



Defense Finance and Accounting Service

DFAS 7900.4-M Financial Management Systems Requirements Manual Volume 10, Travel

August 2015

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
10.01.026	C - Verbiage Edited for Clarity	
10.02.032	D - Authoritative Source/Reference Deleted	
10.02.060	C - Verbiage Edited for Clarity	
10.07.005 10.08.012 10.08.014 10.08.015	D - Authoritative Source/Reference Deleted	Authoritative Source does not support requirement.
10.08.016	C - Verbiage Edited for Clarity	
10.09.007 10.09.023	D - Authoritative Source/Reference Deleted	Broad Policy Guidance. Not programmable or testable.
10.10.027 10.10.030	C - Verbiage Updated per Authoritative Source	

Chart Legend:

A - Added

These are new requirements due to revised and updated source documents.

C - Changed

These requirements were contained in previous releases, but were changed for various reasons.

D - Deleted

These requirements were removed and are no longer required by the source documents.

Note: If there is no code in the requirements value added or change type columns, it is by definition unchanged.

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TRAVEL INTRODUCTION

The term travel relates to movement of persons from place to place. Travel includes authority for the use of quarter facilities, allowances, and certain transportation and reimbursable expenses, subject to conditions and limitations in the Joint Travel Regulation (JTR). When used in connection with travel allowances, the term refers to per diem or actual expense allowance.

The General Services Administration (GSA) and the Office of Personnel Management (OPM) establish travel policies, rules, and regulations for the Federal agencies. 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, Department of Defense Finance Management Regulation (DoDFMR).

Formerly, the Joint Federal Travel Regulation (JFTR) directly implemented travel and transportation entitlements authorized by law for members of the Uniformed Services. As of October 1, 2014, the Joint Federal Travel JFTR and the JTR were consolidated into one volume, titled the "Joint Travel Regulations." The merger aligned language that highlights where allowances are different for uniformed members and civilians. 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.

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.003		The system must record travel expenses, as they are incurred, in order of precedence (authorization must precede a voucher).	Source: JTR,AppO,ParaT4050; Source Date: 8/1/2015Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	1.4.1.1_Defining Federal Funding Attributes to Align Financial Management Information With Performance Goals_DI	Provide Federal funding attributes (for example, program, activity, and cost object) that align funding requests, funding allocations, fund obligations, fund expenditures, and costs with agency performance goals, as required by the Chief Financial Officer (CFO) Act as well as the Government Performance and Results Act and consistent with the FASAB Handbook, OMB Circular No. A-11, and OMB Circular No. A-136.	Travel_General_Requirements_002
General Requirements	10.01.009		The system must provide for interfacing with a system, arranging tickets and transportation and processing of claims from vendors related to the travel and transportation documents.	Source: JTR,Ch1,PtA,ParaC10 15; Source Date: 7/1/2015Source: DoDFMRVol9,Ch3,Su b0303; Source Date: 4/1/2014	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Requirements_005

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.010		The system must provide an interface to an electronic routing or mail system for travel.	Source: 5CFR,ChI,SubchB,Pt850; Source Date: 8/1/2015 Source: 36CFRVol3,ChXII; Source Date: 8/1/2015	1.1.3.3_Managing Financial Asset Information_DO	Provide asset information, such as type (for example, intragovernmental or governmental), value, quantity (for example, units), and GL account (for example, buildings, land, equipment, assets under capital lease, and software) for balance sheet and financial statement reporting consistent with the FASAB Handbook and as specified in the TFM.	Travel_General_Requirements_006
General Requirements	10.01.011		The system must provide the capability to support electronic interface with the credit card company related to travel.	Source: DoDFMRVol9,Ch3,Su b0303; Source Date: 4/1/2014 Source: DoDFMRVol9,Ch3,Ann1; Source Date: 4/1/2014	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Requirements_007
General Requirements	10.01.013		The 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: NISTSP800-53,Ch1; Source Date: 4/1/2013	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_General_Requirements_009

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.014		The 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: SFFAS7,69; Source Date: 5/1/1996Source: 41CFR,Vol4,SubtitleF,Ch301,SubChD,Pt301-71; Source Date: 8/1/2015Source: JTR,Ch1,PtA,ParaC1000; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_General_Requirements_010
General Requirements	10.01.016		The system must provide for the use of mandated Federal travel charge cards.	Source: OMBCIRA-123,AppB,Ch1; Source Date: 5/1/2008Source: DoD4500.9-R,PtI,AppO; Source Date: 11/1/2014Source: DoD4500.9-R,PtI,Ch103; Source Date: 11/1/2014Source: DoDFMRVol9,Ch3,Ann1; Source Date: 4/1/2014	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Requirements_012
General Requirements	10.01.017		The 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: OMBCIRA-130,AppII; Source Date: 8/1/2015Source: PL105-277,Sec1701; Source Date: 10/1/1998Source: OMBCIRA-11,Pt7,AppK; Source Date: 8/1/2015	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Requirements_013

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.019		The 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: DoDFMRVol9,Ch2,Su b0201; Source Date: 8/1/2014 Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_General_Req uirements_015
General Requirements	10.01.021		The system must maintain an adequate separation of duties.	Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014 Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_General_Req uirements_017
General Requirements	10.01.022		The system must provide controls to prevent the creation of duplicate travel documents.	Source: OMBCIRA-123,AppC,PtI; Source Date: 10/1/2014 Source: 5CFR,ChIII,SubchB,Pt 1315; Source Date: 8/1/2015 Source: JTR,Ch1,PtA,ParaC10 30; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_General_Req uirements_019
General Requirements	10.01.024		The system must provide for coding and processing features that will link all phases of travel together (i.e., travel authorization, travel approval, etc.).	Source: 36CFRVol3,ChXI; Source Date: 8/1/2015 Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014 Source: NISTSP800-53,AppI; Source Date: 4/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Req uirements_021

