



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual

Volume 10, Travel

September, 2012

Strategy Policy and Requirements

SUBJECT: Description of Requirement Changes

The complete listing and description of the requirements changes, deletions, and additions by chapters and systems requirements can be found below.

All changes in this volume are denoted by bold blue font.

VOLUME 10 - Travel		
Req ID	Change Type	Reason for Change
10.01.031	A	New Requirement
10.01.032	A	New Requirement
10.01.033	A	New Requirement
10.01.034	A	New Requirement
10.01.035	A	New Requirement
10.01.036	A	New Requirement
10.01.037	A	New Requirement
10.01.038	A	New Requirement
10.02.051	D	Duplicate of 10.02.050
10.02.053	A	New Requirement
10.02.054	A	New Requirement
10.02.055	A	New Requirement
10.02.056	A	New Requirement
10.02.057	A	New Requirement
10.03.012	A	New Requirement
10.03.013	A	New Requirement
10.03.014	A	New Requirement
10.05.001	C	Requirement verbiage updated.
10.05.009	A	New Requirement
10.05.010	A	New Requirement
10.07.015	C	Requirement verbiage updated.
10.07.016	A	New Requirement
10.09.017	C	Requirement verbiage updated.
10.09.055	A	New Requirement

10.09.056	A	New Requirement
10.09.057	A	New Requirement
10.09.058	A	New Requirement
10.09.059	A	New Requirement
10.09.060	A	New Requirement
10.09.061	A	New Requirement
10.09.062	A	New Requirement
10.10.027	A	New Requirement
10.10.028	A	New Requirement
10.10.029	A	New Requirement
10.10.030	A	New Requirement
10.10.031	A	New Requirement

Chart Legend:

A - Added FFMRs

These are new requirements due to revised and updated source documents

C - Changed FFMRs

These requirements were contained in previous versions, but were changed for various reasons, as described in the Requirement Changes Appendix.

D - Deleted FFMRs

These requirements were removed from this version because they were no longer required by the source document or were redundant with another FFMR

Note: If there is no code in the requirements value added or change type columns for an FFMR, it is by definition, unchanged from previous versions.



Defense Finance and Accounting Service

DFAS 7900.4-M

Financial Management Systems Requirements Manual Volume 10, Travel

September 2012

Strategy, Policy and Requirements

SUBJECT: Financial Management Systems Requirements
Volume 10, Travel

1. PURPOSE

a. This Volume presents the financial management system design and implementation requirements for Department of Defense (DoD) military components' and agencies' Travel financial management systems. This Volume is part of the publication which reissues Defense Finance and Accounting Service (DFAS) 7900.4-M, "Federal Requirements for Financial Management Systems," commonly known as the "Blue Book," as a multivolume Manual titled DFAS 7900.4-M. This manual is a comprehensive compilation of the Federal Financial Management Improvement Act (FFMIA) and DoD system requirements.

b. The Blue Book serves as a "roadmap" to Federal and DoD financial management system requirements by major financial management functional areas and their authoritative sources, and will assist managers who are responsible for financial management systems in planning, designing, enhancing, modifying, and implementing financial management systems. Managers are ultimately responsible for being knowledgeable of and complying with the various authoritative sources of financial requirements (both legislative and regulatory). Guidance and procedures are contained in several volumes located on the DFAS Reference Library at <http://www.dfas.mil/dfasffmia/bluebook.html>. Appendix 4 of the manual includes links to where authoritative sources may be accessed.

c. Adherence to these requirements will enable the DoD military components and agencies to meet Federal mandates and will help facilitate DFAS to progress toward reaching its strategic goal of providing services faster, better, and cheaper. The objective of this Volume is to promulgate the financial management systems requirements for system and program managers' use in developing Travel functionality.

2. APPLICABILITY. Requirements contained within this document are applicable to accounting and finance systems operated and maintained by DFAS as well as “feeder” systems owned by the military components and DoD agencies.

3. POLICY

a. This Volume provides a synopsis of Federal and DoD financial system requirements, mandated by policy, for Travel financial management systems. It is a comprehensive compilation of financial management systems requirements mandated by Public Law 104-208, “Federal Financial Management Improvement Act of 1996” September 30, 1996.

b. This Volume incorporates revisions to existing financial system requirements from the authoritative sources **via highlighting the appropriate text in bolded blue font**. See description of requirement changes for a complete listing and description of the financial system requirements changes, deletions, and additions for this volume.

c. Users of this Volume may forward questions, comments and suggested changes to:

Defense Finance and Accounting Service
Strategy, Policy and Requirements
Attn: Financial Management Systems Requirements Branch
8899 East 56th Street
Indianapolis, IN 46249-0002
E-mail questions, comments, and suggestions to ffmiarequirements@dfas.mil

4. ORGANIZATIONAL RESPONSIBILITIES FOR FFMIA COMPLIANCE

DFAS operates most of the DoD’s core accounting systems and functions as the primary Departmental entity responsible for generating general ledgers and financial reports. Much of the data used by DFAS to carry out the DoD’s accounting and financial reporting functions—such as property and inventory values—originate in non-DFAS organizations or systems. Therefore, other organizations, primarily the military components and Defense agencies, should be held responsible for the compliance of their financial management systems with all applicable Federal requirements. Appendix 5 of DFAS 7900.4-M contains Federal and DoD guidance on FFMIA compliance, evaluation, and reporting.

5. PROCEDURES. Procedures are presented in each Volume of this Manual as appropriate.

6. RELEASABILITY. UNLIMITED. This Manual as part of DFAS 7900.4-M is approved for public release and may be accessed at <http://www.dfas.mil/dfasffmia/bluebook.html>.

7. EFFECTIVE DATE. This Manual is effective immediately.

TABLE OF CONTENTS

TRAVEL INTRODUCTION.....1

TRAVEL REQUIREMENTS.....2

 Chapter 01 - General Requirements2

 Chapter 02 - Travel Authorization11

 Chapter 03 - Travel Advances21

 Chapter 04 - Travel Vouchers.....24

 Chapter 05 - Local Travel.....30

 Chapter 06 - Sponsored Travel32

 Chapter 07 - Interface Requirements33

 Chapter 08 - Reporting37

 Chapter 09 - Temporary/Permanent Change of Station39

 Chapter 10 - System Administration.....63

ACRONYMS.....69

TRAVEL INTRODUCTION

The General Services Administration (GSA) and the Office of Personnel Management (OPM) establish travel policies, rules, and regulations for the Federal agencies. The Joint Federal Travel Regulation (JFTR) directly implements travel and transportation entitlements authorized by law for members of the Uniformed Services. The Joint Travel Regulation (JTR) prescribes travel and transportation allowances authorized for DoD civilian employees. The Department of Defense's travel policy and procedures are contained in volume 9 of the DoD 7000.14-R. The Joint Financial Management Improvement Program (JFMIP) has established specific requirements for agencies' systems that process, control, and report on employees' travel. This Volume provides the requisite travel pay related entitlement functional requirements to support the development of finance and accounting systems or modules not travel systems.

