CHAPTER 6: ROUTE & REVIEW IN DTS

Routing Officials use the Defense Travel System (DTS) Route & Review module to examine the details on documents before applying their digital signature.This chapter covers the following topics:

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Note: The JTR, Appendix I - Travel Orders (Civilian Employees Only), and Appendix E - Invitational Travel Authorizations (Civilian Employees Only), now requires all DD1610 or other travel authorization formats to include a statement that alternate means (Secure Video Teleconference or other web-based communication) are not sufficient to accomplish the travel objectives.

At this time, DTS is not configured to automatically note that an alternate method was considered. Travelers should manually add this justification to travel authorizations based on service or agency specific instructions.

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6.1 Route & Review: Process Overview

For many trips, travelers create authorizations to receive approval for official travel, and create vouchers for reimbursement of official expenses. When a traveler signs a document, DTS electronically routes the document according to the routing list. The document may route to the Travel Management Company (TMC; formerly known as the Commercial Travel Office (CTO); DTS still refers to the CTO instead of the TMC)) for reservations and ticketing. It may route to one or more Routing Officials, based on local need. The last Routing Official to review the document is always the Authorizing Official (AO), who approves the trip or reimbursement. DTS sends an email to each Routing Official notifying them a document is waiting for action in their queue and gives them a link to access the document.

Note: AOs are personally accountable and responsible for verifying that all payments that they approve are legal, proper, and correct.Reviews on travel pay per the Improper Payments Elimination and Recovery Act (2012) identified a few key concepts which AOs must pay particular attention. In this chapter a few of these key concepts are highlighted; however for a full list, refer to the checklist to the *Desktop Guide for Authorizing Officials and Certifying Officers* or the *Authorizing Official Responsibilities and Checklist* tri-fold for additional key concepts.

6.2 Document List

The document list allows Routing Officials to access documents in their queue that are waiting to be reviewed and stamped. Beginning on the User Welcome screen (Figure 6-1), follow the steps below to review and approve a document:

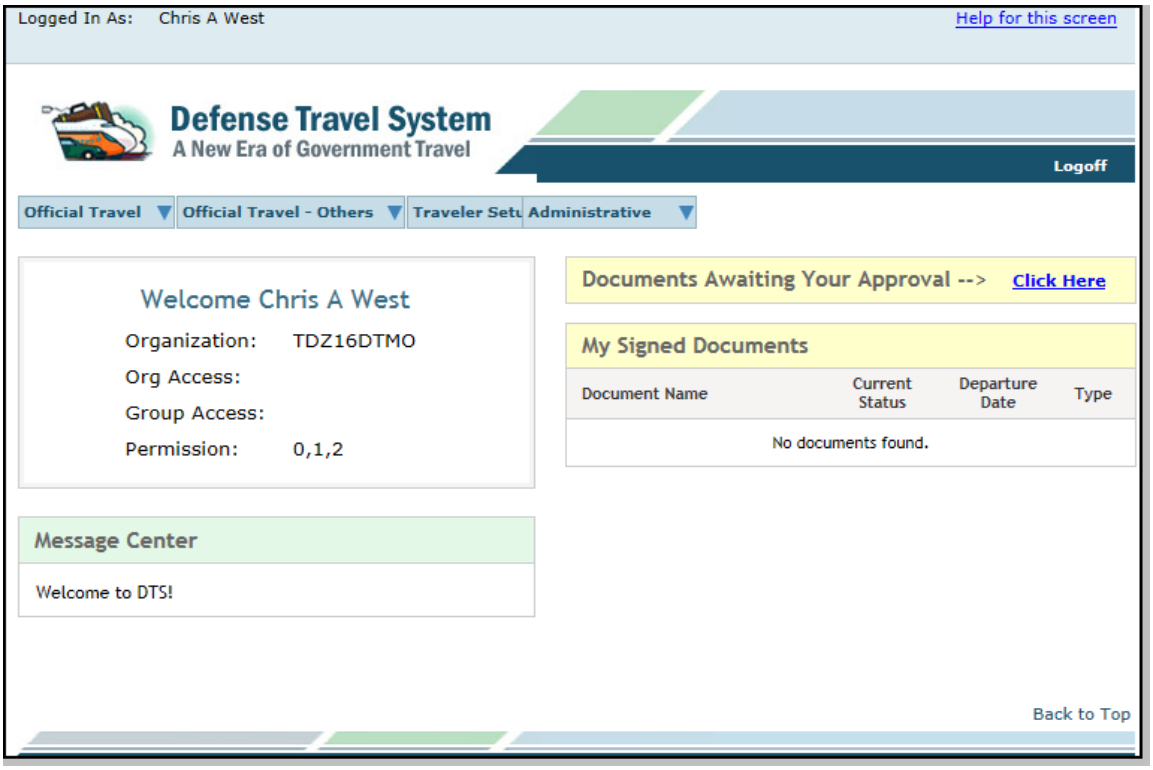

Figure 6-1: User Welcome Screen

1. Select the **Click Here** link to the right of **Documents Awaiting Your Approval**.

The Documents in Routing screen opens (Figure 6-2).

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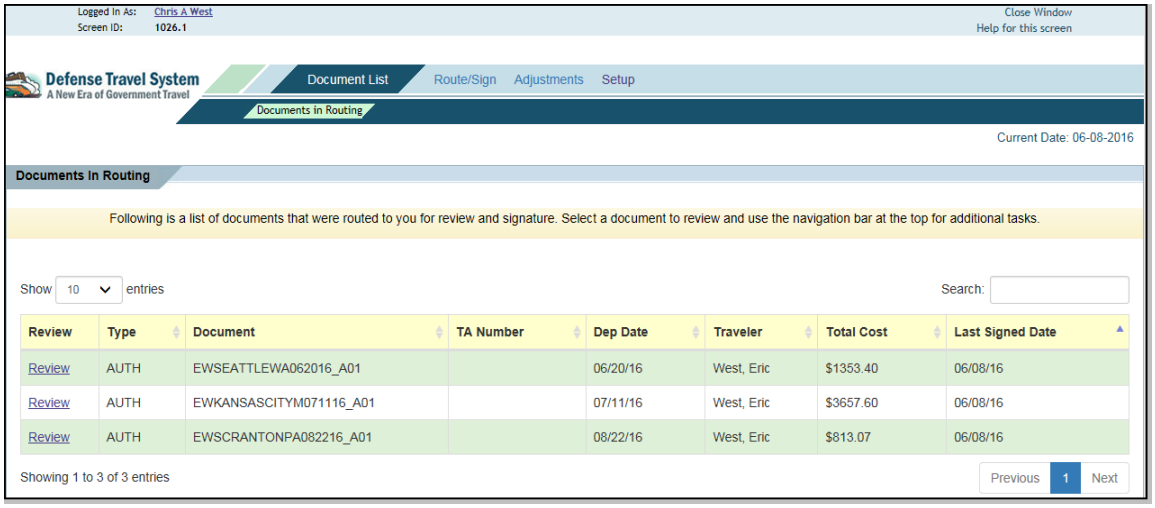

Figure 6-2: Documents in Routing Screen

2. Select **review** to the left of the document name.

The Preview Trip screen opens.

6.3 Route/Sign

Route/Sign has four screens that you need to review prior to approving a travel document. These screens are Preview Trip, Other Auths., Pre-Audit Trip, and Digital Signature.

6.3.1 Preview Trip

The Preview Trip screen allows Routing Officials and Authorizing Officials to verify:

- Trip dates
- Locations
- Travel reservations
- Expenses
- Lines of accounting (LOAs)
- Advances and scheduled partial payments (SPPs)

The traveler may enter local data in the Reference field to allow the tracking of trips by audit case number, budget category codes, legal case number, war fighting missions, or other similar data.

Note: If a travel document includes a restricted airfare, the traveler should be aware that JTR, par. 3500 states that although contract city pair airfares do provide savings to the Government, a traveler may use restricted airfares that are available to the general public. You should authorize their use when the cost savings outweighs the risk of cancellation or itinerary changes. You must use the Restricted Airfare Checklist at http://www.defensetravel.dod.mil/Docs/Restricted-Airfares-Checklist.pdf to help determine if the restricted airfare is advantageous to the Government. Of course, not using city pair airfares may cause airlines to stop offering city pair fares for under-used routes, which would cause significant long term transportation cost increases to the Government.

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Follow the steps below to review and sign a document:

1. Follow the steps in Section 6.2.

The Preview Trip screen opens (Figure 6-3). The Print Document button opens a text-only version of the document in a separate window.

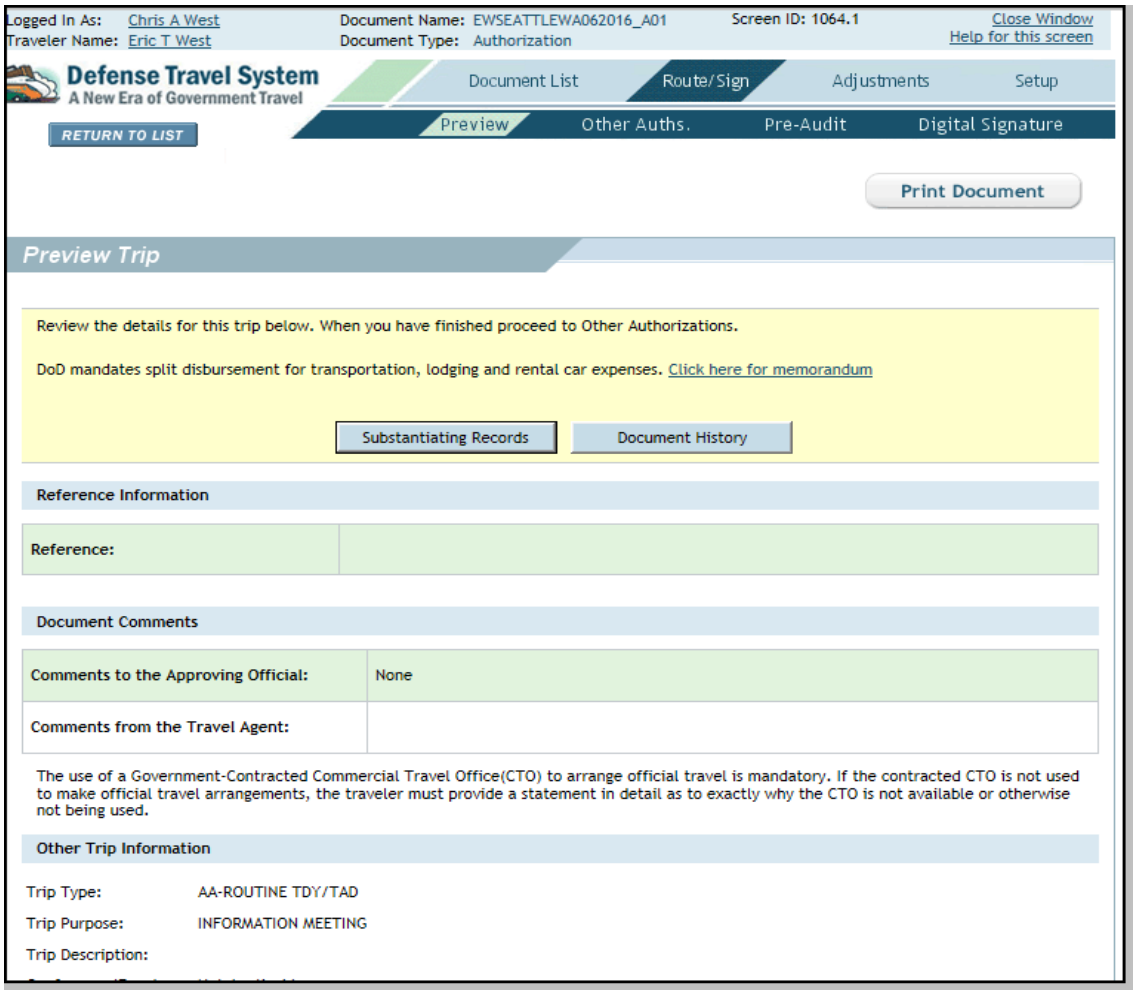

Figure 6-3: Preview Trip Screen

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Note: If the document has a Special Circumstances Travel (SCT) trip type, the Eligibility Requirements screen with information on eligibility, authority, and entitlements displays (Figure 6-4). Verify the traveler meets the trip eligibility requirements before selecting **OK** to proceed. You can also **PRINT** a copy of the eligibility requirements.

