4.3 Record Lookup | 11 |
| 4.3.1 Record Lookup Search Criteria | 11 |
| 4.3.2 Record Lookup Search Results | 12 |
| 4.3.3 Exporting Record Lookup Search Results | 13 |
| 4.4 Admin Access | 14 |
| Chapter 5: Granting and Removing Compliance Tool Access | 15 |
| 5.1 Granting Access to Another Person | 15 |
| 5.2 Removing Access from Another Person | 16 |
| 5.3 CTA Access Report | 17 |
| Chapter 6: Working a Compliance Tool Record | 19 |
| 6.1 Overview | 19 |
| 6.2 Locating a Record | 19 |
| 6.3 Records Labelled \$10.00 or Less | 19 |
| 6.4 Working an Open Record | 19 |
| 6.5 Applying Manual Statuses | 20 |
| Chapter 7: Debt Management | 22 |
| 7.1 Debt Management and the Compliance Tool | 22 |
| 7.2 Travel Debts of \$10.00 or Less | 22 |
| 7.3 Travel Debts Greater than &10.00 | 22 |
| Chapter 8: Compliance Tool Best Practices and Troubleshooting | 23 |

- 8.1 How Often to Look up Compliance Tool Records23
- 8.2 Compliance Tool Email Notifications23
- 8.3 Compliance Tool Misidentified an Expense as an Error.....24
- 8.4 Records Belonging to Travelers Who Are No Longer in Your DTS Organization24
 - 8.4.1 Traveler Who Performed a Permanent Change of Station24
 - 8.4.2 Traveler Who Separated from Government Service25
- 8.5 Records with Cross-Organizational Funding25
- 8.6 Manually Decreasing the Error Amount26
- Appendix A: Compliance Tool Queries (A - Z)..... 27**
- A.1 CONUS Laundry27
- A.2 Duplicate Lodging27
- A.3 Duplicate Rental Vehicle.....28
- A.4 Excess Lodging.....28
- A.5 OCONUS Foreign Lodging Tax29
- A.6 Government Quarters Used but Maximum Lodging Rate Claimed.....29
- A.7 Government Quarters Used but Maximum Lodging Rate Claimed (Version 2)30
- A.8 OCONUS Laundry30
- A.9 Overpaid Off-Base Lodging: Foreign OCONUS30
- A.10 Overpaid Off-Base Lodging: Foreign OCONUS (Version 2)31
- A.11 Personal & Mission Expenses31
- Appendix B: Error Statuses 32**
- Appendix C: Glossary 34**
- Appendix D: Additional Resources..... 36**

Revision History

| Revision | Date | Authorization | Change Description | Page, Section |
|----------|----------|---------------|---|--|
| 2.2 | 04/21/24 | DTMO | Converted CT User Guide to the new 508 complaint template | All |
| 2.2 | 05/21/24 | DTMO | Updated screenshots for Admin Access Screen; Added Access Levels | Chapter 8, Section 8.1 |
| 2.3 | 05/23/24 | DTMO | Updated CONUS Laundry Regulation | Appendix A |
| 2.4 | 10/22/24 | DTMO | Converted the document to the new 508 template Added new image Added new images Added new image Update Read only access Updated wording to support DTS and Compliance Tool changes Added Appendix C Added Appendix D | All Page 3 Pages 4 - 5 Page 6 Page 9 Throughout Pages 26 - 28 Pages 29 – 31 |
| 2.4 | 12/17/24 | DTMO | Division Chief Signature | |

X RIDENOUR.JOEL.T.1
123943836

Digitally signed by
RIDENOUR.JOEL.T.1123943836
Date: 2024.12.17 14:52:59 -05'00'

Joel Ridenour
Division Chief, Policy, Compliance, Travel Div

Chapter 1: Introduction

The purpose of this guide is to provide direction for **Compliance Tool Administrators (CTAs)** who manage the **Travel Policy Compliance Tool (CT)**. The [Defense Travel Management Office \(DTMO\)](#) website provides access to the regulations and publications for travel policy, the [Defense Travel System \(DTS\)](#), DoD financial procedures, and the Compliance Tool (CT) available through the Passport portal.

The DTMO website also offers an abundance of training (i.e., [Travel Explorer \(TraX\)](#) Web-based trainings [WBTs]) and resources (i.e., guides, manuals, information papers, trifold) to support DTS users: Defense Travel Administrators (DTAs), Routing Officials (ROs), Authorizing Officials (AOs), Non-DTS Entry Agents (NDEAs), and travelers. By understanding how DTS works and following the required travel policy, this *should lessen* the amount of errors found by the Compliance Tool (CT) thus reducing the workload of CTAs, AOs, and travelers.

Here are a list of policy and travel related resources:

- [Travel Policy Compliance Program](#)
- [Travel Policy Compliance Tool User Guide](#)
- [Joint Travel Regulations \(JTR\)](#)
- [DoD Financial Management Regulations \(FMR\)](#)
- [DoD Guidebook for Miscellaneous Payments](#)
- [DTS Regulations](#)
- [GTCC Regulations](#)
- [DTS Financial Field Procedures Guide](#)
- [DoD Defense Travel System \(DTS\) Best Practices Guide](#)
- [Defense Travel Administrator's \(DTA\) Manual](#)
- [DTS Guides 1-5](#)
- [What is a Valid Receipt](#)
- [Authorizing Official Checklist](#)
- [Guide for Managing Travel-Incurred Debt](#)
- [Understanding a Travel Debt](#)



Figure 1-1: DTMO Website

CTAs please contact your MAJCOM or HHQ for further guidance.

In this guide, all instances of the term "Compliance Tool" refer to the Travel Policy Compliance Tool. This guide's intended audience are CTAs. Throughout this guide, "you" indicates a CTA action. The arrows > and italicized text indicate areas where local business processes should be inserted.

Chapter 2: Background

2.1 Congressional Mandate

In the [National Defense Authorization Act \(NDAA\) for Fiscal Year 2012](#), Congress directed the Secretary of Defense to establish a program that enforces travel policy compliance and minimizes improper travel claims. Accordingly, the Defense Travel Management Office (DTMO) implemented the [Travel Policy Compliance Program](#) (Figure 2-1) on behalf of the Department.

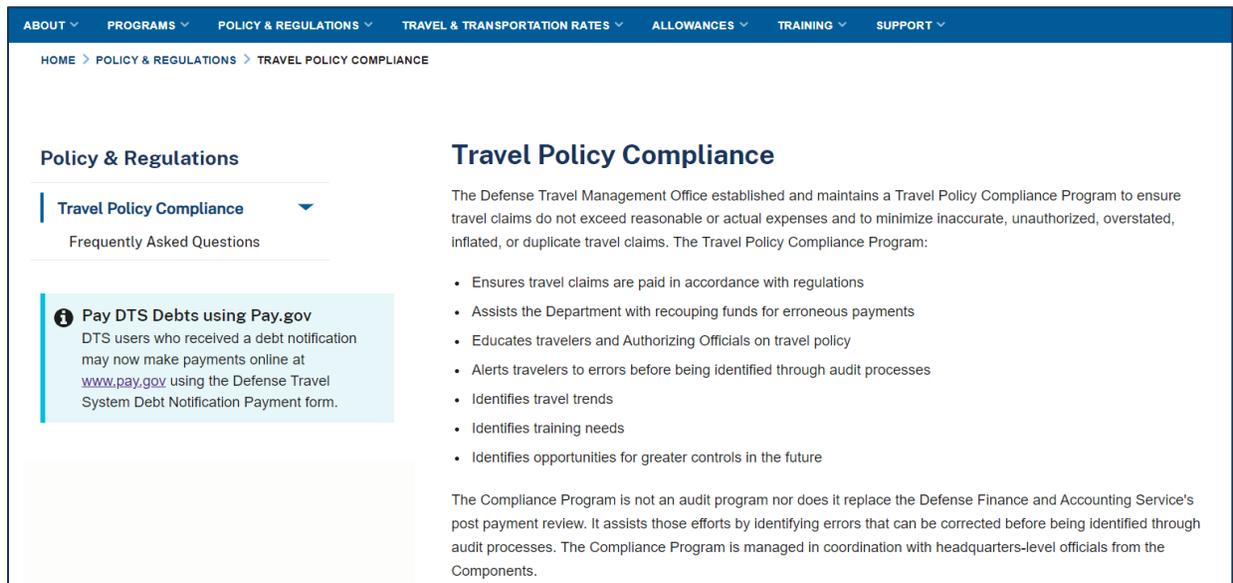


Figure 2-1: DTMO Website - Travel Policy Compliance

2.2 Travel Policy Compliance Tool

In keeping with the intent of the NDAA, the DTMO develops and maintains functional oversight of the Compliance Tool. The Compliance Tool is an enterprise-level tool that reviews all [Defense Travel System \(DTS\)](#) vouchers for adherence to DoD travel policy. Under Secretary of Defense (Comptroller) guidance requires that each DoD Component is responsible for administering the Compliance Tool and developing any policies or standard procedures regarding Compliance Tool administration.

Given the breadth of DoD travel policy defined in the [JTR](#), [DoD FMR](#), and Component or organizational travel policy, the Compliance Tool cannot ensure adherence to every travel policy requirement. Instead, the Compliance Tool targets adherence to specific policies. Based on Component input and data trends, the Compliance Tool will incrementally expand its scope to identify more and more DTS improper payments. For a listing of the latest queries used in the Compliance Tool, see [Appendix A](#) of this guide. There are some resources provided on the [Travel Policy Compliance Program Home](#) page (Figure 2-2) to help CTAs.

The [Travel Policy Compliance Program](#) is not an official DTS voucher audit. Therefore, the Compliance Tool does not replace or override any existing audit procedures, such as [Defense Finance & Accounting Service \(DFAS\) Post-Pay Review \(PPR\)](#) Audits or any locally-mandated DTS voucher audits.

Compliance Resources

- [Travel Policy Compliance Tool User Guide \[PDF, 35 pages\]](#)
- [Guide to Managing Travel-Incurred Debt \[PDF, 62 pages\]](#)
- [Understanding A Travel Debt \[PDF, 4 pages\]](#)
- [Making Changes to DTS Documents \[PDF, 14 pages\]](#)

[All Training >](#)

The Compliance Program is not an audit program nor does it replace the Defense Finance and Accounting Service's post payment review. It assists those efforts by identifying errors that can be corrected before being identified through audit processes. The Compliance Program is managed in coordination with headquarters-level officials from the Components.

Travel Policy Compliance Tool

The Compliance Program employs an automated application, known as the Travel Policy Compliance Tool, to review all Defense Travel System vouchers in near real time and identify potential improper payments, including duplicate payments. When a potential error is identified, the tool sends an email to the traveler, non-DTS Entry Agency (NDEA) if applicable, and the Authorizing Official (AO) that approved the voucher with instructions for correcting the error. The tool continues to send reminder emails until action is taken to resolve the error or justification is provided as to why the payment was valid. Additionally, the tool includes a user interface that provides Service and Agency points of contact with access to a reporting and records management capability that will allow for tracking and monitoring of vouchers that have been identified as having a potential error.

Per memorandum titled "[Implementation of the Department of Defense Travel Pay Remediation Plan](#)," dated July 18, 2013, the use of the Travel Policy Compliance Tool is mandatory for all Defense Travel System users. The Compliance Tool is also part of DoD's Improper Payment Recovery Program, required by the Improper Payments Elimination and Recovery Act 2010 (IPERA) and elaborated in the USD(C) Memorandum titled "[Preventing Improper Payments and Enforcing Recovery](#)."

Figure 2-2: DTMO Website - Travel Policy Compliance Resources

2.3 Compliance Tool Lifecycle

The Compliance Tool reviews approved DTS vouchers twice-weekly and checks them for policy compliance (Figure 2-3). If a query identifies an improper payment, the Compliance Tool opens a record to document the potential error and then emails the traveler and the Authorizing Official (AO) that approved the DTS voucher. If a Non-DTS Entry Agent (NDEA) submitted the voucher on behalf of the traveler, the Compliance Tool will also email the NDEA.