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.002		The travel system must incorporate the preparation and approval of travel and transportation authorizing documents, including fund certification; preparation and authorization of emergency travel advances; and computation, preparation, and approval of travel vouchers.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 6			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_General_Requirements_001
General Requirements	10.01.003		The travel system must record travel expenses, as they are incurred, in order of precedence (authorization must precede a voucher).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 6			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_002
General Requirements	10.01.004		The travel system must document travel information so that it is easily and readily available for analysis, decision support, operational control management, and external regulatory reports.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 6		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_003
General Requirements	10.01.009		The travel system should provide, effective January 1, 2001, for interfacing with a Travel Management System (TMS), arranging tickets and transportation and processing of claims from vendors related to the travel and transportation documents.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 6		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_005 Travel - 2

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.010		The travel system should provide an interface to an electronic routing or mail system.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_006
General Requirements	10.01.011		The travel system should provide the capability to support electronic interface with the credit card company.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_007
General Requirements	10.01.012		The travel voucher system should provide for automated point of entry input and be easy to use with adequate direction and prompts to lead the user through the program and collect the necessary information to prepare the voucher.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_008
General Requirements	10.01.013		The travel system must provide appropriate levels of security to protect the integrity of the travel process and the content of the system. Risk assessments should measure whether the benefits gained outweigh the costs necessary to protect the system.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 6			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_009

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.014		The travel system must provide the capability to capture required standard data elements contained in the Federal Travel Regulation (FTR). Provide flexibility to accommodate additional data elements necessary to meet agency needs.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11	Source: JTR Vol. 2, Appendix T; Source Date: ; Source Number:		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_010
General Requirements	10.01.015		The travel system must provide for fault-free performance of any data with dates prior to, through, and beyond January 1, 2000.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_011
General Requirements	10.01.016		The travel system must provide for the use of mandated Federal travel charge cards.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_012
General Requirements	10.01.017		The travel system must provide by October 21, 2003, for appropriate electronic authentication technologies to verify the identity of the sender and the integrity of electronic content that satisfies OMB's implementation requirements of the Government Paperwork Elimination Act (GPEA), Public Law 105-277.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_013

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.018		The travel system must maintain and send a record of expenses for same day trip of more than 12 hours but less than 24 hours with no lodging to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement. In addition, the system must report and send the employer's matching tax amounts.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 11 and 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_014
General Requirements	10.01.019		The travel system must provide the capability to maintain the order of precedence for executing each travel step (i.e., authorization must precede a voucher, etc.).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_015
General Requirements	10.01.020		The travel system must provide override capability to change the order of precedence of the processing steps to handle unusual travel demands.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_016
General Requirements	10.01.021		The travel system must maintain an adequate separation of duties.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_017

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.022		The travel system must provide controls to prevent the creation of duplicate travel documents.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11				Travel_General_Requirements_019
General Requirements	10.01.023		The travel system must provide the ability to cite multiple funding sources and the ability to designate travel costs by funding source (e.g., dollar amount, percentage allocation).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11				Travel_General_Requirements_023
General Requirements	10.01.024		The travel system must provide for coding and processing features that will link all phases of travel together (i.e., travel authorization, travel approval, etc.).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11				Travel_General_Requirements_021
General Requirements	10.01.025		The travel system must provide for an audit trail on historical data that identifies input, correction, amendment, cancellation and approval.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11				Travel_General_Requirements_020
General Requirements	10.01.026		The travel system must provide for substantiating lodging expenses and other authorized expenses costing \$75 or more in accordance with FTR 301-52.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 11				
General Requirements	10.01.027		The travel system should provide the capability to allow automatic de-obligation on prior year blanket obligations.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12				Travel_General_Requirements_024
General Requirements	10.01.028		The travel system should provide the capability to download travel information from the agency's Travel Management System.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12				Travel_General_Requirements_025
General Requirements	10.01.029		The travel system must provide for verification that authorization exists and that funds are available.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13				Travel_General_Requirements_022

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.030		The system must use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and PMR computations are rounded to the next highest dollar with the par.	Source: JFTRVol1,Ch1,PtA,; Source Date: 5/1/2011; Source Number: paraU1007				Travel_General_Requirements_018
General Requirements	10.01.031	A	The travel system shall provide the ability for the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. (TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE)	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3400 Pg U3E-1				
General Requirements	10.01.032	A	The travel system shall provide the ability for CONVERTING KILOMETERS TO MILES One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be Kilometers x .62 miles/km = Miles.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U2610 Pg U2H-2				
General Requirements	10.01.033	A	The travel system shall provide the ability to prohibit the REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U1060 Pg U1A-11				
General Requirements	10.01.034	A	The travel system shall provide the ability for GOV'T QTRS USE/AVAILABILITY.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U1045 Pg U1A-8 and U1A-9				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.035	A	The travel system shall provide the ability to process MEAL TICKETS.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U1500 Pg U1D-1				
General Requirements	10.01.036	A	The travel system shall provide the ability for the REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES. The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel authorizations/orders.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U1031 Pg U1A-5				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.037	A	The travel system shall provide the ability for SEPARATE JOURNEYS. When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey: 1. PDS, 2. TDY station, 3. Passenger port of embarkation (POE), 4. Passenger port of debarkation (POD), 5. First duty station, 6. Last duty station, 7. HOR, 8. HOS, 9. PLEAD, 10. A designated place, 11. A COT leave location, 12. POV loading port/VPC, 13. POV unloading port/VPC, and 14. POV storage facility.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3010 Pg U3A-3 and U3A-4				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
General Requirements	10.01.038	A	<p>The travel system shall provide the ability for ACCOMPANIED BAGGAGE TRANSPORTATION. Par. U3015 prescribes transportation authority for accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. See APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations are: 1. Does not include pets (see par. U5810-D); and 2. A traveler who purchases an airline tickets to accommodate circuitous or personal convenience travel in conjunction with official travel is not authorized reimbursement for excess baggage costs that would not be incurred if Gov't-procured airline tickets were available and used. See par. U2010. B. Authorization/Approval for Excess Accompanied Baggage. Excess accompanied baggage may be authorized/ approved by the Secretarial Process under official travel IAW Service regulations.</p>	<p>Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3015 Pg U3A-4</p>				

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.001		The travel system authorization function must allow for processing various types of travel authorizations including unlimited open, limited open, and trip-by-trip.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Authorization_001
Travel Authorization	10.02.004		The travel system authorization function must provide for determining whether the traveler is a holder of a government-issued charge card.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_002
Travel Authorization	10.02.007		The travel system authorization function must provide the capability to create travel authorizations and provide funds availability when appropriate (e.g., specific trip authorization).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Authorization_003

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.008		The travel system authorization function must record detailed itinerary information.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_004
Travel Authorization	10.02.009		The travel system authorization function must calculate authorized per diem (including for non-work days, interrupted travel and reduced per diem rates) and meals, and incidental expenses (M&IE) based on the temporary duty (TDY) location.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_005
Travel Authorization	10.02.010		The travel system authorization function must allow for special routing and approval levels for certain classes/conditions of travel as required by FTR 301-2.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_006
Travel Authorization	10.02.012		The travel system authorization function must provide the capability to process travel authorizations with split fiscal year funding and with multiple funding.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_007