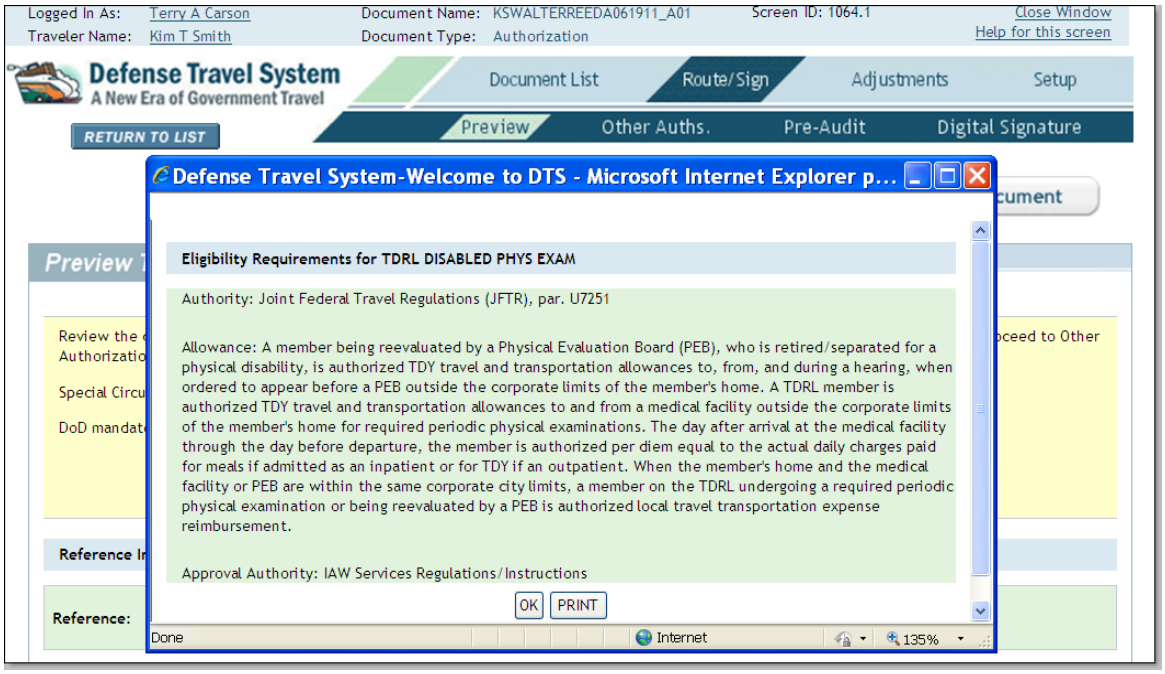

Figure 6-4: SCT Eligibility Requirements Screen

2. Select **Substantiating Records** to view any receipts or other documents the traveler has attached to the document.

Note: Receipts are required for all lodging and individual expenses of $75 or more.

3. (Optional) Select **Document History** to see the history of the document, the dates when any changes were made, the name associated with each signature, and the status (stamp) that the document is currently awaiting.

4. Select **Proceed To Other Auths**.
   -OR-
   Select **Other Auths.** from the subnavigation bar.

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6.3.1.1 Preview Amendment Details

When a Routing Official reviews an amended document, DTS displays a list of the changes made to the last version of the document and the name of the person who made the changes. The Amendment Preview Screen button near the top of the Preview Trip screen allows use of this feature (Figure 6-5).

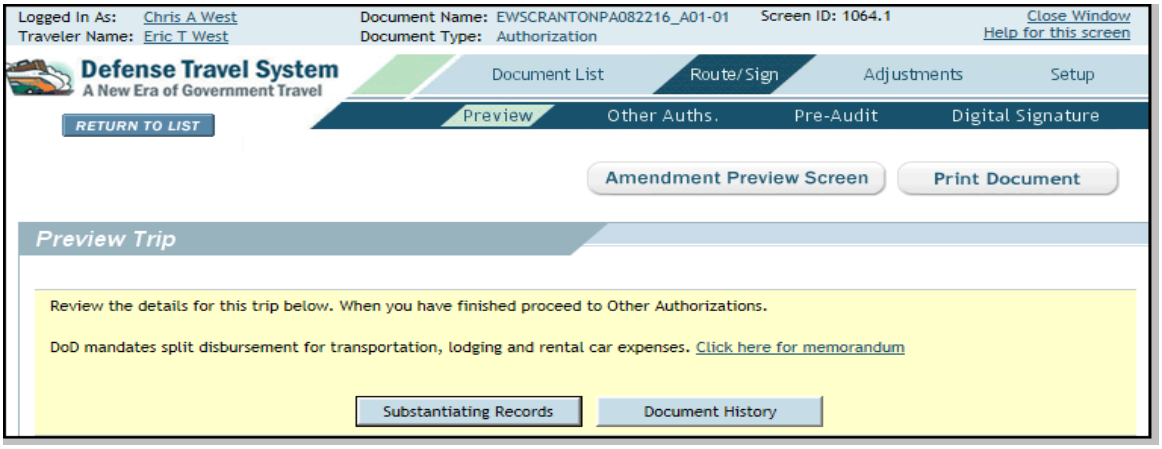

Figure 6-5: Preview Trip Screen – Amendment Preview Screen Button

Beginning on the Preview Trip screen, follow the steps below to view the details of an amendment:

1. Select **Amendment Preview Screen**.

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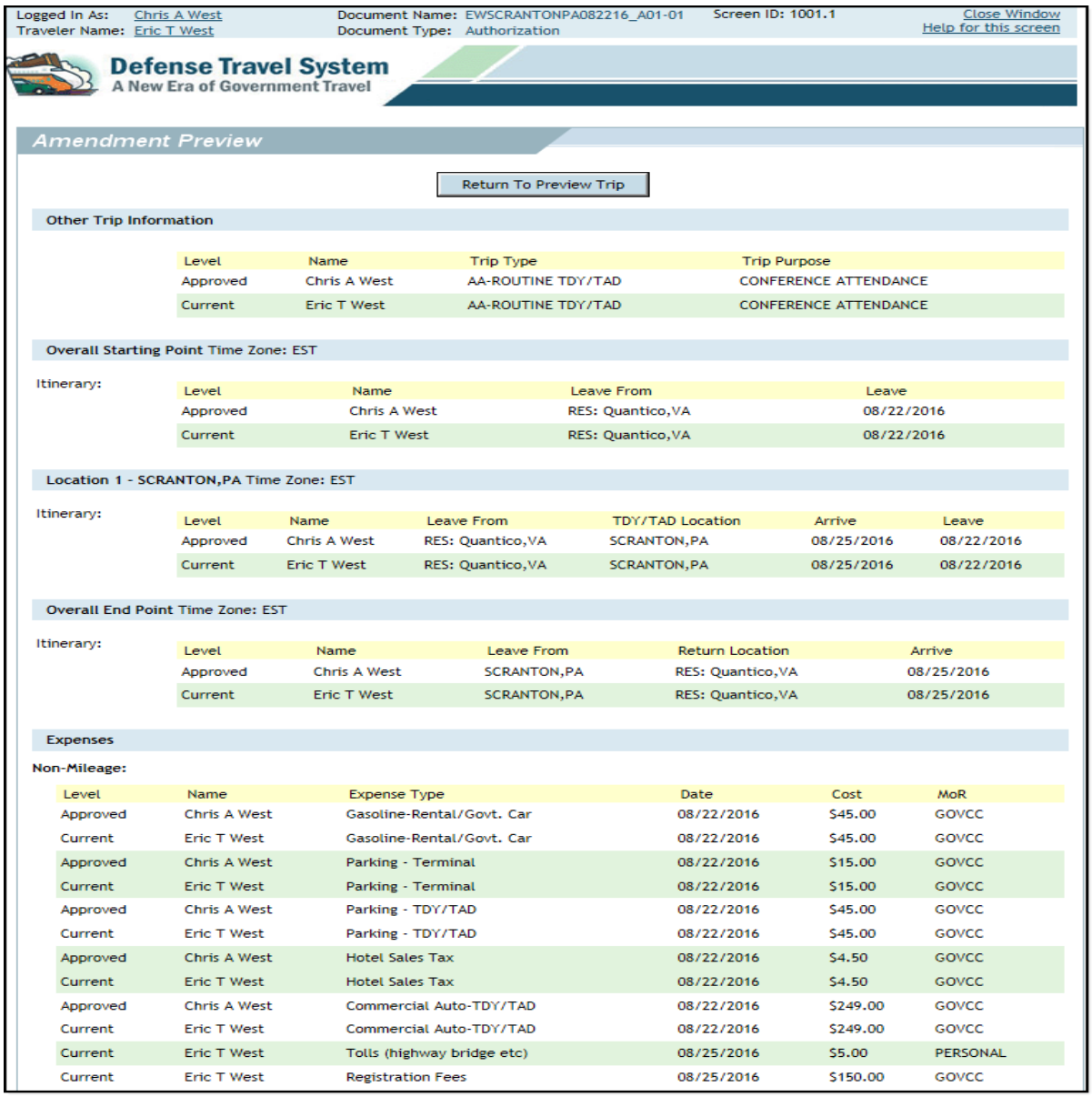
The Amendment Preview screen opens (Figure 6-6). Details of changes made since the last approval of the document are displayed along with the name of the person who made the changes.



Logged In As: Chris A West
Traveler Name: Eric T West
Document Name: EWSCRANTONPA082216_A01-01
Document Type: Authorization
Screen ID: 1001.1
Close Window
Help for this screen

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Amendment Preview

Return To Preview Trip

Other Trip Information

Level	Name	Trip Type	Trip Purpose
Approved	Chris A West	AA-ROUTINE TDY/TAD	CONFERENCE ATTENDANCE
Current	Eric T West	AA-ROUTINE TDY/TAD	CONFERENCE ATTENDANCE

Overall Starting Point Time Zone: EST

Itinerary:

Level	Name	Leave From	Leave
Approved	Chris A West	RES: Quantico,VA	08/22/2016
Current	Eric T West	RES: Quantico,VA	08/22/2016

Location 1 - SCRANTON,PA Time Zone: EST

Itinerary:

Level	Name	Leave From	TDY/TAD Location	Arrive	Leave
Approved	Chris A West	RES: Quantico,VA	SCRANTON,PA	08/25/2016	08/22/2016
Current	Eric T West	RES: Quantico,VA	SCRANTON,PA	08/25/2016	08/22/2016

Overall End Point Time Zone: EST

Itinerary:

Level	Name	Leave From	Return Location	Arrive
Approved	Chris A West	SCRANTON,PA	RES: Quantico,VA	08/25/2016
Current	Eric T West	SCRANTON,PA	RES: Quantico,VA	08/25/2016

Expenses

Non-Mileage:

Level	Name	Expense Type	Date	Cost	MoR
Approved	Chris A West	Gasoline-Rental/Govt. Car	08/22/2016	$45.00	GOVCC
Current	Eric T West	Gasoline-Rental/Govt. Car	08/22/2016	$45.00	GOVCC
Approved	Chris A West	Parking - Terminal	08/22/2016	$15.00	GOVCC
Current	Eric T West	Parking - Terminal	08/22/2016	$15.00	GOVCC
Approved	Chris A West	Parking - TDY/TAD	08/22/2016	$45.00	GOVCC
Current	Eric T West	Parking - TDY/TAD	08/22/2016	$45.00	GOVCC
Approved	Chris A West	Hotel Sales Tax	08/22/2016	$4.50	GOVCC
Current	Eric T West	Hotel Sales Tax	08/22/2016	$4.50	GOVCC
Approved	Chris A West	Commercial Auto-TDY/TAD	08/22/2016	$249.00	GOVCC
Current	Eric T West	Commercial Auto-TDY/TAD	08/22/2016	$249.00	GOVCC
Current	Eric T West	Tolls (highway bridge etc)	08/25/2016	$5.00	PERSONAL
Current	Eric T West	Registration Fees	08/25/2016	$150.00	GOVCC

Figure 6-6: Amendment Preview Screen - Top

2. View the modified trip details.

3. Select **Return to Preview Trip**.

The Preview Trip screen opens.

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6.3.2 Other Auths.

Other authorizations are additional authorizations that the traveler selects or DTS triggers, based on the trip details. These other authorizations display and print remarks on travel documents. If a traveler selects a duty condition, expense item, or other item that requires additional approval, DTS automatically flags it as an Other Authorization.

Note: Only text typed in the **Remarks** field will print on the travel document.