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.025		The system must provide for an audit trail on historical data that identifies input, correction, amendment, cancellation and approval.	Source: NISTSP800-53,AppF; Source Date: 4/1/2013 Source: NISTSP800-53,AppI; Source Date: 4/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Requirements_020
General Requirements	10.01.026	C - Verbiage Edited for Clarity	The system must provide the capability to upload substantiating lodging expenses and other authorized expenses costing of \$75 or more.	Source: 41CFR,Vol4,SubtitleF,Ch301,SubChC,Pt301-52; Source Date: 8/1/2015 Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014 Source: NISTSP800-53,AppF; Source Date: 4/1/2013 Source: NISTSP800-53,Ch2; Source Date: 4/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_General_Requirements_027
General Requirements	10.01.028		The system must provide the capability to download travel information from the agency's system.	Source: JTR,Ch1,PtA,ParaC1030; Source Date: 7/1/2015 Source: DoD4100.39-M,V16,Ch2; Source Date: 1/1/2004 Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_General_Requirements_025

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.029		The system must provide for verification that authorization exists and that funds are available.	Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_General_Req uirements_022
General Requirements	10.01.030		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 amount for travel.	Source: JTR,Ch1,PtE,ParaC14 05; Source Date: 10/1/2014Source: JTR,Ch1,PtE,ParaC14 10; Source Date: 10/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_General_Req uirements_036
General Requirements	10.01.031		The system shall provide the ability for the allowable reimbursements for commonly incurred expenses associated with public or special conveyance use during Temporary Duty (TDY) or Permanent Change of Station (PCS) travel. (TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE).	Source: OMBCIRA-11,Pt1,Sec20.3; Source Date: 8/1/2015Source: JTR,Ch3,PtD,ParaC33 00; Source Date: 8/1/2015	2.1.1.2_Recording Budget Authority_P	Determine appropriated fund subdivisions, apportionments, reapportionments, and allocations before any of the appropriated funds are expended consistent with the budget execution activities as defined in OMB Circular No. A-11.	Travel_General_Req uirements_035

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.032		The 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: JTR,Ch2,PtI,ParaC2610; Source Date: 2/1/2015	1.2.1.2_Determining Costs_P	Determine intragovernmental entity costs in addition to other costs (for example, direct, indirect, and depreciation) by cost object and responsibility segment consistent with the FASAB Handbook.	Travel_General_Requirements_032
General Requirements	10.01.033		The system must provide the ability to prohibit the REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE.	Source: JTR,Ch1,PtC,ParaC1215; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_General_Requirements_030
General Requirements	10.01.034		The system must provide the ability for Government (GOV'T) Quarters (QTRS) USE/AVAILABILITY.	Source: JTR,Ch2,PtH; Source Date: 8/1/2015	1.2.1.1_Determining Costs_DI	Provide responsibility segments/cos centers (for example, managing public buildings and distributing supplies) and cost objects that align with outcomes (for example, program, activity, and product) that directly support the agency mission and management requirements consistent with the FASAB Handbook.	Travel_General_Requirements_029

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.035		The user of the system must abide by the regulations issued under Joint Travel Regulation (JTR) as it pertains to MEAL TICKETS.	Source: JTR,Ch1,PtA,ParaC10 15; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Travel_General_Req uirements_031
General Requirements	10.01.036		The system must provide the ability for the REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES. The SECRETARY OF DEFENSE (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: JTR,Ch1,PtC,ParaC12 00; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Travel_General_Req uirements_028

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.037		The system must 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. Permanent Duty Station (PDS), 2. Temporary Duty Station (TDY), 3. Passenger port of embarkation (POE), 4. Passenger port of debarkation (POD), 5. First duty station, 6. Last duty station, 7. Home of Record (HOR), 8. Home of Selection (HOS), 9. A designated place, 10. A Constructive (COT) leave location, 11. Safe haven location, 12. Privately Owned Vehicle (POV) loading port/Vehicle Processing Center (VPC), 13. POV storage facility, and 14. Plead.	Source: JTR,Ch3,PtA,Sec1,ParaC3035; Source Date: 8/1/2015	1.1.4.1_Managing Financial Liability Information_DI	Capture Federal Government liability type (for example, covered/not covered by budgetary resources, governmental, and intragovernmental), category (for example, accounts payable, and interest payable and other current liabilities), and subcategory (for example, accrued employees' wages and entitlement benefits) consistent with the FASAB Handbook.	Travel_General_Requirements_033

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
General Requirements	10.01.038		<p>The system must provide the ability for ACCOMPANIED Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. Excess Reimbursement: 1. Does not include pets; and 2. Cost incurred in connection with 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 Government-procured airline tickets were available and used. Authorization/Approval for Excess Accompanied Baggage: Excess accompanied baggage may be authorized/ approved by the Secretarial Process under official travel in accordance with Service regulations.</p>	<p>Source: JTR,Ch3,PtB,ParaC3100; Source Date: 7/15/2015 Source: JTR,Ch3,PtB,ParaC3105; Source Date: 7/15/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_General_Requirements_034</p>
Travel Authorization	10.02.001		<p>The system authorization function must allow for processing various types of travel authorizations including unlimited open, limited open, and trip-by-trip.</p>	<p>Source: 41CFR,Vol4,SubtitleF,Ch300,SubchA,Pt300-3; Source Date: 8/1/2015 Source: DoDFMRVol9,Ch4,Subb0408; Source Date: 8/1/2011 Source: JTR,AppA; Source Date: 8/1/2015 Source: JTR,Ch2,PtC,ParaC225; Source Date: 5/1/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_Authorization_001</p>

