Defense Travel Management Office

Defense Travel Training Resources

Document Processing Manual

August 9, 2010

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.3.24	8/08/09	Defense Travel Management Office (DTMO)	• New chapter for SCT functionality, updated text and screen shots for new functionality associated with release 1.7.2.0	Chapter 2 Chapter 4 Chapter 6 Chapter 9 Chapter 11
1.3.25	9/26/09	Defense Travel Management Office (DTMO)	• New functionality for TSA Secure Flight • General Updates	Chapter 2 Chapter 6
1.3.26	3/01/10	Defense Travel Management Office (DTMO)	• General Updates	Chapter 1 Chapter 3 Chapter 5 Chapter 10
1.3.27	3/26/10	Defense Travel Management Office (DTMO)	• Updates include FedRooms and deschedule advances	Chapter 2 Chapter 7
1.3.28	6/26/10	Defense Travel Management Office (DTMO)	• Display dollar sign on Per DiemEntitlements Screen • Remove Trip Summary view from Local Vouchers - Payment Total screen • Record location of the From/To used for DTOD mileage calculation • "OCONUS Incidental Amount" and "In Place" can be selected at the same time • Reimbursable filed on the Expense Detail Screen is grayed out. For Other Ticketed Transportation only	Chapter 2 Chapter 4 Chapter 5 Chapter 7 Chapter 9 Chapter 11
1.3.29	7/16/10	Defense Travel Management Office (DTMO)	• New location to update Traveler Profile • New Cross Organization funding feature	Chapter 2 Chapter 4 Chapter 5 Chapter 6
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1.3.31	8/9/10	Defense Travel Management Office (DTMO)	• Updated Chapter 8 with information on Guide to Managing Travel Incurred Debt	Chapter 8

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CHAPTER 1: OVERVIEW OF THE DEFENSE TRAVEL SYSTEM (DTS)

DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty (TDY) travel for the Department of Defense (DoD). It allows travelers to create authorizations, book reservations, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, all via a single Web portal. DTS is available 24 hours a day, 7 days a week (24x7). This chapter covers the following topics:

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1.1 The Defense Travel System

To manage travel or create travel plans, open the DTS Home page by entering the URL www.defense-travel.osd.mil, then select the **LOGIN TO DTS** button (Figure 1-1).

Figure 1-1: DTS Home Page

When the travel has been completed, the traveler files a voucher that is routed electronically to the appropriate officials for approval, then to the Defense Finance and Accounting Service (DFAS)** for payment.

**DFAS is the financial system that supports most DoD personnel. If your organization uses a different finance system, replace "DFAS" with the name of your servicing financial system throughout this manual.

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1.2 DTS Users

DTS *users* are DoD personnel who, in any role, interact with DTS. DTS does not manage travel for contractors; it is for DoD personnel traveling on official business.

Users include Defense Travel Administrators (DTAs), Authorizing Officials (AOs), Certifying Officers (COs), Routing Officials (ROs), Transportation Officers (TOs) and Centrally Billed Account (CBA) Specialists, Disbursing Officers (DOs), and agents within the Commercial Travel Office (CTO). Anyone who interacts with DTS on behalf of another person is also a user. Some users may prepare authorizations and vouchers for other individuals who travel.

1.3 DTS Features and Benefits

DTS provides full functionality, accessibility, and security when processing authorizations and vouchers. It is easy to search for airline, hotel, car rental, and rail availability, as well as gather all details to plan a trip.

Real-time reservations for air, lodging, and rental cars are built into DTS to provide easy access to commercial travel service information. The system streamlines workflow and processes to improve efficiency and productivity.

DTS meets the major functional requirements of the DoD and serves the needs of all user/travelers. The following are highlights of DTS' benefits for travelers, travel clerks, AOs, COs, and DTAs.

User/Travelers and Travel Clerks. Using DTS, user/travelers and travel clerks accomplish the below tasks:

- Create and update travel documents
- Update travel preferences in a traveler’s personal profile
- Create a voucher by using information from an authorization
- Submit and digitally sign documents
- Determine the status of an authorization or a voucher at any time
- Receive travel reimbursements normally within 72 hours of AO approval

AOs and COs. Using DTS, AOs and COs accomplish the below tasks:

- Preview, review, and approve authorizations and vouchers
- Cancel an authorization
- Return travel documents to user/travelers for changes or corrections
- Edit travel documents for a user/traveler
- Delegate and revoke signature authority
- Certify funds available

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DTAs. Using DTS, DTAs accomplish the below tasks:

- Establish document routing based on the organization and type of action
- Track the obligation and expenditure of travel funds
- Perform all administrative setup and maintenance necessary to use DTS

1.4 The Trip-Planning Process

The trip-planning process will differ for user/travelers, depending upon whether or not they are connected to DTS.

1.4.1 Users With Access To DTS

User/travelers, travel clerks, or Non-DTS Entry Agents (NDEAs) log in to DTS using a digital Signature. They complete an itinerary and build an authorization that DTS passes along a chain of ROs for actions such as reviewing travel expenses and approving travel.

Users who can log in use the DTS travel feature to make air, hotel, car rental, and rail reservations. If necessary, specific requests can be entered in each travel segment using the comments window, or CTO assistance can be requested from the Trip Overview screen. Figure 1-2 depicts a trip-planning and authorization process for a connected user/traveler.

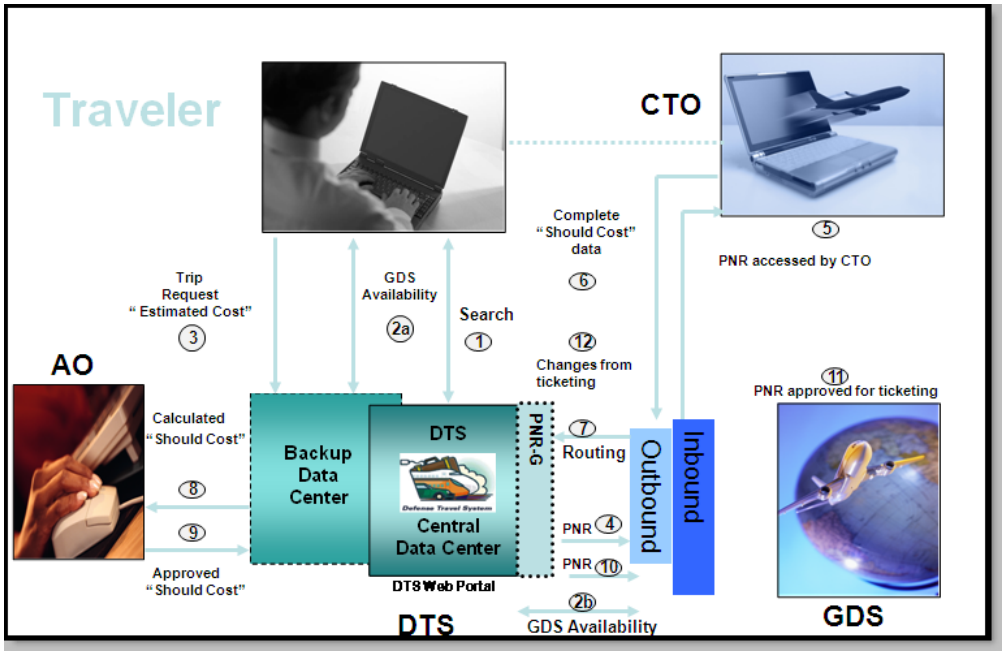

Figure 1-2: Users With Access To DTS

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After a user/traveler logs in to DTS and initiates a new document, the following sequence for the trip planning process occurs:

a. *Create Authorization:* Select air, hotel, and rental car reservations or use the Full CTO Assistance Request button (*1, 2a, 2b*). Enter reimbursable expense estimates and per diem entitlements to create an estimated total, or "should cost" and complete the authorization (*3*). Digitally sign the authorization.
b. *Route*. DTS routes the authorization to the CTO via the Passenger Name Record (PNR) Gateway (*4*). DTS then places the PNR in the CTO's inbound queue.
c. *Process*. The travel agent located at the CTO accesses the PNR in the Global Distribution System (GDS), performs quality checks, and confirms rail reservations or makes reservations if assistance is requested (5,6). The travel agent directs the PNR through DTS for further routing (*7*).
d. *Route*. DTS routes the request to the AO (*8*).
e. *Approve*. The AO reviews and approves the authorization by affixing a digital signature (*9*).
f. *Route*. DTS updates the status of the authorization to inform the traveler of the approval and routes it through the PNR Gateway to the CTO's ticketing queue for ticketing (*10*).
g. *Ticket*. The CTO tickets the itinerary, as required *(11, 12)*.

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1.4.2 Users Without Access To DTS

A travel clerk or a Non DTS Entry Agent (NDEA) can initiate the process for a user/traveler who cannot log in to DTS. The user/traveler may call, send an e-mail or fax to the NDEA and provide the travel information (Figure 1-3). The NDEA will complete the authorization as outlined in the process for connected user/travelers (See Section 1.4.1).

