

**Standard Operating Procedure**  
**for**  
**Submitting Invitational Travel Authorizations (ITA)**  
**for the**  
**Defense Travel System**

- Reference: (a) NAVPGSCOLINST 4650.4J  
(b) JTR, Appendix E
- Enclosures: (1) ITA EFT Information Sheet  
(2) Travel Request Worksheet  
(3) DD Form 1351-2 Instructions  
(4) DD Form 1351-2, Travel Voucher or Subvoucher

## 1 Introduction

A. This SOP is implemented by paragraph VII 2. of enclosure (1) of reference (a).

B. Individuals traveling under Invitational Travel Authorizations (ITA) are required to use the Defense Travel System (DTS) to file an authorization and submit a voucher for their trips. ITAs are for authorized travel of individual(s) who are civilians, not employed by the federal government, and who are invited to travel to or on behalf of NPS. Note that in accordance with Part I.A.2.c. of reference (b), an ITA *“is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD component on a matter related to the component's official business.”*

C. **All ITAs at NPS will be processed by the Travel Office.**

D. Travel allowances and travel modes authorized for such persons are the same as those normally authorized for government employees in connection with TDY. This SOP will address how those regulations affect travel within DTS, but is by no means comprehensive. The full regulations governing ITAs are contained in reference (b).

E. Contractors.

1. NPS Contractors. If contracted to NPS in ANY capacity, contractors are NOT eligible to travel on ITAs. Contractors must charge expenses for traveling on behalf of the government to the Other Direct Cost (ODC) line of the contract. If no ODC line exists, or there are insufficient funds on the ODC line, then a modification must be done prior to execution of the travel.

2. Other Government Contractors. If contracted to the federal government outside of NPS, then the following conditions must be met to travel by NPS ITA.

a. Travel is by invitation and for the benefit of NPS.

b. NPS invitation is for the individual as a subject matter expert, speaker, etc.

c. Travel for NPS is outside the scope of the government contract for which they are performing work.

d. Travel for NPS is as a civilian, not employed by the federal government or in the capacity of a contractor.

**F. Any temporary duty, including ITAs, of more than 180 days must be approved by the Secretary of the Navy.**

## **2 ITA Forms**

A. The NPS organization which is initiating the ITA identifies a need for travel to be performed by someone outside the federal government, and the traveler accepts the invitation to travel on behalf of DoD.

B. The Inviting Official (the person initiating the invitation) notifies the traveler to fill out and fax the [ITA EFT Information Sheet](#) (enclosure (1)) to him/her.

1. This ITA Electronic Funds Transfer form contains the traveler's bank account information. **DTS can only make payments in US dollars, and can only make EFT payments to US bank accounts.** If a foreign national, or any other traveler, does not hold a US bank account, a paper check in US dollars will be sent to the mailing address provided by the department. The sponsoring department should receive the reimbursement check and forward to the traveler using priority mail.

2. The EFT form also includes a space to enter the traveler's personal credit card number, which is required for making hotel reservations. If no credit card number is furnished, then the traveler will be responsible for lodging reservations. The cost of such lodging may not exceed the government per diem rate for lodging for the applicable location.

C. The Inviting Official then fills out the [Travel Request Worksheet](#) (enclosure (2)), ensuring that every field is completed with as much detail as possible, obtains signatures in the Sponsoring Department section on the back of the worksheet, gets approval of the Security Manager for foreign national travelers visiting the NPS campus, and submits the forms to the Travel Office by either fax (831 656-7632) or secure guard mail. The Travel Office will get the traveler to sign this form later in the process.

1. For travelers entering a foreign country, a country clearance is required. The Inviting Official should contact the NPS Passport Agent at 831 656-2247 or via the Travel Inbox at [Travel@nps.edu](mailto:Travel@nps.edu) for further guidance.

2. This worksheet contains travel information that is relevant only to the mission and will not take personal leave into consideration. The Travel Office is only allowed to provide travel arrangements that include roundtrip airfare between their residence or place of business and their TDY location. Any arrangements that extend beyond the scope of the TDY will be the traveler's responsibility.

