CHAPTER 2: TEMPORARY DUTY (TDY) AUTHORIZATIONS

When you create a temporary duty (TDY) authorization in the Defense Travel System (DTS), the system accesses database information that includes information from the traveler's personal profile, your organization's budget, and Department of Defense (DoD) travel regulations.

An authorization also captures information regarding the traveler, TDY locations, should-cost estimates, and other financial aspects of the trip, including travel-related expenses incurred prior to the first day of travel. Automatically including this information streamlines the travel, approval, and reimbursement processes.

This chapter covers the following topics. Unless otherwise indicated, they are all addressed from the point of view of the traveler.

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2.1 Log In to DTS

The first step in creating an authorization in DTS is to access the DTS Home page at www.defensetravel.osd.mil.

1. Select the green **Login to DTS** button located near the center of the DTS home page.

The DoD Privacy and Ethics Policy statement displays.

2. Read the policy and select **Accept**.

The Digital Signature Login window appears.

3. Enter your CAC PIN in the **PIN** field.

4. Select **OK**.

The User Welcome screen opens (Figure 2-1).

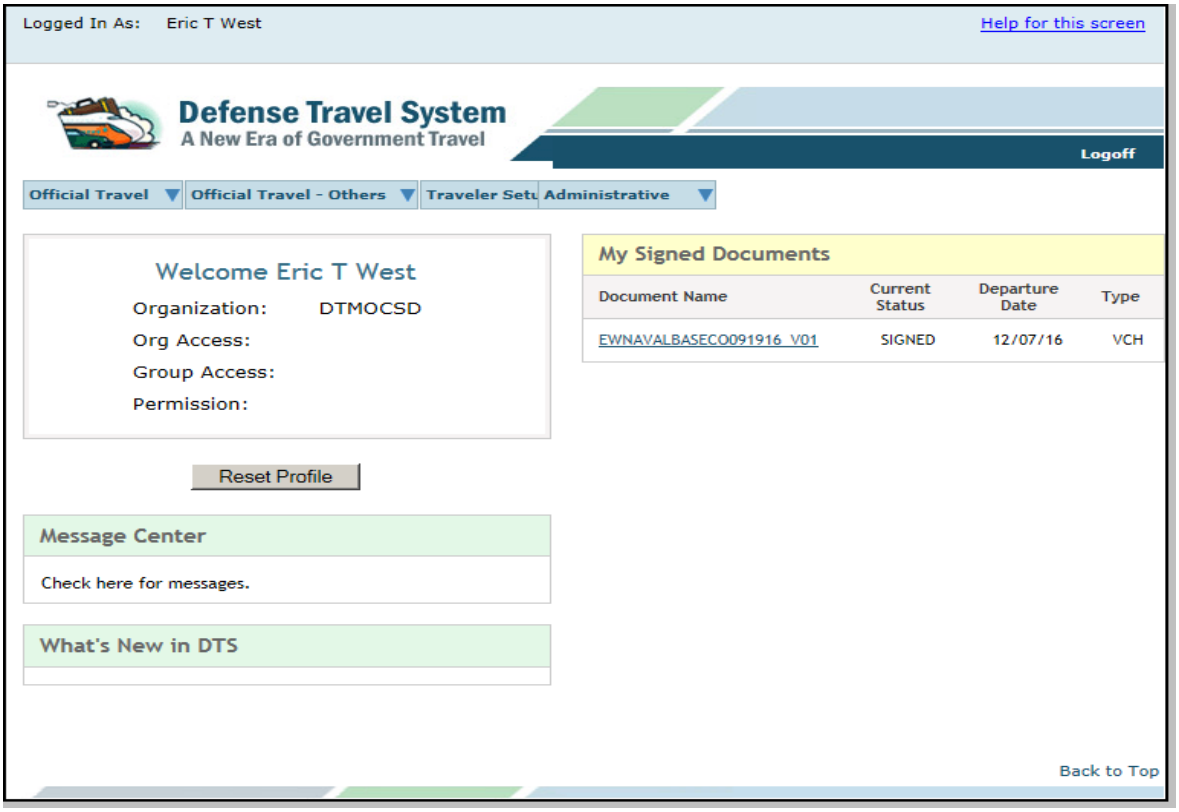

Figure 2-1: User Welcome Screen

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2.2 Using the DTS Menu Bar

The blue menu bar on the User Welcome screen displays the modules you have permission to access. Table 2-1 describes the modules that may display on the User Welcome screen, depending on your permission levels, accesses, and assigned roles.

Table 2-1: User Welcome Screen Menu Bar

USER WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
Official Travel	Drop-down menu of options that allow you to create, view, edit, print, remove, cancel, and amend your own travel documents.	
	Authorizations/Orders	Creates travel documents.
	Vouchers	Documents actual expenses and requests reimbursement of expenses and payment of travel allowance; created using information contained in an authorization.
	Local Vouchers	Requests reimbursement of expenses and payment of travel allowances while on local travel.
	Group Authorization/ Orders	Creates authorizations for two or more people traveling on the same itinerary.
Official Travel-Others	Drop-down menu of options that allow you to edit, print, remove, cancel, and amend travel documents for other travelers. (Group access to the traveler is necessary.)	
	Authorizations/Orders	Creates travel documents
	Vouchers	Documents actual expenses and requests reimbursement of expenses and payment of travel allowance; created using information contained in an authorization
	Local Vouchers	Requests reimbursement of expenses and payment of travel allowances while on local travel.
	Group Authorizations/ Orders	Creates authorizations for two or more people traveling on the same itinerary.
Traveler Setup	Displays options to change document format, change print formats, view organization routing lists, view rates, update personal profile, and delegate signature authority.	
	Form Preferences	Changes travel documents' print format. (Default is a plain text format).
	Available Routing Lists	Displays the routing lists that belong to your organization, and show the Routing Officials assigned to them.
	Delegate Authority	Allows Routing Officials to give their signature authority to another Routing Official in their organization. In order to access this option, you must have permission level 2.

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Table 2-1: User Welcome Screen Menu Bar (continued)

USER WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
Traveler Setup	User Preferences	Allows you to change the way the time stamps display in the document (e.g., 24-hour clock or 12-hour clock). You may turn email notifications on or off. If you elect to leave the notification off, you will not receive any email notifications from DTS.
	Rate Lookup	Displays information about the rates used to calculate allowances in DTS.
	Update Personal Profile	View and edit your personal profile. Changes will not apply to existing documents.
Reports	Reports Scheduler	Analyzes data and prepares reports pertaining to travel documents that have been entered into the system.
	BI and Reporting Tool	This modules houses advanced reports and report-building tools.
Administrative	Shows the functional areas that are available based on your permission levels.	
	Partner System Setup	Maintains partner system's data and interface with DTS. You must be a Partner System Administrator (PSA) to access this functionality. See *DTA Manual, Appendix F* for details about partner-system setup and roles.
	Site Setup Admin	Creates a site name, root organization, and Lead DTA (LDTA). You must have permission level 7.
	Site Setup Interview	Creates Organizational DTAs (ODTAs), sub organizations, and organization setup (i.e., routing lists, groups, and lines of accounting [LOAs]). You must have permission level 6. Your organization's LDTA typically uses this function.
	Self Registration Admin	Allows any DTA to accept new personnel who have self-registered in their organizations, and assigns them permission levels, organization access, group access, and a default routing list.
	DTA Maintenance Tool	Manages your organization's resources.
	Budget	Creates and manages the organization's budgets. You must have permission level 1 to view data and permission level 3 to edit budgets.

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Table 2-1: User Welcome Screen Menu Bar (continued)

USER WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
Administrative	Route and Review	Routing Officials use this module to adjust, review, and approve travel documents.
	Calculate Distance	The DoD Table of Official Distances (DTOD) is available to calculate mileage distances between official TDY locations.
ROA	Non-DTS Entry Agents (NDEAs), clerks, auditors and Centrally Billed Account (CBA) Specialists use the Read Only Access (ROA) to review documents in view-only mode.	
CBA	CBA Specialists use the CBA module to reconcile credit card vendor invoices against charges made to the organization's CBA.	
DMM	Debt Management Monitors (DMMs), use this module to monitor collections from travelers with DUE U.S. balances.	
	DUE US Vouchers	Tracks any travel-related debts to the Government.

2.3 Profile

When you select Official Travel - Authorizations/Orders from the home page, you will be taken to the **Authorizations/Orders** screen (Figure 2-2). When you select **Create New Authorization/Order**, the **Profile Validation** screen appears (Figure 2-3).

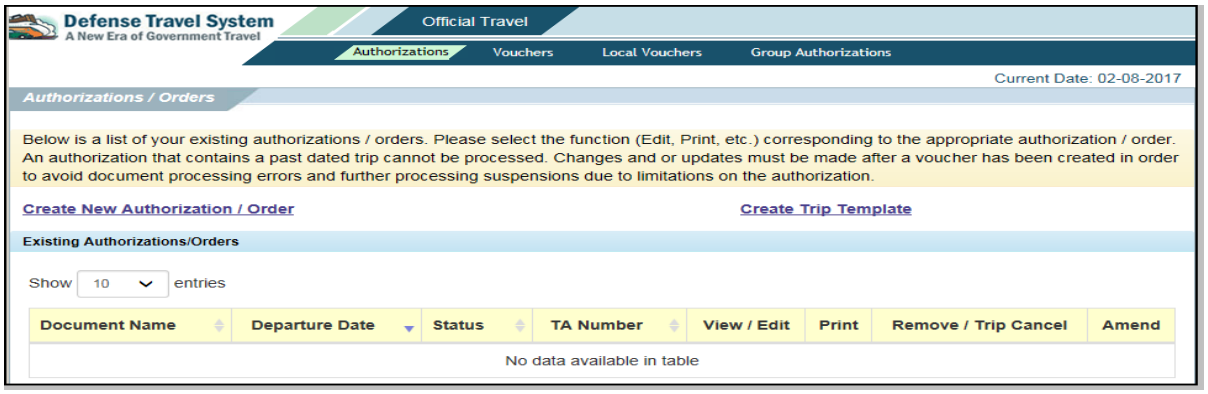

Figure 2-2: Authorizations/Order Screen

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2.3.1 First Time User Validation

When you create a document for the first time, the Profile Validation screen opens first (Figure 2-3). A pop-up window appears notifying you that you must review and confirm your profile information before you can create the document.

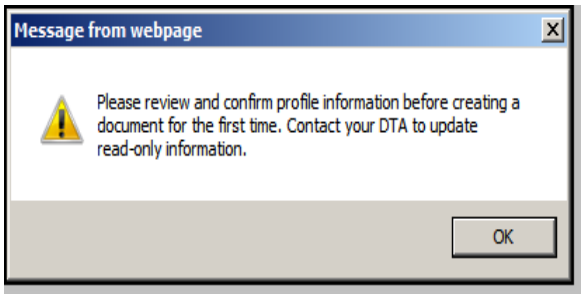

Figure 2-3: Profile Validation Screen

Follow the steps listed below to validate your profile:

1. Select **OK** on the pop-up
2. Confirm or update the profile information and complete the required fields (marked with asterisks).
3. Select **Update Personal Information**.

A pop-up window displays the following message: *Profile Information is being updated. Contact your DTA to update read-only information.*

4. Select **OK**.

The Trip Overview screen opens. See Section 2.5 for instructions on completing the Trip Overview screen.

2.3.2 Additional Profile and/or Government Travel Charge Card (GTCC) Validation

If you have not used DTS in the last 60 days, or if your GTCC has expired or will expire in the next 30 days, DTS displays a pop-up when you attempt to create a document (Figure 2-4).

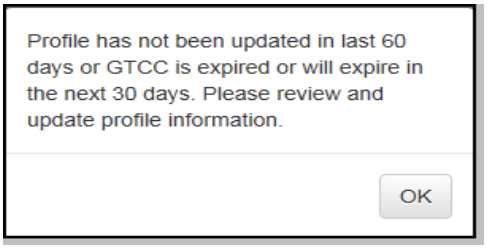

Figure 2-4: Additional Profile and/or GTCC Validation Pop-up

Your profile appears (Figure 2-5). Review the information in it to ensure the data is current.

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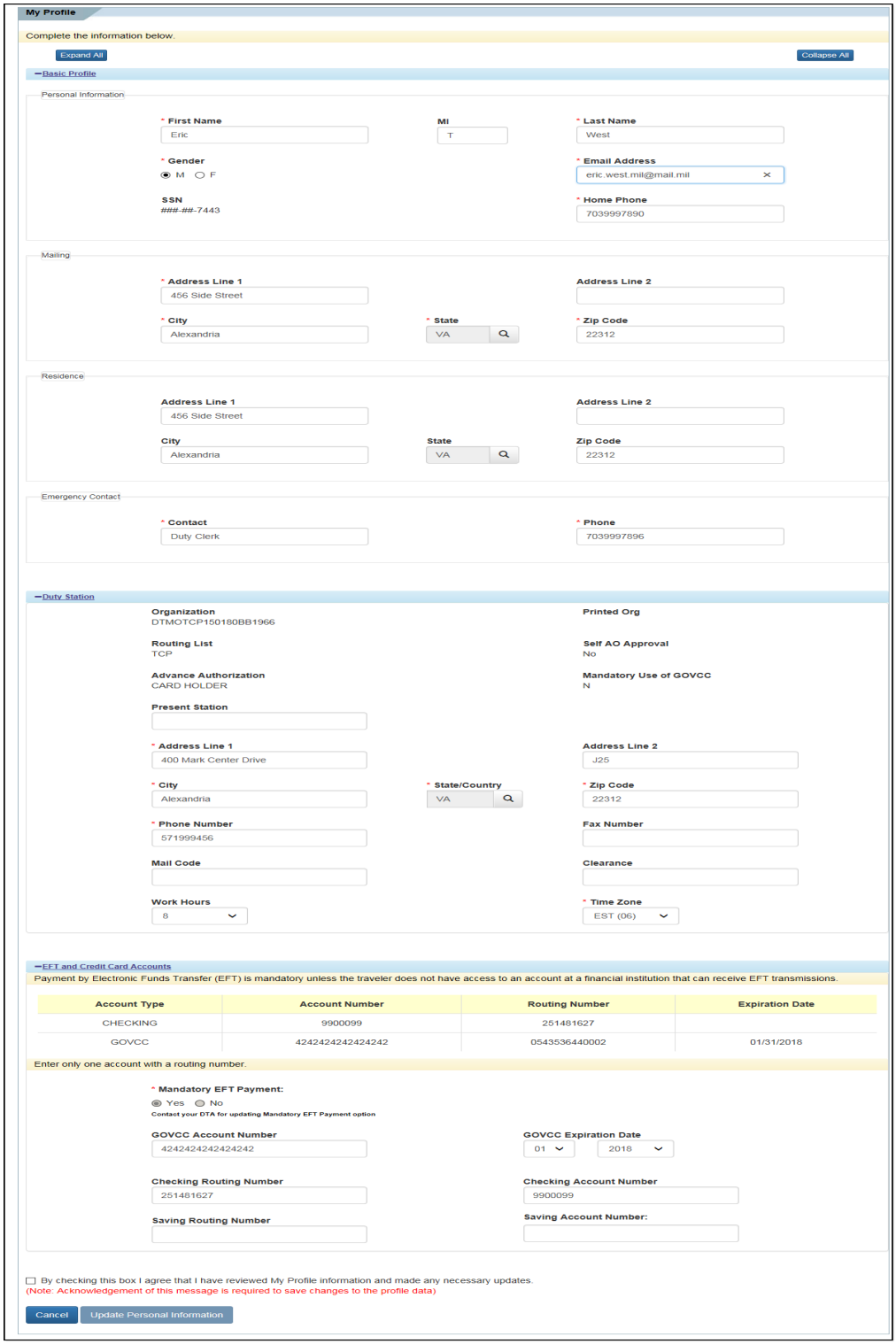

Figure 2-5: Profile Screen

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After reviewing your profile information, if you made any changes, check the box next to the statement: **By checking this box I agree that I have reviewed My Profile information and made any necessary updates**.

The **Update Personal Information** button becomes active. Select it.

A pop-up appears (Figure 2-6) to let you know that changes you made to your permanent profile will not affect existing travel documents.

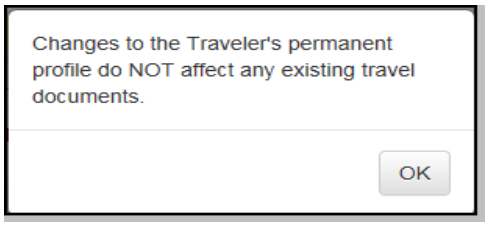

Figure 2-6: Confirmation Pop-up

If you do not need to make any changes to your Profile, select **Cancel.**

2.4 Official Travel

After you update or confirm your profile information, DTS takes you to the My Itinerary screen (Figure 2-7).

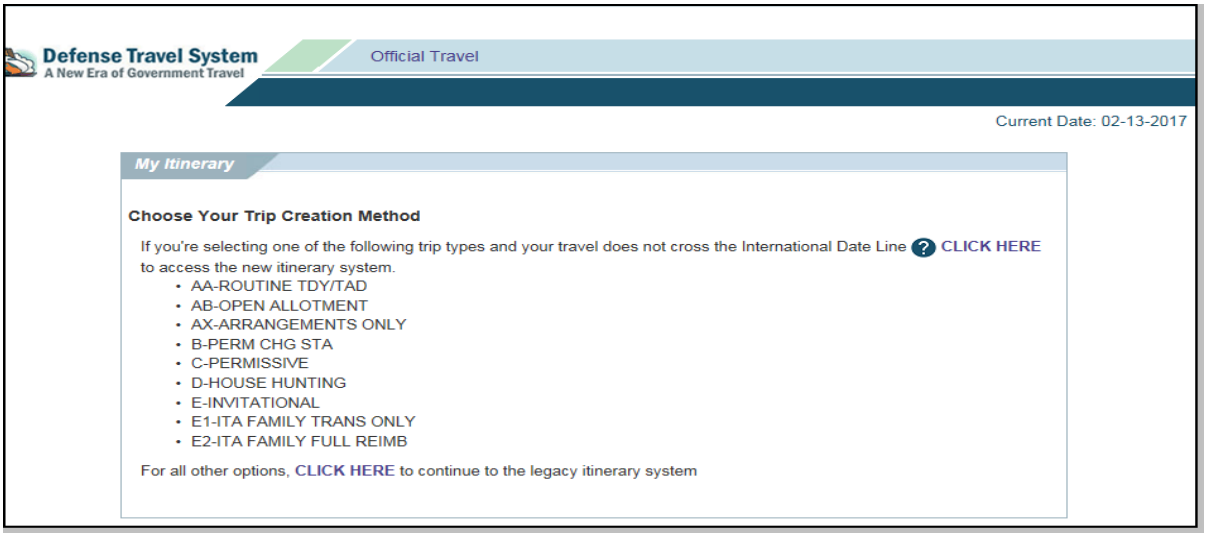

Figure 2-7: My Itinerary Screen

Choose your **Trip Creation Method**. If you select the CLICK HERE link on the top line, you will follow the new (one-screen) itinerary creation process outlined in Section 2.4.1.1. If you select the CLICK HERE link on the bottom line, you will follow the legacy (two-screen) itinerary creation process outlined in Section 2.4.1.2.

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2.4.1 Create an Authorization

Follow one of the two processes outlined below to create the authorization.

2.4.1.1 One-Screen Itinerary Creation Process

You may choose the one-screen itinerary creation process if your trip meets the criteria outlined below:

- travel does not cross the International Date Line (IDL)

and you are performing one of the trip types listed below:

- AA-Routine TDY/TAD
- AB-Open Allotment
- AX-Arrangements Only
- B-Perm Chg Sta
- D-House Hunting
- E-INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
- E2-ITA FMILY FULL REIMB

Access the itinerary creation screen by selecting the **CLICK HERE** link in the first line (Figure 2-7).

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The **My Itinerary** screen open (Figure 2-8).

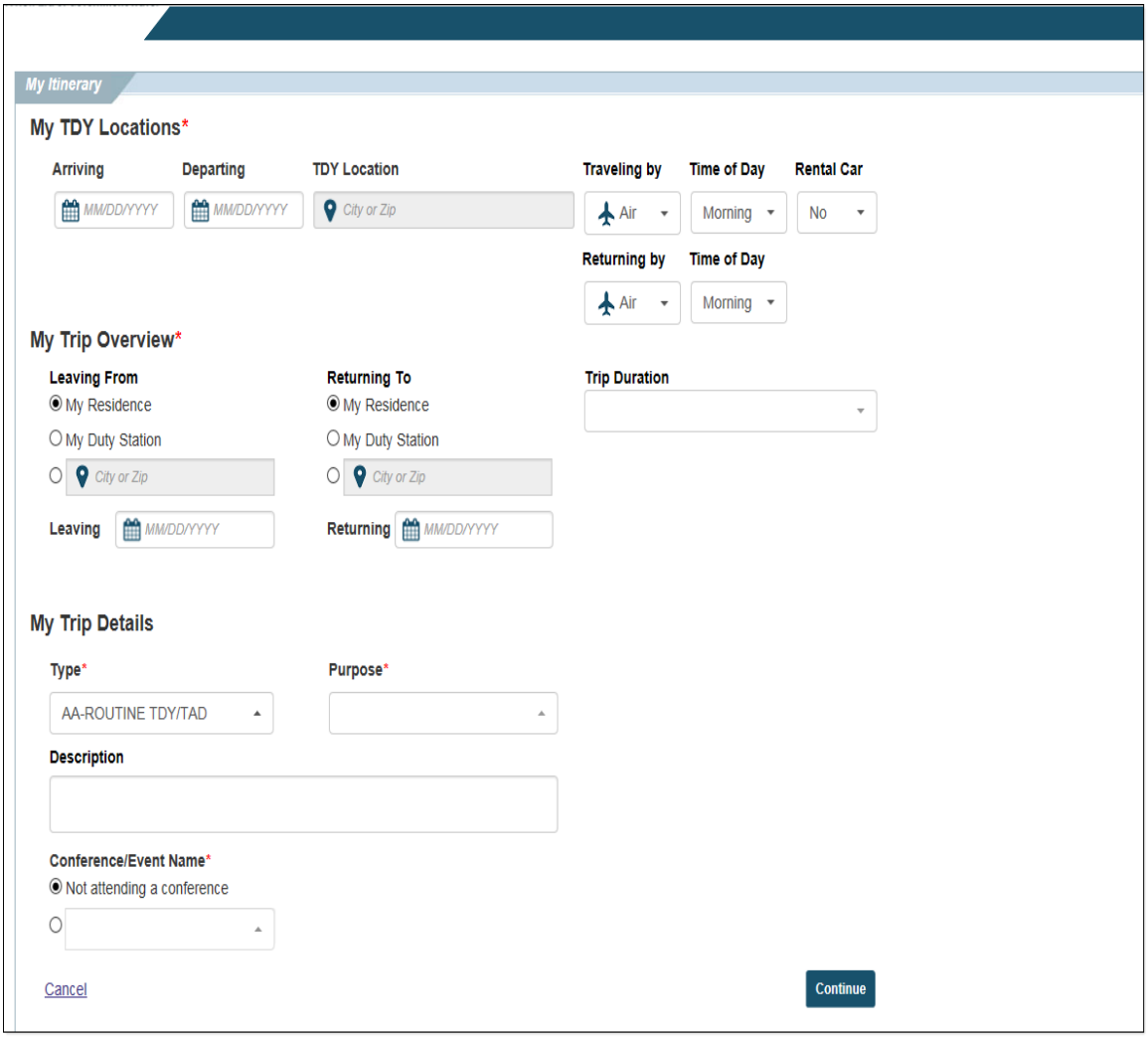

Figure 2-8: My Itinerary Screen

2.4.1.1.1 Prepare Itinerary

The My Itinerary screen (Figure 2-8) is divided into three sections:

- My TDY Locations

Enter the arriving and departing date for each TDY location, and identify the correct TDY location (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation). For each TDY location, identify how you will travel, the time of day you want to travel, and whether you will need a rental car. The most commonly selected options show as a default, but you may change them.

- My Trip Overview

Enter the place you will be leaving from and returning to. The Leaving and Returning dates will auto-populate after you complete the dates in the My TDY Locations fields. If you are

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leaving or arriving on different dates, you must insert the correct dates in these fields. The Trip Duration field will auto-populate.

- My Trip Details

Choose the type and purpose of your TDY, and whether you will be attending a conference. The Description text box is optional.

After you complete the entries on this screen, select either **Continue** or **Cancel**. Selecting continue will take you to the Travel module, where you can make your trip reservations (go to Section 2.6); selecting cancel will return you to the **Authorization/Order** screen.

2.4.1.2 Two-Screen Itinerary Creation Process

You can choose the two-screen itinerary creation process on any trip. Note, however, that if you will be crossing the International Date Line or are performing any trip type not covered by the one-screen itinerary creation process (e.g., Special Circumstances Travel), you must select the **CLICK HERE** link at the bottom of the **My Itinerary** box (Figure 2-7).

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This process begins on the Trip Overview screen (Figure 2-9).

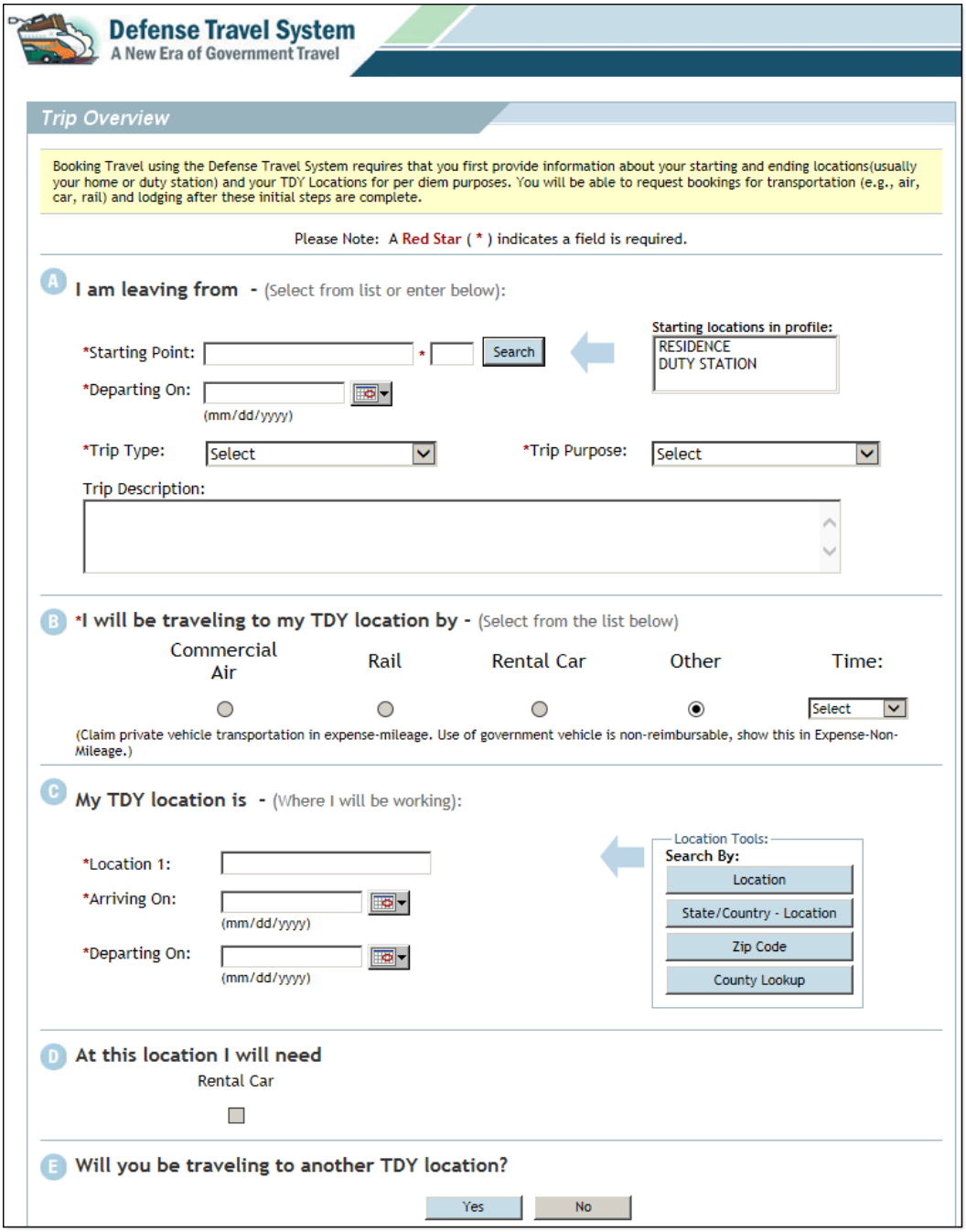

Figure 2-9: Trip Overview Screen

2.4.1.2.1 First Trip Overview Screen - Sections A through C

Beginning in Section A, *I am leaving from*, follow the steps listed below to complete the fields on the Trip Overview screen:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

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This section populates with information stored in your personal profile. If the starting location is not your residence or duty station, type the city name into the **Starting Point** filed and select **Search** to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the **Departing On** field. Use the calendar icon or type the date.

3. Select the **Trip Type** drop-down list arrow and select the trip type.
Reminder: If you are using any of the trip types listed below, and are not crossing the international date line, you may use the one-step itinerary creation process instead.

- AA - Routine TDY/TAD
- AB - Open Allotment
- AX - Arrangements Only
- B - Perm Chg Sta
- D - House Hunting
- E - INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
- E2-ITA FAMILY FULL REIMB

4. Select the **Trip Purpose** drop-down list arrow and select the description for your trip.

In *Section B, I will be traveling to my TDY location by,* you will select the mode of transportation for your trip.

If you want to drive a rental car to your TDY location, keep the same car for the entire trip, and drive back to the ending point location, select **Rental Car** each time it is shown on the Trip Overview screen.

5. Select the radio button for the transportation mode you will be using to travel to your TDY location.

6. Select the **Time** drop-down arrow and select your preferred time of departure.

In *Section C, My TDY location is*, you will identify your TDY location.

7. Identify **Location 1** by typing the TDY location, zip code, or country name in the text field. A drop down list of cities or counties will display after you type 2 or more characters. If you type a zip code, the name of the city will display.

2.4.1.2.2 First Trip Overview Screen - Sections D and E

Section D of the Trip Overview initial screen allows you to identify if you need a rental car at your TDY location (Figure 2-9).

Section E displays the question, **Will you be traveling to another TDY location?**

If you have not yet entered all your TDY locations, select **Yes** to display options that will allow you to add another location to your trip. If you have entered all your TDY locations, select **No**.

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2.4.1.2.3 Second Trip Overview Screen

When you select **No** in Section E, the Trip Overview screen refreshes to show updated Sections C and D and new Sections E and F (Figure 2-10).

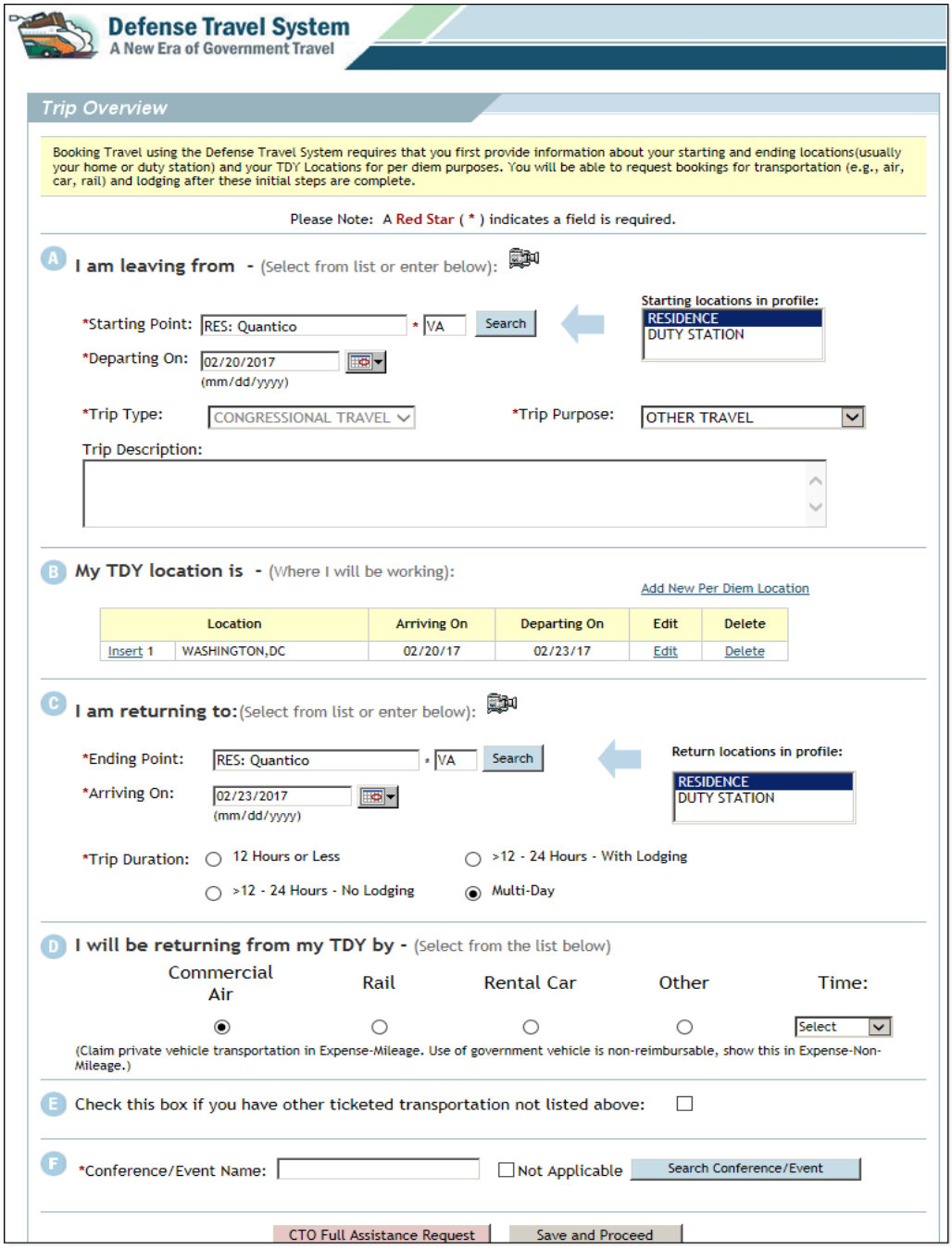

Figure 2-10: Trip Overview Screen Refreshed

Section C, I am returning to is where you will enter your return destination and date.

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1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION.**

2. Complete the **Arriving On** field. You may use the calendar icon to populate the filed or type the date.

Note: If you will cross the International Date Line (IDL) from east to west on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the **Departing On** date for the last leg of the flight will be later than the **Arriving On** date of the **Ending Point**. DTS will flag this as an error. Change the **Arriving On** date to equal the **Departing On** date, and make a note in the **Trip Comments** box of the Trip Preview screen to indicate the actual **Arriving On** date.

3. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day.

Section D, I will be returning from my TDY by is where you identify the transportation mode for the return trip.

4. Select the type of transportation you will use to travel from the TDY location to the return location.

5. Select the **Time** drop-down list arrow and choose your time of departure.

Section E, Check this box if you have other ticketed transportation not listed above if you purchased another type of ticket outside of DTS. If checked, DTS includes the **Other Transportation** screen in the flow controller of reservations when creating the authorization.

6. Check the box if you have another type of ticket for this trip.

Section F, Conference/Event Name indicates the conference, if any, that you will attend.

7. Select **Not Applicable** if you are not attending a conference
   -OR-
   Select **Search Conference/Event** if you are attending a conference.

8. Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Reservations section to procure reservations. An additional fee is charged for this option.

After you complete the entries on these screens, select **Save and Proceed** to move on to the Travel module, where you can make your trip reservations (see Section 2.6).

2.4.1.3 Trip Template

DTS allows you to use the data from an existing authorization as a template to create a new authorization. This is helpful if you frequently travel to the same destination.

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Beginning on the **Authorizations/Orders** screen (Figure 2-11), follow the steps shown below to create a new authorization from an existing one.

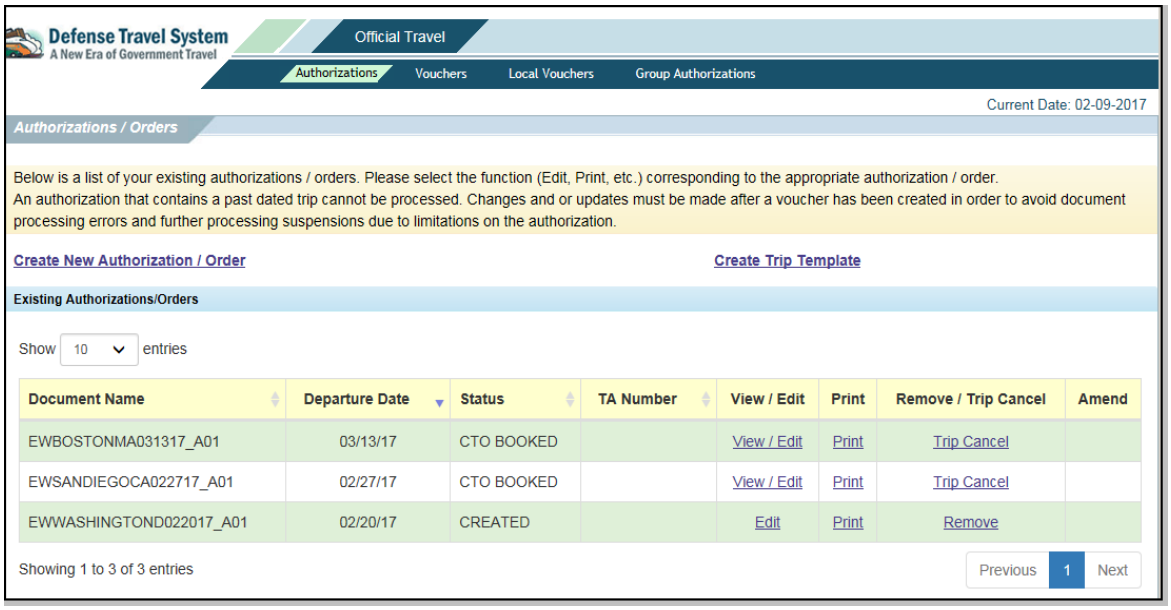

Figure 2-11: Authorizations/Orders Screen

1. Select **Create Trip Template**.

The Trip Template List screen opens and lists authorizations you may select to copy as a template (Figure 2-12).

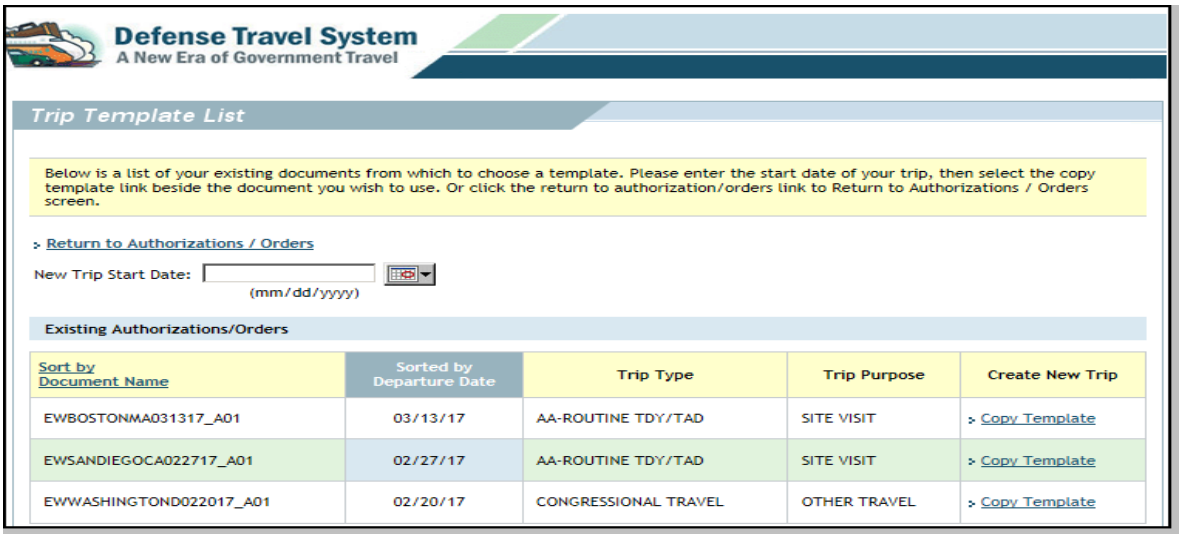

Figure 2-12: Trip Template List Screen

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2. Complete the **New Trip Start Date** field with the beginning date for the new authorization.
   -OR-
   Select the **calendar icon** and choose the desired date.

3. Select **Copy Template** next to the authorization you wish to copy.

The Preview Trip screen opens (Figure 2-13). DTS copied all data from the source document into the new authorization. The dates of the expenses are based on your new trip start date.

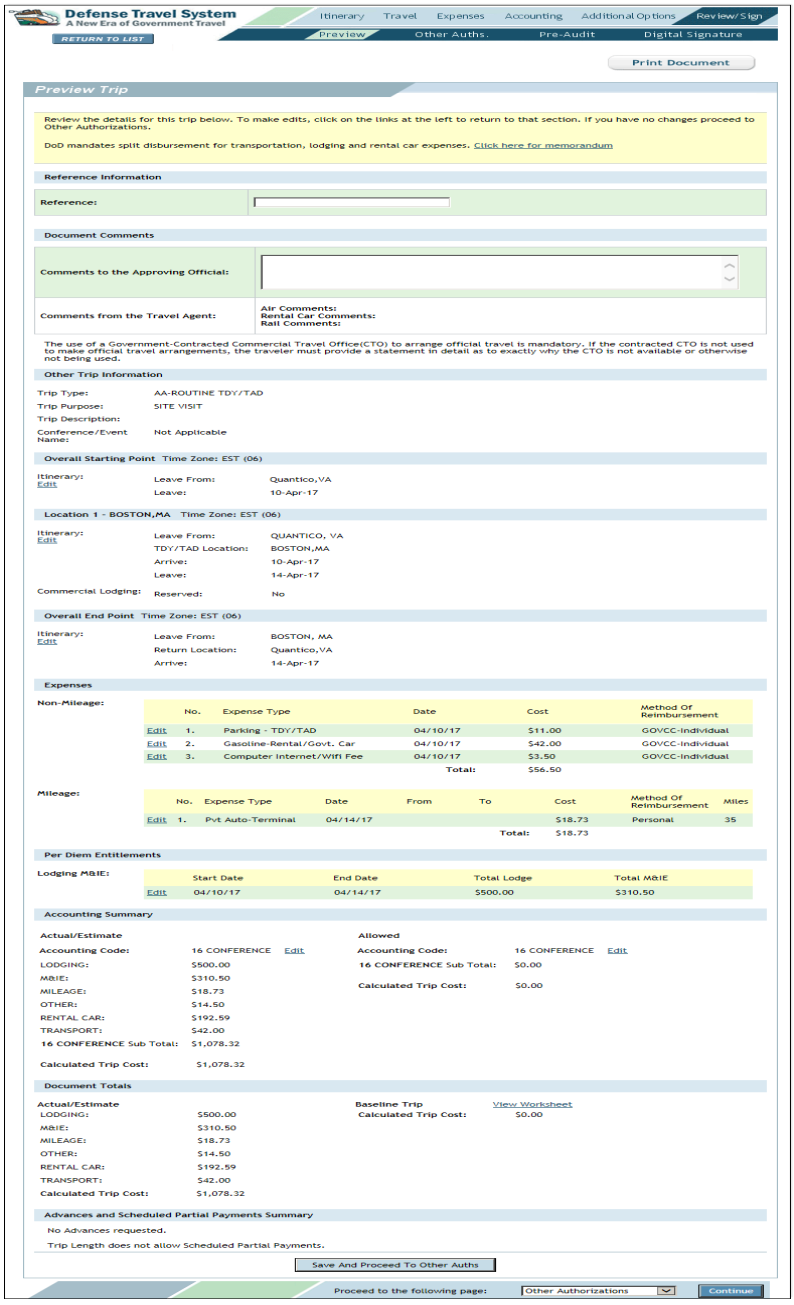

Figure 2-13: Trip Overview Screen

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Note: After creating the authorization from the trip template, you will need to make reservations using the Reservations module.