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Authorization	10.02.004		The system authorization function must provide for determining whether the traveler is a holder of a government-issued charge card.	Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014Source: DoDFMRVol9,Ch3,Su b0305; Source Date: 4/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Authorization_002
Travel Authorization	10.02.007		The system authorization function must provide the capability to create travel authorizations and provide funds availability when appropriate (e.g., specific trip authorization).	Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014Source: DoDFMRVol9,Ch3,Su b0310; Source Date: 4/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_003
Travel Authorization	10.02.008		The system authorization function must record detailed itinerary information.	Source: DoDFMRVol9,Ch8,Su b0803; Source Date: 7/1/2014Source: DoDFMRVol9,Ch2,Su b0205; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_004
Travel Authorization	10.02.009		The 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: DoDFMRVol9,Ch5,Su b0509; Source Date: 2/1/2013Source: DoDFMRVol9,Ch8,Su b0803; Source Date: 7/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_005

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Authorization	10.02.012		The system authorization function must provide the capability to process travel authorizations with split fiscal year funding and with multiple funding.	Source: DoDFMRVol9,Ch2,Su b0205; Source Date: 8/1/2014Source: DoDFMRVol9,Ch5,Su b0503; Source Date: 2/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_007
Travel Authorization	10.02.015		The 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: DoDFMRVol9,Ch3,Su b0310; Source Date: 4/1/2014Source: DoDFMRVol9,Ch5,Su b0505; Source Date: 2/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_008
Travel Authorization	10.02.022		The system must provide for the electronic routing of travel documents to reviewing and approving officials.	Source: DoDFMRVol9,Def; Source Date: 6/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_010
Travel Authorization	10.02.027		The system must provide the ability to address foreign currency conversions and fluctuations as it pertains to travel.	Source: DoDFMRVol6A,Ch9, Sub0902; Source Date: 4/1/2011Source: DoDFMRVol9,Ch8,Su b0803; Source Date: 7/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_011
Travel Authorization	10.02.028		The system must provide the ability to electronically route approved documents based on agency defined criteria related to travel.	Source: DoDFMRVol8,Ch1,Su b0104; Source Date: 5/1/2013Source: DoDFMRVol9,Def; Source Date: 6/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_012

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Travel Authorization	10.02.029		The system must provide for on-line search capability based on user-defined parameters pertaining to travel.	Source: DoD4500.9-R,PtII,AppK; Source Date: 5/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_013
Travel Authorization	10.02.031		The system must provide for a tracking system that will allow employees to determine the status of any travel document at any time.	Source: DoDFMRVol9,Ch3,Su b0311; Source Date: 4/1/2014	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_Authorization_015
Travel Authorization	10.02.032	D - Authoritative Source/Reference Deleted	DELETED: The system must provide the capability to insert free form text or comments related to travel.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Travel_Authorization_016
Travel Authorization	10.02.035		The system authorization function must provide for an automated interface of accounting codes and funds availability related to travel.	Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014Source: DoDFMRVol9,Ch5,Su b0502; Source Date: 2/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_017
Travel Authorization	10.02.039		The system authorization function must support the use of voice recognition in the reservation system for travel purposes.	Source: OMBCIRA-130,AppII; Source Date: 8/1/2015Source: NISTSP800-53,AppB; Source Date: 4/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_019

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Authorization	10.02.044		The 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: DoDFMRVol9,Ch5,Su b0509; Source Date: 2/1/2013Source: DoDFMRVol9,Ch8,Su b0804; Source Date: 7/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_023
Travel Authorization	10.02.045		The system authorization function must provide the ability to obligate travel funds based on estimated costs and liquidate on actual costs at the point of individual trip approval.	Source: JTR,AppO,ParaT4050; Source Date: 8/1/2015Source: JTR,AppI; Source Date: 8/1/2015Source: JTR,Ch1,PtB,ParaC11 15; Source Date: 8/1/2015	1.4.1.1_Defining Federal Funding Attributes to Align Financial Management Information With Performance Goals_DI	Provide Federal funding attributes (for example, program, activity, and cost object) that align funding requests, funding allocations, fund obligations, fund expenditures, and costs with agency performance goals, as required by the Chief Financial Officer (CFO) Act as well as the Government Performance and Results Act and consistent with the FASAB Handbook, OMB Circular No. A-11, and OMB Circular No. A-136.	Travel_Authorization_048

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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 in the system.	Source: JTR,Ch2,PtG,ParaC2505; Source Date: 2/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_028
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 in the system.	Source: JTR,AppH; Source Date: 10/1/2014Source: JTR,Ch3,PtF,ParaC3500; Source Date: 8/1/2015Source: JTR,Ch2,PtB,ParaC2110; Source Date: 8/1/2015Source: JTR,Ch2,PtA,ParaC2010; Source Date: 2/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_033
Travel Authorization	10.02.053		The system must provide the ability to use zip code to zip code distance within the Continental United States (CONUS) and non-foreign Outside Continental United States (OCONUS) areas and city to city distance elsewhere (e.g., within foreign locations or to/from foreign locations).	Source: JTR,Ch2,PtJ,ParaC2650; Source Date: 10/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_050

