



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 7210.1T  
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25 Jul 16

### NAVCRUITDIST NEW YORK INSTRUCTION 7210.1T

Subj: REIMBURSEMENT OF OUT OF POCKET EXPENSES (OPE) INCURRED  
WHILE PERFORMING OFFICIAL RECRUITING DUTY

Ref: (a) Defense Travel System (DTS) website  
(b) COMNAVCRUITCOMINST 4400.1E  
(c) DTS Web Based Training  
(d) COMNAVCRUITCOMINST 1130.8J  
(e) COMNAVCRUITCOMINST 1131.2F

Encl: (1) List of Authorized and Unauthorized Out of Pocket  
Expenses  
(2) DTS Web Based Training Local Voucher Overview

1. Purpose. In addition to references (a) through (e), this instruction outlines policy and training to be followed in submitting claims for Out-of-Pocket Expenses (OPE).

2. Cancellation. NAVCRUITDISTNYINST 7210.1S

#### 3. Discussion

a. Per reference (b), a member of the Armed Forces whose primary assignment is to perform recruiting duty is entitled to reimbursement for actual and necessary expenses defrayed from personal funds in the performance of recruiting duties. Expenses are limited to those listed in enclosure (1).

b. Expenses incurred on behalf of military personnel on active duty or active duty for training, or Delayed Entry Program (DEP) personnel and Centers of Influence are not reimbursable under OPEs.

c. Such reimbursement is in no way considered to be a supplemental pay for production personnel, and is not intended as such. Claims shall be judiciously used to assist production personnel in performing their assigned duties.

#### 4. Action

a. Eligibility. Eligibility for this entitlement other than field production personnel include the following:

- (1) Commanding Officer (CO)
- (2) Executive Officer (XO)

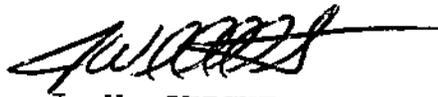
- (3) Recruiting Operations Officer (ROPS)
- (4) Assistant Recruiting Operations Officer (AROPS)
- (5) Nuclear Power Programs Coordinator
- (6) Advanced Programs Team Coordinator

b. Request. All requests for reimbursement must be approved per reference (b) Paragraph 502, XO or CO. The Supply Officer (SUPPO) shall serve as certifying official. Approving officials cannot approve their own OPE claims. Additionally, the approving official shall be responsible for the final determination of eligibility to submit a claim, ensuring that the claimant was functioning as a production recruiter. ROPS will serve as the reviewing official for the operations department.

c. Claim Submission. Claims shall cover only one calendar month and will be submitted via the Defense Travel System (DTS), as described in enclosure (2). Under no circumstances shall a single claim cover more than 31 days. Except in unusual circumstances, no OPE claim will exceed \$75.00 for any one month. When claims exceed \$75.00 for any one month, the claim must be accompanied by a justification in DTS. Per references (d) and (e), claims will be validated against the Officer or Enlisted Recruiter's excel generated Applicant Log.

d. Receipt. Receipts are required for any single item claimed. In addition, vital documents obtained (i.e. transcripts, diplomas, and certificates) will also be accompanied by a receipt when OPE claims are submitted.

e. General Information. Per reference (a), guidance for the reimbursement of OPE for military personnel can be reviewed at <http://www.defencetravel.dod.mil/site/travelreg.cfm>.

  
J. W. STICHT

25 Jul 16

List of Authorized and Unauthorized Out of Pocket Expenses (OPE)Authorized Items

- Breakfast, Lunch, Snack or Dinner
- Marriage or Divorce Decrees
- DMV (Drivers Records) or Law Enforcement etc.
- Purchase of photographic copies of vital documents
- Parking Fees for applicants or candidates