4. Review all imported data to ensure it is correct. You may edit any information that needs to be changed. If there is an expense on the template that will not apply to the new trip, you may change or delete it.

5. Complete the authorization as you would any other authorization.

2.5 Official Travel - Others

If you have group access, you can create authorization for other travelers in DTS and, with the appropriate approval, for dependents.

2.5.1 Travel Clerk/Non DTS Entry Agent (NDEA)

2.5.1.1 Create an Authorization for a Military Member or DoD Employee

Follow the steps listed below to create an authorization for a military member or DoD civilian employee:

1. Mouse over **Official Travel - Others** on the menu bar (Figure 2-1).

2. Select **Traveler Lookup** from the drop-down list.

The Traveler Lookup screen opens (Figure 2-14).

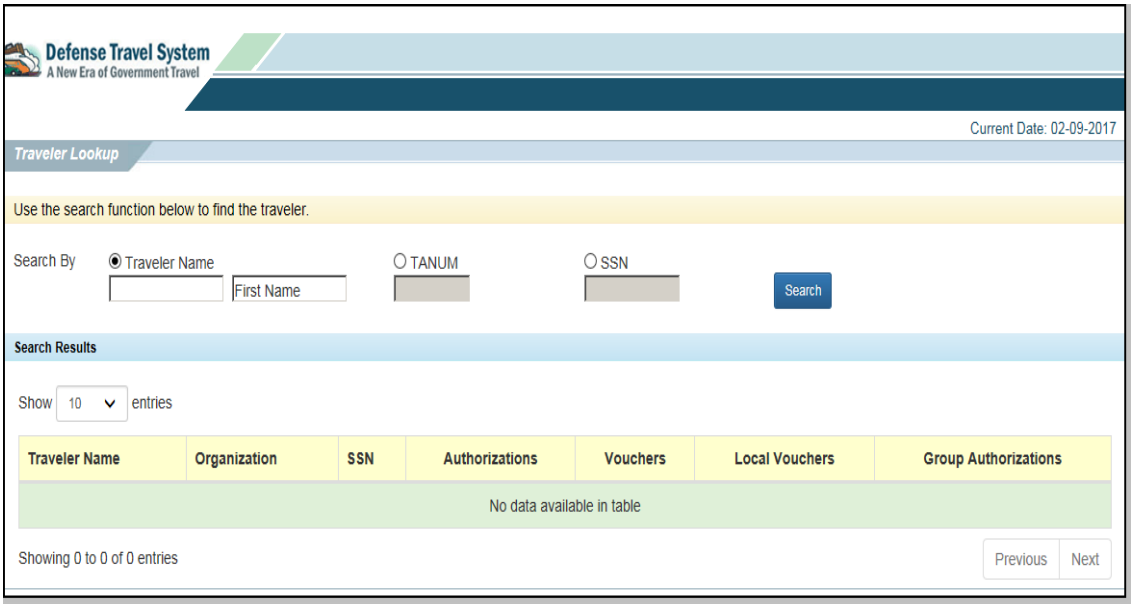

Figure 2-14: Traveler Lookup Screen

3. You have 3 options to search for a traveler or document:

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- Traveler Name
- TANUM
- SSN

Select the radio button next to the option you will using and enter the search criteria in the fields.

4. Select **Search**. Your search results appear at the bottom of the screen.

5. Select any **Authorizations** link next to the traveler you are creating the document for (Figure 2-15). The traveler's **Authorization** screen opens.

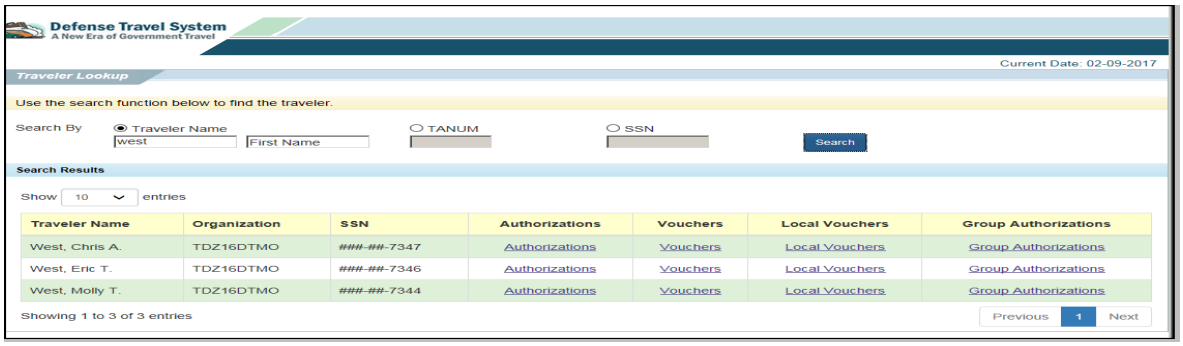

Figure 2-15: Traveler Lookup Screen Results

Then complete the authorization as described in Section 2.4.

2.5.1.2 Create an Authorization for a Dependent

A military or DoD civilian who has one or more dependents is referred to as the *sponsor*. To create an authorization for a dependent, you must have prior approval and be either the sponsor or have group access to the sponsor. There are three trip types that you may select for a dependent, each of which triggers different reimbursement rules. Selecting any of these trip types triggers an Other Authorization during the **Review/Sign** process. DTS automatically completes the remarks field. The trip types available to dependents are:

- *E-INVITATIONAL*. The sponsor receives travel and transportation reimbursment for eligible persons who are not federal civilian employees
- *E1-ITA FAMILY TRANS ONLY*. The sponsor will receive reimbursement only for the transportation expenses for this type of authorization.
- *E2-ITA FAMILY FULL REIMB*. The sponsor will receive reimbursement for transportation and eligible travel expenses for this type of authorization.

Some Special Circumstances Travel (SCT) trip types also allow dependent travel. See Chapter 11 for guidance on those trip types.

Note: You must create a separate authorization for each dependent. To create an authorization for the dependent of a military member or DoD civilian, you can follow either the one-screen or two-screen itinerary creation options, though only the one-screen option is described below:

1. This is your starting point if you are not the sponsor: follow steps 1-4 in Section 2.5.1.1.

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2. This is your starting point if you are the sponsor: Select **Create New Authorization/ Order**.

The **My Itinerary** screen opens (Figure 2-8).

3. Fill out **My TDY Locations** and **My Trip Overview** as outlined in Section 2.4.1.1.1.

4. Select the type trip the dependent is taking in the **My Trip Details** section (Figure 2-16).

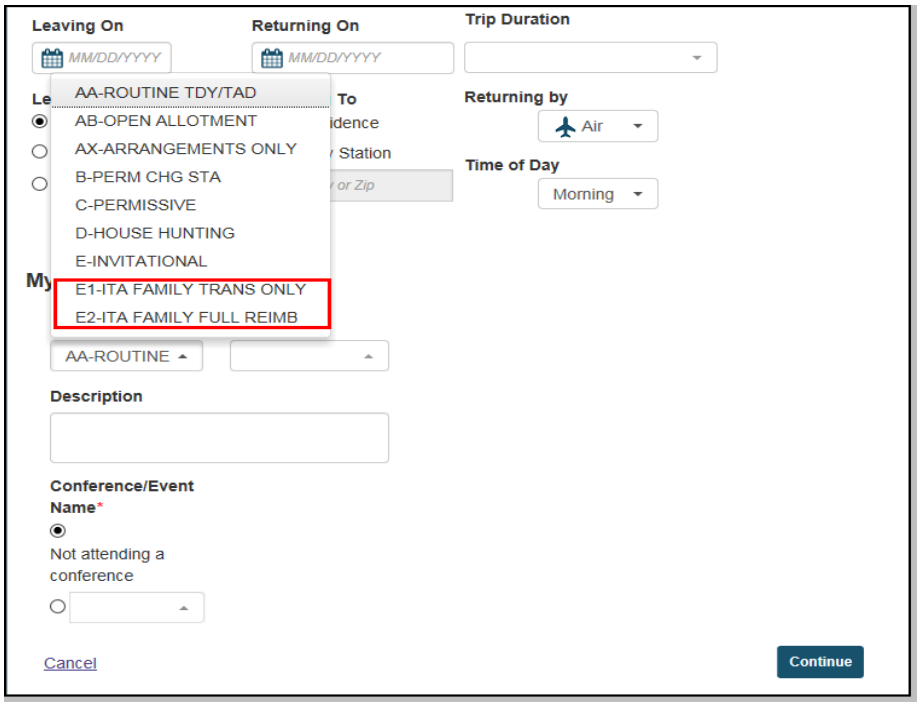

Figure 2-16: My Trip Details Trip Types

A Special Approval Requirement message displays (Figure 2-17).

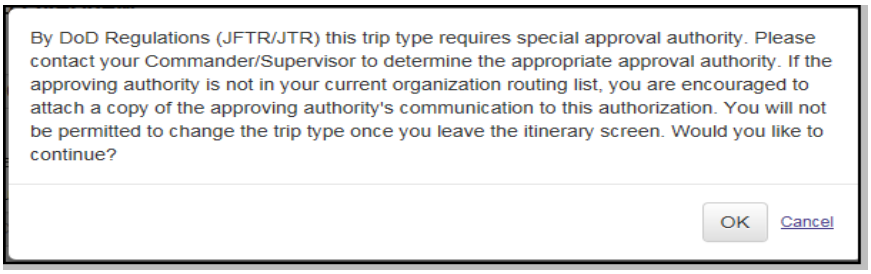

Figure 2-17: Special Approval Requirement Message

5. Follow the instructions regarding obtaining appropriate approval.

6. Select **OK**.

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7. Select **Add Dependents** (Figure 2-18).

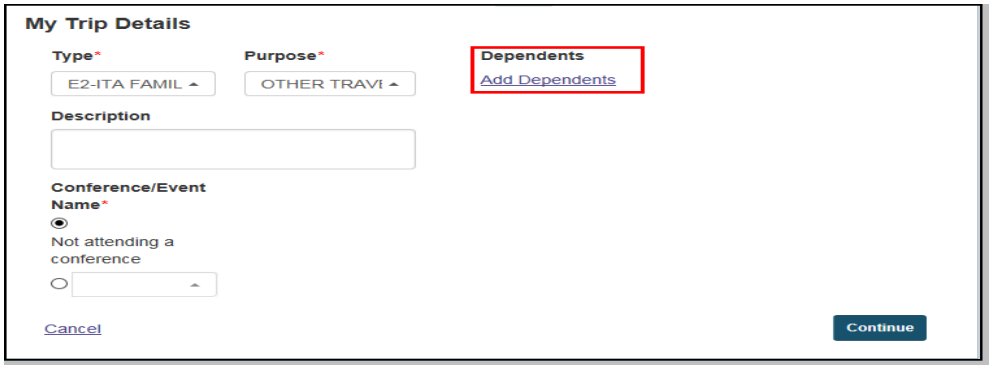

Figure 2-18: Add Dependents Link

The Add Dependents screens opens (Figure 2-19).

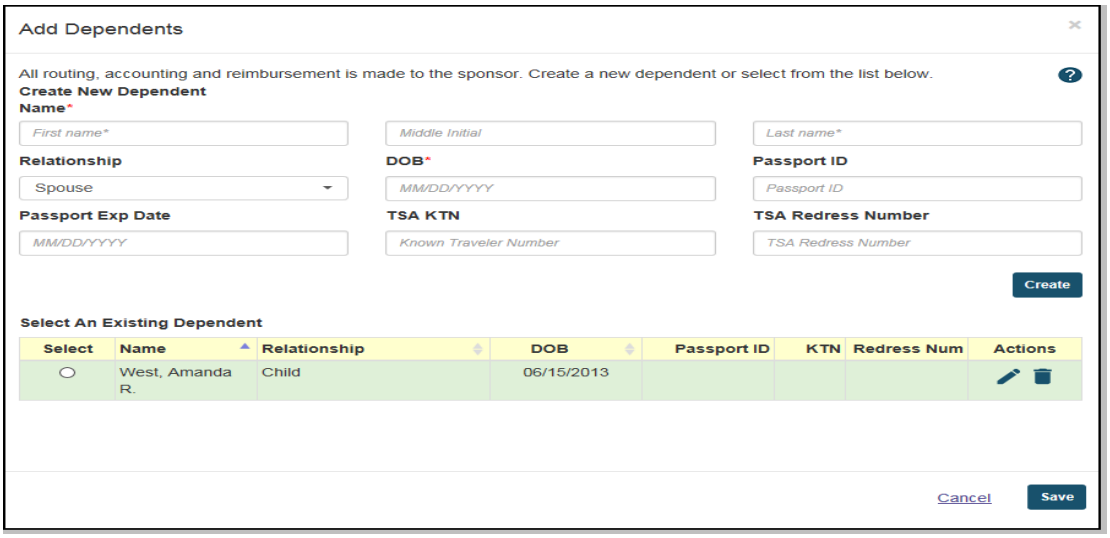

Figure 2-19: Add Dependents Screen

8. Select an **Existing Dependent** or you may **Create New Dependent**.

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After you select or create a dependent, you return to the **My Itinerary** screen, where a link shows that you selected 1 Dependent. If you hover over the **1 Dependent Selected** link, the dependent's name and DOB appear.

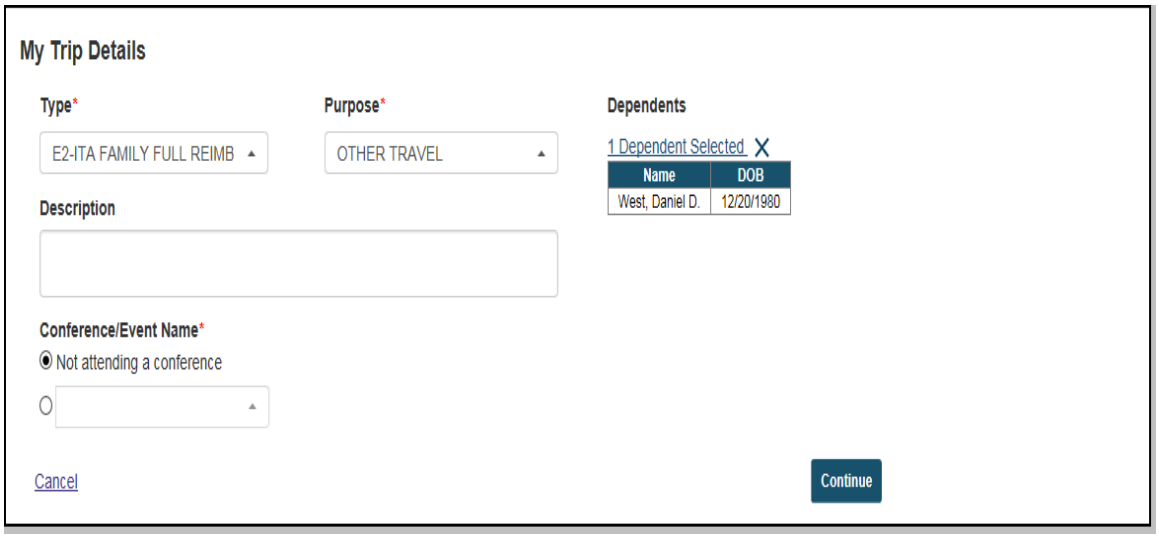

Figure 2-20: Dependent Selected

9. Complete the remainder of the **My Itinerary** screen and select **Continue**.

10. Complete the Travel section of the authorization. See Section 2.6.

11. The tabs listed below assist you in completing and signing the authorization.

    - Expenses. See Section 2.7 (Enter transportation expenses only if the trip type is E1-ITA FAMILY TRANS ONLY. Enter all expenses for E2-ITA FAMILY FULL REIMB). Use Substantiating Records to attach the approval document for these trip types.
    - Accounting Codes. See Section 2.8
    - Additional Options. See Section 2.9 (Scheduled partial payments are not authorized for these trip types)
    - Review/Sign. See Section 2.10

Note: The traveler may receive an advance on an authorization that has an **E2-ITA FAMILY FULL REIMB** trip type.

2.5.1.3 Renewal Agreement Travel (RAT)

DTS allows civilian employee to receive reimbursement for travel expense while on Renewal Agreement Travel (RAT) between outside continental United States (OCONUS) tours of duty. The employee may receive reimbursement for transportation expense when accompanying dependents or with certain restrictions, for unaccompanied dependent travel.

Beginning in Section A of the **Trip Overview** screen (Figure 2-9), follow the steps below to complete an authorization for RAT:

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1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.
2. Complete the **Departing On** field. Use the calendar icon to select the **date**.
3. Select the **Trip Type** drop-down list arrow and select **F-6 RENEWAL AGREE LV**.

The Trip Overview screen refreshes. The section names, fields, and functionality differ from those on a standard DTS authorization. In Section A, DTS has completed the Trip Purpose and Trip Description fields with uneditable text. The screen identifies the airport(s) associated with the starting point location if this information is available. A box is displayed that may be used to indicate that the authorization is for the civilian employee's dependent. The employee is referred to as the *sponsor* in cases of dependent travel.

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Note: You must be a DoD civilian employee and your duty station must reflect an overseas location for F-6 RENEWAL AGREE LV to appear as a trip type.

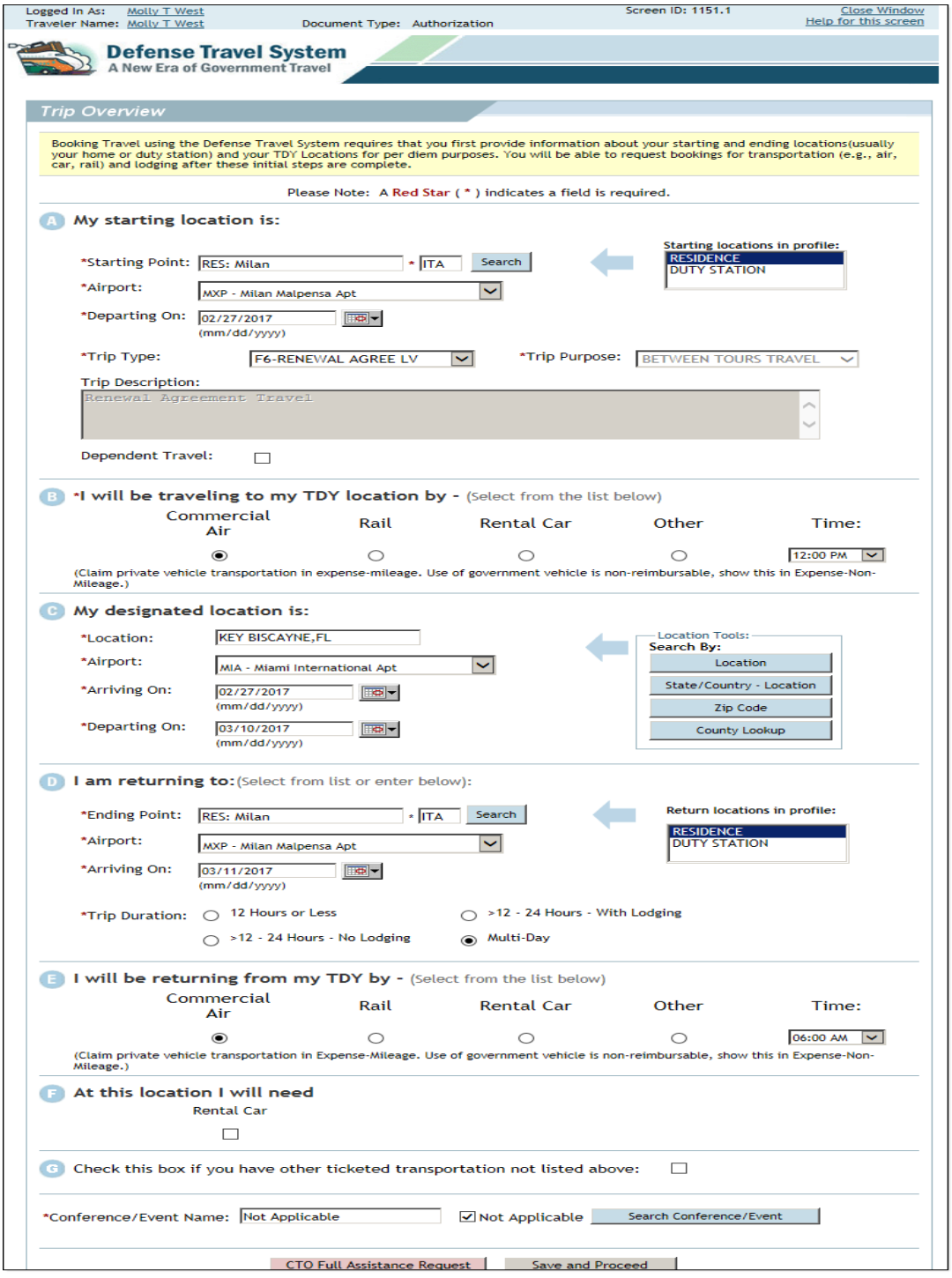

Figure 2-21: Trip Overview Initial Screen

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4. Select the **Airport** drop-down list arrow to select a different airport.

5. Skip to Step 9 if the authorization is for the civilian employee.
   -OR-
   Check the **Dependent Travel** box if the authorization is for the employee's dependent.

A message displays with information about reimbursements and the restriction on round-trip travel for the dependent (Figure 2-22). A dependent may only travel round-trip if the *sponsor* is traveling on or has already completed the authorized RAT.

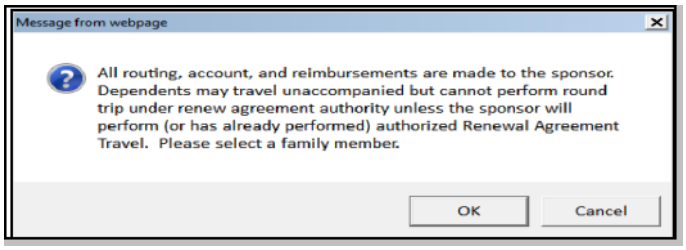

Figure 2-22: Dependent Information Message

6. Select **OK** to continue creating the authorization for a dependent.

The Dependent Search screen opens.

7. Select the radio button next to the dependent.

8. Choose **Select and Close**.

The Trip Overview screen refreshes. The Dependent Information displays on the screen.

9. Select the **mode of transportation** and the preferred **departure time** in Section B.

Section is labeled **My Designated Location is** for RAT authorizations.

10. Complete the **Location field** by typing in the first four letters of the location.

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After the location has been chosen, DTS completes the airport field with the code of the closest airport (Figure 2-23).

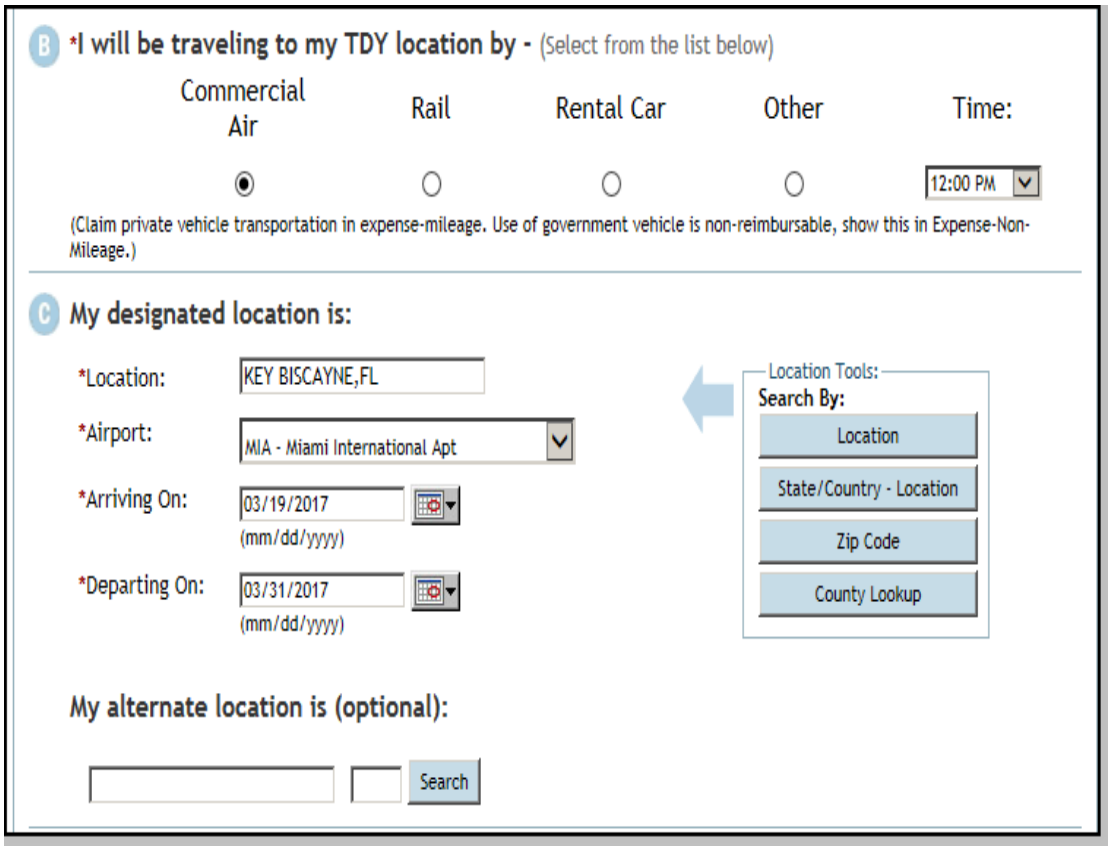

Figure 2-23: Trip Overview Screen - Airport Field

11. Select the **Airport** drop-down list arrow to select a different **airport** if needed.

12. Complete the **Arriving On** field with the **date** of arrival at the designated location, using the calendar icon.

13. Complete the **Departing On** field with the **date** of departure from the designated location, using the calendar icon.

14. (Optional) Complete the **location** field under the My Alternate Location is (Optional) heading by entering the city name and selecting **Search** to select the state or country.

Travel to an alternate location is allowed; however, the reimbursement is limited to the cost of travel to the designated location.Section D is labeled *I am returning to*.

15. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

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Note: You may type a different **Ending Point** city and type or select **Search** to choose the state or country. If the Ending Point is different from the Starting Point, DTS will trigger a preaudit flag during the Review/Sign process. This flag informs you that travel for Renewal Agreement Leave taken in conjunction with a Permanent Change of Station (PCS) must be claimed on the PCS voucher, and per diem will not be paid on a voucher created from this authorization.

16. Select the **Airport** drop-down list arrow to select a different **airport** if appropriate.

17. Complete the **Arriving On** field with the **date** when you will arrive at the designated location. Use the calendar icon.

18. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day. A different radio button may be selected if necessary.

19. Select the **I will be returning from my TDY by** radio button in Section E that identifies the mode of transportation to be used for the return leg of the trip.

20. Select the **Time** drop-down list arrow and choose the preferred **time** of departure.

21. Check the **box** in Section F if you need a rental car at this TDY location.

22. Check the **box** in Section G if there will be another type of ticket purchased for this trip.This will cause DTS to include the Other Transportation screen when creating the authorization.

23. Select **Not Applicable** to indicate that the trip is not for a conference.

24. Select **Save and Proceed**.

Note: You may select **CTO Full Assistance** to receive assistance in booking reservations instead of using the DTS Travel module to choose reservations. An additional fee is charged for this option.

25. Select **OK** to continue.

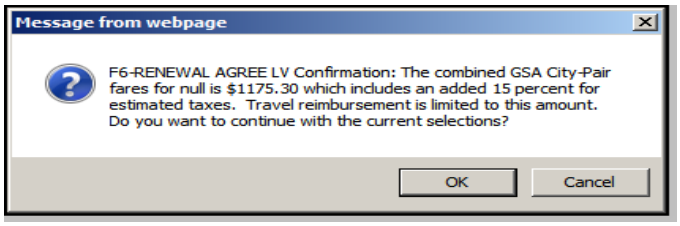

Figure 2-24: RAT GSA Contract Fare (City Pair) Confirmation Message

Note: If DTS cannot find a GSA contract fare flight, a pop-up message will display (Figure 2-24).

You must select the lowest unrestricted coach fare, and states that the AO will limit the reimbursement for all other travel modes to the amount of the lowest unrestricted coach fare.

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26. Select **OK** to continue.

The TSA Secure Flight Information screen opens.

27. Update the information if required.

28. (Optional) Place a check in the **Save changes to permanent traveler information** box to save the information to your permanent profile and document profile. If not selected, the TSA information will save for this document only.

29. Select **Save TSA Information**.

30. DTS processes the information that was submitted, system messages display briefly. DTS accesses the Travel module and the reservation screen that matches the selection on the Trip Overview screen.

2.6 Travel

The Travel module in DTS allows you to make reservations for commercial transportation, rental car, or lodging. After you complete and save your itinerary, DTS processes the information and automatically displays only those screens that allow you to make the reservations indicated in your itinerary. You can always visit additional itinerary screens, if you forgot to include a reservation type on your itinerary, or if you plans change.

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2.6.1 Air Travel

If you chose Commercial Air on the Trip Overview screen, DTS displays the Air Travel screen (Figure 2-25). If you did not select Commercial Air as your transportation choice, you can access the Air Travel screen anytime by selecting **Air** on the dark blue navigation bar under the **Travel** module.

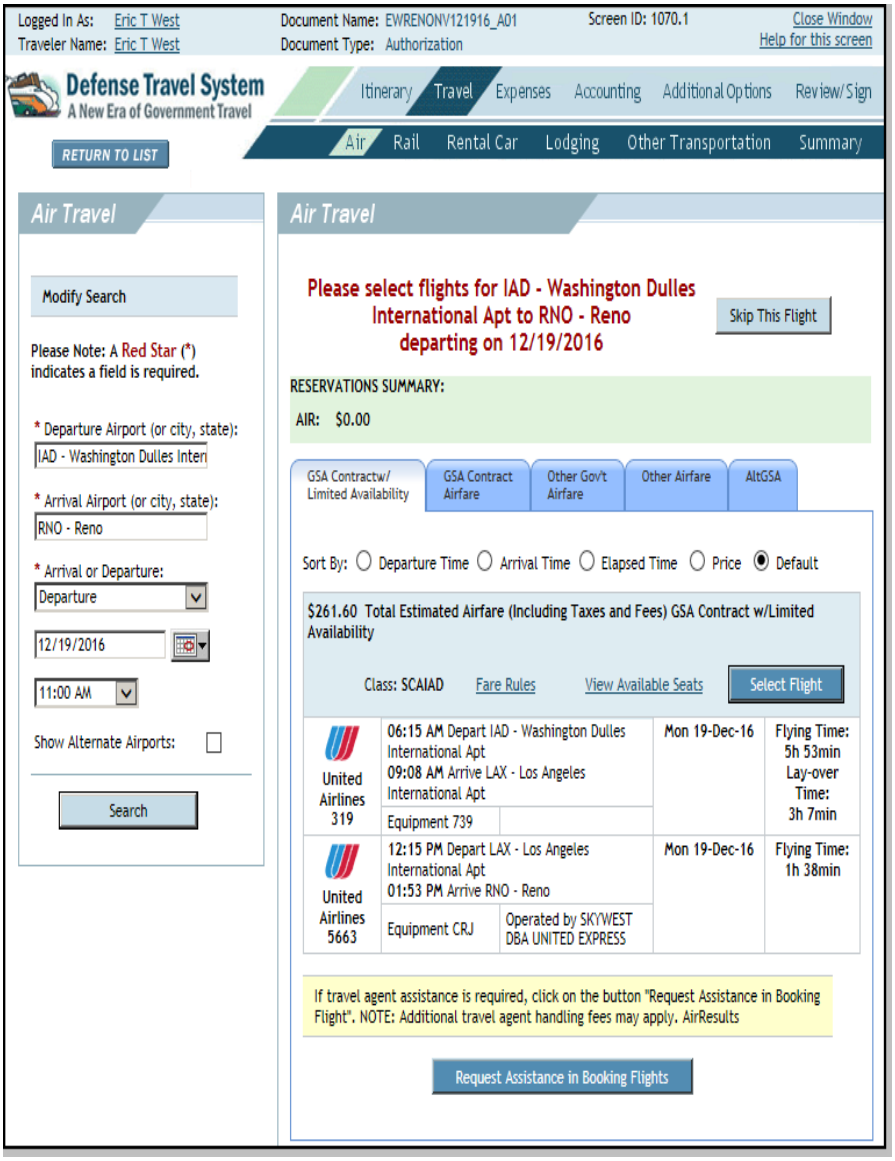

Figure 2-25: Air Travel Screen

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2.6.1.1 Select Air Travel

Flights are organized according to the type of fares under the fare tabs, as follows:

- ***GSA Contract w/ Limited Availability.*** These flights further discounted GSA city pair fare for Federal government employees on official business. This fare is fully refundable and changeable. There are limited seats available in this tab.
- ***GSA Contract Airfare.*** These flights are discounted for Federal government employees on official business. The fare is applicable to the last seat available; fully refundable and changeable.
- ***Other Gov't Airfare.*** This tab displays non-contract Government fares or discounted Government fares. Airlines offer competitive fares which may include combined city pair fares in non-city pair markets. Selecting this type of fare, will require justification and approval by your Authorizing Official.
- ***Other Airfare.*** These fares are available to the general public, but may have advance purchase requirements and cancellation fees. Selecting this type of fare will require justification and approval by your Authorizing Official.
- ***AltGSA.*** In cases where there are no Government-contract flights, DTS will search for an alternate airport within an 80-mile radius of the departing airport or the TDY destination to locate Government-contract flights. Results will display under this tab.

To see a more detailed description of each type of fare, mouse over the tab headings. If a flight is not needed for any portion of your trip, select **Skip This Flight,** located above the fare locator tabs.

DoD policy requires the use of GSA Contract Fares whenever they are available, unless an exception applies. If you select a flight that is not a GSA Contract Fare, and GSA Contract Fare flights are available, the Government Contract Fare Not Selected message displays.

This message informs you that the selection must be justified during preaudit. Select **OK** to keep the flight selection or select **Cancel** to return to the Air Travel screen.

You may view available flights by selecting one of the **Sort By** radio buttons shown below:

- Departure Time
- Arrival Time
- Elapsed Time (Total of travel time and layover time)
- Price
- Default (Lists non-stop flights first, in order of least to greatest elapsed time offset from requested departure time. All other flights are then sorted by elapsed time, offset from requested departure time.)

Follow the steps listed below to reserve a flight:

1. Chose the **Select Flight** button for the preferred flight.

The Seat Selector window opens. The flight information displays near the top of the window.

2. Select the blue **seat** icon to select an available seat.
   -OR-
   Select the **Seat Selection** drop-down list arrow and select a seat location.

Note: If you choose a flight that has more than one leg, you will need to select preferred seat assignments for all legs.

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3. Select **Done**.

If air reservations are the first reservation to be requested, the TSA Secure Flight Information screen displays.

You must complete the TSA Secure Flight Information screen once per document when reservations are requested. This information is used for your Secure Flight Personal Data (SFPD) and will be transmitted to the TSA for watch list screening.

The TSA Secure Flight Information screen displays after your initial reservation has been selected or after comments have been sent to the Travel Management Company (TMC; formerly known as the Commercial Travel Office (CTO); DTS still refers to the CTO instead of the TMC) when using the CTO assistance feature. The fields are populated with information from your profile.

When creating an authorization for a dependent, you will enter this information for the dependent traveler.

Note: TSA PreCheck program offers expedited security screening for military members and DoD civilians at participating airports. TSA Precheck allows participants to keep their shoes, belt and light jackets on, leave laptops and 3-1-1 compliant liquids in their carry-on bags. In order to use dedicated TSA PreCheck security lanes, you must enter your DoD ID number in the Known Traveler Number text box when making official travel or leisure airline reservations.

Table 2-2 provide definitions for the TSA Secure Flight Information screen fields.

Table 2-2: TSA Secure Flight Information Field Definitions

TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS	
FIELD	**DEFINITION**
Last Name	Your last name as it appears on state- or Government-issued identification used for airport security. Do not include suffixes (e.g., Jr.).
First Name	Your first name as it appears on state- or Government-issued identification used for airport security.
Middle Name	Your middle name as it appears on state- or Government-issued identification used for airport security.
No Middle Name	Box that must be checked if there is no middle name on state- or Government-issued identification used for airport security.
DOB (MM/DD/YYY)	Your date of birth.
Gender	Your gender.
Redress Number	Unique number the Department of Homeland Security assigns to individuals to prevent watch list name misidentification for those who have experienced previous travel screening difficulties. This field is optional.
Known Traveler Number	This is the 10-digit DoD ID number located on the back of your Common Access Card (CAC). This is mandatory for the TSA PreCheck program.

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4. Enter or update the information.

5. (Optional) Check the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

6. Select **Save TSA Information**.

The screen displays a series of messages while DTS processes the information.

7. Your return flight search opens. You will select your return flight as you did your outgoing flight (see steps 1 and 2).

Note: If you cannot find a flight that meet your mission requirements, the **Request Assistance in Booking Flight** button is available to assist in obtaining a flight that will. Information may be added to the system-generated comment, but the system-generated text should not be removed. To expedite the handling of the reservations, it is important to use this button rather than calling the TMC. Additional fees may be added whether requesting assistance through DTS or calling the TMC.

The screen displays:

- A green box that contains the Reservations Summary flight information.
- *Cancel Flight.* Link that can be used to remove the flight reservation;
- *Change.* Link that can be selected to return to the Air Travel screen and search for a different flight;
- Fare and flight options for the return trip.

DTS displays the screen for the next type of reservation to be made.

2.6.1.2 Modify Search for Air Travel

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The Modify Search section is shown on the left side of the screen allows you to modify the search (Figure 2-26). The options shown below explain how to change the search criteria. After entering all the requirements, select **Search** to display the new results.

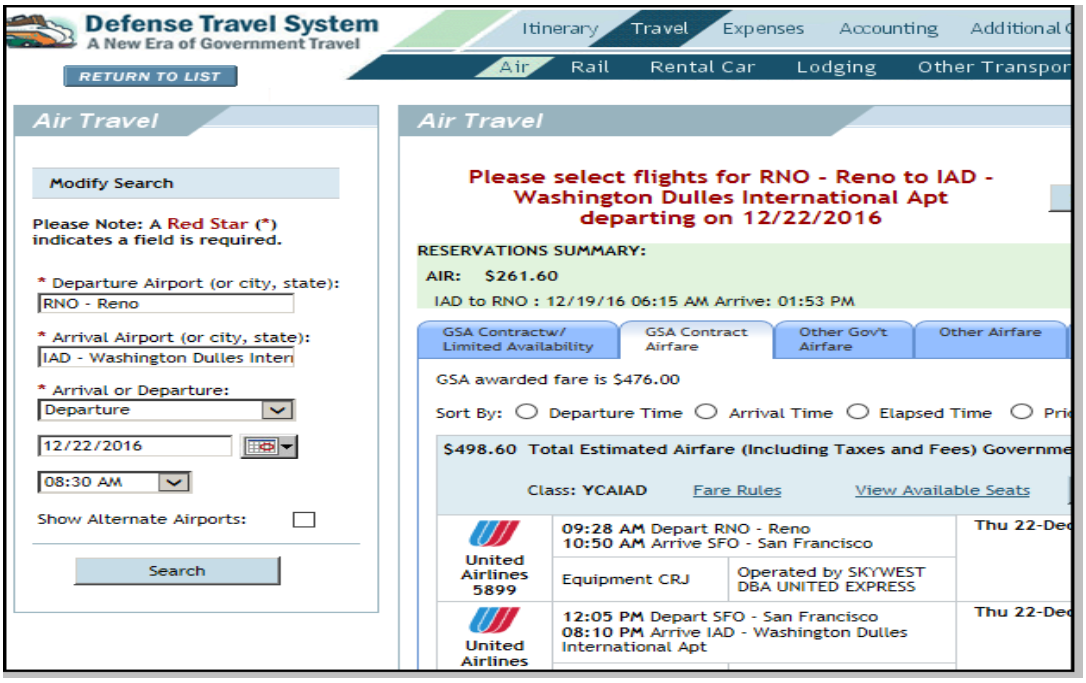

Figure 2-26: Modify Air Travel Screen

*An asterisk indicates a required field.

To change the departure airport:

Complete the ***Departure Airport** field with the airport code or city and state, if it is different than your original departure city.

To change the arrival airport:

Complete the ***Arrival Airport** field with the airport code or city and state, if it is different than your original arrival city.

Select the ***Arrival** or **Departure** drop-down list and select the one that the change will affect.

Complete the **Date** field with the new arrival or departure date. Use the calendar tool if necessary.

Select the **Time** drop-down list arrow to select your preferred time of arrival or departure.

Check the **Show Alternate Airports**, to broaden the search to include other airports associated with your TDY location.

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2.6.2 Add Rail Travel

If you choose Rail on the Trip Overview screen, DTS displays the Rail screen (Figure 2-27). If you did not choose Rail as your transportation, you can access the Rail Travel screen anytime by selecting **Rail** on the dark blue navigation bar under the **Travel** module.

