# United States Air Force Reserve

*I n t e g r i t y - S e r v i c e - E x c e l l e n c e*

# DTS OVERVIEW

**HQ RIO/IRO**
**IR Travel Office**
**May 2018**

## U.S. AIR FORCE

*Fly, Fight and Win...*

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- **AFRC Defense Travel System Overview**

- **DTS vs RTS**

- **RIO DTS POCs**

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- **WELCOME TO DTS!**
  - **DTS- is a fully integrated, electronic end-to-end travel management system that automates temporary duty (TDY) travel for DOD Personnel**
  - **Contact your detachment for DTS registration guidance**
    - **"R" designator after social security number REQUIRED**
- **Orders are requested through AROWS-R;  if  the order meets the current AFRC DTS Business Rules the order will flow via electronic transfer from AROWS-R to DTS**
  - **Email notification is sent to the traveler from DTS once the order has transferred**
  - **LOAs are housed and controlled in AROWS-R**
  - **AFRC does not have cross-org capabilities (no Funding in DTS)**
  - **CAC Card required to access DTS**

- **EFT and SPLIT DISBURSEMENT MANDATORY PER DODFMR Vol 9 Chp 2 para 020102**

  - **Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense.  Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining**

- ## What system do I file my voucher in?
  - **Your order will indicate which system you will be completing your travel: On the 2nd pg of the AF 938 line item "e" states "If a travel voucher is required for this order you will file your voucher in: It will either state RTS or DTS."**

- ## DTS is a 2-Step process
  - **Authorization**
  - **Voucher**

# AFRC Defense Travel System Overview

- **When the AROWS-R order flows to DTS, and you have received a notification from DTS; you then log into DTS an under official travel; you will click " Edit" on the document that is in "CREATED" status and add the following if applicable**

  - **Airfare via the DTS Reservation Module**

  - **Rental Car (Require pre-authorization from your AD Organization or Detachment CC)**

  - **Any Travel Related Expense (known up front cost)**

- **ALL AF Reserve personnel will upload a copy of their certified orders and any mods associated with the initial order once duty is complete when filing the travel voucher**

- **Order types that currently flow from AROWS-R to DTS**
  - **Annual Tour Only (no IDTS on front or back end)**
  - **MPA/RPA 29 DAYS or less**
  - **Back to Back Orders less than 45 days total**

- **Order types that will continue to be processed manually via RTS**
  - **RPA/MPA 30 DAYS or more**
  - **IDT Reimbursement outside normal commute with command approval**
  - **IDT Lodging Reimbursement filed on the OF 1164**

- **Order types that will continue to be processed manually via RTS (Con't)**
  - **Annual Tour with IDT's in conjunction (front or back end)**
  - **PCS Orders**
  - **Non-Government Travel Card Holder (GTC)**
  - **Any Classified order**
  - **Orders with Multiple LOAs**
  - **AF 938s with forward deployment (CED orders)**

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- **On page 2 of the AF Form 938 line item E will Identify the system for completing and filing your travel voucher**

ANNUAL TRAINING

Continuation of AF Form 938, Block 18.  Remarks (AFMAN 36-8001):

a.  AUTH: 10 USC 12301(b)

b.  PAY AND ALLOWANCE ESP CODE:  N/A.

c.  TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).

d.  IF THIS ORDER CONFLICTS WITH THE JFTR/JTR, THE JFTR/JTR PREVAILS.

e.  IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: DTS.

- **On the first line of the DD1610 in the remarks section Identifies the system for filing your travel voucher**

**16.  REMARKS** *(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: DTS.  TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).

- ## DTS SUPPORT

  - ### Tier 1 (Help Desk) Detachment ODTA (Organization Defense Travel Administrator)

    - #### Customer's first line for assistance

  - ### Tier 2 (Help Desk) ARPC/FM LDTA (Lead Defense Travel Administrator)

    - #### Should only be contacted by the ODTA unless they are unavailable

    - #### Customer Service: 720.847.3791

    - #### DTS EMAIL: kyle.goldberg.2@us.af.mil

    - #### DTS Help Guides: http://www.defensetravel.dod.mil/site/training.cfm

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# DTS