Beneficiary Travel (DGBT) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Beneficiary Travel provides the ability to perform functions involved in issuing of beneficiary travel pay.			
2. PARAMETER RATES ENTER/EDIT – Determine user that will be responsible for entering setup data for this package. This sets the basis for all Bene Travel activity. User must hold the DGBT SUPERVISOR key to perform this function. A. BT CERTIFYING OFFICIAL B. BT OTHER EXPENSES ASKED C. EFFECTIVE DATE D. DEDUCTIBLE AMOUNT/VISIT E. DEDUCTIBLE AMOUNT/MONTH F. MILEAGE RATE G. FISCAL SYMBOLS H. C&P REVIEW VISIT MILEAGE RATE			
3. Bene Travel Account File Enter/Edit – User can make new entries in the Bene Travel Acct file (392.3)			
4. Distance Enter/Edit User will enter/edit distance in miles between cities/town and the medical center division			
5. SECURITY KEY DGBT SUPERVISOR			