Follow the steps below to review other authorizations:

1. Select **Other Auths.** on the subnavigation bar (Figure 6-7).

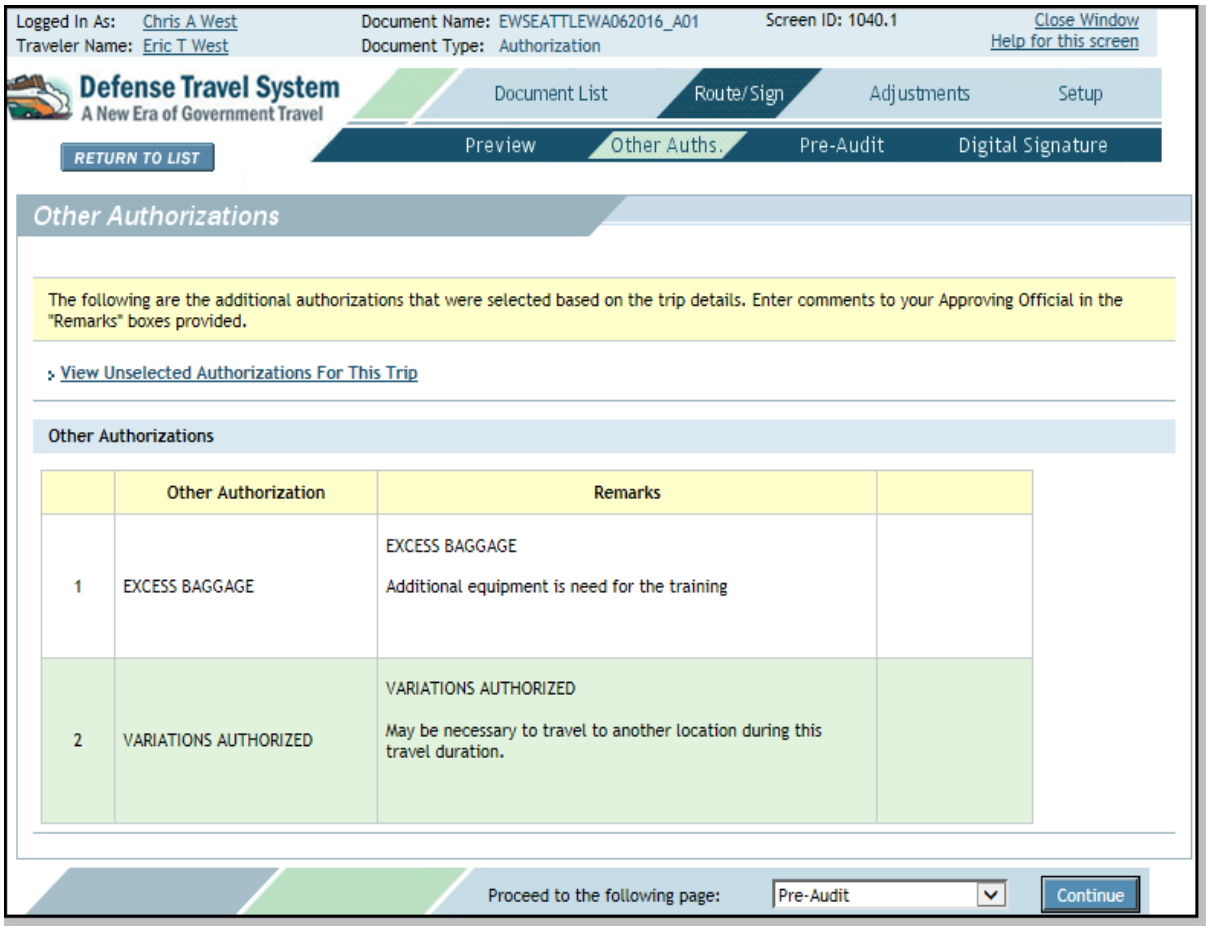

Figure 6-7: Other Authorizations Screen

2. Review the **Remarks**.

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

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6.3.3 Pre-Audit Trip

The Pre-Audit Trip screen displays all items flagged and justified in the document (Figure 6-8). The displayed items have been flagged because items have exceeded threshold standards or duty conditions that exist in the travel document.

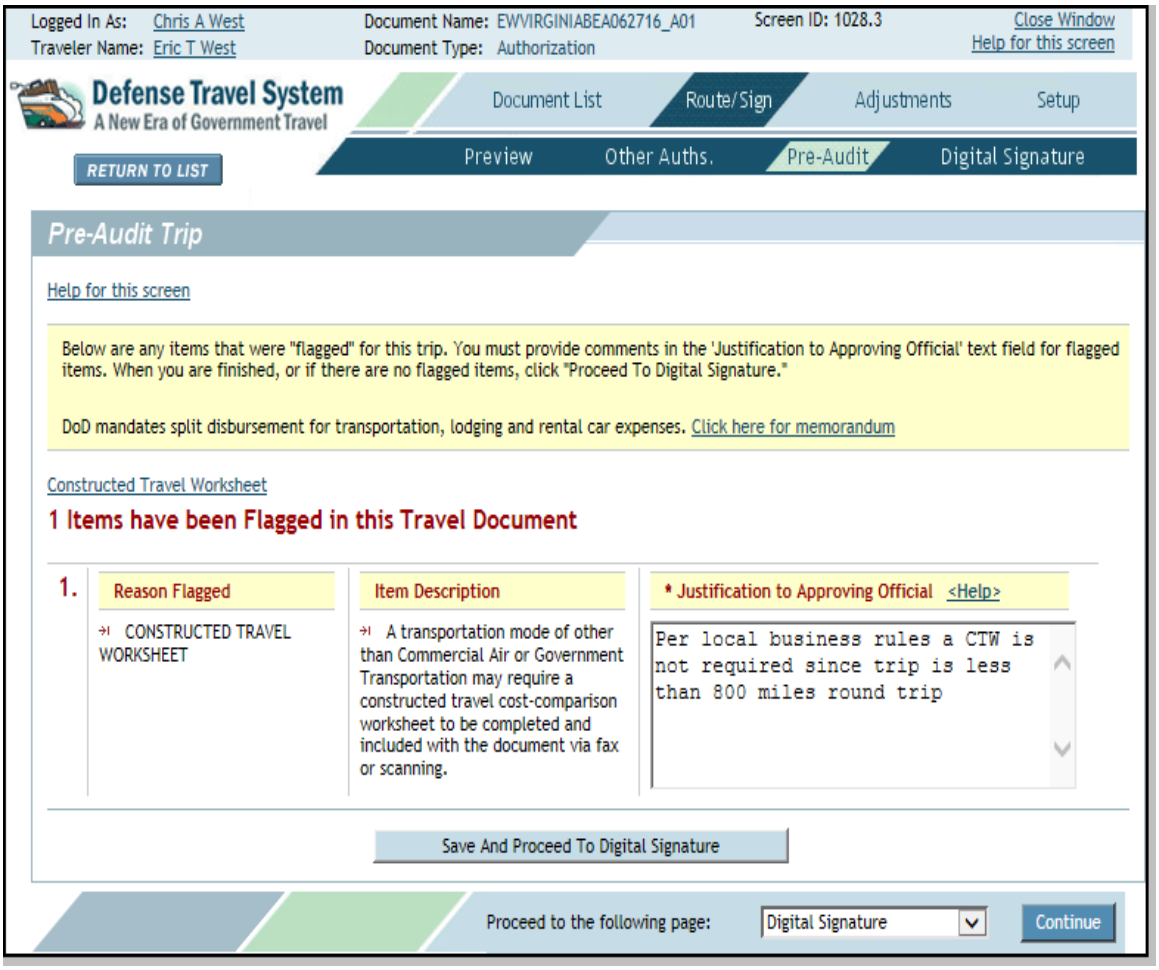

Figure 6-8: Pre-Audit Trip Screen

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

Follow the steps below to complete your pre-audit of the document:

1. Review the justification for all flagged items.

2. Review all information prior to approving the document, which obligates official funds.

3. Select **Save And Proceed To Digital Signature**.
   -OR-
   Select **Digital Signature** from the subnavigation bar.

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Note: A traveler may choose a non-GSA city pair flight. If they do, the traveler must select a Reason Code on the Pre-Audit screen to justify the selection. You can see the reason codes the traveler entered by selecting **Adjustments** (edit mode) on the navigation bar and then selecting **Pre-Audit** on the subnavigation bar.

See the *DTS Document Processing Manual,* Chapter 2 for information about the **Click here for memorandum** link.

6.3.4 Digital Signature

The Digital Signature screen is one of the last screens any Routing Official sees during the review process (Figure 6-9). It is the screen you use to apply your digital signature to attach the status stamp you selected, and submit the document for further processing.

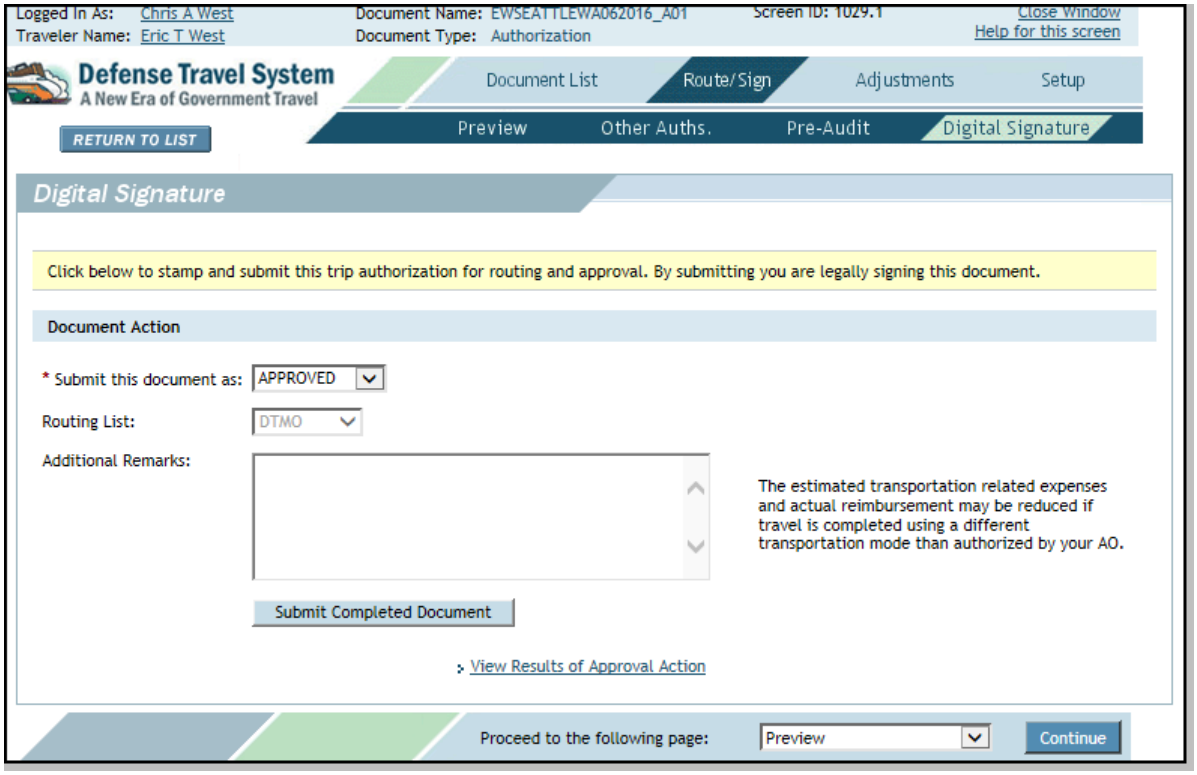

Figure 6-9: Digital Signature Screen

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The final link on this screen allows the viewing of the audit results and displays as one of the below examples:

- View Results of Approval Action. When the APPROVED stamp is available, DTS shows audit results for the document, including hard audit checks (e.g., on-screen messages to the AO), funding validation, tickets are waiting (TAW) date application, and electronic payment (EP) process audits. For approval scenarios that do not have EP or hard audits failures, DTS will capture other events within the approval process.
- View Reasons for Audit Failures. This displays when the APPROVED stamp is not available. If at any point in the document history the document failed a DTS audit, the reason for failure may be viewed by selecting this link.

6.3.4.1 Status Stamp Availability

The Digital Signature screen provides a drop-down list of stamps that can be applied to a document at the current routing level for the document. When a Routing Official is assigned a stamp and a level in a routing list, DTS allows the application of other stamps associated with that stamp and level. Table 6-1 shows the stamps that are available to a Routing Official, based on the assigned stamp in the routing list.

Table 6-1: Status Stamp Availability

STATUS STAMP AVAILABILITY		
If the stamp assigned to the Routing Official is...	**Then the drop-down list displays these stamps...**	**If this is true....**
APPROVED	APPROVED	N/A
AUTHORIZED	AUTHORIZED	
APPROVED AUTHORIZED CERTIFIED REVIEWED	CERTIFIED	
	REVIEWED	
	RETURNED	
	3RD PARTY REVIEWED	Routing Official is inserted into the routing list for Import/Export (I/ E).
	TO REVIEWED FORN TVL	TDY location is outside the continental United States (OCONUS).
	TO REVIEWED GP AUTH	Document is a group authorization.
	REVIEWED GROUP AUTH	
	CANCELLED	Document is an authorization.

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Certain situations or changes to a document affect status stamp availability. Table 6-2 shows some of the more common factors and their affect on available stamps.

Table 6-2: Factors That Affect Stamp Availability

FACTORS THAT AFFECT STAMP AVAILABILITY		
If...	**Then...**	**Additional Information**
New reservations are selected after the CTO BOOKED stamp is applied	The following stamps display: SIGNED RETURNED CANCELLED	The APPROVED stamp becomes available after the SIGNED and CTO BOOKED stamps have been applied to the document. This is to ensure that all new reservations are processed before the AO stamps the document APPROVED.
The document contains a CTO fee or a submitted advance or SPP	The CANCELLED stamp does not display	Instructions display at the bottom of the screen stating that the traveler must amend the authorization to remove all expenses except for: • CTO fee • Submitted advances or SPPs • Other unavoidable expenses

6.3.4.2 Stamping and Signing a Document

You usually select the stamp that is defined by the routing list and indicated by the Awaiting Status level, but you may instead select SIGNED, RETURNED, or CANCELLED, as appropriate. It is important that you select the correct stamp so the document routes correctly. If you select a stamp that will cause the routing to fail, DTS will display the below message:

“You are attempting to apply a status stamp that is out-of-sequence from the status stamp expected for the current routing list level. The document will not continue to route until the status stamp indicated by the Awaiting Status indicator has been applied by a Routing Official corresponding with the routing list level or an authorized user with approval override permission. Would you like to proceed with this document stamping action?”