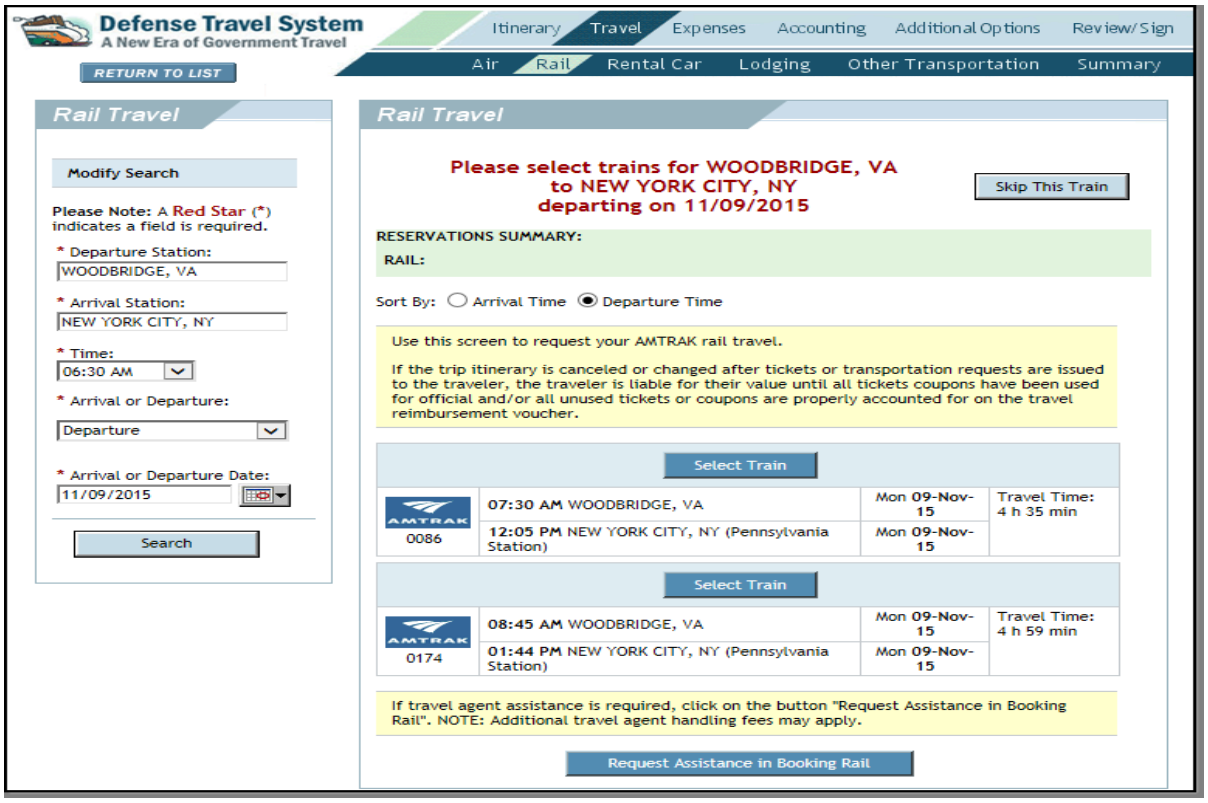

Figure 2-27: Rail Travel Screen

You will normally make your arrangements for rail travel through the TMC. Unlike the other reservations, DTS will not book rail travel. When requesting rail, you should be aware that live rail schedules are not available in DTS. What is returned is a static list of train schedules. You should make applicable remarks for your choice of rail reservations in the comments field prior to submitting the request.

2.6.2.1 Select Rail Travel

You may select the order in which the trains display by selecting one of the **Sort By** radio buttons as shown below:

- Arrival Time
- Departure Time

Beginning on the Rail Travel screen (Figure 2-27), follow the steps listed below to book rail travel:

1. Choose **Select Train** for the preferred train.

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The Rail Travel Detail screen opens (Figure 2-28). The following details display about the selected train:

- *Departing From and Traveling To.* The origin and destination for this travel.
- *Train Selected.* Information about the train. The trains are listed by company, train number, and departure and arrival date and time.
- *Seat Preference. A* drop-down list that allows you to select an aisle or window seat.
- *Comments field.* Text box in which you may enter information or questions for the TMC. By default, the text indicates the selected train departure and arrival times and stations.

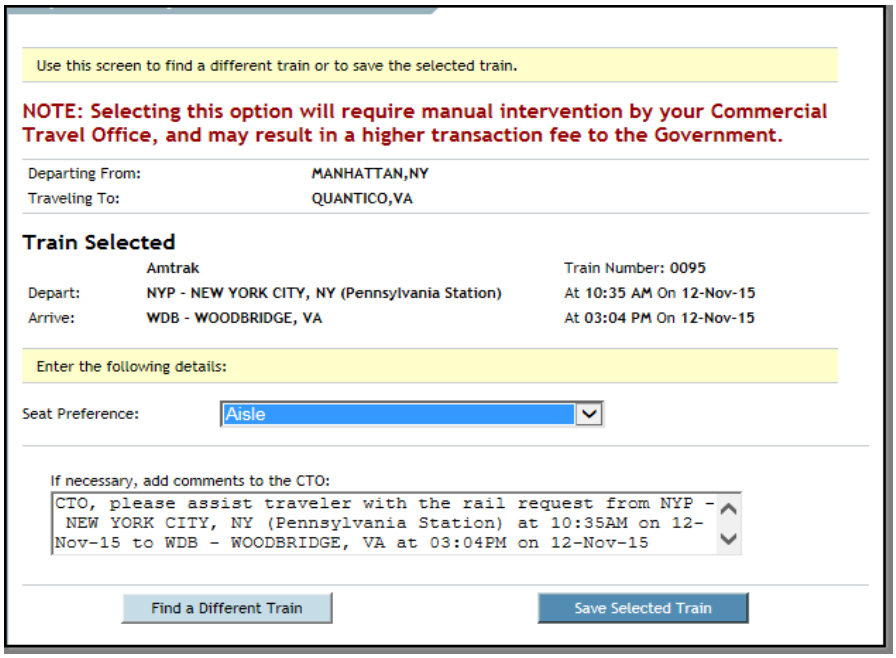

Figure 2-28: Rail Travel Detail Screen

2. Select the **Seat Preference** drop-down list arrow and select **Aisle** or **Window**.
   -OR-
   Select **Find a Different Train to** return to the Rail Travel screen and make another selection or modify the search.

3. (Optional) You may add to the existing comments to the TMC, you should not delete any of the existing text.

4. Select **Save Selected Train**.

If these are the first reservations to be requested for the document, the TSA Screen displays.

5. Update any information.

6. Select **Save TSA Information**.

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The Rail Travel screen refreshes (Figure 2-29). The screen displays:

- A green box that contains all Reservation Summary information
- *Cancel Train*. Select this link to remove the train reservation request
- *Change*. Select this link to remove the reservation request and return to the Rail Travel screen to select a different departure train.

7. Select the return trip using the same steps used to select the original reservations.

DTS now displays the screen for the next type of reservation to be made. The Reservations Summary has updated with the return rail information.

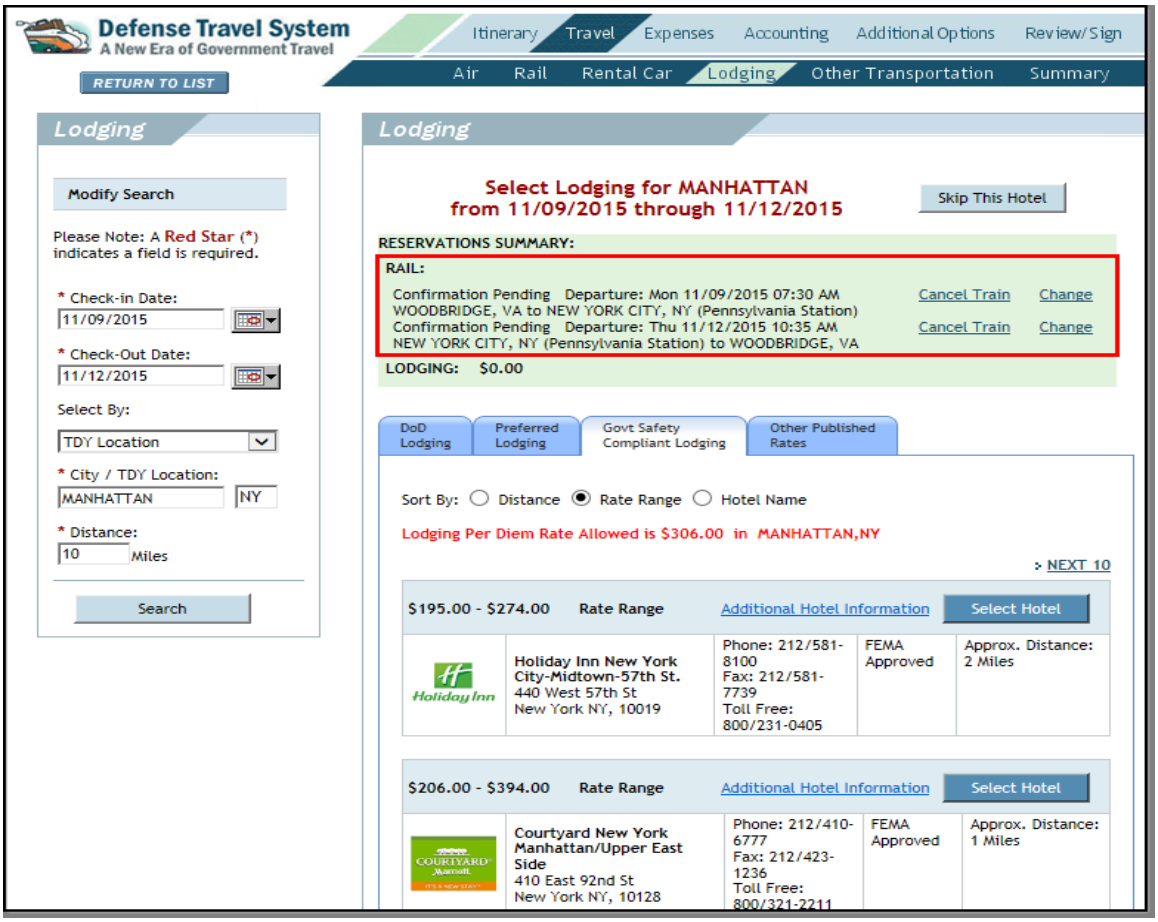

Figure 2-29: Lodging Screen - Showing Complete Rail Reservations

2.6.2.2 Modify Search for Rail Travel

The Modify Search section is shown on the left side of the screen allows you to modify the search (Figure 2-27). the following options explain how to change the search criteria. after entering all the requirements, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the departure station:

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Complete the ***Departure Station** field with the city, if it is different from your original departure city.

To change the arrival station:

Complete the ***Arrival Station** field with the city, if it different from your original arrival city.

To change the date of arrival or departure:

Select the ***Arrival** or **Departure** drop-down list arrow and select the leg of the trip for which the travel date will change.

Complete the **Date** field with the new arrival or departure date. Use the calendar tool if necessary.

2.6.3 Add Rental Car

If you chose **Rental Car** on the Trip Overview screen, DTS displays the Rental Car screen (Figure 2-30). DTS displays rental car company locations at the arrival airport and other locations. The rental cars are organized by:

- Government Rates
- Non-Government Rates

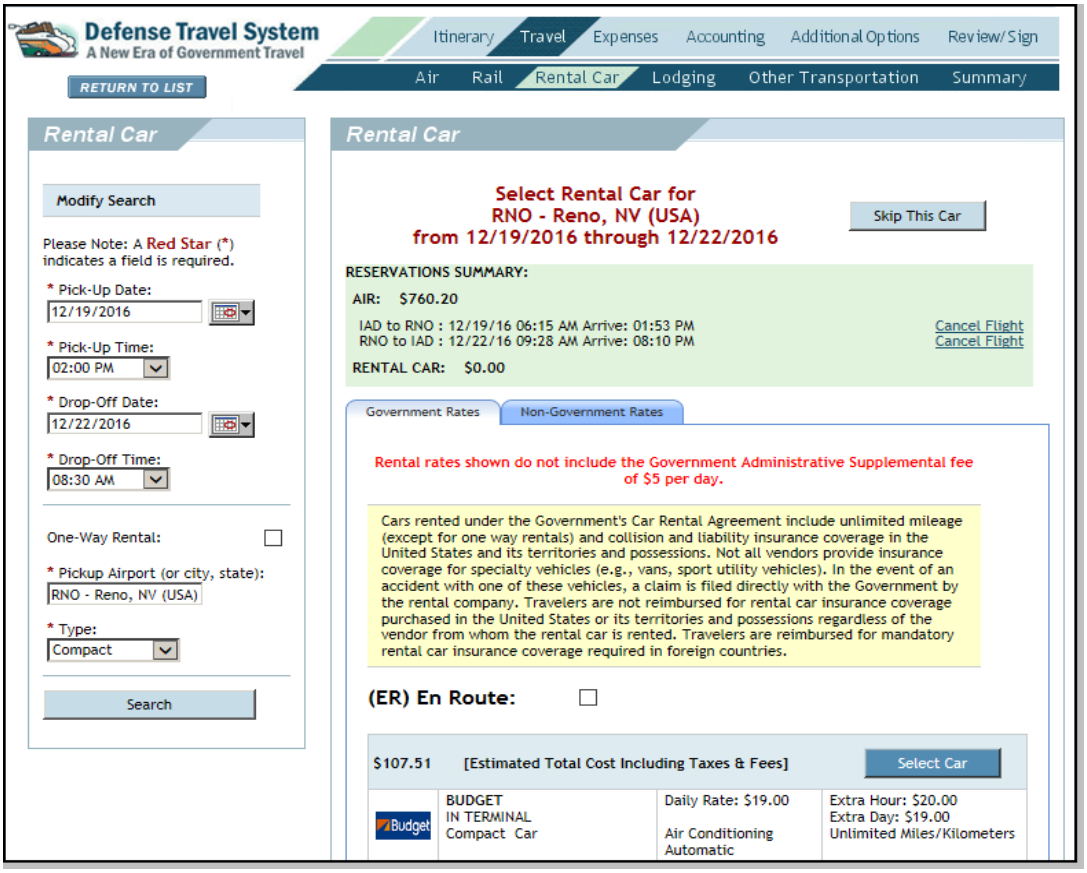

Figure 2-30: Rental Car Screen

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If rental cars appear under Government Rates, you will not be able to select the Non-Government Rates tab.

Rental cars are sorted from the least expensive to the most expensive.

2.6.3.1 Select Rental Car

Beginning on the Rental Car screen (Figure 2-30), follow the steps listed below to reserve a rental car:

1. Results display based on the destination.

2. Choose **Select Car** next to the preferred rental car.

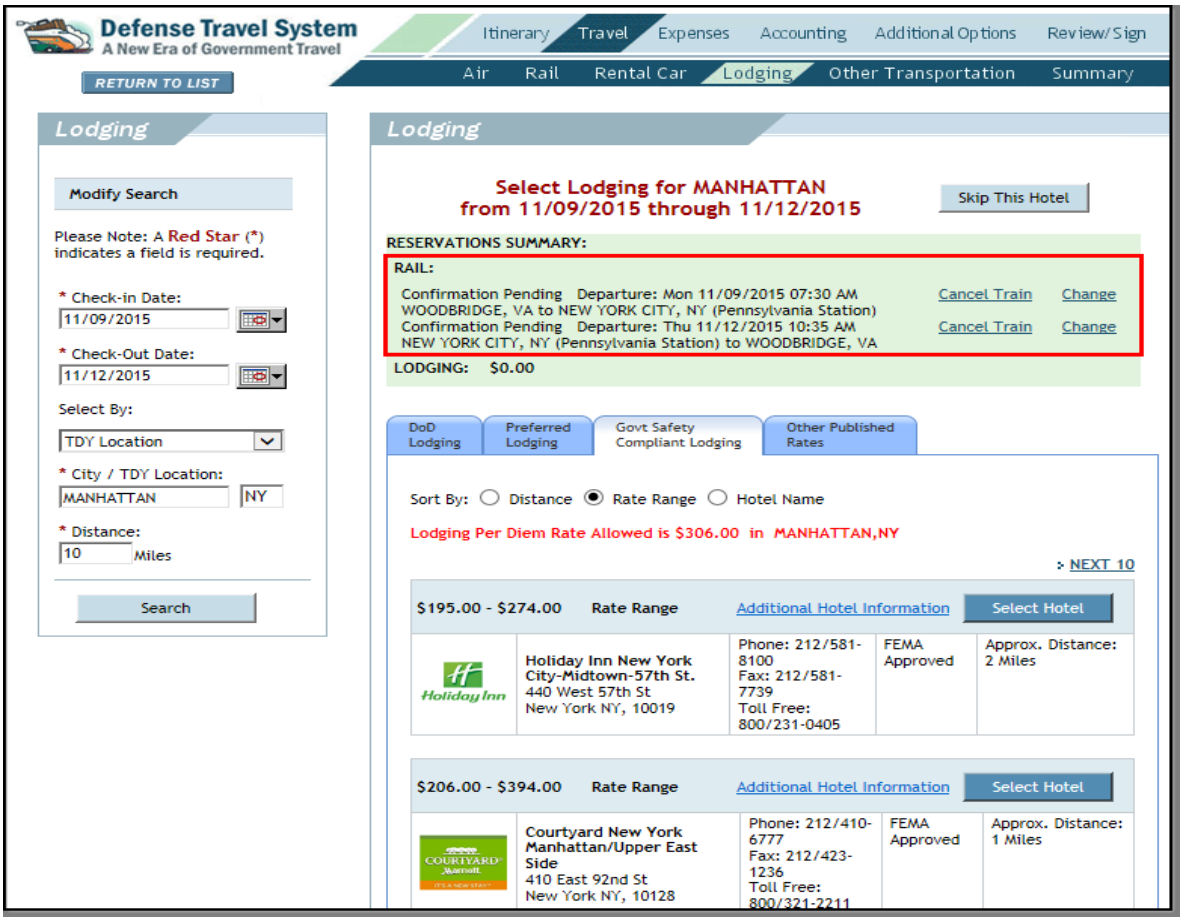

Figure 2-31: Reservations Summary - Rental Car Booked

The screen refreshes and the rental car shows in the **Reservations Summary** green box (Figure 2-31).

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2.6.3.2 Select Rental Car En Route (ER)

If you will use a rental car as transportation to and from a TDY location, you have two options to indicate your preference in DTS.

1. You can select **Rental Car** located in Section D on the Trip Overview screen as your mode of transportation(Figure 2-32).
   -OR-
   You can select **En Route (ER)** on the Rental Car screen(Figure 2-32).

After you have identified your option, follow the steps in section 2.6.3.1 to reserve your rental car.

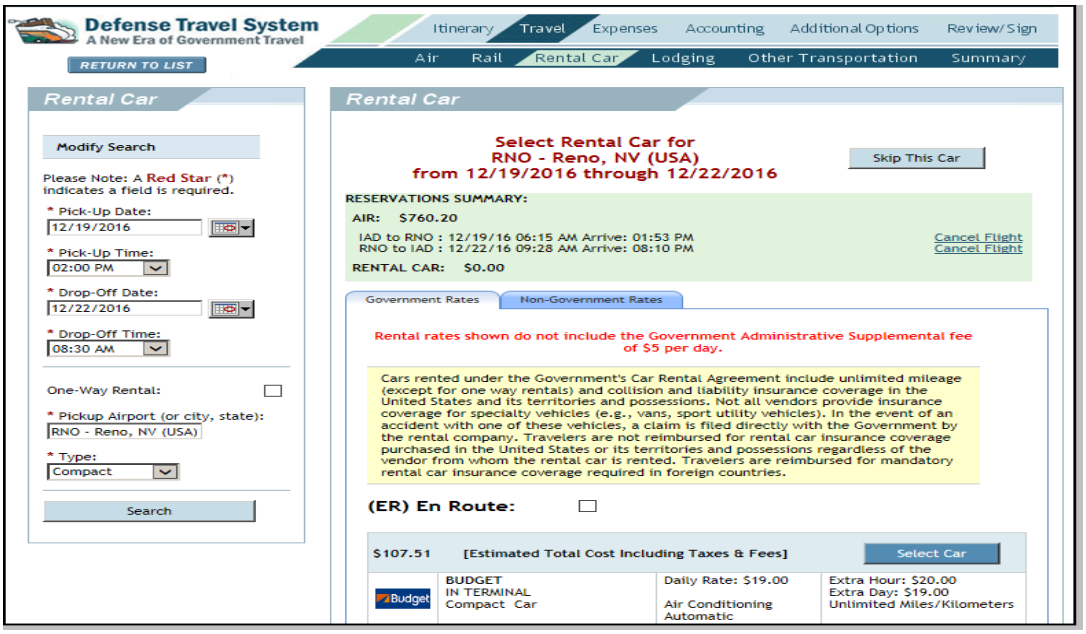

Figure 2-32: Trip Overview Screen - Rental Car Selected

Note: If you wish to rent a vehicle and return it to a different location, you will select the **One-Way Rental** box on the left side of the Rental Car screen. You will need to identify the:

- *Pickup airport (or city, state)
- Drop Off Airport (or city, state)
- *Type

Select **Search**, and the results will populate on the search screen.

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2.6.3.3 Modify Search for a Rental Car

If none of the displayed cars meet your needs, you can modify your search to return different results.

The Modify Search section on the left side of the screen allows you to modify your search (Figure 2-33), the following options explain how to change the search criteria. after entering all the requirements, select **Search** to display the new results.

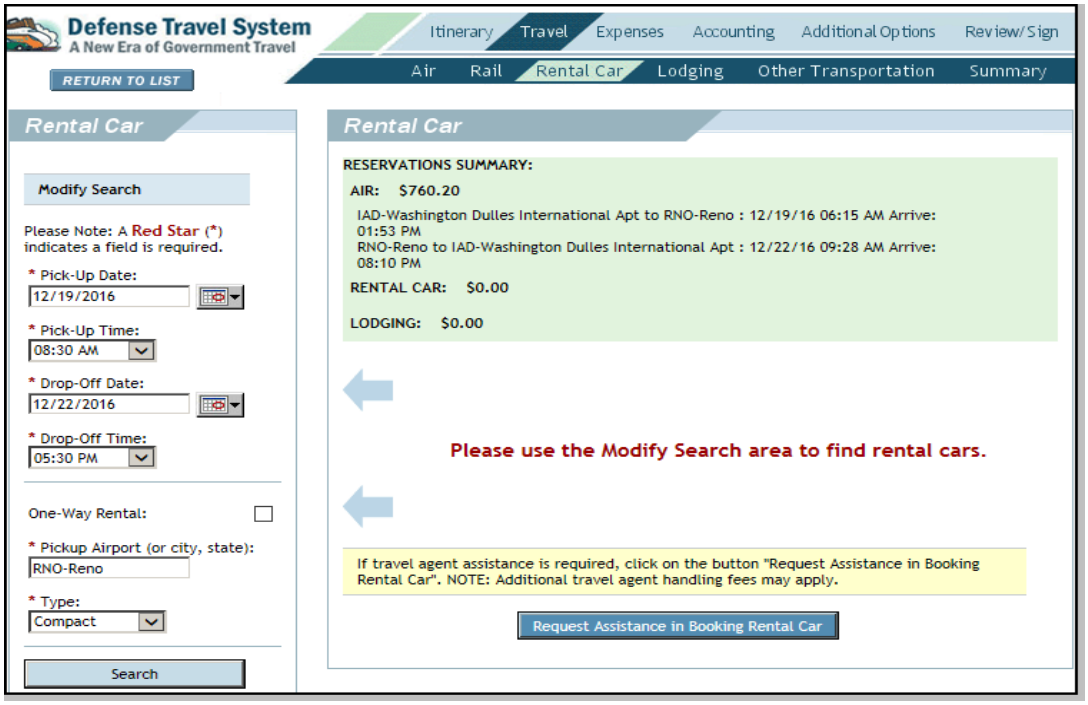

Figure 2-33: Modify Rental Car Search Screen

*An asterisk indicates a required field.

To change the pick-up date:

Complete the ***Pick-Up Date** field with a different date.

To change the pick-up time:

Select the ***Pick-Up Time** drop-down list arrow and select a different time.

To change the drop-off date:

Complete the ***Drop-Off Date** field with a different date.

To change the drop-off time:

Select the ***Drop-Off Time** drop-down list arrow and select a different time.

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Note: If no rental car is found to meet your needs, select **Request Assistance in booking Rental Car** at the bottom screen (Figure 2-33). The CTO Comments window opens (Figure 2-34). Do not delete any text in the comments box, but you can add additional comments. Select **Send Comments to CTO**, or select **Cancel CTO Assistance** to return to the Rental Car screen. To expedite the reservation process, use this button rather than call the TMC. Additional handling fees may be added whether requesting assistance through DTS or by calling the TMC.

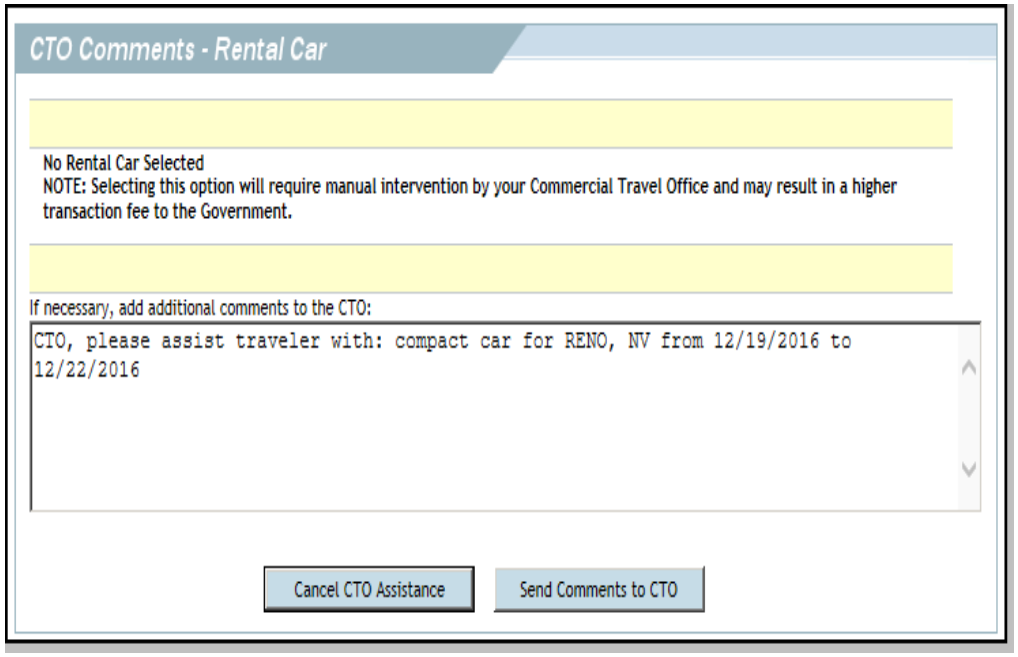

Figure 2-34: CTO Comments - Rental Car Screen

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2.6.4 Add Lodging

Based on the TDY location you entered on the Trip Overview screen, DTS displays appropriate lodging recommendations following JTR requirements. A key paragraph is JTR, par. 1265, which governs the DoD Integrated Lodging Program Pilot (ILPP).

You can find more information about the ILPP in the *DoD Integrated Lodging Program Pilot Guide*.

You access the Lodging module by selecting **Travel** on the navigation bar, and choose **Lodging**.

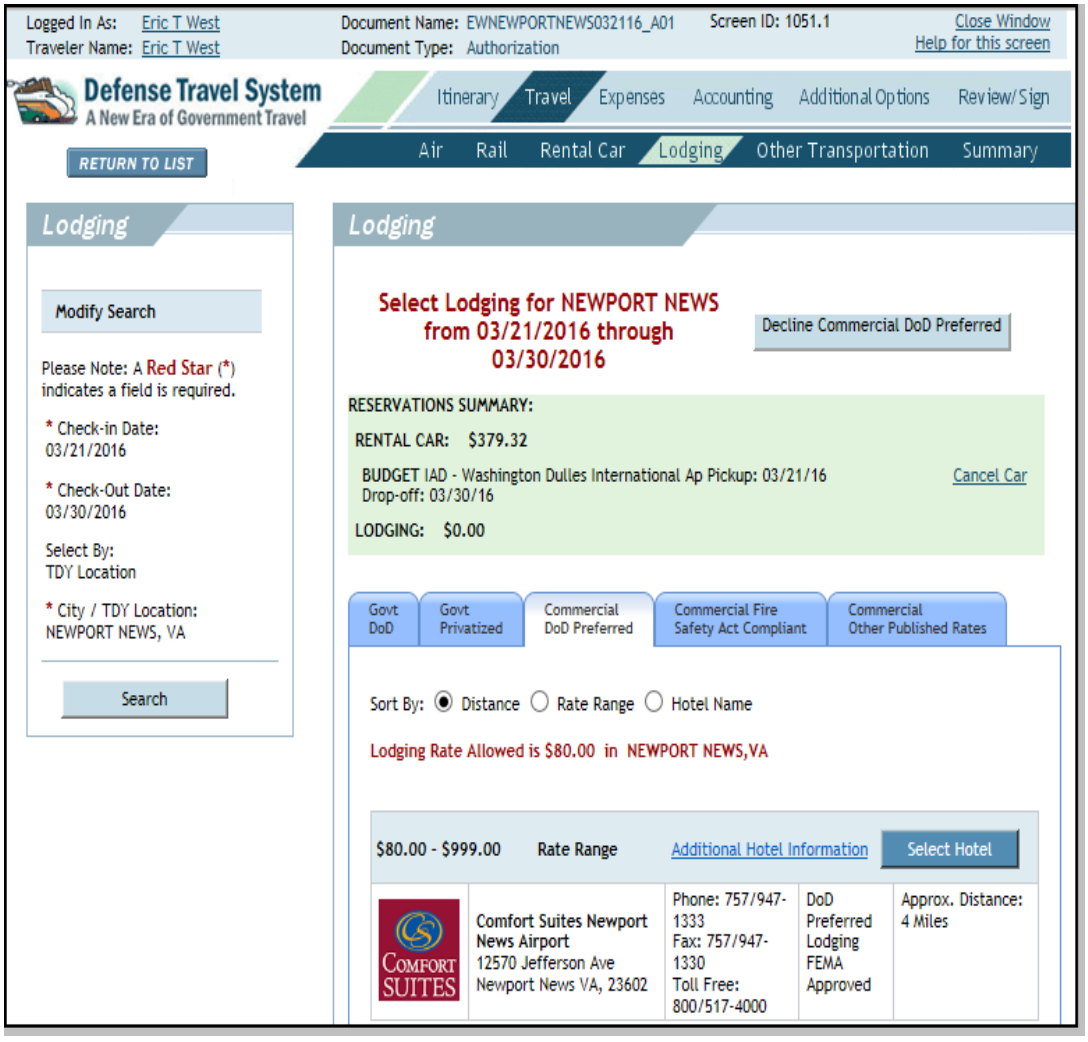

Figure 2-35: Lodging Screen

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2.6.4.1 Select Lodging

The hotels are organized by lodging type, in JTR preference order, as follows (Figure 2-35):

- Govt DoD Lodging. These facilities are owned or leased by the DoD, are normally located on an installation, and are run by DoD personnel. Some may be located off installation grounds and operated by a non-DOD entity. This is the preferred (and often, mandatory) lodging type if you are TDY to a military installation.

- Govt Privatized Lodging. These facilities are commercial lodging that used to be Government-owned and -operated, but now are owned by a commercial lodging company. This is the preferred lodging type if you are TDY to a military installation that does not have Govt DoD Lodging.

- Commercial DoD Preferred Lodging. These facilities have signed agreements with DoD to meet strict safety, security, and adequacy standards, and offer rooms below DoD per diem limits. This is the preferred lodging type if you are TDY to an ILPP location, but not to a military installation.

- Commercial Fire Safety Act Compliant. These facilities meet all Federal Emergency Management Agency (FEMA) requirements. They do not have a signed agreement with the Government, so they are not guaranteed to offer the same safety and security standards or match the pricing of a Commercial DoD Preferred Lodging facility. This is the preferred lodging type if you are TDY to a location that is neither an ILPP site nor a military location.

- Commercial Other Published Rates. These facilities do not meet the criteria for any of the above options. They are acceptable for use if no other facilities are available.

You may view the hotels by selecting the **Sort By** radio buttons as shown below:

- Distance
- Rate Range
- Hotel Name

* DoD Govt and Govt Privatized facilities default to sorted by rate range. Commercial DoD Preferred facilities default to sorted by distance.

The Lodging screen displays the amount allowed for lodging for the selected location, and shows the following items for the hotel:

- Address
- Telephone and fax numbers
- Participation in the FedRooms program
- Distance from location
- Additional Hotel Information link

Before selecting lodging, you may wish to read more information about the hotel. Select **Additional Hotel Information** to open a window that displays links to hotel policies, amenities,

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and other information (Figure 2-36). Select any link to view details. Close the window when finished.

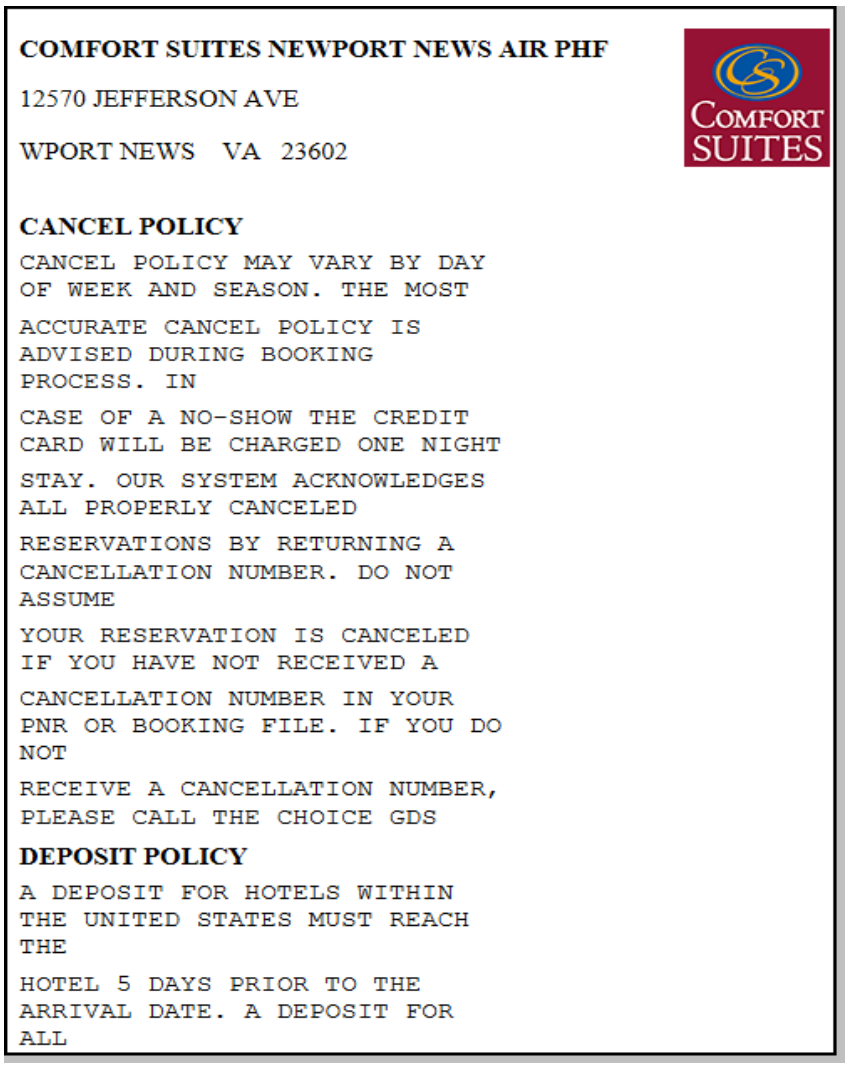

Figure 2-36: Additional Hotel Information Window

Once a hotel is selected, search results display by room/rate in this order:

- FedRooms
- Government rates
- Remaining rates (alphabetically)
- * DoD Gov, DoD Privatized, and Commercial DoD Preferred Lodging only display Government rates.

If you are TDY to an installation, and DoD lodging is available, DTS functionality and lodging reimbursement limits depend on whether (a) the installation is a pilot location or a non-pilot location, (b) whether or not the lodging facility is connected to DTS, and (c) whether you are a military member or civilian employee.

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2.6.4.2 Modify Search for Lodging

Unless you are TDY to an ILP pilot location, the Modify Search section on the left side of the screen allows you to modify the search criteria to obtain different lodging results(Figure 2-37). The options shown below and table explain how to change the search criteria. After entering all the criteria, select **Search** to display the new results.

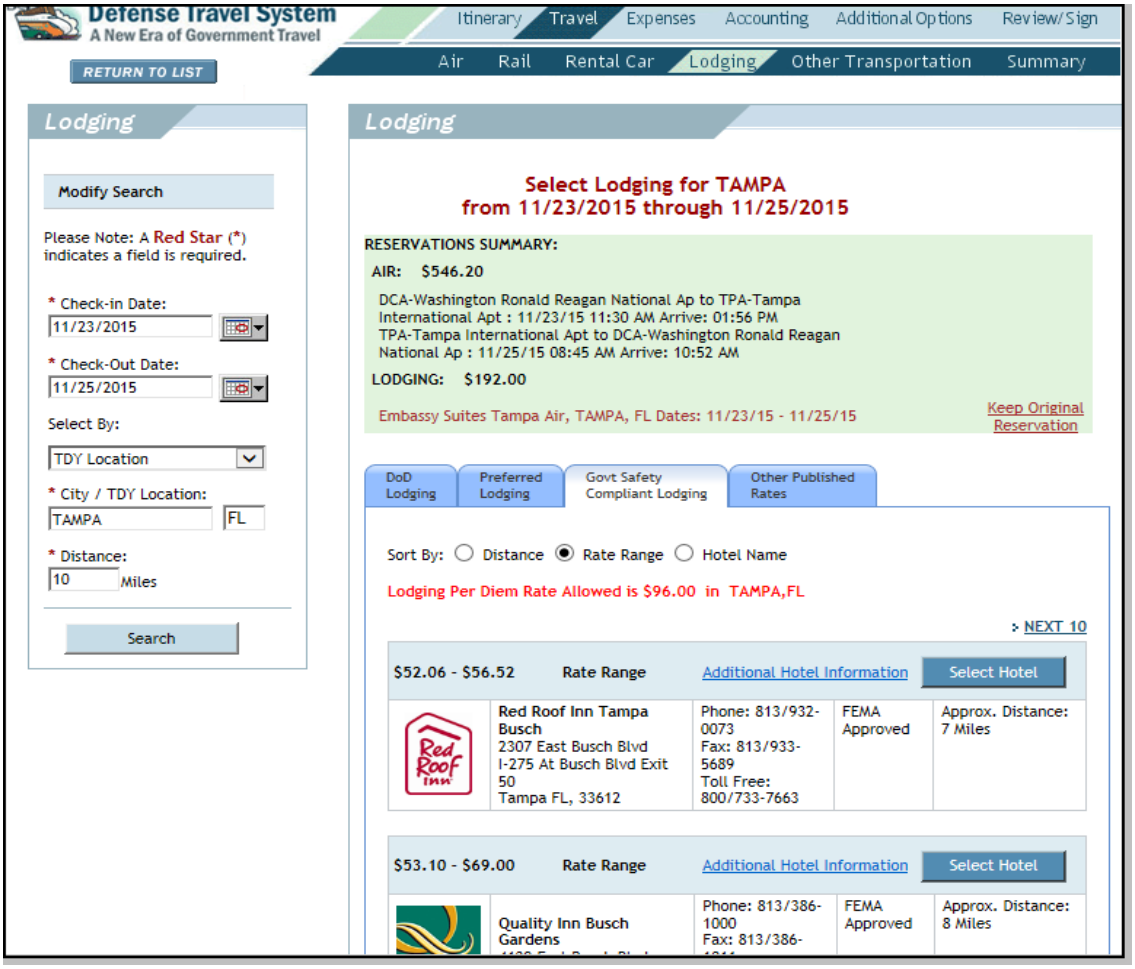

Figure 2-37: Lodging Screen - Modify Search

To change the check-in date:

Complete the ***Check-In Date** field with a different date.

To change the check-out date:

Complete the ***Check-Out Date** field with a different date.

To change how the hotel search is conducted:

Select the drop down list to choose one of the search parameters:

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- TDY Location
- Hotel Name
- Airport Location
- City Location
- Zip Code

To change the location of the lodging search:

Complete the ***City/TDY Location** text box with the name of city and state.

To change the distance that lodging is searched:

Complete the ***distance** text box with the number of miles the search will look for lodging.

2.6.5 Cancel or Change a Reservation in the Reservation Summary Box

Reservations may be cancelled or changed at any time during the process. Beginning in the green Reservations Summary box (Figure 2-38), follow these steps to cancel a reservation:

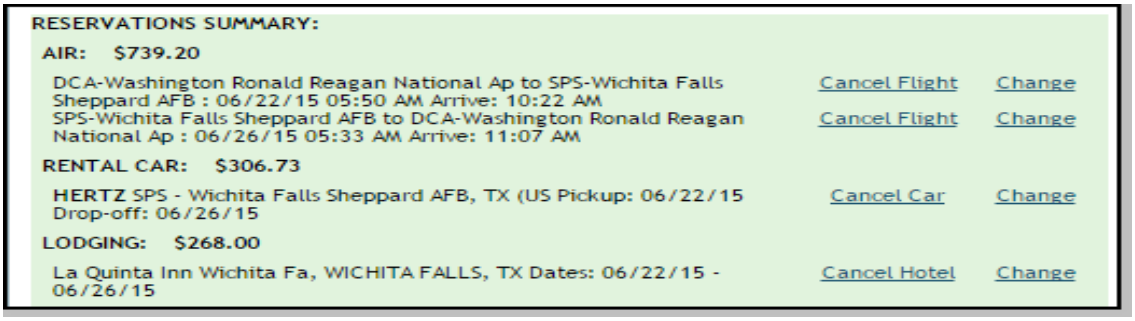

Figure 2-38: Reservations Summary

1. Select **Cancel** for the reservation that needs to be changed.

A pop-up window asks: *Are you sure you want to cancel?*

2. Choose **OK** to proceed with the cancellation. The cancelled reservation no longer displays in the Reservation Summary box.
   -OR-
   Choose **Cancel** to return to the same screen without cancelling the reservation.

To change a reservation, begin in the Reservations Summary box, and follow the steps shown below:

1. Select **Change** for the reservation that needs to be changed.

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DTS displays a Reservation Change Confirmation prompt (Figure 2-39).

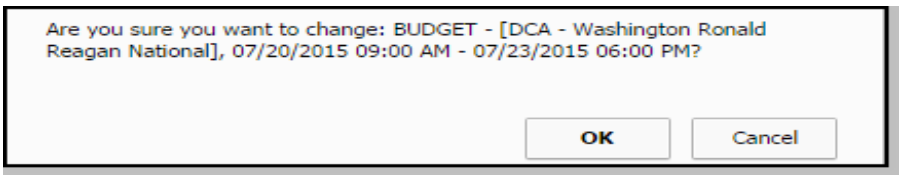

Figure 2-39: Rental Car Change Confirmation - First

2. Select **OK** to proceed with the change.
   -OR-
   Select **Cancel** to return to the Trip Summary without changing the reservation.

Depending on the reservation being changed, the screen displays the corresponding screen. Use the Modify Search area to find alternate reservations (Figure 2-40).

