Greetings,

There are a few important things to be aware of when traveling for the government. The Joint Travel Regulations (JTR) is the authority for DoD travel and has the full force and effect of law. This document is limited in scope to key regulations the NPS Travel Office has identified as recurring and most important to know. If you should have any questions regarding an expense, situation, or arrangement, please contact your POC or refer to the Joint Travel Regulations. NPS Local policies may also apply and are available at nps.edu/travel.

The NPS Travel Office is required to make all your travel arrangements using the Defense Travel System (DTS). Your personal credit card number you provided on the Travel Request Worksheet will be used to book your lodging arrangements through this system. Your POC will forward you your itinerary once it is ready and may include flight, rental car, and hotel information depending on what is authorized. An important consideration while traveling for the government is that your travel is being paid for by US tax dollars and every effort shall be made to exercise prudence in their expenditure.

Flight arrangements will be provided by NPS and made in a way that balances mission requirements, personal preference, and regulatory requirements. Depending on the airports being used, your journey may be limited to a certain airline under the GSA City Pair Program. If you have any issues with your provided itinerary, please work through your POC to see what other options may be available to you. Flights will always be on US carriers in accordance with the Fly America Act when available. If you would like to travel by alternative means such as a personal vehicle, please bring that up with your POC to explore your options.

When you pick up your rental car, please be sure to decline any additional insurance, GPS, prepaid fuel charges, and unauthorized upgrades as these are not reimbursable travel expenses. Refueling costs charged by the rental car company are also not allowed by the regulations.

Ground transportation to/from the airport is authorized not to exceed the round-trip cost of taxi fare from your residence to the airport and back. Ground transportation at the duty location is authorized for public transit and taxi’s for official reasons.

You will receive an allowance for your meals and incidental expenses on a per-day basis. Incidental expenses are meant to cover ad-hoc expenses such as ATM fees, tips, laundry, etc. Fees such as internet access and excess baggage may be reimbursable as miscellaneous expenses. Please check with your POC for clarification.

Reimbursement for all expenses will come after the trip has been completed and you have submitted your expenses and receipts to your POC. Receipts are required for your lodging, rental car, airfare, and any expense exceeding $75.00 (except meals) Once submitted a claim for reimbursement will be generated for your signature. Receipts should be submitted within 5 days of trip completion in accordance with DoD policy.

If you have any questions that have not been answered in this notification or additional questions after reading this then please reach out to your POC for clarification.