The traveler is responsible for amending the voucher to remove any improper payments unless the error is \$10.00 or less, or an administrative error. The traveler can either amend the voucher or ask their NDEA for assistance. After the AO approves the amended voucher, the traveler is responsible for repaying the Government for the overpayment.

As the traveler, NDEA, and the AO amend the voucher, the Compliance Tool automatically updates the associated record. Once the voucher complies with policy and all associated debts are satisfied, the Compliance Tool closes the record.



Figure 2-3: Summary of Compliance Tool Lifecycle

Chapter 3: Compliance Tool Administrator

3.1 Compliance Tool Administrator Training

All newly appointed Compliance Tool Administrators are required to complete and pass the Compliance Tool Administrator Web Based Training in TraX prior to being appointed as Compliance Tool Administrators (Figure 3-1).

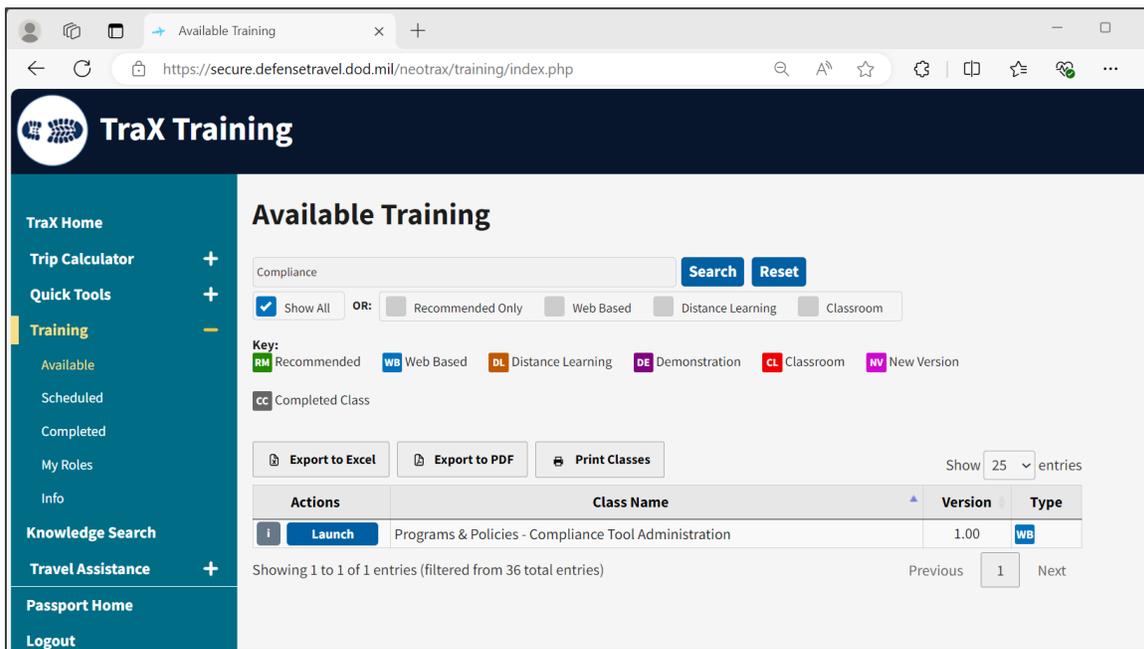


Figure 3-1: TraX Available Training Screen

3.2 Appointment

Each Component must establish its own procedures for appointing CTAs. Each Component may delegate this responsibility to individual organizations.

- Check with your Component for specific CTA appointment requirements.

The CTA role is not linked to a particular DTS role. For example, a CTA is not required to be a Defense Travel Administrator (DTA) or a Debt Management Monitor (DMM). Likewise, not every DTA is required to be a CTA.

The Compliance Tool does not permit CTAs to certify payments on behalf of the Government. Therefore, CTAs are not considered AOs and should not be appointed on *DD Form 577*. DoD regulations do not prohibit contractor personnel from serving as CTAs.

3.3 Responsibilities

In general, CTAs are responsible for:

- Examining Compliance Tool records for accuracy.
- Tracking Compliance Tool records to ensure that travelers and AOs are correcting vouchers in a timely manner.

- Looking up Compliance Tool records belonging to their organization and any sub-organizations.
- Troubleshooting Compliance Tool false-positives. A false-positive is a record incorrectly identified by the Compliance Tool as an error.
 - *If a record contains a false-positive, consult your Service or Agency Headquarters level CTA for them to take appropriate action.*
- If authorized, granting administrator privileges to other personnel.
 - *You should consult your Component guidance before granting access to another person, and only grant Compliance Tool access to qualified personnel.*

3.4 Knowledge Levels

CTAs should have a strong knowledge of DoD travel and finance policy (e.g., the *JTR*, the *DoD FMR*, and Component-specific regulations) and DTS functionality. The CTA can use the **Training Search Tool** to find travel related and DTS resources to increase their travel knowledge. They can **Login to DTS** to lookup a document (Figure 3-2) for current status, if their profile is setup with the proper access.

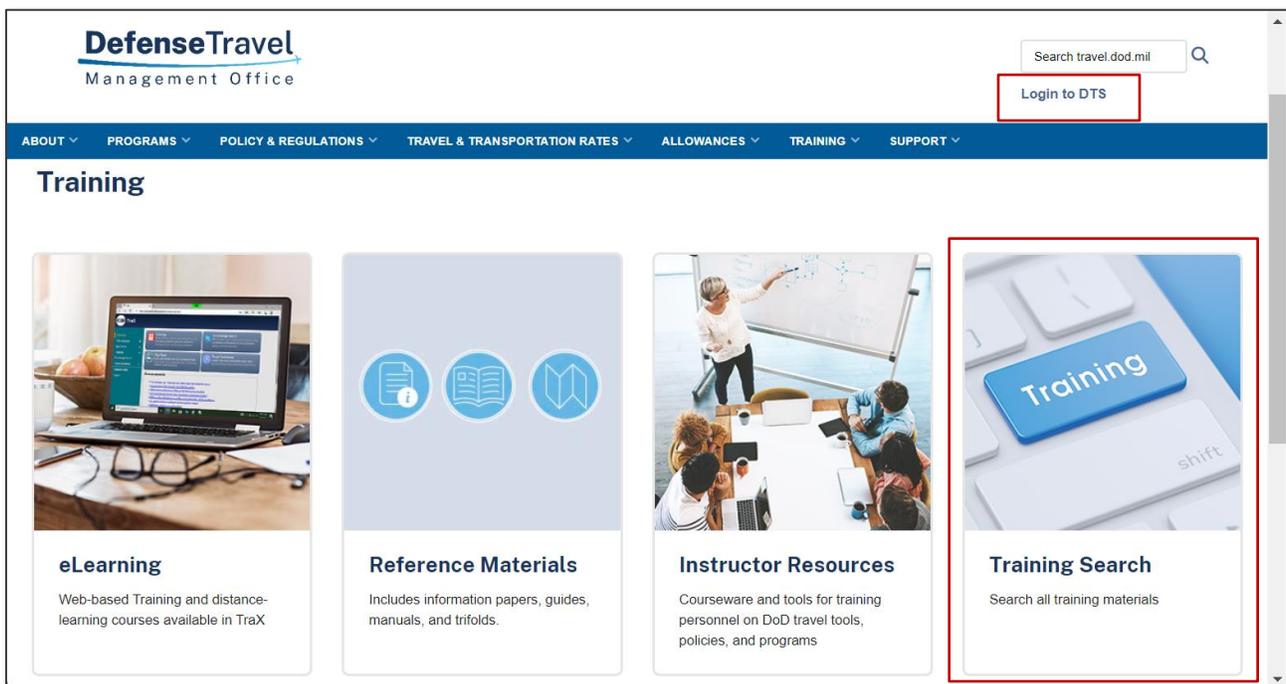


Figure 3-2: DTMO Website Training Page - DTS Access Link

Recommended knowledge includes, but is not limited to:

- How to locate travel policies in the *JTR* and the *DoD FMR*.
- How to amend vouchers.
- How vouchers route for review and approval.
- How the debt management lifecycle works.
 - *Debt management procedures vary by organization.*

3.5 Compliance Tool Usage

In Table 3-1, we provide the *Four* types of Compliance Tool access:

1. **Super** – DTMO Use Only
2. **Admin** – Granted to the Service or Agency Headquarters, so they can grant Compliance Tool access to others, manually change a record status, and write comments.
3. **Write** – Granted to unit level CTAs, so they can grant access to others and write comments.
4. **Read** – Granted by Service or Agency Headquarter and unit level CTAs on a case by case basis only.

See *Section 8.1* for information on granting access to other people.

Table 3-1: Compliance Tool Access

| COMPLIANCE TOOL ACCESS | | | |
|------------------------|---|--------------------------------------|---|
| ROLE | DESCRIPTION | PERSONAL WHO USE THE ACCESS | ADMIN SCREEN BEHAVIOR |
| Super | Update all the records associated to the organizations & access to email functionality. | DTMO | List of user roles displayed: <ul style="list-style-type: none"> • Super • Admin • Write • Read |
| Admin | Update all the records associated to the organizations. | Service or Agency Headquarters | List of user roles displayed: <ul style="list-style-type: none"> • Admin • Write • Read |
| Write | Read the records and update the comments. | Unit Level CTAs | List of user roles displayed: <ul style="list-style-type: none"> • Write • Read |
| Read | Read the information in the record. | Some CTAs: <i>case by case basis</i> | Cannot grant access, update the org or user access role. |

Chapter 4: Navigating the Compliance Tool

4.1 Accessing the Compliance Tool

You access the Compliance Tool through the [DTMO Passport](#) – the same web portal used for accessing Travel Explorer (TraX).

After logging into the *DTMO Passport*, select the **Compliance Tool** button on the **Passport Access** screen (Figure 4-1).

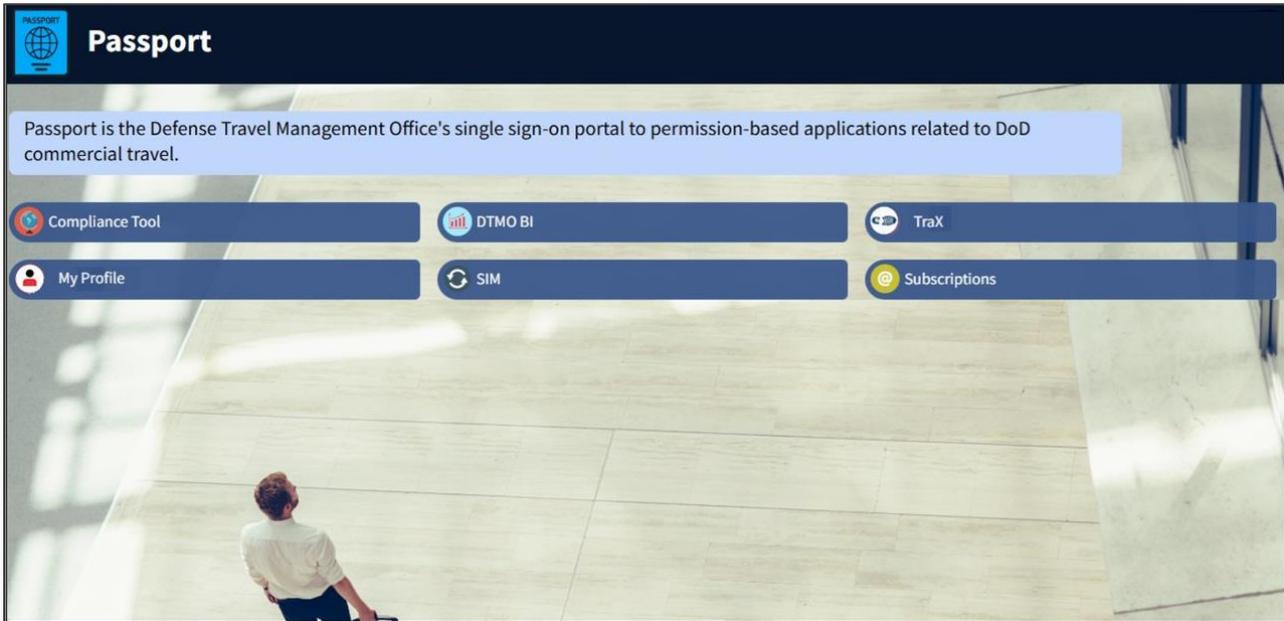


Figure 4-1: Passport Access Screen with Compliance Tool Icon

4.2 Basic Navigation of the Compliance Tool

The Compliance Tool Home screen offers three navigation options along with three shortcuts (Home, DTS, and Passport) (Figure 4-2):

- **Record Lookup.** Allows retrieval of the Compliance Tool records belonging to your organization.
- **Admin.** Provides the ability to grant Compliance Tool access to others.
- **Reports.** Determines the total number of errors and total balance of errors for your organization.