You may elect to continue with the selection of the out-of-sequence stamp. If you do, DTS applies the selected stamp to the document's history. You may add remarks corresponding with the stamp, but the document will not route to the next level.

Note: The routing list for the document may be viewed on the Digital Signature screen, but it can only be changed when the SIGNED or T-ENTERED stamp is selected.

Follow the steps below to stamp the document.

1. Select the appropriate **stamp** from the ***Submit this document as** drop-down list.

2. Select **Submit Completed Document**.

The Digital Signature Login Window opens.

3. Complete the **PIN** field.

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4. Select **OK**.

The Stamp Process screen opens (Figure 6-10).

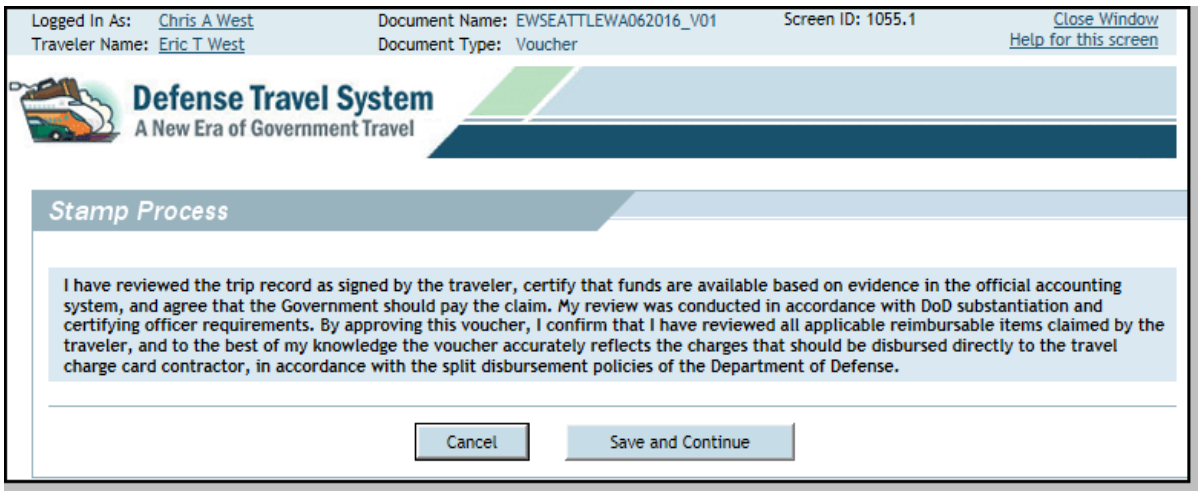

Figure 6-10: Stamp Process Screen - Voucher

5. Read the Stamp Process screen.

6. Choose **Save and Continue.**
   -OR-
   Choose **Cancel** to further review the document.

The Fund Authorization or Fund Voucher screen opens (Figure 6-11). This screen displays the document name and budget item from which funds are obligated in DTS. It also displays the amount of the obligation and balance of the budget item after the obligation.

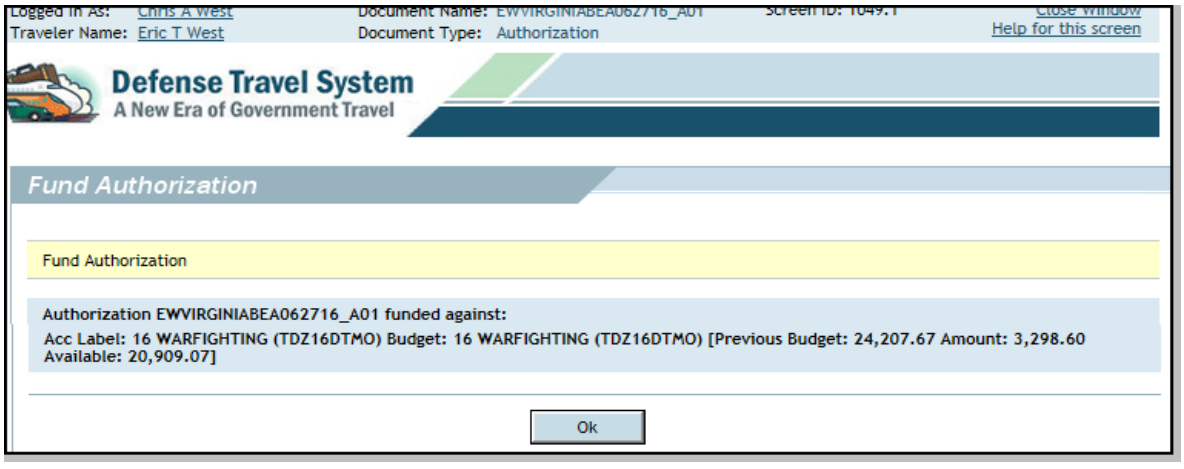

Figure 6-11: Fund Voucher Screen

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7. Review funding information for the selected trip.

8. Select **OK**.

The Stamping Result screen opens (Figure 6-12).

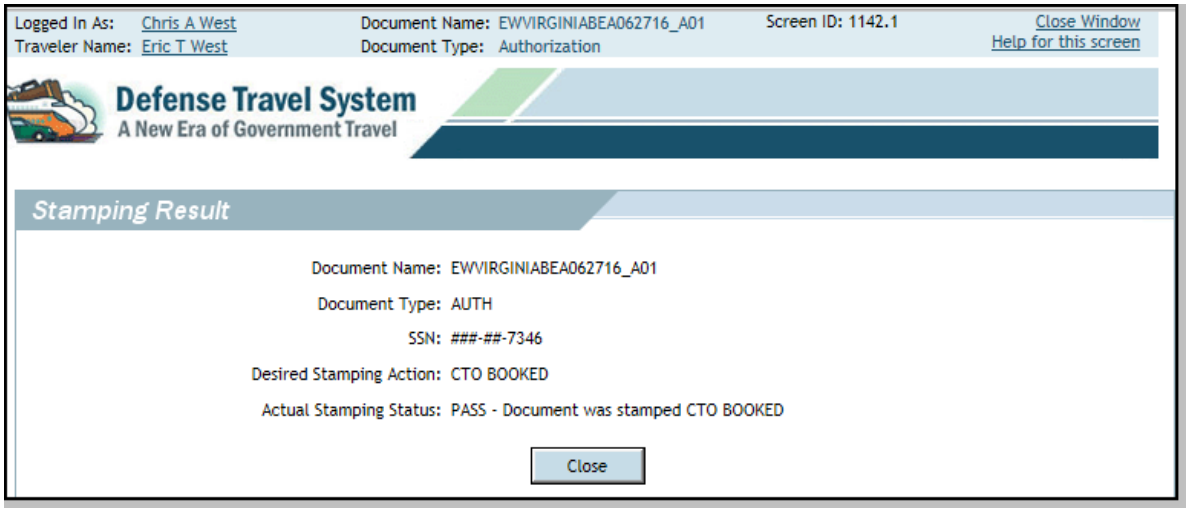

Figure 6-12: Stamping Result Screen

9. Review the stamping result information.

10. Select **Close**.

Once you stamp a document, it no longer displays on the Documents in Routing screen. After the you apply the APPROVED stamp, the traveler receives an email notification of the approval.

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If any of the DTS budgets used in the document contains insufficient funds, DTS displays the amount of funds available, the total expenses for the document, and the amount needed to fund the trip (Figure 6-13).

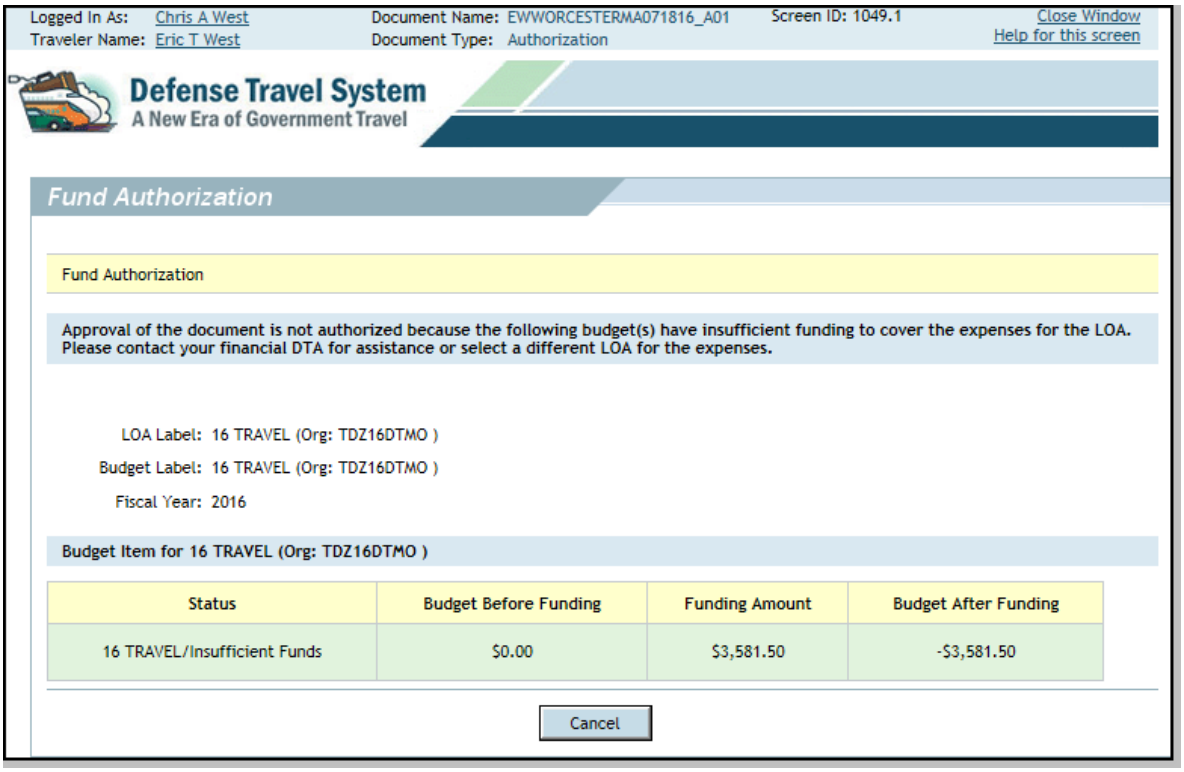

Figure 6-13: Fund Authorization Screen

11. Select **Cancel** to acknowledge the over-budget and unbudgeted items.

    If you need to use the LOA, funds must be added before you can approve the document. You may choose another source of funding if possible.

6.4 Adjustments

If you edit a document that has been signed but has not been approved, it is called, making an adjustment. After adjusting a document, you must apply the next stamp in the routing sequence.

Follow the steps below to adjust a document.

1. Follow the steps in Section 6.2.

2. Select **Adjustments** from the navigation bar.

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The View-Only screen opens (Figure 6-14).

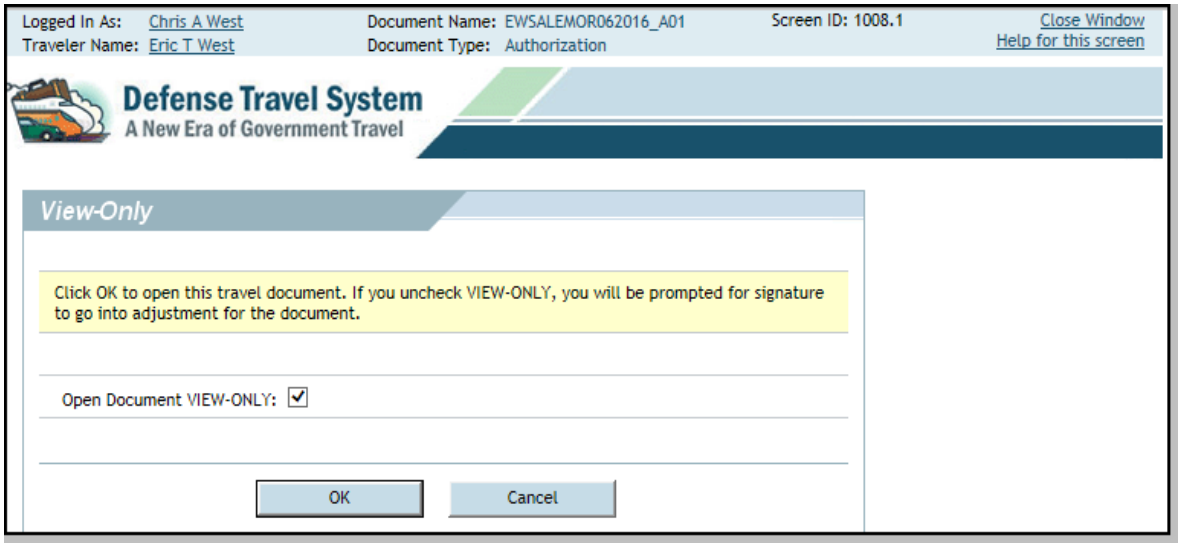

Figure 6-14: View-Only Screen

3. Clear the **Open Document VIEW-ONLY** box.
   Note: Leave the box checked if you only want to view the document without making changes.

