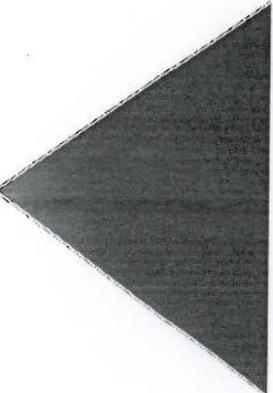


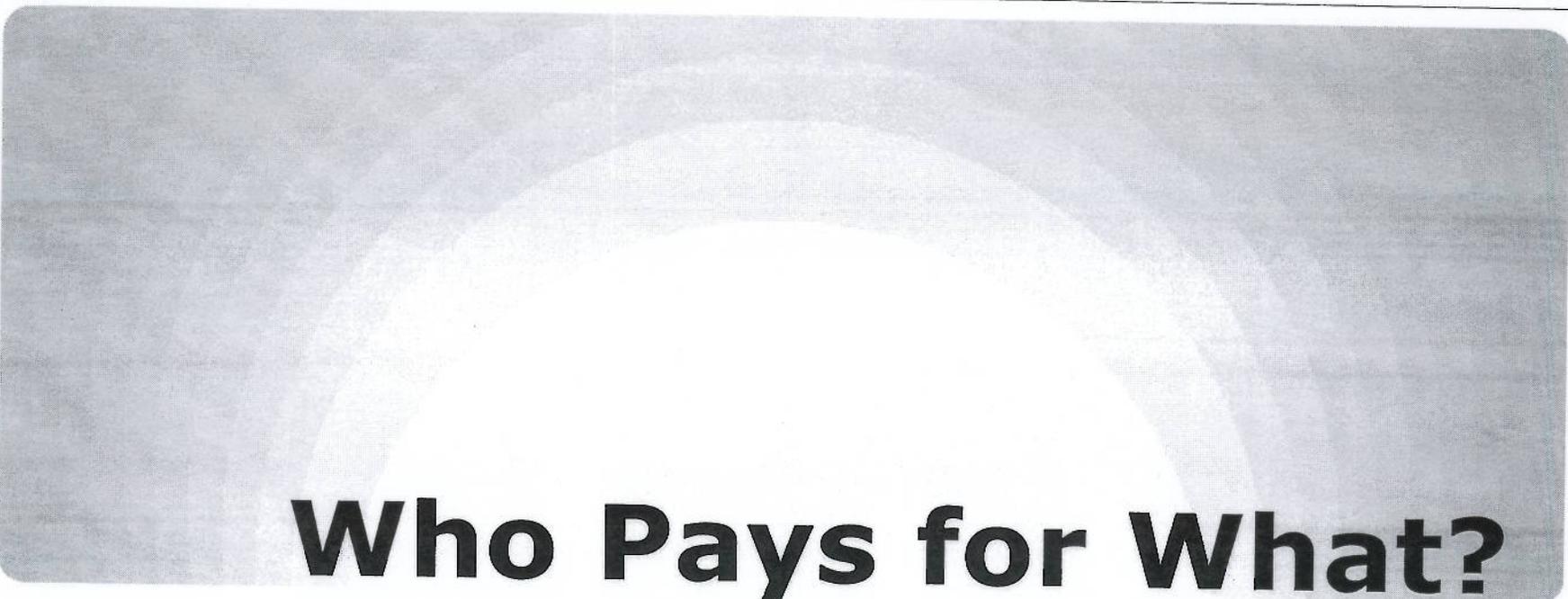
0.7 4.

TRAVELING USING DTS



Pre-Travel Authorization Checklist for Authorizing Officials

1. Is the TDY mission necessary?
2. Do amounts claimed appear reasonable?
3. Is the Line of Accounting correct?
4. Are there organizational funds available based on the "should cost" amount for that trip record request?
5. Are all claimed expenses charged against the correct line of accounting?
6. If Constructed Travel is being requested, is the requested travel mode more or less expensive than the "usual" travel mode?
7. If premium class travel is being requested, is the appropriate approval attached?
8. Have you ensured the availability of government quarters and/or dining facilities?
9. Is a rental car authorized?
10. Are registration fees authorized?
11. Is leave in conjunction with the TDY being authorized?
12. Have you verified that no Per Diem has been authorized for a TDY trip of 12 hours or less?
13. If you were unsure whether a travel entitlement is authorized, have you referred to the Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR), Appendix O?
14. Have you digitally signed the trip authorization authorizing travel and obligating funds?