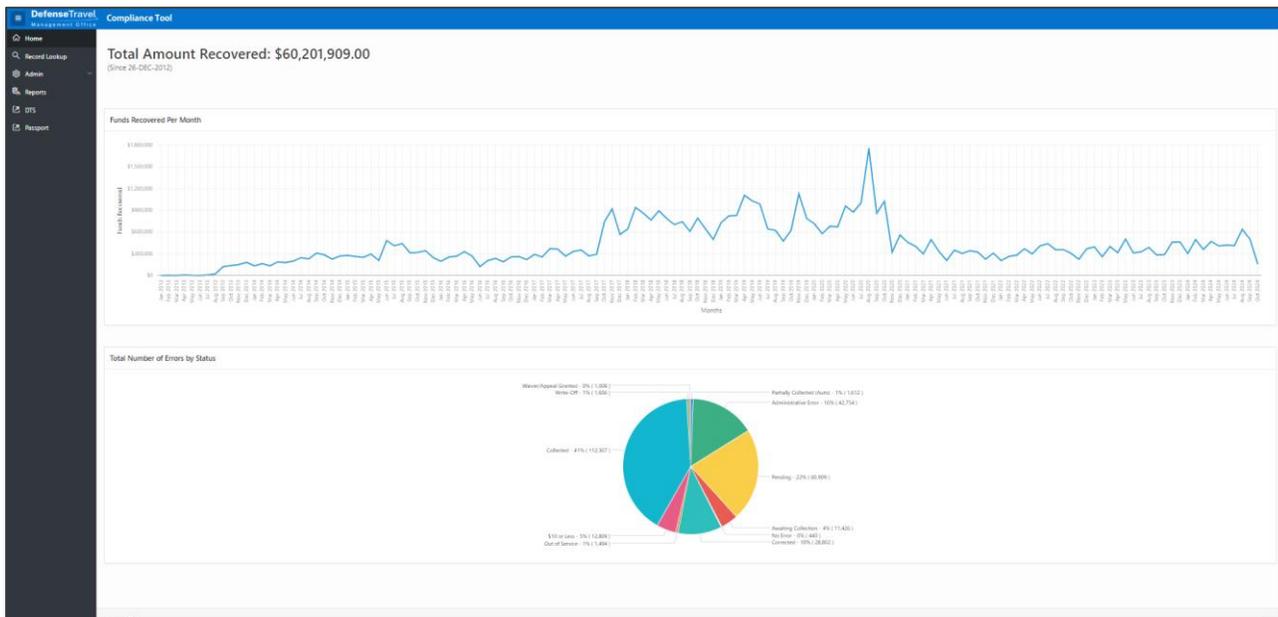


Figure 4-2: Compliance Tool Home Screen

Except for the **Home** screen, every Compliance Tool screen has a shortcut toolbar to improve navigation to other Compliance Tool screens (Figure 4-3).

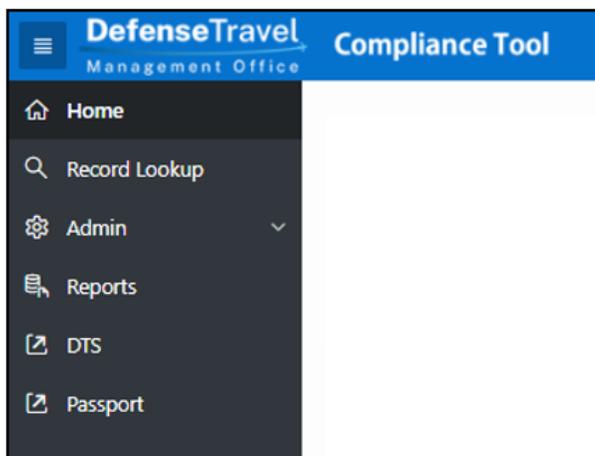


Figure 4-3: Compliance Tool Shortcut Navigation Toolbar

4.3 Record Lookup

The **Record Lookup** section is where you search for and retrieve Compliance Tool records for your organization.

4.3.1 Record Lookup Search Criteria

You can seek out records using any of the following search criteria (Figure 4-4):

- **DTS TANUM** – search for a record associated with a specific voucher. A Travel Authorization Number (**TANUM**) is a unique identifier assigned by DTS when the Authorizing Official (AO) approves a travel document.

- **Total Error \$ Range** – search for records associated with a total error amount.
- **Record Status** – search for records based on the status of the record (i.e., Open, Closed, \$10 or Less).
- **Error Status (System)** – search for records based on a status automatically applied by the CT to one or more errors in a record. See *Appendix B* for a detailed description of each error status.
- **Error Status (Manual)** – search for records based on a status applied manually by a CTA to one or more errors in a records. See *Appendix B* for a detailed description of each error status.
- **CT Error** –search for records containing one or more potential error type. See *Appendix A* for the latest list of errors identified by the Compliance Tool.
- **DTS Org** – search for records associated with a specific DTS organization.
- **Fiscal Year** – search for records associated to a specific fiscal year.
- **Create Date Range** – search for records that contain errors identified during the date range you specify.
- **Traveler / NDEA / Authorizing Official Name** – search for records based on the personnel associated with the voucher.

After entering your search criteria, select the **View Results** button.

To lookup all your organization’s records, leave all search criteria blank and select the **View Results** button. This will look up all records, regardless of age, error type, or record status.

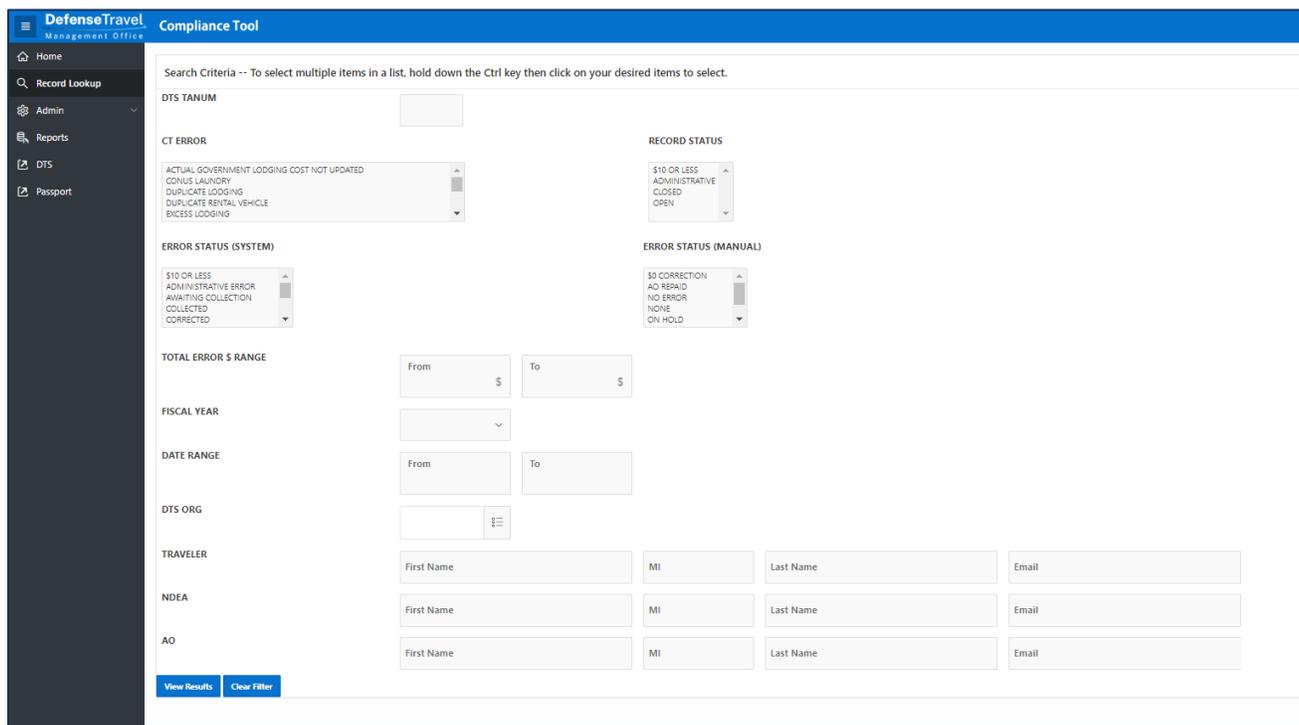


Figure 4-4: Generate Reports Search Filters

4.3.2 Record Lookup Search Results

The Compliance Tool displays records that meet the criteria identified in your search (Figure 4-5). Results display high-level details about each record. To view a record’s details, use your mouse to select the row.

| Record Status | TANUM | People | DTS Org | Error Type | Record Balance | Number of Errors | Age |
|---------------|--------|---|---------|--|----------------|------------------|-------|
| Open | 2188FQ | AO: JEROME BLANCK TRAV: JEROME BLANCK NDEA: JEROME BLANCK | | DUPLICATE LODGING PERSONAL & MISSION RELATED EXPENSES | \$208.13 | 2 | 1,388 |
| Open | 2188JC | AO: JEROME BLANCK TRAV: JEROME BLANCK NDEA: JEROME BLANCK | | DUPLICATE LODGING PERSONAL & MISSION RELATED EXPENSES | \$560.26 | 2 | 1,135 |
| Open | 2188Z6 | AO: JEROME BLANCK TRAV: JEROME BLANCK | | PERSONAL & MISSION RELATED EXPENSES | \$112.30 | 1 | 18 |
| Open | 2188FZ | AO: JEROME BLANCK TRAV: JEROME BLANCK | | DUPLICATE LODGING | \$989.96 | 1 | 39 |
| Open | 2188JL | AO: JEROME BLANCK TRAV: JOSEPH JEFFREY | | EXCESS LODGING | \$780.51 | 1 | 18 |

Figure 4-5: Generate Reports Search Results

4.3.3 Exporting Record Lookup Search Results

You can easily export your search results into a .csv file, which is compatible with Microsoft Excel and many similar programs. Exporting data into a .csv file is useful because it allows you to organize and analyze the data using standard spreadsheet tools.

To export your search results, select the **Actions > Download > CSV button** (Figure 4-6).

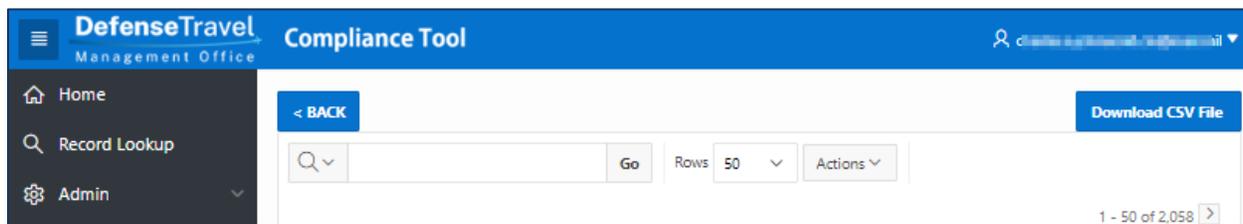


Figure 4-6: Generate Reports Search Results - Detail on Create Excel/CSV File Button

The exported file includes every detail of every record in your search results.

