

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)**

**POLICY DIRECTIVE 90-32**

**28 JANUARY 2011**

**\*Incorporates IC 11-01**

**\*\*Incorporates IC 12-01**

**Command Policy**

**Defense Travel System (DTS) Approval/Certifying Process**

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**REFERENCES:** (a) JFTR/JTR, Appendix O, paragraph T4000  
(b) DOD Financial Management Regulation, Volume 9, Chapter 2

**A. PURPOSE:** This Policy Directive (PD) establishes the approval/certifying process for travel-related documents in the Defense Travel System (DTS) for United States Transportation Command (USTRANSCOM) travelers.

**B. APPLICABILITY:** Applicable to all military and civilian personnel assigned or attached to USTRANSCOM.

**C. POLICIES AND PROCEDURES:** In accordance with Ref (a) (located at <http://www.defensetravel.dod.mil/perdiem/trvlregs.html>), the Authorizing Official (AO) must be the individual who controls the mission, authorizes the travel, and controls the funds for temporary duty (TDY) travel. The Certifying Officer (CO) certifies vouchers for payments. Within DTS, the AO is also frequently the CO and will be referred to in this PD as the "AO/CO".

**1. Appointment Requirements for all Authorizing Officials/Certifying Officials (AO/COs):**

**1.1.** The USTRANSCOM Commander delegates the Chief of Staff to approve, in writing, AO/COs in the command. The appointment letter, DD 577 *Appointment/Termination Record – Authorized Signature*, and DTS Certifying Officer Legislation (COL) training certificate are required to be appointed. The AO/CO must be of sufficient rank and training to make sound decisions about the TDY mission. The AO/CO should be in the traveler's chain and be an individual having the capability to validate TDY requirements and approve/disapprove travel requirements for mission accomplishment.

**1.2.** All organizational initiated documentation such as appointment letters, DD 577s, and training certificates will be kept by the organization in which the AO/CO holds the position, until the appointment is revoked.

**\*\*1.3.** When an AO/CO no longer holds the position, the appointment shall be revoked in writing. In accordance with Ref (b), these signed letters of revocation of appointment shall be archived for 6 years and 3 months after the authorizing official no longer holds the position in accordance with each organization's records management guidance. Vacated AO/CO positions must be filled expeditiously so as to not impede the organization's mission. The Directorates/CSG will be responsible for tracking compliance in the current Managers' Internal Control Program Risk Assessment.

**\*\*2. Guidelines.**

**2.1.** Determine the necessity of the travel as mission essential and in the government's best interest.

**\*\*2.1.1.** Keeping our cost culture environment in mind and adhering to the Campaign to Cut Waste guidance, approve only the absolute minimum number of personnel required to accomplish mission needs and objectives.

**\*\*2.1.1.1.** Directorates that choose to send more than 1 person TDY to the same event will require Directorate-level approval. This approval must be attached as a substantiating record.

**\*\*2.1.2.** Ensure all DOD travel requests include justification that alternate means (Video Teleconferencing, web-based communications) are not sufficiently able to accomplish travel objectives.

**\*\*2.1.3.** Employees will complete a cost estimate for the travel and upload completed estimate into DTS as a substantiating record prior to approving/authorizing travel.

**2.2.** Determine funds availability based on the DTS budget module and ensure the proper line of accounting (LOA) is assigned prior to approval of the travel authorization.

**2.3.** Request additional funding allocation from the appropriate fund allocation official if a requested trip is critical and when the travel estimate exceeds the amount of funds available in the DTS budget module. If additional funds are not available, the document must be disapproved.

**2.4.** Review and authorize travel requests, including cost estimates, for consistency with DOD TDY policy, the JFTR/JTR Appendix O, and mission requirements.

**2.5.** Approve modifications to travel plans while in execution. There must be a compelling need to justify greater travel expenditure once the travel plan has been approved and travel has commenced.

**2.6.** Approve and certify travel claims for validity after completion of travel (voucher). Review, as a minimum, constructed travel worksheets and receipts for airfare, lodging, rental car, and any other expenses over \$75; and/or required justification when the cost estimate differs substantially from the claim submitted by the traveler(s).

2.7. Review all policy exceptions and disapprove, approve, or justify as appropriate.

\*2.8. DELETED\*\*

### 3. Training Requirements for all AO/COs:

3.1. To be appointed an AO/CO, the following training is required via the DTS website: <http://www.defensetravel.osd.mil/dts/site/index.jsp> – click the Travel Explorer (TraX) logo at the bottom right of the screen to obtain a Passport account to access training. The required web-based training course is named: “AO/RO – TAOCO (COL).” The following web-based training course is recommended: “AO/RO – The DTS Approval Process.”

3.2. AO/COs shall repeat these training courses every 3 years to provide refresher training.

3.3. DTS can be easily accessed from the USTRANSCOM SharePoint page under the “Applications” tab. On the DTS homepage you will find the document library with simple access to all travel regulations and frequently asked questions. The document library also has printable, easy to understand tri-folds for AO/COs.

**D. EFFECTIVE DATE AND IMPLEMENTATION:** This PD is effective immediately.

DUNCAN J. McNABB  
General, USAF  
Commander

OPR: TCJ8-A