D. The Travel Request Worksheet and the ITA EFT Information Sheet contain the information required to complete the traveler's profile as well as the invitational travel authorization in DTS. Incomplete documents will be returned to the Inviting Official for correction/completion.

### 3 Travel Authorization

A. The Travel Assistant (TA) in the NPS Travel Office will (1) obtain the determination that the trip is mission essential from the President of NPS; if the trip is mission essential, the Travel Office will (2) construct the traveler's profile in DTS and begin creating travel for the ITA based on the information provided on the Travel Request Worksheet. The TA will gather information, including the cost of the government airfare for the TDY, maximum reimbursement for lodging, government rate for a rental car (if authorized), including GARS fee, and expected reimbursement for Meals & Incidental Expenses, and provide these to the traveler. Both the Travel Request Worksheet and instructions (enclosure (3)) for completing the Travel Voucher will be sent to the traveler, and, once the traveler returns the signed Worksheet, the TA will then coordinate directly with the traveler to arrange said travel.

B. Travelers need to be informed:

1. That the Travel Assistant in the NPS Travel Office will reserve government flights, lodging and, if authorized, a rental car. The Method of Reimbursement (for airfare only) will default to NPS' Centrally-Billed Account (CBA), since the invitational traveler does not possess a government travel credit card (GTCC.) **ITA travelers are not permitted to use excursion fares nor be reimbursed for purchasing their own airline tickets.**

2. That U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; **otherwise reimbursement for the cost of transportation is not allowed.**

3. That they will need to acknowledge their acceptance of these terms by signing the reverse of the Travel Request Worksheet.

C. A rental car for an invitational traveler should normally not be required: however, if the Authorizing Official specifically authorizes it, the Travel Office will make arrangements through the CTO in DTS at the government rate.

D. Lodging reservations not to exceed the allowed per diem rates will be made in DTS in accordance with the traveler's wishes.

E. Travelers should be notified of the TDY location per diem rates (i.e., which define their reimbursement limit) and limitations on amounts for other expense categories for their travel.

F. The Method of Reimbursement for all expenses and reservations, other than airline tickets purchased through DTS on the CBA, will default to PERSONAL.

G. Upon approval of the ITA by the AO, the Travel Assistant in the Travel Office will furnish the traveler with a copy of the ITA printed from DTS.

#### **4 Voucher**

A. Upon completion of travel, the traveler will complete and provide a signed Travel Voucher, [DD Form 1351-2](#) (enclosure (4)) for his/her travel, as well as provide all lodging receipts regardless of amount, and other receipts of \$75.00 or more. The traveler will then submit these to the Travel Office by fax (831 656-7632) or secure email. Vouchers must be submitted in a timely manner since CBA charges are paid independently of voucher submission. Vouchers are required to be submitted within five working days after completion of travel. Instructions on how to complete the DD 1351-2 are included as enclosure (3).

#### **5 Access to Government Quarters**

A. If an invitee only requires access to government quarters, the Inviting Official will request "Guest of the Armed Forces" status from the CO, Naval Support Activity Monterey. Once authorized, NSAM will forward the letter to the travel office so that it may be furnished to the traveler.

# **PRIVACY ACT SENSITIVE WHEN COMPLETED**

## **INVITATIONAL TRAVEL EFT INFORMATION SHEET**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, First, MI)

Organization: \_\_\_\_\_

E-MAIL ADDRESS:

\_\_\_\_\_  
*(Note: E-mail address will be used for Travel Voucher payment notification, and/or LES and NPA distribution.)*

MAILING ADDRESS:

PHONE NUMBERS:

\_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_

Financial Institution:		
Account Number:		
Type of Account: (Check one only)	<input type="checkbox"/> Savings	<input type="checkbox"/> Checking
Routing Number: (Must be 9 digits)		
Personal Credit Card Number (for lodging reservation)	Card vendor: _____ Card number: _____ Expiration date: _____	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PRIVACY ACT STATEMENT**

Authority:	5 USC 5701, 37 USC 404-427, EO 9397, 31 USC 3322, 31 CFR 208, 209 AND/OR 210
Principal Purpose(s):	Used for reviewing, approving, accounting and disbursing for official travel/pay and allowances. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement of payments. The information will be used to process payment data from the Federal Agency to the financial institution and/or its agent.
Routine Use(s):	To substantiate claims for reimbursement for official travel.
Disclosure:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the Electronic Funds Transfer/Direct Deposit System (EFT/DDS) programs.