You can view the details of a record by selecting the record from your Record Lookup search results screen.

The page displays the status of the record (Open or Closed), the TANUM associated to the record, and an X button to close the pop-up and return to your search results (Figure 4-7).

Most of the record details are clustered under four headers and the number icons (e.g., 1) provide a reference that correspond with their positions in Figure 4-7:

Errors 1 – Displays the errors contained in the voucher by type (e.g., Excess Lodging), along with the amount and status of each error. In addition, for any error, CTA’s can enter or view comments. Only Service or Agency Headquarters and the DTMO Compliance Tool Program Managers may adjust the error amounts and use the Manual Status drop-down menu to override the system status.

DTS Information 2 – Displays information specific to the voucher, including the TANUM, the DTS travel document name, the trip locations, the trip dates, and the voucher status.

Contacts 3 – Displays the contact information of the traveler, the AO that approved the voucher, and (if applicable) the NDEA that submitted the voucher for the traveler. The Compliance Tool extracted the contact information from each DTS personal profile.

Record Notes 4 – Displays the age of the record, the email history (including dates of initial and latest emails), and a text field to enter general comments about the record.

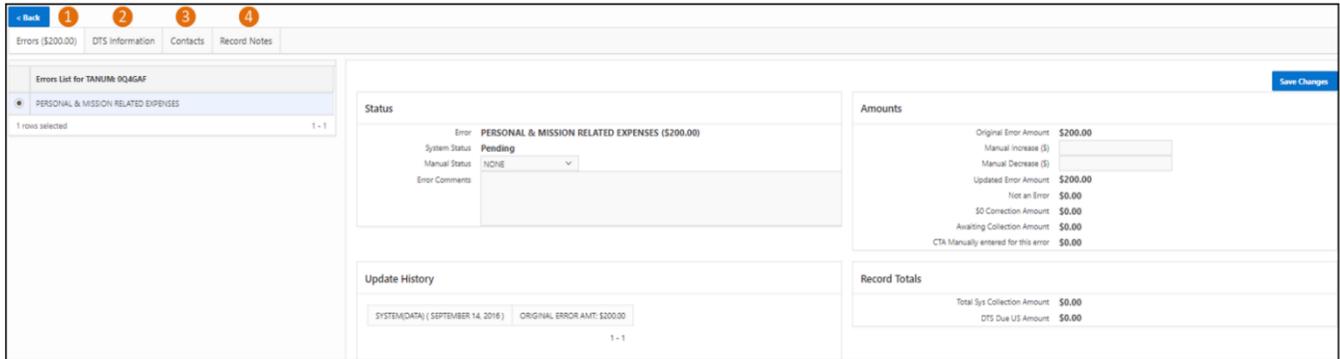


Figure 4-7: Record Details Pop-up Window

4.4 Admin Access

You can view your own Compliance Tool access and view other CTA’s access in your organization. If you are authorized, you can also grant other CTAs access.

You can view a list of the organizations to which you have Compliance Tool access by selecting the **Your Current CT Access** button on the **Admin Access** screen (Figure 4-8).

For more information on granting/removing Compliance Tool access, see *Chapter 5*.

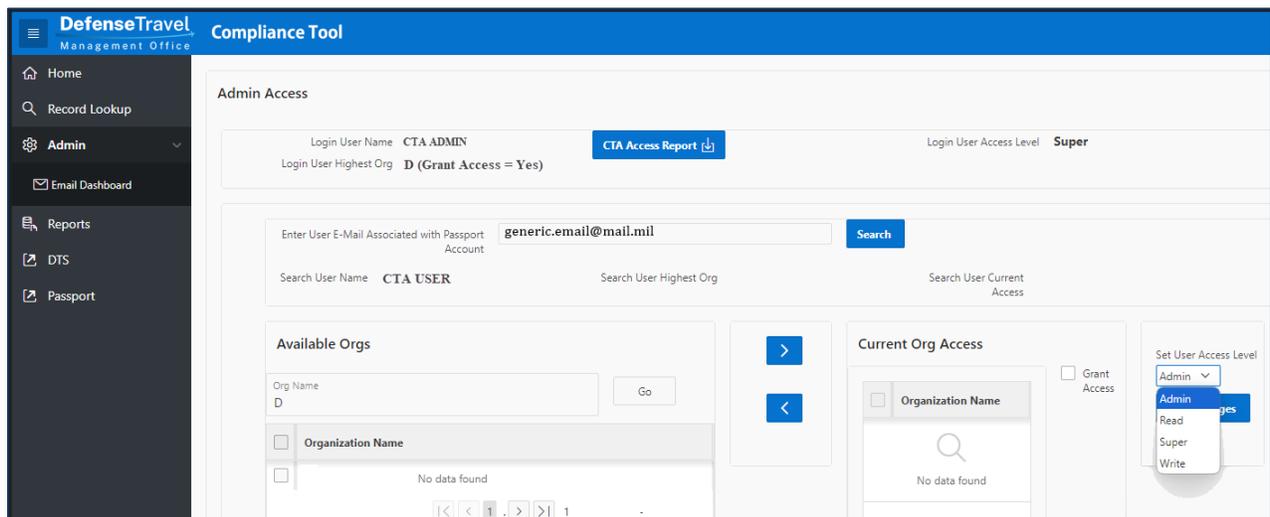


Figure 4-8: Admin Access Screen

Chapter 5: Granting and Removing Compliance Tool Access

5.1 Granting Access to Another Person

Compliance Tool access is granted via a CTA’s DTMO Passport account. Compliance Tool access is not granted via DTS.

➤ *Consult your Component guidance before granting Compliance Tool access.*

To grant Compliance Tool access to another person, you must already possess the ability to grant access. If you need the ability to grant access, consult with your Lead CTA or Headquarters level CTA.

Granting Compliance Tool access to an organization also allows the person to view records belonging to all associated sub-organizations.

To grant Compliance Tool access to another person (the 1 icons provide a reference that correspond with their positions in (Figure 5-1 and Figure 5-2):

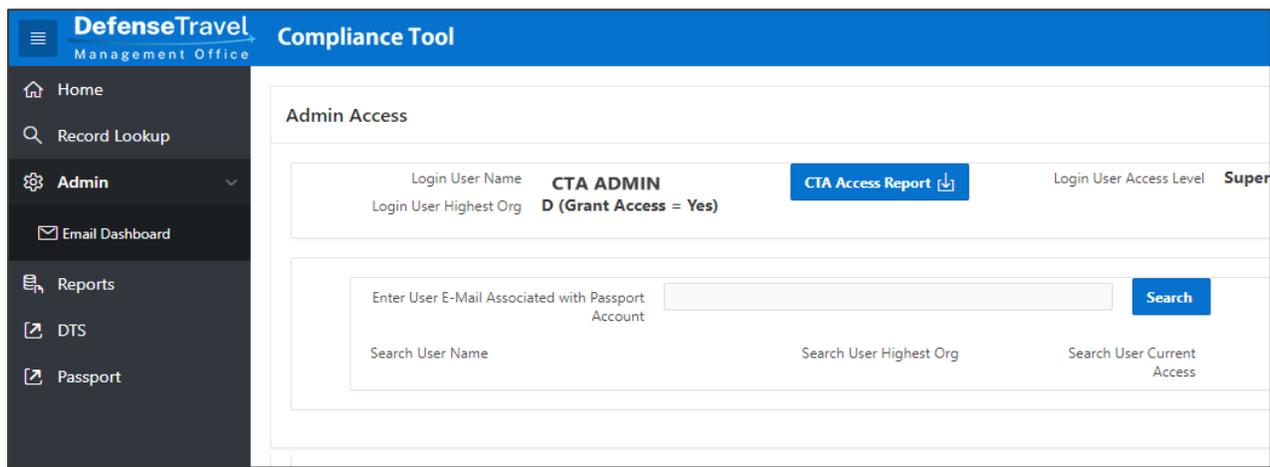


Figure 5-1: Admin Access Main Screen

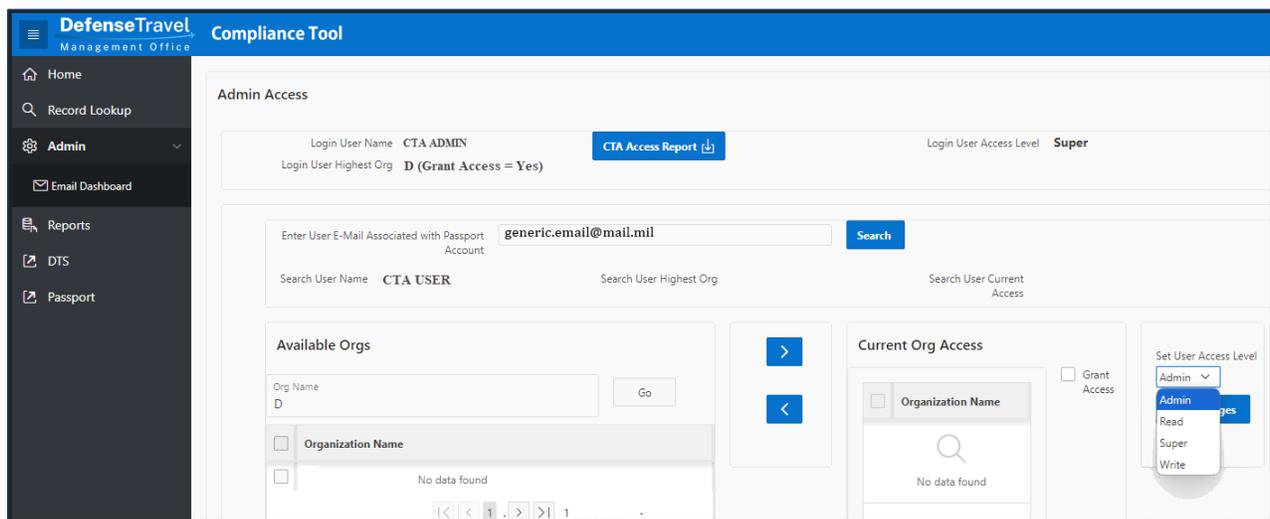


Figure 5-2: Admin Access Opened Screen

1. Go to the **Admin Access** screen **1**.
2. Enter the person's DTMO Passport username in the open text field and select the **Search** button **2**.
 - All email addresses must have a .mil address. *Personal* email such as *yahoo, Gmail, AOL*, etc. are not authorized for CT access.
3. From the **Available Orgs** column (which displays the organizations to which you can grant Compliance Tool access), select the organization to which the person needs Compliance Tool access **3**.
 - You can only grant Compliance Tool access to the organizations to which you have access.
4. Select the > button **4** to add the organization to the **Current Org Access** column (which displays the organizations [if any] to which the person currently has Compliance Tool access).
5. (OPTIONAL) To allow the person to grant Compliance Tool access to other people, check the **Grant Access** box **5**.
 - This assumes that you already possess the ability to grant Compliance Tool access to others.
 - The **Grant Access** allows the person granting privileges to every organization to which they have access.
6. Select **Read** or **Write User Access Level** and then select the **Save** button **6**.
 - **Write** grants the user the ability to view and edit records.
 - **Read** only grants the ability to view records.

5.2 Removing Access from Another Person

CTAs with the ability to grant access can also remove Compliance Tool access from a person.

Access must be removed when the person is no longer serving as a unit CTA or has transferred from the unit.