Who Pays for What?

Please Check For Funding In The Following Order For Courses/Conferences Outside of PEC.

1. Louwane VanSoolen x-4420 louwane.vansoolen@us.army.mil
 - Route to DAS
 - Simulator Trips, Ferrying of Aircraft, Conferences, GE Engine School, NDI Course, etc...

2. CW5 Kerry Stauffer x-4627 kerry.stauffer@us.army.mil
 - Route Tech Travel for Techs and AGR Travel for AGRs
 - Training Courses NOT at PEC and Conferences Louwane CANNOT Pay For.

3. SGT Casey Malmborg x-4147 casey.b.malmborg@us.army.mil
 - Route Tech Travel for Techs and AGR Travel for AGRs
 - PEC Courses, Outside Training Courses and Conferences both Louwane and Mr. Stauffer CANNOT Pay For.

Examples

ACCESSING DTS

- CAC Card
- Pin Number
- <http://www.defensetravel.osd.mil/dts/site/index.jsp>

AUTHORIZATION

- Go to Official Travel
- Select Authorizations/Orders

Logged In As: BRITTNEY L FIFIELD

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼ DMM ▼

Authorizations/Orders

Local Vouchers

Group Authorizations/Orders 180UTAJFH0G8

Org Access: DA180UTA
Group Access: NG HQ UT
Permission: 0,1,2,3,4,5,6

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

My Signed Documents

Document Name	Current Status	Departure Date	Type
---------------	----------------	----------------	------

No documents found.

AUTHORIZATION

- Click the blue "Create New Authorization /Order" link



Defense Travel System
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[View Vouchers](#)

[View Local Vouchers](#)

[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)

[Create Trip Template](#)

Existing Authorizations/Orders

<u>Sort by</u> Document Name	<u>Sorted by</u> Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
BFLOGANUT013009_A01	01/30/09	CREATED		edit	print	remove	
BFLOGANUT110408_A01	11/04/08	CANCELLED		view	print		

AUTHORIZATION

Trip Overview

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: * Search

*Departing On:
(mm/dd/yyyy)

Starting Locations in Profile:

RESIDENCE
DUTY STATION

*Trip Type: ▼

*Trip Purpose: ▼

Trip Description:

- Starting Point: Residence
- Departing On: Date you are leaving
- Trip Type: AA Routing TDY/TAD
- Trip Purpose: select most accurate
- Trip Description: Enter name of course, conference, etc.

AUTHORIZATION

Trip Overview Continued

B I will be traveling to my TDY location by - (Select from the list below)

Commercial

Rail

Rental Car

Other

Time:

Air



1000

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right

*Arriving On:

04/01/2009



(mm/dd/yyyy)

*Departing On:



(mm/dd/yyyy)

Location Tools:

Search by:

Location

State/Country - Location

Zip Code

County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car



Lodging



E Will you be traveling to another TDY Location?

Yes

No

- Section B: Travel method to TDY location & preferred departure time
- Section C: Search for your TDY location using any of the blue buttons
- Departing On: Select when you will returning

- Section D: Mark either box if you need to reserve a car or hotel
- Section E: Select no unless your TDY will have multiple locations

AUTHORIZATION

Trip Overview Continued

B My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete
Insert 1 BOSTON,MA	04/01/09	04/08/09	Edit	Delete

C I am returning to: (Select from list or enter below):

*Ending Point:

*Arriving On:
(mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

- Section C: Return to Residence
- Section D: Preferred departure time for return trip
- Section E: Select if you called Carlson to arrange travel
- Hit the Save and Proceed button