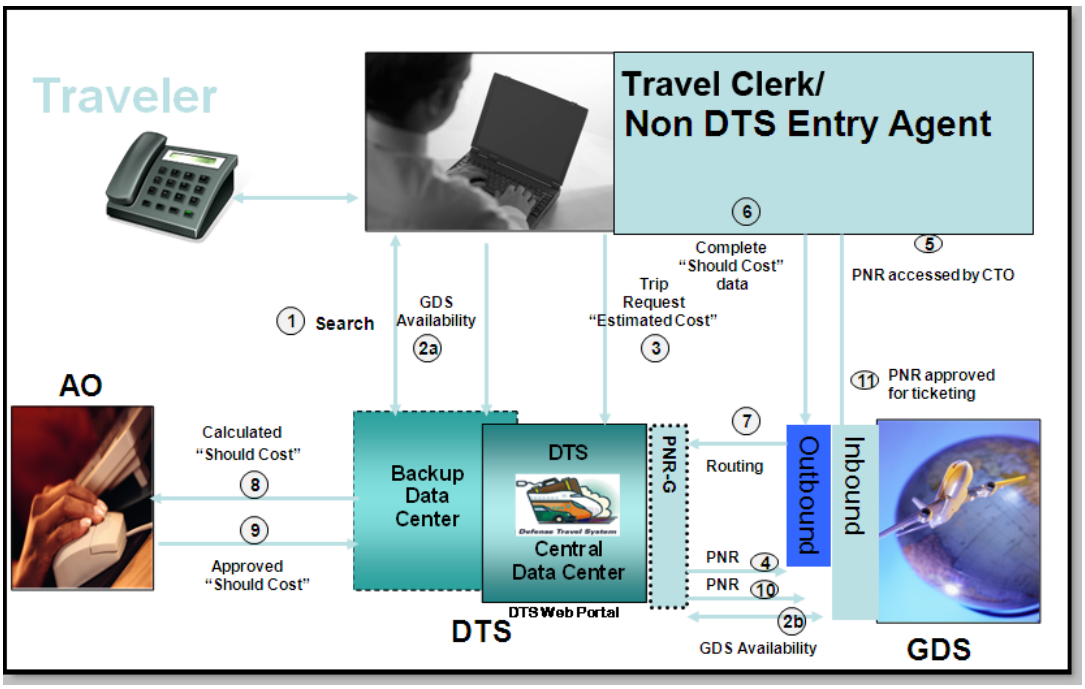

Figure 1-3: Users Without Access To DTS

Any user with access to a person's profile can create and sign authorizations for that person by using the SIGNED stamp. Only NDEAs can sign vouchers for others. The NDEA uses the T-ENTERED stamp to sign another person's voucher. The NDEA is an optional role in DTS.

If a traveler cannot contact the NDEA, they will need to contact the CTO to make travel arrangements. When the traveler completes the travel, all information will be entered into DTS.

Note: A travel clerk with group access can create and sign authorizations using the SIGNED stamp. Travel clerks can create vouchers for others, but may not sign them.

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1.5 DTS Training Resources

1.5.1 DTMO Training and Resource Center

The DTS Training and Resource Center, located at www.defensetravel.dod.mil/Training/DTS/ Training_Main.cfm is a gateway to a number of resources that will help improve skills in using the system and finding answers to questions about DTS. To access the Training and Resource Center from the DTS Home page, select either the blue **TRAINING** button or the Training link on the left side bar.

1.5.2 Travel Explorer (TraX)

The Defense Travel Management Office (DTMO) provides useful travel resources, tools, and training opportunities via the Travel Explorer (TraX). To access TraX, users must register through Passport, DTMO's Web portal.

To access e-learning, log in to the TraX located at https://www.defensetravel.dod.mil/ Passport. Users who do not have an existing account must register for a new account by selecting the **Register** button.

After login, select the **Training** tab. Additional instructions for accessing training in TraX can be found at www.defensetravel.dod.mil/Docs/Training_Instructions.pdf.

Training Resources include:

E-Learning Resources

- Distance Learning Program (Webinar sessions with live instructors)
- Web Based Training (Self-paced, anytime/anywhere training modules)
- Demonstrations (Narrated online simulations)

Instructor Materials

- Instructor Guides
- Participant Guides
- PowerPoint Slides to accompany instructor guide

Reference Materials

The DTS Training and Resource center provides additional manuals and resources, including:

- **Defense Travel Administrator's (DTA) Manual**
- **Document Processing Manual**
- **Centrally Billed Account (CBA) Reconciliation Manual**
- **Debt Management Monitor (DMM) Manual**
- **Quick Reference Guides**

1.6 Help in DTS

In addition to the DTS Training and Resource Center, DTS provides help in using the system through various other sources. These additional sources include online help and the help desk.

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1.6.1 Self Support

When logged in to DTS, help can be requested for any screen by selecting the **Help for This Screen** link in the upper right corner. A window opens that explains the topics on the current screen (Figure 1-4). When a user traveler selects a topic, more information related to that topic displays. Select **See Table of Contents** to search the entire Help database for information related to any topic in DTS.

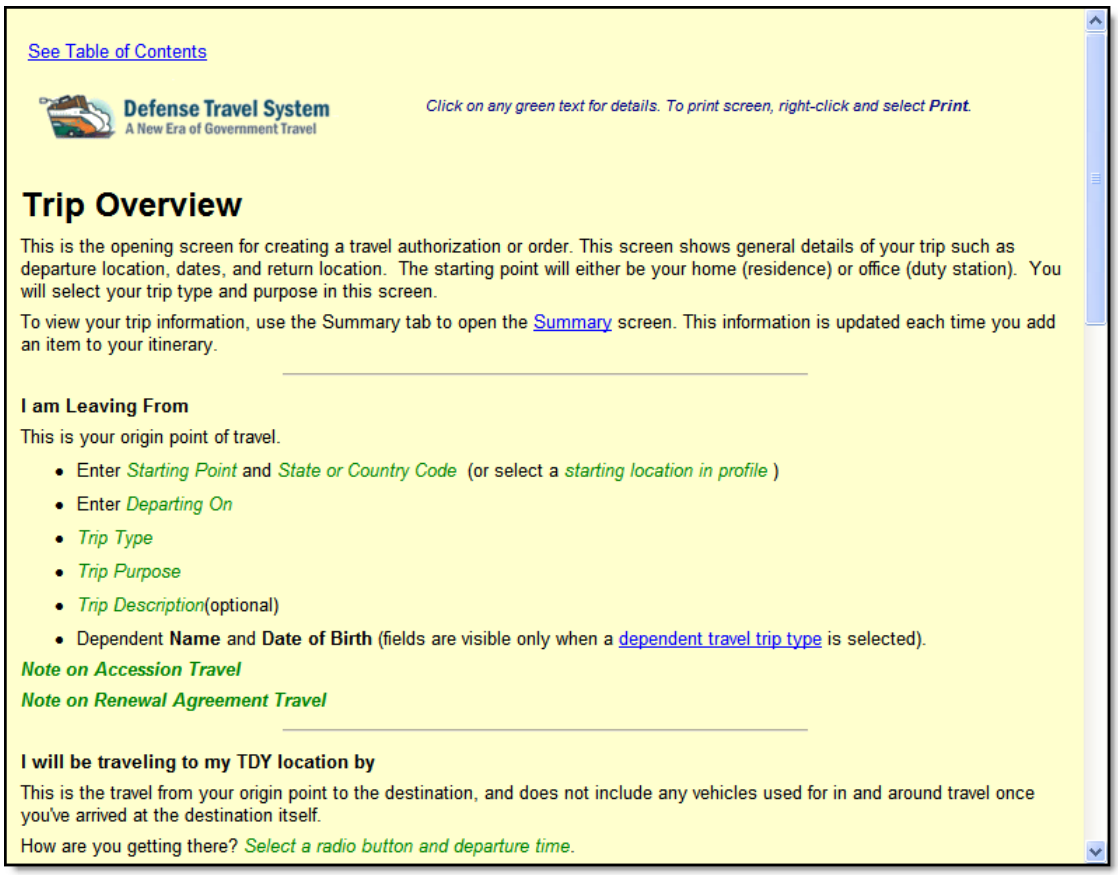

Figure 1-4: DTS Help Window

1.6.2 Local Level Support

Local Organization Help Desk. The local help desk provides user/travelers with local policy and DTS support, and may consist of the DTA, Finance DTA (FDTA), and IT personnel. Contact numbers for the local help desk can be found by entering URL: www.defensetravel.dod.mil/Sections/HD_Main.cfm.

Travel Assistance Center (TAC). The TAC addresses issues that the DTS Training and Resource Center and local organization help desk cannot resolve. The TAC is available to all DTS users 24x7 excluding Federal holidays. Below is the TAC contact information:

- Phone: 888-Help1Go (888-435-7146), DSN 312-564-3950
- Web: https://www.defensetravel.dod.mil/passport

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1.7 DTS Fielding

All the actions necessary to set up DTS at a site and the procedures that allow the software to work are referred to as the DTS Fielding process. Contact the Service or Agency representative for more information. Contact information for Service or Agency representatives can be found at www.defense-travel.dod.mil/Sections/DTSContacts.cfm. This information is also available by selecting the Contacts link on the left hand side of the DTS Home page.

1.8 Log In to DTS

Launch the Internet browser and enter the following URL www.defensetravel.osd.mil.

Follow the below steps to log in to DTS:

1. Insert the CAC into the CAC reader.

The CAC must be left in the CAC reader for the entire DTS session. The system will read from the reader periodically. If the CAC is not in the reader, an error message will display.