To remove Compliance Tool access from another person (the **1** icons provide a reference that correspond with their positions in (Figure 5-3 and Figure 5-4):

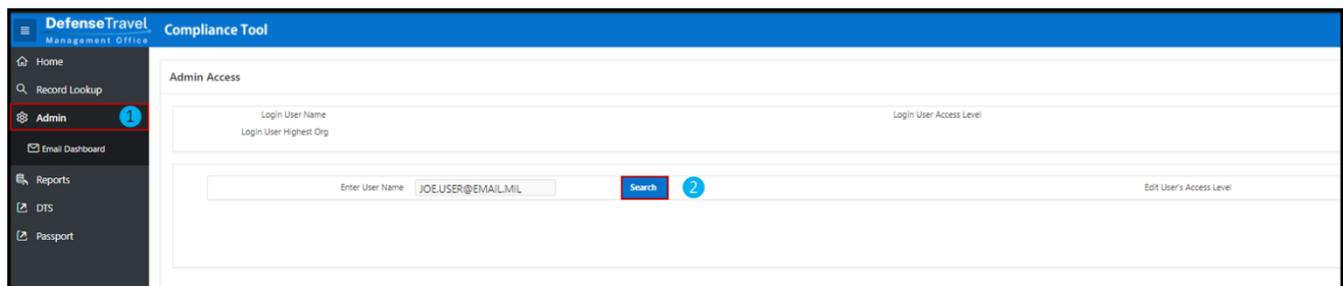


Figure 5-3: Admin Access Main Screen

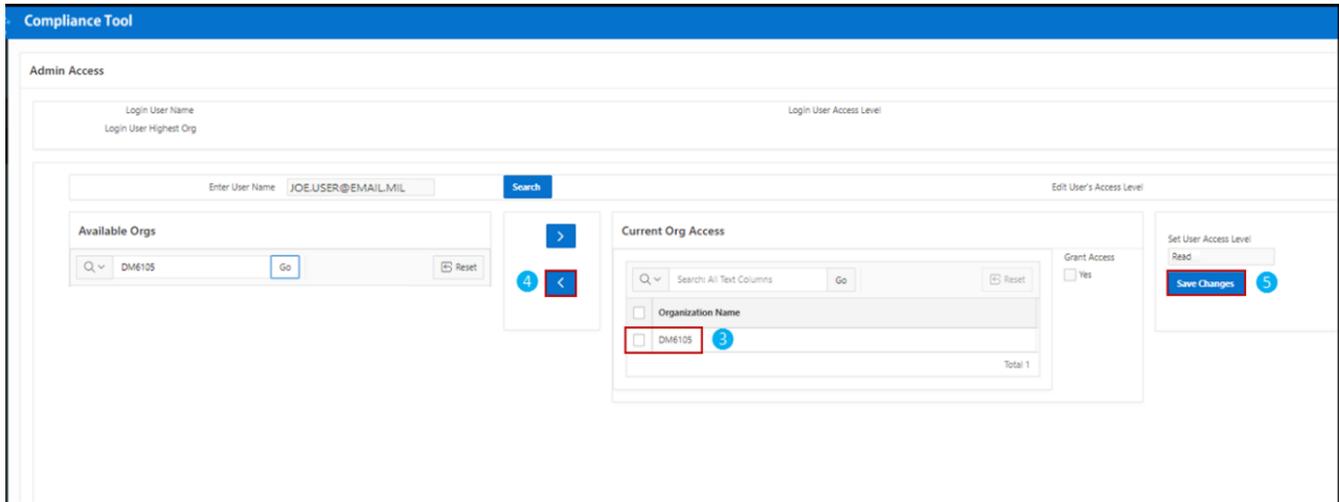


Figure 5-4: Admin Access Opened Screen

1. Go to the **Admin Access** screen ①.
2. Enter the person’s DTMO Passport username in the open text field and select the **Search** button ②.
3. From the **Current Org Access** column, select the organizations to which the person should no longer have Compliance Tool access ③.
4. Select the < button ④.
5. Select the **Save** button ⑤.

5.3 CTA Access Report

The CTA Access Report provides you with a list of other CTAs in your organizational hierarchy. The CTA Access Report is only available to CTAs who can grant access to others. See the **CTA Access Report Button** in Figure 5-5.

The report identifies each CTA’s:

- First name
- Last name
- Component affiliation
- DTMO Passport username
- Ability to grant access (known as “Admin” on the report)
- Main organization (i.e., the highest-level organization to which they have access)

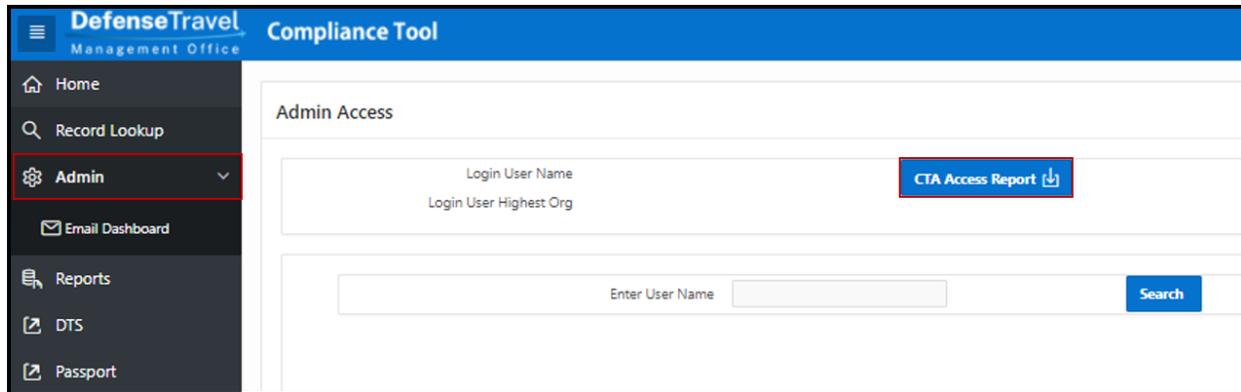


Figure 5-5: Admin Access Screen Detail – CTA Access Report Button

Chapter 6: Working a Compliance Tool Record

6.1 Overview

To supplement the automatic features of the Compliance Tool, you must manually perform certain Compliance Tool tasks. This section covers the process of how to work a record.

- *Your Component may require actions beyond what is covered in this section or may recommend an alternate method of working records. Consult your Component guidance.*

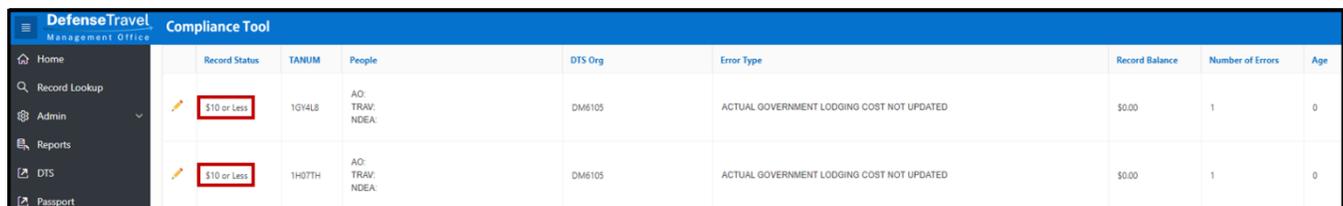
6.2 Locating a Record

To work a record, you first need to access it. Here's how:

1. Go to the **Record Lookup** screen (Figure 4-4).
2. Use filters to narrow your search results (optional).
3. Select **View Results**.
4. Select the record you need to work (Figure 4-5).

6.3 Records Labelled \$10.00 or Less

1. If the traveler's voucher errors total \$10.00 or less, the traveler does not have to amend it. The [DoD FMR](#) does not require DoD to collect debts that are \$10.00 or less.
2. The traveler, AO, and NDEA will receive an email notifying them of the error on the voucher, but the email will direct them not to amend the voucher.
3. You are not required to act on any record labelled **\$10 or Less**, but these records will display on reports for documentation purposes (Figure 6-1).



| Record Status | TANUM | People | DTS Org | Error Type | Record Balance | Number of Errors | Age |
|---------------|--------|-----------------------|---------|--|----------------|------------------|-----|
| \$10 or Less | 10Y4L8 | AO: TRAV: NDEA: | DM6105 | ACTUAL GOVERNMENT LODGING COST NOT UPDATED | \$0.00 | 1 | 0 |
| \$10 or Less | 1H07TH | AO: TRAV: NDEA: | DM6105 | ACTUAL GOVERNMENT LODGING COST NOT UPDATED | \$0.00 | 1 | 0 |

Figure 6-1: Generate Reports – \$10 or Less Record

6.4 Working an Open Record

You are responsible for tracking your organization's open records to ensure they are closed in a timely fashion. You can view the **Errors Tab** and see the record details (Figure 6-2).

Compliance Tool records automatically update to reflect traveler or NDEA amendments and debt repayments. For more information on best practices and troubleshooting, see *Chapter 7*.

- *Your Component may have administrative procedures that supplement the automatic updates performed by the Compliance Tool. Consult your Component guidance for more information.*

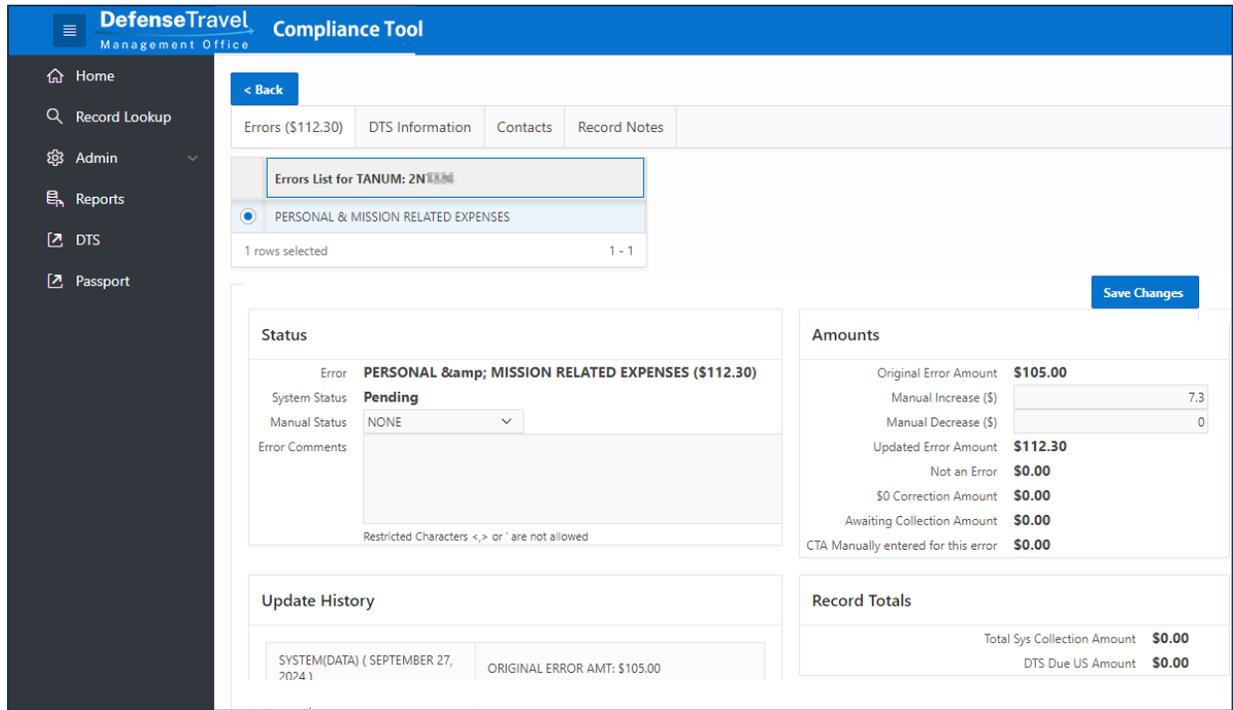


Figure 6-2: Record Details - Error Tab

6.5 Applying Manual Statuses

Service or Agency Headquarters may apply a manual status override to the status assigned by the Compliance Tool (Figure 6-3).

