Funded Environmental Morale Leave (FEML) JTR Chapter 7 Part A

DTS Procedures

- I. Login DTS, make sure the homepage IS showing you're attached to a proper overseas organization (379 AEW Org is DFXSP9AFAOR379AEW). If your organization is incorrect, contact your DTS POC to update your profile.
- II. To start FEML travel order, go to Official Travel, select Authorizations/Orders, Create New Authorization/Order, and follow the steps listed below.
- 1. Starting point has to be Doha
- 2. Departure Date
- 3. Trip Type: Special Circumstances
- 4. Trip Purpose: Other Travel
- 5. Secondary: FEML; click OK on Pop up
- 6. Trip Description: simple write in Funded Environmental Leave
- 7. I will be traveling to my TDY location by: select Other and any time
- 8. My designated location is: Select BWI
- 9. Date arriving BWI & date departing from leave to return to AOR
- 10. I am returning to: Ending Point: Doha
- 11. Arriving On: Date arrive back to AUAB
- 12. I will be returning from my TDY by: select Other and any time
- 13. Conference/Event Name: check Not Applicable box
- 14. Click Save and Proceed button
- 15. The pop up will give the authorized cost per ticket

<u>NOTE</u>: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.

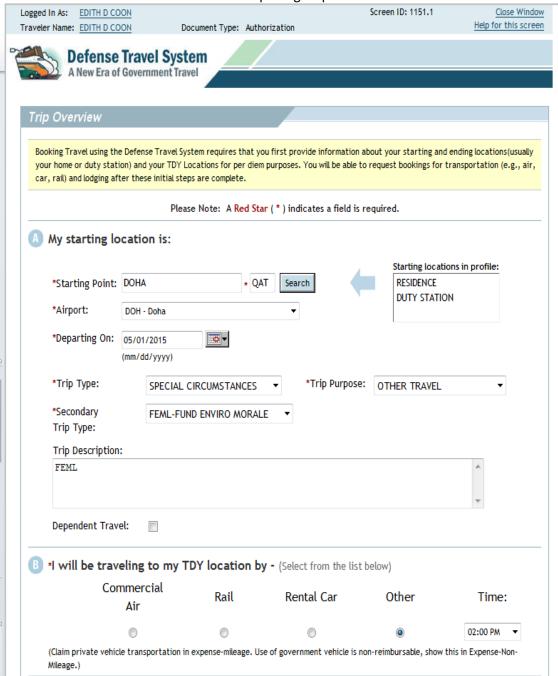
- 16. Click OK
- 17. Go to accounting. Select Shared LOA. Select FEML (FEML LOA will have a two-digit fiscal year in front, if not available contact FM for Cross-Org)
- 18. Select Expenses
- 19. Select Substantiating Records
- 20. Select Browse and upload for each required document
 - a. PCS orders
 - b. PERSCO checklist & FEML request and approval
 - c. Any TMO info
 - d. Waiver if not within regulation timelines
- 21. Select Non-Mileage
- 22. Select Tickets Personally Procure
- 23. Enter cost authorized times the number of travelers or the actual ticket amount, if lower

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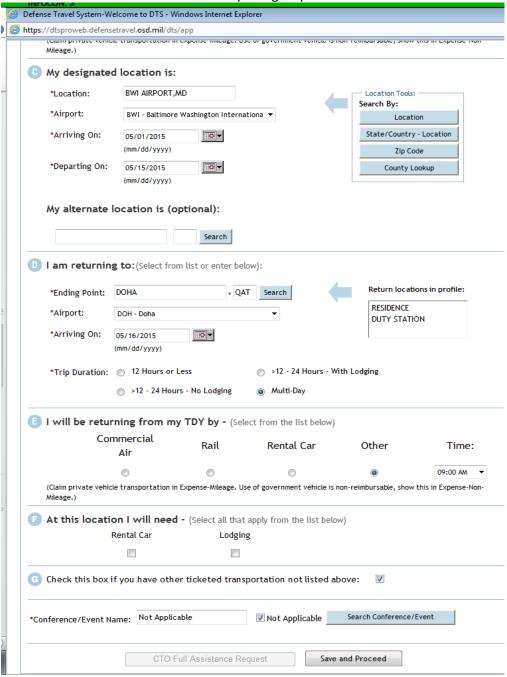
24. Select save Expenses

- 25. Select Review and Sign
- 26. Select Save and Proceed
- 27. Select Add Additional Authorizations For This Trip
- 28. Select Other (See remarks below)
- 29. Select Add
- 30. In other box:
 - a. Enter actual leave destination and leave contact info
 - b. Enter all dependents authorized travel with SSAN and passport numbers
 - c. Add this statement if you plan on personally procuring your own airline tickets: "Member is authorized to personally procure tickets with a US flag carrier or Foreign- flag carrier under a U.S. code-share agreement as the amount exceeds the city-pair authorization."
- 31. Select Save and Proceed to Pre-Audits
- 32. Type in Justification; tickets issued by CTO office
- 33. Select Save and Proceed to Digital Signature
- 34. Select Submit Completed document
- III. You must file a FEML travel voucher in DTS upon return from leave. Need to attach all airline ticket receipts. If you paid less than the amount on your order, you need to adjust the amount before submitting the voucher.
- IV. Travel information:
- 1. The GTC must be used for all official travel arrangements when traveling on orders (orders are associated with FEML). For more information you can reference DoDFMR Vol 9, Chapter 3.
- 2. When making official travel arrangements, travelers should use the following in priority order: A CTO or in house travel offices. For more information you can reference JTR Chapter 2 and 3.
- 3. Based on the number of dependents that you have, your GTC card may need to be increased to allow for the purchase. Shaw AFB has the ability to increase the card limit to \$10,000. If more than \$10,000 is needed (more than 3 dependents) a limit increase request must be send to the Majcom for approval up to \$15,000. If this route is needed, please allow for additional time for the request to be handled prior to purchasing your airline tickets.
- V. Please contact 379 ECPTS Customer Service at 437-8686/8757 or 379ecptscustomerserv@auab.afcent.af.mil if there are any DTS or pay related issues.