2. Select the green **LOGIN TO DTS** button that is located near the center of the DTS Home page (Figure 1-1).

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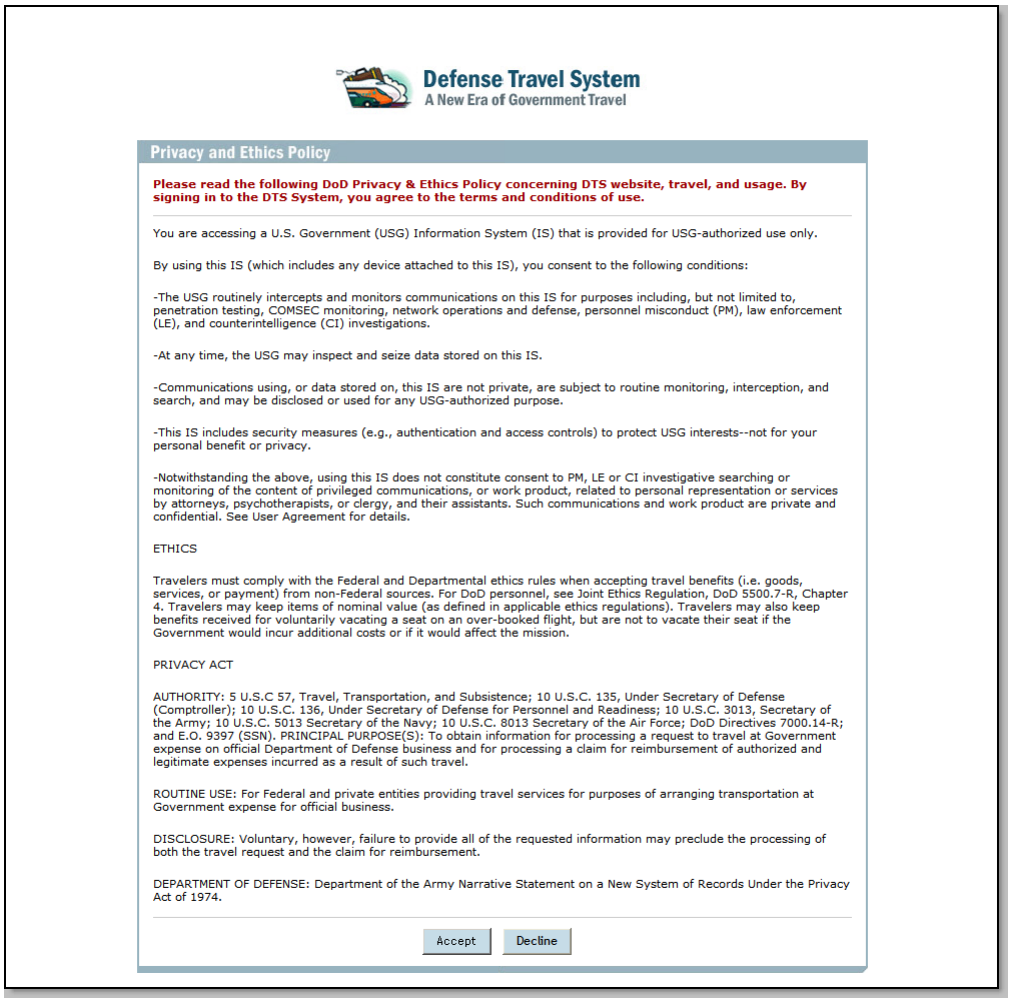
The DoD Privacy and Ethics Policy statement displays (Figure 1-5).



Defense Travel System
A New Era of Government Travel

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept Decline

Figure 1-5: DoD Privacy and Ethics Policy Statement

3. Read the statement.

4. Select **Accept**. Selecting **Decline** will take the user back to the DTS Home page.

The DTS Secure Login screen opens.

5. Enter the PIN in the **PIN** field.

DTS allows a user to enter their PIN incorrectly up to three times before locking them out of the system. If this happens, the Local Registration Authority (LRA) must be contacted to unlock the CAC.

6. Select **OK**.

Note: Users who prefer to use a soft certificate should contact their LRA for further guidance.

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1.8.1 How to Activate a DTS Account

If a user has been registered in DTS, but their account has not yet been activated, the below steps can be used to activate their account:

1. Enter the SSN in the **Enter Social Security Number (SSN)** field (Figure 1-6).

2. Re-enter the SSN in the **Reenter Social Security Number** field.

3. Select **Submit**.

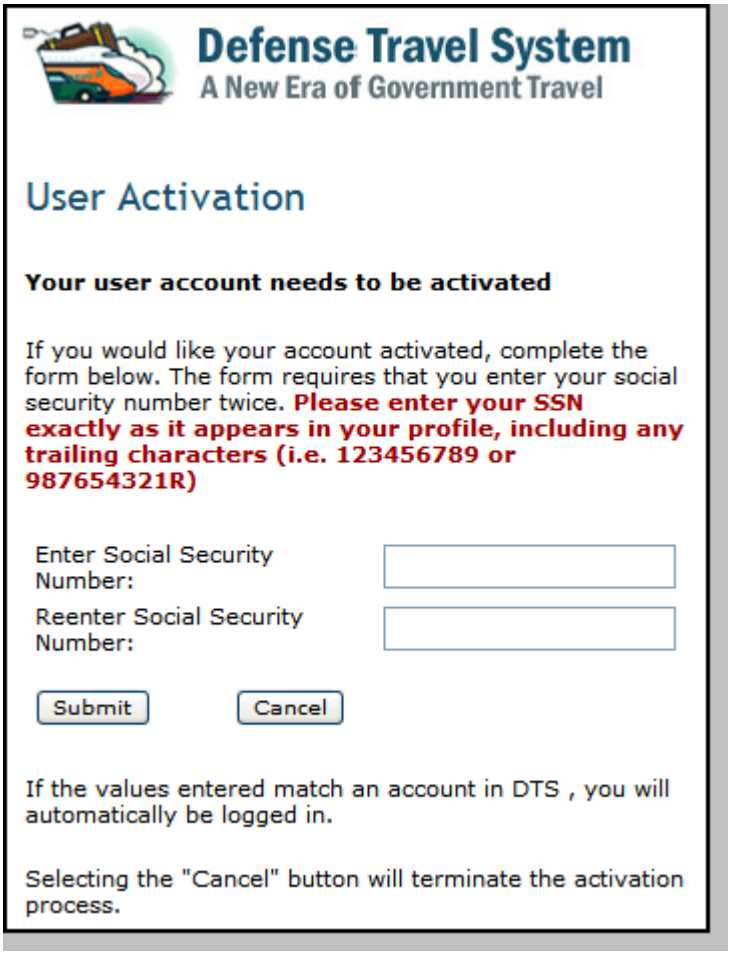

Figure 1-6: DTS User Activation Screen

DTS searches the database for the SSN. If DTS finds the SSN, it determines whether or not it has been activated. DTS then verifies whether the last name that corresponds to the SSN in the database matches the last name stored on the digital certificate. If these elements match, DTS will update the user ID information in the database.

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After the user ID is updated, the DTS User Welcome screen opens (Figure 1-7). The default values for the user are listed on the screen. These are based on the permissions and access granted by the organization's DTA. If more permission or access is needed, contact the DTA.

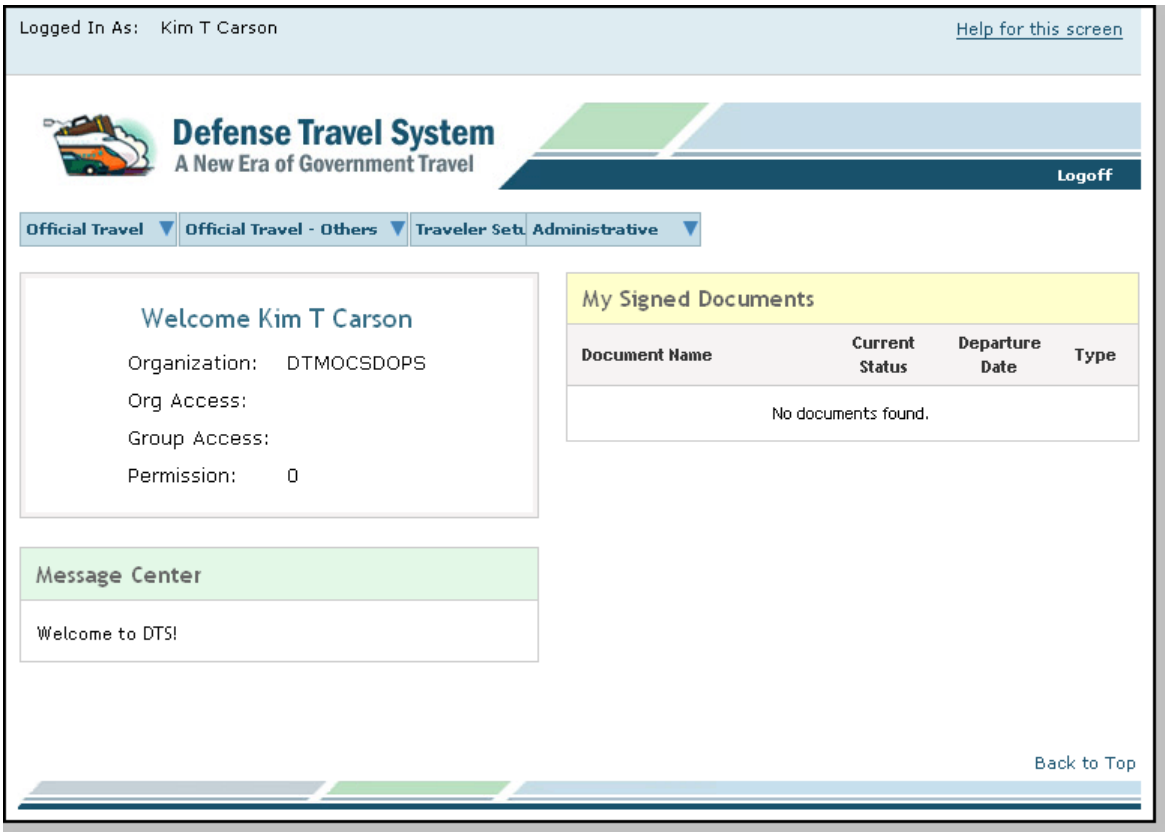

Figure 1-7: DTS Welcome Screen

If DTS finds the SSN in the database, but the last name does not match the digital certificate, or if the user ID field is already populated, an error message will display (See Section 1.10).