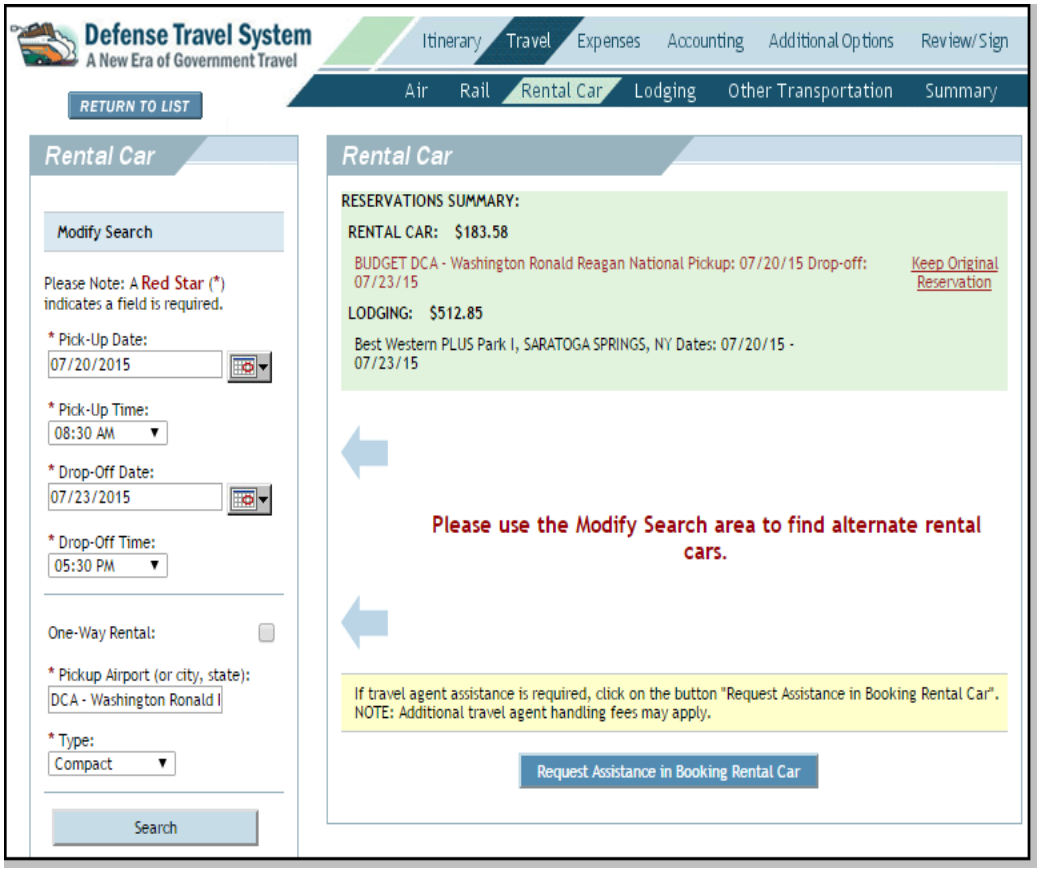

Figure 2-40: Rental Car Screen – Modify Search

If the modified search does not return acceptable results, you may choose to retain your original reservation by selecting **Keep Original Reservation**.

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If you select a reservation that is different than the original reservation, a confirmation message displays letting you know that the reservation is about to be changed (Figure 2-41).

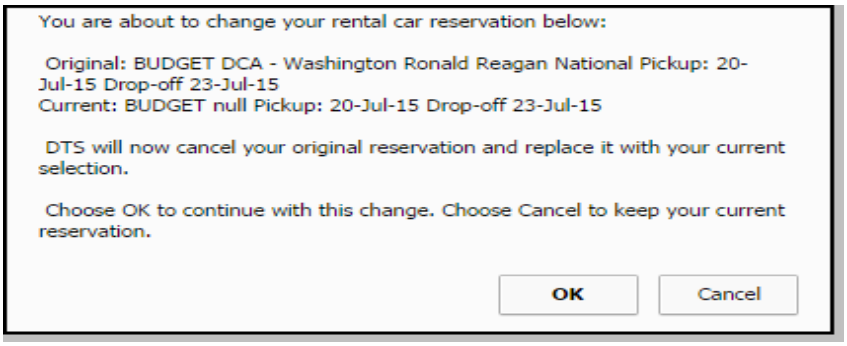

Figure 2-41: Rental Car Change Confirmation

3. Select **OK** to delete the original reservation and add the new reservation.
   -OR-
   Select **Cancel** to keep the original reservation.

2.6.6 Other Trans. (Other Ticketed Transportation)

You can enter details and cost information about ticketed transportation that you purchased for this trip on the Other Transportation screen (Figure 2-42). Use it to add arrangements that you made outside of DTS to your authorization or voucher. For example, you can add ticket information on a voucher to show that you purchased an additional ticket as a result of a change in itinerary. If you checked Section E on the Trip Overview screen, DTS will include this screen during the reservations process. You can also access this screen by selecting Other Transportation on the subnavigation bar.

If you select the box in Section E on the Trip Overview screen, DTS will include the Other Trans. screen during the reservations process. You can also access this screen by selecting **Other Transportation** on the subnavigation bar.

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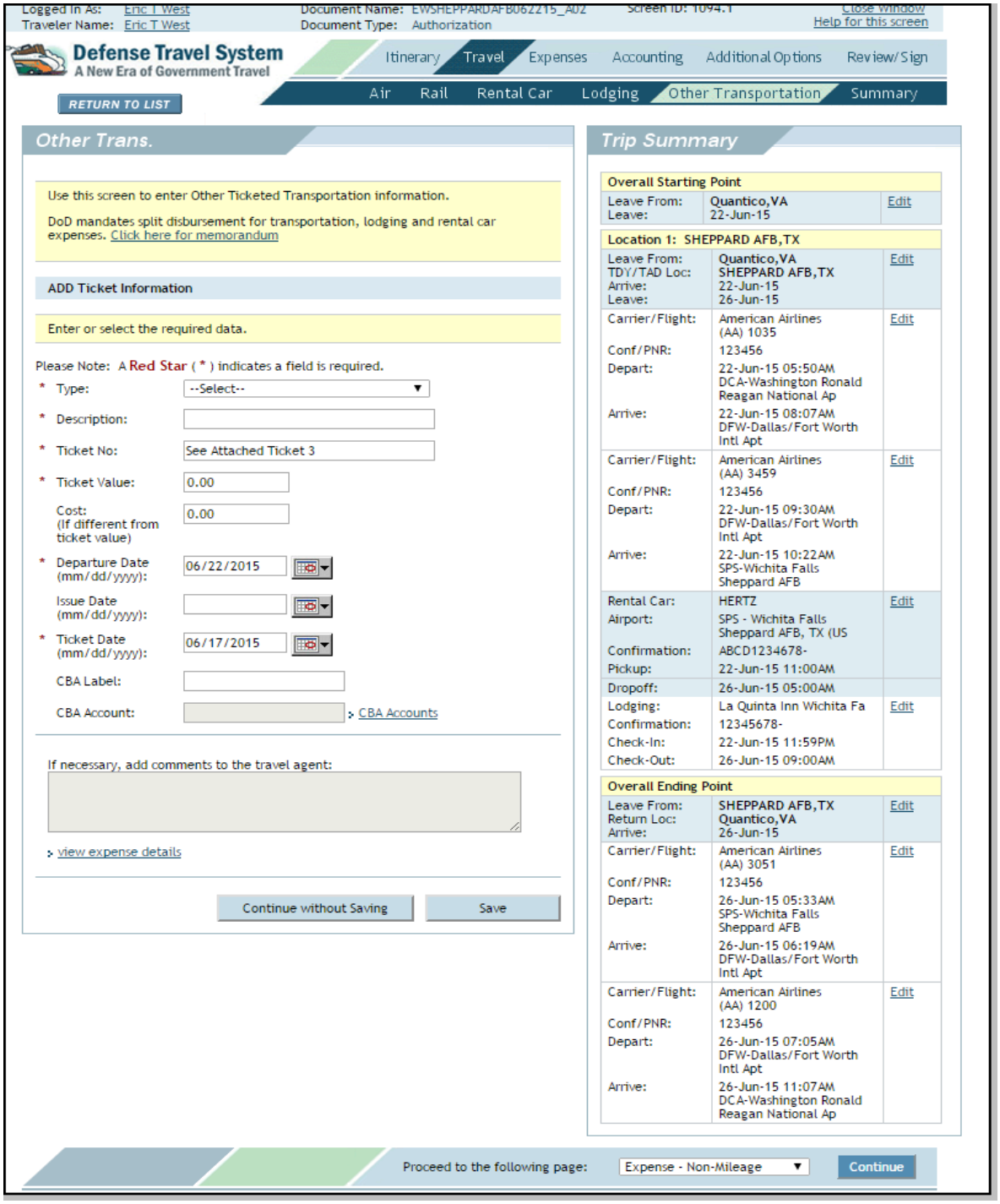

Figure 2-42: Other Transportation Screen

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Note: The **Click here for memorandum** link opens a memo addressed to DoD members. The memo implements mandatory split disbursement for military members, and encourages split disbursement for DoD civilian employees.**Note:** A Customer Identification Code (CIC) will be issued once the authorization has been approved.

Follow these steps to add ticketed transportation information to an authorization:

1. Select **Travel** from the navigation bar.

2. Select **Other Transportation** from the subnavigation bar.

The Other Trans. screen opens (Figure 2-42).

3. Select the **Type** drop-down list and select the **type of travel** with **appropriate billing category**.

The Description field completes automatically.

4. Complete the **Ticket No.** field if the ticket number is known.

5. Complete the **Ticket Value** field.

6. Complete the **Cost** field if the actual cost differs from the ticket value.

7. Complete the **CBA Label** field and the **CBA Account** field by selecting the **CBA Accounts** link, if the travel will be centrally billed.

A pop-up window displays the CBAs available for selection.

8. Select a **CBA number.**
   -OR-
   Select **Cancel**.

If you choose a **CBA number**, it will display in the CBA Account field. This action also populates the CBA Label field. The Other Trans. screen opens whether you choose a CBA number or Cancel.

9. Complete the **Departure Date** field. Use the calendar icon, if necessary.

10. Complete the **Issue Date**, if known.

11. Complete the **Ticket Date** field, if not already complete.

12. Complete the **text field** to provide comments to the TMC if necessary.

13. Select **view expense details** to view the reimbursement method or calculate the U.S. dollar amount for expenses paid in foreign currency.

If you choose Comm Air (Central Bill), Comm Rail (Central Bill) or CTO Fee (Central Bill) on the Other Transportation screen, the Method of Reimbursement cannot be changed on this screen.

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The Expense Detail screen opens (Figure 2-43).

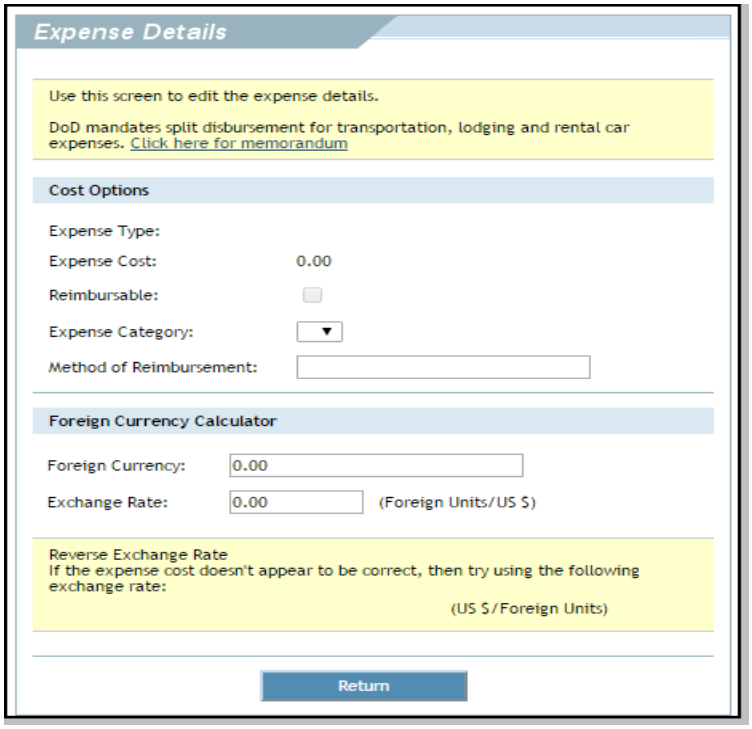

Figure 2-43: Expense Details Screen

14. Make the appropriate changes.

15. To calculate the dollar amount of any expenses that will be paid in foreign currency:

    a. Complete the **Foreign Currency** field with the amount of foreign currency.
    b. Complete the **Exchange Rate** field with the amount of foreign units per U.S. dollar.

16. Select **Return** to close the window.

The Other Trans. screen opens.

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The screen refreshes (Figure 2-44). The Expense Cost field displays the cost in U.S. dollars.

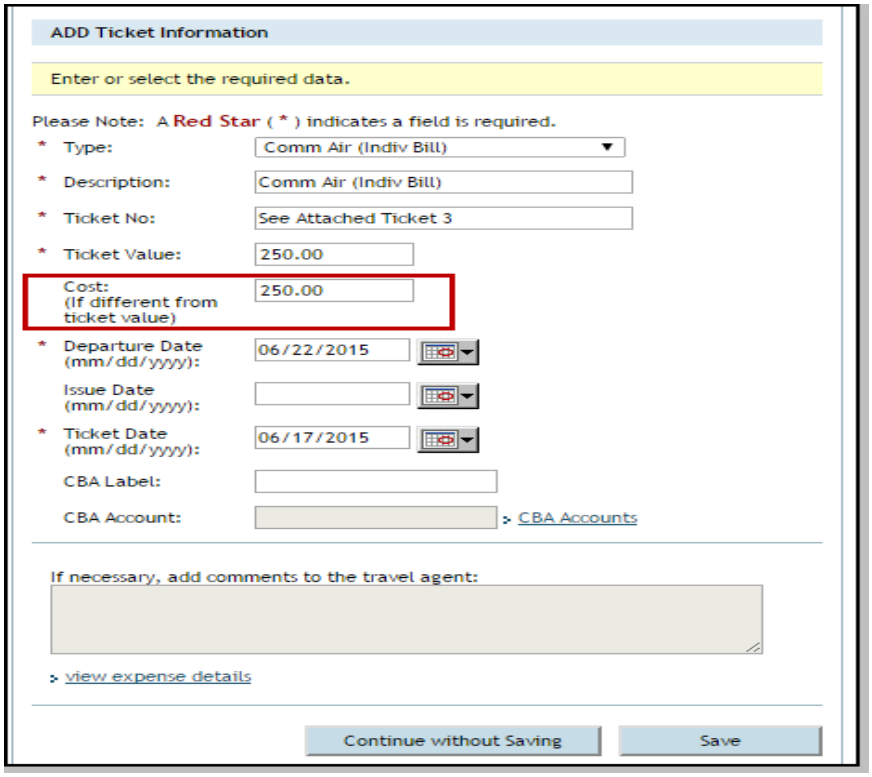

Figure 2-44: Expense Details Screen – Foreign Currency Calculated

17. Update the **Ticket Cost** field with the U.S. dollar amount.

18. Select **Save**.

The screen refreshes and shows the saved ticket information.

19. Select **Create a New Ticketed Transportation Entry** if there is additional ticketed transportation to add to this authorization.
    -OR-
    Select **Summary** in the navigation bar to continue to **Trip Summary**.

2.6.7 Trip Summary

After completing the reservation process, the Trip Summary screen opens (Figure 2-45). This screen organizes the summary information under two tabs:

- ***Payment Information.*** This screen provides the costs for each of the reservations on this itinerary. It includes editable fields in which certain changes can be made and other information added. In addition, the TDY location can be changed by selecting **Change TDY Location** at the bottom left corner of the screen.

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- ***Final Trip Itinerary.*** This screen has no editable fields, but provides the final itinerary for review. At ticketing, the Trip Summary screen will be updated with details such as ticket number, fare breakdown, and class of service.

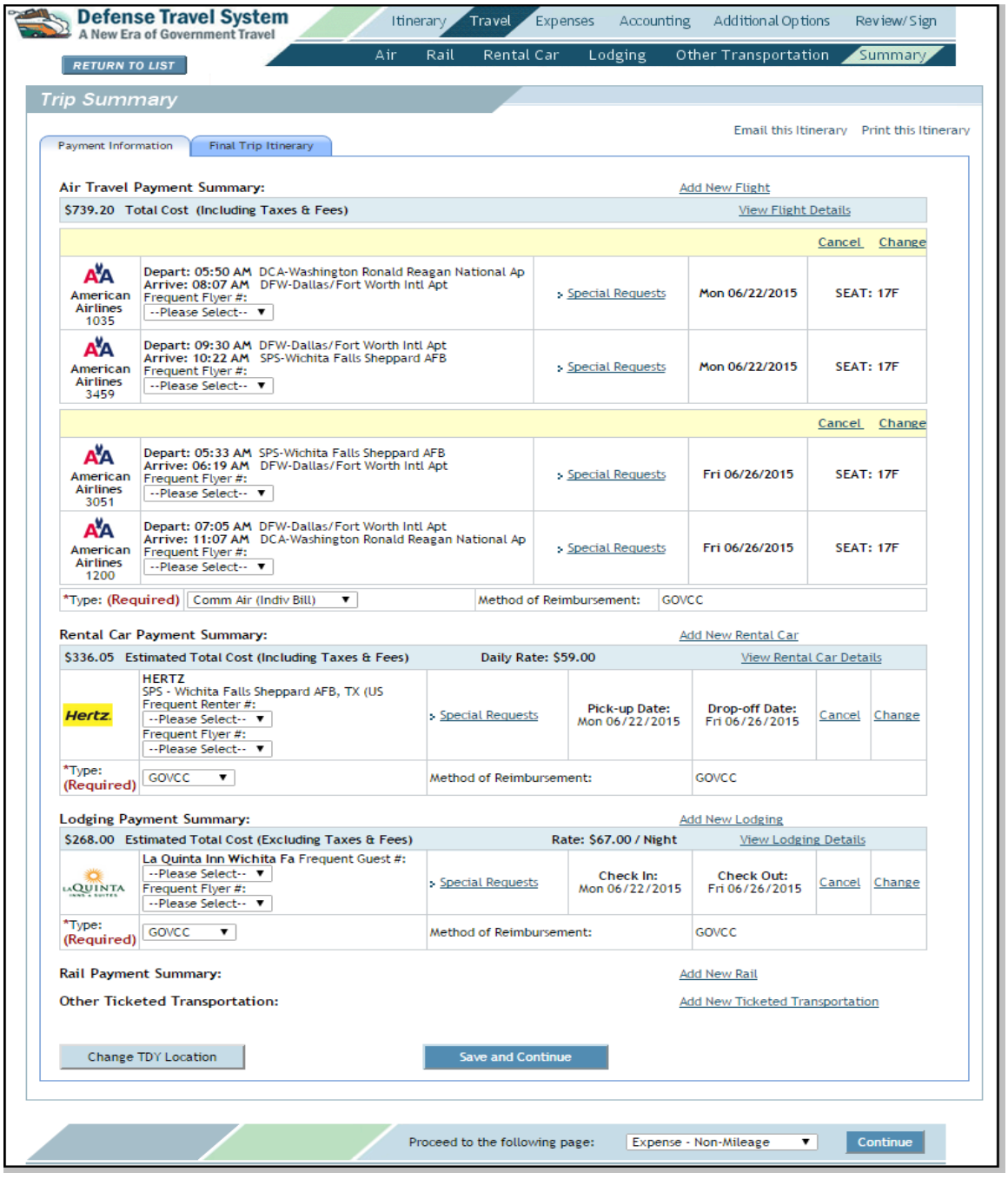

Figure 2-45: Trip Summary Screen – Payment Information

Note: You can use the tabs on the subnavigation bar to add a reservation that was not indicated on the Trip Overview screen. This can be done at any time during the process.

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2.6.7.1 Payment Information

The text and objects that display on this screen depend upon the reservations in the authorization. The italicized items in the following lists identify links, drop-down lists, and other items on which a traveler may perform an action.

The Air Travel Payment Summary displays:

- ***Add New Flight.*** Link is used to access the Air Travel screen and add another flight to the trip
- Total airfare cost
- ***View Flight Details*****.** Link opens a window that shows details about the flights on this itinerary. Allows changes to some of the same details that can be changed in the Payment Information section e.g., seat selection changes and access to the Special Requests screen
- ***Cancel.*** Link is used to initiate cancellation of the flight reservation
- ***Change.*** Link is used to begin a search for a different flight
- Airline name and flight number
- Departure and arrival times
- Field where loyalty program number for the airline may be entered
- ***Special Requests.*** Link opens a window in which special meal requests and certain accessibility and baggage requests can be entered
- Departure and return dates
- Seat number (if selected)
- ***Type*****.** Drop-down list select the method of reimbursement for the flights
- CBA Label
- CBA Account (last four digits)

The Rental Car Payment Summary displays:

- ***Add New Rental Car.*** Link is used to access the Rental Car screen and add another rental car for the trip
- Estimated rental car cost
- Daily rate
- ***View Rental Car Details.*** Link opens a window that shows details about the rental car for this itinerary. Allows changes to some of the same details that can be changed in the Payment Information section and access to the Special Requests screen
- Rental car company name
- Field where loyalty program numbers may be entered for the rental car company
- ***Special Requests.*** Link opens a window in which special equipment requests and smoking preferences, as well as other information can be entered.
- Pick-up date and time
- Drop-off date and time
- ***Cancel.*** Link is used to initiate cancellation of the rental car reservation
- ***Change*****.** Link is used to begin a search for a different rental car
- ***Type*****.** Drop-down list to select the method of reimbursement for the rental car

The Lodging Payment Summary displays:

- ***Add New Lodging*****.** Link opens the Lodging screen so you may add another hotel for the TDY trip
- Estimated lodging cost
- Rate per night

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- ***View Lodging Details.*** Link that opens a window that provides information about the hotel. Allows changes to some of the same details that can be changed in the Payment Information section, e.g., room selection changes, view additional hotel information, and access the Special Requests screen
- Hotel name
- Field where loyalty program numbers may be entered for the hotel brand
- ***Special Requests.*** Link is used to open a window in which special accommodation requests and smoking preferences, as well as other information can be entered
- Check-in date
- Check-out date
- ***Cancel.*** Link is used to initiate cancellation of the lodging reservation
- ***Change.*** Link is used to begin a search for different lodging
- ***Type.*** Drop-down list from which to select the method of reimbursement for the lodging

To see details for a reservation, select **View <reservation type> Details** on the right side of the screen in the corresponding row that contains the reservation cost information (Figure 2-45). A screen opens and details for the selected reservation display (Figure 2-46). The links and objects on this screen may be used to make certain changes such as Frequent Flyer number and payment type. The Special Requests screens may be accessed through the link on each type of View <Reservation Type> Details screen.

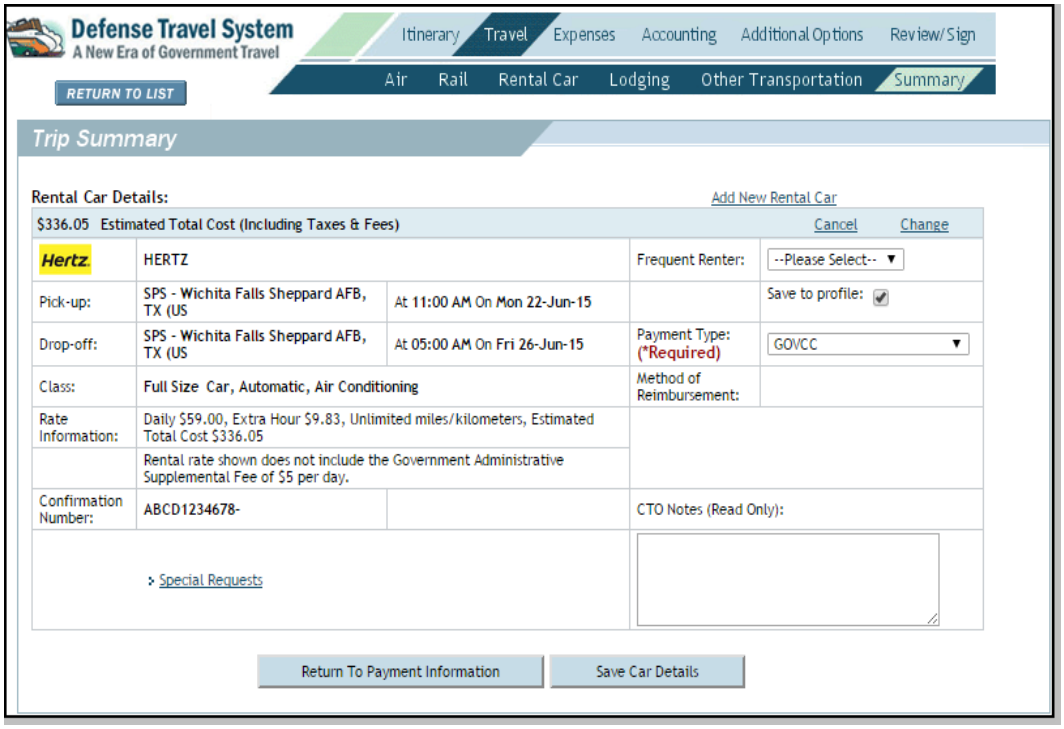

Figure 2-46: View Rental Car Details Screen

If you make changes on this screen, select **Save <Reservation Name> Details**. If there are no changes, select **Return to Payment Information**. The Payment Information section of the Trip Summary Screen opens (Figure 2-45).

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The screen displays headings for other reservations (e.g., Rail Payment Summary and Other Transportation), even if they are not included in the authorization. Each heading includes a link that may be used to add the reservation. DTS opens the Rail or Other Trans. screen to initiate the reservation process as described in the corresponding section of this manual.

After reviewing each summary, scroll to the bottom of the screen and select **Save and Continue**.

2.6.7.2 Final Trip Itinerary

The Final Trip Itinerary opens after **Save and Continue** is selected (Figure 2-47). The Final Trip Itinerary tab may also be selected to view this screen.

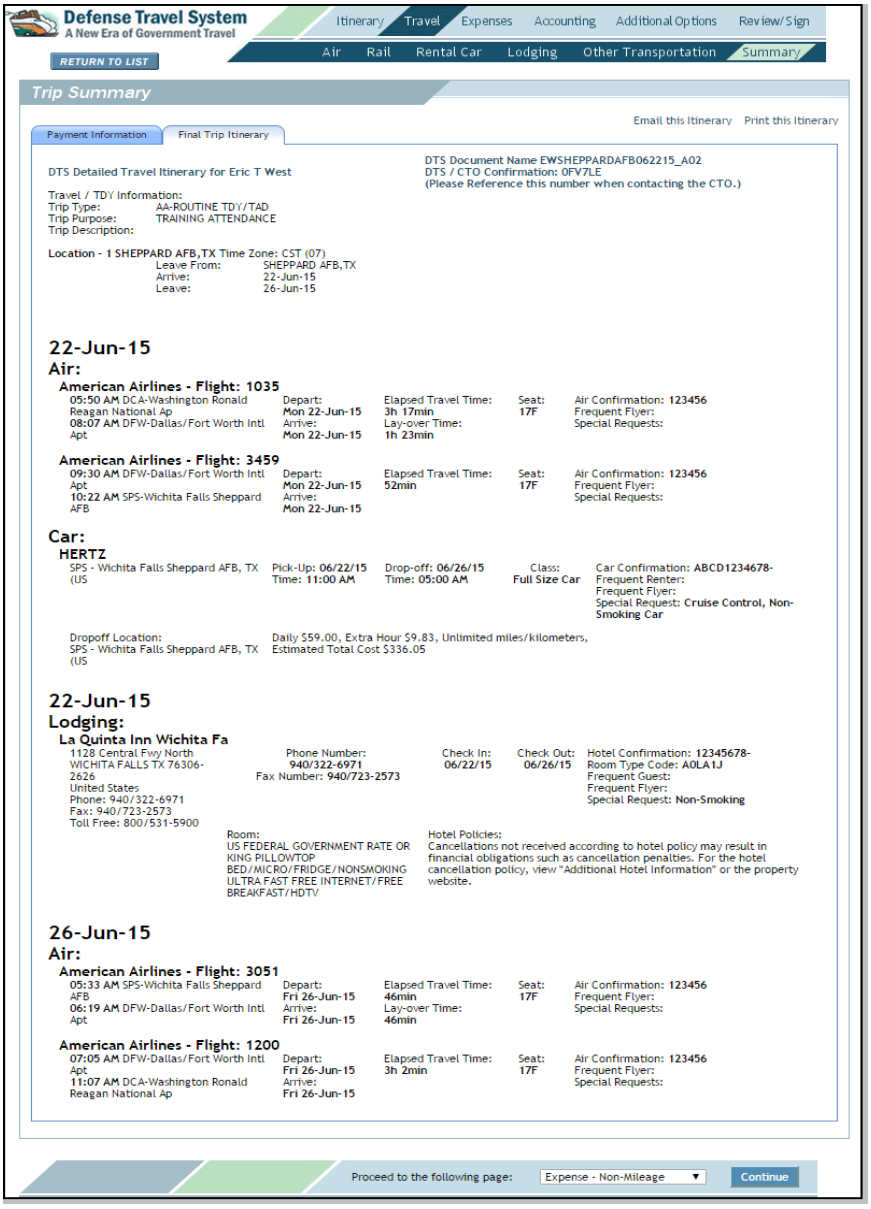

Figure 2-47: Trip Summary Screen - Final Trip Itinerary

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Review the information on this screen carefully. The DTS document name and the DTS/CTO Confirmation Number are found on this page in the upper right corner.

2.6.7.3 Email and Print the Trip Itinerary

In the top right corner of the Trip Summary screens there are two links that may be used to email the itinerary and print the itinerary. To print the itinerary, select **Print this Itinerary**, then follow the instructions in the browser pop-up window.

Follow the steps listed below to email the itinerary:

1. Select **Email this Itinerary**.

The Email Itinerary Details window opens (Figure 2-48).

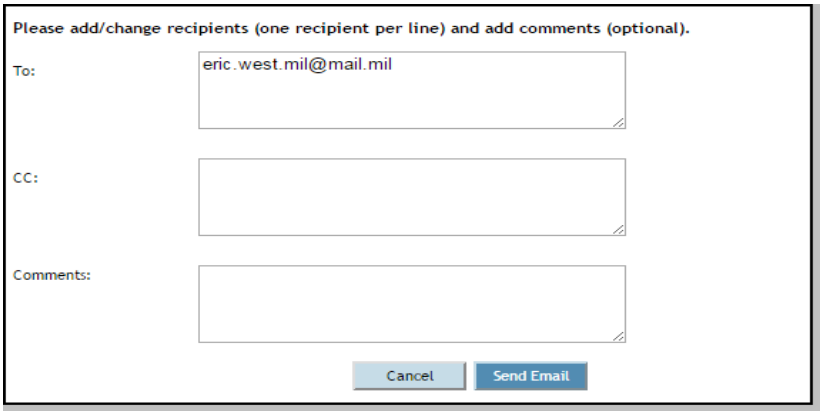

Figure 2-48: Email Itinerary Details Window

The **To**: field defaults to the email address in your personal profile.

2. (Optional) Update the information in the **To:** field.

One or more email addresses may be added below the default or the default may be replaced with a different email address.

3. (Optional) Enter an additional email address for DTS to send the itinerary in the **CC:** field.

4. (Optional) Complete the Comments field with any comments for the email recipients.

5. Select **Send Email**.

DTS sends the itinerary and comments to all valid email addresses entered.

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2.6.8 Full CTO Assistance Request

You may use the Full CTO Assistance Request button to request assistance with the entire itinerary instead of selecting reservations by using the Travel module.

After selecting the Full CTO Assistance Request from the Trip Overview screen (Figure 2-10), a pop-up message informs you that this option requires manual intervention from the TMC and an additional fee will be charged (Figure 2-49).

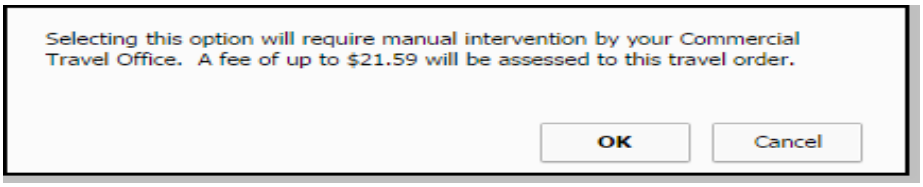

Figure 2-49: Manual Intervention Message

1. Select **OK**.

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2. Add or modify text in the **Comments** fields, if necessary (Figure 2-50).

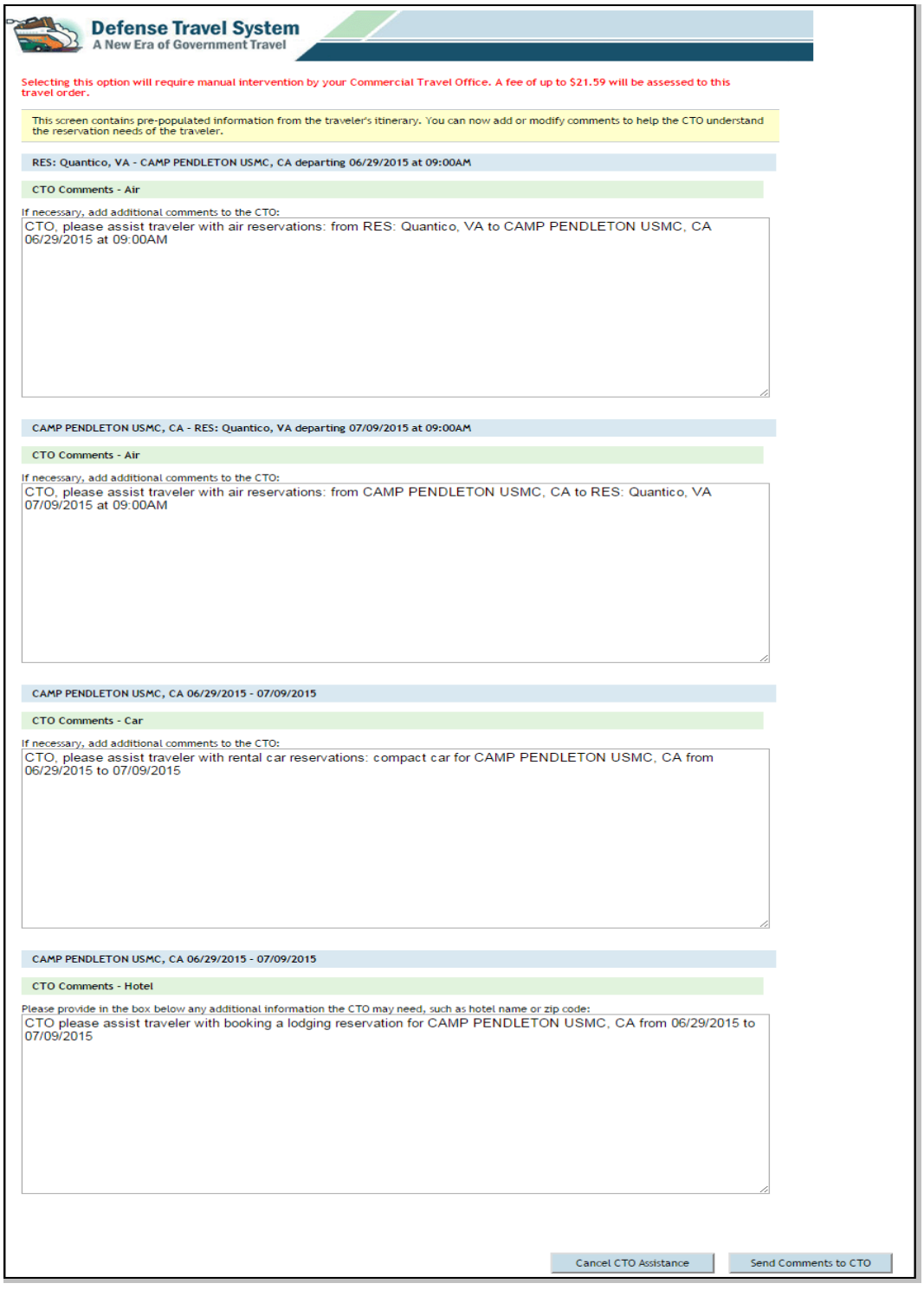

Figure 2-50: Full CTO Assistance Request Comment Windows

3. Select **Send Comments to CTO**. Selecting **Cancel CTO Assistance** will return you to the **Itinerary**>**Trip Overview** screen.

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If **Send Comments to CTO** was selected, the TSA Secure Flight Information screen will display.

4. Enter or update data.

5. (Optional) Check the **Save changes to permanent traveler information** box to save information to the document and the user/traveler profile. If not selected, this information will save in the document only.

6. Select **Save TSA Information**.

2.7 Expenses

The Expenses module allows you to record mileage and non-mileage expenses, and edit per diem entitlements. Before travel, expenses are estimated and entered by date to get an accurate “should cost” estimate for the trip.

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2.7.1 Non-Mileage Expenses

You may select non-mileage expenses from a list or enter them manually on the screen. To access the Non-Mileage Expenses screen in DTS, select **Expenses** on the navigation bar. The Non-Mileage Expense screen opens (Figure 2-51).

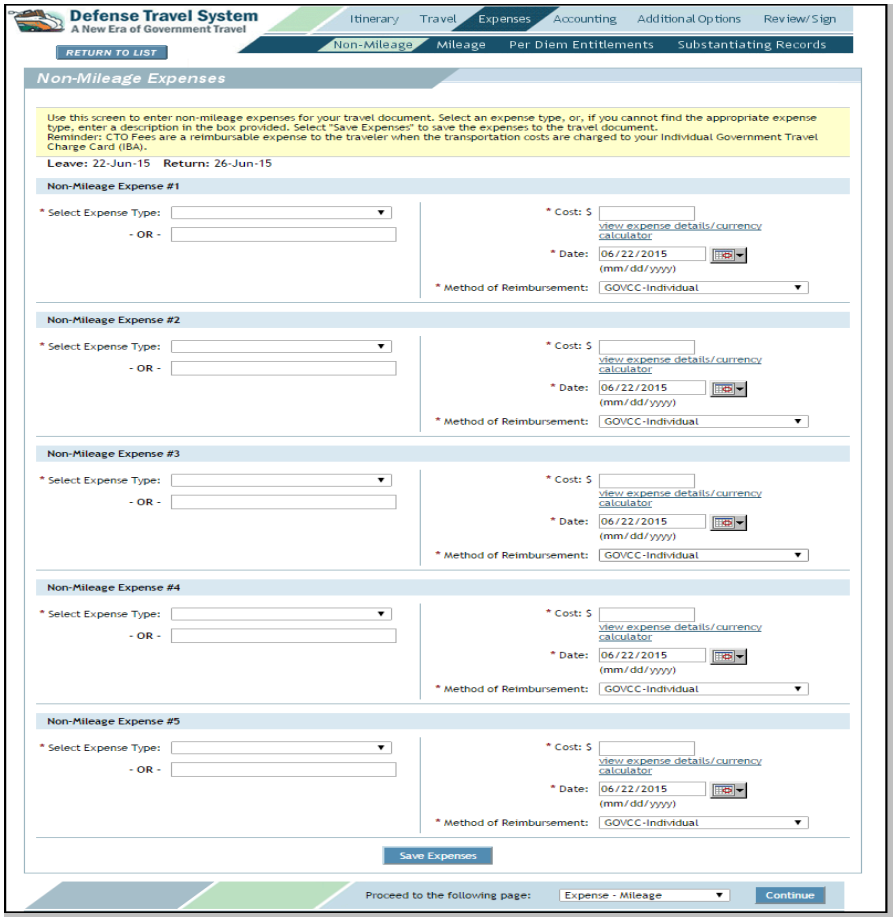

Figure 2-51: Non-Mileage Expenses Screen

*If you attempt to claim **Hotel Sales Tax** or **Hotel Room Tax** when you are TDY to a state which exempts taxes when paying with your Government Travel Charge Card, you will receive a pop-up warning. You should print the tax exempt form and take it with you when you go TDY.

Follow the steps shown below to enter non-mileage expenses:

1. Select the **Select Expense Type** drop-down list arrow and select the **type** of expense. If the expense type is not listed, enter the type in the **-OR-** field below the drop-down list.

2. (Optional) The **Method of Reimbursement** field populates automatically. Complete the **Cost** field with the amount of the expense.

3. Complete the **Date** field with the date on which the expense was or will be incurred. Use the calendar icon if necessary.

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4. (Optional) Select **view expense details/currency calculator** (Figure 2-52) to view cost options or to convert a foreign currency into a U.S. dollar amount.

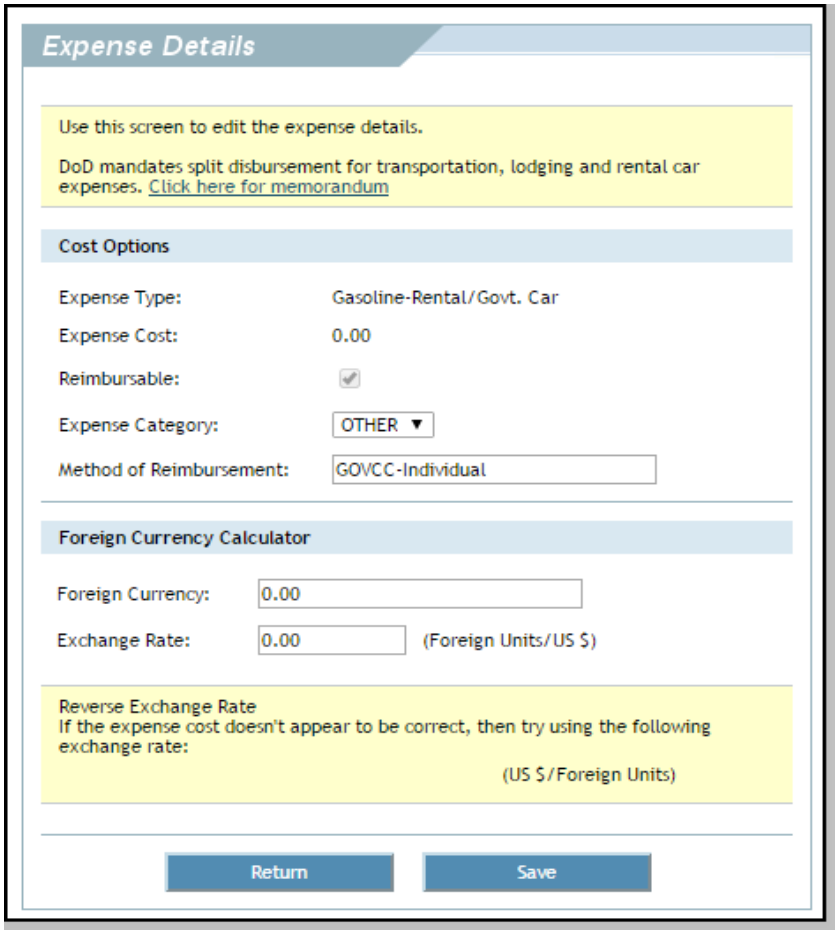

Figure 2-52: Expense Details and Currency Calculator Screen

a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units.
b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent.
c. Select **Save** to enter the calculated amount into the Non-Mileage Expenses screen Cost field.
-OR-
Select **Return** to return to the Non-Mileage Expenses screen.