4. Select **OK**.

If you cleared the view-only box, the Digital Signature Login window will open.

5. Complete the **PIN** field.

6. Select **OK**.

This places the ADJUSTED stamp on the document and opens the Preview Trip screen.

The Preview Trip screen opens with a message informing you that if you change any reservations or methods of reimbursement, you must apply the SIGNED stamp to route those changes to the TMC.

7. Select **OK** to acknowledge the reminder.

8. Modify the document as necessary.

9. Close the document.
   -OR-
   Continue the Route / Sign process as described in Section 6.3.

Note: When you make an adjustment, the Digital Signature screen displays a **Stamp Doc without adjustment** box. Checking this box erases all edits you made and returns the document to its original state when you stamp the document.

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6.5 Traveler Setup

The Traveler Setup screen provides access to tools that help you in document processing (Figure 6-15). To view the modules, mouse over **Traveler Setup** on the main navigation bar.

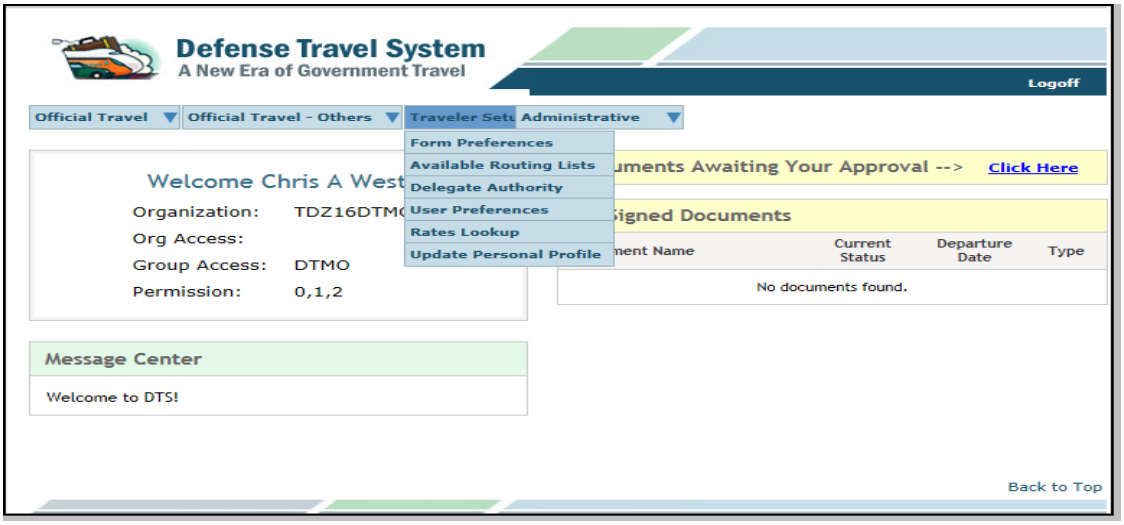

Figure 6-15: Traveler Setup Screen

You can find more information on the Traveler Setup module in the *Document Processing Manual, Chapter 2*.

6.6 Self-Approving Official

Travelers who have been designated as Self-Approving Officials (Self-AOs) can approve their own authorizations. Self-AOs cannot approve their own vouchers, nor can they approve their authorizations if a non-ATM advance or an SPP is requested. Self-AOs should follow the steps described in Section 6.3. to approve their own authorizations. See the *DTA Manual*, Chapter 5 for details on how to designate an individual as a Self-AO.

6.7 Approve a Voucher That Has a Balance Due U.S.

A voucher may indicate that the traveler owes a balance to the government. If you stamp the voucher APPROVED, DTS displays a screen that notifies you that approving the voucher will

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officially incur a debt for the traveler (Figure 6-16). If you continue the approval process, the due U.S. amount is established as an official debt.

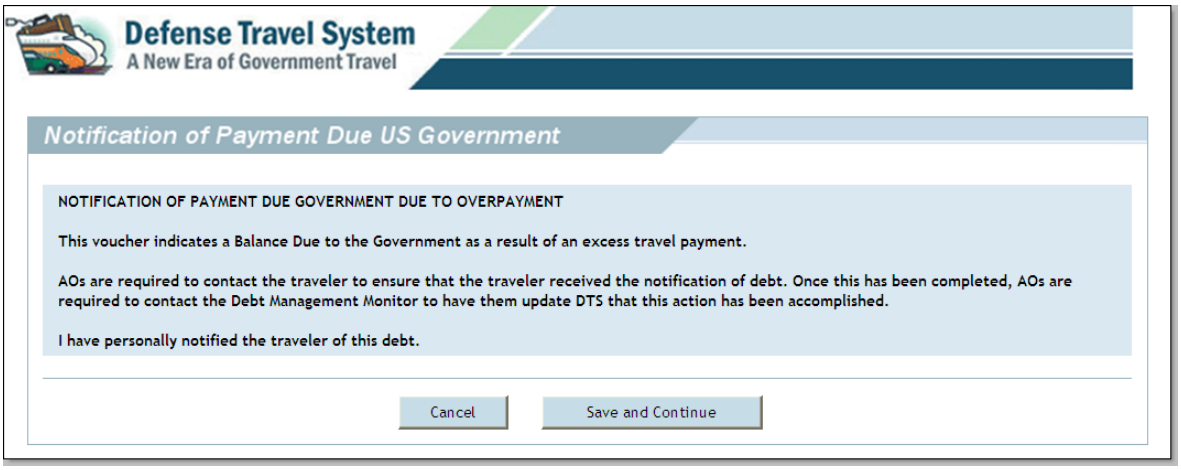

Figure 6-16: Notification of Payment Due Government Screen

From the Notification of Payment Due US Government screen, select **Save and Continue** to continue the approval process approving a voucher with a balance due U.S. As this screen says, you must also notify the traveler of the debt.

When you approve a voucher that contains a debt, DTS submits the appropriate transactions to adjust the obligations and transmits a no-pay due voucher to the disbursing system. After 96 hours, DTS generates an email to the traveler, AO, and the Debt Management Monitor (DMM) to notify them that a debt exists.

Refer to the *Guide to Managing Travel-Incurred Debt* for more information about your role in DTS Debt Management.

6.8 Approve a Cancelled Trip Document

When a trip is cancelled, the traveler performs the appropriate cancellation actions. If they have incurred any expenses that need to be reimbursed, they apply the SIGNED stamp to the authorization to route it through the routing chain. Your actions depend on whether or not the traveler has incurred expenses.

6.8.1 Cancelled Authorization - No Expenses Incurred

Beginning on the Preview Trip screen, follow these steps to cancel an authorization when no expenses have been incurred:

1. Select **Other Auths.** from the subnavigation bar.

The Other Authorizations screen opens.

2. Select **Continue**.

The Pre-Audit Trip screen opens.

3. Select **Proceed To Digital Signature**.

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4. Confirm that the **CANCELLED** stamp displays in the **Submit this document as** field (Figure 6-17).

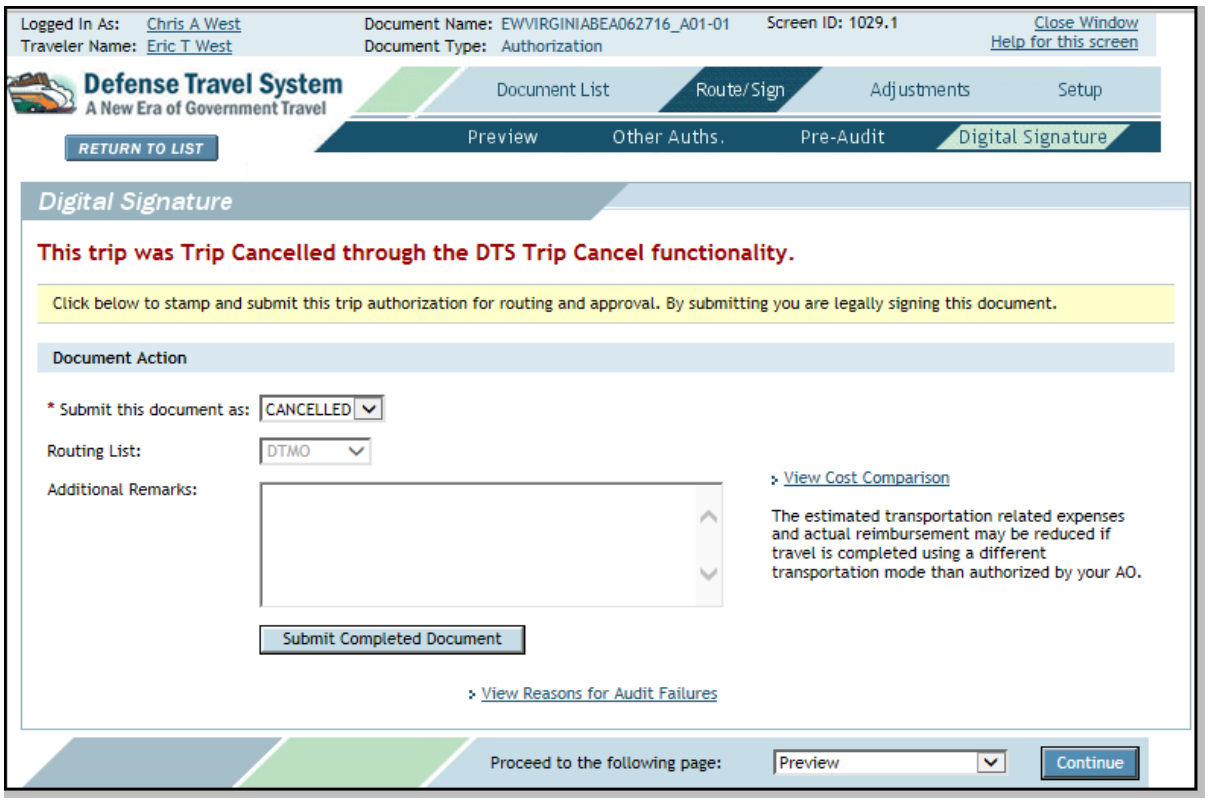

Figure 6-17: Digital Signature Screen - CANCELLED Stamp

5. Select **Submit Completed Document.**

The Digital Signature Login window opens.

6. Complete the **PIN** field and select **OK**.

DTS informs the traveler via email that the authorization has been cancelled.

6.8.2 Cancelled Authorization - Expenses Incurred

If the trip was cancelled after the traveler incurred an reimbursable expense, the appropriate procedure depends on the document status.

An authorization that has not yet been approved routes to you as an authorization. After you approve it, the traveler creates a voucher to request reimbursement for all incurred expenses.

An authorization that has been approved routes to you as a voucher. As with all vouchers, you must thoroughly review it to verify all expenses are correct and valid before approval.

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Note: The trip cancel feature is not available for group authorizations. Group authorizations always route to you as authorizations; DTS does not automatically create a voucher from a group authorization. See Section 6.12.4 of this manual for information on cancelling group authorizations.

6.9 Approve a Constructed Travel Document

When approving a document containing a traveler's request for full reimbursement for using a nonstandard mode of en route transportation, you may manually enter a limited reimbursement amount. This limited amount consists of the constructed transportation cost for using the standard transportation mode. In addition to limiting the transportation cost, it may be necessary to adjust the en route per diem entitlements as part of the constructed travel process.

Note 1: Refer to Service or Agency Business Rules for guidance on when to approve full reimbursement for a nonstandard mode of en route transportation that exceeds the limited baseline costs.

Note 2: For single-destination TDYs, using a private auto or private motorcycle for travel to a location within 800 miles round-trip (400 miles one-way) of the Permanent Duty Station (PDS) is considered advantageous to the Government. In these instances, a cost comparison is not required.

For multi-location TDYs, a cost comparison is not required for each travel segment that is 400 miles or less one-way.

6.9.1 Reviewing the CTW

Use the constructed travel worksheet (CTW) to compare the traveler's preferred (nonstandard) mode of transportation travel costs with the standard travel costs.

Beginning on the Preview Trip screen, follow the steps below to review the CTW:

1. Select **Substantiating Records**.

The Receipts screen opens (Figure 6-18).