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.015		The travel system authorization function must allow correction, amendment, and cancellation of the travel authorization with appropriate reviewing and approving controls and allow for notification to the traveler and accounting office.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_008
Travel Authorization	10.02.016		The travel system authorization function should provide for entry for retention of the traveler's profile (e.g., name, mailing address, internal number, e-mail address, bank account, Social Security Number (SSN), payment address, permanent duty station, organization, position title, office phone, tickets, and seating preferences, etc.) for subsequent travel actions.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 14			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_009
Travel Authorization	10.02.022		The travel system should provide for the electronic routing of travel documents to reviewing and approving officials.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_010
Travel Authorization	10.02.027		The travel system should provide the ability to address foreign currency conversions and fluctuations.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_011

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.028		The travel system should provide the ability to electronically route approved documents based on agency defined criteria.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_012
Travel Authorization	10.02.029		The travel system should provide for on-line search capability based on user-defined parameters.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_013
Travel Authorization	10.02.030		The travel system should provide the capability to allow a user to drill down from summary data to detail data.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_014
Travel Authorization	10.02.031		The travel system should provide for a tracking system that will allow employees to determine the status of any travel document at any time.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_015

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.032		The travel system should provide the capability to insert free form text or comments.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 12		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_016
Travel Authorization	10.02.035		The travel system authorization function should provide for an automated interface of accounting codes and funds availability with the Core Financial System.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 14			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Authorization_017
Travel Authorization	10.02.038		The travel system authorization function should allow for processing an annual unlimited open travel authorization without recording an estimated obligation amount for each trip prior to travel.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 14			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Authorization_018

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.039		The travel system authorization function should support the use of voice recognition in reservation system.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 14		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_019
Travel Authorization	10.02.042		The travel authorization system must allow for the option of specific authorization or prior approved travel arrangements, as required by the FTR 301-2	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_021
Travel Authorization	10.02.043		The travel authorization system must provide the capability to interface with the agency's Travel Management Center (TMC) or appropriate Commercial Reservation System (CRS), effective January 1, 2001.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_022
Travel Authorization	10.02.044		The travel system authorization function must provide the capability to display defined messages to the user regarding certification statements, Privacy Act Statement, standard clauses for required receipts, supporting documentation requirements, etc., and justification statements for use of special travel arrangements.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 13			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Authorization_023

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.045		The travel system authorization function should provide the ability to obligate travel funds based on estimated costs and liquidate on actual costs at the point of individual trip approval.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 14				Travel_Authorization_048
Travel Authorization	10.02.046		Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must not be used for personal travel (APP P, Part II, item 12). The official portion is to be arranged through the Commercial Travel Office (CTO). Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are paid by the GOV'T. A member is not authorized per diem on any day leave is charged.	Source: JFTRVol1,Ch1,PtA,; Source Date: 5/1/2011; Source Number: paraU1039				Travel_Authorization_026

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.047		The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Other than Economy-/Coach-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) -class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the least expensive unrestricted economy/coach-class airfare is \$765. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of other than economy-/coach class accommodations. Full documentation of the authorization/approval for use of these other than economy-/coach-class accommodations is on file in the office of the other than economy/coach class AO."	Source: JFTRVol1,Ch2,PtA,; Source Date: 5/1/2011; Source Number: paraU2000				Travel_Authorization_027
Travel Authorization	10.02.048		A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a Government Travel Charge Card (GTCC) centrally billed account (CBA) or an individually billed account (IBA). This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.	Source: JFTRVol1,Ch2,PtA,; Source Date: 4/1/2011; Source Number: paraU2015				Travel_Authorization_028

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.049		A blanket/repeat temporary duty (TDY) order must never authorize other than economy/coach class travel. If travel in other than economy/coach class accommodations becomes necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.	Source: JFTRVol1,Ch2,PtB,; Source Date: 5/1/2011; Source Number: paraU2140				Travel_Authorization_030
Travel Authorization	10.02.050		If privately owned conveyance (POC) use is to the GOV'T's advantage, for a member who travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3005-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3005-C for POC travel for the ordered travel official distance.	Source: JFTRVol1,Ch3,PtA,; Source Date: 7/1/2011; Source Number: paraU3005				Travel_Authorization_031
Travel Authorization	10.02.051	D	Deleted: If POC use is not to the GOV'T's advantage, for a member who travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3005-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total time cannot exceed that authorized in par. U3005-A for commercial transportation for the ordered travel official distance.	Source: JFTRVol1,Ch3,PtA,; Source Date: 7/1/2011; Source Number: paraU3005				Travel_Authorization_032

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.052		A command must not permit a Commercial Travel Office (CTO) to issue travelers other than economy/coach class tickets without prior proper authorization.	Source: JFTRVol1,Ch3,PtB,; Source Date: 7/1/2011; Source Number: paraU3125				Travel_Authorization_033
Travel Authorization	10.02.053	A	The travel system shall provide the ability to use zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to/from foreign locations).	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U2020 Pg U2A-3				
Travel Authorization	10.02.054	A	The travel system shall provide the ability to allow the retroactive modification and authorization/approval of orders for the sole purpose to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U2105 Pg U2B-1				
Travel Authorization	10.02.055	A	The travel system shall provide the ability to allow a travel authorization/order include authorization/approval for itinerary variation to permit: 1. Omission of travel to places stated in the travel authorization/order, 2. Changes in the sequence of places to be visited, 3. Changes in the original specified time at a place stated in the travel authorization/order, and/or 4. Travel to additional places not shown in the travel authorization/order.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U2135 Pg U2B-2				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Authorization	10.02.056	A	The travel system shall provide the ability to compute travel TDY for a max of 180-Day Time Limitation. Except when authorized under par. U2145-B, a TDY assignment at any one location is limited to 180 or fewer consecutive days.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U2145 Pg U2B-3				
Travel Authorization	10.02.057	A	The travel system shall provide the ability for TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved,	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3535 Pg U3F-4				
Travel Advances	10.03.001		If the Government issues an advance in the form of currency, traveler's checks, or EFT under exceptional procedures, the travel system advance function must provide for entry, processing, approval, and the payment and liquidation of government funds. This function must provide for the tracking, aging, and control of the travel advance function.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Advances_001
Travel Advances	10.03.002		The travel system advance function must be able to set, change, and apply established limits on travel advances.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_002

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Advances	10.03.004		The travel system advance function must provide data for automatic aging outstanding travel advances based on the end of trip date and generate follow-up notices to the travelers and administrative staff concerning delinquent advances effecting payroll offsets or other means of collection.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_003
Travel Advances	10.03.005		The travel system advance function should be able to process travel advances paid by currency, travelers checks, electronic funds transfer (EFT), or by an Automated Teller Machine (ATM) withdrawal using an agency travel card. The use of a Government contractor-issued charge card is the preferred method of payment.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Advances_004
Travel Advances	10.03.007		The travel system advance function must provide for limiting the allowed advance based upon transportation method (Government Transportation Request (GTR) vs. non-GTR), subsistence rates, miscellaneous expenses, and traveler possession of or eligibility for a charge card.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_005
Travel Advances	10.03.010		The travel system advance function must provide for reporting to the Internal Revenue Service (IRS) delinquent travel advances as taxable income to the traveler.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Advances_006