If DTS does not find the SSN, the user must complete Self-Registration. Instructions for Self-Registration are presented in Section 1.8.2.

Note: If the traveler is employed with the DoD as a civilian and is also a member of the Reserves or National Guard, or if a user is located at a service/agency DTS office, they may need dual profiles in DTS (See Section 1.9). Contact the DTA to confirm if any trailing characters should be entered in the SSN fields on the User Activation screen.

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1.8.2 How to Self-Register

If DTS determines that a person is new to DTS and has not been entered using the DTA Maintenance Tool, the User Activation screen will open. Follow the below steps to self-register:

1. Select **Self Register**.

The User Welcome screen opens (Figure 1-8).

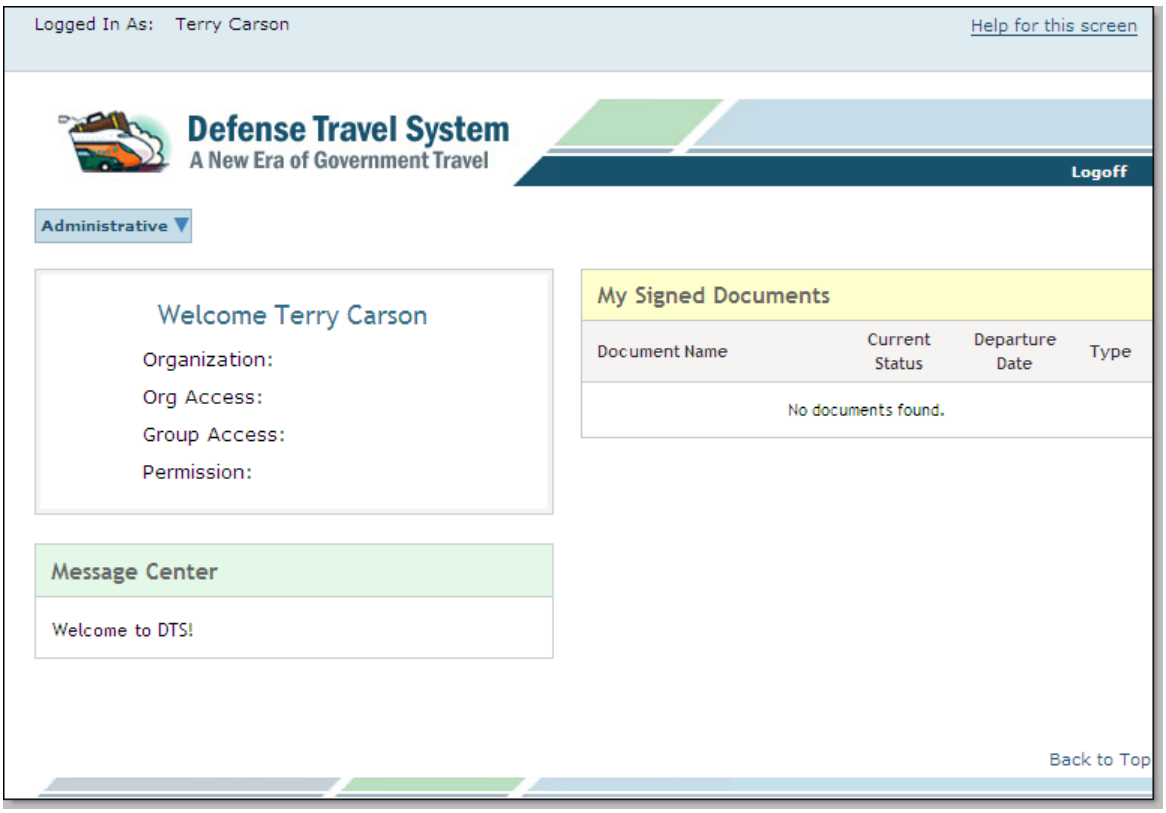

Figure 1-8: User Welcome Screen - Self-Registration

2. Mouse over the **Administrative** drop-down menu and select **Self Registration**.

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The Self-Registration Welcome screen opens (Figure 1-9).

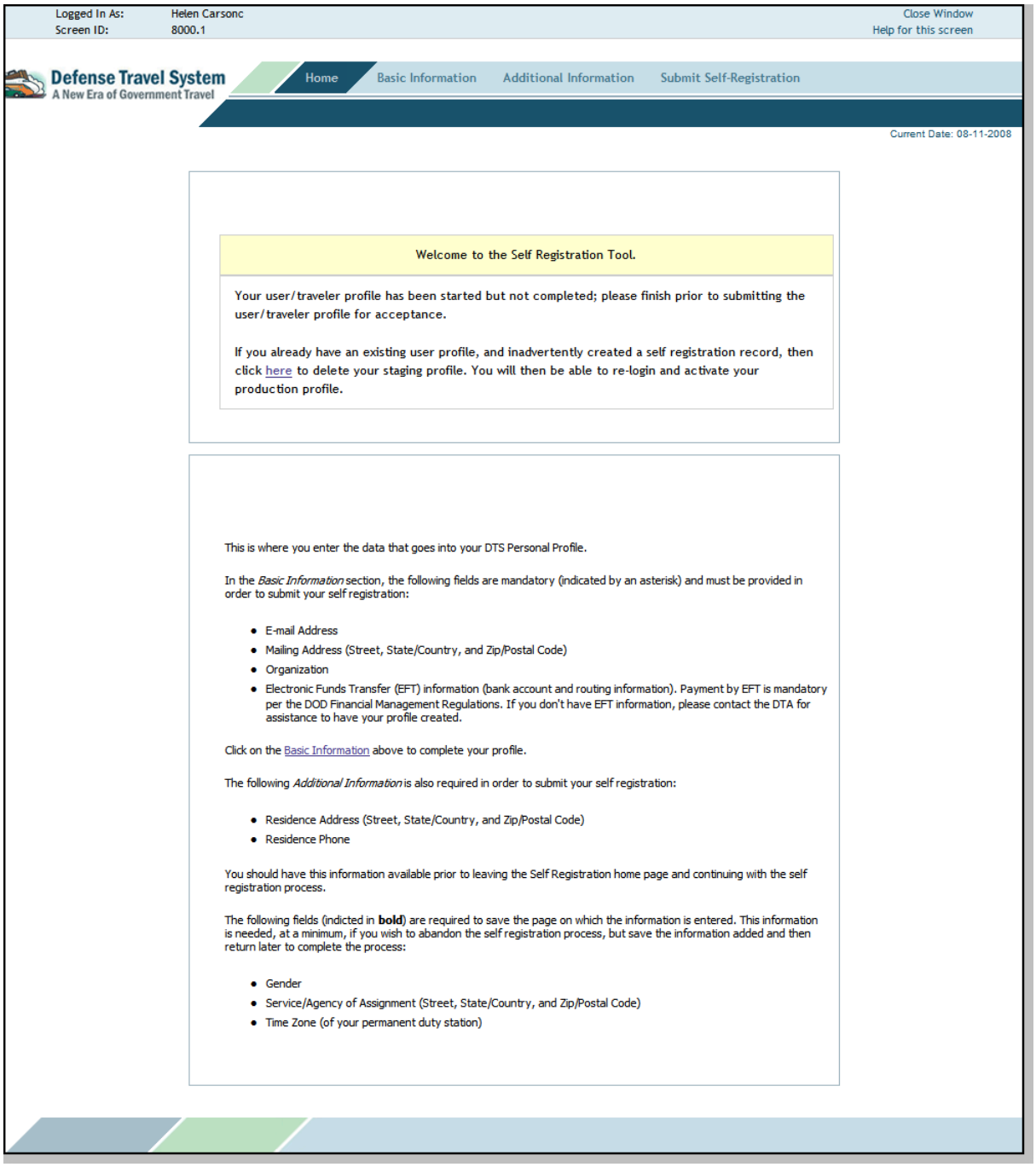

Figure 1-9: Self-Registration Welcome Screen

3. Select **Basic Information** on the navigation bar.

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The Basic Information screen opens (Figure 1-10, Figure 1-11 and Figure 1-12).