AUTHORIZATION

Travel - Air

Search is automatically populated

Defense Travel System
A New Era of Government Travel

Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) [Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
SLC - Salt Lake City

* Arrival Airport (or city, state):
BOS - Boston Logan Internatio

* Arrival or Departure:
Departure

04/01/2009

10:00 AM

Show Alternate Airports:

[Search](#)

Please select flights for SLC - Salt Lake City to BOS - Boston Logan International Apt departing on 04/01/2009 [Skip This Flight](#)

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contract w/ Limited Availability **GSA Contract Airfare** Other Gov't Airfare Other Airfare AltGSA

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$391.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: KCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	09:35 AM Depart SLC - Salt Lake City 04:15 PM Arrive BOS - Boston Logan International Apt Equipment 73H	Wed 01-Apr-09 Non-Stop Flight	Flying Time: 4h 40min
---	---	----------------------------------	--------------------------

\$402.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: KCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	10:00 AM Depart SLC - Salt Lake City	Wed 01-Apr-09	Flying Time: 4h 13min
---	--------------------------------------	---------------	--------------------------

Select Flight

AUTHORIZATION

Travel - Air

- GSA Contract Airfare must be selected if available
- The cheapest flight should be selected
- May select other flights if the GSA Contract fares do not meet mission requirements. This requires approval from AO.

AUTHORIZATION

Travel - Air



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Seat Selector

Flight: DL 1192 SLC -> BOS 04/01/2009 09:35

No
Seat Map
Image
Available
For This
Flight



If a specific seat can not be selected, please choose which type of seat you prefer:

Seat Selection: Seat Number:

Advance seat selections are not guaranteed and are subject to change by the airline(s).

- Select your preference of seat
- Select Done
- Do this for each leg of the trip
- Repeat Slides #8 - #10 to select the return flight

AUTHORIZATION

Travel – Rental Car

- Search for the rental car the same way as flights

Search is automatically populated

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail **Rental Car** Lodging Other Transportation Summary

Rental Car

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date: 04/01/2009

* Pick-Up Time: 09:00 AM

* Drop-Off Date: 04/08/2009

* Drop-Off Time: 06:00 PM

One-Way Rental:

* Pickup Airport (or city, state): BOS - Boston Logan In

* Type: Compact

Rental Car

Select Rental Car for
BOS - Boston Logan International Apt, MA (United States)
from 04/01/2009 through 04/08/2009

Skip This Car

RESERVATIONS SUMMARY:

AIR: \$783.20

SLC-Salt Lake City, UT (USA) to BOS-Boston, MA (USA) (Logan Intl Apt) : 04/01/09 09:35 AM Arrive: 04:15 PM
BOS-Boston, MA (USA) (Logan Intl Apt) to SLC-Salt Lake City, UT (USA) : 04/08/09 06:45 AM Arrive: 10:12 AM

RENTAL CAR: \$0.00

Government Rates Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United

AUTHORIZATION

Travel – Rental Car

(ER) En Route:

\$242.01 [Estimated Total Cost Including Taxes & Fees]

Select Car

	ENTERPRISE IN TERMINAL/SHUTTLE TO CAR Compact Car	Weekly Rate: \$99.00 Air Conditioning Automatic	Extra Hour: \$4.98 Extra Day: \$19.90 Unlimited Miles/Kilometers
---	---	---	--

Select Car

\$242.18 [Estimated Total Cost Including Taxes & Fees]

Select Car

	THRIFTY IN TERMINAL/SHUTTLE TO CAR Compact Car	Weekly Rate: \$99.00 Air Conditioning Automatic	Extra Hour: \$8.00 Extra Day: \$23.00 Unlimited Miles/Kilometers
---	--	---	--

\$243.73 [Estimated Total Cost Including Taxes & Fees]

Select Car

	ALAMO IN TERMINAL/SHUTTLE TO CAR Compact Car	Weekly Rate: \$101.00 Air Conditioning Automatic	Extra Hour: \$5.33 Extra Day: \$16.00 Unlimited Miles/Kilometers
---	--	---	--

AUTHORIZATION

Travel – Rental Car

- ⊙ Must be obtained through CTO (Carlson)
- ⊙ Must select Compact unless other is approved
- ⊙ Larger vehicle may be authorized for:
 - Multiple Travelers
 - Transporting Gov't Equipment
 - Physical Size of Traveler
 - Other Mission Related Need

TRAVEL

Lodging & Other Transportation

- Lodging can be booked outside of DTS
- Make sure you are booking a place at the gov't rate
- If you book flight by calling Carlson, add the cost under Other Transportation

CARLSON FEE

Please Note: A Red Star (*) indicates a field is required.