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Advances	10.03.011		The travel system advance function must allow travel advance information to be accessible in travel voucher preparation.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15				Travel_Advances_008
Travel Advances	10.03.012	A	The travel system shall provide the ability for a member to be paid an advance payment of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U2300 Pg U2D-1				
Travel Advances	10.03.013	A	The travel system shall provide the ability to allow for travel advances to be paid when: 1. Authorized on an authorization/order, and 2. Permitted IAW: a. The DODFMR, Volume 9 (DOD Services), or b. Service regulations (Non-DOD Services). Advances may be for: 1. Per diem, 2. TDY mileage, 3. AEA, 4. Reimbursable expenses, and/or 5. Advance Lodging Deposits.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U4905 Pg U4J-1				
Travel Advances	10.03.014	A	The travel system shall provide the ability for ACTUAL EXPENSE ALLOWANCE (AEA). An actual expense allowance allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U4200 & U4205 Pg U4C-1				

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.001		The travel system must provide for input by both travelers and designated officials at central and/or remote locations.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_001
Travel Vouchers	10.04.003		The travel system must provide the capability to display defined messages to the user regarding required receipts for lodgings and authorized expenses incurred costing \$75 or more, surrendering unused, partially used, or downgraded/exchanged tickets, refunds, certificates, etc., supporting documentation requirements; justification and certification statements.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_002
Travel Vouchers	10.04.004		The travel system must process partial/interim vouchers against a travel authorization to expedite liquidation related to travel obligations.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_003
Travel Vouchers	10.04.006		The travel system must provide the capability to calculate authorized mileage allowances and per diem amounts (including for non-work days, interrupted travel and reduced per diem rates) based on TDY location and other related information.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_004

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.007		The travel system must provide the capability to draw upon the information reflected on the travel authorization and/or government cash advance provided to the traveler; the system should prepare the voucher/claim as required consistent with authorizing type, including unlimited open, limited open, and trip-by-trip. The system should access the appropriate per diem and mileage allowances.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_005
Travel Vouchers	10.04.011		The travel system must process amended vouchers with appropriate reviewing and approving controls and provide the capability to update related systems/modules.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_006
Travel Vouchers	10.04.012		The travel system must provide the traveler with the capability to create and modify travel vouchers before final approval. The voucher then would be transferred to the approving official. The approving official would either deny and remand it to the traveler or approve it and forward it for payment.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_007

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.013		The travel system must have a tracking system that will allow travelers payment offices, etc., to determine the status of any voucher/claim.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Vouchers_008
Travel Vouchers	10.04.014		The travel system must provide for system generated series of notices when information has not been submitted timely as specified by FTR 301-51 and 301-52.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_009
Travel Vouchers	10.04.018		The system must provide for matching of travel vouchers with the travel authorizations and/or centrally issued passenger tickets and provide for audit of the claim in accordance with the Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR) for temporary duty travel of all civilian agency government travelers (The Joint Travel Regulations (JTR) implement the FTR and DSSR for all DoD civilian employees).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_010

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.019		The travel system must integrate the issuance and control of the travel advances with the travel voucher payment process to ensure that the advance is liquidated or collected prior to the issuance of a payment to the traveler; also provide the capability not to liquidate when the traveler has been authorized a retained travel advance in accordance with FTR 301-51.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 15			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Vouchers_011
Travel Vouchers	10.04.020		The travel system must provide for a random sampling of travel vouchers for voucher audits, information requirements, or other purposes based on criteria as determined by the agency. (Statistical sampling requirements are contained in GAO's Title 7.)	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_012
Travel Vouchers	10.04.023		The travel system must provide the capability to process more than one Relocation Income Tax allowance if reimbursement is received in more than one calendar year.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_014
Travel Vouchers	10.04.024		The travel system must allow for recording the date of departure from, and arrival at, the official duty station or any other place when travel begins, ends, or requires overnight lodging.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_015

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.025		The travel system must provide the capability to compute M&IE allowance rates based on travel completed: More than 12 hours but less than 24 - 75 percent of the applicable M&IE rate, 24 hours or more, on: -Day of departure - 75 percent of the applicable M&IE rate - Full days of travel - 100 percent of the applicable M&IE rate -Last day of travel - 75 percent of the applicable M&IE rate, and Meals provided in accordance with FTR 301-11.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: 16	Source: JTR, Volume 2, Change 508 Chapter 4, Part L, Tables C4566; Source Date: ; Source Number:		Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_016
Travel Vouchers	10.04.026		The travel system must provide information to allow for offset of funds to indebtedness through salary offset, a retirement credit, or other amount owed the employee.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Vouchers_017
Travel Vouchers	10.04.027		The system must allow entering approved or official subsistence rates, mileage allowances, etc. when not available in the travel system.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 16			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_018

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.028		The travel system should provide for a mechanism that allows the traveler to designate applicable amounts to be paid to a charge card contractor and/or reimbursement to the traveler (Split Disbursement).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_019
Travel Vouchers	10.04.029		The travel system should provide for electronic notification to travelers of payments made by disbursing offices or for disallowance of a claim for an expense. Allow for agency flexibility in defining message contents.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 18			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_020
Travel Vouchers	10.04.030		The system should provide the capability to enter the "Direct Billed" amount for costs such as on-line Payment and Collection (OPAC) billings by the Department of State employees stationed overseas, and lodging, airline, and car rental that are billed directly to the agency for payment, but not included in the calculation of payment to the traveler.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 17			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Vouchers_021

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Travel Vouchers	10.04.034		The system must Use the actual amount without rounding when computing temporary duty (TDY) mileage, Monetary Allowance in Lieu of Transportation (MALT), Temporary Lodging Allowance/Temporary Lodging Expense (TLA/TLE) and per diem computation. Actual Expense Allowance (AEA) and Proportional Meal Rate (PMR) computations are rounded to the next highest dollar with the par. U1007-A2 provisions in force.	Source: JFTRVol1,Ch7,PtG,; Source Date: 4/1/2011; Source Number: paraU7152				Travel_Vouchers_026
Local Travel	10.05.001	C	The travel system should provide the capability for users to produce a local travel voucher by entering selected data into the system to activate an obligation and payment of local travel.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Local_Travel_001
Local Travel	10.05.004		The travel system must provide the capability to change the appropriate accounting classification data.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Local_Travel_002

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Local Travel	10.05.007		The travel system must provide the capability to compute mileage allowances.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Local_Travel_003
Local Travel	10.05.008		The travel system must provide for funds availability.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 19			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Local_Travel_004
Local Travel	10.05.009	A	The travel system shall provide the ability for LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION. Service-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Ch 3, Parts B, C, D, and E, and Ch 4.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3500 Pg U3F-1				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Local Travel	10.05.010	A	The travel system shall provide the ability for TRAVEL AT THE TDY LOCATION. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between: 1. Lodging and duty site; Ch 3: Transportation, Accompanied Baggage, & Local Travel Part F: Local Travel in & around PDS/TDY Location. 2. Duty sites; or 3. Lodging or duty site and dining facility.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3510 Pg U3F-4				
Sponsored Travel	10.06.001		The travel system must track and report the non-federal sponsored travel process for the acceptance of payment in-cash or in-kind acceptance of services from non-federal sources to defray in whole or in part the travel or related expenses of Federal employees in accordance with FTR 304.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 20			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Sponsored_Travel_001
Sponsored Travel	10.06.003		The system must provide a mechanism to assure that sponsored travel is administratively approved, by the agency designated official, prior to final approval of the travel authorization.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 20		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Sponsored_Travel_002