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Travel Authorization	10.02.054		The system must 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: JTR,Ch2,PtC,ParaC22 05; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_051
Travel Authorization	10.02.055		The system must provide the ability to allow a travel authorization/order including 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: JTR,Ch2,PtC,ParaC22 15; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_052
Travel Authorization	10.02.056		The system must provide the ability to compute travel Temporary Duty (TDY) for a max of 180-Day Time Limitation. Except when authorized under par. 2230-C, a TDY assignment at any one location is limited to 180 or fewer consecutive days.	Source: JTR,Ch2,PtC,ParaC22 30; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_053

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Travel Authorization	10.02.057		<p>The system must 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, in accordance with Service regulations under specified conditions.</p>	<p>Source: JTR,Ch2,PtL,ParaC28 15; Source Date: 11/1/2014</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_Authorization_055</p>
Travel Authorization	10.02.058		<p>Permit a traveler to combine official travel with leave or personal travel. However, contract fare travel must never be used for personal travel. 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 meals and incidental expenses (M&IE) are paid by the Government (GOV'T). A member is not authorized per diem on any day leave is charged. Appropriate information must be reflective in the system.</p>	<p>Source: JTR,AppO,ParaT4060; Source Date: 8/1/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_Authorization_056</p>

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Travel Authorization	10.02.059		In the system, the travel order MUST include the cost difference shown in the Joint Travel Regulation (JTR), (Other than Economy-/Coach-class Travel Reporting Data Elements and Procedures), and must reflect the information in the system. Example: 'Business (or First) -class accommodations have been justified and authorized/approved based on JTR. The cost difference between the business-class fare and the least expensive unrestricted economy/coach-class airfare is \$XXX. 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 Authorizing Official (AO).'	Source: JTR,AppI; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Authorization_057

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Authorization	10.02.060	C - Verbiage Edited for Clarity	<p>A blanket/repeat temporary duty (TDY) order must never authorize other than economy/coach class travel in the system. As written in Joint Travel Regulation (JTR), Par. 2225 and App. I, Pt. 1, Footnotes, blanket TDY orders are not used (they are unavailable) in the Defense Travel System (DTS). 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 and recognized in the system. AEA is allowed on a blanket order by the Coast Guard.</p>	<p>Source: JTR,AppA; Source Date: 8/1/2015Source: JTR,Ch2,PtC,ParaC22 25; Source Date: 5/1/2015Source: 41CFR,Vol4,SubtitleF, Ch301,SubChB,Pt301-10; Source Date: 8/1/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_Authorization_030</p>
Travel Advances	10.03.001		<p>If the Government issues an advance in the form of currency, traveler's checks, or electronic funds (EFT) under exceptional procedures, the systems 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.</p>	<p>Source: DoDFMRVol9,Ch5,Su b0505; Source Date: 2/1/2013Source: DoDFMRVol9,Ch3,Su b0306; Source Date: 4/1/2014Source: DoDFMRVol9,Ch5,Su b0504; Source Date: 2/1/2013</p>	<p>FFMIA Financial Management Goal_1.2</p>	<p>Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.</p>	<p>Travel_Advances_001</p>
Travel Advances	10.03.002		<p>The system advance function must be able to set, change, and apply established limits on travel advances.</p>	<p>Source: JTR,Ch2,PtG,ParaC25 00; Source Date: 2/1/2015Source: DoDFMRVol9,Ch5,Su b0504; Source Date: 2/1/2013</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_Advances_002</p>

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Advances	10.03.004		The 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: DoDFMRVol9,Ch3,Su b0302; Source Date: 4/1/2014Source: DoDFMRVol11B,Ch2, Sub0206; Source Date: 4/1/2010	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Advances_003
Travel Advances	10.03.005		The system advance function must 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: JTR,Ch1,PtB,ParaC11 15; Source Date: 8/1/2015Source: DoDFMRVol9,Ch3,Su b0301; Source Date: 4/1/2014Source: DoDFMRVol9,Ch5,Su b0504; Source Date: 2/1/2013Source: JTR,Ch2,PtE,ParaC23 05; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Advances_004
Travel Advances	10.03.011		The system advance function must allow travel advance information to be accessible in travel voucher preparation.	Source: DoDFMRVol9,Ch5,Su b0504; Source Date: 2/1/2013Source: DoDFMRVol9,Ch5,Su b0505; Source Date: 2/1/2013	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_Advances_008

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Advances	10.03.012		<p>The system must provide the ability for a member to be paid an advance payment of (i.e., loaned) specified travel and transportation, Advance Lodging Deposits, station (Cost of Living Allowance and Temporary Lodging Allowance), and housing (Overseas Housing Allowance & Family Separation Housing) allowances. Advances may be when:</p> <p>1. Authorized on an authorization/order, and 2. Permitted in accordance with: a. The Department of Defense, Financial Management Regulation (DoDFMR), Volume 9 (DoD Services), or b. Service regulations (Non-DOD Services). Advances may be for: 1. Per diem, 2. Temporary Duty (TDY) mileage, 3. Actual Expense Allowance (AEA), 4. Reimbursable expenses, and/or 5. Advance Lodging Deposits.</p>	<p>Source: JTR,Ch2,PtE,ParaC23 10; Source Date: 7/1/2015 Source: DoDFMRVol9,Ch5,Su b0504; Source Date: 2/1/2013</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_Advances_012</p>
Travel Advances	10.03.014		<p>The system must 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.</p>	<p>Source: JTR,Ch4,PtC,ParaC43 00; Source Date: 8/1/2015 Source: DoDFMRVol9,Ch5,Su b0505; Source Date: 2/1/2013</p>	<p>FFMIA Financial Management Goal_1.2</p>	<p>Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.</p>	<p>Travel_Advances_010</p>

