

E – Travel News

April 2005

UTS

Volume II Issue 7

Summer TDY Reminders

Online Travel Claim Status and Travel Voucher Summaries (TVS):

A joint FINCEN and PSC effort was initiated to make travel claim status and TVS's available online. This information is updated daily and available via the intranet & Internet. It reflects the date claim was received at PSC, date it was released to FINCEN for payment, or date claim is returned to the traveler for correction. To access your travel information, please visit the PSC Travel web page, <http://www.uscg.mil/hq/psc/tvl.htm> or the FINCEN web page, <http://www.fincen.uscg.mil> where user-friendly links have been established. PSC Travel Branch will continue to send members TVS and audit requests via E-mail. Please ensure your Direct Access and UTS E-mail address is correct.

PCS Time Is Here:

DO NOT SUBMIT OR APPROVE PCS CLAIMS VIA UTS. UTS is not capable of processing PCS claims. If a PCS claim is submitted through UTS, it will be deleted. E-mail will be sent to the member requesting that the travel packet be mailed to PSC for processing. Remember, all 14 (GTA), 17 (duty moves), and 33 (operational) TONOs must be submitted to FINCEN for processing.

UTS Online Training:

Late spring through fall is a busy time for TDY travel. If you are an individual who does not travel often and may need a refresher on the use of UTS, then PSC's On Demand program can assist you. On the PSC home page, members will find a link to the "On Demand" training for UTS. Simply click on the link "Tutorials & Demonstrations" which will take you to the "On Demand" page, or you may use <http://cgweb.psc.uscg.mil/training/uts/> for direct access. This program will take the member/AO through several phases: "See It," "Try It," "Do It," & "Know It" modes. When the member completes the "Know It" mode with an accuracy rating of 80% or better, they then have the basic knowledge to perform the required functions of the UTS program. This program also provides web sites for further information and references.

Updating UTS Profiles:

It is very important for all members to update their UTS profiles when personal information changes, especially after a PCS. Unit addresses, phone numbers, and E-mail addresses are required. Authentication Information is to enable members to reset their passwords online. The office E-mail address is used to send members information when their claims/authorizations have been moved from one status to another, and their Travel Voucher Summary Statements once a claim is processed. Information such as SSN, Name, Unit, Cost Center, and Grade/Rank are loaded into UTS directly from Direct Access.

Citibank Online Statements & Payments:

The Citibank online statement program is available to Coast Guard members who have Coast Guard Travel Charge Cards. The web address is: <https://www.onlinestatementscards.citidirect.com> . Members can access this web site to register and establish their logon credentials. Those individuals with activity within the past three months on their account will be able to register for online statements. When an individual signs up for online statements they will continue to receive paper statements in the mail, but this system will give the member the ability to print/save statements as soon as they are available. Once the member has successfully registered, they will receive an E-mail notifying them their online statement is ready for review. This program also gives members the ability to view previous statements on their account. Citibank is now providing CG Card Holders online payment capability. Visit the site or see your Travel Card Coordinator for more information.

Travel Related Reimbursable Expenses:

When completing a 1351-2 or 1164 travel claim, and using the drop down box for reimbursable items, **DO NOT** substitute another selection for an item you want reimbursed that is not listed. A manual claim will need to be submitted for processing when an item is requested for reimbursement that is not contained in the drop down menu. You may E-mail customer service recommending a selection be added to the listing. PSC continually validates these items to ensure they are current, legal and ALL inclusive.

E-Travel News Continued...

Manual Claim Submission:

When submitting manual claims to PSC for processing, please include in the packet: the original 1351-2 with original signatures by the member and AO, original orders (and amendments) with original signatures or certification to be a true copy with an original signature, and required receipts. This will allow PSC to process the claim without returning it to the member for corrections. Look online for receipt status.

Printing Authorizations after Claim Submitted to PSC.

If you are having errors trying to print the Authorizations in the UTS system, follow these instructions:

- 1.) Go to history (binoculars at top of screen)
 - 2.) Locate tono in question, double click Tono bringing up "history of transactions for:" and the tono and dates should be listed with each action taken against that tono.
 - 3.) Double click on authorization to get to the "request for TDY settlement" screen
 - 4.) Click on view button to bring up "trip" page
 - 5.) Click on the tono button on the top right of the page, which will open the "TDY Travel" page
 - 6.) Click on the print button at the bottom of the page.
- This should print the electronically signed authorization.

Reminder - AO Checklist Is Available:

To assist Coast Guard AO's in the field and provide a better understanding of travel claim requirements, PSC Travel has constructed an AO Checklist for Post-Travel Approval. This checklist provides a list of items that should be reviewed and verified by the AO prior to approving travel claims. These compliance items are based on requirements contained in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR). A form containing this checklist is posted at <http://www.uscg.mil/hq/psc/travel/aocchecklist.pdf>.

Common Problems that Crash Claims in UTS:

- *DO NOT start/stop UTS claims in a leave status.
- *Use of multiple modes of travel in itinerary - see primary mode of transportation in February & June's Newsletters.
- *Members use POVADV or GTR incorrectly and do not input layover points in itinerary - see GTR in June's Newsletter.
- *Input multiple lines of accounting strings on one claim - see Accounting string errors in March's Newsletter.
- *Input more than seven legs on a single 13-doc travel claim. Please limit each claim to no more than 5-7 legs per claim.
- *When entering itinerary into system, member indicates they are on leave the same day they are TDY. Double-check dates.

** A brief reminder:

**Computer generated random audits are done on approximately 15% of the UTS claims received by PSC. Any claim that is over \$2,500 in total entitlements receives a mandatory audit. These audit requests are important to ensure accuracy of the system and meet GAO requirements.

Be sure to check this site for updated information:

<http://www.uscg.mil/hq/psc/utsfaq.shtm>

Here is where you can find previous issues of the UTS E-Travel News:

<http://www.uscg.mil/hq/psc/uts/index.htm>

Please share this important information with all of your travelers in your unit/area so they can stay informed of important UTS changes and improvements. Please send your suggestions for improvements to the Customer Service Division via a heat ticket:

<http://www.uscg.mil/hq/psc/customerservice.htm>

Coming next edition: Reminders on limits to reimbursable items