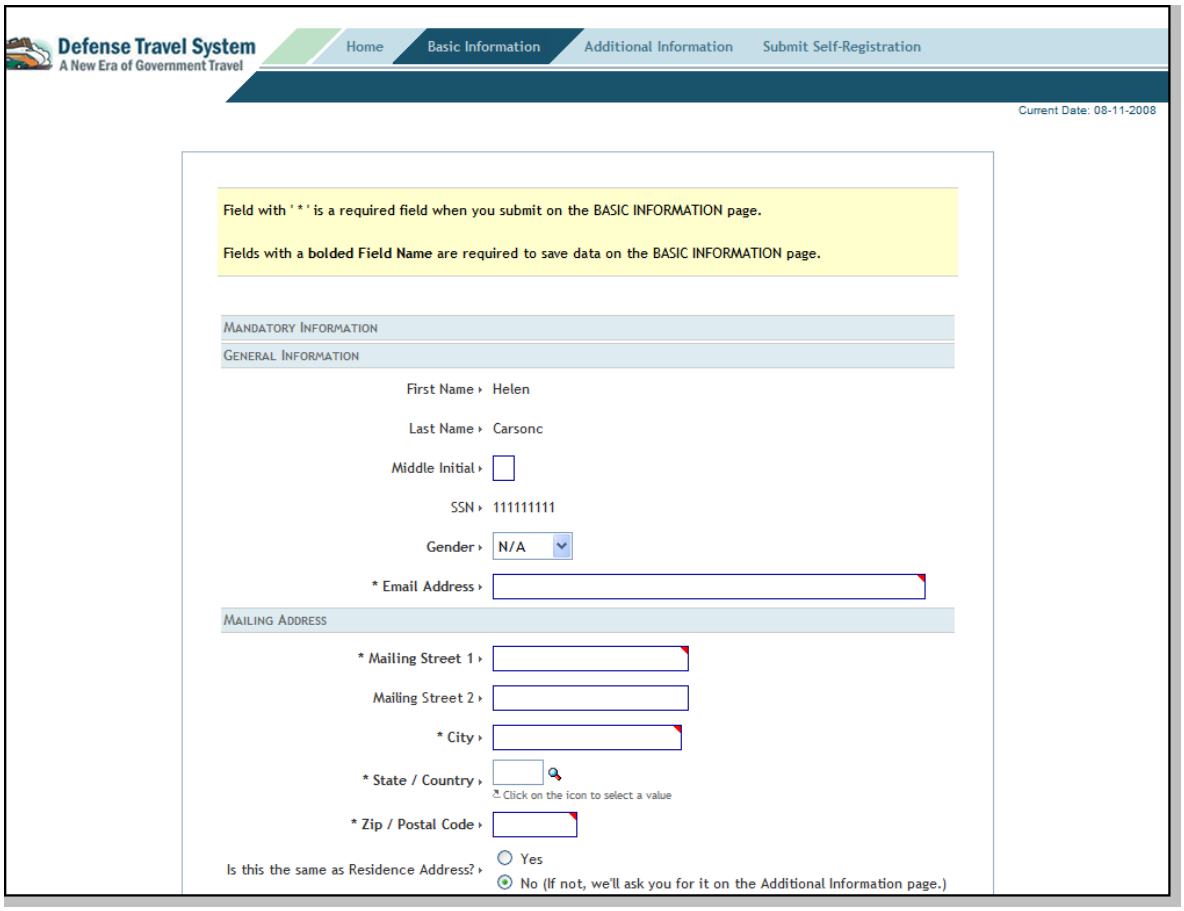

Figure 1-10: Self-Registration Basic Information Screen (Top)

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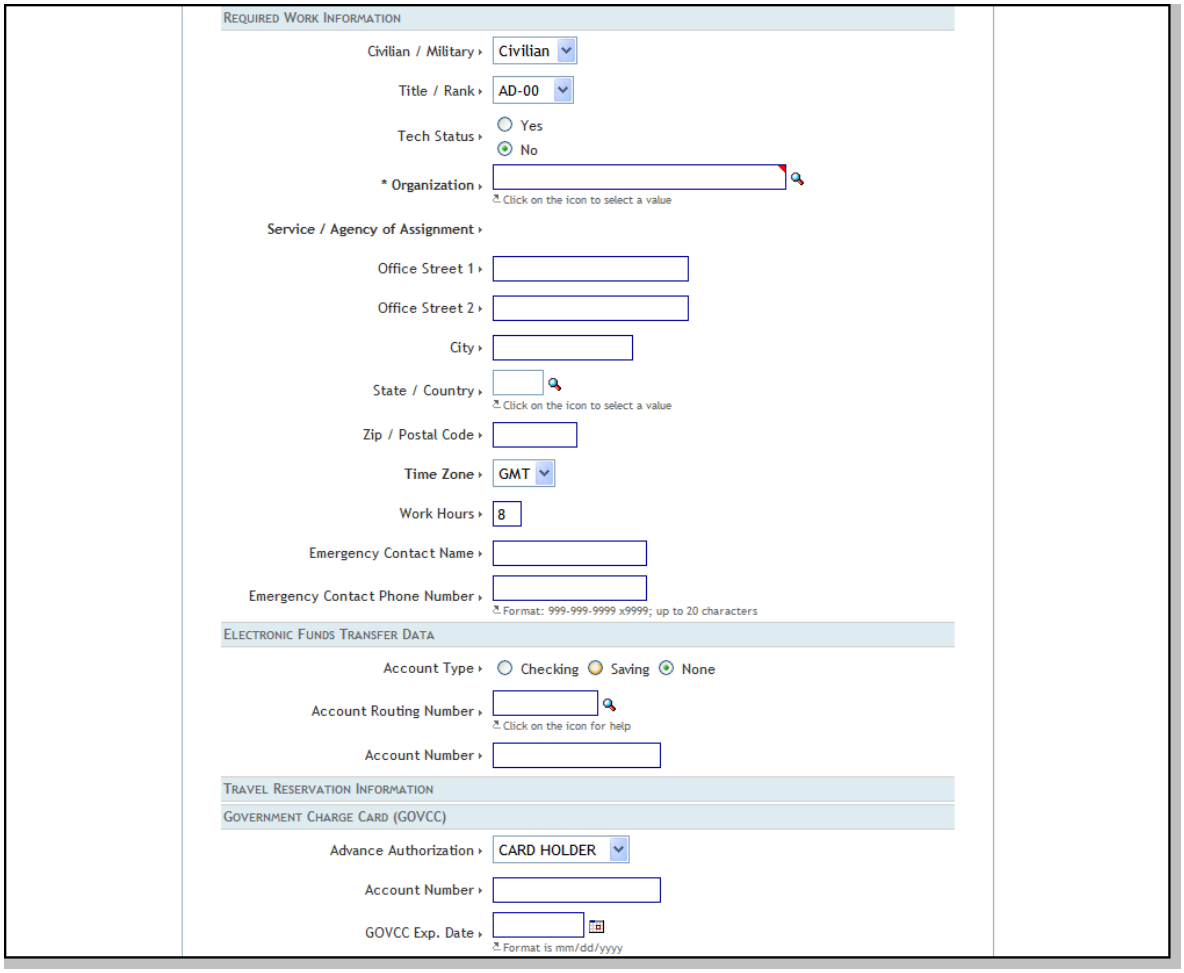

Figure 1-11: Self-Registration Basic Information Screen (Middle)

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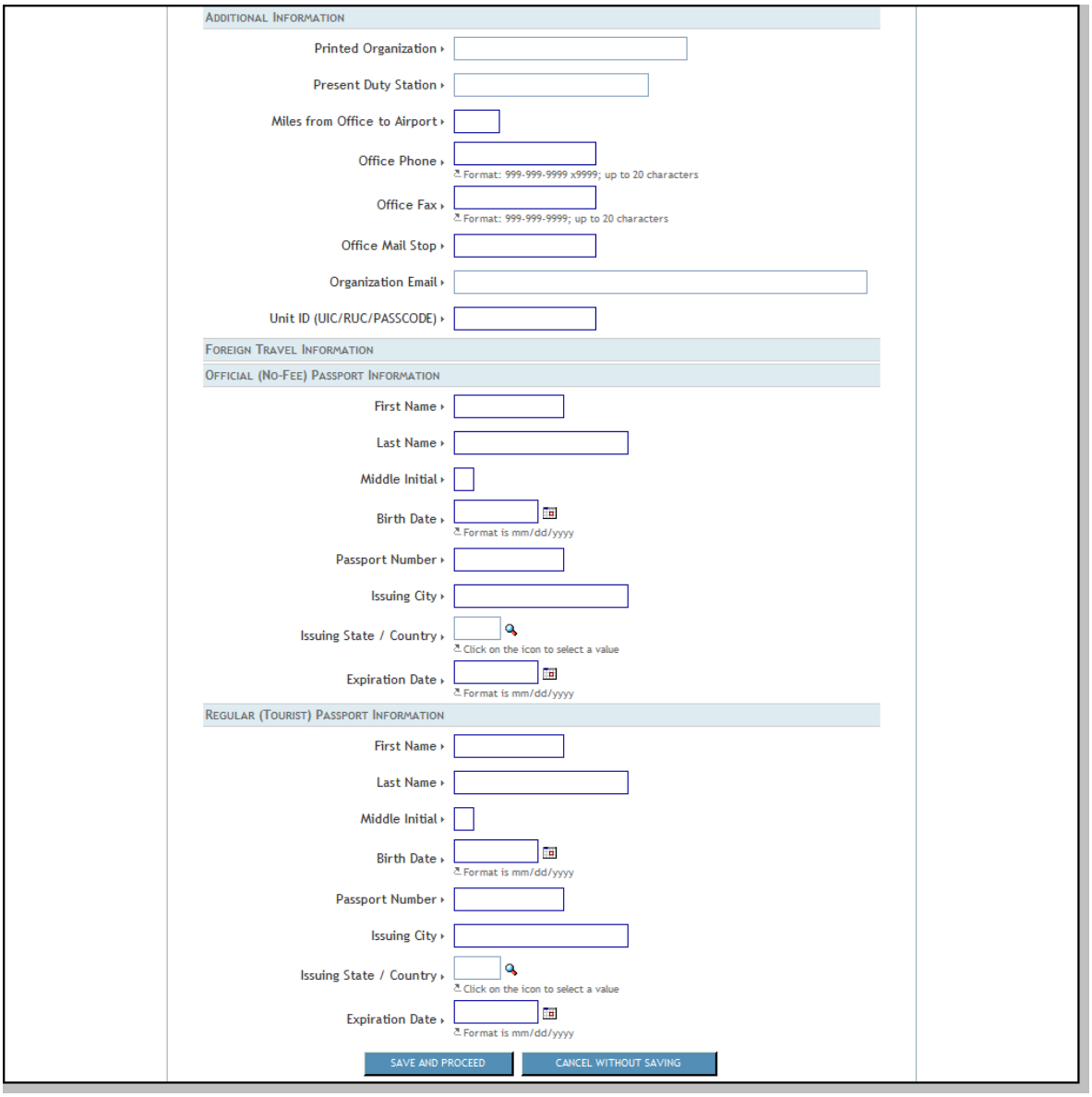

