

Army FY10 DTS Fiscal Year Travel Guidance

The Army DTS fiscal year travel policy is revised for FY10 to FY11. Substantive changes are indicated by text in blue with an asterisk preceding the paragraph number. These changes will be included in the Army Business Rules revision to be published in October 2010.

Army Business Rules for DTS

*26.0. Fiscal Year **Travel** Procedures

Special processing procedures are required for travel at the end of the fiscal year, travel that crosses the fiscal year, and travel during the beginning of the new fiscal year. Instructions provided by the DTMO and posted at the DTMO Website [in the Reference Library](#). The instructions are typically updated annually and posted early in the 4th quarter of the fiscal year. Army travelers shall abide by the procedures provided by the DTMO for **fiscal year travel** (travel at the end of the fiscal year, fiscal year crossover travel, and travel during the beginning of the new fiscal year). The exception is deployment travel (aka TCS) and other long-term TDY of 180 days or more. These travel documents shall not cross the fiscal year, but shall be closed out at the end of the fiscal year (30 September), with all required **substantiating records**, and a new authorization created for the new fiscal year. The user/traveler will select the "In Place" feature in the Per Diem Entitlements module for the last day of the ending fiscal year and the first day of the beginning fiscal year to receive 100 per cent of the authorized per diem for those days.

Note 1: For additional information on using the "In Place" feature, refer to the DTS Document Processing Manual, Update Per Diem Entitlements – Other Per Diem Entitlements.

Note 2: For additional information on Army deployment travel policy (and other long-term TDY of 180 days or more**), refer to Army Business Rules for DTS, Appendix F.**

There may be mission essential requirements for travel that crosses the fiscal year or travel that begins early in the new fiscal year prior to receipt of authorization for FY11 spending (external to DTS). If LOAs for the next fiscal year are created and applied to documents prior to the release of an appropriation or continuing resolution authority (CRA), users/travelers may select and apply a Fiscal Year Funds **authorization request** to the trip record from Other Authorizations. Other Authorizations is available from the Digital Signature > Other Auths. submenu. When Fiscal Year Funds is selected DTS adds the following statement to the trip record, **"These funds are issued in anticipation of and contingent upon the enactment of a Continuing Resolution or Defense Appropriation Act, whichever comes first."** A remarks field is also created for the user/traveler to add a justification comment to the trip record. Users/travelers should add a comment to the trip record similar to the following example IF the travel is mission essential, **"Travel is mission essential and is**

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planned in anticipation of an appropriation and spending authority or CRA.”

Note 3: Refer to the DTS Document Processing Manual, Other Authorizations for additional information on using Other Authorizations to support mission requirements.

Army Business Rules for DTS, Appendix F – Deployment Travel/Long-term TDY Over 180 Days

*2.0. Fiscal Year Crossover

2.1. The user/traveler creates the travel authorization in DTS through the end of the fiscal year. All DTS deployment travel authorizations (180 days or more) will end on 30 September of each year. The user/traveler selects the “In Place” feature, located in the Per Diem Entitlements module, for the last day of the ending fiscal year and the first day of the beginning fiscal year. “In Place” allows the traveler receives 100 per cent of the authorized per diem for those days, instead of 75%, since they are already in a travel status. Users/travelers create, adjust, and sign the voucher to close the fiscal year, to include all required receipts. The receipt requirement is stipulated in the JFTR/JTR.

Note: For additional information on using the “In Place” feature, refer to the DTS Document Processing Manual, Update Per Diem Entitlements – Other Per Diem Entitlements.

*2.2. Substantiating records are electronically attached to the DTS trip record. DTS supports faxing or scanning and attaching substantiating records to the trip record. If the fax method is used, a current DTS fax cover sheet must be used (printed the day the fax will be transmitted).