Here is what the screen looks like after completing steps 1-7:



Here is what the screen looks after completing steps 8-13:



Note: There is no FEML option for people's DTS account attached to a CONUS location Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF https://dtsproweb.defensetravel.osd.mil/dts/app <u>File Edit View Favorites Tools H</u>elp Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete. Please Note: A Red Star (*) indicates a field is required. I am leaving from - (Select from list or enter below): Starting locations in profile: RESIDENCE *Starting Point: DOHA * QAT Search DUTY STATION *Departing On: 04/19/2015 (mm/dd/yyyy) *Trip Type: SPECIAL CIRCUMSTANCES *Trip Purpose: OTHER TRAVEL *Secondary Select Trip Type: Trip Description: AMATEUR SPORTS COMP ESCORT-ATTEND EMP RETURN CONGRESSIONAL TRAVEL MEDIC CONVALESCENT LEAVE ESCORT-ATTEND FULL TDY MEDIC FAM ATTND OVR100MI / - (Select from the list below) Com SHIP RELOCATED WHEN AWAY Rental Car Other Time: TDRL DISABLED PHYS EXAM MEDIC MIL MEMBER TDY 0 Select EMERGENCY LEAVE (Claim private vehicle NON-FEDERAL HONOR AWARD government vehicle is non-reimbursable, show this in Expense-Non-Mileage.) UN PEACEKEEPING TDY My TDY location WITNESS TRAVEL EMERGENCY WHILE TDY Location Tools MEDIC EXP FORSPEC NEEDS Search By: *Location 1: FAM MEM ILL MIL SPONSOR Location MEDIC FAM MEM MIL CONUS

State/Country - Location

*Arriving On:

MEDIC FAM MEM MIL OCONUS

(mm/aa/yyyy)



DEPARTMENT OF THE AIR FORCE UNITED STATES AIR FORCES CENTRAL COMMAND (USAFCENT) AL UDEID AIR BASE QATAR

DD Mmm YY

MEMORANDUM FOR RECORD

FROM: xxxxx/CC

SUBJECT: FEML Commercial Air Request / Reimbursement of Self-Procurement Travel Cost Approval

1. NAME and RANK, SSN XXX-XXXXX, USAF, Al Udeid Air Base, Qatar is a valid participant in the Funded Environmental Morale Leave (FEML) Program for designated overseas locations per DoD Regulation 4515.13-R, Chapter 10.

- 2. **MEMBER'S NAME, DEPENDENT(S) NAME** are/is permitted to travel on or about **DATE** for # days on DoD owned, chartered aircraft, or commercial airline from Doha International Airport, Qatar to member's Funded Environmental Morale Leave (FEML) location of member's choice and return.
- 3. Due to approved leave, unusual or emergency circumstances and/or the CTO's unavailability or inability to provide the requested service, the above member and/or dependents are entitled to reimbursement of travel cost not to exceed the official travel cost in reference to TDY authorization. In accordance with the AFI 24-101, *Passenger Movement*, para 3.3 through 3.4, travelers may be reimbursed to self-procure one-way or roundtrip travel tickets, whichever benefits the member, when approved in advance in conjunction with official travel. Members are required to have self-procurement of transoceanic travel reimbursement statement/authorization on orders for official travel purposes. Members are not authorized to utilize their GTC to pay for excess cost associated with the purchase of any leisure ticket. For Qatar's designated FEML location of Baltimore, Maryland, the **FY16** fare amount is **\$2302** and all expenses (including taxes) cannot exceed **\$2483** per member/authorized dependent.
- 4. Member has been briefed on the following restrictions:
- Traveler(s) will comply with directives outlined in the DoD Foreign Clearance Guide, DoDR 4515.13R and AMCI 24-101 Vol. 14
- Member and dependents are authorized a standard baggage entitlement not to exceed 2 pieces at 70 pounds each, subject to airline restrictions. Excess baggage is not authorized.
- Traveler(s) may select a different destination from the authorized destination and should be reimbursed NTE the cost of Gov't provided transportation to the authorized destination. If the travel is to more expensive destination(s), city pair airfares are not authorized to any of the alternate destination(s).
- Approval to self-procure transoceanic travel and reimbursement must be annotated on travel orders.

- Traveler must use a US Flag carrier or a US codeshare on a non-US Flag carrier. When not available, contact the Finance office prior to booking transportation via foreign flag carrier for additional requirements. Any leg of the travel purchased from a non-US Flag carrier will not be reimbursed unless US codeshared.
- 5. **Privacy Act Statement:** Information contained in this communication is subject to the Privacy Act of 1974 and must be protected from unauthorized disclosure. Any further distribution of this information within the DoD must be to those individuals with an official need to know. If this communication is received in error, please notify the originator immediately. Protect IAW DoD 5400.11-R. FOR OFFICIAL USE ONLY (FOUO).

FIRST M. LAST, Lt Col, USAFCENT Commander