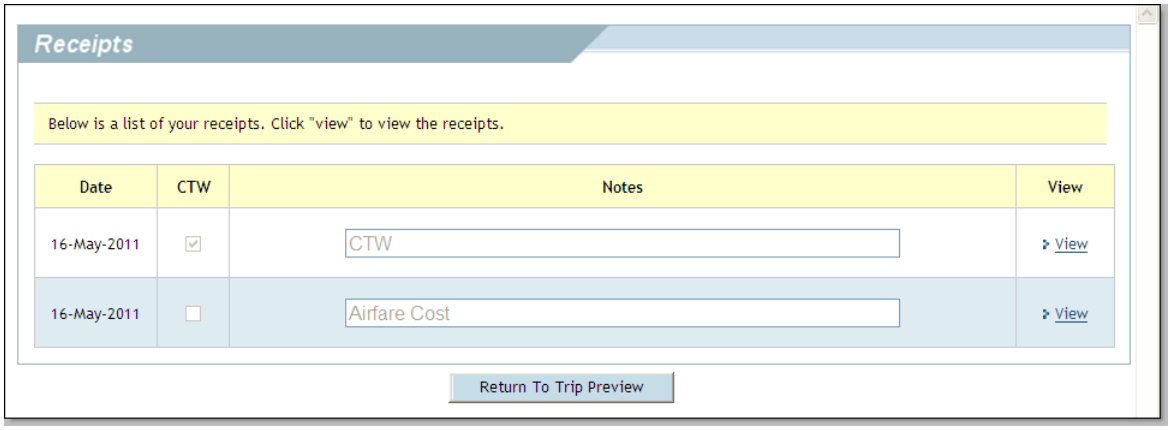

Figure 6-18: Receipts Screen - CTW Attached

2. Select **View** next to the CTW.

The CTW opens.

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3. Review the CTW. Compare the total cost for the standard mode of transportation entered on the CTW to the total cost for the nonstandard mode of transportation entered on the authorization.

4. Select the x in the top right corner to close the CTW screen.
   -OR-
   Leave the window open and continue reviewing the document.

Note: Travelers must also attach supporting documentation to the authorization that shows the cost of the standard transportation mode, such as the DTS Travel module cost display or cost provided by the TMC.

6.9.2 Updating En Route Per Diem Entitlements

You must ensure that the traveler has adjusted the en route per diem entitlements when limiting the traveler's transportation reimbursement. If you approve the trip as limited, official en route travel is typically limited to one day for each travel segment (Figure 6-19). Additional days must reflect a non-per diem status. If the excess travel days are chargeable as leave, the duty condition should be "Leave". If the excess travel days are not chargeable as leave, the duty condition should reflect either "Duty" (military) or "Duty or Non-Duty" (civilians).

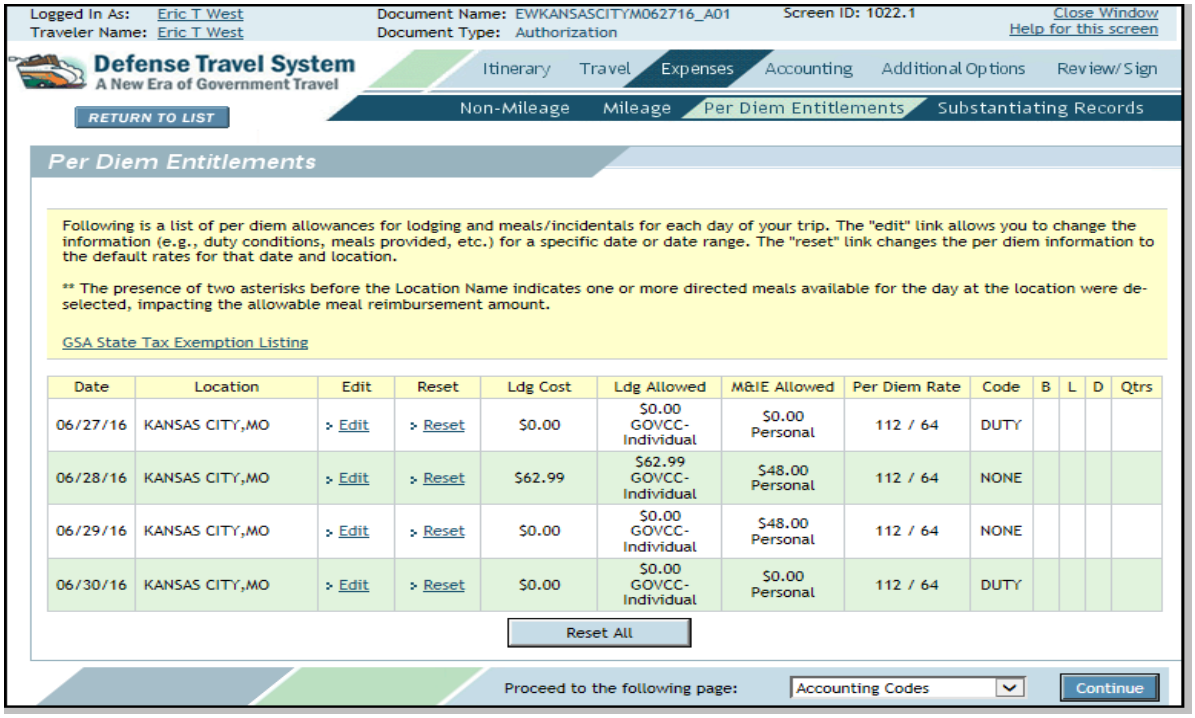

Figure 6-19: Per Diem Entitlements Screen - Duty Day (Military)

You should not update the traveler's en route per diem entitlements. Return the document to the traveler for their action.

6.9.3 Reviewing the Cost Comparison Screen

If the traveler requested a nonstandard transportation mode, after you select **Submit Completed Document** on the Digital Signature screen to apply the APPROVED status stamp, the Cost

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Comparison screen opens (Figure 6-20). Use this screen to either limit the traveler's transportation reimbursement or to allow the traveler to receive the full reimbursement for their selected transportation mode.

Note: It is considered advantageous to the Government for the traveler to use a private auto or private motorcycle to travel to a location within 800 miles round-trip (400 miles one-way) of the Permanent Duty Station (PDS). Cost comparisons (e.g., Constructed Travel Worksheets [CTWs]) are not required in such cases. If additional information is needed, refer to the worksheet instructions.

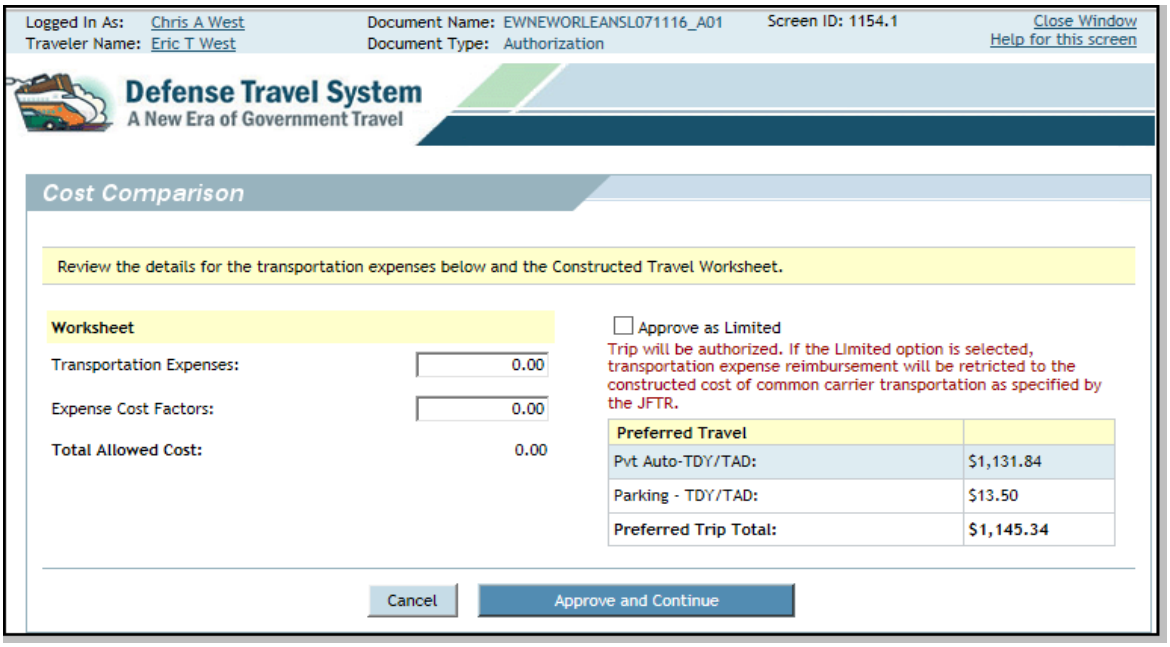

Figure 6-20: Cost Comparison Screen for Travel by Private Auto

Follow the steps below to complete the Cost Comparison screen:

1. Complete the **Transportation Expenses** field with the amount entered in line **A** of the worksheet.

2. Complete the **Expense Cost Factors** field with the amount entered in line **B** of the worksheet.

3. If the document is a voucher and the traveler used an en route rental car that the AO did not approve, complete the **Allowed Rental Car Mileage** field with the amount entered in Line **C** of the worksheet.

Note: If the document is an authorization and the traveler requests a rental vehicle for travel, do not authorize the request as limited. If a rental vehicle is not the best transportation mode, return the authorization to the traveler with instructions to select a different transportation mode.

4. Compare the **Preferred Trip Total** to the **Total Allowed Cost**.

5. If the nonstandard transportation mode is the best way to travel, proceed to Step 6.
   -OR-
   If the nonstandard transportation mode is not the best way to travel, check the **Approve as Limited** box.

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6. Select **Approve and Continue**.

Additional Rental Car Information: If the traveler uses an en route rental car that you did not approve on the authorization, the rental car is treated as a private auto, unless you approve the rental car as the authorized transportation mode. If you do not approve the change, you must enter the official round-trip mileage in the **Allowed Rental Car Mileage** field (Figure 6-21).

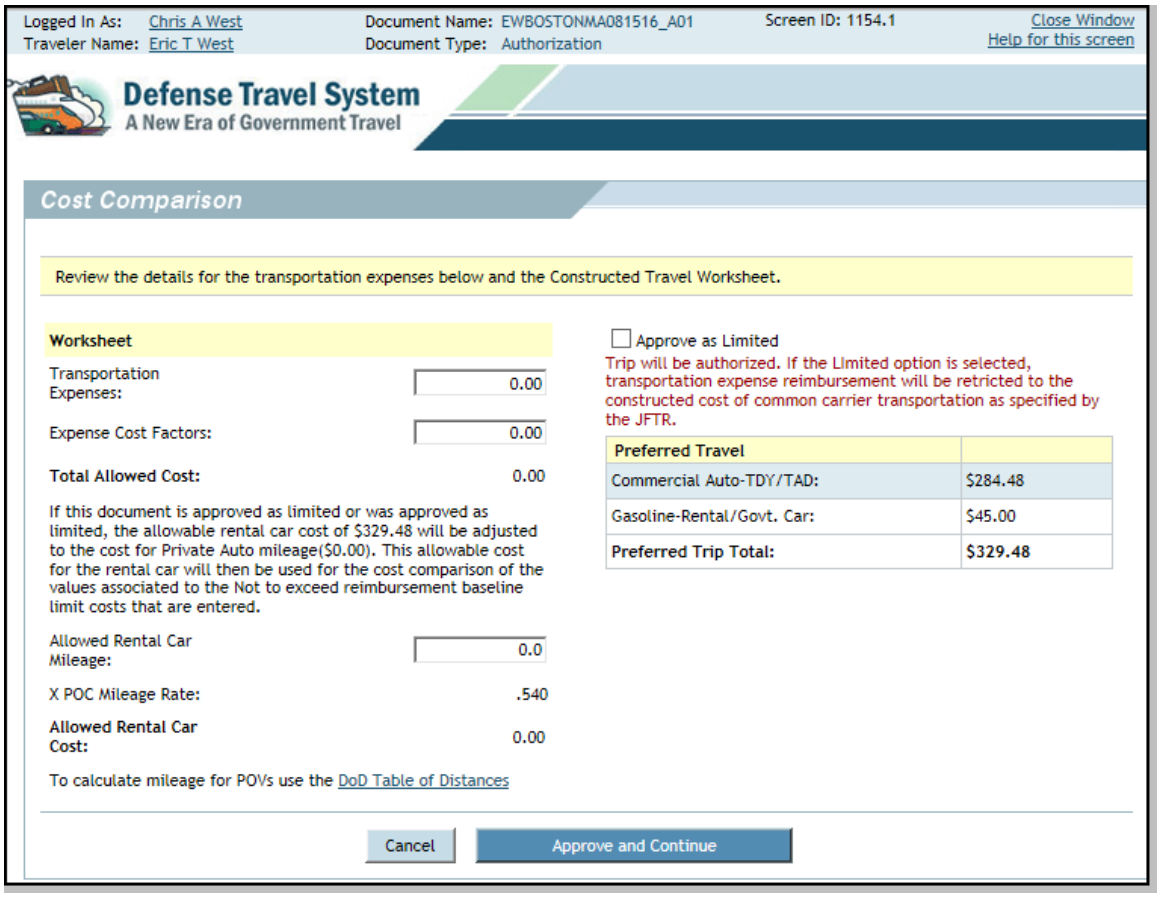

Figure 6-21: Cost Comparison Screen for Travel by Rental Car

The cost of fuel for the rental car is not reimbursed, since the cost of fuel is factored into the mileage rates.

