

Certify Fund Availability

Organizations must populate their quarterly targets into the DTS Budget module before travel begins. This module is a local tool used to track funds; it does not replace the DoD accounting system. At the time of approval, DTS checks the fund availability in the Budget module for the line(s) of accounting (LOA) on a document. If the funds are not available, a DTA who has permission level 3 may correct the situation.

Note: All personnel using the **APPROVED** stamp must be appointed as Certifying Officials in accordance with local procedures.

AO Check List for Auth

1. Is this TDY trip necessary?
2. Is the number of travelers appropriate (Group Travel)?
3. Are funds available?
4. Is the LOA correct?
5. Were correct procedures followed for premium-class air travel requests with flag officer (or civilian equivalent) approval?
6. Did the traveler choose a city-pair flight? If not, was DoD travel policy followed?
7. Is the mode of travel advantageous to the government or is reimbursement limited?
8. Is a rental car needed?
9. Will travelers to same site share the rental car?
10. Does the traveler require Variations Authorized?
11. Did the traveler justify a noncompact vehicle?
12. Did traveler depart at a reasonable time?
13. Is the per diem location correct? (TDY mission)
14. When military lodging is not available, is a non-availability number provided (applies to military members only)?
15. Are lodging costs above per diem necessary?
16. Are non-FEMA lodging arrangements justified?
17. Are there registration fees? What is covered?
18. Is leave to be taken during TDY?
19. Are travel arrangements paid with appropriate form of payment (CBA, GTCC, personal)?
20. Foreign travel: Have clearances been obtained?

AO Check List for Voucher

1. Did traveler add expenses after the auth was approved?
2. Was voucher reviewed against auth?
3. Were all actual reimbursable expenses claimed?
4. Was the mode of travel consistent with auth?
5. Were claimed long distance calls authorized?
6. Were claimed calls home in accordance with JTR - JFTR, Appendix O?
7. Did traveler claim gasoline *and* prepaid gas?
8. Did traveler claim hotel taxes? (Foreign locations include all taxes.)
9. Did traveler claim CBA-charged ticket costs?
10. Are GTCC charges split disbursed?
11. Did traveler account for meals provided?
12. Are required receipts attached to the voucher? To check this, open the voucher and click the Substantiating Records link. Receipts are required for lodging and all expenses of \$75 or more.
13. Did traveler follow local procedures for returning unused or partially used tickets?

Actions That Occur When a Document Is Stamped APPROVED

- LOA is matched to a budget item from the funding org.
- Funds are decremented from the Budget module.
- Travel Authorization Number (TANUM) is permanently assigned.
- Key data is encrypted for auditing and legal use.
- Ticket Awaiting Date is assigned by CTO.
- Document is stamped with name of Approving Official and date.
- DTS sends an e-mail to the traveler.
- Transactions are initiated to financial systems.

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Review, Certify, and Approve DTS Documents: Instructions for AOs and COs

Version 5.0, September 27, 2008

This guide will assist Authorizing Officials (AOs), Certifying Officers (COs), and Reviewing Officials (ROs) in using the DTS Route & Review process. This guide uses the term *AO* to refer to situations where the AO and the CO are the same person.

Route & Review begins when a user applies the **SIGNED** stamp to an authorization (auth), a voucher from authorization (voucher), or a local voucher. Signing the document prompts DTS to route the document through the routing list. Auths that require reservations will route to the Commercial Travel Office (CTO), if there is CTO connectivity. Next, auths usually route to the AO for approval. If needed, any other steps in the routing process, e.g., **REVIEWED** or **CERTIFIED** must occur *after* the document routes to the CTO and *before* it routes to the AO.

Appendix O of the Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR) describe the rules for TDY travel in DTS. These regulations can be accessed through the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) at <http://dodtravelregs.hqda.pentagon.mil/propub/template.htm?view=main>

Log In to DTS

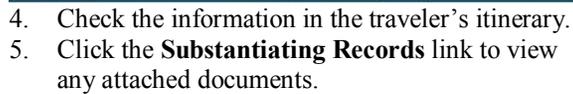
1. Insert the CAC into the reader.
2. Access the DTS Home page:
<http://www.defensetravel.osd.mil>.
3. Click **LOGIN TO DTS**.
4. Click **Accept** to the *DoD Privacy & Ethics Policy*.
5. The digital signature window opens.
6. Enter the **PIN** then click **OK**.