5. Repeat Steps 2 through 4 until all expenses are entered.

Note: Up to five expenses may be entered on the initial expenses screen before saving. Additional expenses can be entered and saved one at a time.

6. Select **Save Expenses**. Changes will not be saved unless this button is selected.

7. Enter additional expenses one at a time.

8. Select **Save Expense**.

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2.7.2 Mileage Expenses

The Mileage Expenses screen allows you to enter expenses incurred for the use of different modes of transportation and the mileage for the trip. DTS uses the mileage you enter and the current rate of reimbursement to calculate mileage expenses. Use the steps listed below to enter mileage expenses in DTS:

1. Select **Expenses** from the navigation bar.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 2-53). The Mileage Expense types are described in Table 2-3.

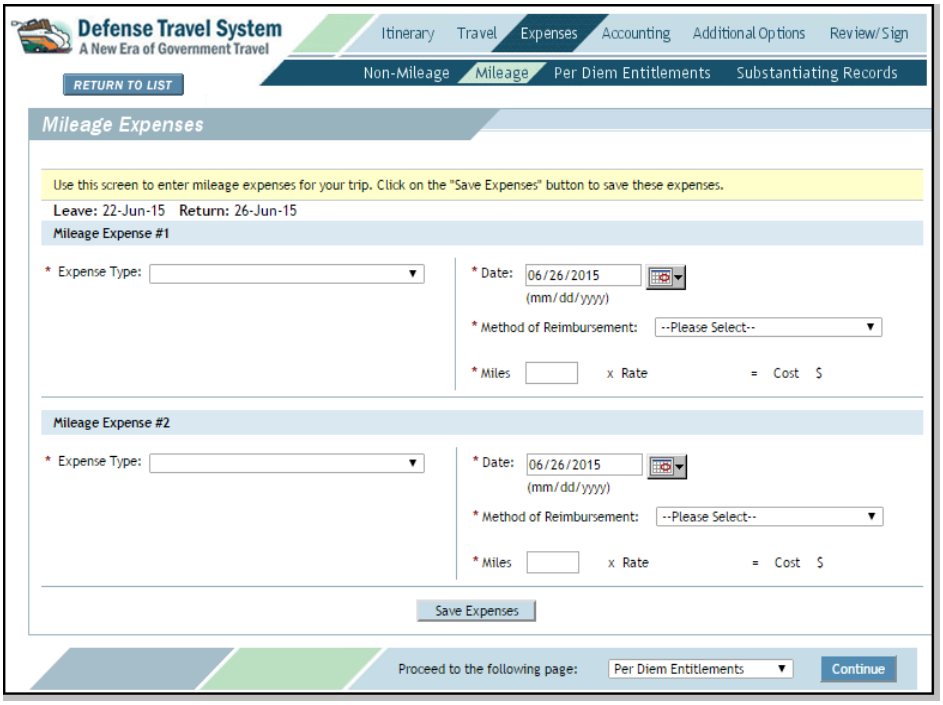

Figure 2-53: Mileage Expenses Screen

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Table 2-3: Mileage Expense Types

MILEAGE EXPENSE TYPES	
EXPENSE TYPE	**DESCRIPTION**
POC Use – Dedicated Gov Veh	A privately owned conveyance (POC) is used for your convenience instead of an available Government vehicle dedicated for your use, such as a commander's car.*
POC Use – Gov Vehicle Avail	A POC is used for your convenience instead of an available Government vehicle. Example: A fleet of vehicles has been procured for your use and one of the vehicles is available, but you use a POC.*
Private Plane	A private plane is used for TDY travel.
Pvt Auto-In/Around	A privately owned vehicle is used for official business while at the TDY location.
Pvt Auto-TDY/TAD	A POC is used for travel from your duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the Defense Table of Official Distances (DTOD) is mandatory.
Pvt Auto-Terminal	A POC is used for travel from your duty station or residence to and from the airport.
Pvt Motorcycle-In/Around	A privately owned motorcycle is used for official business while at the TDY location.
Pvt Motorcycle-TDY/TAD	A privately owned motorcycle is used for travel from your duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DTOD is mandatory.
Pvt Motorcycle-Terminal	A privately owned motorcycle is used for travel from your duty station or residence to and from the airport.
*No POC reimbursement is allowed if a Government vehicle was used by other travelers to complete the TDY mission and space was available for you, but you chose to use a POC for personal convenience.	

3. Select the **Expense Type** drop-down list and select the **type of expense**.

4. Enter the **Date** of the expense. Use the calendar icon if necessary.

5. The Method of Reimbursement field populates automatically, based on the selected Expense Type.

6. Enter the number of miles in the **Miles** field.

    a. If you choose **Pvt Auto-TDY/TAD** or **Pvt Motorcycle-TDY/TAD** in the **Expense Type** drop-down list, mileage cannot be entered. Select **DoD Table of Distances** to calculate mileage and receive an estimated cost for the expense.
    b. Check the **Create a separate expense for return trip mileage** box, if appropriate (Figure 2-54).

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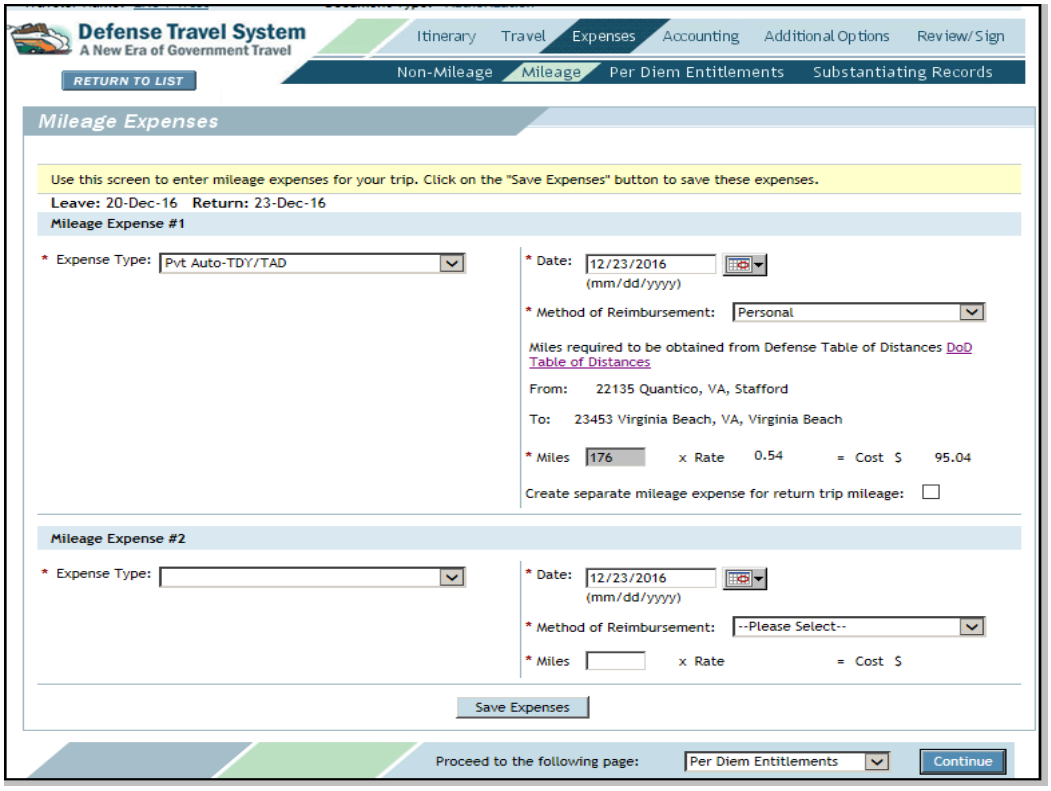

Figure 2-54: Pvt Auto TDY/TAD - Return Trip Mileage

7. Select **Save Expenses**.

8. Select **OK** to the message stating that a Constructive Travel Cost-Comparison Worksheet may need to be completed (Figure 2-55).

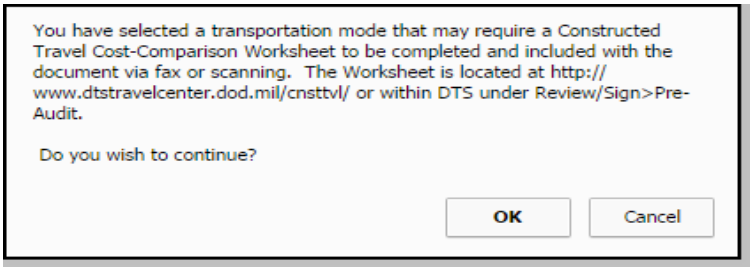

Figure 2-55: Pop-up Requiring Constructive Travel Cost-Comparison Worksheet

Repeat Steps 2 through 6 for the next mileage expense if necessary.

9. Enter additional expenses one at a time.

10. Select **Save Expense**.

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2.7.2.1 Defense Table of Official Distances

You must use the DTOD when driving to a TDY location outside the local travel limits. Do not use it for local travel or for any form of personal travel. Select the **DoD Table of Distances** link below the Method of Reimbursement field (Figure 2-54).

The DoD Table of Official Distances (DTOD) screen opens (Figure 2-56).

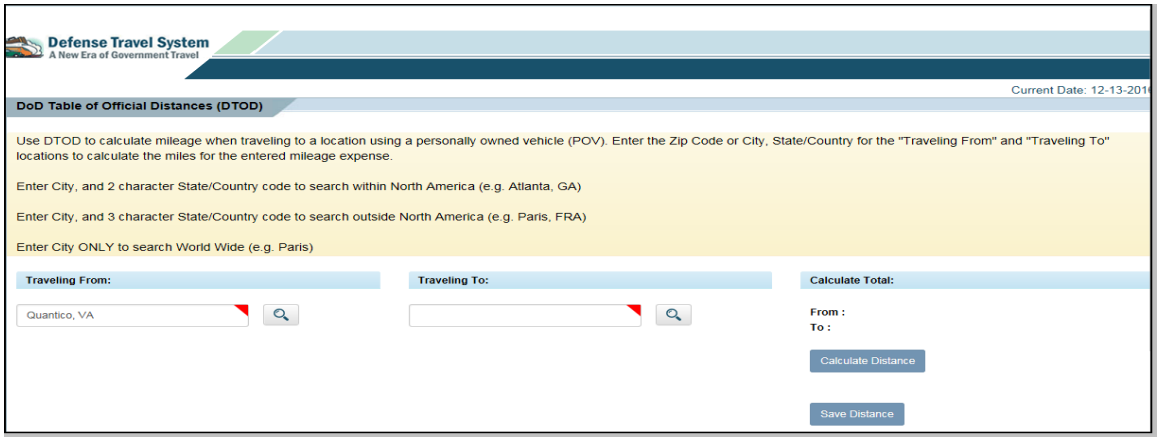

Figure 2-56: DoD Table of Official Distances (DTOD) Screen

6. Follow the on-screen instructions to calculate your official mileage.

The Mileage Expenses screen opens (Figure 2-53). The cost is calculated in the box on the right side of the screen.

2.7.3 Per Diem Entitlements

The Per Diem Entitlements screen permits a traveler to edit a document by changing per diem entitlements for lodging, duty conditions, meals, and leave.

To access the Per Diem Entitlements module, select **Expenses** from the navigation bar. Select **Per Diem Entitlements** from the subnavigation bar. The Per Diem Entitlements screen opens (Figure 2-57). This screen shows the amount to be reimbursed for each date and location of travel. The information on the screen results from the TDY location selected on the Trip Overview screen and accommodations selected in the Lodging screen. See Table 2-4 for Per Diem Entitlements definitions.

If you are traveling to a state or US Territory that exempts hotel tax when you pay with your Government Travel Charge Card, a pop-up will appear when you open the Per Diem Entitlements screen. Select **Ok** to close the pop-up.

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Note: The GSA State Tax Exemption Listing link allows you to access and print a tax-exempt form for the location where you will be TDY.

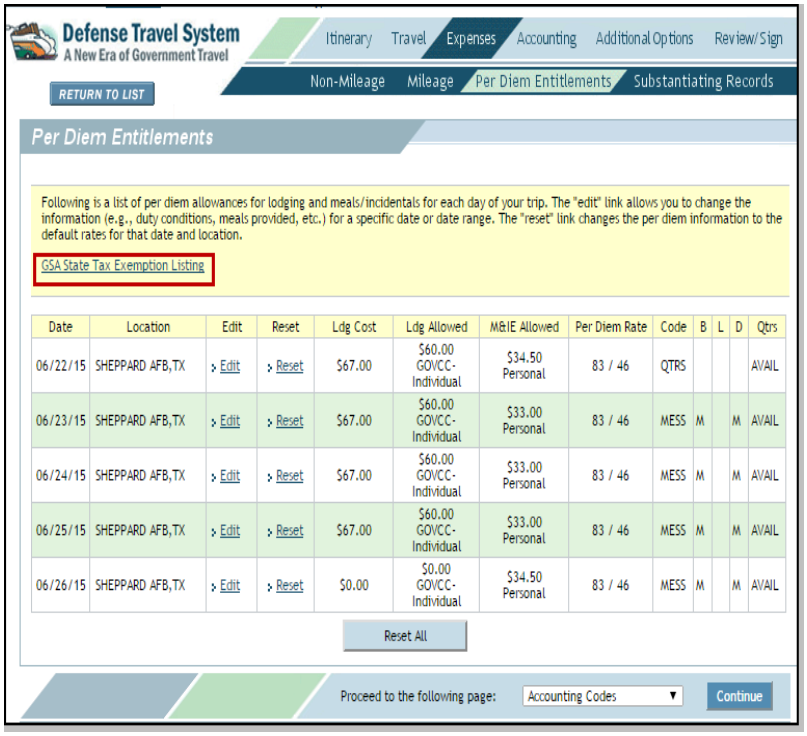

Figure 2-57: Per Diem Entitlements Screen

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Table 2-4: Per Diem Entitlements Definitions

PER DIEM ENTITLEMENTS DEFINITIONS	
PER DIEM ENTITLEMENT	**DEFINITION**
Lodging Cost	Amount charged by the selected hotel for nightly lodging. This amount can be changed if you use Government quarters or claim actual lodging costs. *If you choose DoD Lodging, the cost is shown here automatically, if you made reservations outside DTS you will need to manually change the lodging costs.
Lodging Allowed	Maximum per diem allowed for the selected TDY location for nightly lodging.
M&IE	Amount allowed for meals and incidental expenses for the TDY location selected. Travelers receive 75% of the M&IE per diem for the first and last days of TDY travel.
Code	Code that displays if duty conditions or if meals provided have been selected for you. Other causes include you taking leave or receiving an OCONUS incidental expense rate.
B, L, D	Display if breakfast, lunch, or dinner is to be eaten at the military dining facility or will otherwise be provided to you.
Qtrs	Abbreviation that displays if quarters exist at the military destination selected. Lodging cost for military installations defaults to the location per diem allowed per night.

2.7.3.1 Update Per Diem Entitlements – Lodging

Follow these steps to update per diem entitlements for lodging:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default.

2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 2-57).

3. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens (Figure 2-58). These fields may be used to update per diem entitlements for your trip.

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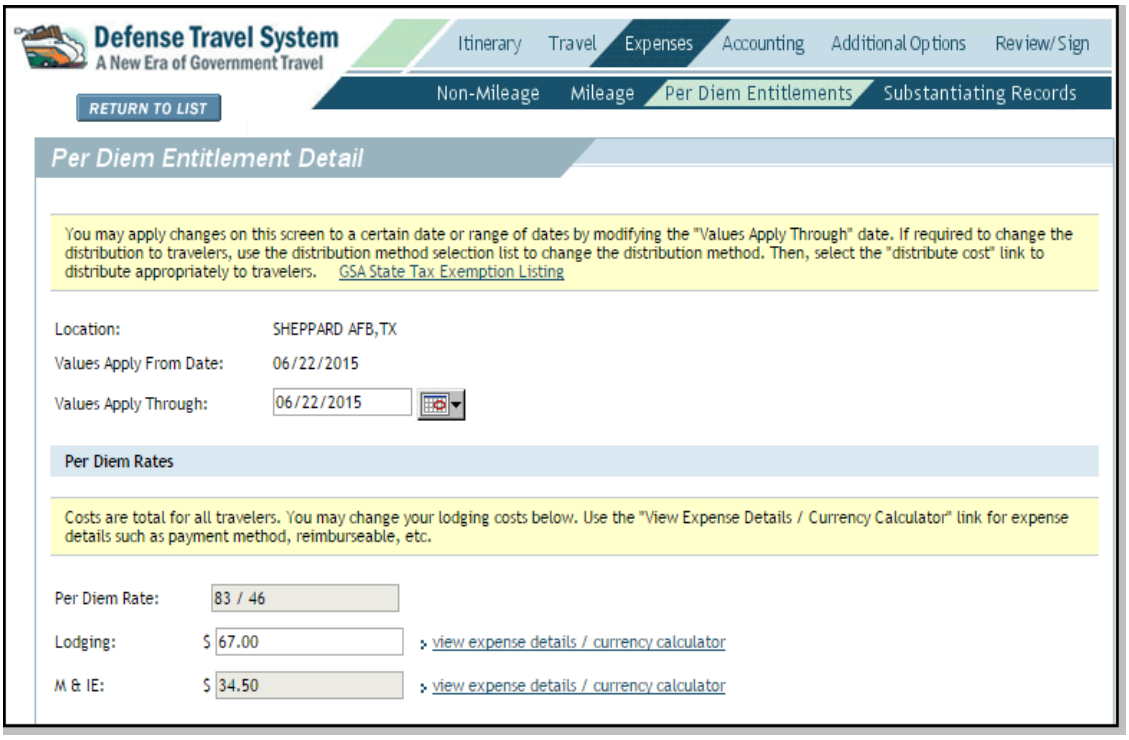

Figure 2-58: Per Diem Entitlement Detail Screen - Lodging Section

4. Complete the **Values Apply Through** field if changes are for multiple days in a row.

5. Update the **Lodging** field if the cost differs from the amount shown.

6. (Optional) Select **view expense details/ currency calculator** to view expense options or to convert a foreign currency into a U.S. dollar amount and select **Save**.

7. Select **Save These Entitlements**.

2.7.3.2 Update Per Diem Entitlements – Duty Conditions

Follow these steps to update per diem entitlements for duty conditions:

1. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens.

2. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens. These fields may be edited to update per diem entitlements for duty conditions.

3. Complete the **Values Apply Through** field if changes are for multiple days in a row.

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4. Select the **Duty Conditions** that apply to the TDY (Figure 2-59).

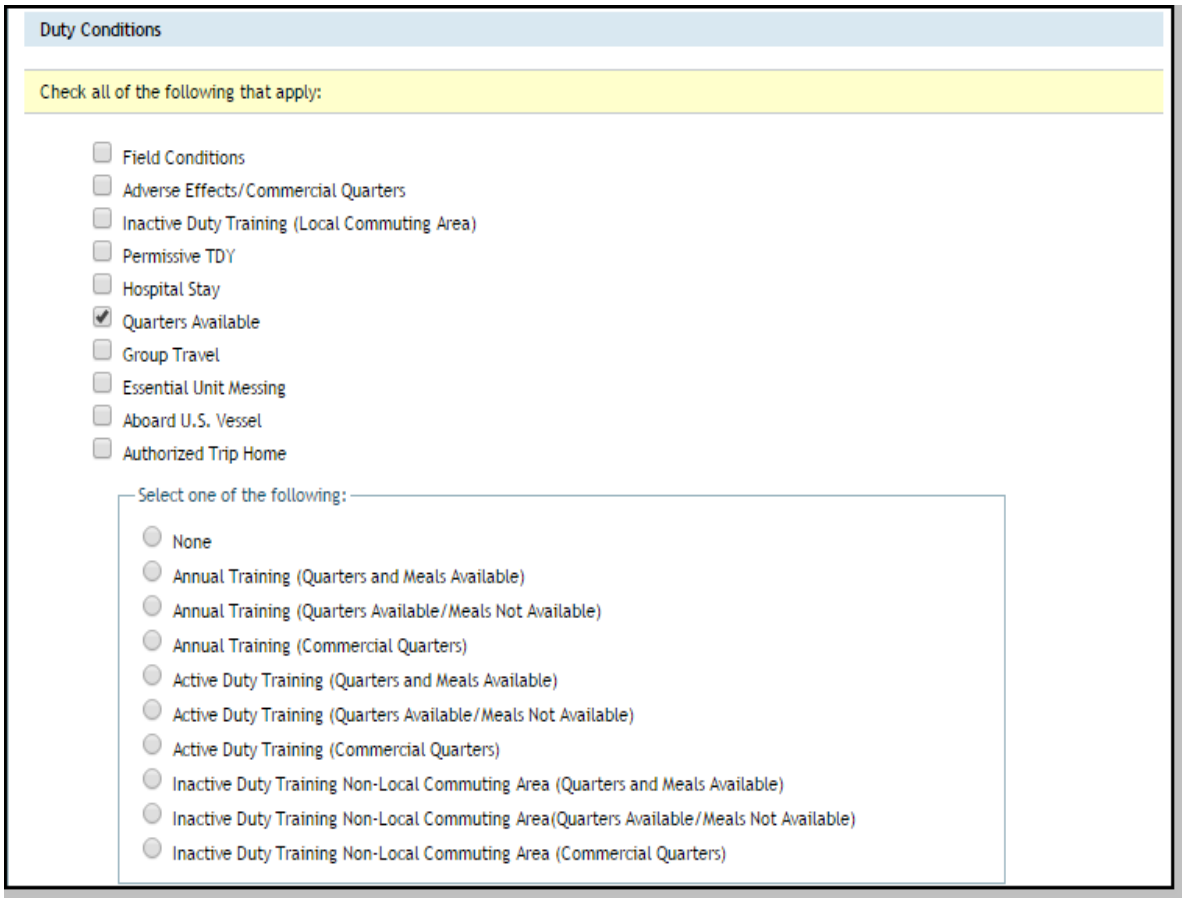

Figure 2-59: Per Diem Entitlement Detail Screen - Duty Conditions Section

5. Select **Save These Entitlements**.

If you choose Annual Training, Active Duty Training, or Inactive Training duty conditions, you must select the lodging and meals conditions that apply. This screen does not refresh and populate the values. See Table 2-5 for definitions of the duty conditions.

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Table 2-5: Per Diem Entitlements for Duty Conditions

PER DIEM ENTITLEMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**DTS FUNCTIONALITY**	**CODE**
Field Conditions	You are serving with troops on maneuvers, field exercises, or similar operations; receives field rations; and are quartered in accommodations associated with field exercises.	Sets the lodging and M&IE to $0.	FDLC
Adverse Effects/ Commercial Quarters	You are authorized or ordered to evacuate the PDS.	Sets the lodging and M&IE to full per diem.	ADEF
Inactive Duty Training (Local Commuting Area)	No per diem is payable to a member commuting daily to Annual Training (AT).	Sets lodging and M&IE to $0.	INDT
Permissive TDY	Travel is authorized in the DoD's interest but voluntary in nature. You are financially responsible for all travel and transportation expenses.	Sets lodging and M&IE to $0.	PTDY
Hospital Stay	Per diem is not allowed while an employee is confined to a hospital or medical facility.	Sets lodging and M&IE to $0.	HOSP
Quarters Available	Government lodging is available at the military installation	Sets lodging to the locality rate and M&IE to full per diem. You should set meal rate based on dining facility availability which is typically set at Government Meal Rate (GMR).	QRTS
Group Travel	Several individuals traveling together; typically all lodging and transportation expense items are provided.	Sets lodging to $0 and M&IE is set to the full per diem.	GRPT
Annual Training (Quarters and Meals Available)	Per diem is payable for AT.	Sets lodging and M&IE to full per diem.	TRN
Essential Unit Messing	Government lodging and use of Government meals is essential for training and readiness. The traveler is paid the incidental portion of the daily M&IE rate.	Sets lodging field to full per diem and sets M&IE to $3 per day except on travel days (continental United States [CONUS] travel only).	EUM
Aboard U.S. Vessel	You are not paid per diem while aboard a U.S. vessel.	Checked box displays screen alert. Select **OK**. Lodging and M&IE sets to $0.	VSSL
Authorized Trip Home	The authorization allows the DoD civilian employee a trip home every 3 weeks.	Sets lodging to $0 except for the return travel day. Sets M&IE to $0 except for 75% for the first and last travel days to and from home.	HOME

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Table 2-5: Per Diem Entitlements for Duty Conditions (continued)

PER DIEM ENTITLEMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**DTS FUNCTIONALITY**	**CODE**
Annual Training (Quarters Available-Meals Not Available)	These duty conditions are provided for import/export (I/E) partner systems. Other users can select the duty condition and select the lodging cost and meals manually. Automatic adjustment of lodging and M&IE is only made for I/E partner system documents. For all manual selections, lodging and M&IE are set to full per diem and must be adjusted by the user accordingly. **Note:** See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.	Sets lodging and M&IE to full per diem.	ATQP
Annual Training (Commercial Quarters)		Sets lodging and M&IE to full per diem.	ATCQ
Active Duty Training (Quarters and Meals Available)		Sets lodging and M&IE to full per diem.	ADTQ
Active Duty Training (Quarters Available-Meals Not Available)		Sets lodging and M&IE to full per diem.	ATQP
Active Duty Training (Commercial Quarters)		Sets lodging and M&IE to full per diem.	ADT
Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)		Sets lodging and M&IE to full per diem.	IDQM
Inactive Duty Training Non-Local Commuting Area (Quarters Available-Meals Not Available)		Sets lodging and M&IE to full per diem.	IDTQ
Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)		Sets lodging and M&IE to full per diem.	IDTN

2.7.3.3 Update Per Diem Entitlements – Meals

Follow these steps to update per diem entitlements for meals:

1. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens.

2. Select **Edit** next to the date.

The Per Diem Entitlement Detail screen opens.

3. Complete the **Values Apply Through** field if changes are for multiple days in a row (Figure 2-58).

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4. Select the appropriate **meal code** radio button from the list on the left side of the screen (Figure 2-60).

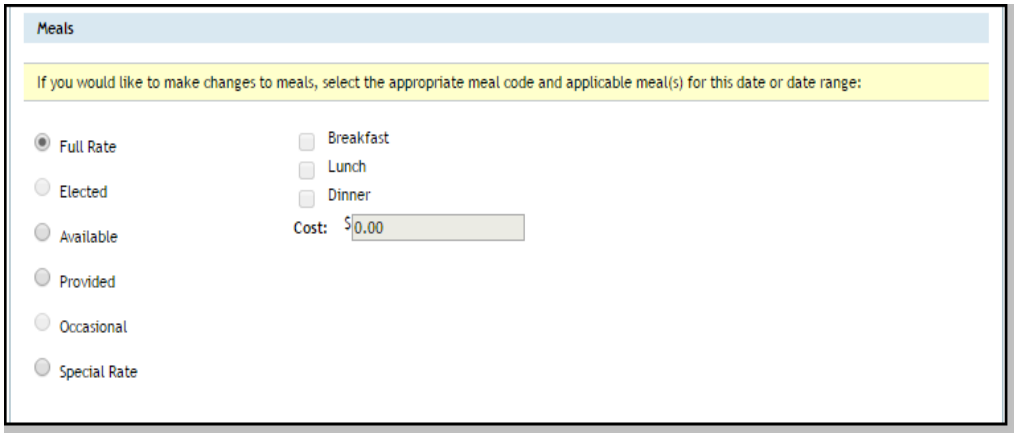

Figure 2-60: Per Diem Entitlement Detail Screen - Meals Section

The Available and Provided meal codes reduce per diem entitlements. The Available meal code will only be available when the TDY location is a military installation. See Table 2-6 for definitions of the Per Diem Entitlement Selections for Meals.

5. Check the **meal** box(es) in the list on the right side of the screen, if applicable.

6. Select **Save These Entitlements**.

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Table 2-6: Per Diem Entitlements Selections for Meals

PER DIEM ENTITLEMENTS SELECTIONS FOR MEALS	
MEAL PER DIEM ENTITLEMENTS	**DEFINITION**
Full Rate	You are authorized commercial meal rate.
Elected	You will voluntarily use Government dining facilities (mess hall). This does not affect M&IE computations. (Use when completing a voucher from authorization.)
Available	DTS automatically checks the meals and quarters availability information associated with the selected TDY location to determine if meals are available. Your M&IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify which meals are available.
Provided	Your M&IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify the provided meals.
Occasional	Authorized at the discretion of the AO, occasional meals can be approved for trips that last less than 12 hours. Enter the total amount in the Cost field.
Special Rate	The Special Rate is selected for unique travel situations. The two most common situations are when the Service Secretary authorizes: A flat per diem rate for travelers assigned to a Contingency Operation for more than 180 days. You receive 55% of the applicable locality per diem rate. A lower per diem rate under Joint Federal Travel Regulations, par. U4177. The document authorizing the lower per diem rate must be attached to the DTS authorization. **Note**: If applying the OCONUS incidental rate of $3.50, select the OCONUS Incidental Amount box under “Other Per Diem Entitlements” and select all meals provided. Do not use the Special Rate option to indicate an OCONUS incidental rate.
Cost	The Cost field is used to set a per diem rate when Occasional or Special Rate meal code is selected.

2.7.3.4 Update Per Diem Entitlements - Other Per Diem Entitlements

Follow these steps to update Other Per Diem Entitlements:

1. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 2-57).

2. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens (Figure 2-58) and displays fields that may be used to update the per diem entitlements for the trip. The Other Per Diem Entitlements section is in the lower part of the screen (Figure 2-61). This screen allows you to change the per diem reimbursement by selecting a radio button.

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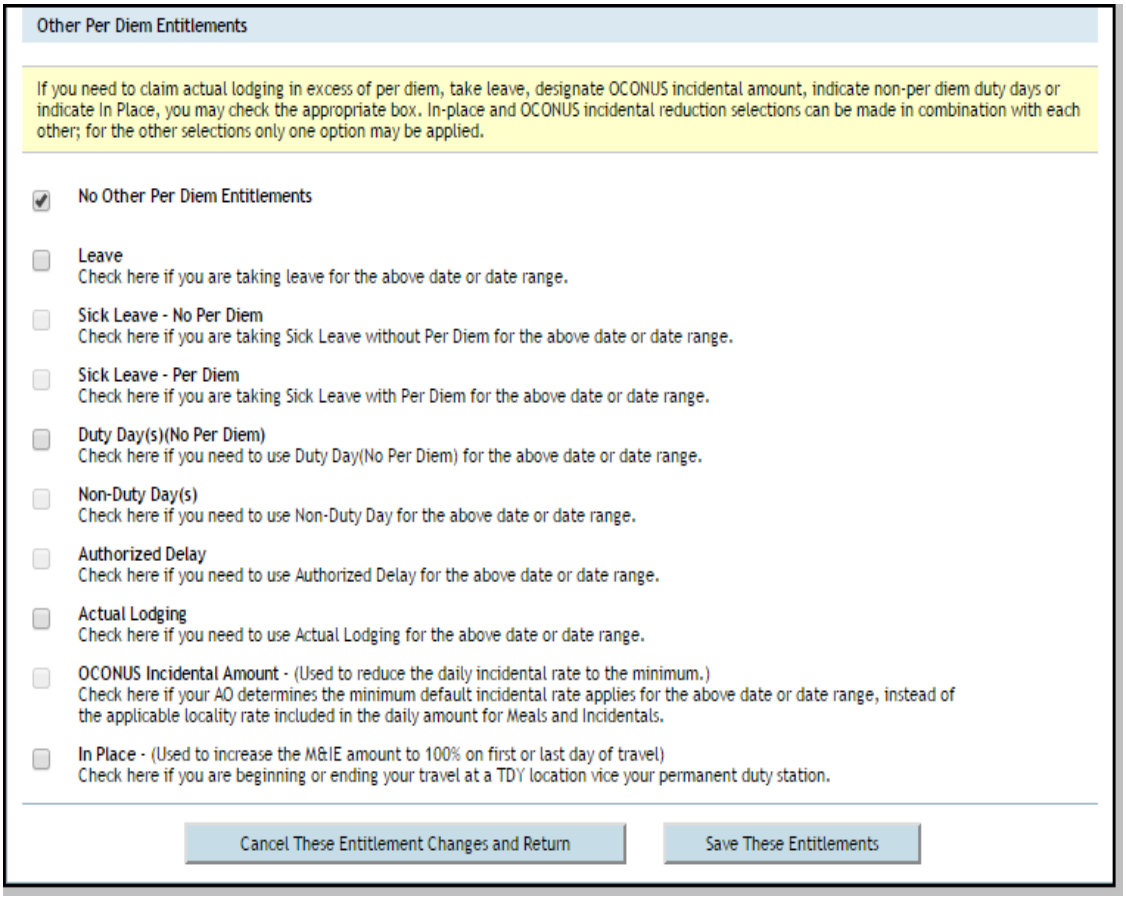

Figure 2-61: Per Diem Entitlement Detail Screen -Other Per Diem Entitlements Section

Note: The Per Diem Entitlement Detail screen shown in Figure 2-61 is for a civilian employee. Military members will not be able to choose Sick Leave in the Other Per Diem Entitlements.

3. Complete the **Values Apply Through** field if changes are for multiple days in a row.

4. In the Other Per Diem Requirements section select the appropriate **radio button** for the per diem date(s) as it applies.

5. Select **Save These Entitlements**.

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See Table 2-7 for descriptions of the radio buttons.

Table 2-7: Per Diem Entitlement Selections for Other Per Diem Entitlements

PER DIEM ENTITLEMENT SELECTIONS FOR OTHER PER DIEM ENTITLEMENTS	
OTHER PER DIEM ENTITLEMENTS	**DEFINITION**
No Other Per Diem Entitlements	This radio button is selected by default. If you are not claiming any of the other per diem entitlements, then this radio button remains selected and no entitlements are affected.
Leave	Select if leave will be taken while on TDY. Military personnel use **Annual** leave. Government employees choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to take. **Note:** The per diem entitlements will be zeroed out for the selected date range unless a DoD civilian employee is taking fewer than 8 hours leave.
Sick Leave - No Per Diem	This option only displays for DoD civilian employees. Select if the employee is sick and not authorized per diem.
Sick Leave - Per Diem	This option only displays for DoD civilian employees. Select if the employee is sick and is authorized full per diem.
Duty Day(s) (No Per Diem)	This option only used only for military personnel. Select if the AO does not approve the excess travel time as official (trip is extended beyond official travel date) but leave should not be charged because you returned on a duty day. No per diem reimbursement is allowed and the day is not charged as leave.
Non-Duty Day(s)	This option is only used for DoD civilian employees. Select if the AO does not approve the excess travel time as official, but leave should not be charged because you returned on a non-duty day. No per diem reimbursement is allowed and the day is not charged as leave. Example: You complete mission requirements on Friday and are supposed to return on Saturday, but instead stay until Sunday. 75% reimbursement for travel applies to Saturday and no per diem is paid on Sunday and no leave is taken.
Authorized Delay	Select for a particular date if the AO approves additional travel time as official because you are unavoidably delayed. Full reimbursement is allowed for per diem entitlements.
Actual Lodging	Select if the lodging cost exceeds per diem lodging allowed. This selection requests that the actual lodging costs be reimbursed instead of the per diem lodging rate. After selecting Actual Lodging, you will enter the amount of the actual lodging costs in the Lodging field in the Per Diem Rates section on this screen for each affected date and must justify the Actual Lodging flag on the Pre-Audit screen.
OCONUS Incidental Amount	Select if the AO determines that the minimum incidental amount ($3.50 rate) is allowed rather than the Local Incidental Rate for the destination. This OCONUS Incidental Amount should only be used when travel is outside the continental United States. This selection can be used in combination with the In Place per diem entitlement.

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Table 2-7: Per Diem Entitlement Selections for Other Per Diem Entitlements (continued)

PER DIEM ENTITLEMENT SELECTIONS FOR OTHER PER DIEM ENTITLEMENTS	
OTHER PER DIEM ENTITLEMENTS	**DEFINITION**
In Place	Select to allow you to start or end an authorization or voucher in conjunction with another authorization or voucher that has an adjacent date. If used for the first or last day of the authorization with no other duty conditions, it computes and pays full per diem and lodging for the per diem location. This selection triggers an Other Authorization during the Review/Sign process. When this Other Authorization triggers, the user must enter comments, such as a TANUM, to associate the document with the other document.This selection can be used in combination with the OCONUS Incidental Amount per diem entitlement.

2.7.3.5 Using Leave While on TDY

Although you may be authorized to take leave while on TDY, DTS does not support reservations for leisure travel. You should only make travel reservations in DTS for the official portion of the travel. All costs entered into DTS will be reimbursable or non-reimbursable (CBA or Government-provided) based on the expense and method of reimbursement.

The organization should establish local procedures with the TMC to allow off-line booking and payment for leisure travel, especially when official travel is charged to a CBA. The local procedures should focus on determining the reimbursable amount, manually entering the appropriate expenses in DTS, and attaching documentation.

If you take leave at the beginning, end, or in the middle of the TDY, no expenses or per diem for lodging or M&IE will be paid for your leave day(s). You are responsible for your own expenses on those days. An advisory notice will display on the Pre-Audit Trip screen when signing the authorization.

Use local business rules to accomplish off-line booking and payment for leisure travel. The local rules should explain calculating the reimbursable amount, entering appropriate expenses in DTS, and attaching documentation.

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2.7.3.6 Per Diem Entitlements - International Date Line (IDL) Travel

The International Date Line (IDL) is an imaginary line roughly along the 180th meridian. It is the place where each calendar day begins. If travel involves crossing the IDL, make sure that the correct time zone for the duty station is selected in your profile. Crossing the date line is noted in the Location column of the Per Diem Entitlements screen (Figure 2-62). Table 2-8 explains how DTS treats per diem entitlements for IDL travel.

Table 2-8: Per Diem Entitlements for IDL Travel

PER DIEM ENTITLEMENTS FOR IDL TRAVEL			
IF		**THEN**	
Traveling	**Example**	**Itinerary**	**DTS**
Westward (IDL-W)	Seattle to Tokyo Leave Seattle at 9 am. Arrive Tokyo 2 pm on next calendar day.	Adds one day. Shows travel for first and second consecutive calendar days.	Calculates 75% for M&IE on the first calendar day and full M&IE for the second calendar day. Labels the location for the added itinerary day as In Transit*.
Eastward (IDL-E)	Tokyo to Seattle Leave Tokyo at 3 pm. Arrive Seattle at 7 am on same calendar day.	Subtracts one day. Shows arrival time before departure time. May show two hotel reservations for the same day.	Calculates 75% for M&IE on the travel day. Pays per diem for both hotels.
* In Transit displays on the Per Diem Entitlements screen as the location for the dates that fall between the overall start date and the TDY arrival date.			

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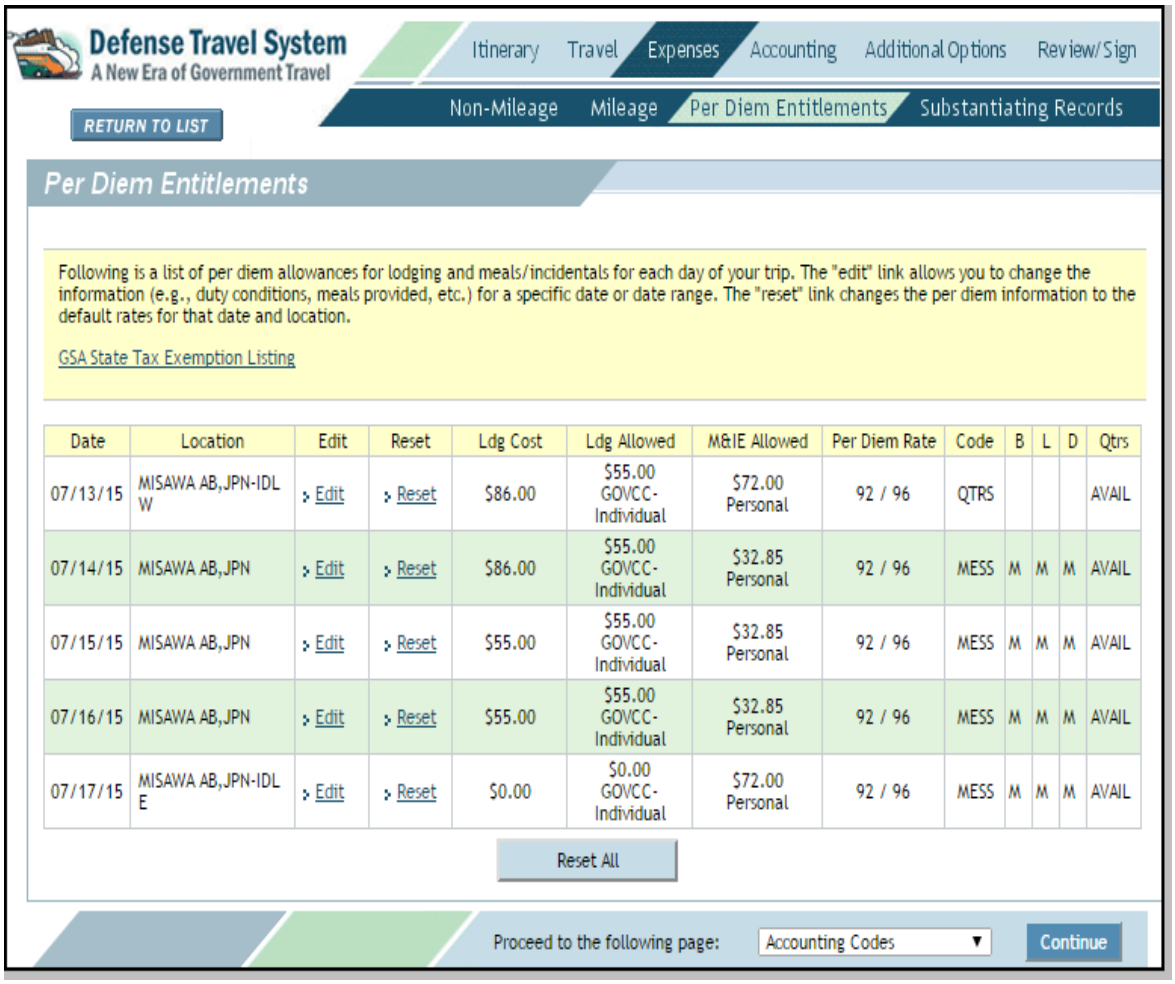

Figure 2-62: Per Diem Entitlements Screen (IDL Travel)

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2.7.4 Substantiating Records Imaging

Receipts and documentation of approval for first class travel are examples of substantiating records that support reimbursement requests for expenses. You are required to attach images of these records to the travel document so that you can receive proper approval and reimbursement.

You can attach documents to the trip record by using either the fax method or the scan and upload method. Although the Substantiating Records Imaging function is available for authorizations, receipts will not be available until after the travel is complete.