- *Manual statuses are not available for manual change by the unit level CTAs. Manual status can only be changed by Service or Agency Headquarters and the DTMO Compliance Tool Program Managers. Consult your Component guidance.*

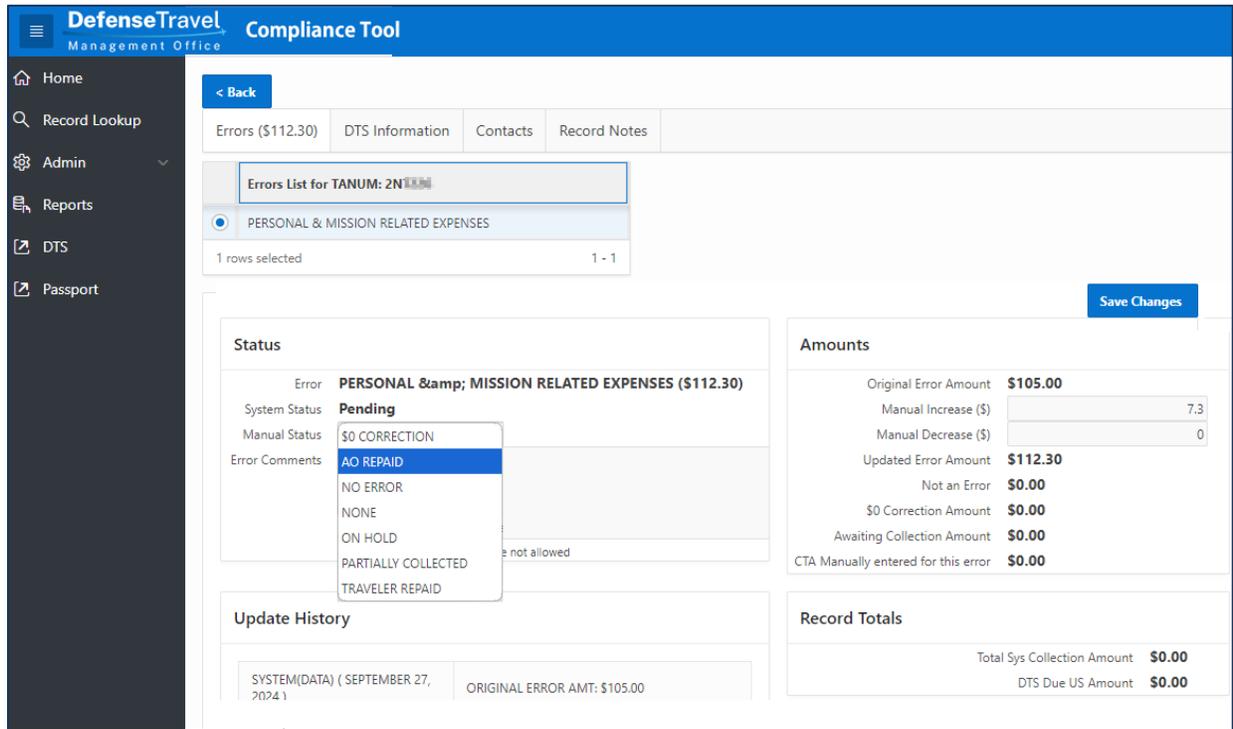


Figure 6-3: Record Details - Error Tab, Manual Status Drop-down Menu

Here are the options within the drop-down menu for CTAs to use, depending on their access level:

- **\$0 Correction** – This manual status indicates that the traveler corrected their voucher and it resulted in no overpayment.
- **AO Repaid** – For DTMO-USE Only. This manual status indicates that the AO assumed pecuniary liability for an improper payment and repaid the travel debt themselves.
- **No Error** – For DTMO-USE Only. This manual status indicates that the item identified by the Compliance Tool was not an error (also known as a false-positive).
- **None** – This manual status removes any manual status and restores the automatic system status.
- **On Hold** – For DTMO-USE Only. Do not use this manual status.
- **Partially Collected** – This manual status indicates that the traveler partially repaid the debt associated with the error.
- **Traveler Repaid** – This manual status indicates that the traveler repaid the full amount of the travel debt.
 - **Traveler Repaid** is not used when:
 - The system status is **Collected**.
 - The traveler has only repaid a portion of the debt. Wait until the traveler satisfies the entire debt before applying this status.

Chapter 7: Debt Management

7.1 Debt Management and the Compliance Tool

The Compliance Tool only identifies improper travel payments. The Compliance Tool does not establish a debt to the Government. A traveler does not owe the Government a debt until they amend the voucher and correct the error. Because a record will not close until the traveler satisfies the debt, you should have a general knowledge of debt management processes.

- *Many debt management procedures are governed by Component procedures. You should consult all applicable Component procedures for guidance.*

7.2 Travel Debts of \$10.00 or Less

In accordance with the [DoD FMR](#), DoD is not required to collect overpayments of \$10.00 or less. Therefore, the Compliance Tool does not require a traveler to amend his or her voucher if the record identifies an error that totals \$10.00 or less.

For more information about records of \$10.00 or less, refer to *Section 6.3* of this guide.

7.3 Travel Debts Greater than &10.00

A traveler whose DTS voucher contains errors that total more than \$10.00 must amend the voucher and satisfy all associated debts.

After the traveler amends the voucher and the AO approves the amendment, the voucher's status will change to **DUE US**. This DTS status prompts the Compliance Tool to update the error status from **Pending** to **Awaiting Collection**. After the traveler satisfies their debt, the Compliance Tool will record the debt repayment and update the Compliance Tool error status.

The debt management process for vouchers identified by the Compliance Tool is the same as other vouchers with travel-related debt. For information on debt management, including guidance on how to track travel-related debt, consult the [Guide for Managing Travel-Incurred Debt](#).

For information on the debt management process from the perspective of a traveler, consult the [Understanding a Travel Debt information](#) paper.

Chapter 8: Compliance Tool Best Practices and Troubleshooting

8.1 How Often to Look up Compliance Tool Records

You should look up your organization's Compliance Tool records as frequently as necessary to identify and respond to errors in a timely manner.

CTAs do not receive emails when the Compliance Tool creates or updates a record. Therefore, the only way to oversee your organization's Compliance Tool records is to regularly consult the Compliance Tool. If your organization has many travelers or travels frequently, you should consult the Compliance Tool weekly to identify new records and track the status of pending records. If your organization has few travelers or travels infrequently, a monthly review of your organization's records may be sufficient. Your local needs will dictate how often you review your Compliance Tool records.

- *Your Component may require that you review your Compliance Tool records within a specified time-frame.*

8.2 Compliance Tool Email Notifications

The Compliance Tool email notifications provide valuable information to the traveler, AO, and NDEA (Figure 8-1).

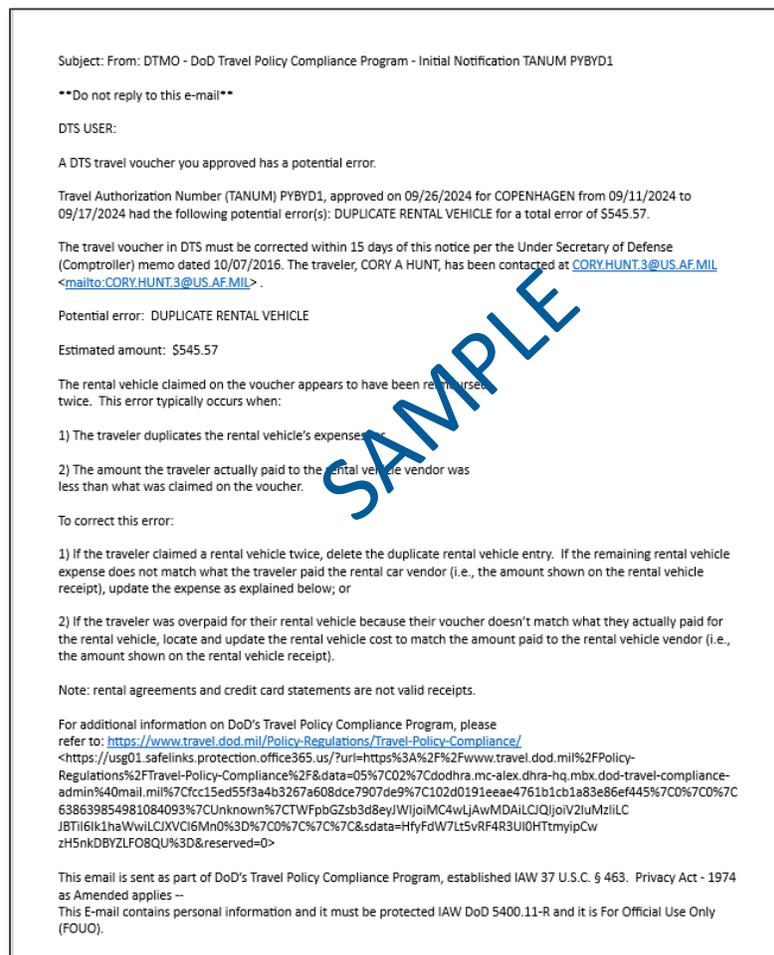


Figure 8-1: Sample Compliance Tool Email

The core data identifying the error and TANUM is sent to all three individuals, but the wording in the introduction varies based upon the intended recipient. You should encourage impacted individuals to closely read all Compliance Tool emails. The Compliance Tool emails provide detailed instructions to the traveler or NDEA on how to amend the voucher and make necessary corrections for compliance.

If action is not taken and the record not closed within 15 days, the traveler, AO, and NDEA will receive a reminder email from the Compliance Tool. The traveler, AO, and NDEA will continue to receive reminder emails every 15 days until the record is closed.

8.3 Compliance Tool Misidentified an Expense as an Error

The Compliance tool compiles and cross-references a variety of data sources before classifying an expense as an error. However, it is possible that the Compliance Tool will mistakenly identify a policy-compliant travel expense as an error. This is known as a false-positive.

If you think that an error is a false-positive, first validate and document that the traveler acted in compliance with policy. Review the traveler's voucher to closely examine the expense and associated documentation. Communicate with the traveler and the AO to gain any necessary background information about the expense.

If you determine that the traveler acted in compliance with policy:

- Notify your Service or Agency Headquarters level CTA.
- If upon review the Service or Agency Headquarters determines there is No Error they will contact the DTMO Compliance Tool Program Managers to change the record status (see *Section 6.5*).

8.4 Records Belonging to Travelers Who Are No Longer in Your DTS Organization

As the Compliance Tool identifies errors on a regular basis, it is unlikely that the traveler has left your organization. However, when new queries are added to the Compliance Tool, it may identify errors on vouchers from previous fiscal years if they have a high dollar value. These high dollar value errors may be associated with a traveler who has left your organization. See *Appendix A* for a list of current queries.

Please note that AOs are liable for improper payments on vouchers that they certify. If the debt cannot be collected from a traveler because he or she already left your organization, the AO who certified the voucher may be liable for the debt.

There are several reasons the Compliance Tool may identify an error associated with a traveler who is no longer in your DTS organization:

- The traveler filed a voucher shortly before performing a permanent change of station.
- The traveler was TDY en-route to a new duty station.
- The traveler filed a voucher in a previous fiscal year that contained a high dollar value error and the error was identified by a new Compliance Tool query.
- The traveler recently separated from Government service.