Note: When you select **Approved as Limited**, reimbursement is limited to the official mileage (using the DTOD) and the mileage rate, not the actual costs of the rental car. If you want to authorize full reimbursement for the actual costs of the rental car, the do not check the **Approve as Limited** box. Refer to the CTW instructions for additional information.

6.9.4 Other Constructed Travel Approval Information

These subsections describe additional DTS and AO actions associated with constructed travel situations.

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6.9.4.1 Reset Cost Comparison Screen Values

The limited values will reset to zero on the Cost Comparison screen if you select the **Approved as Limited** box on an authorization. The values will reset if the traveler creates an amendment to the authorization. If this occurs, you will have to reset the **Total Allowed Costs** in the Cost Comparison screen when you approve the amended authorization.

An amendment to a voucher does not affect the limited values. The total allowed costs in the Cost Comparison screen are unchanged on an amended voucher.

6.9.4.2 Deselect the Approve as Limited Option

After limiting a traveler's reimbursement, you can return to the authorization and deselect the Approve as Limited option. If you do, the allowable costs for the document revert back to the actual/estimate costs for the trip.

6.9.4.3 Review CBA Charges and Prepaid Expenses

When the nonstandard travel mode includes a prepaid expense or a charge to a centrally billed account, the document cannot be approved as limited. This is because the travel is charged to a CBA, and the Government is obligated to pay the full cost. Only the preferred values display on the Cost Comparison screen. However, the traveler should still complete a CTW. For example, if the traveler wants to travel by commercial rail, a cost comparison for commercial rail versus commercial air must be provided. If you decide that the travel should be conducted by commercial air, you should return the authorization to the traveler and direct travel by commercial air.

6.9.4.4 Approve Mixed-Mode Constructed Travel

Mixed-mode constructed travel occurs when travel by more than one en route transportation mode is indicated. One example is a trip that uses both private auto and commercial air. The traveler must provide a comparison between the cost of using the mixed modes and the cost of using the standard mode for the entire trip. If you approve mixed-mode travel with full reimbursement, the reimbursement is based on the actual cost of the transportation. If you approve the trip as limited, the reimbursement may not exceed the cost of travel by the standard mode.

6.9.5 Approving a Constructed Travel Voucher

Typically, the approval process for constructed travel vouchers is the same as the process for non-CTW vouchers. You may approve a voucher when constructed travel was not requested in the authorization or override the decision to limit the traveler's reimbursement.

6.9.5.1 Approve Full Reimbursement When Not Requested on the Authorization

A traveler can request full reimbursement for nonstandard transportation on the voucher, even if it was not requested on the authorization. The traveler must complete the worksheet and attach it to the voucher. You may approve the cost of the nonstandard mode on the voucher or limit the traveler's reimbursement to the cost of the standard mode. As with authorizations, this is not necessary if local business rules allow use of a POC, or a POC was used for travel within 800 miles round-trip of the PDS, or 400 miles per travel segment for multi-location TDYs.

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6.9.5.2 Override Limited Reimbursement

You may override a decision to limit the traveler's reimbursement - for example, if you approved a nonstandard mode as limited, but, due to reasons beyond the traveler's control (e.g., national emergency, airport closure) commercial air could not be used. In these cases, you may remove the limited reimbursement and allow the traveler to receive full reimbursement.

To override the decision to limit the traveler's reimbursement, follow the steps below:

1. Open the document in an editable form.

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

The Preview Trip screen opens.

3. Select **Proceed To Other Auths**.
   -OR-
   Select **Other Auths.** from the subnavigation bar.

The Other Authorizations screen opens.

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

The Pre-Audit Trip screen opens.

5. Select **Save And Proceed To Digital Signature**.
   -OR-
   Select **Digital Signature** from the subnavigation bar.

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The Digital Signature screen opens (Figure 6-22).

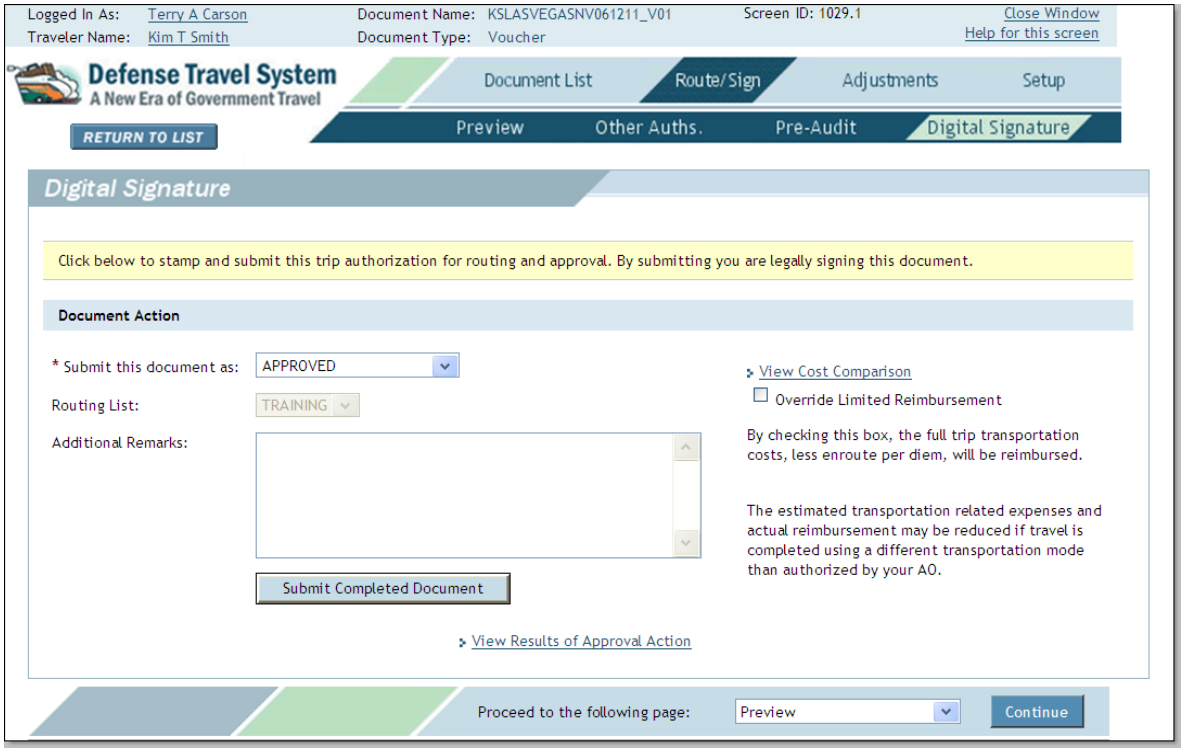

Figure 6-22: Digital Signature Screen - Override Limited Reimbursement Box

6. Check the **Override Limited Reimbursement** box.
7. Confirm that the **APPROVED** stamp displays in the **Submit this document as** field.
8. Select **Submit Completed Document**.
9. Follow the steps to apply the digital signature.

6.10 Approve a Foreign Military Sales Document

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 this purpose, DTS uses the prefix FMS in the LOA.

DTS processes documents that use an FMS LOA(s) the same way as it processes other documents, with the below exceptions:

- A DTS pop-up screen alerts the traveler about payment delay due to processing associated with the use of FMS funds.
- The traveler will receive an email notification about payment delay due to processing associated with the use of FMS funds.
- During the approval process, a DTS pop-up screen alerts the AO about payment delay due to processing associated with the use of FMS funds (Figure 6-23).

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- The Defense Financial Accounting Service (DFAS) will send a Transaction Control Number (TCN) to DTS for paid FMS vouchers.

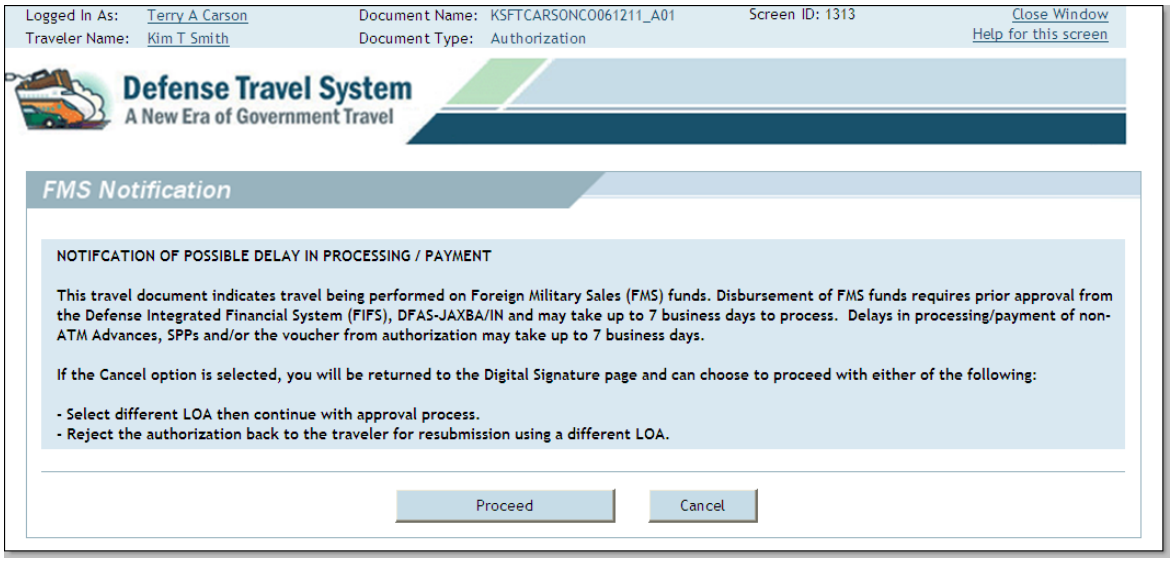

Figure 6-23: FMS Notification

6.11 Route & Review of a Group Authorization

The Route & Review process for a group authorization is similar to a standard authorization. There are slight procedural variations that depend on the number of travelers included on the group authorization.

6.11.1 Approve an Authorization for Up to Nine Travelers

The **APPROVED** stamp allows DTS to copy the group authorization, creating an individual authorization for each traveler in the group. Each traveler can access their own individual authorization, in a view-only mode, until the group authorization is locked, at which time individual authorizations become editable.

6.11.2 Approve an Authorization for 10 or More Travelers

The steps below explain the approval process for a group authorization with 10 or more travelers.

1. The Transportation Officer (TO) applies the **REVIEWED GROUP AUTHORIZATION** stamp according to their position on the routing list.

2. The AO applies the **APPROVED** stamp.

Note: If the group authorization does not identify all travelers, or if all expenses are not distributed, or an LOA is not assigned, DTS will display a message stating the document is not complete. In this case, the AO will apply the **RETURNED** stamp to route the authorization back to the primary traveler or clerk for correction.

The group authorization is view-only. The view-only function divides the group authorization into individual authorizations for each traveler in the group. Each traveler can access their own individual authorization.

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6.11.3 Release a Traveler from a Group Authorization

If circumstances change and a traveler who is traveling on the group authorization will not be traveling with the group, they need be taken off the group authorization. The required action depends on the document status:

- If the document has not yet been stamped APPROVED, you or the primary traveler can *remove* the traveler from the group authorization.
- If the document has been stamped APPROVED, you or the primary traveler can *release* the traveler from the group authorization.

Before document approval, the primary traveler or AO may *remove* a traveler from a group authorization by accessing the Group Travel Selection screen and selecting the **Remove** link to the right of the traveler (Figure 6-24). DTS will create no individual authorization for this traveler when you approve the document.

