

MEMORANDUM OF UNDERSTANDING
between the
Department of Defense Dependents School-Europe
and the
Overseas Federation of Teachers
Defense Travel System

The parties agree that in implementing the Defense Travel System (DTS) the following will apply for Temporary Duty (TDY) travel:

1. Traveler must submit their request for travel orders to the District Travel Clerk (DTA) within 5 duty days of notification of the upcoming Temporary Duty (TDY). Orders will be sent electronically to employees no later than five (5) duty days prior to travel or as soon after the receipt of the request for orders from the employee if the TDY is scheduled to start in less than 5 duty days.
2. When the traveler requests orders for the first time, s/he must complete a one-time self-registration form that allows the DTA to create a DTS profile for the traveler.
3. The traveler may opt to use the local Contracted Ticketing Office (CTO) to arrange their own travel or ask the DTA to request tickets for the travel. If the traveler opts to use the local CTO or personally procure tickets then s/he must inform the DTA to prevent double booking of tickets.
4. Travelers must retain the receipts for tickets and will only be reimbursed for the constructive cost of the ticket in accordance with the Joint Travel Regulation (JTR) Appendix O. Information regarding the cost of the ticket will be obtained by the DTA and entered into the travel orders prior to issuing.
5. Travelers are highly recommended to use the local CTO for TDY travel. However, those who do not use the CTO when purchasing tickets will not be denied payment and will be reimbursed up to the constructive cost of the travel per the JTR as per Dr. Tafoya's letter dated July 16, 2003.
6. When requesting orders, employees may request orders to reflect that tickets are either personally procured or funded by Central Billing Account (CBA). Personally procured tickets will be reflected on the orders with Individual Billing Account written in quotation marks "IBA".
7. Travelers will be paid the constructive cost of travel as reported by the local CTO when the traveler requests to personally procure travel tickets instead of using CBA. In such cases "IBA" will be noted on the orders and employees will be reimbursed the constructive cost of direct travel as reported by the CTO and required by the JTR. Travelers must provide receipts from CTO of constructive costs when tickets are purchased.

8. Travelers are required to submit claims via email within 5 days of completing the TDY with appropriate documentation scanned and attached (SF 1351.2 and receipts).
9. Every effort will be made by the Agency to ensure that the traveler will receive payment within two weeks of submission of the claim.
10. The Agency will assist the traveler on a case-by-case basis to work with DFAS on issues regarding charges made to the traveler's credit card because of untimely payment.
11. When changes to the travel itinerary are required after the TDY has started the DTA will notify the CTO that the employee can change tickets. Such changes will be made by the CTO. Some European tickets are restricted and changes may require the issuing of a new ticket. However, if a traveler procured their own ticket, s/he is responsible for arranging changes. Reimbursement for ticket changes will be as follow: a) Management shall be responsible for any changes made by them; b) if tickets are purchased through CTO, Management shall be responsible for any changes required that are beyond the control of the employee, e.g., weather; and c) the employee is responsible for costs incurred due to changes for personal reasons unless approved by management.
12. The Agency will provide assistance to employees with all aspects of the DTS system through the DTAs. Employees may find additional assistance using the Standard Operating Procedures (SOP) for travelers located on the DoDDS-E website or contacting their DTA.
13. If the Agency provides employees the use of a Common Access Card (CAC) Reader for planning their own travel, including generating orders, tickets and reimbursement, appropriate training will be conducted during duty time.
14. Travelers are entitled to an appropriate advance when traveling on official business if the traveler does not use a government travel card. Procedures for requesting an advance will be negotiated by 1 March 08 and will become an addendum to this MOU.
15. Nothing in this MOU shall change or impact any Article or Section of the Collective Bargaining Agreement between DoDDS-Europe and OFT.

Linda L. Carter 1/28/08
 For the Agency Date

Marilyn J. Fenn 1/28/08
 For the Union Date