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Travel Vouchers	10.04.012		The 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: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014 Source: DoDFMRVol9,Ch8,Su b0808; Source Date: 7/1/2014	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_Vouchers_007
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: JTR,Ch1,PtB,ParaC11 15; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_010
Travel Vouchers	10.04.020		The 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 Government Accountability Office's Title 7.)	Source: OMBCIRA-123,AppC,PtI; Source Date: 10/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_012

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Travel Vouchers	10.04.023		The 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: DoDFMRVol9,Ch6,Su b0612; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_01 4
Travel Vouchers	10.04.024		The 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: JTR,AppO,ParaT4030; Source Date: 8/1/2015 Source: JTR,AppO,ParaT4040; Source Date: 8/1/2015 Source: DoDFMRVol9,Ch8,Su b0805; Source Date: 7/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_01 5
Travel Vouchers	10.04.025		The system must provide the capability to compute meals and incidentals (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 Federal Travel Regulation (FTR) 301-11.	Source: JTR,Ch4,PtB; Source Date: 6/1/2015 Source: JTR,AppO,ParaT4040; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_01 6

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Travel Vouchers	10.04.026		The 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: OMBCIRA-123,AppB,Ch4; Source Date: 5/1/2008Source: DoDFMRVol8,Ch8,Su b0809; Source Date: 9/1/2012	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	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: 2CFR,SbttIA,ChII; Source Date: 8/1/2015Source: 48CFRVol6,Ch15; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_018
Travel Vouchers	10.04.028		The system must 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: DoDFMRVol9,Ch2,Su b0201; Source Date: 8/1/2014Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Vouchers_019
Local Travel	10.05.007		The system must provide the capability to compute mileage allowances.	Source: DoDFMRVol9,Ch8,Su b0805; Source Date: 7/1/2014Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Local_Travel_003

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Local Travel	10.05.008		The system must provide for funds availability.	Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014 Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Local_Travel_004
Local Travel	10.05.009		The system must provide the ability for LOCAL TRAVEL IN AND AROUND PERMANENT DUTY STATION (PDS) OR TEMPORARY DUTY (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: JTR,Ch2,PtL,ParaC28 00; Source Date: 11/1/2014	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Local_Travel_005
Local Travel	10.05.010		The system must provide the ability for TRAVEL AT THE TEMPORARY DUTY (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 Permanent Duty Station (PDS)/TDY Location. 2. Duty sites; or 3. Lodging or duty site and dining facility.	Source: JTR,Ch2,PtL,ParaC28 10; Source Date: 11/1/2014	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Local_Travel_006

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Sponsored Travel	10.06.001		The 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: 20USC,Ch28,SubchVI I,PtE,Sec1141; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	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: 41CFR,Vol4,SubtitleF,Ch302,SubChE,Pt302-11; Source Date: 8/1/2015Source: DoD4500.9-R,PtI,Ch106; Source Date: 11/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Sponsored_Travel_002
Interface Requirements	10.07.002		The system must provide travel activity transactions to the system by updating funds control.	Source: DoDFMRVol10,Ch23,Sub2304; Source Date: 7/1/2014Source: DoDFMRVol9,Ch2,Su b0204; Source Date: 8/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Interface_Requirements_002

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Interface Requirements	10.07.003		The system must provide travel activity transactions to the system by updating the standard general ledger.	Source: OMBCIRA-123,AppD,7; Source Date: 9/1/2013Source: OMBCIRA-123,AppA,IV; Source Date: 12/1/2004Source: OMBCIRA-123,Att,III; Source Date: 12/1/2004	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Interface_Requirements_003
Interface Requirements	10.07.005	D - Authoritative Source/Reference Deleted	DELETED: The system must provide a standard record format for interface of transactions.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Travel_Interface_Requirements_005
Interface Requirements	10.07.016		The 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: 41CFR,Vol4,SubtitleF,Ch301,SubChC,Pt301-52; Source Date: 8/1/2015Source: DoDFMRVol9,Ch6,Subb0603; Source Date: 5/1/2015Source: JTR,Ch2,PtL,ParaC2805; Source Date: 11/1/2014	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_Interface_Requirements_012
Reporting	10.08.012	D - Authoritative Source/Reference Deleted	DELETED: The system reporting function must provide travel data to General Services Administration (GSA) for oversight in accordance with FTR 300-70, Agency Reporting Requirements.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Travel_Reporting_002
Reporting	10.08.014	D - Authoritative Source/Reference Deleted	DELETED: The system reporting function must provide the capability to electronically transmit reports related to travel.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Travel_Reporting_003