2.7.4.1 Submit Substantiating Records by Fax

To fax substantiating records for attaching to your travel document, follow these steps:

1. Gather all supporting documents (as required by local policy).
2. Select **Expenses** from the navigation bar.
3. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens (Figure 2-63).

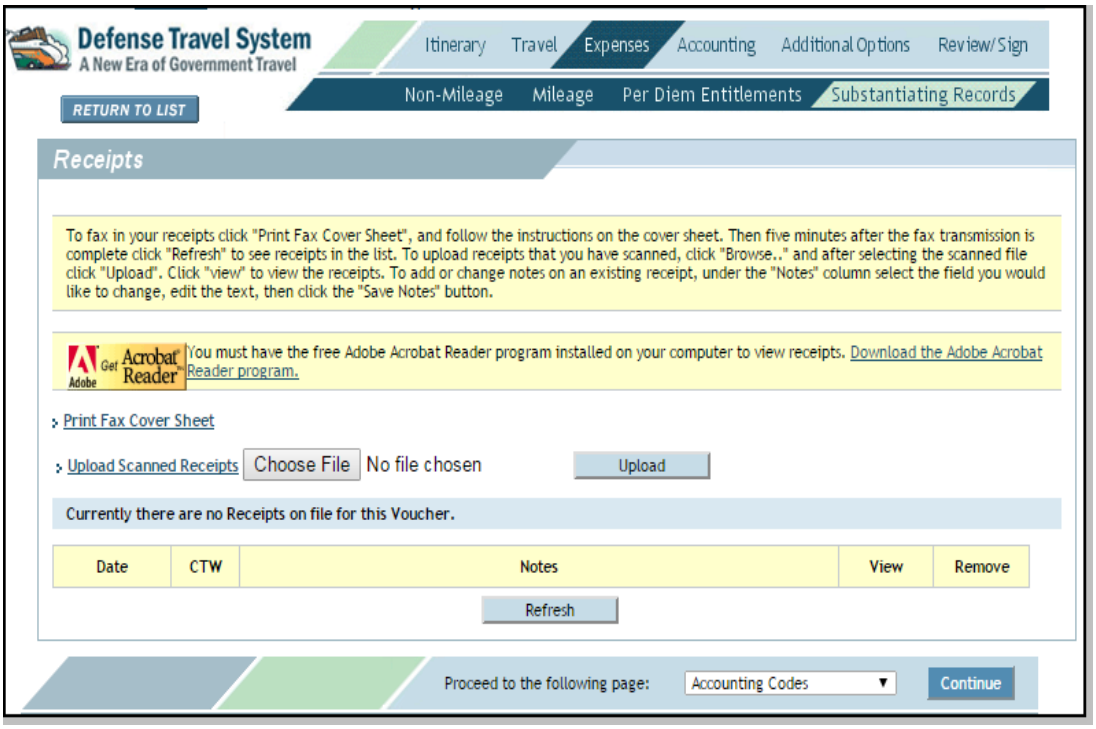

Figure 2-63: Substantiating Records Screen

4. Select **Print Fax Cover Sheet**.

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The DTS Receipts Cover Page opens (Figure 2-64). The fax cover sheet displays a bar code that is unique to the document. It identifies the document in the DTS database that the substantiating records are associated with.

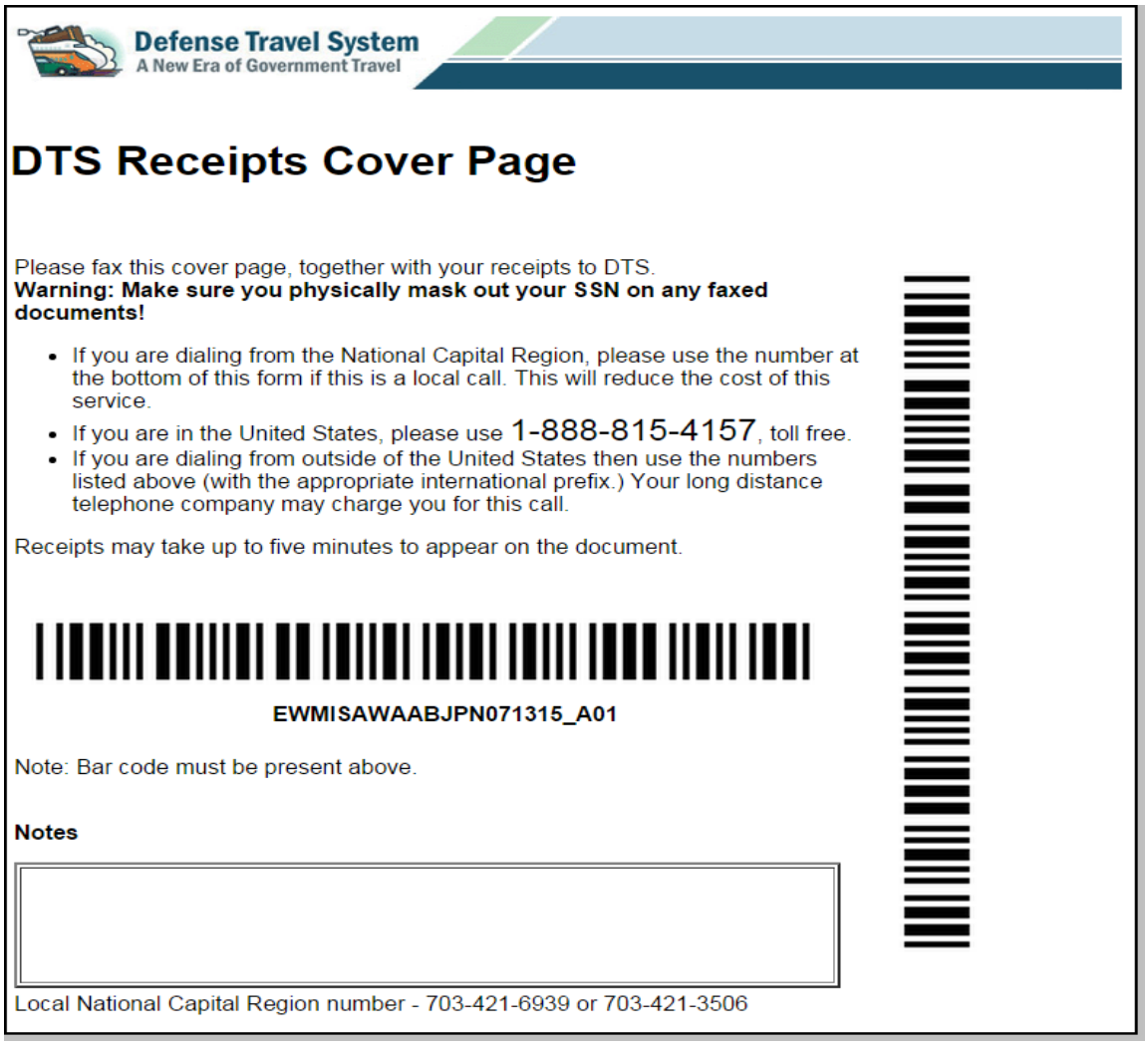

Figure 2-64: Sample DTS Receipts Cover Page (Fax Cover Sheet)

The Print dialog box opens over the DTS Receipts Cover page.

5. Select **Print**.

6. (Optional) Write or type comments in the **Notes** box of the printed DTS Receipts Cover Page to identify the documents that are attached and will be loaded via the current fax.

7. Use a fax machine to send a facsimile of the cover sheet and the substantiating records.

The DTS Receipts fax number is shown on the cover page. *This is a live fax number and is **NOT** to be used for training purposes.*

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Note: There is a processing time of about five minutes while DTS receives, converts, and loads the faxed pages into the document identified by the bar code.

8. Select **Refresh**.

Records display in the Notes field in the lower part of the Substantiating Records screen, and show the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the receipts be entered, as shown in Figure 2-65.

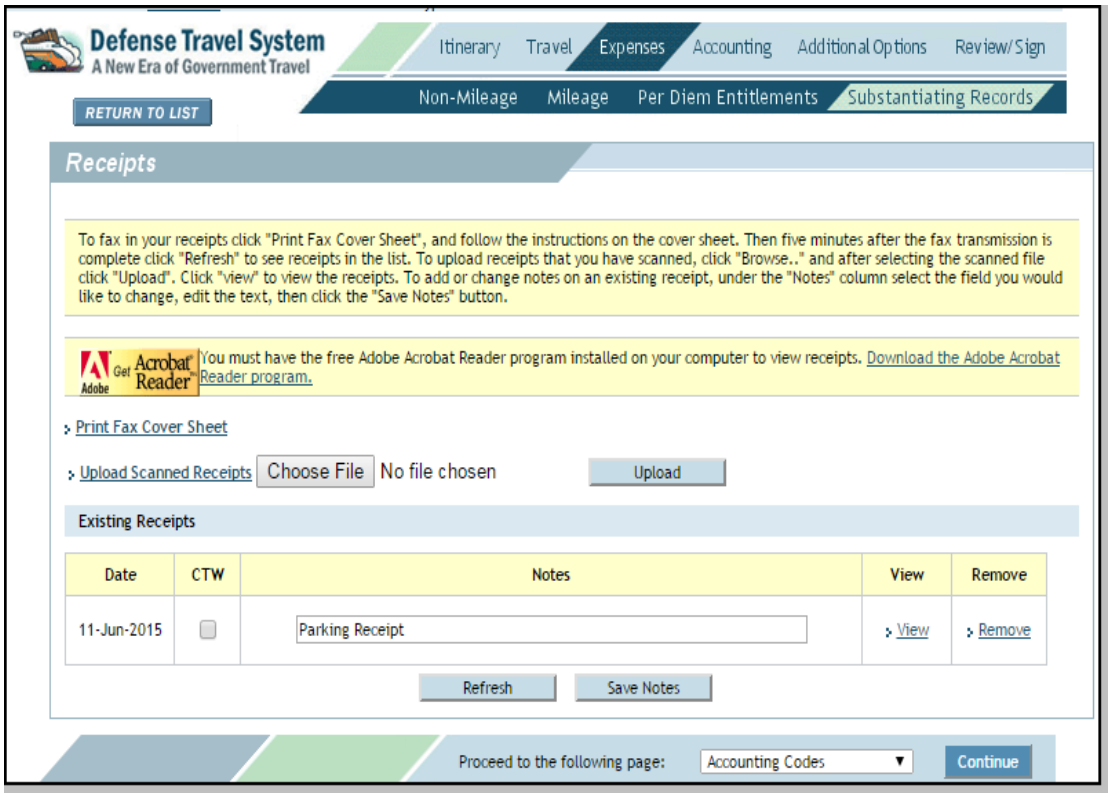

Figure 2-65: Substantiating Records Screen - Refreshed

9. Revise the information in the **Notes** field to rename the faxed receipts.

10. Select **Save Notes**.

11. Select **View** to see an image of the records contained in the fax.

12. Select **Remove** to remove the desired image from the current document.

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2.7.4.2 Submit Substantiating Records by Scan and Upload

DTS accepts and stores uploaded images of scanned documents. Acceptable file types include.bmp,.gif,.jpg,.pdf,.png, and.tif. The maximum file size is 2MB per file. Multiple files can be uploaded, but each file must be uploaded individually.

Note: Certain Microsoft products are not compatible with DTS because the images that they produce are compressed. DTS security requirements do not allow compressed images.

To use the scan and upload method to load records into DTS, follow the steps shown below:

1. Gather all supporting documents (as required by local policy).
2. Scan the documents individually and save to your computer. Label each document with a descriptive name.
3. Select **Expenses** from the navigation bar.
4. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens.

5. Select **Browse.**

The Choose File Window opens (Figure 2-66).

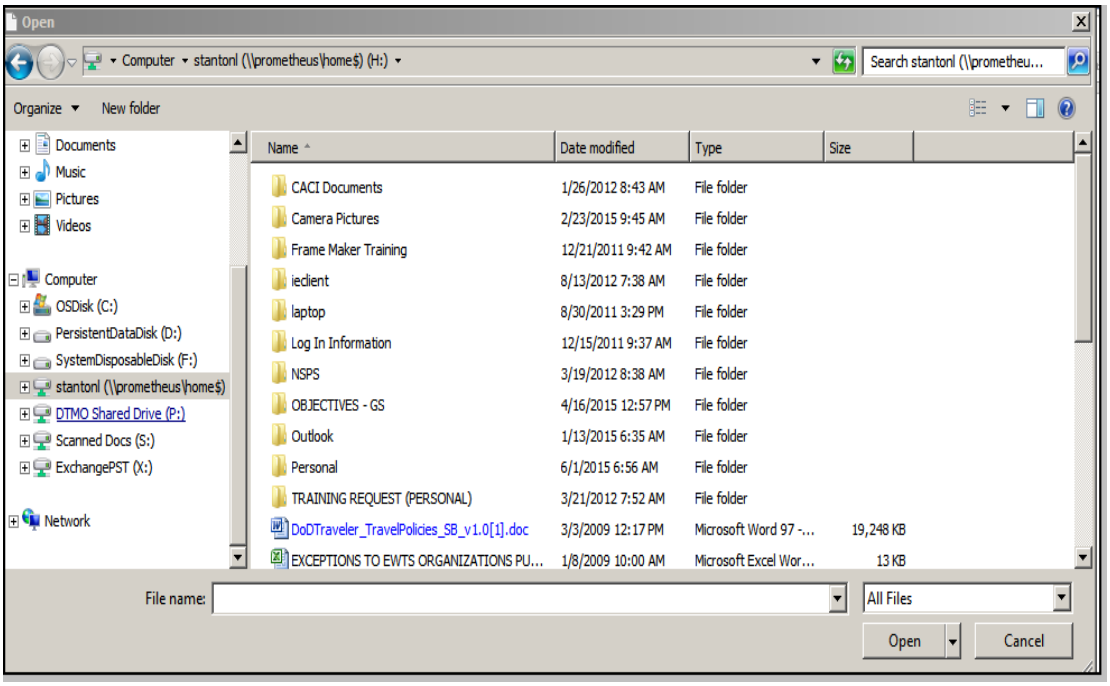

Figure 2-66: Choose File Window

6. Select the **file** to be uploaded.
7. Select **Open**.

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The screen refreshes, displaying the path to the selected file (Figure 2-67).

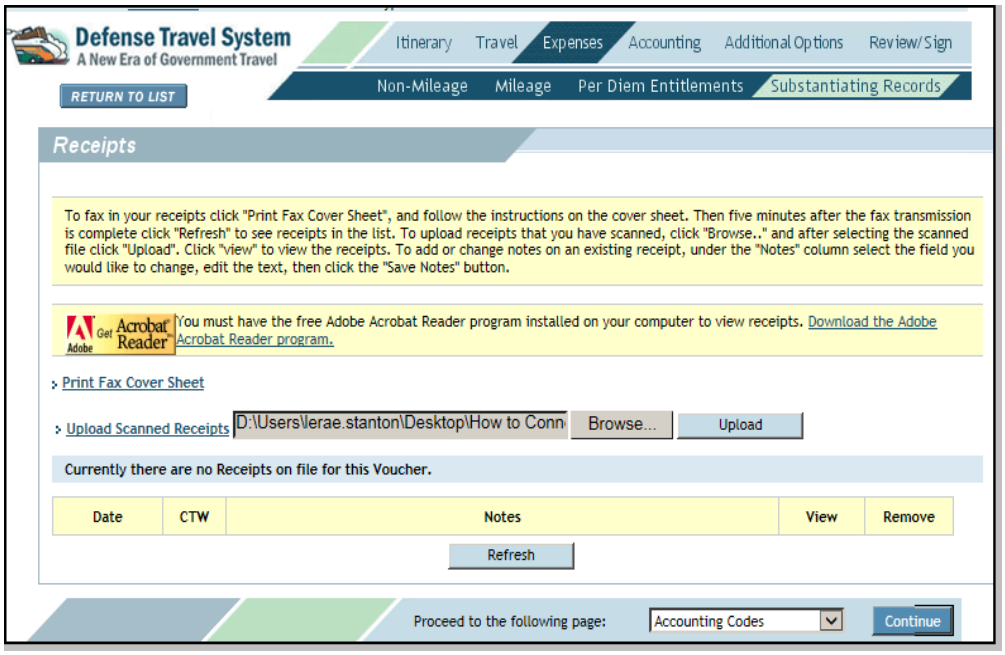

Figure 2-67: Receipts Screen

8. Select **Upload**.

The screen refreshes (Figure 2-68). The Notes field in the lower part of the screen displays the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the records be entered.

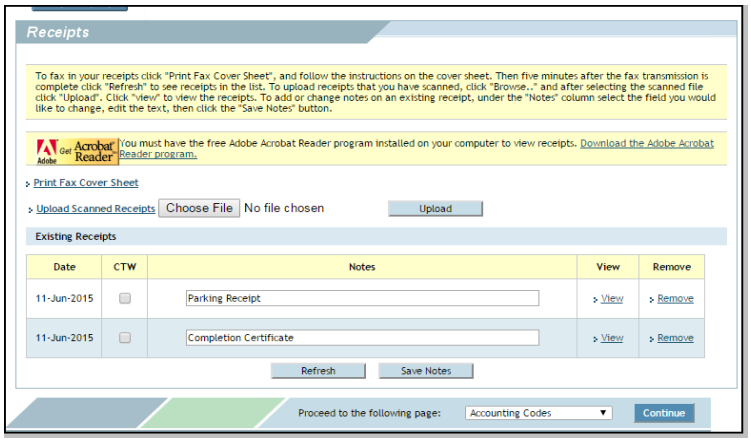

Figure 2-68: Receipts Screen

9. Revise the information in the **Notes** field to rename the uploaded file with a description of the receipts it contains.

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10. Select **Save Notes**.

11. Select **View** to review receipts.

12. Select **Remove** to remove a receipt from the current document.

2.8 Accounting Codes

If you are traveling on official DoD business you must have an accounting code that identifies the source of funds for travel. You may be required to provide the correct accounting label when creating an authorization.

Note: If you are creating a C-Permissive authorization, you will not be able to select a Line of Accounting (LOA).

The Accounting Codes screen allows trip expenses to be charged to one or more LOAs. If the LOA is set up in DTS, it will be available for selection in one of the following three drop-down lists:

- Accounting Label: These accounting codes or LOAs belong to your organization. If a Default accounting code has been set up for the organization, it will auto-populate in the field
- Shared LOA: These accounting codes are shared from a higher organization in your own hierarchy
- Cross Org LOA: These accounting codes are shared from a DTS organization outside your hierarchy

No Other Accounts Available. This will display when no LOAs have been set up in DTS for the organization.

Follow the steps shown below to select an accounting label for an authorization:

1. Select **Accounting** from the navigation bar.

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The Accounting Codes screen opens by default (Figure 2-69).

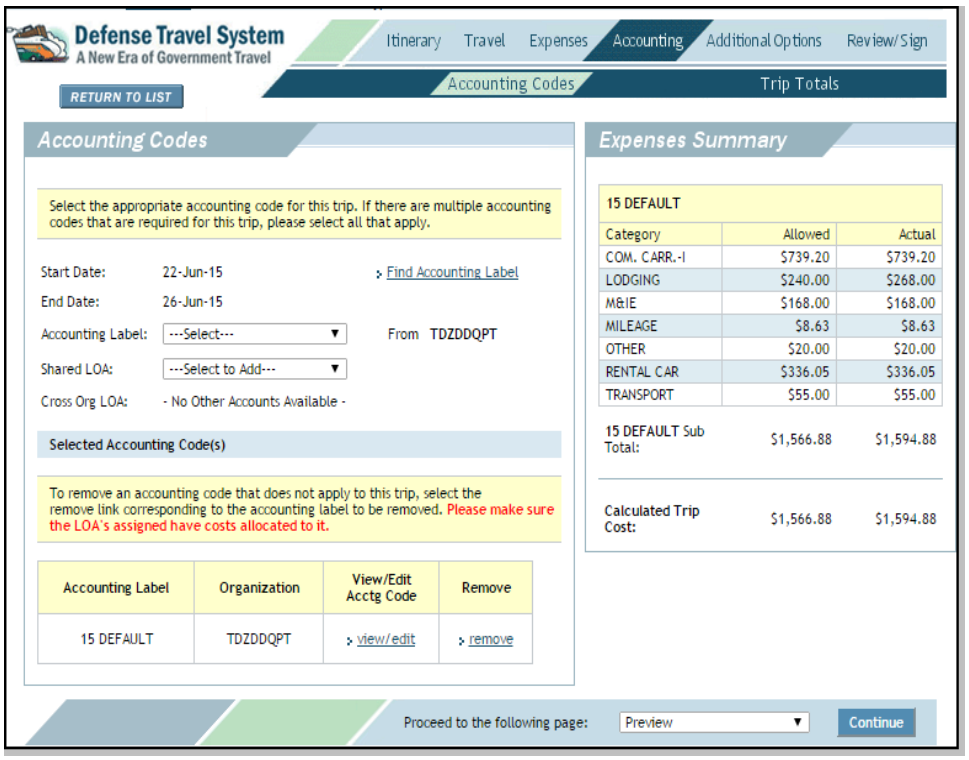

Figure 2-69: Accounting Codes Screen

2. Choose the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **LOA**. The LOA will load in the bottom left hand corner of the screen.
   -OR-
   Choose **Find Accounting Label** to open a screen to enter the name of the LOA and search for it.

Note: A FMS prefix on the LOA label indicates that the LOA is used for Foreign Military Sales (FMS) travel.

3. Select the **Change Organization** link if it is necessary to use the LOA from another suborganization under the current organization.

If **Find Accounting Label** was selected, the Find Accounting Label screen opens and displays a list of LOAs.

4. Choose **select** next to the correct LOA to add to the document.

2.8.1 Select Multiple Accounting Codes

Follow the steps shown below to apply multiple accounting codes to an authorization:

1. Use the **Select Accounting Label** drop-down list arrow and select all LOAs that apply.

2. Select the **How To Allocate** drop-down list arrow and select a method.

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3. Select **Allocate Expenses**.

The Allocate Expenses screen opens.

4. Allocate the expenses.

5. Select **Save Allocations**.

2.8.2 Using FMS LOAs in an Authorization

The Government uses the term *Foreign Military Sales (FMS)* as an identifier when selling defense items and services to a foreign country or international organization. When a travel document is created for such a purpose, DTS uses the prefix *FMS* in the LOA label.

DTS processes an authorization with an FMS LOA similar to the way that it processes other authorizations. However, the accounting and disbursing functions for FMS LOAs cause the following changes:

- You and the AO receive pop-up messages reminding them that FMS LOAs are processed differently and require extra processing time for payments.
- You receive an email reminder about the delay when the document is approved.

A document may use FMS LOAs along with other LOAs. A delay in payment to you may result when using an FMS LOA because their use requires approval from an additional Defense Finance Accounting Services (DFAS) system.

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 2-70).

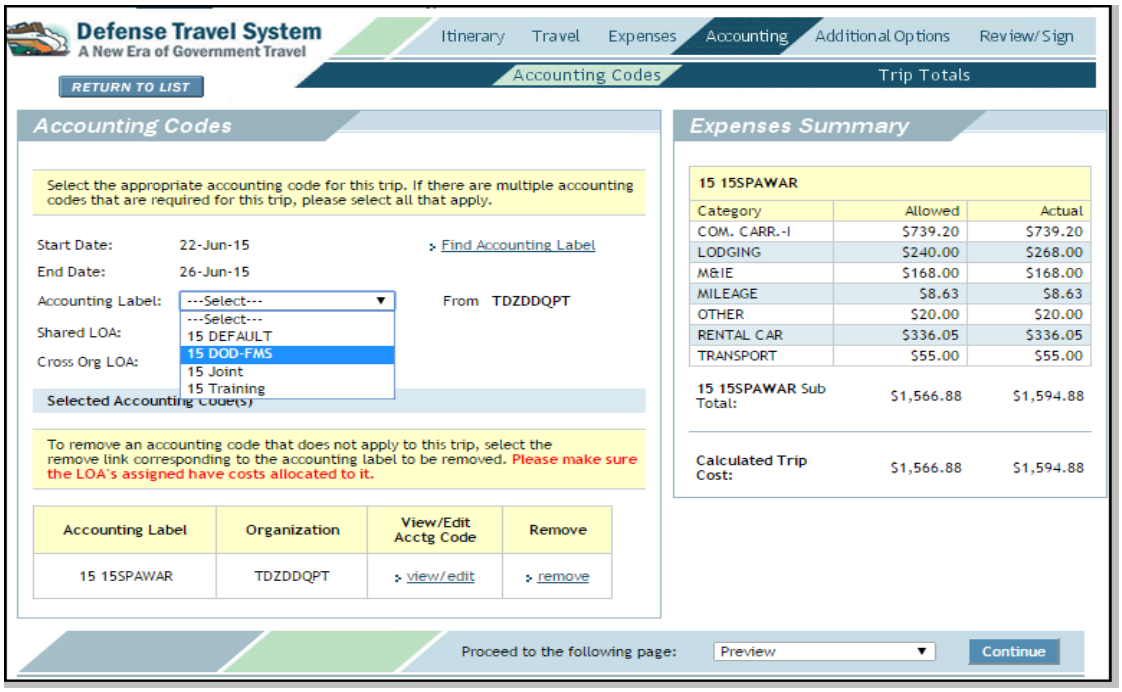

Figure 2-70: Accounting Codes Screen (Accounting Label Selection List)

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When an AO approves an authorization that includes an FMS LOA, DTS sends you an email explaining that payment may be delayed for a document that includes disbursements.

2.9 Additional Options

The Additional Options module allows you to update personal profiles, request SPPs and advances.

2.9.1 Profile

The Profile section of Additional Options allows you to update your profile data using the links displayed near the top of each of the Profile screens. NDEAs are also able to update profile data for / travelers in the groups that they have group access.

Note: You may view and edit your personal profile from the User Welcome screen by selecting **Traveler Setup > Update Personal Profile**. Changes made using the Traveler Setup option will not update existing documents.

Different elements of the profile data are displayed on five different screens that can be reviewed and updated. Use the links on each screen to open the next Profile screen.

My Profile Screen. This allows you to view and edit name, address, and other general information. The PCS Info button is not currently used (Figure 2-71).

Note: The Zip Code Directory will verify the accuracy of associated State and Zip Code fields.

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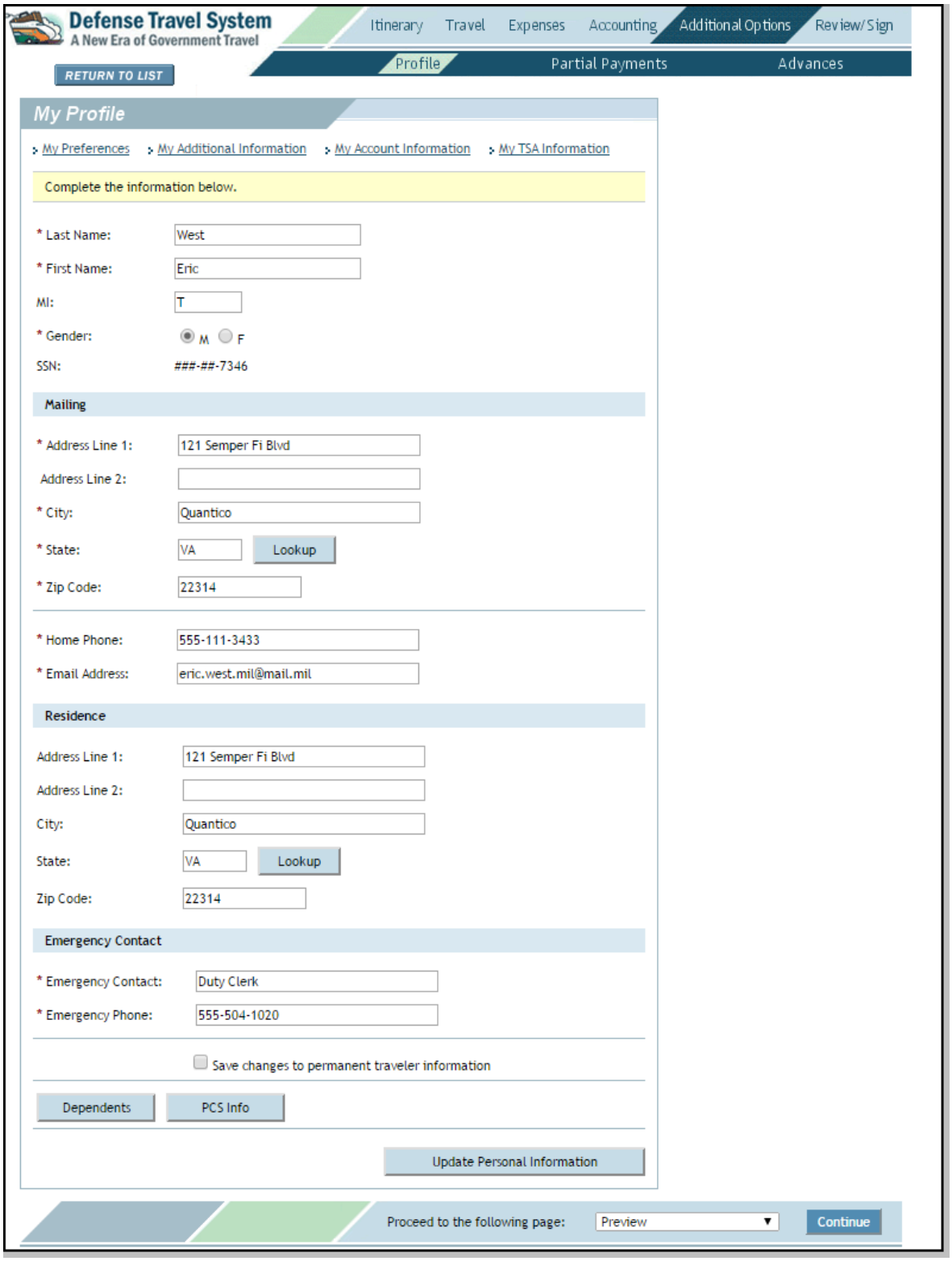

Figure 2-71: My Profile Screen

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You may review and update the information in the following text fields:

- Name
- Mailing and Residence Addresses
- Phone Numbers
- Emergency Contact

Note: The Dependents and PCS Info buttons are not currently in use.

My Preferences Screen. This section is divided into six areas: Air Travel Preferences, Miles to Airport, Lodging Preferences, Rental Car Preferences, Passport Information, and Miscellaneous (Figure 2-72). The Miscellaneous section contains a button to access rewards programs.

Note: If you enter a preferred terminal, DTS will use this as the default airport when creating reservations. If there is no preferred terminal, DTS will use the closest airport to the starting location on the Trip Overview screen.

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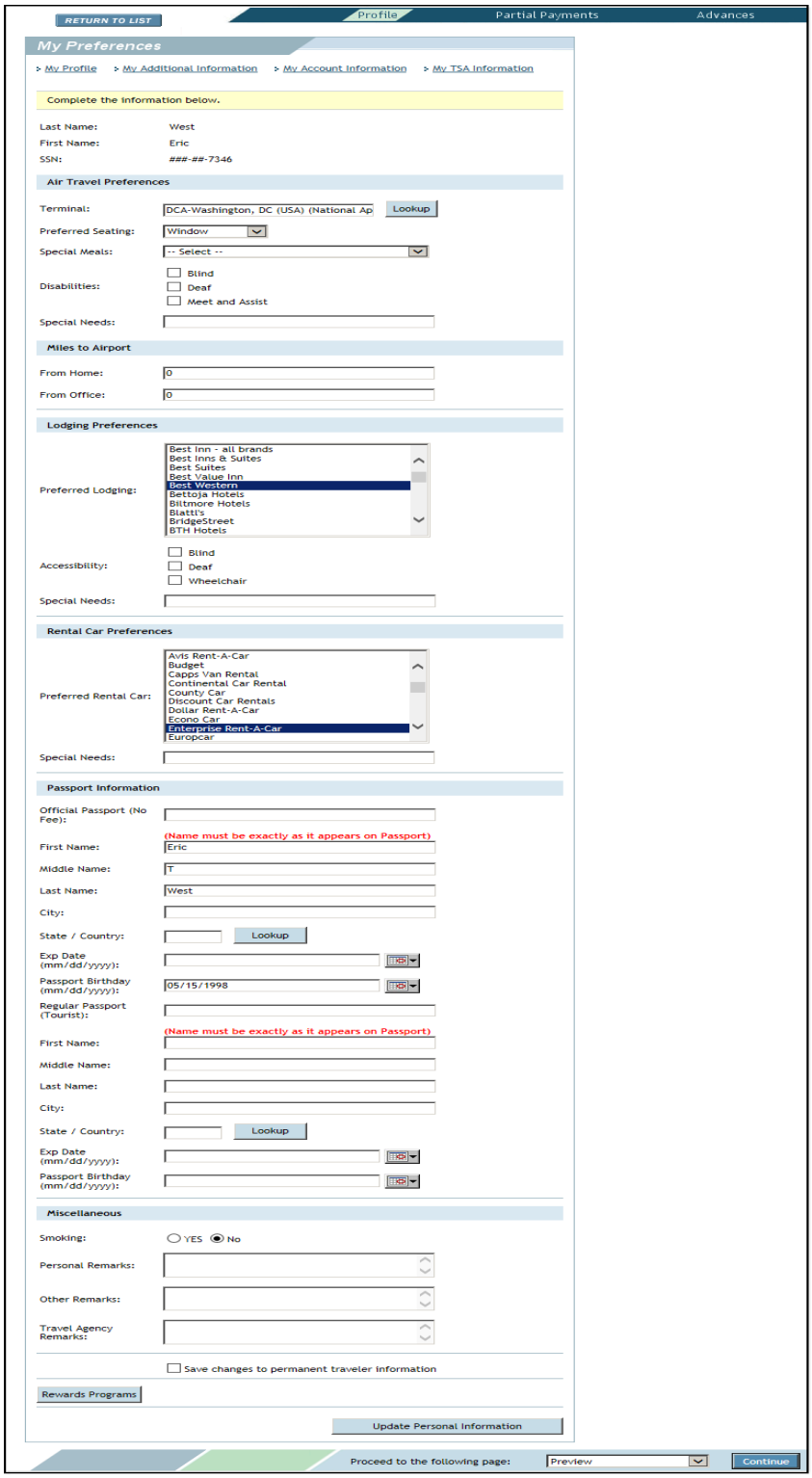

Figure 2-72: My Preferences Screen

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You may review and update the information in the following sections:

- Air Travel Preferences
- Lodging Preferences
- Rental Car Preferences
- Passport Information
- Miscellaneous
- Rewards Programs (frequent flyer, rental car, and hotel accounts)

My Additional Information Screen. This section is divided into three areas that deal with service or agency information and duty station information. There are fields where the names of AOs on the routing list can be updated (Figure 2-73).

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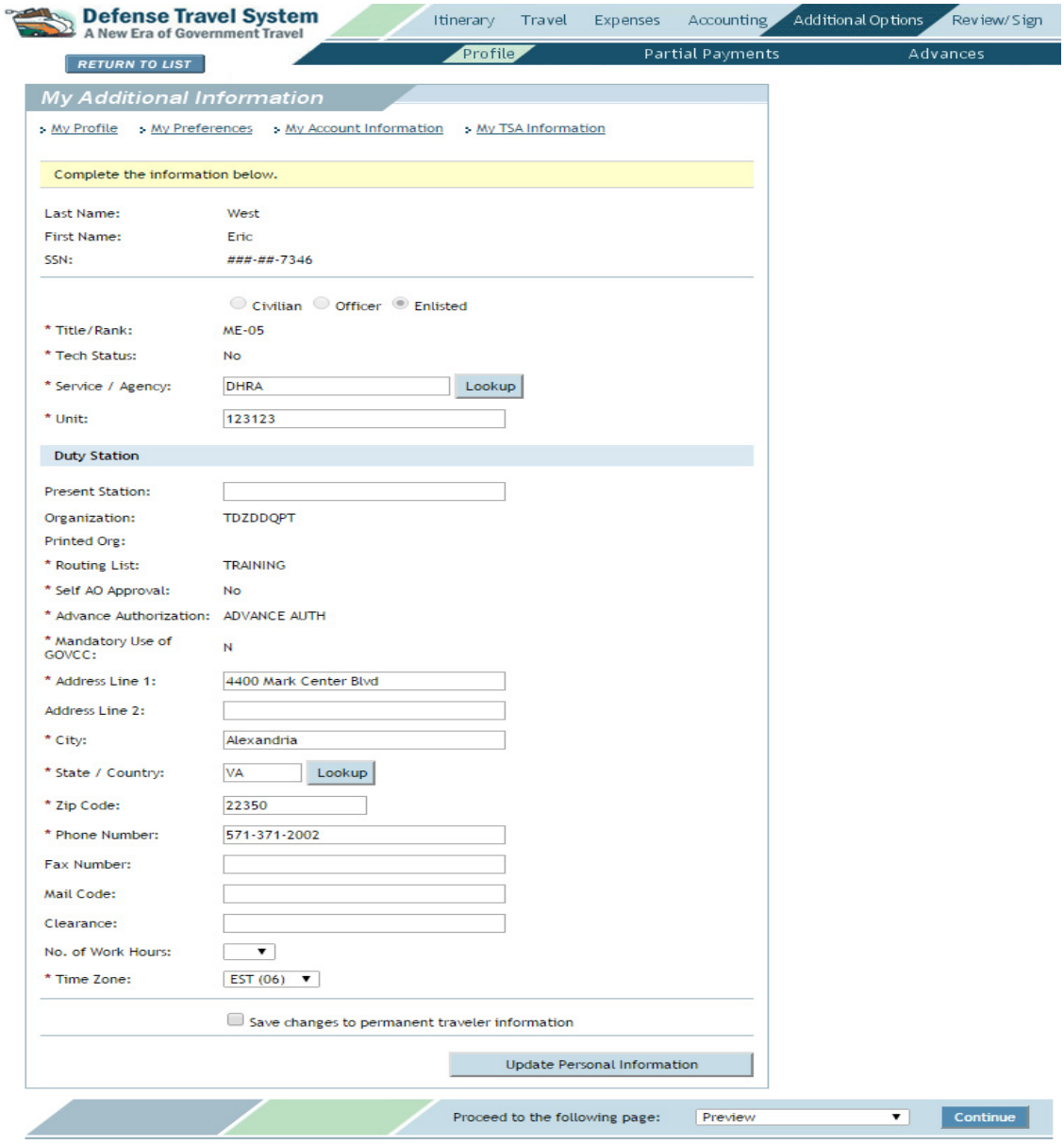

Figure 2-73: My Additional Information Screen

You can review and update the following items:

- *Title/Rank, Service/Agency, Unit
- *Organization, *Routing List, Duty Station Address
- *Self AO Approval, *Advance Authorized, *Mandatory use of GTCC (GOVCC)

*Contact the DTA to update these fields.

Note: DTAs cannot update Self AO Approval, Advance Authorized, and Mandatory use of GTCC (GOVCC) in their own profiles.

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My TSA Information Screen. This link opens the TSA Secure Flight Information screen. It is used to provide your SFPD to the TSA for watch-list screening. DTS uses the information provided in the permanent profile to pre-populate fields in the document when reservations are requested (Figure 2-74). See Table 2-2 for descriptions of the fields.

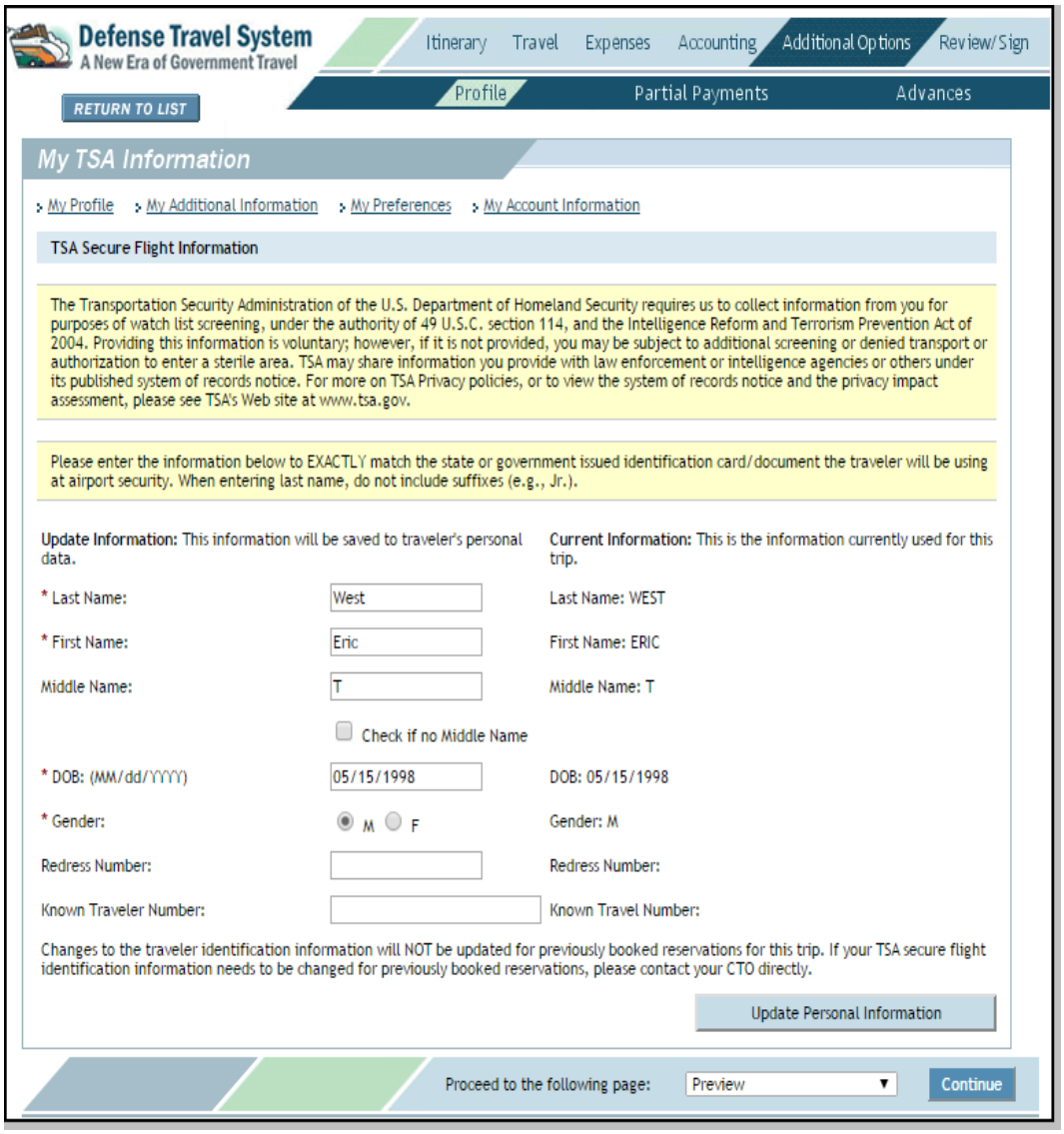

Figure 2-74: TSA Secure Flight Information Screen

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You may review and update the information in the following text fields:

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB
- Gender
- Redress Number
- Known Traveler Number

My Account Information Screen. This section is to update financial information, such as setting a default LOA, and editing GTCC (or GOVCC) and electronic funds transfer (EFT) information (Figure 2-75).