Figure 1-12: Self-Registration Basic Information Screen (Bottom)

4. Complete the fields on the screen.

5. Select **SAVE AND PROCEED**.

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The Additional Information screen opens (Figure 1-13 and Figure 1-14).

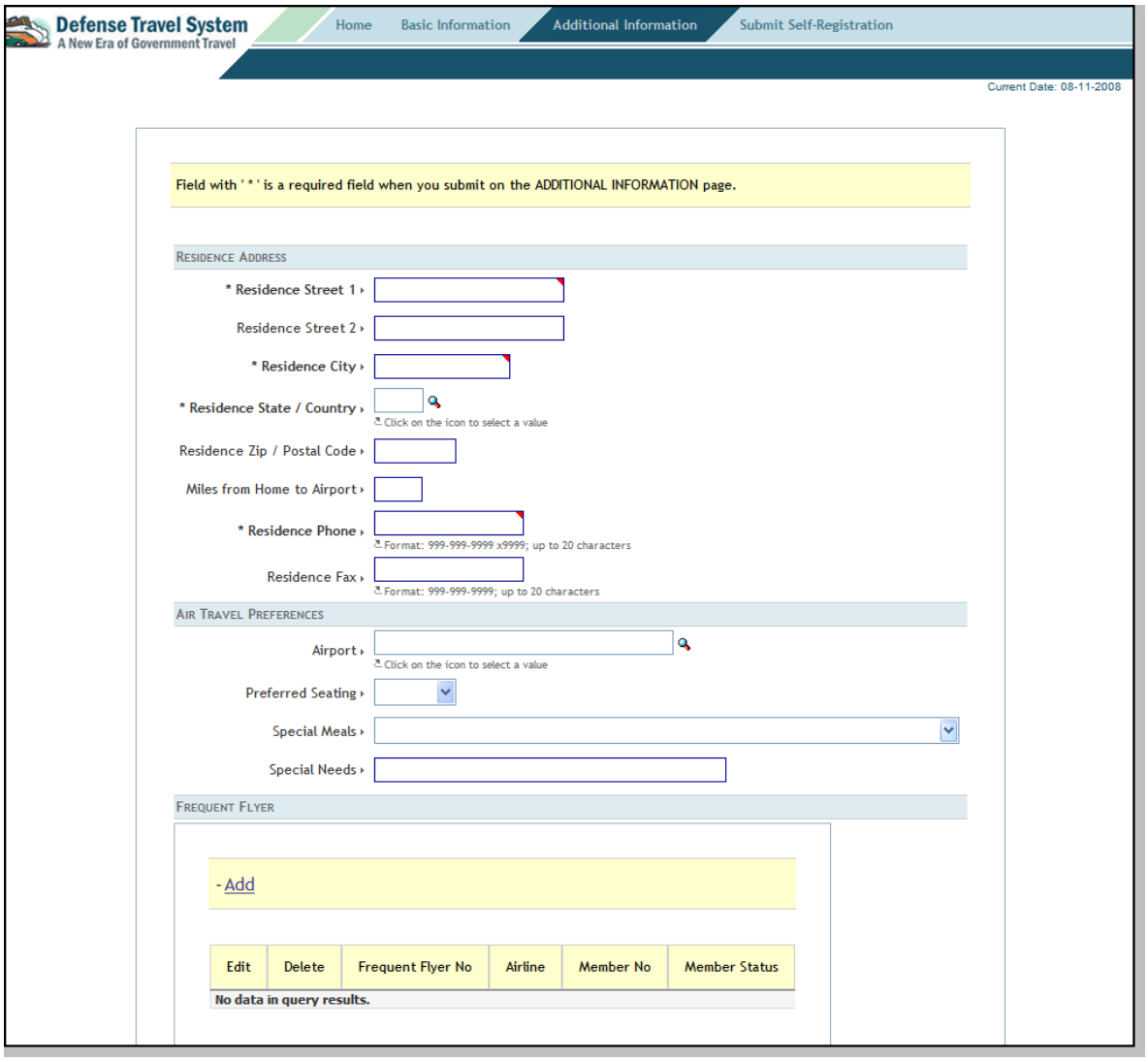

Figure 1-13: Additional Information Screen (Top)

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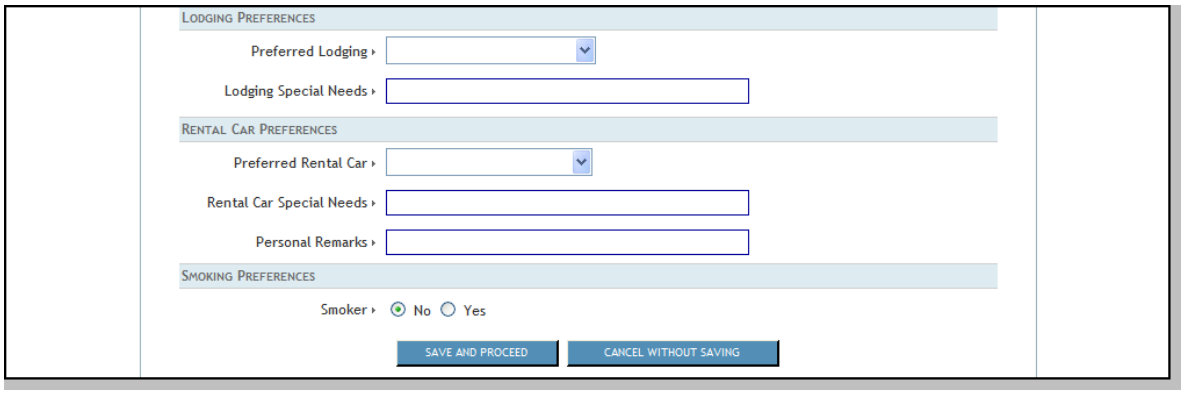

Figure 1-14: Additional Information Screen (Bottom)

6. Complete the fields on the screen.

7. Select **SAVE AND PROCEED**.

The Submit Self-Registration screen opens (Figure 1-15).

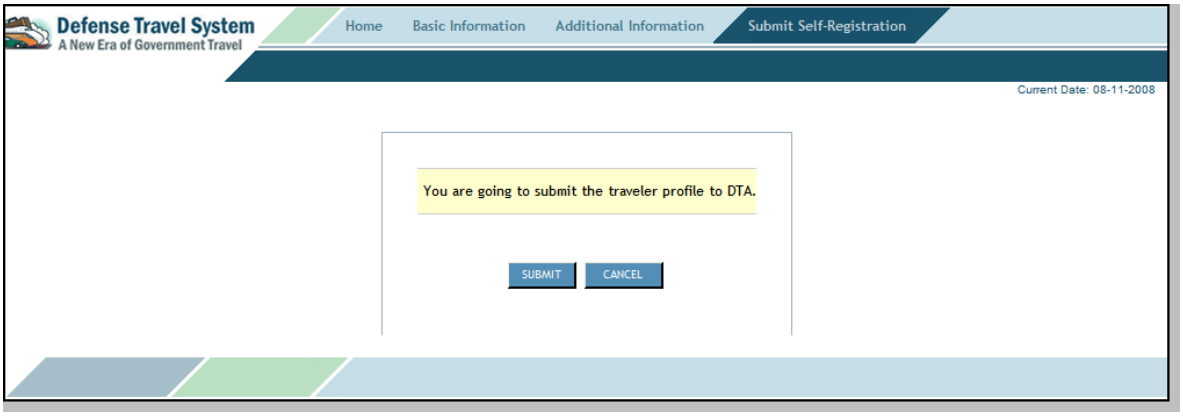

Figure 1-15: Submit Self-Registration Screen

8. Select **Submit**.

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1.9 Dual Profile

If the traveler is employed with the DoD as a civilian and is also a member of the Reserves or National Guard, or if a user is located at a service/agency DTS office, they may need dual profiles in DTS. When users with dual profiles log into DTS, the DTS Welcome Screen will display a Reset Profile button that allows the user to reset or change their profile (Figure 1-16).