* Type: **1**

* Description:

* Ticket No: **2**

* Ticket Value: **3**

Cost:
(If different from ticket value)

* Departure Date
(mm/dd/yyyy):

Issue Date
(mm/dd/yyyy):

* Ticket Date
(mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

4

Save

Go to Travel Other
Transportation

1. Enter CTO Fee in the first drop-down
2. Enter "890" in the Ticket No. field
3. Enter \$13.00 in the Ticket Value field
4. Select Save

TRAVEL Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information **Final Trip Itinerary**

Air Travel Payment Summary:

[Add New Flight](#)

\$783.20 Total Cost (Including Taxes & Fees)		View Flight Details	
		Cancel	Change
 Delta 1192	Depart: 09:35 AM SLC-Salt Lake City, UT (USA) Arrive: 04:15 PM BOS-Boston, MA (USA) (Logan Intl. Apt) Frequent Flyer #: --Please Select--	> Special Requests	Wed 04/01/2009 SEAT: 00
			Cancel
 Delta 1209	Depart: 06:45 AM BOS-Boston, MA (USA) (Logan Intl. Apt) Arrive: 10:12 AM SLC-Salt Lake City, UT (USA) Frequent Flyer #: --Please Select--	> Special Requests	Wed 04/08/2009 SEAT: 00
			Cancel
*Type: (Required)	Comm Air (Central Bill)	Method of Reimbursement:	CENTRAL BILL
CBA Label:	DT Citi 00391	CBA Account:	XXXXXXXXXXXX0990 > CBA Accounts

Rental Car Payment Summary:

[Add New Rental Car](#)

\$242.01 Estimated Total Cost (Including Taxes & Fees)		Weekly Rate: \$99.00		View Rental Car Details	
		Cancel	Change		
 ENTERPRISE	BOS - Boston Logan International Apt, MA Frequent Renter #: []	> Special Requests	Pick-up Date: Wed 04/01/2009	Drop-off Date: Wed 04/08/2009	Cancel Change
					Cancel
*Type: (Required)	PERSONAL	Method of Reimbursement:	PERSONAL		

TRAVEL Summary

- Can apply Frequent Flyer Miles if in system
- Check to make sure it is being charged correctly (GTC vs. CBA)
- If you make changes on this page, make sure you select "Save and Continue"
- Document must be signed within 24 hours or the reservations will be cancelled

EXPENSES

Non-Mileage

- Parking at Terminal
- Gas for Rental Car
- ATM Advance/Service Fees
- Hotel Room/Sales Tax
- Registration Fee
- Laundry ≠ Entitlement

EXPENSES

Non-Mileage

Defense Travel System
A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

[RETURN TO LIST](#) [Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 01-Apr-09 Returns: 08-Apr-09

Non-Mileage Expense #1

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #2

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

- Enter estimated expenses
- Select "Save Expenses"

EXPENSES

Mileage

[RETURN TO LIST](#)

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 01-Apr-09 Return: 08-Apr-09

Mileage Expense #1

* Expense Type:

* Date: 
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate .55 = Cost \$ 22.00

Mileage Expense #2

* Expense Type:

* Date: 
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate .55 = Cost \$ 22.00

[Save Expenses](#)

EXPENSES

Mileage

- Mileage is allowed for two round trips if someone is dropping you off at the airport
- Mileage is allowed for one round trip if you are parking at the airport
- In-and-Around mileage can be approved, but a log must be kept