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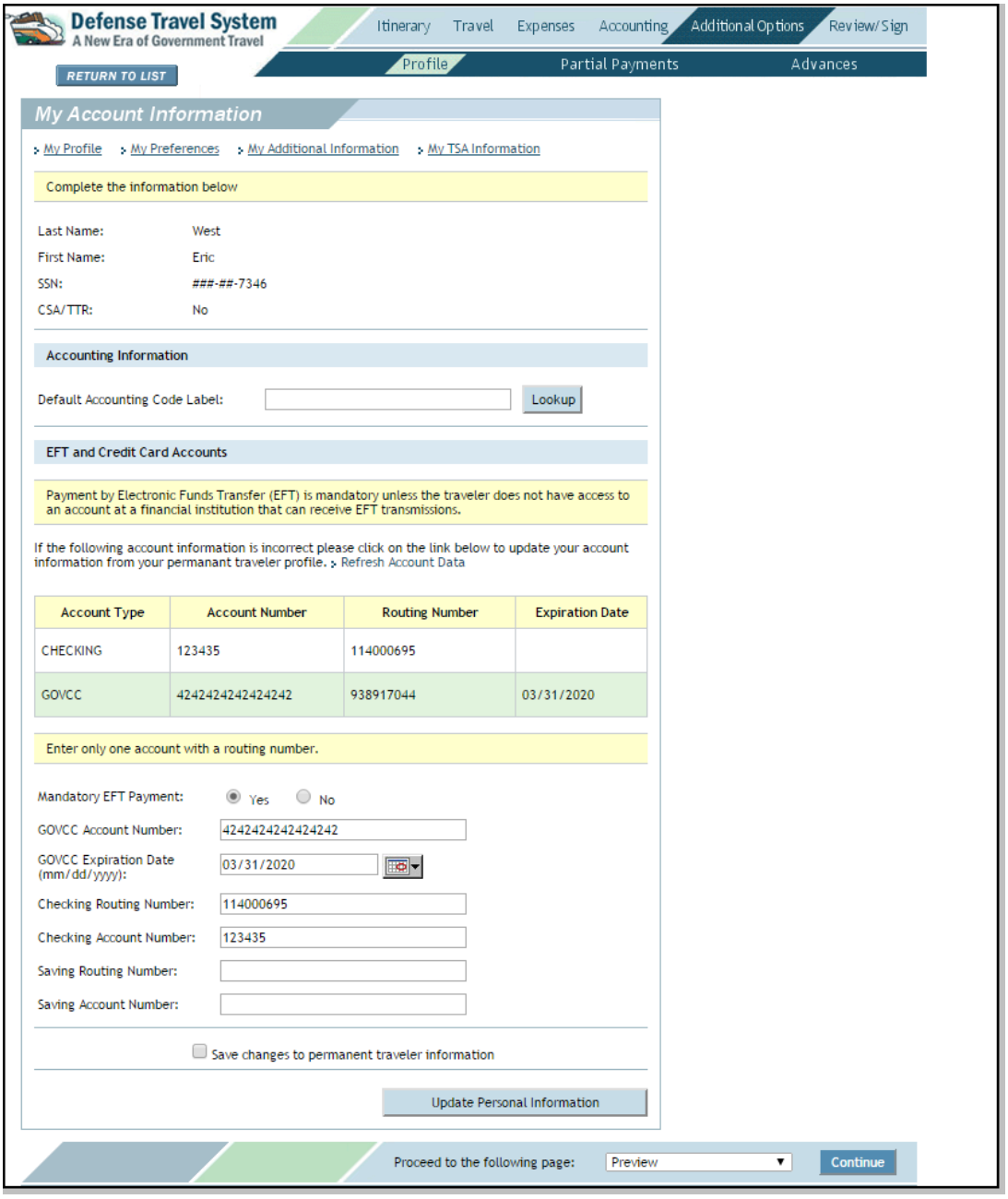

Figure 2-75: My Account Information Screen

You may review and update the following information:

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data

Note: The **CSA/TTR** feature is currently not in use.

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Note: EFT data on the My Account Information screen is **mandatory**. If the radio button is **Yes** with no EFT account data, the document cannot be signed, you will be returned to this screen. The **No** radio button is only an option if you do not have access to an account at a financial institution that can receive EFTs.

To save any edited information that was made in this module, place a check in the **Save changes to permanent traveler information** box to save changes for use in all future documents. Leave the box unchecked to apply the changes to this document only.

Select **Update Personal Information**.

2.9.2 Scheduled Partial Payments (SPPs)

When a trip exceeds 45 days, DTS allows you to receive partial reimbursement before the trip is complete. When SPPs are set up on an authorization, you will receive payment every 30 days for estimated expenses.

Follow these steps to set up SPPs:

1. Select **Additional Options** from the navigation bar.

The My Profile screen opens (Figure 2-71).

2. Select **Partial Payments** from the subnavigation bar.

The Scheduled Partial Payments screen opens (Figure 2-76). The Schedule Partial Payments button will only be available if the length of the trip exceeds 45 days.

3. Select **Schedule Partial Payments**.

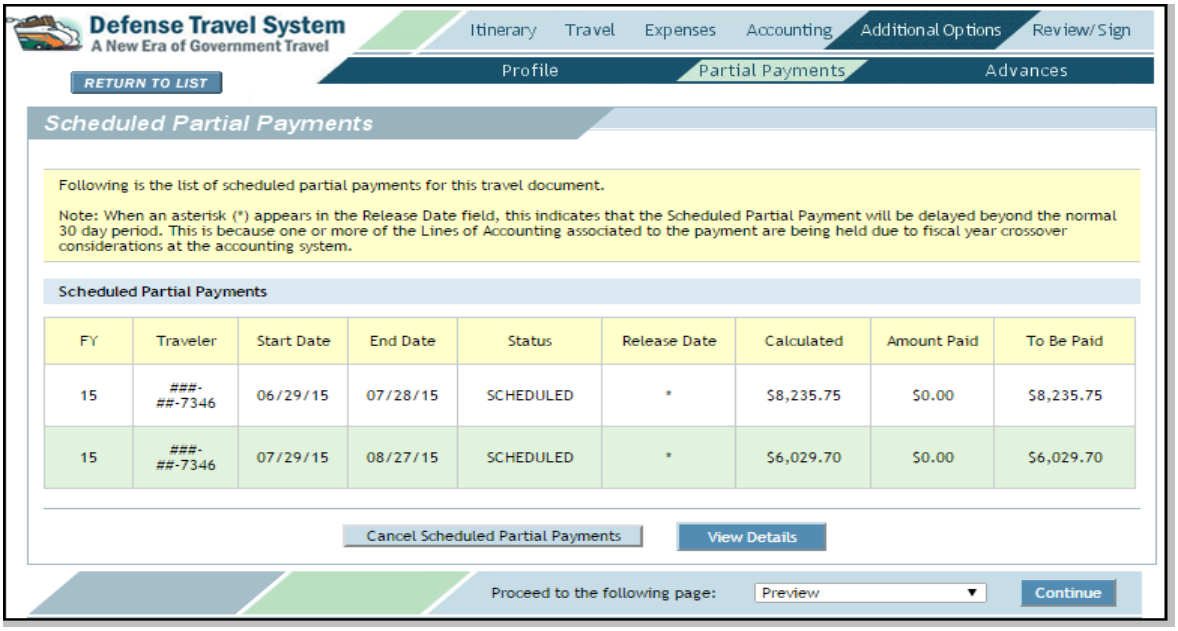

Figure 2-76: Schedule Partial Payments Screen

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DTS calculates the payment amounts, based on the estimated trip expenses and trip itinerary dates. Payment dates are automatically scheduled beginning 30 days from the trip start date, and every 30 days thereafter. You cannot change SPP amounts or payment dates.

If your expenses change during the trip and you record expense adjustments, DTS will recalculate the amounts for the SPPs that have not been submitted for payment.

If you submit an amendment that shortens the of the trip, DTS will delete any SPPs that have been scheduled but not paid. If your trip is extended on the authorization, DTS will recalculate your payment amounts and the schedule based on the date changes.

Follow these steps to view the details of an SPP:

1. Select **View Details**.

The View Scheduled Partial Payments Details screen opens (Figure 2-77). Expenses are shown by category, date ranges, LOA used, amount paid, and amount to be paid.

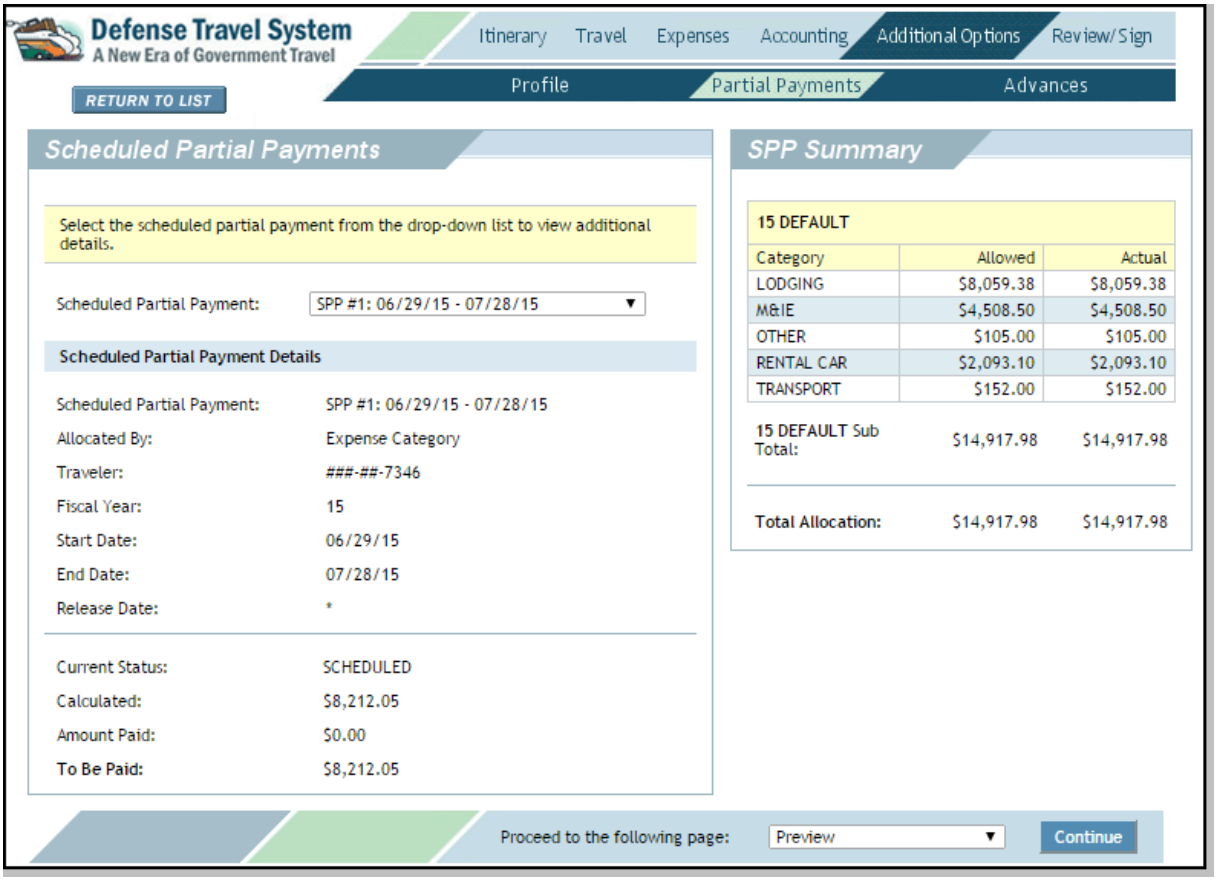

Figure 2-77: Scheduled Partial Payments Details Screen

2. Select the **Scheduled Partial Payment** drop-down list arrow and select the **SPP** to be viewed.

The screen refreshes to display the details of the selected SPP.

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3. Select the **Proceed to the following page** drop-down list arrow (at the bottom of the screen) and select **Partial Payments**.

4. Select **Continue**.

The Scheduled Partial Payments screen opens.

To cancel SPPs that are scheduled but have not been paid or submitted for payment, select **Cancel Scheduled Partial Payments**. A SPP cannot be cancelled if it has already been paid or submitted.

When acknowledgement of the payment is received from the Global Exchange (GEX) Disbursing, DTS displays an updated status on the SPP screen as PAID.

Note: When DTS calculates SPPs, it deducts any advances that you may have taken from the total amount allowed to you. The total amount of the SPPs and advances may not exceed the total cost of the trip. This helps to prevent you from incurring a debt to the Government.

2.9.3 Non-ATM Advances

A non-ATM advance is a payment that you receive before trip departure. Non-ATM advances are typically only given to you if you do not have a GTCC. The two categories of advances are as follows:

- ADVANCE AUTH - Up to 80 percent of should-cost
- FULL ADVANCE - Up to 100 percent of should-cost

The AO must approve the request in the authorization before advance disbursement. For expenses that will be incurred prior to the departure date, the AO may authorize the non-ATM advance to be paid immediately.

Follow these steps to request a non-ATM advance:

1. Select **Additional Options** from the navigation bar.

The My Profile screen opens.

2. Select **Advances** from the subnavigation bar.

The Advances screen opens.

3. Select from the **Accounting Label**, the **Shared LOA**, or the **Cross Org LOA** drop-down list the LOA that is associated with the non-ATM advance. Only the LOA(s) selected on the Accounting Codes screen is available for selection.

The maximum amount of the advance authorized displays in the Advances Summary box on the right side of the screen.

Note: A delay in payment to you may result when using FMS LOAs as additional approval is required outside of DTS for their use.

4. If the Advance Requested amount is acceptable, proceed to Step 6.
   -OR-
   Select **edit** in the View/Edit column if a lower amount is preferred.

The Edit Advance screen opens.

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Update the **Amount** field with the amount requested. *Request must not exceed maximum allowed*.

5. Select **Save**.

The Advances Summary refreshes. The requested amount is displayed.

2.9.3.1 Change an Advance Amount

After the authorization has been created, a situation may arise in which the expenses change from the original advance request. For example, a trip may be extended or shortened. The process for changing the advance amount depends upon whether or not the document has been approved. If the authorization *has not been approved*, you may change the advance amount in DTS. If the authorization *has been approved*, the advance amount cannot be changed in DTS. The process for each case follows.

If the authorization has not been approved, follow the steps shown below:

1. Log in to DTS and make the changes. For example, change itinerary to return a week later.

2. Select the **remove** link to the right of the selected Advance LOA.

3. Select the **Accounting Label** drop-down list arrow and select the same **LOA** that was removed.

The screen refreshes. It displays the new advance amount.

If the authorization has been approved, follow the steps shown below:

1. Log in to DTS and create an amendment.

2. Make the changes to expenses. For example, change itinerary to return a week later.

3. Request the increased advance amount outside of DTS, according to local business rules.

If the expense amount *decreases* after the advance amount has been approved, DTS will create a DUE U.S. condition for the overpaid amount. This will occur if the amount of the advance paid to you exceeds the amount claimed on your voucher.

2.10 Review/Sign

The Review/Sign feature initiates the routing process for a document. You can take certain actions such as previewing and editing trip information and justifying any items that DTS flags before signing and routing the document. You will receive an email notification when the AO approves the authorization.

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2.10.1 Preview Trip

The Preview Trip screen allows you to confirm and edit the data on an authorization (Figure 2-78). This screen may be used to provide comments to an AO.

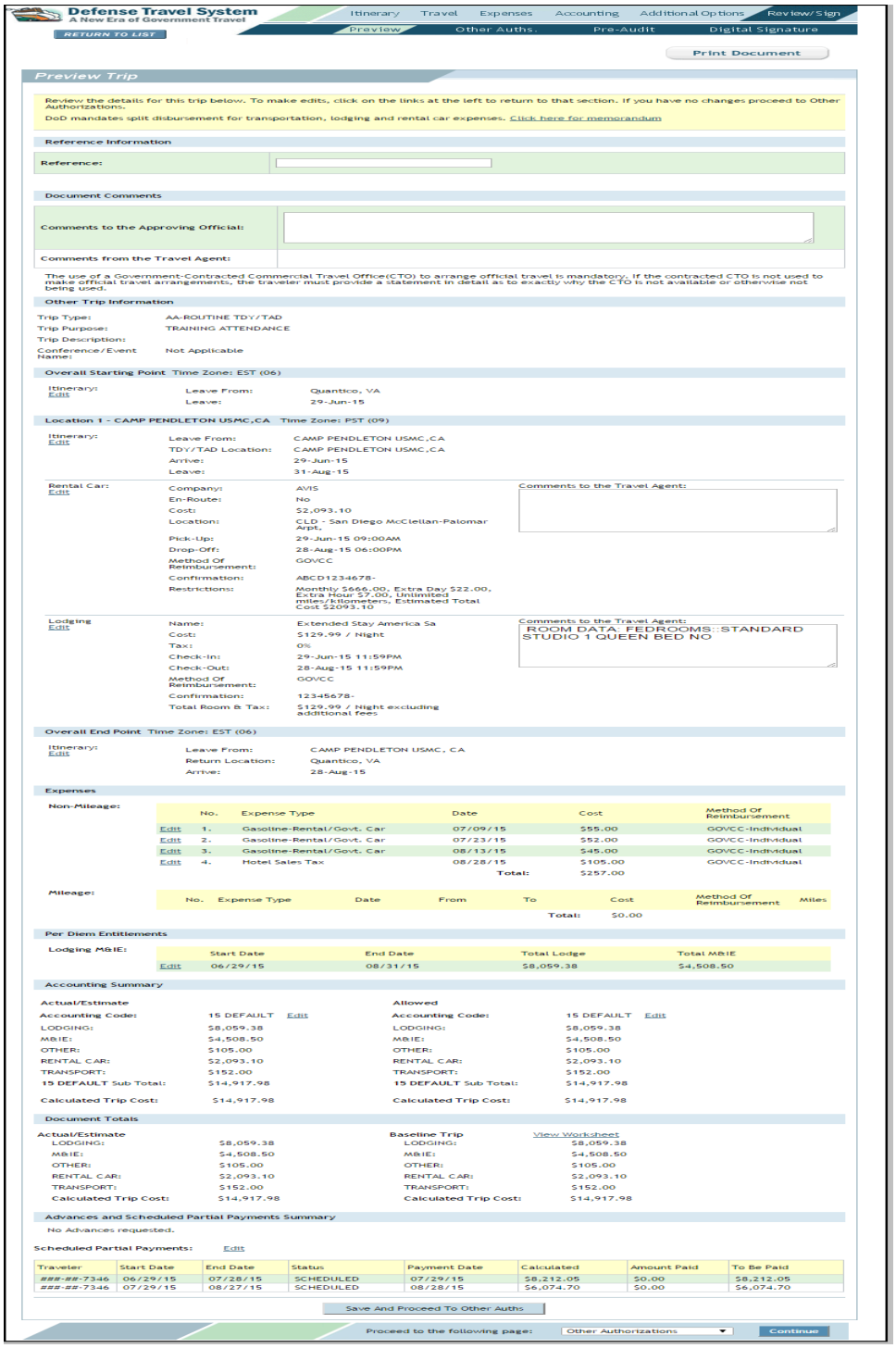

Figure 2-78: Preview Trip Screen

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Note: The Secretary of Defense memorandum, “Track Four Initiative Decisions” (14 March 2011), mandates that DoD travel requests include the statement “Alternate means, such as Secure Video Teleconference (SVTC) or other web based communications, are not sufficiently able to accomplish travel objectives.”

The **Click here for memorandum** link opens a message that implements mandatory split disbursement for military members, and encourages split disbursement for DoD civilian employees. Follow the steps shown below to complete this screen and continue the process:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens (Figure 2-78).

2. Complete the **Reference** field, if necessary. This field is for the entry of data that will allow administrators to track spending by audit case number, Budget Category Codes, legal case number, war fighting missions, and similar information.

3. Complete the **Comments to the Approving Official** text box, if needed.

The **Comments from the Travel Agent** field displays comments that the TMC has entered for you.

4. Confirm all data.

5. Select **Save And Proceed To Other Auths**.

2.10.2 Other Authorizations

The DTS Other Authorizations feature is used to display and print remarks on travel documents (Figure 2-79). When you select an item that may need further explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, meals provided) DTS will automatically flag it as an Other Authorization. DTS also allows you to add Other Authorizations manually.

Entries in the Remarks field of any Other Authorizations will be printed on all forms.

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Follow the steps shown below to add other authorizations to a document:

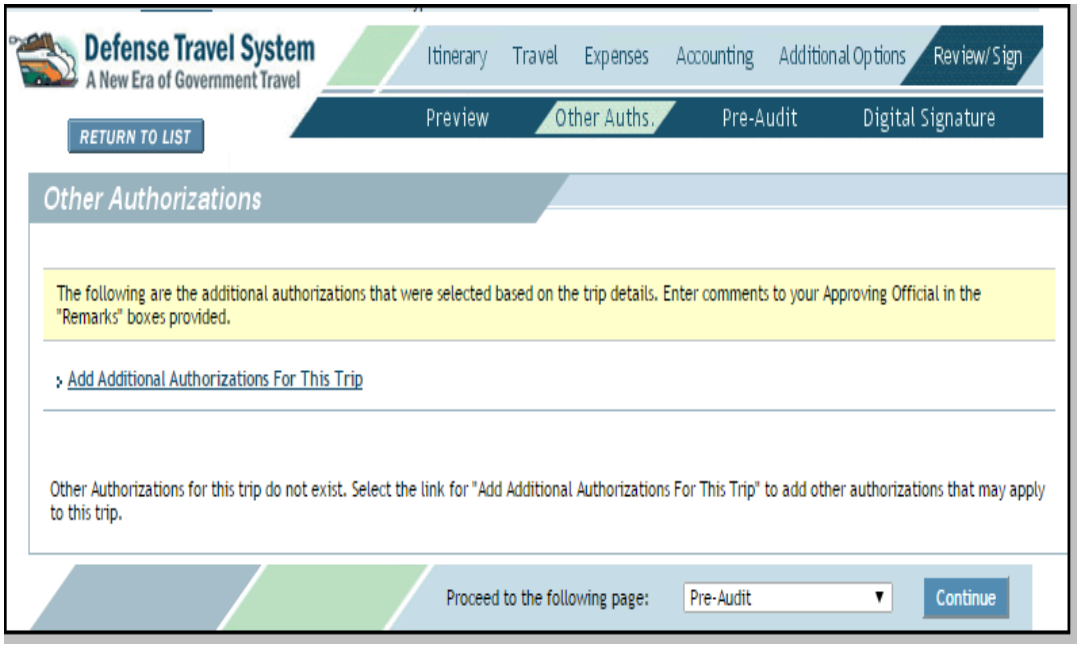

Figure 2-79: Other Authorizations Screen

1. Complete the **Remarks** field for the Other Authorizations listed.
2. Select **Add Additional Authorizations For This Trip**.

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The Other Authorizations Available list opens (Figure 2-80).

Figure 2-80: Other Authorizations Available Screen

3. Check the appropriate **boxes** to select the other authorizations.

4. Select **Add**.

The Other Authorizations screen refreshes displaying the selected items.

5. Complete the **Remarks** field for the other authorizations listed.

6. Select **Remove** to remove any of the other authorizations.

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Note: Some other authorizations cannot be removed manually. The other authorization can only be removed when the triggering condition is no longer present.

7. Select Save and Proceed to Pre-Audits.
   -OR-
   Select Pre-Audit from the subnavigation bar.

2.10.3 Pre-Audit Trip

The Pre-Audit Trip screen displays any item that DTS has flagged in the document (Figure 2-81). DTS requires you to justify certain items. Examples of such items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement changed. A flagged item does not stop one from traveling, requesting a certain expense, or obtaining lodging that is not within the per diem rate. Appropriate comments must be entered for the item(s) that have a Justification to Approving Official text box.

Other flagged items are merely advisory and require no action. An example of an advisory notice is an alert that the information in your profile differs from that which is entered on the document.

DTS automatically preaudits a document when you sign it. The preaudit of a document can also be done at any time during creation. Comments for each item requiring justification must be entered before the authorization will route for approval.

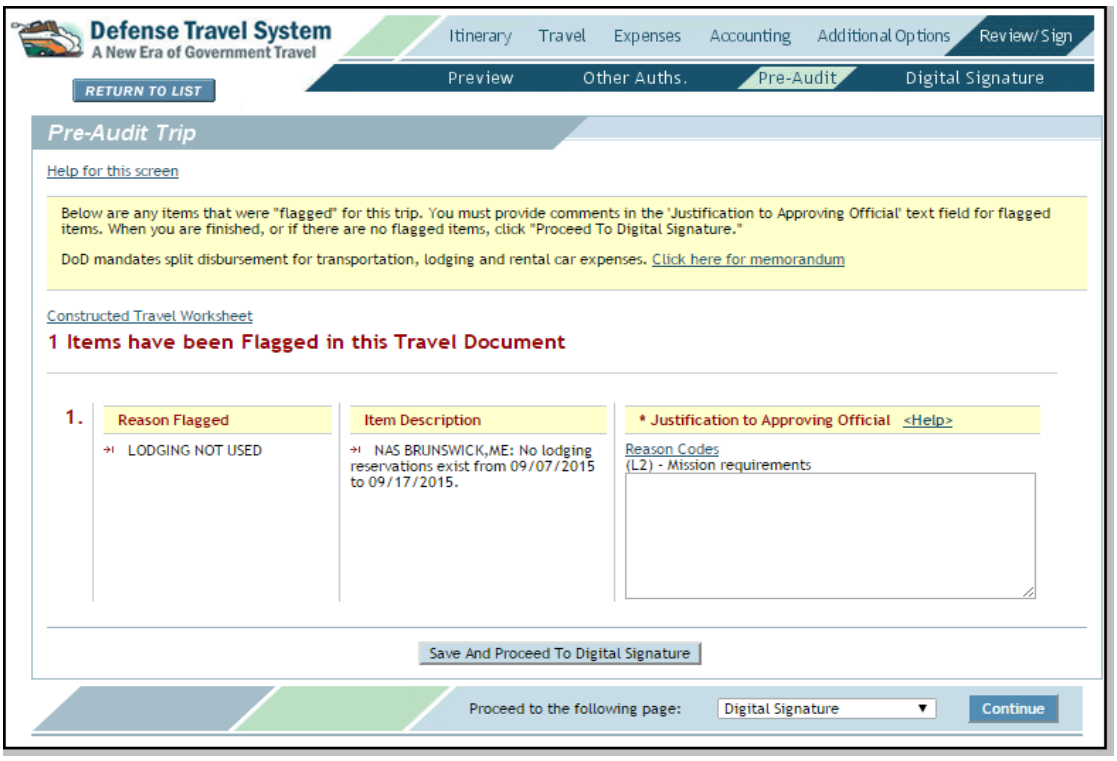

Figure 2-81: Pre-Audit Trip Screen

Note: The Help link above each flagged item opens an explanation of the selected flag.

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Follow the steps shown below to complete this screen and continue the process:

1. Complete the **Justification to Approving Official** text boxes. If the Reason Codes link does not display above the text box, skip Steps 2 through 4. Resume at Step 5.

Note: Select **Help for this screen** to see a table of preaudit codes used in the Reason Flagged column. This table explains why an item was flagged.

2. Select **Reason Codes** if the link is available.

Note: The following actions will cause the Reason Codes link to appear above the Justification to Approving Official text box:

- "C" reason codes will appear if a non-GSA contract fare flight is chosen on the Air Travel screen
- "R" reason codes will appear if a military member does not use government quarters when TDY to a military installation.
- "L" reason codes will appear if a member does not participate in the Integrated Lodging Program.

Check the **Select** box for the appropriate choice(s).

3. Select **Save**.

The Pre-Audit Trip screen refreshes with the reason displaying above the Justification to Approving Official text box.

4. Complete the **Justification to the Approving Official** text boxes.

5. Select **Save And Proceed To Digital Signature**.

Note: Pre-Audit Justifications will not print if Govt + Form is selected in Form Preferences. To ensure Pre-Audit Justifications are printed, beginning on the User Welcome screen, follow the steps shown below to change form preferences to the default forms.

1. Select the **Traveler Setup** drop-down list and select **Form Preferences**.

2. Select the **Default** radio button for the type of travel document desired before printing. Additionally, check the boxes next to the other item/attachments desired to be printed on the authorization or voucher.

3. Select **Save Form Defaults** at bottom of the page to retain this setting.

2.10.4 Digital Signature

The final step in creating an authorization is to digitally sign the document. This begins the routing process. Follow these steps to apply a digital signature to an authorization:

1. Select **Digital Signature** from the subnavigation bar.

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The Digital Signature screen opens (Figure 2-82).

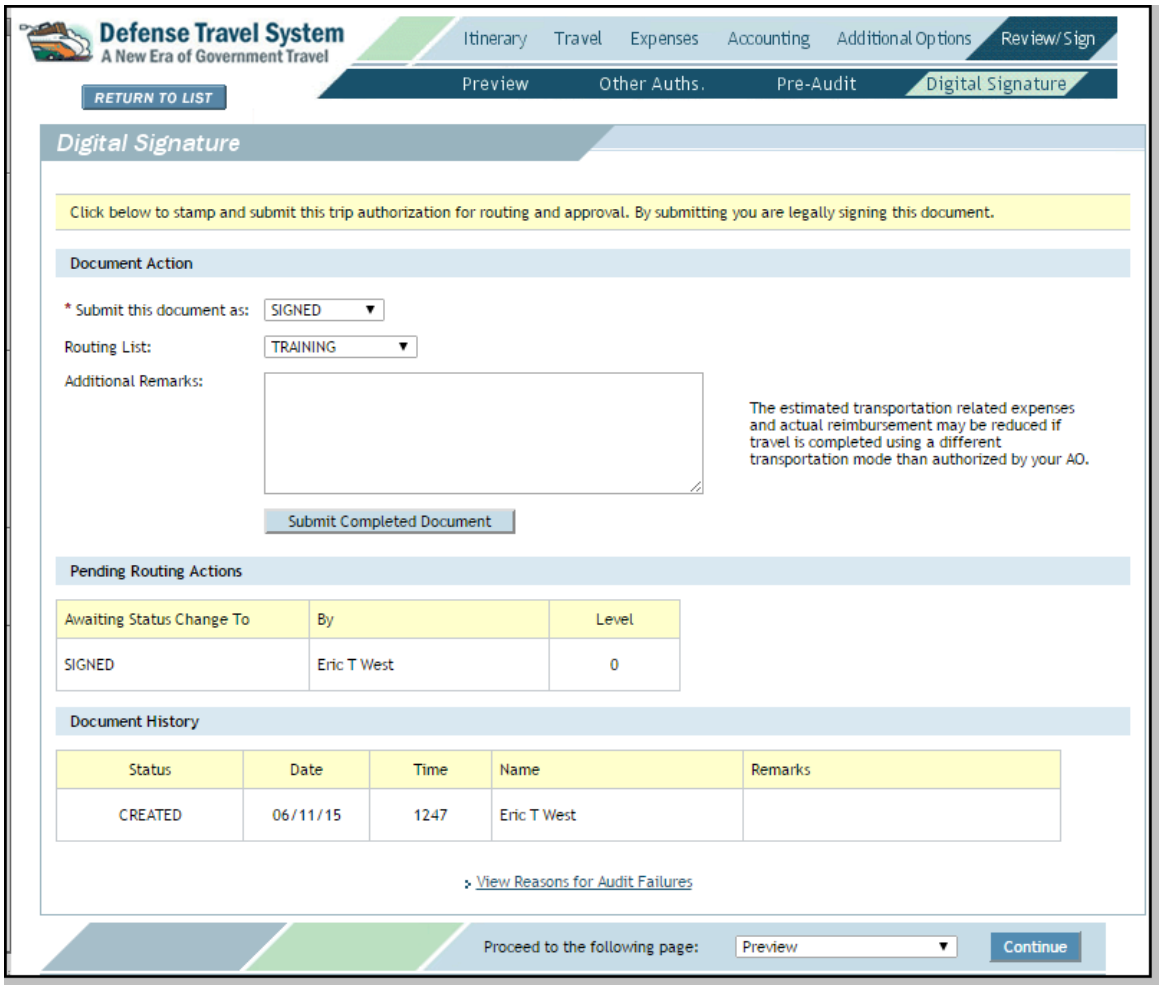

Figure 2-82: Digital Signature Screen

2. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if the document requires a routing list that is different from the one selected.

A message displays to inform you the document must be stamped SIGNED to initiate the new routing list.

3. Select **OK**.

4. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.

5. Complete the **Additional Remarks** field (optional).

The remarks entered will be maintained in the Document History section of the screen. They serve as a record for the creation or change made to the document.

Note: If at any point in the document history the authorization failed a DTS audit, the reason for failure may be viewed by selecting the **View Reasons for Audit Failures** link.

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6. Select **Submit Completed Document**.

If you made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens (Figure 2-83). The warning notifies you that if the document is not APPROVED or tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

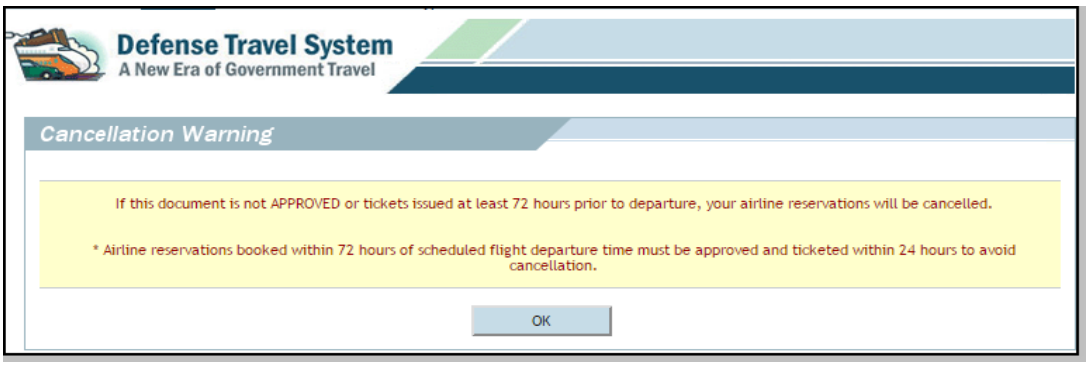

Figure 2-83: Cancellation Warning Screen

7. Select **OK**.

If you made a hotel or rental car reservation, and your profile contains no valid GTCC (or you have not previously entered personal credit card information), DTS will display a warning message (Figure 2-84).

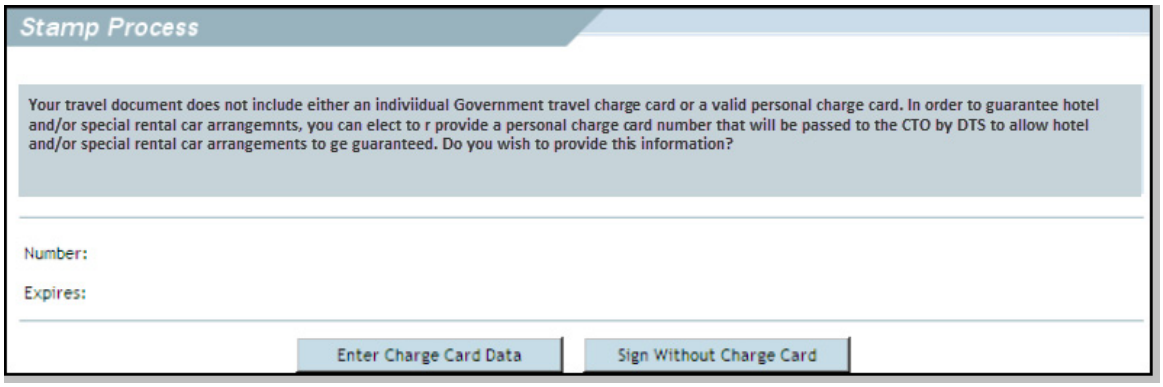

Figure 2-84: Initial Prompt for Personal Charge Card Data

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If you select **Sign Without Charge Card**, DTS displays the message shown below. It states that hotel and special rental car arrangements may not be guaranteed. You may enter charge card data or continue signing the document without credit card information (Figure 2-85).

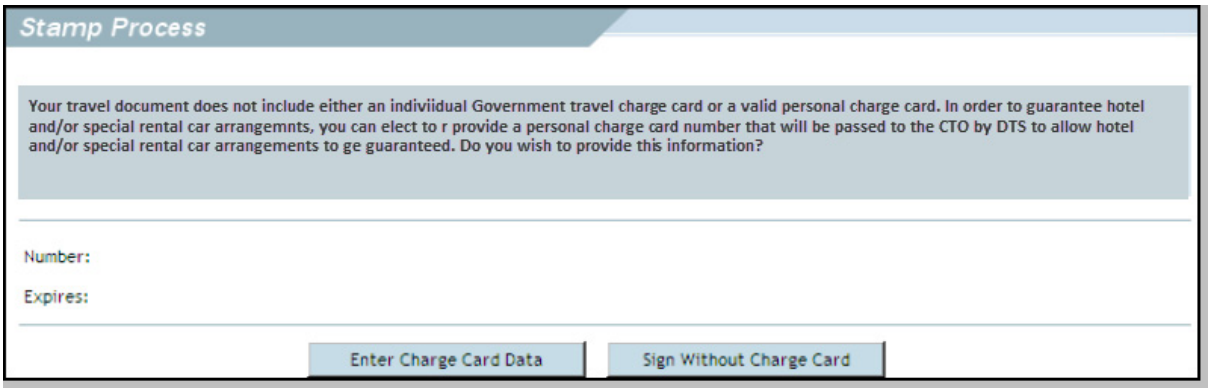

Figure 2-85: Sign Without Personal Charge Card Data

If **Enter Charge Card Data is** selected, the window refreshes. It displays text boxes in which to enter the personal credit card number and expiration date (Figure 2-86).

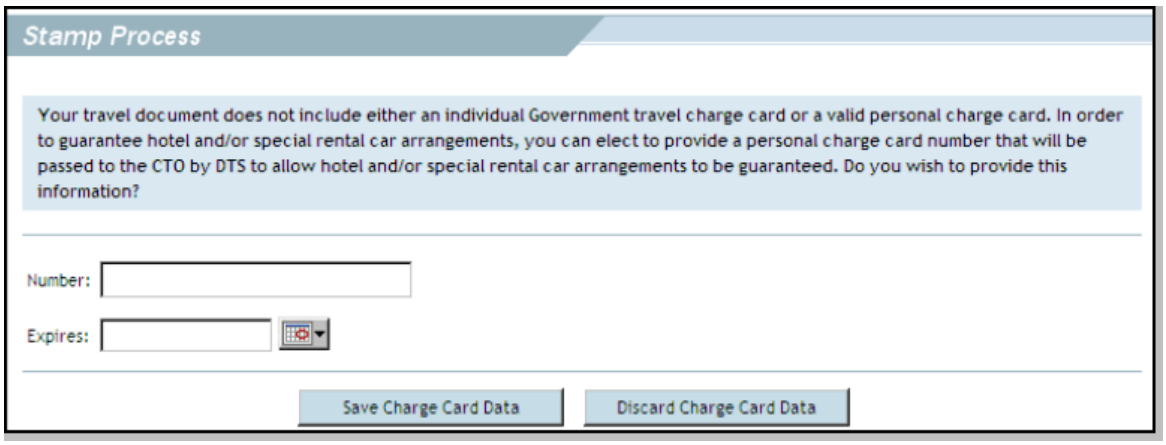

Figure 2-86: Enter Personal Charge Card Data

8. Complete the **Number** field with the personal credit card number.

9. Complete the **Expires** field with the credit card expiration date (MM/DD/YY) or use the calendar icon.

10. Select **Save Charge Card Data**.

If **Discard Charge Card Data** is selected, any credit card data entered will be deleted from the document.

Once saved, the following message will display:

If this travel is cancelled, you must cancel the travel arrangements with the CTO in sufficient time to ensure no cancellation fee is charged to your personal credit card.

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The following changes will occur once **Save Charge Card Data** is selected:

- The personal credit card information will be included in the Passenger Name Record (PNR) to the TMC to indicate this as a form of payment and guarantee of arrangements
- The method of reimbursement for hotel and rental car will indicate *Personal*
- The last four digits of the personal credit card will be display in the Lodging and Car Rental screens of the authorization and voucher. These credit card data fields are viewable only for you. You may update the credit card data at any time.

11. Complete the **PIN** field.

12. Select **OK**.

2.10.5 Make an Adjustment to an Authorization

The authorization may need to be changed when something in the trip is added, deleted, or changed. This change will be in the form of an *adjustment* or an *amendment*, depending upon the document status when the change was made.

Any change made to the document before the SIGNED stamp has been applied is simply an edit to the document, and no routing occurs. Until the document is stamped SIGNED, the TMC cannot validate reservations, nor will a Routing Official be alerted to review or approve it.

An *adjustment* refers to a change made *before* the AO applies the APPROVED stamp to the document. An *amendment* refers to a change made *after* the AO applies the APPROVED stamp to the document.

Beginning on the User Welcome screen, follow the steps listed below to make an adjustment to an authorization:

1. Mouse over **Official Travel** (or **Official Travel Others** if the adjustment is for another traveler).

2. Select **Authorizations/Orders** from the drop-down list.

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The Authorizations/Orders screen opens. It displays a list of existing authorizations (Figure 2-87).