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Sponsored Travel	10.06.005		The travel system must provide the capability to indicate the amounts and entitlements to be paid by the government and those to be paid by the sponsoring organization and show estimated amounts where actual amounts are unknown.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 20			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Sponsored_Travel_003
Sponsored Travel	10.06.007		The travel system must provide the capability to generate the appropriate accounting transactions to reflect the cost of the trip to be funded by the government and transactions to record the receipt of income from non-federal sources. (As a value-added feature, this could be linked with an Accounts Receivable System).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Sponsored_Travel_004
Sponsored Travel	10.06.009		The travel system must provide for the approval, or disapproval by a designated individual of the approval office at central and/or remote locations.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 20				Travel_Authorization_049
Interface Requirements	10.07.001		The travel system must provide travel activity transactions to the Core Financial System by generating accounting transactions as needed.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_001

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.002		The travel system must provide travel activity transactions to the Core Financial System by updating funds control.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_002
Interface Requirements	10.07.003		The travel system must provide travel activity transactions to the Core Financial System by updating the standard general ledger.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_003
Interface Requirements	10.07.004		The travel system must provide travel activity transactions to the Core Financial System by generating disbursement actions by electronic funds transfer (EFT).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_004

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.005		The travel system must provide a standard record format for interface of transactions from the travel system to the core financial systems.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Interface_Requirements_005
Interface Requirements	10.07.007		The travel system must provide for recording sufficient airline ticket information that is essential to the airline ticket payment process so that the accounting office may review the information, verify the amount cited on the airline bill, and determine if a refund is due or reconcile other ticketing differences so that correct payment is made.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Interface_Requirements_006
Interface Requirements	10.07.010		The travel system should provide for on-line funds validation.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Procure-to-Pay Proposal-to-Reward Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_007

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.011		The travel system should provide the capability to support electronic interface with relocation contractors.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Interface_Requirements_008
Interface Requirements	10.07.012		The travel system must provide travel activity transactions to the core financial system by updating subsidiary systems/ modules.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Environmental Liabilities Hire-to-Retire Market-to-Prospect Plan-to-Stock -- Inventory Management Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_009
Interface Requirements	10.07.013		The travel system must provide interfaces with the accounts receivable module for salary offsets. Access to claims shall be controlled as determined by each agency.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Travel_Interface_Requirements_010

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Interface Requirements	10.07.014		The travel system should provide the capability to download travel information from the agency's Travel Management System.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_025
Interface Requirements	10.07.015	C	The travel system must maintain and send a record of expenses for same day trip of more than 12 hours but less than 24 hours with no lodging to the payroll system to be included in the employee's Form W-2, Wage and Tax Statement. In addition, the system must report and send the employer's matching tax amounts.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 37			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_General_Requirements_014
Interface Requirements	10.07.016	A	The travel system shall provide the capability to maintain and send a record of taxable travel payments to the payroll system for inclusion in the employee's Form W-2, Wage and Tax Statement.	Source: JFMIP SR-99-09; Source Date: 5/12/2012; Source Number: Pg 37				
Reporting	10.08.009		The travel system reporting function must provide the capability to download data to spreadsheets or other analytical tools.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Reporting_001

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	10.08.012		The travel system reporting function must provide travel data to GSA for oversight in accordance with FTR 300-70, Agency Reporting Requirements.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Reporting_002
Reporting	10.08.013		The travel system reporting function should provide the capability to modify "HELP" facilities to meet specific requirements of the agency.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38				Acquisition_004
Reporting	10.08.014		The travel system reporting function should provide the capability to electronically transmit reports.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_Reporting_003
Reporting	10.08.015		The travel system reporting function must maintain data for use in future time frames.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38				Travel_Reporting_004
Reporting	10.08.016		The travel system must maintain standard data elements contained in the Federal Travel Regulation (FTR), Chapter 301, Appendix C, to generate standard and ad hoc reports.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38				Travel_System_Administration_004
Reporting	10.08.017		The travel system must maintain and report travel obligation and liquidation information.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38				Travel_Vouchers_013

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Reporting	10.08.018		The travel system must allow for the reformatting of reports to present different sorts of the information, the presentation of only specific information in the format selected, the summarization of data, and the modification of report formats to tailor the reports to the specific requirements of the agency.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38				Travel_System_Administration_005
Reporting	10.08.019		The travel system reporting function must provide the capability to run on-demand analysis reports.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 38				Travel_Reporting_005
Temporary/Permanent Change of Station	10.09.002		The system must provide the capability to capture the effective date of the transfer or appointment followed by a one-year service agreement, unless separated for reasons beyond employee's control that are acceptable to the agency.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_001
Temporary/Permanent Change of Station	10.09.003		The travel system must provide the capability to capture the time limit for beginning travel and transportation not to exceed 2 years from the effective date of the employee's transfer or appointment and not to exceed 3 years when the 2-year limitation for completion of residence (sale and purchase or lease) transactions is extended one year by the head of the agency or his/her designee.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_002

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.004		The travel system must provide the capability to capture information for the required allowance alternative option selected when two or more members of the same immediate family are employed by the government, and in applying these alternatives, provide that other members of the immediate family not receive duplicate allowances.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_003
Temporary/Permanent Change of Station	10.09.005		The system must provide the capability to process reimbursement for not more than one return trip during each agreed period of service at a post-of-duty for prior return of immediate family.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 21			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_004
Temporary/Permanent Change of Station	10.09.006		The travel system must provide the capability to provide on screen instructions or prompts as to how calculations/formulas are performed for allowances.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 22			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_005
Temporary/Permanent Change of Station	10.09.007		The travel system must allow for a "Remarks" field to enter comments.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 22		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_006

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.008		The travel system must allow for re-computing allowances and making appropriate adjustments.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_007
Temporary/Permanent Change of Station	10.09.009		The travel system must provide the capability to offset entitlements against any indebtedness to the Government (e.g., Relocation Income Tax (RIT) allowance results in a negative amount).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_008
Temporary/Permanent Change of Station	10.09.010		The travel system must provide for withholding Federal or Puerto Rico, state, local, hospital insurance and Federal Insurance Contribution Act (FICA) tax at the withholding rate applicable to supplemental wages on the original voucher when submitted. (Use the gross-up formula in FTR 302-11).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_009

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.011		The travel system must maintain a record of all relocation expenses (those taxable and nontaxable), regardless of what system paid the expenses, and send a record of the expenses, including temporary assignments that are expected to exceed one year, to the payroll system to be included in the employees Form W-2, Wage and Tax Statement, or provided as a separate W-2 for relocation expenses, as appropriate. In addition, report and send the employers matching tax amounts.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_010
Temporary/Permanent Change of Station	10.09.012		The travel system must provide for the system to annually consolidate total amount of employee's Withholding Tax Allowance (WTA) the amount of moving expense reimbursements, and RIT's paid during the applicable year and provide an itemized list to the employee to facilitate filing MT RIT claims and income tax returns.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_011
Temporary/Permanent Change of Station	10.09.013		The travel system must, for Allowances for House hunting Trip, provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's date of travel. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_012