Unauthorized Items

- Film or batteries
- Booth rentals
- Keys for vehicles or offices
- Maps or street directories
- Dry cleaning of curtains or Flags
- Emergency or routine auto repairs
- Membership fees to fraternal or professional organizations
- Contributions, Admissions, Donations, etc
- Flowers, greeting cards, or etc.
- Parking Fee: For Duty drivers; Future Sailors; HARPs; OHARPs; Morale, Welfare & Recreation Meetings; All Hands training or conferences
- Clothing articles
- Entertainment (movies, concerts, video games, etc.)
- SAT scores, or GED preparation expenses
- Name Lists
- Mileage for local & TAD travel
- Photo/reprographic copies for meetings, office or re-supply of forms
- Lodging for applicants
- Center of Influence (COI) events
- Car washes
- Automotive gasoline, oil, or other associated supplies/repair services
- Cellular telephone call charges to or from a personal cellular phone or paging device
- Monthly charges for a personal paging device
- Officer candidates in TAD status
- Tolls; Towing of government vehicles
- Delayed Entry Program (DEP) events
- Temporary duty or local travel expenses
- Meals: For recruiters own consumption; DEppers; HARPs; OHARPs For EOY; VIP; or other events
- Business Cards
- Gratuities (tips)
- Alcoholic beverages
- Administrative supplies: Photocopier or Facsimile or repair services
- Parking tickets



## Create a Local Voucher Instructions for Travelers

Version 7.0, January 13, 2012

*A local voucher is a request for reimbursement for miscellaneous expenses incurred while transacting official business with the locality of the Permanent Duty Station (PDS).*

### Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page: <http://www.defensetravel.osd.mil>
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.

### Create a Local Voucher



1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers** from the drop-down list.
3. Select **Create New Local Voucher**.
4. Complete the **Date** field. The date defaults to the date that the local voucher is created. This date can be left as is or it can be changed to any past date, future date cannot be used because according to DoD travel policy, personnel can only claim reimbursement on a local voucher for expenses that have already been incurred.
5. Select **OK**. The **Non-Mileage Expenses** module opens.

**Note:** Expenses for multiple dates on one local voucher may be claimed as long as each expense is before the date that was put in the Local Voucher Date.

6. The Digital Signature screen opens. The **Submit this document as:** drop-down list defaults to the **SIGNED** stamp.
7. Select **Submit Completed Document**.
8. The Stamp Process screen opens. Select **Save and Continue**.

### Adjust and Amend Local Vouchers

An **adjustment** is a change to a local voucher before the AO applies the **APPROVED** stamp. An **amendment** is a change to a local voucher after the AO applies the **APPROVED** stamp.

**Note:** An amendment to a local voucher is normally for correcting a rejected local voucher. If expenses need to be added to a local voucher after it has been **APPROVED**, a new local voucher must be created.

#### Create an Adjustment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **view/edit** next to the desired document.
4. Clear the **Open Document VIEW-ONLY** box.
5. Complete the **PIN** field then select **OK**.
6. On the Preview screen, select **Edit** next to the items that need adjustment. Make changes and save.
7. Select **Pre-Audit** and justify any new flags.
8. Select **Save And Proceed To Digital Signature**.
9. Enter comments in the **Additional Remarks** field and stamp the document **SIGNED**.
10. Complete the **PIN** field then select **OK**.

#### Create an Amendment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **amend** next to the desired document.
4. Enter justification in the **Comment** box.
5. Follow steps 5-10 as described above.

For more information see Chapter 5 in the *Document Processing Manual*.

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## Accounting



1. Select the **LOA(s)** from the appropriate drop-down list.
2. **Multiple LOAs:** When two or more LOAs are used: Select **OK** to the pop-up window.
3. Scroll to the bottom of the screen and select the **How To Allocate** drop-down list. Choose an allocation method.
4. Select **Allocate Expenses**.
5. Allocate the expenses among the LOAs.
6. Select **Save Allocations**.  
The **Expense Summary** box will display a breakdown of the expenses pertaining to each LOA selected.

### Additional Options



1. Select **Additional Options** from the navigation bar.
2. Enter any comments to the AO in the **Comments for Local Voucher** field. Select **Save Comments and Proceed to Payment Totals**.
3. Select **Payment Totals** to view or edit reimbursement amounts.

### Review / Sign



1. Select **Review/Sign** from the navigation bar.
2. Review the information on the Preview screen. Use the **Edit** links to update information.
3. Scroll to the bottom of the page and select **Save And Proceed To Pre-Audit**.
4. Complete the **Justification** to **AO** box for each of the flagged items. *Justifications are mandatory.*
5. Select **Save And Proceed To Digital Signature**.