EXPENSES

Per Diem Entitlements

- Can see lodging and food per diem
- If mission changes lodging or food per diem, change amounts here

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/01/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	48.00 Personal	203 / 64	NONE				
04/02/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	64.00 Personal	203 / 64	NONE				
04/03/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	64.00 Personal	203 / 64	NONE				
04/04/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	64.00 Personal	203 / 64	NONE				
04/05/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	64.00 Personal	203 / 64	NONE				
04/06/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	64.00 Personal	203 / 64	NONE				
04/07/09	BOSTON,MA	> Edit	> Reset	203.00	203.00 Personal	64.00 Personal	203 / 64	NONE				
04/08/09	BOSTON,MA	> Edit	> Reset	0.00	0.00 Personal	48.00 Personal	203 / 64	NONE				

Reset All Edit All

EXPENSES

Per Diem Entitlements

You Can...

- Change Lodging amount
- Select any conditions that apply (Field Conditions, Quarters Available, etc.)
- Select if any meals are provided
- Select other Per Diem Entitlements (i.e. Leave, Non-Duty Day, etc)

MISCELANEOUS

- Substantiating Docs – CTW can be added
- Accounting – Approving Official adds
- Additional Options –
 - Can check GTC & EFT info
 - Can Schedule Partial Payments (Supp Vouchers)
 - Can set-up cash advance

REVIEW/SIGN

- Preview – gives overview of everything entered in authorization
- Other Auths – show any authorizations that were marked
- Pre-Audit – “red flags” appear here. If anything was flagged you **MUST** provide justification
- See http://www.defensetravel.dod.mil/Training/DTS/Docs/TrnMat/DTA_App_K.pdf section K.11 for translation of Pre-Audit messages

REVIEW/SIGN Digital Signature

- Select “Signed” from the first drop-down
- Select the appropriate routing list from the second drop-down
- Enter any necessary comments in the Remarks box
- Select “Submit Completed Document”
- Digital Signature page also provides a Document History

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	BRITTNEY L FIFIELD	0

Document History

Status	Date	Time	Name	Remarks
--------	------	------	------	---------

ROUTING LIST

- Routing list determines who sees the orders for review/approval
- Routing list should be selected based on who is paying for the travel

For Example

- If you are going to a school that the G3 is paying for you should select G3 Schools
- If you are going to a training in a tech status, select TECH TRVL

VOUCHER

- Go to Official Travel
- Select Vouchers



Defense Travel System
A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setu Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

MINUTEMANA

TAZDRAPER

Org Access:

Group Access: DRAPER

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
<u>EMBOSTONCOLLE041209_A01-01</u>	PAY PROCESS IGNORE	04/12/09	AUTH

VOUCHER

- Select the blue “Create New Voucher From Authorization/Order” link

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

- Select the blue “create” link next to the orders you need to create a voucher for

Below is a list of your authorizations. Click “Create” next to the travel authorization for which you want to create a voucher.

<u>Document Name</u>	<u>Departure Date</u>	<u>Status</u>	<u>TA Number</u>	<u>Create</u>
EMBOSTONCOLLE041209_A01-01	04/12/09	PAY PROCESS IGNORE	ONZU22	> create

VOUCHER OVERVIEW

- Change estimated costs to actual costs
- Receipts needed for:
 - Airfare (eInvoice)
 - Carlson Fee (eInvoice)
 - Rental Car
 - Gas (if over \$75.00)
 - Hotel
 - Registration Fees
 - Baggage Fee
 - Any item over \$75.00
- Receipts must show total amount and balance of \$0

eTICKET VS eINVOICE

- eTicket lists estimated costs
- It does not show the CTO fee

Fare calculation line:

SLC DL LAS108.84KCA DL SLC108.84KCA USD217.68END ZPSLCLAS XT5.00AY
9.00XFSLC4.5LAS4.5

Fare:	USD	217.68		
Taxes/fees/charges:	USD	16.32	US	US Transportation Tax
Taxes/fees/charges:	USD	7.00	ZP	US Segment Tax
Taxes/fees/charges:	USD	14.00	XT	Combined Taxes
Total:	USD	255.00		

eTICKET VS eINVOICE continued

- eInvoice shows CTO fee
- eInvoice shows that it has been paid

- Electronic Invoice

Service Fee	XD8150728605	Billed to VI XXXXXXXXXXXX	*255.00	
		Billed to VI XXXXXXXXXXXX	*13.00	←