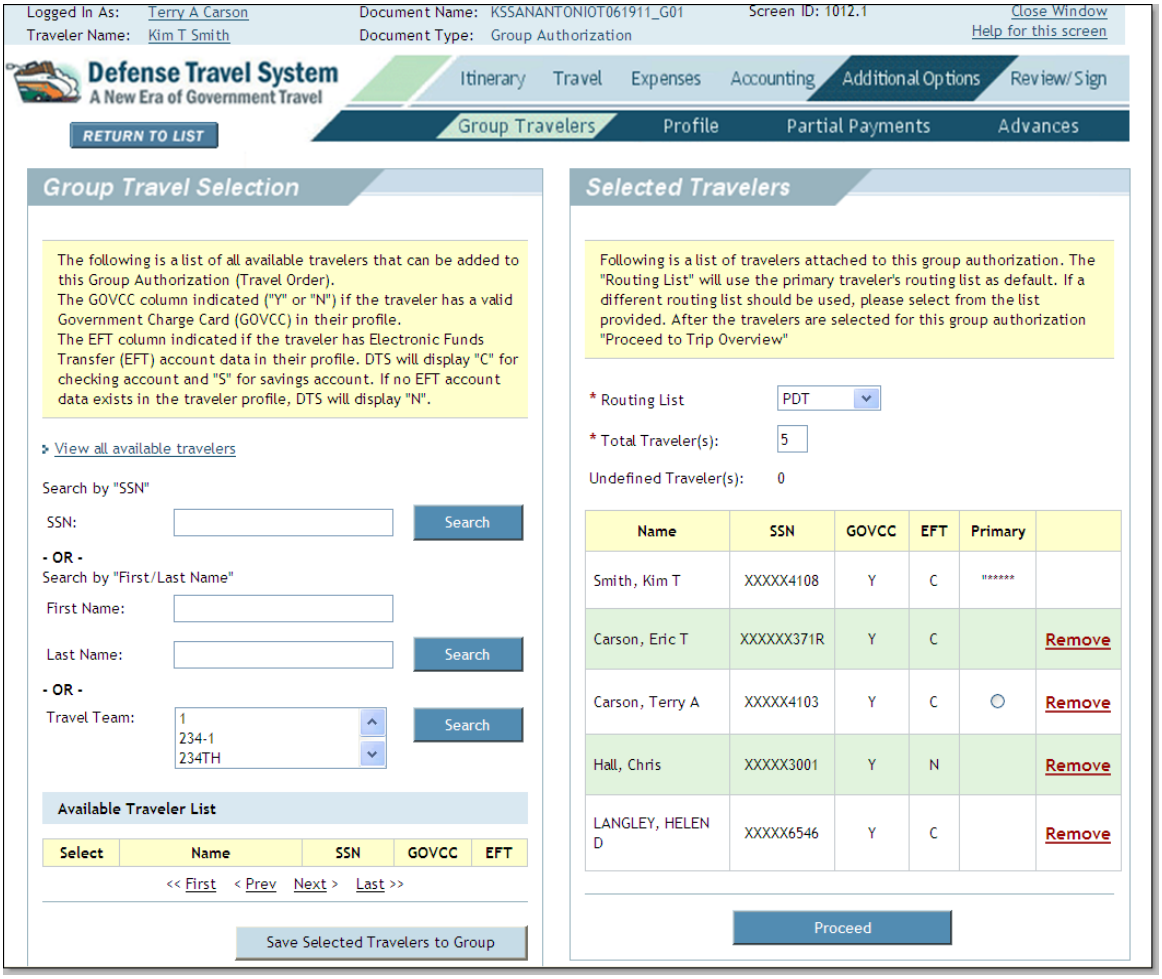

Figure 6-24: Group Travel Selection Screen

After document approval, you or the primary traveler can *release* a traveler from the group authorization. When the traveler is released, DTS disassociates the traveler from the group authorization.

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The released traveler's individual authorization is no longer updated by amendments made to the group authorization. The traveler can amend, voucher, or cancel the individual authorization as needed.

Beginning on the User Welcome screen, follow the steps below to release a traveler from the group authorization.

1. Mouse over **Official Travel - Others** and select **Group Authorizations/Orders**.

The Traveler Lookup screen opens (Figure 6-25).

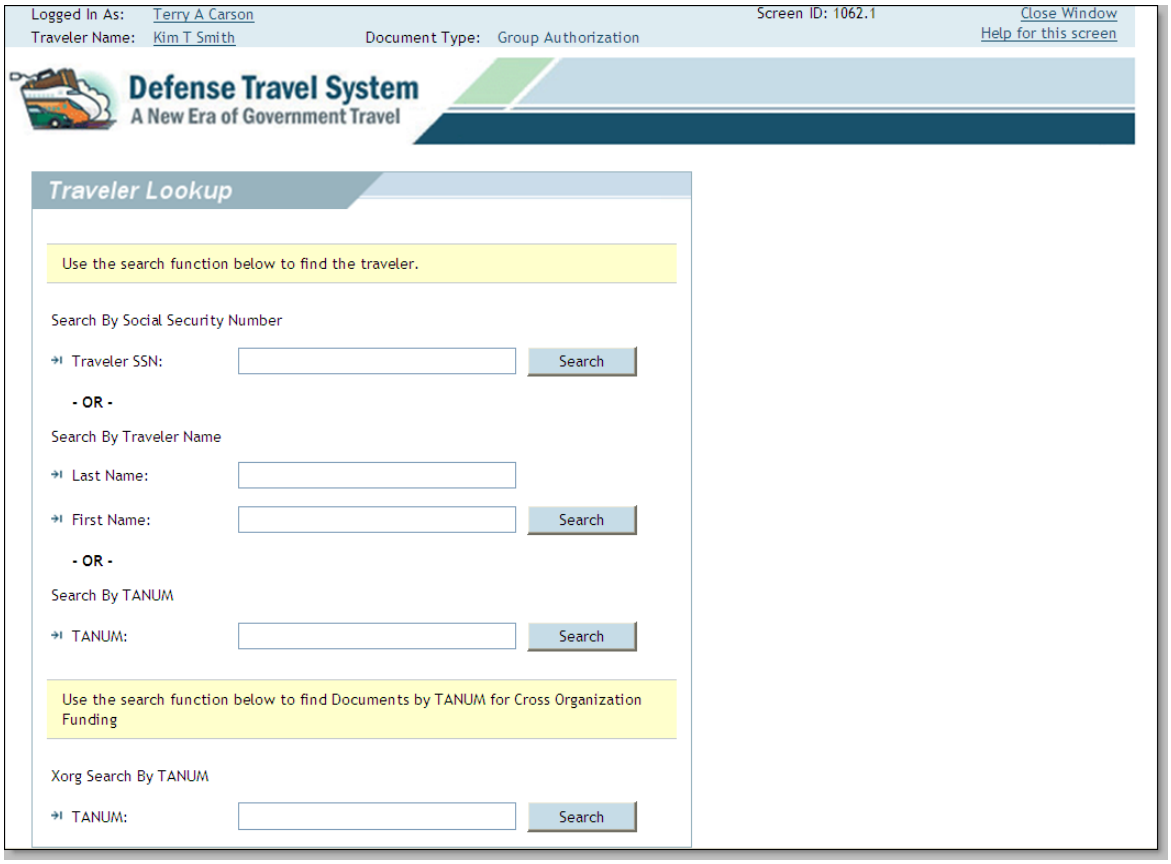

Figure 6-25: Traveler Lookup Screen

2. Enter the traveler's Social Security Number (**SSN**).
   -OR-
   Enter the traveler's **last name**. (The first name is optional.)
   -OR-
   Enter the Travel Authorization Number (**TANUM**).

3. Select **Search**.

A list of travelers' names that match the search criteria displays.

4. Choose **select** next to the name of the traveler.

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The primary traveler's Group Authorizations/Travel Orders screen opens (Figure 6-26).

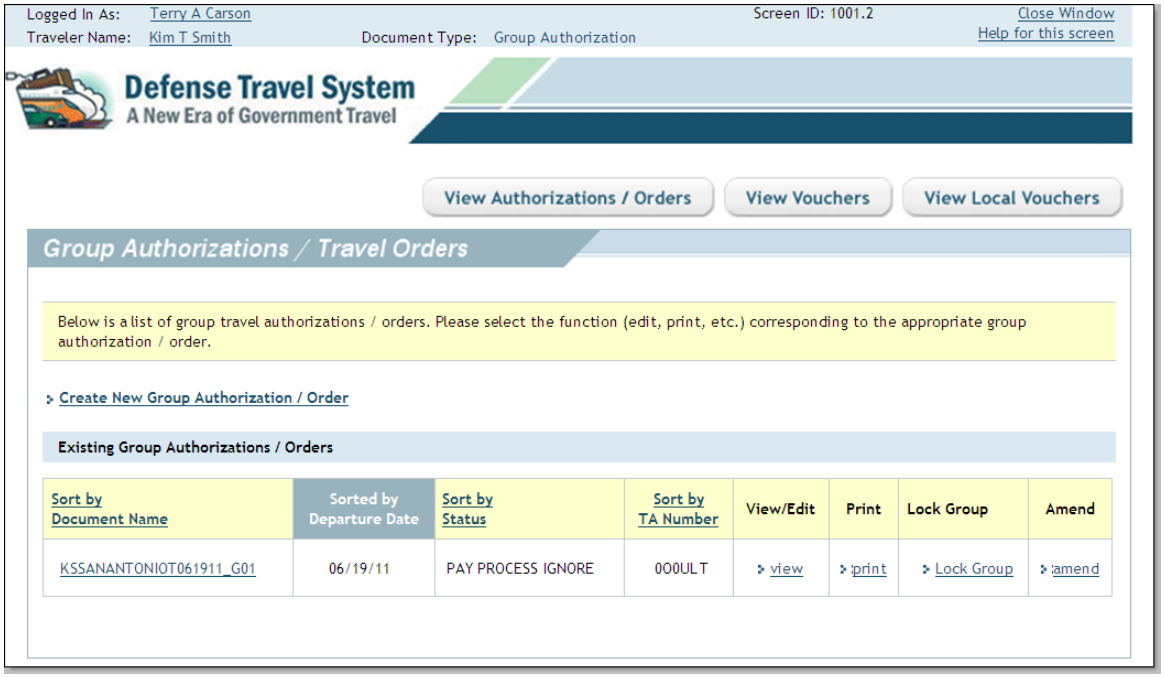

Figure 6-26: Group Authorizations/Travel Orders Screen

5. Select the **document name** link for the document from which the traveler needs to be released.

The Group Authorizations/Group Traveler List screen opens (Figure 6-27).

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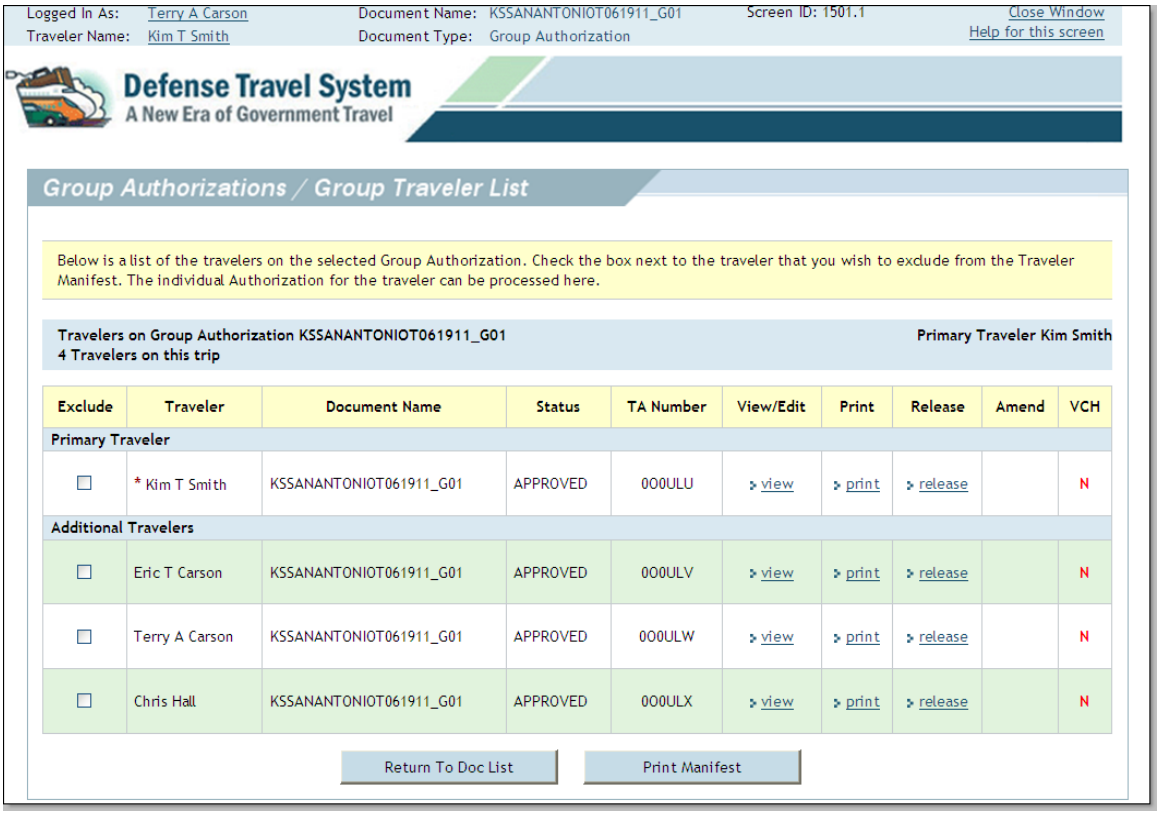

Figure 6-27: Group Authorizations / Group Traveler List

6. Select **release** in the Release column to the right of the traveler's name.

Once the individual authorization is released, the **release** link in the Release column changes to the word *released* and is not a link.

The traveler will be notified via email that their authorization has been released from the group authorization.

They will also be notified that DTS has an individual authorization associated with their name. The email states that if changes are made to the trip information, the traveler must amend the individual authorization.

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