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Reporting	10.08.015	D - Authoritative Source/Reference Deleted	DELETED: The system reporting function must maintain data for use in future time frames.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Travel_Reporting_004
Reporting	10.08.016	C - Verbiage Edited for Clarity	The system must maintain standard data elements contained in the Federal Travel Regulation (FTR), to generate standard and ad hoc reports.	Source: JTR,AppT; Source Date: 10/1/2014Source: 41CFR,Vol4,SubtitleF,Ch301,SubChD,Pt301-76; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Travel_System_Administration_004
Temporary/Permanent Change of Station	10.09.007	D - Authoritative Source/Reference Deleted	DELETED: The system must allow for a 'Remarks' field to enter comments.	Source: ; Source Date:	Requirement Not Covered by TFM Guidance		Temporary_Or_Permanent_Change_Of_Station_006
Temporary/Permanent Change of Station	10.09.008		The system must allow for re-computing allowances and making appropriate adjustments.	Source: 41CFR,Vol4,SubtitleF,Ch302,SubChE,Pt302-14; Source Date: 8/1/2015Source: 41CFR,Vol4,SubtitleF,Ch302,SubChE,Pt302-12; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Temporary_Or_Permanent_Change_Of_Station_007

TRAVEL REQUIREMENTS

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.012		The 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 Relocation Income Tax (RIT) paid during the applicable year and provide an itemized list to the employee to facilitate filing MT RIT claims and income tax returns.	Source: 41CFR, Vol4, SubtitleF, Ch302, SubChE, Pt302-14; Source Date: 8/1/2015 Source: JTR, Ch5, PtB, B11; Source Date: 7/1/2015 Source: DoDFMR Vol9, Ch2, Sub0203; Source Date: 8/1/2014 Source: DoDFMR Vol9, Ch6, Sub0610; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_011
Temporary/Permanent Change of Station	10.09.016		The 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, Privately Owned Vehicle (POV), special conveyance Mileage if performed by POV for transfer Per diem for employee and immediate family.	Source: DoDFMR Vol9, Ch7, Sub0702; Source Date: 2/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_015

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.022		The system must, for Allowance For Transportation of Household Goods (HHG), capture information on weight limitations and provide access to Schedules of Commuted Rates and Government Bill of Lading rates for moving and storage of household goods and allow comparison.	Source: DoDFMRVol9,Ch6,Su b0603; Source Date: 5/1/2015 Source: DoDFMRVol9,Ch5,Su b0505; Source Date: 2/1/2013	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_021
Temporary/Permanent Change of Station	10.09.023	D - Authoritative Source/Reference Deleted	DELETED: The system must, for Allowance for Transportation of Mobile Homes (Permanent Change of Station (PCS) and Temporary Change of Station (TCS) Transferee, New Appointee, and Senior Executive Service (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: ; Source Date:	Requirement Not Covered by TFM Guidance		Temporary_Or_Permanent_Change_Of_Station_022

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.024		The system must, for Allowance for Transportation of Mobile Homes (PCS and TCS Transferee, New Appointee, and Senior Executive Service (SES) Last Move Home), provide the capability to set, change, and apply limits on travel advances set forth in FTR-302.10.	Source: 41CFR, Vol4, SubtitleF, Ch302, SubChD, Pt302-10; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_023
Temporary/Permanent Change of Station	10.09.031		The system must, for Allowance for Relocation Services (Permanent Change of Station (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: 41CFR, Vol4, SubtitleF, Ch300, SubchB, Pt300-70; Source Date: 8/1/2015 Source: DoDFMR Vol9, Ch6, SubchB, Pt60604; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_030
Temporary/Permanent Change of Station	10.09.036		The system must for Allowance for the Transportation of Privately Owned Vehicle (Permanent Change of Station (PCS) and Temporary Change of Station (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: <ul style="list-style-type: none"> • Commercial means • Government means as space available. 	Source: 41CFR, Vol4, SubtitleF, Ch300, SubchB, Pt300-70; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_035

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.046		The system must, for Relocation Income Tax Allowance (Permanent Change of Station (PCS) and Temporary Change of Station (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: 41CFR, Vol4, SubtitleF, Ch302, SubChF, Pt302-17; Source Date: 8/1/2015 Source: 41CFR, Vol4, SubtitleF, Ch300, SubchB, Pt300-70; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_045
Temporary/Permanent Change of Station	10.09.049		The system must, for Home sale Program/ Home marketing incentive payments (Permanent Change of Station (PCS) Transferee only), provide the capability to capture the following required information: Employee use relocation services companies under contract with the Government.	Source: JTR, Ch5, PtA; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_048
Temporary/Permanent Change of Station	10.09.053		The system must, for Relocation Income Tax Allowance (Permanent Change of Stations (PCS) and Temporary Change of Stations (TCS) Transferee only), provide the capability to calculate in Year 2 a gross-up formula for a Relocation Income Tax (RIT) Allowance payment amount to cover the additional tax liability not covered by the Withholding Tax Allowance paid in Year 1 on prior PCS settlement vouchers.	Source: 41CFR, Vol4, SubtitleF, Ch300, SubchB, Pt300-70; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.4	Provide timely and reliable Federal financial management information of appropriate form and content that can be linked to strategic goals and performance information.	Temporary_Or_Permanent_Change_Of_Station_053

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.055		The system must provide the ability to allow for GOVERNMENT (GOV'T) dining facility/mess.	Source: JTR,AppA; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_057
Temporary/Permanent Change of Station	10.09.056		The system must provide the ability for INTERMEDIATE TEMPORARY DUTY (ITDY) TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL: Dislocation Allowance (DLA) is payable to a member under an ITDY authorization/order. Dependent transportation is authorized under this part the same as for Permanent Change of Station (PCS). The Monetary Allowance in Lieu of Transportation (MALT) applies unless the dependent accompanies the member to the Temporary Duty (TDY) location traveling in the same Privately Owned Conveyance (POC). If the dependent travels as a passenger then no MALT is payable for the dependent since the member receives TDY mileage.	Source: JTR,AppA; Source Date: 8/1/2015Source: JTR,AppO; Source Date: 6/1/2013	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_065

