

NON-DEFENSE TRAVEL SYSTEM ENTRY AGENT (NDEA) ENTERED TRAVEL VOUCHERS

By | July 15, 2014

UNCLASSIFIED

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MARADMIN 348/14

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SUBJ/NON-DEFENSE TRAVEL SYSTEM ENTRY AGENT (NDEA) ENTERED TRAVEL VOUCHERS//

REF/A/DOC/PUBLIC LAW 111-204//

REF/B/DOC/DODFMR VOL 9//

NARR/REF A IS THE IMPROPER PAYMENTS ELIMINATION AND RECOVERY ACT OF 22 JUL 2010/REF B IS THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR) VOL 9//

POC/DAVID FUQUA/RFF/LOC: QUANTICO VA/TEL: COMM (703)432-9813/EMAIL:DAVID.FUQUA@USMC.MIL//

POC/DAVE BYE/MI/LOC: QUANTICO VA/TEL: COMM (703)432-9812/EMAIL:DAVID.R.BYE@USMC.MIL//

GENTEXT/REMARKS/1. THE PURPOSE OF THIS MARADMIN IS TO DIRECT A CHANGE TO THE PROCESS FOR ENTERING TRAVEL VOUCHERS ON BEHALF OF OTHER TRAVELERS USING THE DEFENSE TRAVEL SYSTEM (DTS). THIS PROCESS IS KNOWN AS T-ENTERED VOUCHERS COMPLETED BY A NON-DTS ENTRY AGENT (NDEA).

2. BACKGROUND. IN ACCORDANCE WITH REF A, THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) IS RESPONSIBLE FOR CONDUCTING POST PAYMENT REVIEWS OF DTS TRAVEL VOUCHERS TO DETECT POTENTIAL MIS-PAYMENTS. DURING THE CONDUCT OF THESE REVIEWS, DFAS HAS DETERMINED A SIGNIFICANT PORTION OF MARINE CORPS MIS-PAYMENTS ARE ATTRIBUTABLE TO INCONSISTENCIES WITH NDEA-ENTERED TRAVEL VOUCHERS. THIS GREATLY IMPACTS THE ACCURACY OF PAYMENTS TO TRAVELERS, ADVERSELY AFFECTS THE REPORTING OF MANDATED IMPROPER PAYMENT METRICS, AND DOES NOT SUPPORT AUDIT READINESS.

3. ACTION.

A. EFFECTIVE 1 JULY 2014, T-ENTERED VOUCHERS WILL ONLY BE INPUT BY THE NDEA WHEN A MEMBER DOES NOT HAVE REASONABLE ACCESS TO A CAC-ENABLED COMPUTER. NDEA'S WILL STRICTLY ADHERE TO THE GUIDANCE PROVIDED UNDER PARAGRAPH 3B WHEN KEYING IN T-ENTERED TRAVEL VOUCHERS. TRAVELERS WHO DO NOT HAVE REASONABLE ACCESS TO DTS MUST PROVIDE A MANUALLY PREPARED AND SIGNED (WRITTEN SIGNATURE) PAPER VOUCHER (SF 1351-2 OR SF 1164) TO THE NDEA. INSTRUCTIONS FOR THE PREPARATION OF PAPER VOUCHERS CAN BE FOUND IN CHAPTER 8 OF REFERENCE B. TRAVELERS ARE REQUIRED TO INCLUDE THEIR FULL SOCIAL SECURITY NUMBER WHEN PREPARING A PAPER VOUCHER. UNDER NO CIRCUMSTANCE WILL A DTS GENERATED TRAVEL/LOCAL VOUCHER BE USED AS

**SUBSTANTIATING DOCUMENTATION FOR A T-ENTERED VOUCHER.**

**B. THE T-ENTERED STAMP SIGNIFIES THAT THE VOUCHER WAS SIGNED BY AN AUTHORIZED PERSON ON BEHALF OF THE TRAVELER, AND ALLOWS THE VOUCHER/LOCAL VOUCHER TO BE PROCESSED. WHEN CREATING THE VOUCHER IN DTS, THE NDEA MUST ENTER DATA FROM THE TRAVELER'S SIGNED PAPER VOUCHER AND CERTIFIES THAT THE DATA ENTERED WAS CLAIMED ON THE PAPER TRAVEL VOUCHER. THE NDEA IS NOT RESPONSIBLE FOR THE VALIDITY OF THE VOUCHER SIGNED BY THE TRAVELER, BUT IS RESPONSIBLE FOR ENTERING THE DATA CORRECTLY AS IS CONTAINED IN THE TRAVELER'S MANUALLY PREPARED AND SIGNED PAPER VOUCHER. THE NDEA MUST ENSURE THAT A SIGNED COPY OF THE TRAVEL VOUCHER AND SUBSTANTIATING RECEIPTS ARE UPLOADED IN DTS IN ACCORDANCE WITH DOD REGULATIONS.**

**C. FAILURE TO FOLLOW THE GUIDELINES UNDER PARAGRAPH 3B WHEN PROCESSING A T-ENTERED CLAIM COULD RESULT IN AN IMPROPER PAYMENT DETERMINATION, AND MAY PLACE THE TRAVELER AT RISK OF A COLLECTION OF ALL MONIES PAID UNDER THE IMPROPERLY ENTERED VOUCHER.**

**D. FREQUENT TRAVELERS WHO USE AN ASSISTANT TO PREPARE THEIR TRAVEL DOCUMENTS WILL HAVE THE ASSISTANT PREPARE A MANUAL SF 1351-2 OR SF 1164 FOR THEIR SIGNATURE, WHICH WILL THEN BE USED AS THE SOURCE OF THE DATA ENTERED INTO DTS. THE DTS GENERATED FORM IS NOT ACCEPTABLE FOR THIS PURPOSE.**

**E. PARAGRAPH 020303 OF REFERENCE B AUTHORIZES PROPERLY APPOINTED POST PAY REVIEW OFFICIALS TO INITIATE DEBT COLLECTION ACTION WHEN ERRORS ARE FOUND DURING POST PAYMENT REVIEWS. REVIEW OFFICIALS MAKING ADJUSTMENTS TO VOUCHERS UNDER THIS AUTHORITY ARE NOT REQUIRED TO UPLOAD AN UPDATED SIGNED VOUCHER TO REFLECT THE ADJUSTMENT IF THE TRAVELER HAS NOT RESPONDED TO REQUESTS FOR ADDITIONAL INFORMATION.**

**4. AUTHORIZED FOR RELEASE BY LTGEN WALTERS, DEPUTY COMMANDANT, PROGRAMS AND RESOURCES.**