FT BELVOIR

DEFENSE TRAVEL SYSTEM (DTS)

COMMERCIAL TRAVEL OFFICE (CTO)

GUIDELINES

22 Sep 2003

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CTO Guidelines for DTS Travel Requirements

Itemized below are business processes to be used by the servicing CTO representative(s) supporting organizations at Ft. Belvoir.

Travel Authorizations

The traditional DD 1610, Travel Order under DTS is referred to as a Travel Authorization (TA). All travel authorizations processed through DTS will contain electronic signatures of the authorizing officials (AOs). With this, the Government requests that the staff of Carlson Wagonlit Travel accept these electronic documents in lieu of the paper DD 1610, Travel Order. Each traveler will be instructed to fax a copy of

his/her electronic travel authorizations to the CTO agent(s) servicing Ft. Belvoir. These travel authorizations will be used for monthly CBA reconciliation, as appropriate.

The Government requests that CTO accept these as delivered.

Traveler Comments

Travelers may have specific instructions or requests of the servicing agent(s) relating to their trips. These types of comments will be annotated and delivered to the agent(s) through the Reservation Module.

After-Duty-Hours Travel (*1630 until 0730 hours*)

All after duty-hours travel must be arranged through the CTO's after-duty-hours customer assistance number 800-383-6732. The CTO has been given the authority to make travel arrangements for travelers that have an approved travel authorization, (digitally signed by the unit's Authorizing Official (AO). With an approved travel authorization, the cost of this travel may be placed on Ft Belvoir's Centrally Billed Account (CBA). The approved travel authorization must be faxed to the servicing commercial travel office (CTO). In such cases, this paper version will contain the AO's signature.

If the traveler has an individual government issued charge card; Individually Billed Account (IBA) the CTO may charge the cost of the air travel to this account.

If the traveler is not a holder of an IBA and the digitally signed authorization cannot be prepared, the CTO will contact the Government Transportation Officer/Contracting Officer Representative, 703-805-3385 during duty hours or 800-383-6732 after duty hours, for approval to charge the airline travel to the appropriate Centrally Billed Account.

CTO Guidelines for DTS Travel Requirements, continued…

Enroute Changes

If changes are necessary to the traveler's itinerary while he/she is enroute, these changes will be made by traditional means outside of DTS. The traveler may call CWT at 703-799-5680 during duty hours or 800-383-6732 after duty hours to make these changes.

For CBA billing: If additional costs are incurred as a result of a change, the CTO will contact the Government Transportation Officer/Contracting Officer Representative, 703-805-3385 during duty hours for approval to charge the airline travel to the appropriate Centrally Billed Account.

For IBA billing: If the traveler is a holder of an IBA the CTO may charge the cost of the air travel to this account.

Ticket Delivery

An electronic ticket (E-Ticket) will be used whenever possible. When a paper ticket must be issued the CTO will follow current requirements of their site/service commercial travel services contract.

Travel Requests Outside of DTS

This section is an overview of travel requests currently not handled by DTS.

Emergency Leave

Funded emergency leave arrangements and orders will be done outside of DTS.

Permanent Change of Station (PCS) Travel

PCS travel will be processed outside of DTS until this functionality is added. Process PCS travel using current procedures.

Funding shared by multiple FSNs

Currently, DTS does not process orders funded by more than one FSN. TDY funded by lines of accounting with multiple FSNs will be processed outside of DTS.

House Hunting (PTDY&PCS)

House hunting trips will be processed using the current process outside of DTS.

Human Remains

Routine TDY for the escort can be processed through DTS if the escort is a government employee. Non-DoD escort's orders would be processed outside of DTS.

CTO Guidelines for DTS Travel Requirements, continued…

Invitational Travel

DTS does not currently have the functionality to process Invitational Travel orders. These orders will be processed outside of DTS. Arrangements for Invitational Travel can be made within DTS. See the DoD Transportation Business Rules for the proper procedures.

Non-Appropriated Fund (NAF) Employees

NAF funded travel will be done outside of DTS.

Permissive TDY

Permissive TDY will be processed outside DTS.

Cancellation and Confirmation Numbers

Request for cancellation will be done through the Reservations Module. The CTO will place the cancellation numbers in the Remarks field of the PNR.

Contact Information:

Transportation Office (TO)	-	-	-	-	(703) 805-3385
Fax	-	-	-	-	(703) 805-2546

For system problems, please contact the Ft. Belvoir Tier 2 Help Desk: (???)???-???? first. If your problems cannot be resolved, you may elevate the issue to the Northrop Grumman Mission Systems (NGMS) Tier 3 Help Desk, 703-968-1668*.

Please note, callers must be registered, and authorized to place an assistance call to the Tier 3 Help Desk.**

**To register as an authorized caller go to the DTS home page, www.defensetravel.osd.mil

> Click on *Help Desk*, then *Self Support*, then *First Time Users*, *Instructions*, and complete the registration process. Email assistance is available if you're having difficulty with the registration.