**"ENCLOSURE (2)"**

### 1 Non-Mileage Expenses

#### Added Manually

1. Use the drop-down arrow in the **Select Expense Type** and choose the **expense type**. If the expense type is not listed, type it in the **-OR-** field.
2. Enter the reason/review in the **Event Purpose** field.
3. Put the expense amount in the **Cost** field.
4. Put the date that the expense was incurred in the **Date** field.
5. Select the **Method of Reimbursement** drop-down arrow and choose how the expense was paid.
6. On the **Non-Mileage** screen two expenses may be added.
7. Select **Save Expenses**
8. If an expense is greater or equal to \$75.00, a pop-up reminder about receipts will display. Select **OK** to acknowledge the pop-up.
9. Once the screen refreshes, enter additional expenses one at a time and select **Save Expense**.

#### Add Expense from the Government Travel Charge Card



When you use your **GTCC** to pay for something that needs to be included on the local voucher, you can use the "Create an expense item from a government charge card transaction". This link is located above Expense item #1

### 2 Mileage Expenses

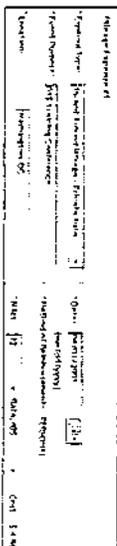


The most common types of mileage included in a local voucher are:

**In-and-Around Mileage.** This is mileage that begins and ends at the event location.

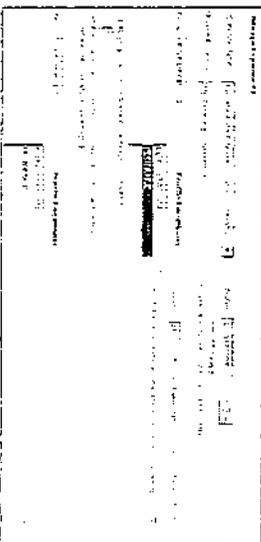
**Private Auto (or Motorcycle) Mileage.** This is mileage that begins and ends at the traveler's duty station or residence.

### In-and-Around Mileage (Private Auto or Motorcycle)



1. Select the **Expense Type** drop-down list
2. Select the appropriate **In-and-Around Mileage expense type** (either **Private Auto** or **Private Motorcycle**).
3. Verify or enter the **Event Purpose**.
4. Complete the **Location** field.
5. Verify the **Date** field of the expense.
6. Enter the **Miles** field with the number of miles driven
7. Two expenses can be added initially, then select **Save Expenses**.
8. Enter and save additional expenses one at a time.

#### Private Auto (or Motorcycle) Mileage-Owner/Operator

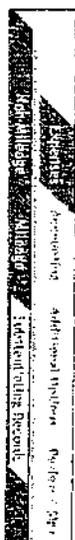


1. Select the **Expense Type** drop-down list.
2. Choose either **Private Auto Mileage-Owner/Operator** or **Private Motorcycle Mileage-Owner/Operator**.
3. Verify or complete the **Event Purpose**.
4. Complete the **From** field or select a location from the **Profile Locations** as either the **From** or **To** field, and the event location in the other field.
5. If **Duty Station** was selected, enter the mileage from the **PDS** to the location specified and skip to Step 9 -OR- If **Residence** was selected, new fields will appear. Follow the below steps to complete them:
6. Select either the **Normal one-way mileage radio** button or the **Daily one-way commuting cost radio** button.

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7. If the **Normal one-way mileage radio** button is selected, complete the **Normal one-way mileage from Residence** to **PDS** field.
8. **-OR-** If the **Daily one-way commuting cost radio** button is selected, enter the appropriate dollar amount into the field.
9. Enter the **Miles** field with the number of miles to the destination.
10. To claim a round trip mileage expense, check the box next to **Check box to create a separate expense for round trip**.
11. Select **Save Expenses** when all expenses are added.

### 3 Substantiating Records



Use the **Substantiating Records** screen to add supporting documents to a local voucher.

#### Fax Method

1. Select **Print Fax Cover Sheet**
2. Choose the printer and select **Print**.
3. The bar code on the fax sheet is unique to each document name. A cover sheet must be printed and attached for each submission. Use the fax cover sheet as the first page and fax it with all supporting documents and receipts to the fax number on the cover sheet.

#### Scan and Upload Method

1. Select **Browse**.
2. Select the file to be uploaded.
3. Select **Open**.
4. Select **Upload** Once the file is uploaded a **Notes** field displays.
5. In the **Notes** field, enter descriptive information about the file.
6. Select **Save Notes**. The screen will refresh.

"ENCLOSURE (2)"