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.014		The travel system must provide the capability to set, change, and apply limits on travel advances for house hunting trips as set forth in FTR 302-4.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 24			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_013
Temporary/Permanent Change of Station	10.09.015		The travel system must, for Allowances for House hunting Trip, provide the capability to provide the following required information: - Limited to employee and/or spouse . - Limited to one round trip; duration authorized by the agency under FTR 302-4, not to exceed 10 calendar days ? Specific distance limitations applicable to individual allowances for househunting trips - Both old and new official stations are located within the United States - Not assigned to Government or other prearranged housing at new official station - Old and new official stations are 75 or more miles apart ? Not authorized for: - New appointees - Employees assigned under the Government Employees Training Act"	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 24-25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_014

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.016		The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses. Actual transportation costs for employee and immediate family- Common carrier, Government vehicle, POV, special conveyance Mileage if performed by POV for transfer Per diem for employee and immediate family.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 25			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_015
Temporary/Permanent Change of Station	10.09.017	C	The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide the capability to set, change, and apply limits on travel advances as: Authorized for: - estimated per diem, mileage, common carrier (not less than \$100) for employee and immediate family as set forth in FTR302-2, and Not Authorized for: - Overseas tour renewal agreement travel as set forth in FTR-302-2, - separation for retirement as set forth in FTR 302-1, and - Government Bill of Lading (GBL) or purchase order as set forth in FTR 302-7 and FTR 302-8.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_016

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.018		The travel system must, for Allowance for Enroute Travel and Transportation of Employee and Immediate Family, provide the capability to capture specific distance limitations applicable to change of official station (at least 10 miles from old station).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 26			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_017
Temporary/Permanent Change of Station	10.09.019		The travel system must, for Allowance For Transportation of Household Goods, provide for the given reimbursement maximums or limitations applicable to regulatory provisions in effect on the employees or new appointee-s effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 26-27			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_018
Temporary/Permanent Change of Station	10.09.020		The travel system must, for Allowance For Transportation of Household Goods, provide the capability to capture the required following information: Weight limitation, temporary storage information, and non-temporary storage information.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 27			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_019

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.021		The travel system must, for Allowance For Transportation of Household Goods, provide the capability to set, change, and apply limits on travel advances as: Authorized for: transportation and temporary storage of household goods as set forth in FTR 302-8, and Not authorized for: non-temporary storage of household goods as set forth in FTR 302-9.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 28			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_020
Temporary/Permanent Change of Station	10.09.022		The travel system must, for Allowance For Transportation of Household Goods, provide access to Schedules of Commuted Rates and Government Bill of Lading rates for moving and storage of household goods and allow comparison.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 28			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_021

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.023		The travel system must, for Allowance for Transportation of Mobile Homes (Permanent Change of Station (PCS) and Temporary Change of Station (TCS) Transferee, New Appointee, and SES Last Move Home), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment and must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses. Reimbursement consists of: - preparation costs, - over water and overland transportation Reimbursement cannot exceed - the maximum amount that would be allowable for transportation and - 90 days- temporary storage of household goods.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 28			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_022
Temporary/Permanent Change of Station	10.09.024		The travel system must, for Allowance for Transportation of Mobile Homes (PCS and TCS Transferee, New Appointee, and SES Last Move Home), provide the capability to set, change, and apply limits on travel advances set forth in FTR-302.7.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_023

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.025		The travel system must, for Allowance for Transportation of Mobile Homes (PCS Transferee and Agency Option for TCS Transferee), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer and must also allow for entering appropriate data for various options of method of reimbursements including daily itemization of actual expenses. Reimbursement may be based on the fixed and actual methods, which may be reduced by the number of days of the house hunting.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 29			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_024
Temporary/Permanent Change of Station	10.09.026		The travel system must, for Allowance for Transportation of Mobile Homes (PCS Transferee and Agency Option for TCS Transferee), provide the capability to capture the following required information: Specific distance limitations applicable to eligibility for temporary quarters subsistence expenses Not to exceed 60 consecutive days (may extend an additional 60 consecutive days for compelling reasons), and Not authorized for: New appointees. - Employees assigned under the GETA. - Employees returning from an overseas assignment for the purpose of separation.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 29-30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_025

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.027		The travel system must, for Allowance for Transportation of Mobile Homes (PCS Transferee and Agency Option for TCS Transferee), provide the capability to set, change, and apply limits on travel advances while occupying temporary quarters as set forth in FTR 302-5.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_026
Temporary/Permanent Change of Station	10.09.028		The travel system must, for Residence Transaction Expense Reimbursement (PCS Transferee only/Excludes Foreign PCS), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer. Maximum Reimbursement Limitations are: Sale of old home-Reimbursable expenses cannot exceed 10% of the actual sale price Purchase of new home-Reimbursable expenses cannot exceed 5% of the actual purchase price Settlement of an unexpired lease (Applicable laws/terms of lease, Sublease) Pro rata basis (a) if not fill title to the residence or (b) if employee sells or purchases land in excess of that which reasonably relates to the residence site.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_027
Temporary/Permanent Change of Station	10.09.029		The travel system must, for Residence Transaction Expense Reimbursement (PCS Transferee only/Excludes Foreign PCS), provide the capability to set, change, and apply limits on travel advances as not authorized for residence transaction expense reimbursement as set forth in FTR 302-6.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 30			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_028 Travel - 49

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.030		The travel system must, for Residence Transaction Expense Reimbursement (PCS Transferee only/Excludes Foreign PCS), provide the capability to capture the following information: Settlement date time limitation (2 years from date employee reports for duty at new official station, which may extend 1 year) and identification of employees, Persons not authorized for this reimbursement (new appointees, employees assigned under the GETA, and Foreign PCS employees.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 30-31			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_029
Temporary/Permanent Change of Station	10.09.031		The system must, for Allowance for Relocation Services (PCS Transferee only), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effect date of transfer. Substitute for relocation allowances authorized (e.g. household goods management services as a substitute for transportation of household goods).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 31			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_030

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.032		<p>The system must, for Allowance for Miscellaneous Expense (PCS and TCS Transferee only), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's effective date of transfer or appointment. Must also allow for entering appropriate data for various options of method of reimbursements, including daily itemization of actual expenses.</p> <p>Minimum Reimbursement - Without immediate family: Lesser of 1 week's basic compensation or \$350 - With immediate family: Lesser of 2 weeks' basic compensation or \$700 - No receipts Actual Reimbursement - Receipts required - Aggregate amount cannot exceed employee's basic pay for 1 week with-out an immediate family or 2 weeks with an immediate family - In no instance may actual reimbursement exceed the maximum rate of a grade GS-13.</p>	<p>Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 31</p>			<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	<p>Temporary_Or_Permanent_Change_Of_Station_031</p>
Temporary/Permanent Change of Station	10.09.033		<p>The travel system must, for Allowance for Miscellaneous Expense (PCS and TCS Transferee only), provide the capability to set, change, and apply limits on travel advances as not authorized for miscellaneous expenses allowance as set forth in FTR-302-3.</p>	<p>Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 32</p>			<p>Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction</p>	<p>Temporary_Or_Permanent_Change_Of_Station_032</p>

