

GME Travel Tips for Intern/Resident/Fellow and Staff Travel

- 🌐 **YOU** must ensure **DTS personal information** is updated prior to creating an authorization. Log into the DTS, at the Welcome screen, go to traveler set-up, drop arrow, and go to Update personal information. If you require assistance in updating information contact your Program Coordinator (PC).
- 🌐 **YOU** are required to obtain a CITIBANK TRAVEL CARD (GOVCC). When requesting new applications to be initiated please include applicants **U.S. ARMY** (AKO or AMEDD) email address and complete SS#. DO NOT use personal email address for any GOVT correspondence.
- 🌐 Once received, **YOU** should contact Citibank at 1-800-200-7056 to insure GOVCC is activated BEFORE creating the authorization in the DTS.
- 🌐 The GOVCC MUST BE USED FOR ALL GOVT travel expenses; **NEVER** split GOVT travel expenses with personal credit card, if you do, more than likely you will need **not REIMBURSED FOR THESE EXPENSES!**
- 🌐 Activation of the GOVCC/request for new GOVCC application for MILITARY personnel MUST route thru their **ARMY Company Commander** (A,B,C,D).
- 🌐 The GOVCC is for **INDIVIDUAL USE** ONLY. **NEVER COVER** EXPENSES FOR OTHER TRAVELERS.
- 🌐 All orders must be processed in the DTS **A MINIMUM OF** two weeks prior to the start date. (This means they will be in approver's box two weeks prior and must have the TDY authorization form **signed by PD/APD!**)
- 🌐 Personal expenses incurred while on leave in conjunction with the **TDY ARE NOT BT BE CHARGED to the GOVCC.** Travelers must use personal credit card for leave time expenses. Separate billing must be requested to include airfare, rental car, etc.
- 🌐 All flights MUST be booked thru the **DTS** and MUST select **GSA contract fares ONLY**. If no GSA contract fares are available for selection, please request assistance from CTO in the DTS. All lodging must be booked in the DTS using FED ROOMS unless lodging is held at the conference site. DO NOT go thru any internet websites (Travelocity, Expedia, Orbitz, etc) to make airfare/lodging/rental car reservations; these websites ARE NOT to be used for any GOVT travel. If travel websites are used **YOU WILL NOT BE REIMBURSED.**

- 🌐 GME-SAUSHEC BUDGET OFFICE can approve **lodging not to exceed 150%** but must be approved by **MEDCOM** prior to travel and supporting document signed by the AO must be uploaded into the authorization. The AO must receive the justification letter from the Program Director/APD. Lodging over 150% must be submitted in writing with justification to MEDCOM for approval and must be requested at **least 120 days** prior to the travel.
- 🌐 **PERSONALLY PROCURED** airline tickets WILL NOT be reimbursed (These include sites such as Travelocity/Expedia). If you require a change on your current reservation while at the TDY site contact your travel office for assistance. The phone numbers are: normal duty hours 210-225-5370, emergency number after normal hours 1-800-468-2986. If elect to have your spouse travel, you can go through Carlson and procure the tickets with your personal credit card; **CARLSON 210-225-5370, AT NO COST TO GOVERNMENT.**
- 🌐 When cancelling an authorization DO NOT select the Trip Cancel button. All expenses must be removed. At the itinerary, make travel same day travel, select 12 hours or less.
- 🌐 All vouchers MUST be processed **2 working days** after the traveler returns from the official TDY.
- 🌐 ALL receipts MUST be attached to the vouchers (DO NOT attach banking statements, lost memo statements, rental car agreements) these are not acceptable forms of receipts and will not be reimbursed. DTS requires actual paid ITEMIZED receipts. GPS and additional liability insurance on the rental car IS **NOT reimbursable, however, may opt for them at your own expense.**
- 🌐 If lodging at the TDY site is **shared, YOU MUST** inform hotel to issue separate lodging receipt FOR EACH PERSON IN THE ROOM or the one receipt MUST have both guests name and breakdown of room cost (this will show up as your GOVCC #).
- 🌐 Parking at the airport is limited NOT to exceed the cost of a round trip (RT) taxi fare and will be adjusted per the JTR
- 🌐 **Airline eInvoices** MUST be attached to the voucher. DO NOT attach the Itinerary nor the eTicket receipt, If there is a change in airline reservation and requires a refund and reissued ticket both the original and re-issued ticket MUST be attached to the voucher. WEBSITE: <http://www.virtuallythere.com>.
- 🌐 Baggage tips for military personnel are limited to \$2.00 per bag and claimed ONLY at transportation sites. Baggage tips at lodging establishments are reimbursed ONLY if handling GOVT property. Don't confuse with baggage fees (MUST BE LISTED ON NONMILEAGE EXPENSES & HAVE RECEIPT!)

**DTS PERSONAL DATA INFORMATION FOR NEW GAINING RESIDENTS
(HAVE BEEN REGISTERED IN DTS AND/OR HAVE GOVCC**

For the SAUSHEC GME BUDGET office to RECEIVE THE gaining residents, WE need to get their new information if different from old one.

Also need to be know if the resident has been detached

Personal Information	
	NEW
Full name	
Home address	
Home phone	
Birthday (MM/DD/YYYY)	
SSN	
GOVCC NUMBER	
EXPIRATION DATE	
In case of emergency, contact	
Emergency contact's address	
Emergency contact's phone	
NOTE: IF YOU BANKING INFORMATION HAS CHANGED, INPUT THIS INFORMATION BELOW	
BANK ROUTING NUMBER	
ACCOUNT NUMBER	

NOTE: If resident does not possess a Citibank Travel card (credit card), they need to sign the Statement of Understanding and provide the Citibank Credit Card training certificate.