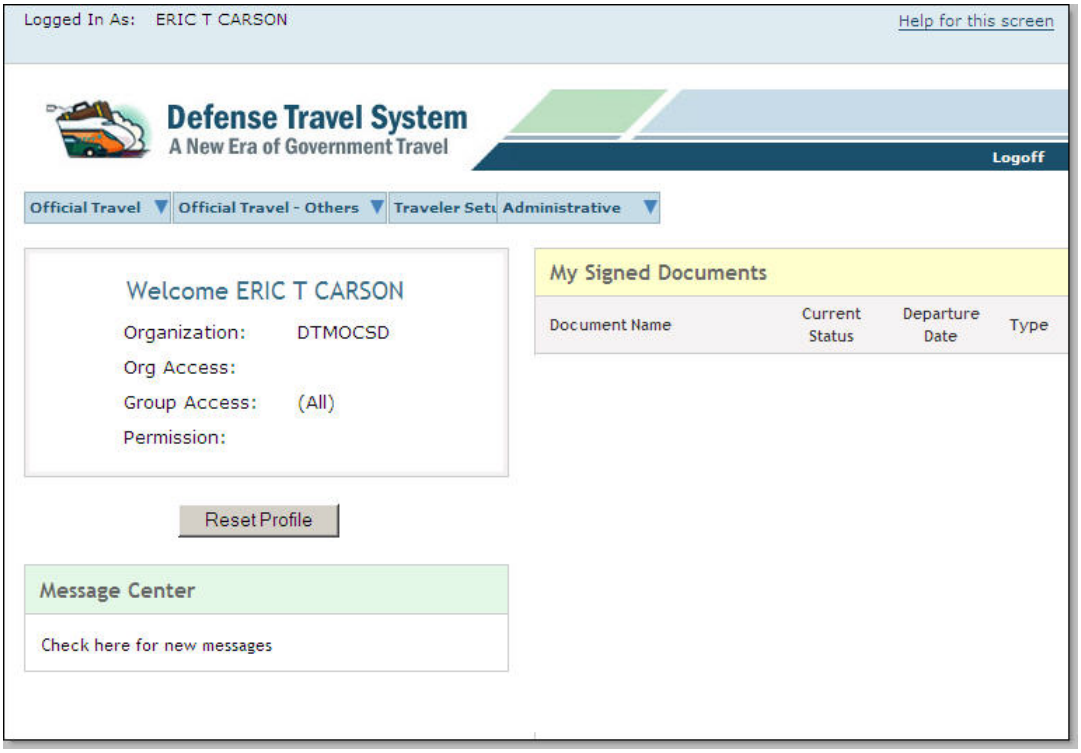

Figure 1-16: Welcome Screen with Dual Profile

To activate a different profile, select **Reset Profile**. A Reset Profile window opens (Figure 1-17). To proceed with resetting the profile, select **Continue**.

The screen refreshes and an Internet Explorer message will pop-up; select **Yes**.

The user will be logged off DTS and will have to log in again. The User Activation screen opens (Figure 1-8). Enter the correct SSN to activate the new profile.

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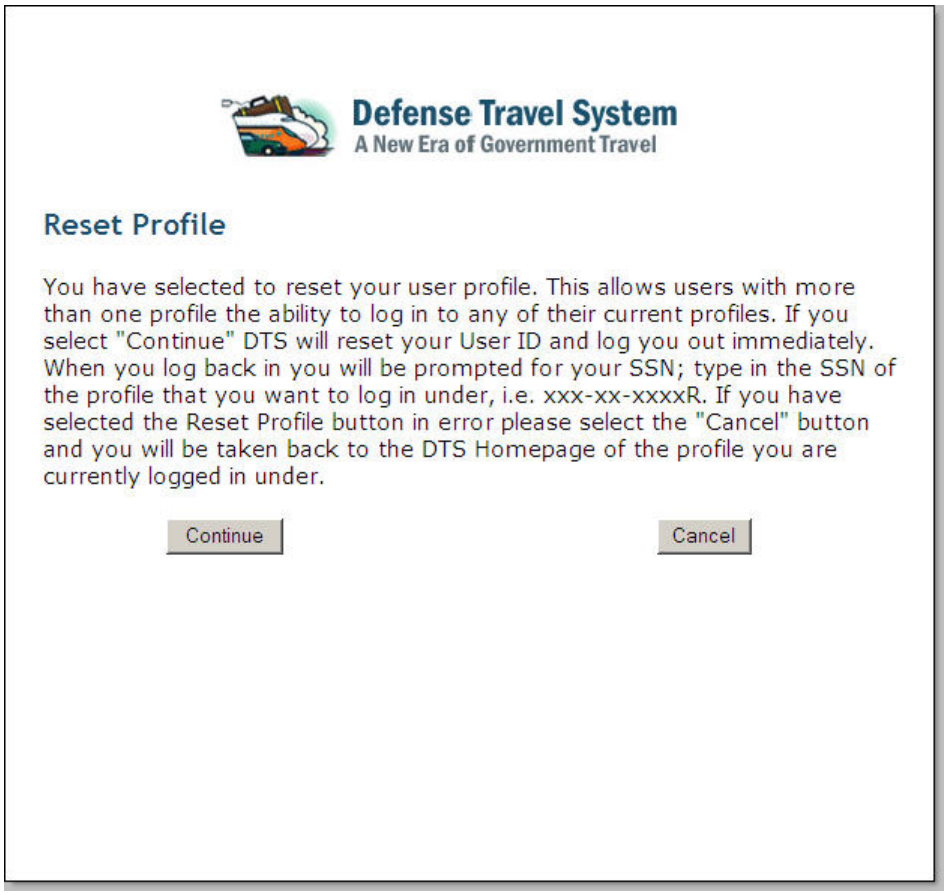

Figure 1-17: Reset Profile Window

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1.10 Error Messages

If the log-in attempt is unsuccessful, any of the error messages listed below may display.

The User Activation message displays if the values entered in the Social Security Number (SSN) fields do not match (Figure 1-18).

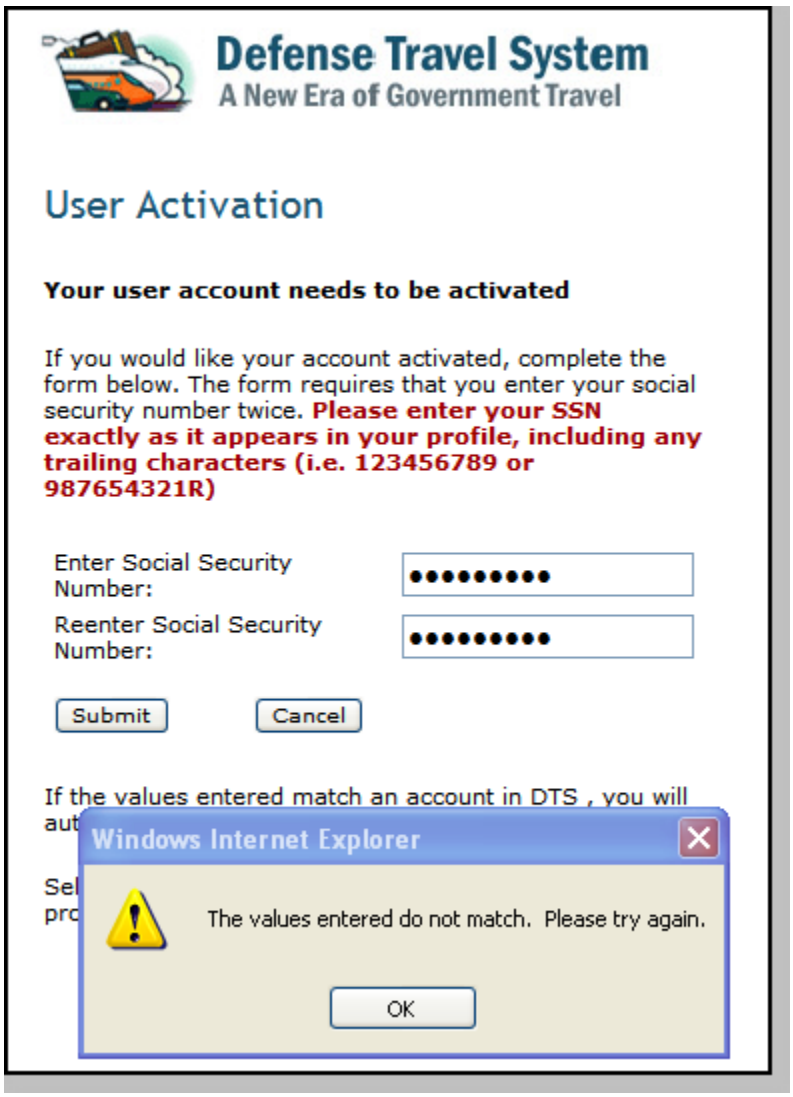

Figure 1-18: User Activation Message

Resolve by entering the correct **SSN** in both of the fields and select **Submit**.
-OR-
Stop the process by selecting **Cancel**.

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The Invalid or Expired Certificate Message (Figure 1-19) and the Account Locked or Not Found or Certificate Revoked Message (Figure 1-20) are two other Log-In Error Messages.