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.034		The travel system must, for Allowance for Miscellaneous Expense (PCS and TCS Transferee only), provide the capability to capture the following information: Not authorized for employee's first assignment unless to an overseas location Not authorized for: - New appointees - Employees assigned under the GETA - Employees returning from overseas assignments for the purpose of separation.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 32			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_033
Temporary/Permanent Change of Station	10.09.035		The travel system must, for Allowance for Property Management Services (TCS and Foreign PCS (until implementation of HR 930) Transferee), provide the capability to capture the following required information: Optional use by employee Authorized to transfer to foreign area/transferred back to a different non-foreign area Agency pays for services offered by a company, which assist the employees transferred to a non-foreign area from a foreign area in retaining and renting, rather than selling residence at Government expense - Up to a maximum of 24 months (2 years from effective date of transfer) - Agency may offset any expenses paid against subsequent reimbursement for sale of residence. Not authorized for: - New appointees - Employees assigned under the GETA - Employees transferring wholly within a non-foreign area.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 32-33			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_034

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.036		The travel system must for Allowance for the Transportation of Privately Owned Vehicle (PCS and TCS Transferee and New Appointee), provide for the reimbursement maximums or limitations applicable to regulatory provisions in effect on the employee's or new appointee's effective date of transfer or appointment. Agency pays entire costs from point of origin to destination via: - Commercial means - Government means as space available.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 33			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_035
Temporary/Permanent Change of Station	10.09.037		The travel system must, for Allowance for Transportation of Privately Owned Vehicle (PCS and TCS Transferee and New Appointee), provide the capability to set, change, and apply limits on travel advances for transportation and emergency storage of employee's privately owned vehicle (POV) as set forth in FTR 302-10.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 33			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_036

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.038		The travel system must, for Allowance for Transportation of Privately Owned Vehicle (PCS and TCS Transferee and New Appointee), provide the capability to capture the following restrictions: Outside U.S. - Transport one POV unless replacement authorized within any 4 year period of continuous service - Employee drives POV from authorized origin to deliver POV to port of embarkation or from port of debarkation to authorized destination; from port of embarkation back to authorized origin after delivering POV or from authorized destination to port of debarkation to pickup POV. -- Reimburse one-way mileage costs -- May not be reimbursed a per diem allowance for round-trip travel to and from a port involved Within Continental/Contiguous United States (CONUS). Transport any number of authorized POV's in accordance with FTR 302-10. Rental car not allowed at either duty station.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 33-34			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_037
Temporary/Permanent Change of Station	10.09.039		The travel system must, for Withholding Tax Allowances (PCS and TCS Transferee only), provide the capability to calculate in Year 1 a gross-up formula (compensate the employee for the initial tax, the tax on tax, etc.) for a Withholding Tax Allowance (WTA) payment amount to cover the employee's Federal or Puerto Rico withholding tax each time covered moving expense reimbursements are made, excluding other withholding tax obligations.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 34			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_038

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.040		The travel system must, for Withholding Tax Allowance (PCS and TCS Transferee only), provide the capability of processing more than one WTA if reimbursement for moving expenses is received in more than 1 calendar year.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 34			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_039
Temporary/Permanent Change of Station	10.09.041		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to capture the following Limited expenses or allowances covered by Relocation Income Tax Allowance (RIT): - House hunting trip - enroute travel according to current IRS regulations - household goods shipment (including temporary storage over 30 days) - non-temporary storage expenses (before October 12, 1984) - mobile home/boat movement - temporary quarters - residence transactions (real estate) expense reimbursement - relocation services which constitute income to the employee - miscellaneous expenses allowance - property management services allowance Not authorized for: - new appointees, - employees assigned under the GETA, and - employees returning from overseas assignment for the purpose of separation.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 34-35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_040

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.042		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to set, change, and apply limits on travel advances as not authorized for RIT allowance as set forth in FTR 302-11.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_041
Temporary/Permanent Change of Station	10.09.043		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), allow for processing RIT claims involving two or more States with the selection of applicable taxing situations (average, highest, sum of the applicable state / local marginal tax rate) to determine applicable single State /Local Marginal Tax Rate.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_042
Temporary/Permanent Change of Station	10.09.044		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), Provide the capability to calculate formulas for a Combined Marginal Tax Rate (CMTR), which includes a single rate for Federal or Puerto Rico Marginal Tax Rate, State's Marginal Tax Rate (applicable when States do not allow deduction of moving expenses), and Local Marginal Tax Rate.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_043

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.045		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to calculate a CMTR formula for Year 1 and for Year 2. (Formula adjusts the State and local tax rates to compensate for their deductibility from income for Federal or Puerto Rico tax purposes).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_044
Temporary/Permanent Change of Station	10.09.046		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to calculate State gross-up formulas to be used when States do not allow deduction of moving expenses.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_045
Temporary/Permanent Change of Station	10.09.047		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), allow for entering appropriate data for income level and filing status.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_046

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.048		The travel system must, for Home sale Program/ Home marketing incentive payments (PCS Transferee only), provide the capability to calculate maximums or limitations applicable to the following incentive: Agency pays transferred employee home marketing incentive for finding a bona fide buyer for employee's residence, which may not exceed the lesser of: a. Five percent (5%) of the price the relocation services company paid the employee for residence, OR b. Actual savings the agency realized from the reduced fee/expenses it paid to the relocation services company.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: pages 35-36			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_047
Temporary/Permanent Change of Station	10.09.049		The travel system must, for Home sale Program/ Home marketing incentive payments (PCS Transferee only), provide the capability to capture the following required information: Employee use relocation services companies under contract with the Government.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 36			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service Request-to-Resolution Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_048

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.050		The travel system must provide for the capability to display defined messages to the traveler and/or travel administrator regarding statements, justifications, and certifications. Warning messages or guidelines should include at least some identification as to where the traveler should go for additional information. (e.g., If another level for find certification or approval is required, or if receipts or additional documents are required for certain activities, the system should provide such a message when the order is prepared. In addition, when the voucher segment of the system is activated, the requirement should appear again so that all necessary documentation is available for voucher audit).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Temporary_Or_Permanent_Change_Of_Station_049
Temporary/Permanent Change of Station	10.09.051		The travel system must provide for liquidating travel advances from more than one entitlement if submitted on one voucher.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 23				Temporary_Or_Permanent_Change_Of_Station_051
Temporary/Permanent Change of Station	10.09.052		The travel system must, for Withholding Tax Allowances (PCS and TCS Transferee only), provide for system generated notices for outstanding WTA's when information has not been submitted within a given time period as established by the agency.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 34				Temporary_Or_Permanent_Change_Of_Station_054