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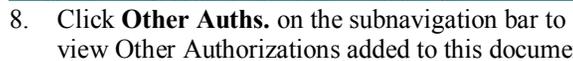
Review Documents

Documents Awaiting Your Approval --> [Click Here](#)

1. Select **Click Here** next to Documents Awaiting Your Approval on the DTS Welcome Screen. The Documents in Routing screen opens. Documents are sorted by Awaiting Status this is the default sort method.
2. Click the column header to sort the documents by type, traveler, or departure date.
3. Click **review** next to the document to be approved. The **Preview Trip** screen opens.



4. Check the information in the traveler's itinerary.
5. Click the **Substantiating Records** link to view any attached documents.
6. Click **Document History** to see the status stamps applied to this document.
7. Click **view** next to the Accounting Code(s) in the Accounting Summary to see LOA details.



8. Click **Other Auths.** on the subnavigation bar to view Other Authorizations added to this document.
9. Click **Pre-Audit** on the subnavigation bar to view justifications.
10. Review the justifications and determine if any changes are necessary.



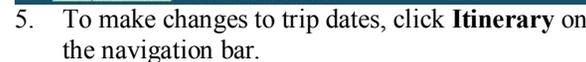
11. Click **Digital Signature**. The Digital Signature screen opens.
12. Click **Submit this document as** drop-down arrow and select **APPROVED**.
- OR -
If changes are required, select **RETURNED**. In the **Additional Remarks** text box, enter changes that need to be made before signing the document.
13. Click **Submit Completed Document**.
14. Enter the **PIN** in the Digital Signature window then click OK.
15. Select **Close** to complete the stamping process.

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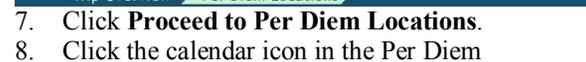
Adjust (or Change) Documents Before Approval

The AO can edit a travel document before approving it. This is called creating an adjustment.

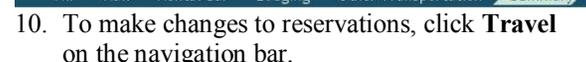
1. Click **Adjustments** on the main navigation bar.
2. Click **view/edit** next to the document that needs to be adjusted.
3. Clear the check from the Open Document **VIEW-ONLY** check box.
4. Enter the **PIN** in the Digital Signature window. The Preview Trip screen opens.



5. To make changes to trip dates, click **Itinerary** on the navigation bar.
6. Click the calendar icon in the Trip Overview box and select the new start date of the trip and / or select the new end date of the trip.



7. Click **Proceed to Per Diem Locations**.
8. Click the calendar icon in the Per Diem Locations box and select the new Arriving On and/or Departing On date(s) for the selected location.
9. Click **Save Changes** then click **OK**.



10. To make changes to reservations, click **Travel** on the navigation bar.
11. Click **Change** next to the reservation that needs to be changed.
12. On the left side of the screen, edit search criteria within the **Modify Search** fields as necessary.
13. Click **Search** then click **OK**.
14. Click **Select** to choose the new reservation then click **OK**.
15. Click **Other Trans.** on the navigation bar to change ticket data for reservations made outside DTS.
16. Click **Expenses** on the main navigation bar to update expenses and per diem entitlements. (Further instructions can be found in Chapter 2.7 of the Document Processing Manual.)
17. Proceed to the **Digital Signature** Screen.

18. If the adjustment included changes to reservations, click the **Submit this document as:** drop-down arrow and select **SIGNED**. The document will re-route to the CTO.
-OR-
If the adjustment did not change the reservations, click the **Submit this document as** drop-down arrow and select **APPROVED**.
19. Complete the Remarks box to alert the traveler of adjustments made to the document.

Print Documents

1. Open the Preview screen.
2. Click **Print**.

Delegate Signature Authority

In accordance with service or local policy, the AO can delegate signature authority to another RO while unable to perform normal routing duties. When signature authority is delegated, DTS will route documents to the AO on the routing list as well as to the delegated authority. Once the document is stamped by either party, it is removed from both users' Route & Review lists.

1. Mouse over **Traveler Setup** on the navigation bar.
2. Click **Delegate Authority**.
3. Click **Select** next to the name of the individual to whom the authority is to be assigned.
4. Click **OK** in the Assign Authority box.
5. Enter **PIN** in the Digital Signature Login box then click **OK**.

Note: In order for the AO to delegate authority, the individual selected to review documents for the AO must have the appropriate permissions to perform the required tasks.

Revoke Signature Authority

1. Mouse over **Traveler Setup** on the navigation bar.
2. Click **Delegate Authority**.
3. Click **Remove** to the right of the name on the Delegate Authority list.
4. Click **OK** to the question confirming revocation.