

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

NOTE: 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

NOTE: 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.

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:

Logged In As: EDITH D COON Screen ID: 1151.1 [Close Window](#)
Traveler Name: EDITH D COON Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

Trip Overview

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.

A My starting location is:

*Starting Point: * QAT ← Starting locations in profile:
RESIDENCE
DUTY STATION

*Airport:

*Departing On:
(mm/dd/yyyy)

*Trip Type: *Trip Purpose:

*Secondary Trip Type:

Trip Description:

Dependent Travel:

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial	Rail	Rental Car	Other	Time:
Air				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="02:00 PM"/>

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

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

Defense Travel System-Welcome to DTS - Windows Internet Explorer
https://dtsproweb.defensetravel.osd.mil/dts/app

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My designated location is:

*Location: BWI AIRPORT,MD

*Airport: BWI - Baltimore Washington Internationa

*Arriving On: 05/01/2015 (mm/dd/yyyy)

*Departing On: 05/15/2015 (mm/dd/yyyy)

Location Tools:
Search By:
Location
State/Country - Location
Zip Code
County Lookup

My alternate location is (optional):

Search

D I am returning to:(Select from list or enter below):

*Ending Point: DOHA QAT Search

*Airport: DOH - Doha

*Arriving On: 05/16/2015 (mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Return locations in profile:
RESIDENCE
DUTY STATION

E I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other Time: 09:00 AM

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

F At this location I will need - (Select all that apply from the list below)

Rental Car Lodging

G Check this box if you have other ticketed transportation not listed above:

*Conference/Event Name: Not Applicable Not Applicable Search Conference/Event

CTO Full Assistance Request Save and Proceed

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

Trip Overview

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Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: DOHA * QAT Search

*Departing On: 04/19/2015 (mm/dd/yyyy)

*Trip Type: SPECIAL CIRCUMSTANCES *Trip Purpose: OTHER TRAVEL

*Secondary Trip Type: Select

Trip Description: AMATEUR SPORTS COMP
ESCORT-ATTEND EMP RETURN
CONGRESSIONAL TRAVEL
MEDIC CONVALESCENT LEAVE
ESCORT-ATTEND FULL TDY
MEDIC FAM ATTND OVR100MI
DISCIPLINARY ACTION
RECALL FROM LEAVE
SHIP RELOCATED WHEN AWAY
TDRL DISABLED PHYS EXAM
MEDIC MIL MEMBER TDY
EMERGENCY LEAVE
NON-FEDERAL HONOR AWARD
UN PEACEKEEPING TDY
WITNESS TRAVEL
EMERGENCY WHILE TDY
MEDIC EXP FORSPEC NEEDS
FAM MEM ILL MIL SPONSOR
MEDIC FAM MEM MIL CONUS
MEDIC FAM MEM MIL OCONUS (mm/aa/yyyy)

Starting locations in profile:
RESIDENCE
DUTY STATION

B I will be traveling with - (Select from the list below)

Rental Car Other Time: Select

government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location

*Location 1:

*Arriving On:

Location Tools:
Search By:
Location
State/Country - Location



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

DD Mmm YY

MEMORANDUM FOR RECORD

FROM: **xxxxxx/CC**

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

1. **NAME and RANK, SSN XXX-XX-XXXX**, 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