POC: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

## Travel Request Worksheet

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory. Failure to provide required information may result in delay of a response or disapproval of the request.

**NOTE: Full name on boarding pass MUST match full name on ID presented to TSA at airport.**

Name \_\_\_\_\_  
 DOB: \_\_\_\_\_ Rank: \_\_\_\_\_ Gender:  Male  Female  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department \_\_\_\_\_ Curriculum/Routing List: \_\_\_\_\_

**Traveler Type:**

- Gov. Employee
- Invitational Traveler
- Foreign Military Student
- Gov. Contractor

**FOREIGN MILITARY STUDENTS ONLY**

Next of Kin Name: \_\_\_\_\_ TEL: \_\_\_\_\_  
 Home Country: \_\_\_\_\_

**Trip Type:**

- Conference  Info Meeting
- Site Visit  Speech/Presentation
- Training  Other

**Explain what the traveler will be doing on TDY:**

**Statement of Mission Essentiality:**

**Justification for not using SVTC or web-based communication:**

TDY Destination	Arrive date	Depart date

Fly  Train  Freq flyer # \_\_\_\_\_ Airline<sup>1</sup> \_\_\_\_\_

From airport <sup>2</sup>	Date	To airport <sup>2</sup>	Depart time	Arrive time

<sup>1</sup> Preference not guaranteed

<sup>2</sup> If possible, give 3-letter airport codes or specific airport names

Hotel/BOQ preference (not guaranteed)	Check in date/time	Check out date/time	City, location

- Booked By Traveler/Sponsor/Other     Booked by NPS Travel Office     Staying with friends/relatives

Describe Other: \_\_\_\_\_

Rental Car Authorized?  YES  NO

Rental car pickup location	Size (Compact is standard)*	Pickup date/time	Return date/time

\*Anything other than compact requires justification in Remarks/Additions/Justifications.

Estimated non-mileage expense	Amount	Date
Hotel tax (extra expense in U.S. only)		
Rental car gas		
Tolls		
Internet fee/official phone calls		
Shuttle/taxi		

**POV Mileage (56¢ / mile)**

	Number of Miles One-way	Total Additional In/Around Miles (TDY ONLY)
Residence to Terminal x2		
Residence to TDY Location x2		

I certify that the information given above is accurate. I agree to the terms and conditions set forth in this document as well as the policies governing official travel under the JTR and JFTR.

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dept. POC: Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

LOA (Job order) 1: \_\_\_\_\_ Job order 2: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Annual leave: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Non-duty days: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Remarks/Additions/Justifications:

ALL SIGNATURES ARE REQUIRED FOR STUDENT TRAVEL BEFORE DATA IS ENTERED INTO DTS

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Actual Lodging Authorized (Dept. Head initials \_\_\_\_\_)

\_\_\_\_\_ Date: \_\_\_\_\_ Prof/PI \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ SPFA \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Program Off. \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Security Manager<sup>1</sup> \_\_\_\_\_

<sup>1</sup> For all Foreign Nationals visiting the NPS Campus



# DD Form 1351-2 (Voucher) Instructions

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## How to properly fill out the 1351-2 Travel Voucher for NPS for reimbursement:

**\*\*Please ignore the fields that are not mentioned in this instruction\*\***

### Block 1:

If you have a US bank account, please check "Electronic Fund Transfer" and your funds will be transferred directly to your account, much like direct deposit.

If you do not have a US bank account, please check "Payment by Check" and we mail your check to you once your voucher has been processed.

### Block 2:

Enter your information.

### Block 5:

Check the "TDY" block.

### Block 6a,b,c,d,e:

Your home address and email address. Ensure it is legible. This home address will be used if you checked "Payment by Check" block in Block 1.