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.057		The system must provide the ability for Household Goods (HHG) shipment and storage under a Temporary Duty (TDY) order.	Source: JTR,AppA; Source Date: 8/1/2015Source: JTR,Ch5,PtD,Sec1,ParaC5154; Source Date: 5/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_059
Temporary/Permanent Change of Station	10.09.058		The system must provide the ability for REIMBURSEMENT OPTIONS FOR MEMBERS ON TEMPORARY DUTY (TDY) WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE.	Source: JTR,AppO,ParaT4040; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_060
Temporary/Permanent Change of Station	10.09.059		The system must provide the ability for travel of SERVICE ACADEMY CADETS/MIDSHIPMAN: CADETS AND MIDSHIPMAN TRAVEL TO AND FROM SERVICE ACADEMIES.	Source: JTR,AppO,ParaT4045; Source Date: 8/1/2015Source: JTR,AppA; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_061

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.060		The system must provide the ability for GENERAL Temporary Lodging Allowance (TLA) PAYMENT CONDITIONS.	Source: 48CFR Vol5, Ch7; Source Date: 8/1/2015 Source: JTR, Ch5, PtH, Sec1, Para C5356; Source Date: 3/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_062
Temporary/Permanent Change of Station	10.09.061		The system must provide the ability for BAGGAGE, UNACCOMPANIED (UB) Transportation. (See APP A) That part of a member's prescribed weight allowance of Household Goods (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. 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: JTR, Ch3, PtB, Para C31 10; Source Date: 7/15/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Temporary_Or_Permanent_Change_Of_Station_063

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
Temporary/Permanent Change of Station	10.09.063		<p>The system must provide the ability for Temporary Duty (TDY) Travel Involving Non-Permanent Duty Station (PDS) Location(s). A member on a TDY authorization/order is authorized travel/transportation allowances not to exceed (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).</p>	<p>Source: JTR,Ch2,PtB,ParaC2165; Source Date: 8/1/2015</p>	FFMIA Financial Management Goal_1.1	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	Temporary_Or_Permanent_Change_Of_Station_066
System Administration	10.10.002		<p>For centralized control and system administration, the system must provide for flexible operational capability to allow for daily, weekly, biweekly, monthly, quarterly, and annual processing requirements related to travel.</p>	<p>Source: JTR,Ch1,PtB,ParaC1115; Source Date: 8/1/2015Source: DoDFMRVol9,Def; Source Date: 6/1/2013Source: JTR,Ch2,PtC,ParaC2225; Source Date: 5/1/2015</p>	2.3.2.1_Verifying Traceability_P	<p>Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.</p>	Travel_System_Administration_001

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
System Administration	10.10.007		For centralized control and system administration, the system must provide the capability for backup and recovery of transactions.	Source: NISTSP800-53,AppF; Source Date: 4/1/2013	2.3.2.1_Verifying Traceability_P	Verify that GL account balances can be traced to aggregated or discrete transactions in agency programmatic systems and that the aggregated or discrete transactions can be traced to the point of entry and source documents consistent with the TFM.	Travel_System_Administration_002
System Administration	10.10.018		For centralized control and system administration, the system must provide for maintaining defined messages to the user regarding general system information (including Privacy Act Statement), announcements, etc.	Source: 48CFR Vol4,Ch5; Source Date: 8/1/2015 Source: JTR,Ch5,PtP,Sec1,ParaC5759; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Travel_System_Administration_010
System Administration	10.10.019		For centralized control and system administration, the system must provide for maintaining routing lists.	Source: JTR,AppH; Source Date: 10/1/2014 Source: DoDFMR Vol9,Ch2,Su b0203; Source Date: 8/1/2014 Source: DoDFMR Vol9,Ch2,Su b0204; Source Date: 8/1/2014	2.3.2.2_Verifying Traceability_P	Verify that financial statements and other required financial and budget reports can be traced to GL account balances as required by OMB Circular No. A-123 and as specified in the TFM.	Travel_System_Administration_011

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
System Administration	10.10.020		For centralized control and system administration, the system must provide for supporting the remote user.	Source: NISTSP800-53,AppF; Source Date: 4/1/2013Source: DoD4500.9-R,PtIV,AppK,AttK1; Source Date: 5/1/2014	2.3.2.2_Verifying Traceability_P	Verify that financial statements and other required financial and budget reports can be traced to GL account balances as required by OMB Circular No. A-123 and as specified in the TFM.	Travel_System_Administration_012
System Administration	10.10.021		For centralized control and system administration, the system must provide for establishing capability to use electronic signatures.	Source: JTR,AppI; Source Date: 8/1/2015Source: DoDFMRVol9,Ch2,Su b0203; Source Date: 8/1/2014Source: DoDFMRVol9,Ch8,Su b0804; Source Date: 7/1/2014	FFMIA Financial Management Goal_1.1	Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.	Travel_System_Administration_013
System Administration	10.10.024		For centralized control and system administration, the 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: DoDFMRVol9,Ch3,Su b0311; Source Date: 4/1/2014	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Travel_System_Administration_016