		Subtotal	268.00	
		Net credit card billing	*268.00	

		Total amount due	0.00	←

YOUR PERSONAL ID CODE IS SX132/CTO

EXPENSES

Substantiating Records

- Attach receipts through Expenses → Substantiating Records
- You can attach receipts by scanning or faxing

Defense Travel System
A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements **Substantiating Records**

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> Upload Scanned Receipts

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
------	-----	-------	------	--------

FAXING RECEIPTS

- Select the blue “Print Fax Cover Sheet” link
- A cover sheet will open with bar codes
- Fax the cover sheet with the receipts to the number on the cover sheet
- Within 30 min the documents should appear in the Substantiating Records screen
- Change the Notes to reflect what the documents is
- Do not sign the document until they are attached

SCANNING RECEIPTS

- Scan the receipts to your computer and save them
- Browse for the document
- Select “Upload”
- The documents will appear under the “Notes” section immediately
- Change the Notes to reflect what the documents is

COMPLETING VOUCHER

- Go to Review/Sign and proceed the same as Authorization
- View Preview, Other Auths, and Pre-Audit
- Go to Digital Signature and submit the document

REFERENCES

DTS Document Processing Manual

<http://www.defensetravel.dod.mil/Training/DTS/TrnMat.cfm#10>

DTA Manual Appendices

<http://www.defensetravel.dod.mil/Training/DTS/TrnMat.cfm#5>

DTMO Passport Website

www.defensetravel.dod.mil/Passport

JFTR/JTR – Appendix O

<http://www.defensetravel.dod.mil/perdiem/trviregs.html>

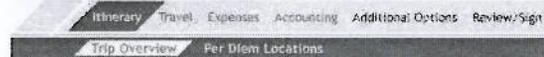
USPFO Travel Website

Post-Travel Checklist for Authorizing Officers and Certifying Officials

1. Does the voucher agree with the authorization?
2. Do the amounts claimed for the following items appear reasonable?
3. Are receipts for all expenses of \$75.00 or more and all lodging receipts electronically attached to the voucher?
4. Did the traveler take leave or use excess travel time that should be recorded as leave?
5. Some reimbursable expenses must be approved by the unit funding the trip. Should all claimed expenses be charged to the accounting classification on the original order?
6. Were any meals or quarters included in registration fees or were any periods of the TDY under field conditions and did the traveler claim them correctly?
7. Did the traveler pay more than the allowed rate for lodging and was this approved?

1

Travel Itinerary



- Enter the **Starting Point** by clicking a location in the **Starting Locations in Profile** box or by typing a location in the field.
- In the **Departing On** field, type the date or use the calendar tool to enter the departure date.
- Select the **Trip Type** and **Trip Purpose** by using the drop-down menus.
- (Optional) Complete the **Trip Description** field with details of the trip.
- Select the **mode of transportation** for travel to the location and the **departure time**.
- Click **Location** in the Location Tools box on the right to search for and enter a location.
Note: The DPM, Chapter 2 explains all search options: Location, State/Country, ZIP Code, and County.
- In the Search Location window, enter city, state, county, country, or location name.
- Click **Search Location**.
- Click the **radio button** next to the preferred location, then click **Select and Close**.
- If the location is not in this list, search again by clicking one of the other **Search by:** buttons located at the bottom of the screen. Click **Save Location and Return**.
- In the **Arriving On:** date field, use the calendar tool and select the **arrival date** for the location.
- In the **Departing On:** date field, use the calendar tool and select the **departure date** for the location.
- Select the **check box(es)** if reservations are needed for a rental car or lodging at the location.
- Click **Yes** or **No** for *Will you be traveling to another TDY Location?* If Yes, repeat Steps e through m.
- Enter the **Ending Point** by clicking the location from the **Return Locations in Profile** box or by typing in a location in the field.
- Select the **mode of transportation** for travel to the **return location** and the **departure time**.
- Select the **check box** in Section E if other ticketed transportation will be used (such as a bus).
- Click the **CTO Full Assistance Request** button if preference is to enter comments to the CTO and receive travel assistance for the full itinerary in place of selecting own reservations using the reservation module. An additional fee will be charged for this option. Click **OK** to proceed. Add additional comments if necessary and click **Send Comments to CTO**. The Preview Trip screen will appear. After reviewing this