### Block 7:

Self-explanatory.

### Block 15:

(a) Enter the year (ie. 2004) in the first top block. All other blocks in the (a) column should be the dates of the month you conducted travel. (ie. 11 Jan) (b) Enter city and state traveled from or too.

(c & d) Omit

(e) Enter the cost of the room not including taxes or other if inside the US.

Outside the US, combine both the room charge and taxes in this box

(f) Input the miles it took you from your address to your destination in the first block of (f) and from your destination back home i.e, you drive 15 miles to the airport. Enter 15 in box one of (f) and enter 15 in the last applicable box of (f)

### Block 18 a,b,c:

(a) Enter the date of the expense

(b) Enter what the expense was

(c) Enter the amount of the expense

*For your lodging and expenses over \$75.00, a receipt is required*

### Block 19 a,b:

(a) Enter the date you were provided the meal

(b) Enter the number of meals you were provided as part of mission.

*Continental breakfast and airline meals provided by hotel do not count.*

### Block 20 a, b:

(a) Traveler's Signature

(b) Date of Signature

Again, please feel free to contact us with any and all questions. All of this information has been taken from and adapted from the **DoD's JTR Appendix-E and Appendix G.**



<b>TRAVEL VOUCHER OR SUBVOUCHER</b>				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.						
<b>1. PAYMENT</b>		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b>								
<input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____								
<b>2. NAME</b> (Last, First, Middle Initial) (Print or type)			<b>3. GRADE</b>		<b>4. SSN</b>		<b>5. TYPE OF PAYMENT</b> (X as applicable)			
6. ADDRESS. a. NUMBER AND STREET			b. CITY		c. STATE		d. ZIP CODE			
e. E-MAIL ADDRESS			<input type="checkbox"/> TDY PCS <input type="checkbox"/> Member/Employee <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Other <b>10. FOR D.O. USE ONLY</b> <input type="checkbox"/> DLA							
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES				a. D.O. VOUCHER NUMBER		
11. ORGANIZATION AND STATION				12. DEPENDENT(S) (X and complete as applicable)				b. SUBVOUCHER NUMBER		
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		c. PAID BY		
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)				d. COMPUTATIONS		
				<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)						
<b>15. ITINERARY</b>				c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				f. POC MILES				
DEP								e. SUMMARY OF PAYMENT		
ARR								(1) Per Diem		
DEP								(2) Actual Expense Allowance		
ARR								(3) Mileage		
DEP								(4) Dependent Travel		
ARR								(5) DLA		
DEP								(6) Reimbursable Expenses		
ARR								(7) Total		
DEP								(8) Less Advance		
ARR								(9) Amount Owed		
DEP								(10) Amount Due		
ARR										
<b>16. POC TRAVEL</b> (X one)			<input type="checkbox"/> OWN/OPERATE		<input type="checkbox"/> PASSENGER		<b>17. DURATION OF TRAVEL</b>			
<b>18. REIMBURSABLE EXPENSES</b>			a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED	
<b>20.a. CLAIMANT SIGNATURE</b>									b. DATE	
c. REVIEWER'S PRINTED NAME			d. REVIEWER SIGNATURE				e. TELEPHONE NUMBER		f. DATE	
<b>21.a. APPROVING OFFICIAL'S PRINTED NAME</b>			b. SIGNATURE				c. TELEPHONE NUMBER		d. DATE	
<b>22. ACCOUNTING CLASSIFICATION</b>										
<b>23. COLLECTION DATA</b>										
<b>24. COMPUTED BY</b>		<b>25. AUDITED BY</b>		<b>26. TRAVEL ORDER/ AUTHORIZATION POSTED BY</b>		<b>27. RECEIVED</b> (Payee Signature and Date or Check No.)			<b>28. AMOUNT PAID</b>	

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General: DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.

Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

**ROUTINE USE(S):** Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: <http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

**DISCLOSURE:** Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

## PENALTY STATEMENT

**There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).**

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15 - ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

#### ITEM 15e. LODGING COST

Enter the total cost for lodging.

#### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

### 29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.