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
System Administration	10.10.027	C - Verbiage Updated per Authoritative Source	<p>The system must provide the ability for Temporary Duty (TDY) & LOCAL TRAVEL. The systems shall contain informaiton listed in the TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are: Airplane \$1.29 - 1 Jan 2015; Automobile (if no GOV is available) \$0.575 -1 Jan 2015; Motorcycle \$0.545 -1 Jan 2015; 1. Privately Owned Conveyance (POC) use instead of a GOVERNMENT (GOV'T)-furnished vehicle (if a GOV is available) when GOV'T-furnished vehicle use is to the GOV'T's advantage \$0.23 - 1 Jan 2015. 2. Inactive Duty Training (IDT) outside normal commute.</p>	<p>Source: JTR,Ch2,PtI,ParaC260 0; Source Date: 2/1/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_System_Administration_023</p>

TRAVEL REQUIREMENTS

Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
System Administration	10.10.028		The system must 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 Privately Owned Conveyance (POC) at a Permanent Duty Station (PDS) work site or Temporary Duty (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 SENIOR RESERVE OFFICERS TRAINING CORPS (SROTC) unit is maintained.	Source: JTR,Ch1,PtC,ParaC12 20; Source Date: 7/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Travel_System_Administration_022

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
System Administration	10.10.029		The system must provide the ability for COMMERCIAL AIR TRANSPORTATION. Gov't policy is that a member and/or dependents must be provided economy/coach-class airline accommodations for all official business travel (including Permanent Change of Stations (PCS), Temporary Duty (TDY), Constructive Overseas Tour (COT) leave, emergency leave, Rest and Recuperative Leave (R&R), Funded Environmental Morale Leave (FEML), flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided and substantiated to justify premium-class transportation.	Source: JTR,Ch3,PtF,ParaC3500; Source Date: 8/1/2015	FFMIA Financial Management Goal_1.2	Provide timely and reliable Federal financial management information of appropriate form and content to agency program managers for managing current Government programs and activities.	Travel_System_Administration_020

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Chapter	Req Id	Change Type	Requirement	Sources	Treasury's Federal Financial Management Systems Function Guidance (See Appendix A-5)	Treasury's Federal Financial Management Systems Requirement (See Appendix A-5)	DFMIG Rule Name
System Administration	10.10.030	C - Verbiage Updated per Authoritative Source	<p>The system must provide the ability for COMMERCIAL SHIP TRANSPORTATION. Commercial transoceanic ship; A. transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. C3655- B. A member and/or dependents travel by car ferry. C. Without authorization/approval reimbursement for transoceanic ship transportation is based on constructed air transportation costs. D. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the Approval Official (AO) when the travel can be: 1. Completed only by ship. 2. Performed more economically or efficiently by ship.</p>	<p>Source: JTR,Ch3,PtH,ParaC3650; Source Date: 8/1/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_System_Administration_021</p>
System Administration	10.10.031		<p>The system must provide the ability of Train transportation related to travel and identify type travel accommodations (i.e., coach-class) for official travelers, who travel by train. An Authorization/Approval Official (AO) must specify the type of provision or accommodations and this must be reflected in the system.</p>	<p>Source: JTR,Ch3,PtG,ParaC3600; Source Date: 1/1/2015 Source: JTR,Ch3,PtG,ParaC3605; Source Date: 1/1/2015 Source: JTR,Ch3,PtG,ParaC3610; Source Date: 1/1/2015</p>	<p>FFMIA Financial Management Goal_1.1</p>	<p>Consistently, completely, and accurately record and account for Federal funds, assets, liabilities, revenues, expenditures, and costs.</p>	<p>Travel_System_Administration_019</p>

ACRONYMS

AEA	Actual Expense Allowance
AO	Approval Official
ATM	Automated Teller Machine
CBA	Centrally Billed Account
CMTR	Combined Marginal Tax Rate
CONUS	Continental/Contiguous United States
COT	Constructive
CTO	Commercial Travel Office
DDESS	Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Service
DLA	Dislocation Allowance
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
DSSR	Department of State Standardized Regulations
EFT	Electronic Funds Transfer
FEML	Funded Environmental Morale Leave
FFMIA	Federal Financial Management Improvement Act
FTR	Federal Travel Regulation
GAO	Government Accountability Office
GOVT	Government
GPEA	Government Paperwork Elimination Act
GSA	General Services Administration
GTCC	Government Travel Charge Card
GTR	Government Transportation Request
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
IAW	In Accordance With
IBA	Individually Billed Account
IDT	Inactive Duty Training
IRS	Internal Revenue Service
ITDY	Intermediate Temporary Duty
JFMIP	Joint Financial Management Improvement Program
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation

M&IE	Meals and Incidental
MALT	Monetary Allowance in Lieu of Transportation
NARA	National Archives and Records Administration
NIST	National Institute of Standards and Technology
NTE	Not to Exceed
OCONUS	Outside Continental United States
OMB	Office of Management and Budget
OPAC	On-line Payment and Collection
OPM	Office of Personnel Management
PCS	Permanent Change of Stations
PDS	Permanent Duty Station
PMR	Proportional Meal Rate
POC	Point of Contact
POD	Passenger port of debarkation
POE	Passenger port of embarkation
POV	Privately Operated Vehicle
QTRS	Quarters
R&R	Rest and Recuperative Leave
RIT	Relocation Income Tax
SECDEF	SECRETARY OF DEFENSE
SES	Senior Executive Service
SROTC	Senior Reserve officers Training Corps
TCS	Temporary Change of Stations
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Center
TMS	Travel Management System
UB	Unaccompanied Baggage
VPC	Vehicle Processing Center
WTA	Withholding Tax Allowance