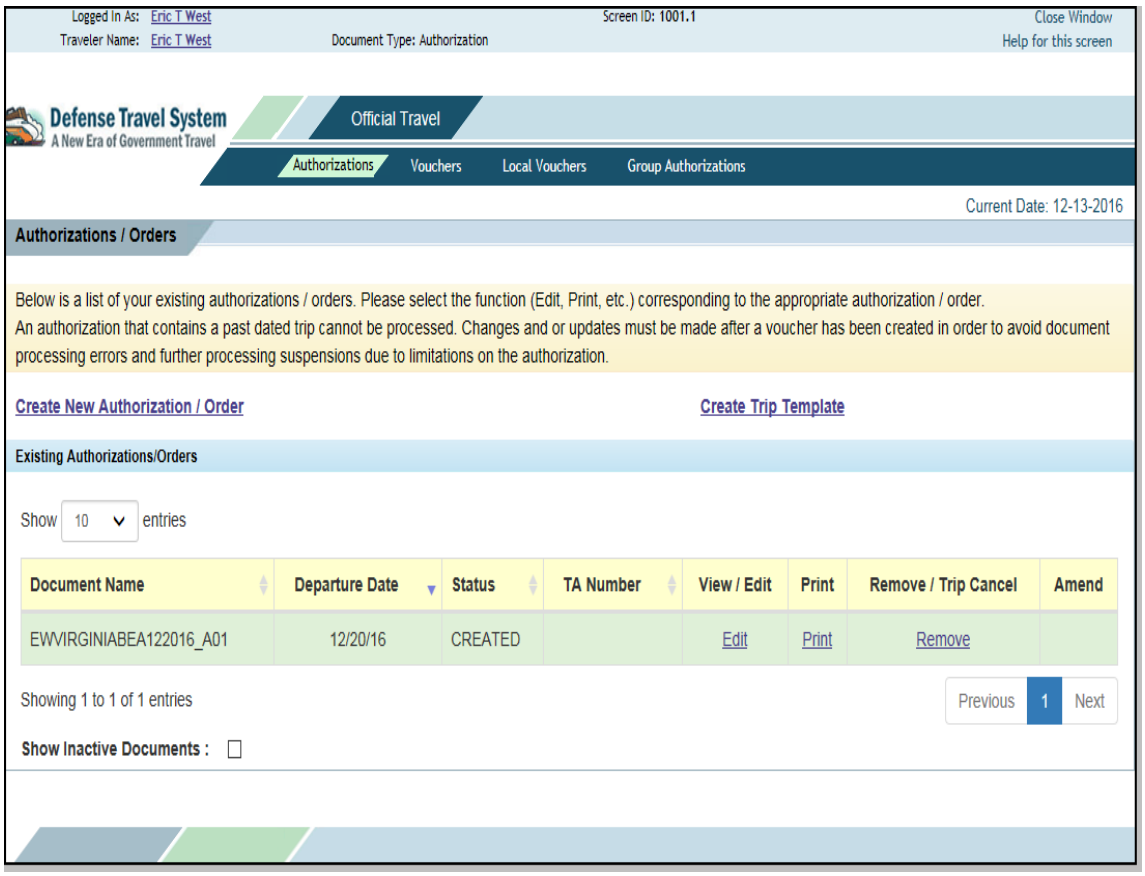

Figure 2-87: Authorizations/Orders Screen

The **edit** link displays if the document is not yet **SIGNED**.

The **view/edit** link displays if the document is **SIGNED** and/or previous adjustments have been made.

3. Select **view/edit** for the document that needs to be adjusted.

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The Adjustments screen opens (Figure 2-88).

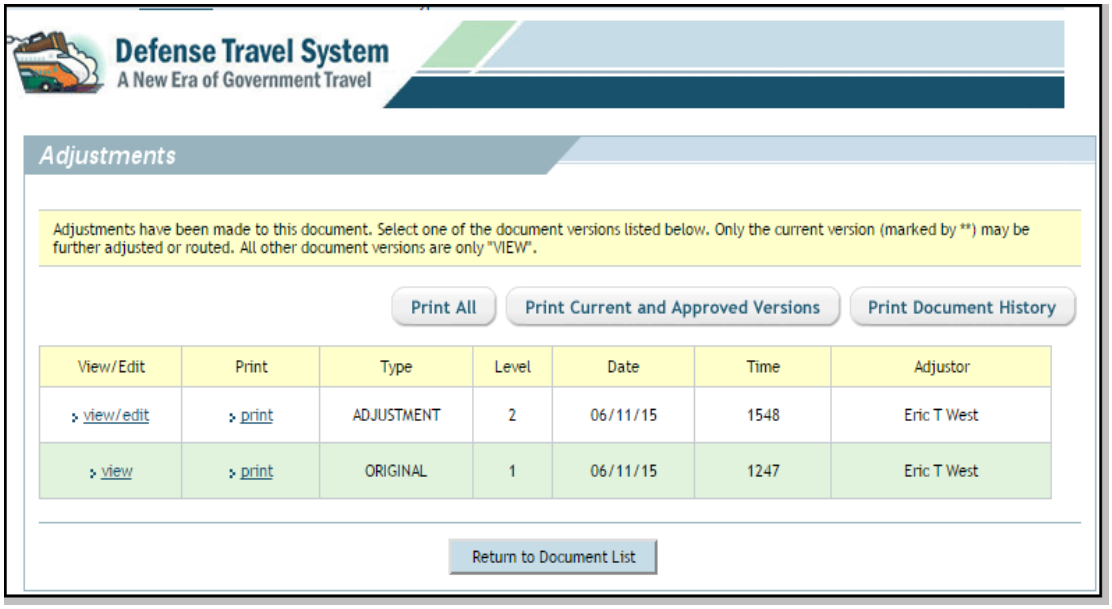

Figure 2-88: Adjustments Screen

The **view/edit** link opens the most recent document.

The **view** link(s) opens a previously adjusted version of the document.

The buttons above the list of adjustments create a printable, text-only formatted document in a new browser window. The buttons are described below.

Print All. Lists all of the adjusted documents (starting with the most recent).

Print Current and Approved Versions. Lists the most recent version of the document and any other versions approved by the AO. If the current document is the same as the approved version, then only the approved version displays. If the document has not been approved, the most recent version of the document displays.

Print Document History. Lists the Document History table that displays on the authorization's Digital Signature screen, for each version of the document.

4. Select **view/edit**.

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The **View-Only** window opens (Figure 2-89).

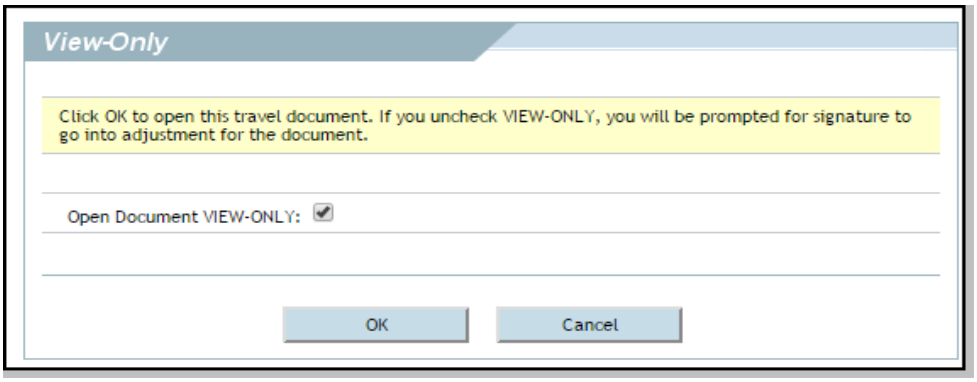

Figure 2-89: View-Only Window

5. Clear the check from the **Open Document VIEW-ONLY** box.
6. Select **OK**.
7. Complete the **PIN** field.
8. Select **OK**.

The Preview Trip screen opens with a message informing you that if any changes are made to reservations or to the method of reimbursement, the SIGNED stamp must be applied for those changes to take effect (Figure 2-90).

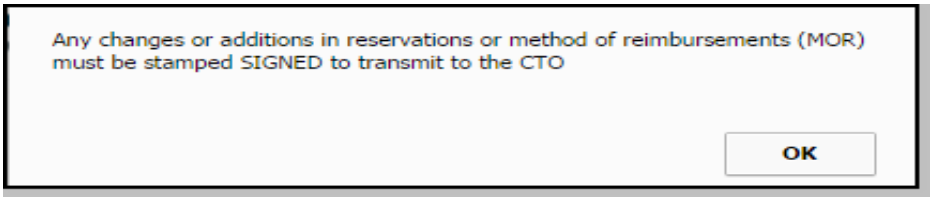

Figure 2-90: Preview Trip Screen with Warning Message

The Print Document button near the top of the screen opens a text-only version of the document in a separate window.

9. Select **OK** to acknowledge the reminder.
10. Select any of the **edit** links to edit details about the associated expenses and reservations.
11. Select the **appropriate tab(s)** on the navigation bar and the subnavigation bar to open the screens and make changes.
12. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit Trip screen opens. Enter justification for any items flagged by the changes.

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Select **Save And Proceed to Digital Signature**.

The Digital Signature screen opens.

13. Select the **Submit this document as** drop-down list and select **SIGNED**.

14. Complete the **Additional Remarks** field, if necessary.

15. Select **Submit Completed Document**.

If you have made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens (Figure 2-90). The warning notifies you that if the document is not APPROVED or tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

16. Select **OK**.

17. Complete the **PIN** field.

18. Select **OK**.

The Authorizations/Orders screen opens. Make sure the status of the document is SIGNED.

2.10.6 Self-Approving Official

Travelers who have been designated as Self-Approving Officials (Self-AOs) can approve their own authorizations, unless the authorizations have non-ATM advances or SPPs. Like other AOs, Self-AOs apply the APPROVED stamp when the authorization reaches the final step in the routing list. Self-AOs cannot approve their own vouchers.

Beginning on the User Welcome screen, Self-AOs follow the steps listed below to approve their authorizations:

1. Select the **Click Here** link in the Documents Awaiting Your Approval box.

2. Select **review** to the left of the name of the authorization to be approved.

The Preview Trip screen opens.

3. Review the trip information.

4. Select **Proceed to Other Auths**.

5. Review any **Other Authorizations** information.

6. Select the **Continue** button at the bottom of the screen. Normally you will be going to the **Pre-Audit** screen.

The Pre-Audit Trip screen opens.

7. Select **Save and Proceed to Digital Signature.**

The Digital Signature screen opens.

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8. Select the **Submit this document as** drop-down list arrow and select **APPROVED**.

9. Select **Submit Completed Document**.

10. Complete the **PIN** field.

11. Select **OK**.

The Stamp Process screen opens (Figure 2-91). See Chapter 6 of this manual for details regarding the Route and Review process.

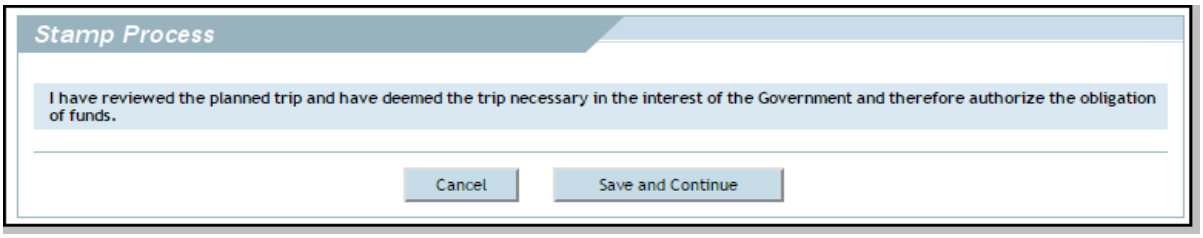

Figure 2-91: Stamp Process Screen

12. Select **Save and Continue**.

The Fund Authorization screen opens (Figure 2-92).

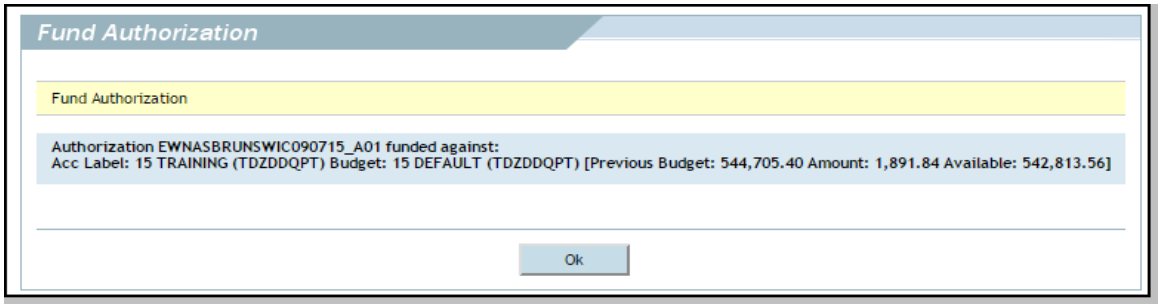

Figure 2-92: Fund Authorization Screen

13. Select **OK**.

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The Stamping Result screen opens (Figure 2-93).

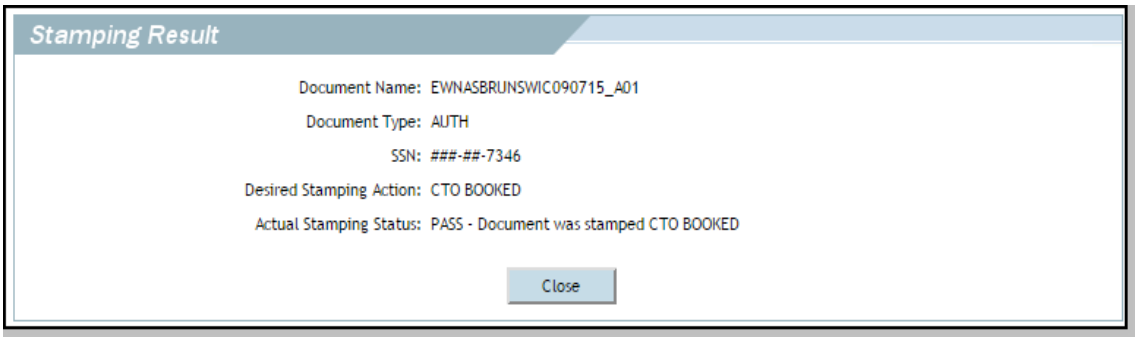

Figure 2-93: Stamping Results Screen

14. Select **Close**.

2.10.7 Confirm Ticketed Reservations

You should always confirm their airline tickets prior to departing for the airport. The following options are available to confirm ticketing of air reservations:

- ***PNR Locator.*** The PNR Locator is a six-digit alpha-numeric designator that can be used to access the PNR from a Web site provided by the reservation system or TMC. The PNR Locator can be obtained from the CTO itinerary, CTO invoice (if available), or the DTS document. (See the Trip Description Comments box on the Itinerary screen.)
- ***Review the ticketed invoice provided by the CTO.*** This is not a standard process. If available, the ticketed invoice provides the actual cost of the tickets and the account to which the tickets were charged. The invoice also includes seat assignments. The TMC may email the invoice at time of ticketing, e.g., 72 hours prior to departure.

The itinerary, seat assignments and e-ticket receipt can be obtained by entering the PNR Locator in any of the Web sites listed below:

- Sabre - http://www.virtuallythere.com
- Worldspan - http://www.mytripandmore.com
- Apollo - http://www.viewtrip.com

Contact the TMC if help is needed to determine which reservation system is used.

Note: Travelers should print the information and bring it with them to the airport.

2.11 Partner System-Generated Documents

A *partner system* is a non-DTS system that creates travel authorizations; but may not have electronic reservations, accounting, voucher creation, or payment capabilities. The system does not use DTS, but has partnered with DTS to electronically exchange data files. DTS accepts the partner system's data and then builds a complete document that includes reservations, accounting, and voucher creation and payment.

A *third-party system* is a partner system that supplies the authority to travel and the funding to reimburse the costs incurred while performing travel that is not normally within your organization.

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The partner system exports the travel information and your information to DTS. DTS imports the information and uses it to create an authorization shell. DTS sends an email to you and DTA notifying you of the authority to travel and of the upcoming travel dates. You will log in to DTS, complete or edit the authorization, and then submit it for approval.

If the partner system makes modifications to the travel information provided to DTS, another email is sent to notify you that modifications have been made or need to be made to the imported travel authorization. Those modifications will display when the authorization is edited.

Section 2.11.2 provides you with the steps to complete or edit the imported authorization.Partner Setting to Allow Traveler Edits

2.11.1 Partner Setting to Allow Traveler Edits

The editing (or adjusting) of an imported authorization depends on the preset value of the Allow Data Modification setting in the Partner System setup information (See Partner Settings).

Note: This is different from the Allow Systematic LOA Modification setting, which is for updates to LOAs, Standard Document Numbers (SDNs), and the allocation method.

If the partner setting for Allow Data Modification is set to *No*, then the partner system's changes to the authorization do not overwrite the current travel authorization.

You will receive an email stating the recommended changes that should be made to the document. You will open the document to make the changes manually.

Note: If you have not yet accessed the imported travel authorization and changes are sent, then the data will overwrite the current travel document.

If the partner setting for Allow Data Modification is set to Yes, then the partner system's changes to the authorization overwrite the current travel authorization. You will receive an email stating that changes were made to the document. If you have already signed the authorization, you will receive an email that identifies the changes that should be made to the authorization. You will open the document to make the changes manually.

2.11.2 Complete or Edit an Imported Authorization

Beginning on the User Welcome screen, follow the steps listed below to complete (edit or adjust) an imported travel authorization:

1. Mouse over **Official Travel** from the menu bar.

2. Select **Authorizations/Orders** from the drop-down list.

The Authorizations/Orders screen opens. A list of your existing authorizations displays.

3. Select **edit** to the right of the document name to be edited (refer to the document name indicated in the email if received).

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If the partner system has included a comment to you, the General Comments Acknowledgement screen opens (Figure 2-94). If no comment was added, the Preview Trip screen opens.

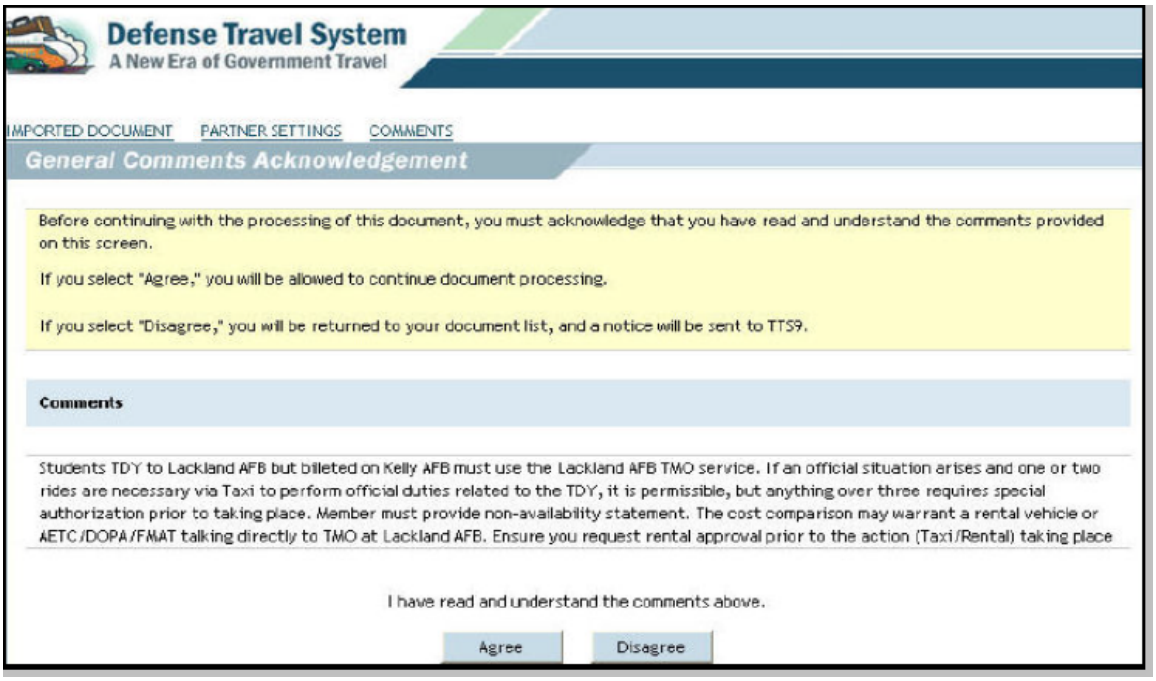

Figure 2-94: General Comments Acknowledgement Screen

4. You will select **Agree** to indicate that the comments added by the partner system have been read and understood. Selecting **Disagree** returns to the document list.

Note: Once you have concurred with the comment, the screen will not appear again.

The Preview Trip screen opens.

If the partner system has sent a modification file for the authorization, the following message displays at the top of the Preview Trip screen (Figure 2-95).

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A modification transaction from <name of Partner System> has been received and needs your attention. Click Here to view.

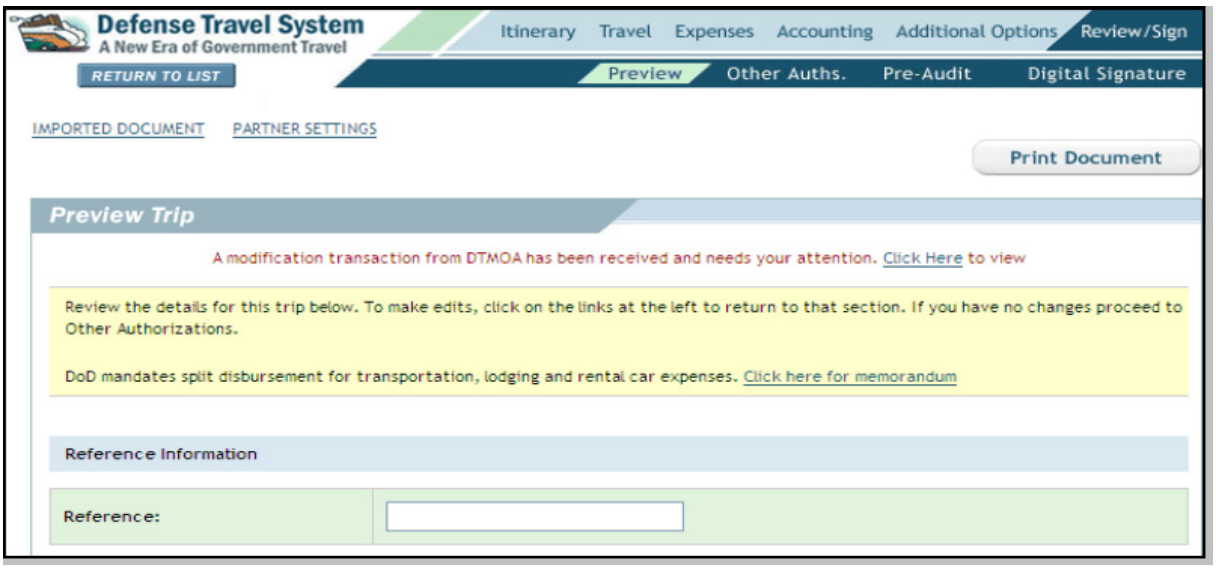

Figure 2-95: Partner System Modification Message

Note: If the partner setting for *Allow Data Modification* or *Allow Systematic LOA Modification* is set to *Yes* and you have not signed the document, the partner system's changes to data or LOA(s) in the document will update automatically when DTS imports the data file.

5. Select the **Click Here** link to view the requested modifications.

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The Modification Comparison screen opens (Figure 2-96).

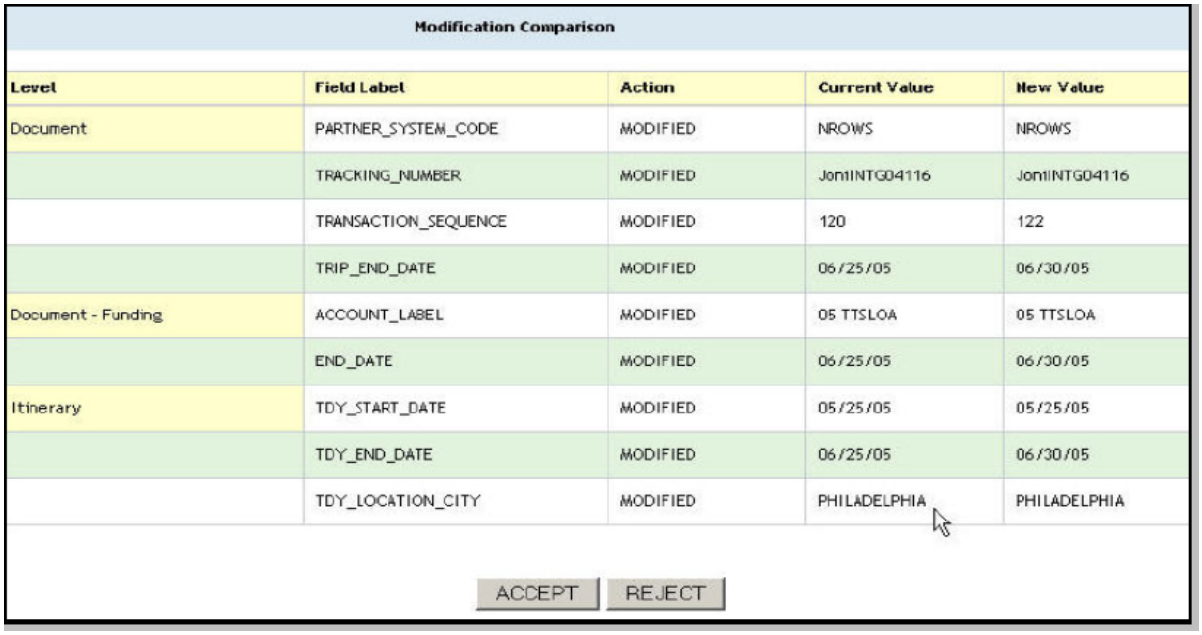

Figure 2-96: Modification Comparison Screen

6. Review the modifications recommended by the partner system and select **Accept**.

Choosing **Reject** returns user to the Preview Trip screen. (You can print the screen if necessary to make the changes.)

Note: DTS will apply LOA modifications will be applied to the amended document and reallocate expenses on the document accordingly, whether **Accept** or **Reject** is chosen. You will receive an email if any itinerary changes must be made manually. If no itinerary changes are needed, you will sign the authorization after accepting the LOA modification.

For data modifications, the Adjustments screen opens.

7. Select **view/edit** on the Adjustments screen.

Make the requested changes. See Section 2.11.2.1.

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2.11.2.1 Edits Unique to Imported Authorizations

Only a basic itinerary and a should-cost estimate display on a partner system-generated travel document. You must use DTS to search and select air, hotel, and rental car. See Figure for instructions how to do this.

You may only search for a rental car if authorized to do so. If you are not authorized a rental car, a pop-up window will inform you of this if you attempt to use the **Search Rental Car Availability** button (Figure 2-97).

Figure 2-97: Rental Car Not Authorized Window

The partner system can disable the registration fee expense item for some or all travel orders. In this case, the Non-Mileage Expenses screen displays the following statement: *Registration Fees are disabled for this order writing authority* (Figure 2-98). The Registration Fees expense does not display on the Expense Type drop-down list.

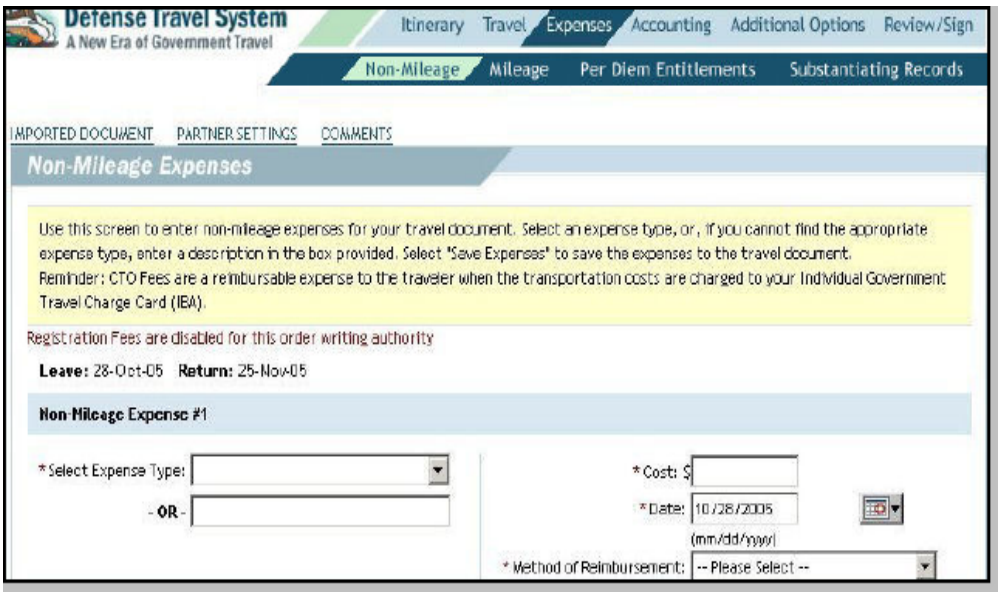

Figure 2-98: Non-Mileage Expenses Screen

The partner system can activate the *Disable LOA Edits* feature which will prevent you or the NDEA from making any edits to the LOA displayed on the Accounting Codes screen in the document. This setting also disables edits to allocation methods.

If the *Allow Systematic LOA Modification* feature is set to *Yes*, the partner system can modify the LOA(s) and allocation methods, even if the *Disable LOA Edits* feature is activated.

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Beginning on the Accounting Codes screen, follow the steps listed below to view the details of the LOA on a travel document:

1. Select **view** in the View/Edit Accounting Code column.

2. Review the details that display.

3. Select **Close**.

2.11.2.2 Partner System Document Links

The appearance of screens within an imported travel document differ from a document created in DTS. Imported travel documents display three links under the navigation bar in every screen of the document:

- Imported Document
- Partner Settings
- Comments

These links are discussed in this section.

Beginning on any screen in the document, follow the steps listed below to view the links.

Imported Document

The Imported Document link is used to display the trip information from the original file that was used to generate the imported travel authorization.

1. Select **Imported Document**.

The Imported Document Information screen opens for review.

2. Select **CLOSE**.

Partner Settings

The Partner Settings link is used to open a screen that displays the partner system settings as they were at the time the travel document was created. These settings are preset and are determined by the service or agency. They remain static throughout the document's life cycle; they remain in place for the document even if the partner system settings are changed. Options available to you for each travel document depend on the preset values in the Partner Setup.

Beginning on any screen in the document, follow the steps listed below to view its partner settings:

1. Select **Partner Settings**.

The Partner Settings screen opens for review.

2. Select **CLOSE**.

Comments

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The Comments link is used to open a screen that displays general comments and instructions for you. This is the same information presented before the Preview Trip screen opens when a travel edits the document. The Comments link will not display if there were no comments from the partner system.

Beginning on any screen in the document, follow the steps listed below to view travel document comments:

1. Select **Comments**.

The General Comments screen opens with any comments for you or the NDEA.

2. Select **CLOSE**.

2.11.3 Auto Approved Stamp

The **AUTO APPROVED** stamp is a DTS system-generated stamp used to automatically approve an imported authorization once it is signed. The partner system must set the Auto-Approval setting to *Yes* for this functionality to be enabled.

- DTS will NOT assign the AUTO APPROVED stamp if any of the following conditions exist:
    - Audit flags for travel arrangements or expenses
    - Traveler or NDEA selects a non-GSA contract fare flight
    - Imported record is identified with a period of Inactive Duty Training or Inactive Duty Training Travel in the per diem duty conditions
    - Document is not generated from an imported file
    - Action is an amendment and the AUTO APPROVED status stamp has not been applied to any earlier version of the authorization
    - Amendment was systemically created immediately after DTS applied the APPROVED stamp in support of the Obligation Upon Receipt

When the AUTO APPROVED stamp cannot be applied because it was not enabled or because certain conditions exist, DTS sends the document through the assigned routing list for review and it is stamped with the manual APPROVAL stamp.

The same actions occur when DTS applies the AUTO APPROVED stamp as when an AO applies the APPROVED stamp. They are as follows:

- A TANUM is applied to the authorization
- The GEX accounting system is notified of the need to obligate funds
- The TMC receives a follow-on communication that authorizes the purchase of the commercial airline tickets.
- If Bypass Budget Edits is set to *Yes* in the partner system settings, DTS ignores whether sufficient funds exist in the budget and stamps the document with the AUTO APPROVED stamp.

2.11.4 Amendments to Imported Authorizations

If you need to modify an approved imported authorization, they must create an amendment. An amendment is created *after* a document is approved. An adjustment refers to a document that is modified *before* approval.

The steps to create an amendment for an imported authorization are the same the steps as for a regular authorization in DTS.

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2.11.5 Cancellation of Imported Authorizations

When DTS receives and accepts a cancellation import file from the partner system, DTS determines if the authorization meets the criteria for an automatic or manual cancellation. DTS notifies the partner system of that determination in an export file.

Below are the criteria and procedures for automatic and manual cancellations.

2.11.5.1 Automatic Cancellation of Authorizations

When a cancellation notice is received from a partner system, DTS automatically cancels the imported authorization when the following conditions apply:

- The cancellation is received before the trip start date
- No non-ATM advances have been paid or submitted for payment.
- Commercial reservations have not been ticketed (before the TAW date)

The actions listed below occur when DTS automatically cancels an imported authorization:

- The CANCELLED stamp is applied to the document
- All reservations are cancelled
- Required financial transactions are transmitted
- DTS sends an email to you or the NDEA with notification that the authorization has been cancelled and that no action is required

Note: If an expense has been incurred on the cancelled authorization, you must file a local voucher.

Note: If the document has not been accessed by you or the NDEA and no financial transactions have been transmitted (i.e., Obligation Upon Receipt), DTS will also delete the travel authorization. If your profile was created during the processing of the initial import data file, DTS will retain the data and allow you to complete self-registration.

2.11.5.2 Manual Cancellation of Authorizations

The imported authorization must be cancelled manually when DTS receives a cancellation notice from a partner system *after* any of the conditions listed below have occurred:

- Trip start date
- TAW date
- Payment or submission for payment of any non-ATM advances

The following actions occur in DTS when any of the above conditions are met:

- DTS sends an email notification to you or the NDEA that the trip is cancelled and that additional actions are required.
- You or the NDEA will follow the appropriate DTS cancellation procedures. See Chapter 10 of this manual.
- The **trip cancel** link will appear in the Remove/Trip Cancel column on your Authorizations/ Orders screen.

2.11.5.3 Cancellations Initiated from Within DTS

Occasionally it is necessary for a traveler to initiate the cancellation of an authorization imported from a partner system.

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If the **User Can Cancel Authorizations** partner setting is set to *Yes* the **trip cancel** link displays in the Remove/Trip Cancel column on your Authorizations/Orders screen. The CANCELLED stamp displays in your **Submit this Document as:** drop-down list. This option allows you to select the stamp and cancel the document.

Note: *Yes* is the default setting. If set to *No*, DTS will not allow a traveler to cancel a document generated by the import process. In this case, the partner system must transmit the cancellation to DTS via an import file.

When a cancellation is generated within DTS for an authorization that was created by an import file from a partner system, DTS includes a data element within the export file format that identifies the record as being generated as a cancellation.

Note: If the document contains a TMC fee or a submitted advance or SPP, the CANCELLED stamp will be unavailable on the Digital Signature screen. Instructions will display at the bottom of the screen stating that the user must amend the authorization to remove all expenses *except* for the following:

- CTO fee
- Submitted advances or SPPs
- Other unavoidable expenses

2.11.6 DTS Import/Export (Partner System) Emails

DTS generates several different emails when certain transactions occur between DTS and its partner systems. You will receive emails when new travel orders have been prepared or modified. The DTA receives an email when a new traveler's profile requires review and update in order to travel. The DTS generated emails can be found in *DTA Manual, Appendix E*.

2.12 Create Authorizations for Permissive Travel

DTS provides the ability to arrange travel for Permissive TDY. Users who select the trip type C-Permissive are not authorized reimbursement for their travel.

2.12.1 Trip Overview Initial Screen

Beginning in *Section A, I am leaving from,* follow the steps listed below to complete the fields on the Trip Overview screen:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

Selecting either one populates the Starting Point field with the information stored in your profile. If the starting point is other than your residence or duty station type the city name into the **Starting Point** field and select **Search**. A pop-up window opens to select the **state** or **country code**. The code will populate in the text box next to the city name.

2. Complete the **Departing On** field. Use the calendar icon or type in the date.

3. Select the **Trip Type** drop-down list arrow and select trip type **C-Permissive**.

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A pop-up message informs you that if in a duty status, a TDY travel authorization must be issued. If in a leave or other non-duty status, a travel authorization is not required (Figure 2-99).

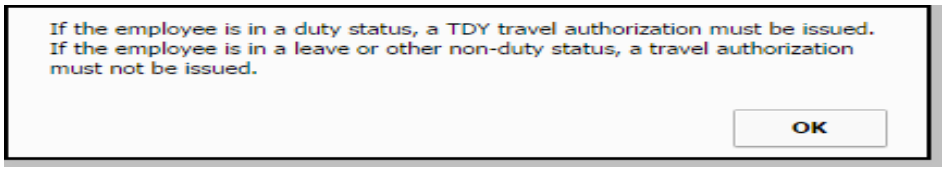

Figure 2-99: Pop-Up for C-Permissive Trip Type

4. Select **OK**.

5. Select the **Trip Purpose** drop-down list arrow and choose a **trip purpose**.

6. (Optional) Complete the **Trip Description** field with details about the trip.

In Section B, I will be traveling to my TDY location by, will default to **Other**. This selection cannot be changed to indicate another mode of transportation (Figure 2-100).

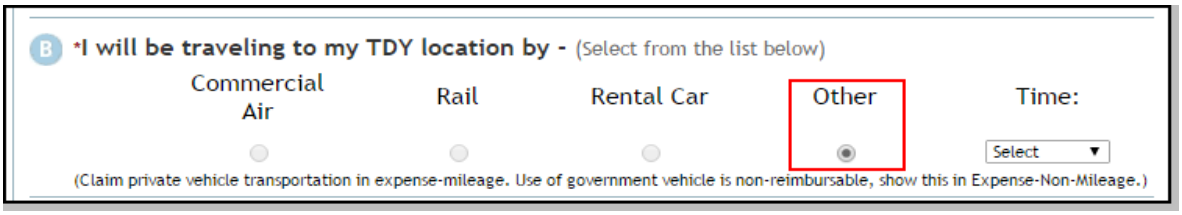

Figure 2-100: Trip Overview Transportation Mode Other

7. Select the **Time** drop-down list arrow and choose the estimated **time** of departure.

In *Section C, My TDY location is,* you will need to identify one or more locations for this trip.

8. Identify Location 1.

9. Complete the **Arriving On** field using the calendar icon. This is usually the date that you will arrive at your TDY location.

10. Complete the **Departing On** using the calendar icon. This is usually the date that you will leave your TDY location.

Section D, At this location I will need, is not active for C-Permissive travel and is grayed out.

11. Select **Yes** to add another location to this trip. (See Section 2.5.2 for guidance)
    -OR-
    Select **No** if there are no more locations to add to this trip.

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2.12.2 Trip Overview Screen Refreshed

After selecting **No**, the Trip Overview screen refreshes with new Sections C and D. These sections now display fields in which to enter the return travel information. You may continue to add TDY locations by selecting the **Add New Per Diem Location** in Section B.

Section C, I am returning to is where the return destination and date are entered.

1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

If the ending point is a location other than the residence or duty station, type the name of the city in the

Ending Point field and select **Search**. A pop-up window opens from which to select the **state** or **country code**. The code will populate in the text box next to the city name.

2. Complete the **Arriving On** field. Use the calendar icon to populate the field.

3. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to **Multi-Day** if the trip exceeds one day. You may select another radio button if necessary.

Section D, I will be returning from my TDY by, defaults to **Other**. This selection cannot be changed to indicate another method mode of transportation.

4. Select the **Time** drop-down list arrow and choose the estimated **time** of departure

Section E, Check this box if you have other ticketed transportation not listed above, is not active for C-Permissive travel and is grayed out.

Section F indicates whether you will be attending a conference.

5. Select **Not Applicable**.

6. Select **Save and Proceed**.

2.12.3 Preview Trip Screen

After selecting **Save and Proceed** on the Trip Overview screen, the Preview Trip screen will open. This is where you will complete the authorization. Comments will display in the Comments to the Approving Official field.

Note: Selection of an LOA is not allowed for documents with a C-Permissive trip type (Figure 2-101).

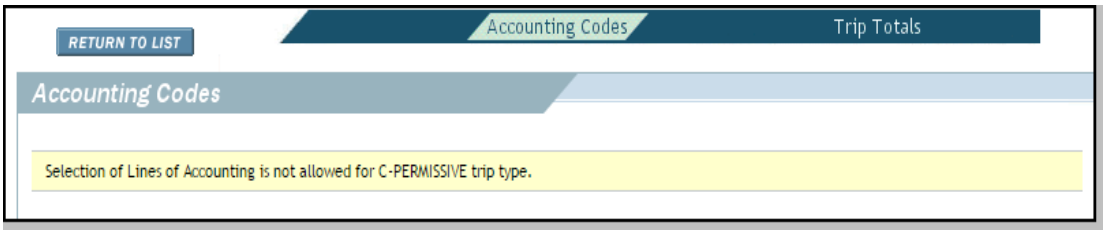

Figure 2-101: Notification that Lines of Accounting is not allowed for Permissive trips

1. Select **Save And Proceed To Other Auths**.

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An Other Authorization will appear informing you that attendance is in the DoD's best interest, but reimbursement is not authorized and that you may choose not to perform the travel (Figure 2-102).

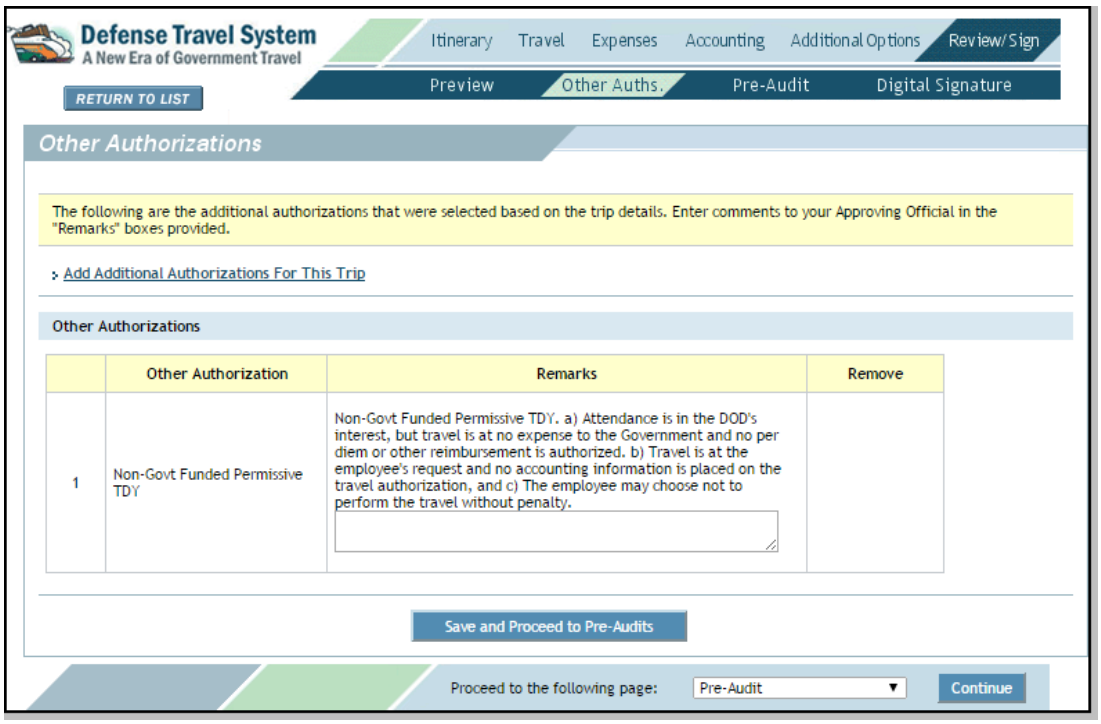

Figure 2-102: Non-Govt Funded Permissive TDY Other Authorization

2. Add any remarks if necessary.
3. Select **Save and Proceed to Pre-Audits**.
4. Review any Pre-Audits that may exist and select **Save and Proceed to Digital Signature**.
5. Complete the authorization by digitally signing it. See Section 2.10.4.

Note: DTS allows you to create a voucher for this trip type.

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