screen, proceed to Step 6 by clicking **Expenses** on the navigation bar.

-OR-

Click **Save and Proceed**.

2

Book Air Travel



If indicated in the Trip Overview that Commercial Air is needed, the Air screen displays.

- Click **Select Flights** for one of the flights listed on the screen. Use the Airfare tabs for different fares. -OR- Change the criteria on the left side of the screen; click **Search**, and then **Select Flight**.
- Select the return flight by repeating Step a.
Note: If no selections display for Air, Rental Car, Lodging, or Rail, use the **Request Assistance in Booking ...** button shown on the screen.

3

Book Rental Car



If indicated in the Trip Overview that a rental car is needed, the Rental Car screen displays.

- Click **Select Car** for one of the rental cars listed on the screen.
-OR-
Change the rental car criteria on the left side of the screen, click **Search**, and then **Select Car**.

4

Book Lodging



If indicated in the Trip Overview that lodging is needed, the Lodging screen displays.

- Click **Select Hotel** for one of the **hotels** listed.
-OR- Click **Find More Hotels** at bottom of screen.
-OR- Change lodging criteria on the left of screen.
- Click **Search**, then select the preferred hotel.
- Click to **Select Room** from list of rooms based on the Lodging Per Diem Rate Allowed displayed.
Note: Military members must contact the lodging facility directly to reserve lodging at a military installation.

5

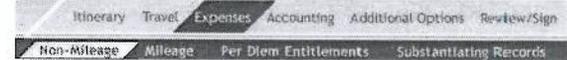
Travel Summary



- Review the information on the Payment Information tab and update if necessary.
- Review the information on the Final Trip Itinerary.
- Click **Save and Continue**.
- Upon leaving reservations, click **OK** to the pop-up warning to stamp SIGNED after changes.

6

Expenses



- Select a **non-mileage** expense from the drop-down menu. If the expense is not listed, type it in the **Or** field.
- Type the estimated **Cost** of the expense and select the **Date** the expense will be incurred.
- Select the **Method of Reimbursement** for the expense from the drop-down menu.
- Enter the expenses on this screen.
- Click **Save Expenses**.
- Select **Mileage** from the subnavigation bar.
- Enter the expected mileage if a POC will be used.
Note: If Private Auto or Private Motorcycle is selected, the Defense Table of Official Distances (DTOD) calculates the number of miles each way.
- Click **Save Expense**.
- Click the **Per Diem Entitlements** tab to change the amounts for a date or date range.
- Click the **Substantiating Records** tab to add supporting documents by faxing or scanning and then uploading. See the DPM, Section 2.7.4.

7

Lines of Accounting (LOAs)



- Select **Accounting** in the navigation bar.
 - Select the appropriate **Accounting Label**.
- Multiple LOAs:** When two or more LOAs are used:
- Click the **How to Allocate** drop-down arrow.
 - Select an allocation method.
 - Click **Allocate Expenses**. Allocate as needed.
 - Click **Save Allocations**.

Additional Options

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Partial Payments Advances

- Click **Additional Options** on the navigation bar.
- Click **Profile** to edit personal profile data.
- Click the **My Account Information** link. If the Mandatory EFT Payment radio button is **Yes**, ensure the checking or savings account data is entered. If not entered, the document cannot be signed.
- Partial Payments.** Partial payments can be scheduled if TDY exceeds 45 days.
- Advances.** Travelers who do not have a Government Travel Charge Card (GTCC) may request a non-ATM advance. Only LOAs selected on the Accounting Codes screen display.
- After entering any Additional Options, click **Continue** at the bottom of the screen.