8.4.1 Traveler Who Performed a Permanent Change of Station

You have two ways to work a record belonging to a traveler who has performed a permanent change of station:

1. Ask the traveler to amend the voucher. After the traveler amends the voucher, they will repay all associated debts. If the traveler refuses to amend the voucher, escalate the matter to your Component representative. The Component Representative will work with the DTMO and *DoD Inspector General (DoD IG)* to ensure that the situation is handled correctly.
2. Ask a DTA in your organization to add the traveler to a DTS group owned by your organization, and then have a NDEA amend the voucher for the traveler. For information on DTS groups, see the [DTA Manual, Chapter 6](#).

8.4.2 Traveler Who Separated from Government Service

If you have a record belonging to a traveler who separated from Government service (e.g., retired), you have two options to work the record:

1. Collect the debt from the AO as they are liable for improper payments on vouchers that they certify.
 - An AO may request relief from the liability.
 - After the AO satisfies the debt, apply the AO Repaid manual status (see *Section 6.5* for more information).
2. Pursue debt collection from the traveler.
 - Have a DTA in your organization add the traveler to one of your organization's DTS groups.
 - **Note:** If the traveler's profile was deleted, your DTA will need to re-create the traveler's profile.
 - Have a NDEA amend the voucher.
 - The Compliance Tool updates the record to reflect that the traveler's debt has been transferred for collection.
 - If the traveler's debt is less than \$225, and the debt could not be collected from the AO, the debt may get written off. In this situation, the Compliance Tool automatically updates the error status to Write-Off.
 - If the traveler's debt is \$225 or more, and the debt could not be collected from the AO, the debt may be referred to a collection agency. In this situation, the Compliance Tool automatically updates the error status to Out of Service.

8.5 Records with Cross-Organizational Funding

Cross-Organizational funding, the Compliance Tool assigns that record to the traveler's organization – not the funding organization.

Here are the general procedures for handling records containing a [cross-organizational funding](#):

1. The traveler and the AO belong to another organization:
 - Take no action in the Compliance Tool.
 - You (or another person) in your organization may receive a courtesy notification from the other organization.

2. The traveler belongs to another organization, but the AO belongs to your organization:
 - Your AO will receive an initial email from the Compliance Tool. If they receive reminder emails from the Compliance Tool, they should contact the traveler, the traveler’s DTA, or both to remind them to amend the voucher. Please note that your organization has a financial interest in recovering the overpayment.
 - Take no action in the Compliance Tool.
 - If the traveler refuses to amend the voucher, escalate the matter to your Component representative. Your Component Representative will work with the DTMO and DoD IG to ensure that the situation is handled correctly.
3. The traveler belongs to your organization:
 - As a courtesy, notify the organization that owns the line of accounting (LOA).

8.6 Manually Decreasing the Error Amount

When a traveler combined a valid expense with an invalid expense, the Service or Agency Headquarters must decrease the error amount in the record.

Example: A traveler had a multi-location TDY that included CONUS and foreign OCONUS locations. The traveler claimed lodging tax on the voucher. The lodging tax they claimed is for lodging in both CONUS and foreign OCONUS locations but it was claimed as a single expense. This results in a Compliance Tool error of “Foreign OCONUS Lodging Tax.” Since a traveler is authorized to claim CONUS lodging tax separately, you should decrease the amount of the “Foreign OCONUS Lodging Tax” error to remove the cost of the CONUS lodging tax.

Note: Manually decreasing the error amount must not be used to reflect a partial payment by the traveler. A traveler’s partial repayment of a debt is automatically recorded by the Compliance Tool. When a traveler’s partial repayment is not automatically recorded by the Compliance Tool, use the process outlined in *Section 6.5* for processing a manual partial collection.

Follow these steps to manually decrease an error amount (the ❶ icons provide a reference that correspond with their positions in Figure 7-2):

- Validate that the traveler acted in compliance with policy.
- Identify the amount of the expense that the traveler claimed correctly.
- Select the icon ❶ next to Manually Decrease.
- Enter the amount that the traveler claimed correctly ❷.
- Enter a comment explaining the situation ❸.
- Select the Save Changes button ❹.

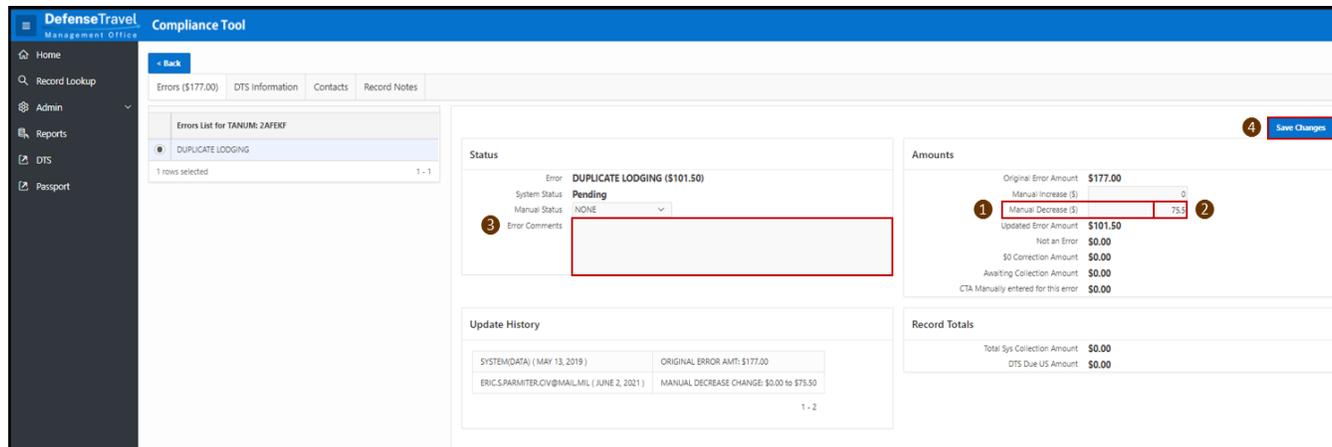


Figure 8-2: Record Details – Errors Screen, Error Amount Adjustments Section

Appendix A: Compliance Tool Queries (A - Z)

A.1 CONUS Laundry

Implemented in Compliance Tool: September 2013

1. **What it means:** The traveler claimed reimbursement for laundry, dry cleaning, or both while TDY at a CONUS location.
2. **The policy the traveler violated:** *JTR, Appendix A, Per Diem Allowance* - "Within the CONUS, laundry and dry-cleaning expenses are a personal expense and are not reimbursable as part of per diem, AEA, or a miscellaneous reimbursable expense. "
3. **What the traveler should do:** Amend the voucher using the following steps:
 - Go to the Expenses screen.
 - Remove the laundry/dry-cleaning expense by selecting the trash can icon next to the expense.

A.2 Duplicate Lodging

Implemented in Compliance Tool: December 2012

1. **What it means:** The traveler was paid twice for the same room. The traveler was paid once because they claimed lodging as an expense, and another time because they claimed lodging on the Per Diem screen, and both lodging amounts were the same or within a similar threshold value.
2. **The policy the traveler violated:** *JTR, par. 010302* - "A traveler cannot be reimbursed more than once for the same allowance or expense...The traveler must repay any such duplicate payments to the Government."
3. **What the traveler should do:** Amend the voucher using the following steps:
 - Go to the **Expenses** screen.
 - Remove the expense for lodging.
 - Go to the **Per Diem** screen to verify that the lodging costs reflect what they spent.

A.3 Duplicate Rental Vehicle

Implemented in Compliance Tool: April 2015

- What it means:** The traveler was paid incorrectly for their rental vehicle. This query covers two types of improper rental vehicle payments:
 - The traveler was paid twice for the same rental vehicle. The traveler was paid once because they claimed it as an expense, and another time because they made a rental vehicle reservation in DTS which results in automatic inclusion of the expense on the voucher as a reservation expense.
 - The traveler was overpaid because the rental vehicle costs claimed on the voucher was more than what they actually paid to the rental car vendor on their GTCC.
- The policies the traveler violated:** *JTR, par. 010302* - "A traveler cannot be reimbursed more than once for the same allowance or expense...The traveler must repay any such duplicate payments to the Government."
- What the traveler should do:** Amend the voucher using the following steps:
 - If the traveler was paid twice for the same rental vehicle:
 - Go to the **Expenses** screen.
 - Remove the duplicate expense for the rental car.
 - Verify that the cost of the rental vehicle matches the amount reflected on the itemized rental car receipt (not rental car agreement).
 - If the amounts differ, update the **Expense Amount** to reflect what the traveler actually paid to the rental vehicle vendor.
 - If the traveler's rental vehicle cost less than what they claimed on the voucher:
 - Locate the rental vehicle expense on the **Expenses** screen.
 - Update the Expense Amount to reflect what the traveler actually paid to the rental vehicle vendor.

A.4 Excess Lodging

Implemented in Compliance Tool: May 2013

- What it means:** The traveler was paid twice for the same room. The traveler was paid once because they claimed lodging as an expense, and another time because they claimed lodging on the **Per Diem** screen, and the amounts were different. This query also covers a handful of irregular situations, including:
 - A traveler who shared a room with another official traveler, but they did not split the cost (i.e., the traveler claimed the full amount of the room, rather than pro-rating the cost).
 - A traveler who paid for the room of another official traveler.
 - A traveler who was not authorized Actual Expense Allowance (AEA) for lodging, so they entered an expense for the lodging costs that exceeded per diem (e.g., per diem rate is \$77.00; room rate is \$107.00; traveler claimed \$77.00 on the **Per Diem** screen and an expense of \$30.00).

- A traveler whose itinerary is wrong and cannot enter lodging on the **Per Diem** screen.
2. **The policy the traveler violated:** *JTR, par. 010302* - “A traveler cannot be reimbursed more than once for the same allowance or expense...The traveler must repay any such duplicate payments to the Government.”
 3. **What the traveler should do:** Amend the voucher using the following steps:
 - Go to the **Expenses** screen.
 - Remove the expense for lodging.
 - Go to the **Finances > Per Diem** screen to verify that the lodging costs reflect what was charged.

A.5 OCONUS Foreign Lodging Tax

Implemented in Compliance Tool: December 2012

1. **What it means:** The traveler was overpaid because they claimed foreign OCONUS lodging tax as an expense rather than combining it with the lodging cost on the Per Diem screen.
2. **The policy the traveler violated:** *JTR, par. 020303, Table 2-15* - “If a traveler is lodged in a foreign area OCONUS, then the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable.”
3. **What the traveler should do:** Amend the voucher by completing the following..
 - Go to the **Expenses** screen.
 - Remove the expense for foreign OCONUS lodging tax.
 - Go to the **Per Diem** screen.
 - Select **Edit** next to the first day they stayed in a foreign OCONUS location.
 - **Tip:** If they stayed in a foreign OCONUS location for multiple nights, the traveler could save time by using the **Adjustment Date Range** field to update multiple days at once.
 - Enter the combined cost of lodging and tax into the **Lodging Cost**.

A.6 Government Quarters Used but Maximum Lodging Rate Claimed

Implemented in Compliance Tool: January 2014

1. **What it means:** The traveler claimed the maximum locality lodging rate on the Per Diem screen, but actually stayed in Government quarters at a lower cost.
2. **The policy the traveler violated:** *JTR, par. 020301* - “The calculation of per diem allowances for each travel day is based on the actual amount paid for lodging, limited to the lodging portion of the locality per diem rate...”
3. See *JTR, par. 020303* regarding the use of Government quarters.
4. **What the traveler should do:** Amend the voucher by completing the following..
 - Go to the **Expenses** screen.
 - Remove the expense for lodging.

- (exception: CONUS Non-foreign lodging tax).
- Go to the **Per Diem** screen.
- Select **Edit** next to the first day they stayed in Government quarters.
 - **Tip:** If they stayed in Government quarters for multiple nights, the traveler could save time by using the **Adjustment Date Range** to update multiple days at once.
- Enter the actual nightly amount they paid for Government lodging using the **Lodging Cost**.