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.053		The travel system must, for Relocation Income Tax Allowance (PCS and TCS Transferee only), provide the capability to calculate in Year 2 a gross-up formula for a RIT Allowance payment amount to cover the additional tax liability not covered by the WTA paid in Year 1 on prior PCS settlement vouchers.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 35				Temporary_Or_Permanent_Change_Of_Station_053
Temporary/Permanent Change of Station	10.09.054		The travel system must provide the capability to calculate maximums or limitations available for the allowances provided in the summary chart on JFMIP-SR-99-9, page 22.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 21				Temporary_Or_Permanent_Change_Of_Station_052
Temporary/Permanent Change of Station	10.09.055	A	The travel system shall provide the ability to allow for GOVERNMENT MESS.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U4400 Pg U4E-1				
Temporary/Permanent Change of Station	10.09.056	A	The travel system shall provide the ability for ITDY TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL: DLA is payable to a member under an ITDY authorization/order. (See pars. U5620 and U5630-B.) Dependent transportation is authorized under this Part the same as for PCS. The MALT in par. U5105-B1 applies unless the dependent accompanies the member to the TDY location traveling in the same POC. If the dependent travels as a passenger then no MALT is payable for the dependent since the member receives TDY mileage. See par. U4755 for HHG transportation.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U4600 Pg U4G-1				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.057	A	The travel system shall provide the ability for HHG SHIPMENT AND STORAGE UNDER A TDY .	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U4700 Pg U4H-1				
Temporary/Permanent Change of Station	10.09.058	A	The travel system shall provide the ability for REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U4800 Pg U4I-1				
Temporary/Permanent Change of Station	10.09.059	A	The travel system shall provide the ability for TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN: CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES,	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U7000 Pg U7A-1				
Temporary/Permanent Change of Station	10.09.060	A	The travel system shall provide the ability for GENERAL TLA PAYMENT CONDITIONS:	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U9155 Pg U9C1-4				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.061	A	The travel system shall provide the ability for BAGGAGE, UNACCOMPANIED (UB). (Unaccompanied Baggage Transportation. See APP A) That part of a member’s prescribed weight allowance of HHG that: 1. Is not carried free on a ticket used for personal travel, 2. Ordinarily is transported separately from the major bulk of HHG, and 3. Usually is transported by an expedited mode because it’s needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U5012 Pg U5A-2				Leave_Processing_020
Temporary/Permanent Change of Station	10.09.062	A	The travel system shall provide the ability for TDY Travel Involving Non-PDS Location(s). A member on a TDY authorization/order is authorized travel/ transportation allowances NTE the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between the member’s PDS and TDY location. When TDY travel is to/from a non-PDS location: 1. The member is responsible for all excess travel/transportation costs; and 2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair airfare, if available (not the capacity-controlled city-pair if both airfares are available).	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3100 Pg U3B1-2				

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.002		For centralized control and system administration, the travel system must provide for flexible operational capability to allow for daily, weekly, biweekly, monthly, quarterly, and annual processing requirements.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_001
System Administration	10.10.007		For centralized control and system administration, the travel system must provide the capability for backup and recovery of transactions.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 40		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_002
System Administration	10.10.014		For centralized control and system administration, the travel system must provide the capability to establish and maintain the following tables that include, at a minimum: User Administration: Traveler Profile Trip purpose Operational expense Locality/M&IE allowances Locality/lodging rate (per diem) Travelers Government Charge Card Air costs/destination Rental car rate/type POV mileage rate/mileage Approving Officials: - Organization/Funding - Delegated Authority.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39			Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Order-to-Cash Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_006

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.017		For centralized control and system administration, the travel system must provide the capability to maintain rules incorporated in the travel system.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_009
System Administration	10.10.018		For centralized control and system administration, the travel system must provide for maintaining defined messages to the user regarding general system information (including Privacy Act Statement), announcements, etc.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_010
System Administration	10.10.019		For centralized control and system administration, the travel system must provide for maintaining routing lists.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_011
System Administration	10.10.020		For centralized control and system administration, the travel system must provide for supporting the remote user.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_012

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.021		For centralized control and system administration, the travel system must provide for establishing capability to use electronic signatures.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 39		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_013
System Administration	10.10.023		For centralized control and system administration, the travel system must provide for gathering and analyzing usage statistics.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 40		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_015
System Administration	10.10.024		For centralized control and system administration, the travel system must provide for retaining system records in accordance with agency regulations and preventing the purging of historical records prior to the proper period as authorized for disposal by the National Archives and Records Administration (NARA).	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 40		Manage Travel	Cost Management Acquire-to-Retire Concept-to-Product Deployment-to-Redeployment/Retrograde Hire-to-Retire Market-to-Prospect Procure-to-Pay Prospect-to-Order Service-to-Satisfaction	Travel_System_Administration_016
System Administration	10.10.026		For centralized control and system administration, the travel system should provide for automated maintenance of per diem rates from a central source.	Source: JFMIP SR-99-9; Source Date: 7/1/1999; Source Number: Pg 40				Travel_System_Administration_018

TRAVEL REQUIREMENTS

DFAS 7900.4-M, Vol. 10

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.027	A	The travel system shall provide the ability for TDY & LOCAL TRAVEL. A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are: Airplane \$1.24 - 1 Jan 2009; Automobile (if no GOV is available) \$0.55 -1 Jan 2009; Motorcycle \$0.52 -1 Jan 2009; POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage \$0.285 - 4 Feb 2005; Partial reimbursement for POC use when the member is committed to use a GOV and a GOV has been procured and is available for the member's use but the member elects to use a POC \$0.125 - 4 Feb 2005.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U2600 Pg U2H-1				Leave_Processing_022
System Administration	10.10.028	A	The travel system shall provide the ability for PARKING EXPENSES FOR CERTAIN MEMBERS. An Army, Navy, Air Force, or Marine Corps member is to be reimbursed for that portion of the monthly parking expenses in excess of \$25, but not to exceed \$200. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site at which assigned to duty: 1. As a recruiter for any of the armed forces; 2. At an armed forces military entrance processing facility; or 3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3550 Pg U3G-1				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.029	A	The travel system shall provide the ability for COMMERCIAL AIR TRANSPORTATION. Gov't policy is that: a. A member and/or dependents must be provided economy/coach-class airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3125 Pg U3B2-1				
System Administration	10.10.030	A	The travel system shall provide the ability for COMMERCIAL SHIP TRANSPORTATION. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs. B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be: 1. Completed only by ship. 2. Performed more economically or efficiently by ship.	Source: JFTR-V-1; Source Date: 6/19/2012; Source Number: U3130 Pg U3B3-1				

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Federal Sources	DoD Sources	BPM Processes	End 2 End Process	DFMIG Rule Name
System Administration	10.10.031	A	The travel system shall provide the ability for TRAIN TRANSPORTATION. The Gov't purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in par. U3135. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a member must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.	Source: JFTR-V-1; Source Date: 6/1/2012; Source Number: U3135 Pg U3B4-1				

ACRONYMS

ATM	Automated Teller Machine
CMTR	Combined Marginal Tax Rate
CONUS	Continental/Contiguous United States
CRS	Commercial Reservation System
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
DSSR	Department of State Standardized Regulations
EFT	electronic funds transfer
FFMIA	Federal Financial Management Improvement Act
FICA	Federal Insurance Contribution Act
FSIO	Financial System Integration Office
FTR	Federal Travel Regulation
GBL	Government Bill of Lading
GETA	Government Employees Training Act
GPEA	Government Paperwork Elimination Act
GSA	General Services Administration
GTR	Government Transportation Request
IRS	Internal Revenue Service
JFMIP	Joint Financial Management Improvement Program
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
NARA	National Archives and Records Administration
OFFM	Office of Federal Financial Management
OPAC	On-line Payment and Collection
OPM	Office of Personnel Management
PCS	Permanent Change of Stations
POC	Point of Contact
POV	Privately Operated Vehicle
RIT	Relocation Income Tax
SES	Senior Executive Service
SSN	Social Security Number
TCS	Temporary Change of Stations
TDY	Temporary Duty
TMC	Travel Management Center
TMS	Travel Management System
WTA	Withholding Tax Allowance