Review / Sign

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

- Review the itinerary.
- (Optional) – Select **Other Auths.** in the navigation bar. Click the **Add Additional Authorizations for this trip** link to select from a list of other authorizations.
- Select **Pre-Audit**.
- Enter any justifications in each comment box.
- Click on **Save and Proceed to Digital Signature**.
- Select the **SIGNED** stamp on the Digital Signature screen.
- (Optional) Click the **Routing List** drop-down arrow to select a different routing list.
- Click **Submit Completed Document**.
- The Digital Signature window opens.
- Enter the user's PIN and click **OK**.

The authorization must be signed within 24 hours of booking or all reservations will be cancelled.

Adjust and Amend Authorizations

An *adjustment* is a change to a document *before* it is APPROVED. An *amendment* is a change to a document *after* it is APPROVED.

Create an Adjustment

- Mouse over **Official Travel** on the menu bar.
 - Select **Authorizations/Orders**.
 - Click **View/Edit** next to the document to adjust.
 - Clear the **View-Only** check box.
 - Enter the user's PIN.
 - The Preview Trip screen opens with a reminder to stamp **SIGNED** after change. Click **OK**.
 - Click **edit** next to the item that needs to be changed.
- Skip Step h. if not adjusting a reservation.*
- Click **Travel** in the navigation bar. If a date was changed in Step f, the screen message asks if all reservations are to be cancelled at once, or cancelled and updated separately. Click the desired option.
 - Click **edit** next to the items on the Trip Summary screen that need adjusting. Use the modify search pane to find a new reservation.
- Skip Step j. if not adjusting a reservation.*
- Click **OK** to messages to stamp **SIGNED**.
 - Click **Review/Sign**, then click **Pre-Audit** to add justifications for any changes made.
 - Click **Save and Proceed to Digital Signature**.
 - Select **SIGNED** on the Digital Signature screen.
 - Click **Submit Completed Document**.
 - Enter the user's PIN and click **OK**.

Create an Amendment

Existing Authorizations/Orders

Sort by Document Number	Document No.	Start by Date	Status	Sort by LA Number	View/Edit	Print	Remove	Amend
DELFASDTY062203_A01	06/22/03	REJECT	DVTDP	0003	EDIT			AMEND

- Select **Authorizations/Orders** from the **Official Travel** drop-down menu.
- Click **Amend** next to the desired document.
- Click **OK**.
- Enter reason for edit in the **Comment** box.
- Enter PIN and click **OK**.
- Follow Steps f. through o in the Create an Adjustment section above.

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Create an Authorization: Traveler Instructions

September 6, 2008

This trifold guides the traveler/NDEA through creating a typical authorization (auth). For modes of transportation other than air or rental car, see Chapter 2 in the Document Processing Manual (DPM).

Log In to DTS

- Insert the CAC into the reader.
- Access the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS**.
- Click **Accept** to the *DoD Privacy & Ethics Policy*. The digital signature window opens. Enter the user's PIN and click **OK**.
- First-time users will see the User Activation screen. Enter the traveler's SSN in both fields.
- Click **Submit**. The DTS Welcome screen opens.
- Mouse over **Administrative** on the menu.
- Select **Self Registration** from the drop-down menu.
- Complete the Basic and Additional Information screens.
- Click **Submit Self-Registration** on the last screen.
- Log out of DTS. An e-mail will be sent when the registration has been accepted.
- Log back in to DTS to create the auth.

Create an Authorization

Official Official Travel Traveler Reports Administrative
Authorizations/Orders Setup

- On the DTS Welcome screen, mouse over **Official Travel** on the navigation bar.
- Select **Authorization/Orders** from the menu.
- Click **Create New Authorization/Order**.
Note: If the traveler is using DTS for the first time, a pop up will appear to review or update the traveler's profile. Make any necessary changes, then click **Update Personal Information**.