A.7 Government Quarters Used but Maximum Lodging Rate Claimed (Version 2)

Implemented in Compliance Tool: January 2015

1. This query is just a broader version of the above “Government Quarters Used but Maximum Lodging Rate Claimed.” There is no difference in actions taken and CTAs should use above guidance for reference.

A.8 OCONUS Laundry

Implemented in Compliance Tool: December 2012

1. **What it means:** The traveler claimed reimbursement for laundry, dry cleaning, or both while TDY at an OCONUS location.
2. **The policy the traveler violated:** *JTR, par. 020102* - “Incidental expenses are a separate category of reimbursement from “miscellaneous reimbursable expenses”. “The following list of standard incidental expenses applies to all travelers: Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).”
3. **What the traveler should do:** Amend the voucher by completing the following action...
 - Go to the **Expenses** screen.
 - Remove the laundry expense, dry cleaning expense.

A.9 Overpaid Off-Base Lodging: Foreign OCONUS

Implemented in Compliance Tool: May 2018

1. **What it means:** The traveler claimed reimbursement for lodging that exceeds the amount charged to their Government Travel Card (GTCC).
2. **The policy the traveler violated:** *JTR, par. 020301* - “The Government pays per diem on a daily basis, for whole days...The calculation of per diem allowances for each travel day is based on the actual amount paid for lodging, limited to the lodging portion of the locality per diem rate...”
3. **What the traveler should do:** Amend the voucher by completing the following...
 - Go to the **Per Diem** screen.
 - Select **Edit** next to the first day of the foreign OCONUS lodging.
 - Enter the actual daily amount for lodging (including lodging tax) using the **Lodging Cost**.

A.10 Overpaid Off-Base Lodging: Foreign OCONUS (Version 2)

Implemented in Compliance Tool: May 2018

1. This query is just a broader version of the “Overpaid Off-Base Lodging: Foreign OCONUS” query released in May 2018. There is no difference in actions taken. CTAs should reference the above “Overpaid Off-Base Lodging: Foreign OCONUS” for further details.

A.11 Personal & Mission Expenses

Implemented in Compliance Tool: March 2014

1. **What it means:** The traveler claimed reimbursement for a personal expense or a mission-related expense. Only travel-related expenses may be reimbursed on a DTS voucher.
2. **The policy the traveler violated:** Personal and mission expenses are not considered travel expenses. *JTR, par. 0204 Miscellaneous Reimbursable Expenses - Table 2-24 Miscellaneous Expenses not Listed Elsewhere.*
3. **What the traveler should do:** Amend the voucher by completing the following..
 - Go to the **Expenses** screen.
 - Remove the personal or mission-related expense.
 - For mission-related expenses, the traveler may still be eligible for reimbursement of the expense, however not via DTS. **Personnel should work with the local finance office and follow local business rules for reimbursement.**

Appendix B: Error Statuses

The following table lists the different error statuses in the Compliance Tool, what they indicate, and when the status is changed.

The color-coding is as follows:

- Green: The error is resolved. The traveler, AO, and NDEA are not required to take any further action.
- Yellow: The error is not resolved. The traveler, AO, or NDEA are required to take further action.
- Red: The status was applied manually. See *Section 6.5* for more information on manual statuses.

Table B-1: Error Statuses

| ERROR STATUSES | |
|-----------------------------------|---|
| STATUS | DESCRIPTION |
| \$10.00 or Less | The cumulative amount of all errors on the traveler’s voucher was \$10.00 or less. According to the DoD FMR, the Government is not required to collect debts of \$10.00 or less. This status displays next to each error on the record. |
| Administrative Error | The error has no associated cost and does not require correction. |
| Collected | The traveler repaid the entire amount of the debt. |
| Corrected | The traveler amended the voucher and corrected the error, but there was no associated debt. |
| Out of Service | The traveler is no longer in Federal service, but their debt of \$225 or more was referred to a collection agency. |
| Waiver/Appeal Granted | The traveler amended the voucher and corrected the error, but they do not have to repay the debt because their waiver/appeal/remission was approved. |
| Awaiting Collection | The traveler amended the voucher and the AO approved the amendment, but the traveler has not satisfied the debt. |
| Partially Collected (Auto) | The traveler repaid a portion of the debt. |
| Pending | The traveler did not amend the voucher, the AO did not approve the amendment, or both. |
| \$0 Correction | Used to indicate that the traveler corrected an error, but there was no associated debt. |
| No Error (DTMO Only) | This function is for DTMO-USE ONLY . Used to indicate that the identified error is a false-positive. |
| None | Used to remove all previously-applied manual statuses. This allows the Compliance Tool to apply the proper system status. |
| On Hold (DTMO Only) | This function is for DTMO-USE ONLY . |

| ERROR STATUSES | |
|------------------------------|---|
| STATUS | DESCRIPTION |
| Partially Collected | Used if the Compliance Tool record did not automatically reflect the debt repayment (e.g., manual debt collection). |
| Traveler Repaid | Used if the Compliance Tool record did not automatically reflect the debt repayment (e.g., manual debt collection). |
| AO Repaid (DTMO Only) | This function is for DTMO-USE ONLY . Used if the Compliance Tool record did not automatically reflect the debt repayment (e.g., manual debt collection). |

Appendix C: Glossary

Here are common terms which the CTA should be familiar when looking at DTS documents or working with DTS personnel.

| GLOSSARY | |
|---|---|
| TERM | DEFINITION |
| Accountable Official | An appointed person who provides a Certifying Officer with information, data, or services to support the payment certification process. |
| (Travel) Authorization | The travel authorization establishes when travel status starts and ends. It includes all the trip specifics: travel dates, TDY location(s), transportation mode, reservations, expenses, LOA, and more. |
| Authorizing Official (AO) | An appointed DTS official who obligates funds to support mission-related TDY travel. The AO serves as a Certifying Officer when approving DTS documents requesting payment. AOs may be held financially liable for erroneous payments resulting from the performance of their duties. |
| Budget Defense Travel Administrator DTA | A person responsible for managing the funding for one or more organizations. They typically work with the FDTA. Note: Some organizations may only have a FDTA who manages both the LOAs and Budgets. |
| Centrally Billed Account (CBA) | An established account between the Government and a GSA SmartPay contractor for the purchase of official transportation tickets. CBA is used to pay for rail and airfare tickets only. |
| Certifying Officer | A designated in writing official to certify official payments. |
| Defense Travel Administrator (DTA) | A DTS official who manages the administrative aspects of the travel process. A DTA may be Lead DTA or Organization DTA depending on the level of support. For more information, see Finance and Budget DTA. |
| Debt related to TDY or Travel within the Local Area | A travel debt occurs when an individual claimed and received payment for an expense or an allowance they were not entitled to receive. This can incur because of over claiming, double claiming, an advance for cancelled trip, or an SPP for a curtailed trip. |
| Defense Travel System (DTS) | The DoD travel system supporting authorizations, vouchers, local vouchers processing, coordinating document approval, verifying payments, reporting for data management, and issuing record retention for 10 years. |
| Disbursing Office | An activity whose principal function consists of the disbursement and collection of official funds for the Government. They are responsible for documenting and reporting of these transactions. |
| Document | A business record in hard copy or electronic form. In DTS, it refers to an authorization, group authorization, voucher, or local voucher. |

| GLOSSARY | |
|---|---|
| TERM | DEFINITION |
| Erroneous payment | A fiscal irregularity resulting from processed payments that do not comply with laws and regulations. Can be an overpayment or an underpayment. |
| Finance DTA (FDTA) | A DTA responsible for managing the Lines of accounting (LOAs) for one or more organizations. The role may also include managing the budgets. |
| Government Travel Charge Card | A charge card the traveler used to pay for official travel and transportation related expenses for which the card contractor bills the Government centrally billed (CBA) or individually billed (IBA) |
| Joint Travel Regulations (JTR) | The regulation that prescribes travel and transportation allowances authorized for DoD employees while on official travel. |
| Legal, proper, and correct | A payment that is not prohibited by law; is for provided goods or services; and is represented accurately (e.g., amount, date, payee). |
| Local Voucher | A local voucher in DTS is processed for expenses incurred travel in around the PDS. |
| Line of Accounting (LOA) | A DTS construct identifying a DoD account used to fund official travel (e.g., transportation, per diem). |
| Pecuniary Liability | Personal financial liability for fiscal irregularities of COs (in DTS, AOs) as protection for the Government against errors and theft. |
| Pre-Audit Flag | A notification that some aspect of the travel document may not comply with regulations. |
| Per Diem Table | The Per Diem table with the document calculates the lodging, M & IE based upon the selected TDY location. |
| Split Disbursement | Mandatory distribution of a traveler's voucher payment to both the GTCC vendor and the traveler's EFT account. |
| DTS Travel Authorization Number (TANUM) | A system generated number assigned to an authorization or local voucher at the time the document is stamped Approved by the Authorizing Official (AO). |
| Temporary Duty (TDY) | Official travel to one or more places away from the traveler's Permanent Duty Station (PDS). |
| Travel Management Company (TMC) | A travel agent that provides official travel and ticketing services to official Government travelers. DTS still refers to the TMC as the CTO (see "CTO" above). |
| Travel Policy Compliance Tool | The Travel Policy Compliance Tool is an enterprise-level tool that reviews all Defense Travel System (DTS) vouchers for adherence to DoD travel policy. |
| Voucher | A document that is certified by a CO and provides the basis for the disbursing office to make a payment. |

Appendix D: Additional Resources

This appendix contains three sections: Additional Resources, Guides and Manuals, and Other Resources which you may find useful as a Compliance Tool Administrator (CTA).

| ADDITIONAL RESOURCES | |
|---|---|
| TITLE | URL |
| DoD FMR Volume 5: | https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf |
| Joint Travel Regulations (JTR): | https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/ |
| DTS Regulations volume 3: | https://www.travel.dod.mil/Portals/119/Documents/DTS/DTS%20Regulations%2020210812.pdf?ver=VfpoSUpC5RkeYkAX8zsH9A%3d%3d |
| GTCC Regulations Volume 4: | https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf?ver=gbMwVEbHaPblwlaXw4V1jg%3d%3d |
| National Defense Authorization Act (NDAA) for Fiscal Year 2012 | http://www.gpo.gov/fdsys/pkg/BILLS-112hr1540enr/pdf/BILLS-112hr1540enr.pdf |
| USD(C) Memorandum Preventing Improper Payments and Enforcing Recovery | https://media.defense.gov/2022/Nov/15/2003115266/-1/-1/0/MEMO_PREVENTING_ENFORCING_IMPROPER_PAYMENTS.PDF |
| USD (C) Memorandum, Implementation of the Department of Defense Travel Pay Remediation Plan | https://media.defense.gov/2022/Nov/15/2003115267/-1/-1/0/MEMORANDUM_ON_IMPLEMENTATION_DOD_TRAVEL_PAY_REMEDIATION_PLAN.PDF |

| GUIDES and MANUALS | |
|---|---|
| TITLE | URL |
| DTS Guide 3: Vouchers | https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF |
| DTS Guide 4: Local Vouchers | https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF |
| Desktop Guide for Authorizing Officials | https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF |
| Guide to Managing Travel-Incurred Debt | https://media.defense.gov/2022/May/12/2002995651/-1/-1/0/GUIDE_TO_MANAGING_TRAVEL_INCURRED_DEBT.PDF |
| DTA Manual, Appendix E: Emails | https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF |

| OTHER RESOURCES | |
|---|---|
| TITLE | URL |
| Cancellation Procedures, Information Paper | https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF |
| Making Changes to DTS, Documents Information Paper | https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF |
| Updating a Voucher, Trifold | https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF |
| Understanding a Travel Incurred Debt, Information Paper | https://media.defense.gov/2022/May/13/2002996887/-1/-1/0/UNDERSTANDING_A_TRAVEL_DEBT.PDF |
| TraX Web-based Training | https://www.defensetravel.dod.mil/neoaccess/login.php |