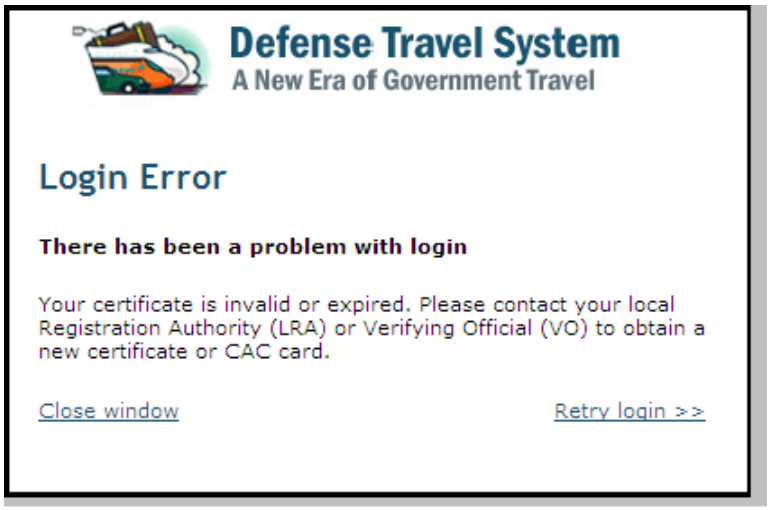

Figure 1-19: Invalid or Expired Certificate Message

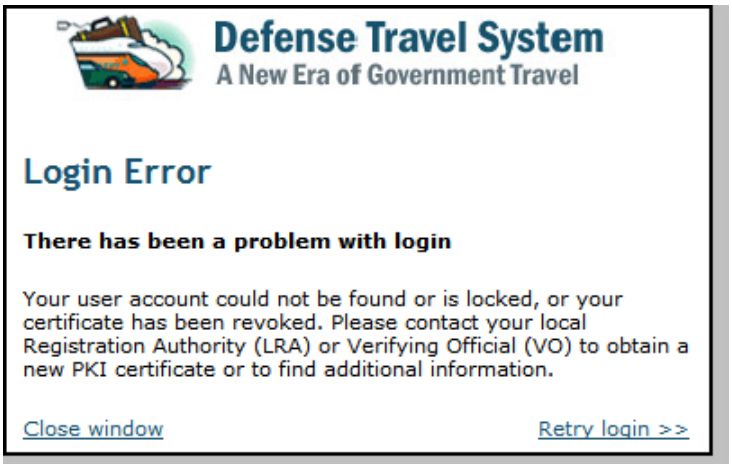

Figure 1-20: Account Locked or Not Found or Certificate Revoked Message

Resolve by contacting the LRA or the Verifying Official for assistance.

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1.11 Troubleshooting

If a problem is encountered during the log-in or authentication process, try to resolve the problem using the actions listed below.

- Insert the CAC *before* selecting the **LOGIN TO DTS** button
- Make sure that the CAC remains securely in place the entire time when using DTS
- Enter the PIN when the Digital Signature Login screen opens

If an error occurs during the authentication process, either a numbered error message or an un-numbered error message will display to alert the user that the connection will be terminated. Regardless of the type of error message, select OK to start the process again. If the problem persists, contact the local help desk or the TAC.

1.12 Log Off DTS

Remember to log off DTS at the end of a session. Complete the below steps to close screens and exit DTS:

1. To exit from any DTS screen, select **Close** when available. Select the **x** in the top right corner of the browser screen if a Close button is not available.

2. To exit DTS completely, select **Logoff** on the banner at the top of the DTS User Welcome screen.

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CHAPTER 2: TEMPORARY DUTY (TDY) AUTHORIZATIONS

A Defense Travel System (DTS) temporary duty (TDY) authorization is built by using information stored in the system. Such information includes a traveler's personal profile, an organization's budget, and Department of Defense (DoD) travel policies. An authorization captures all information regarding a traveler, TDY locations, should-cost estimates, and other financial aspects of the trip on one document. This includes any travel-related expenses that may be incurred prior to the first day of travel. This streamlines the travel, approval, and reimbursement processes. This chapter covers the following topics:

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2.1 Log In to DTS

The first step in creating an authorization in DTS is to access the DTS Home page by entering the following URL in the browser: www.defensetravel.osd.mil.

1. Select the green **LOGIN TO DTS** button located near the center of the DTS Home page.

The DoD Privacy and Ethics Policy statement displays.

2. Read the policy and select **Accept**. Selecting **Decline** will return to the DTS Home page.

The DTS Secure Log-In screen opens.

3. Complete the **PIN** field.

4. Select **OK**.

The DTS User Welcome screen opens. This is the traveler's personal home page (Figure 2-1).

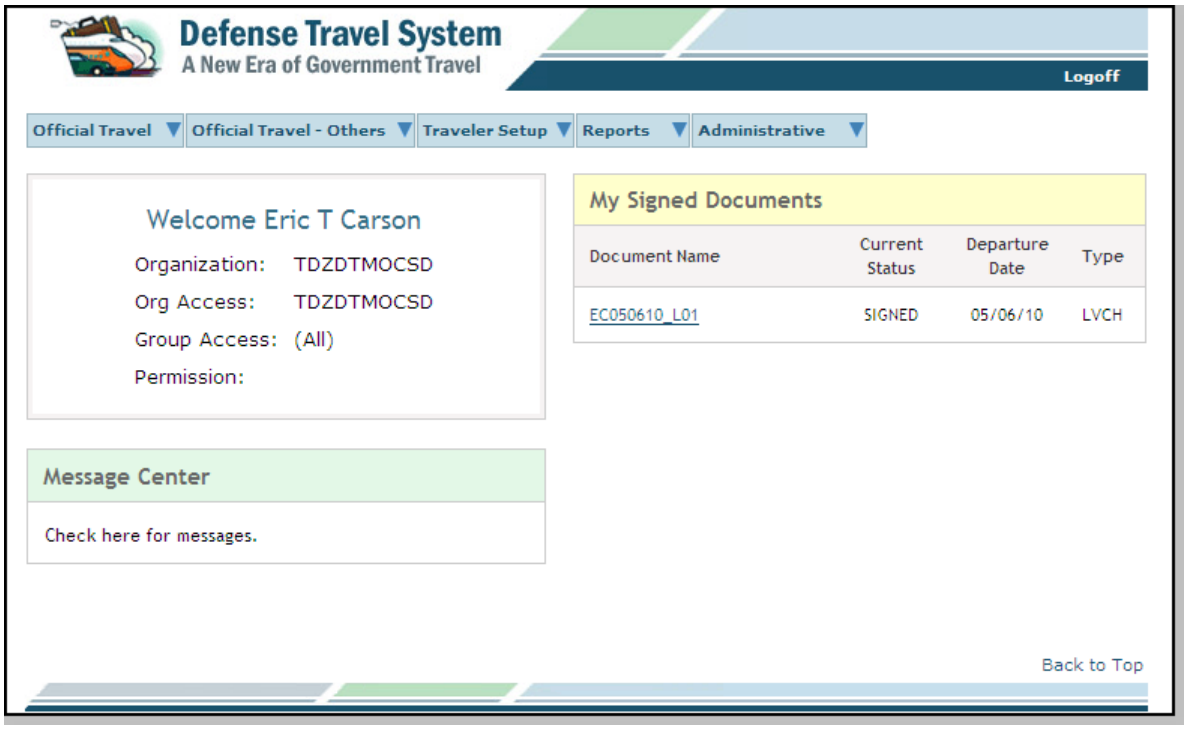

Figure 2-1: DTS User Welcome Screen

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2.2 Using the DTS Menu Bar

The blue menu bar on the User Welcome screen displays only the features to which the DTS user has permission. Table 2-1 briefly describes the drop-down lists that may display on the User Welcome screen, depending upon permission level(s) and access.

Table 2-1: DTS Welcome Screen Menu Bar

DTS WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
Official Travel		Drop-down menu of options that allow travelers to create, edit, print, remove, cancel, and amend their own travel documents.
	Authorizations/Orders	Used to create a travel order in DTS.
	Vouchers	Used to document expenses and request reimbursement in DTS.
	Local Vouchers	Used to request reimbursement for expenses spent while on local travel within a 12-hour period.
	Group Authorization/ Orders	Used to create a travel order for two or more people traveling on the same itinerary.
Official Travel-Others		Drop-down menu of options that allow the user to edit, print, remove, cancel, and amend travel documents for another traveler; and view vouchers with a Due U.S. balance. (Group access to the traveler is necessary.)
	Authorizations/Orders	Used to document expenses and request reimbursement for another person.
	Vouchers	Used to request reimbursement for another person for their expenses spent while on local travel within a 12-hour period.
	Local Vouchers	Used to request reimbursement for expenses spent while on local travel within a 12 hour period for another person.
	Group Authorizations/ Orders	Used to create a travel order for two or more other people traveling on the same itinerary.
Traveler Setup		Drop-down menu of options to change document format, print formats, view organization routing lists, view rates, update personal profile, delegate signature authority, and create travel teams.
	Form Preference	Ability to change the format of how travel documents print. (Default is a plain text format).
	Available Routing Lists	Displays the routing lists that belong to the user/traveler's organization. Routing lists show the Routing Officials (ROs) assigned to the list.

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

DTS WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
	User Preferences	Allows the user/traveler to change the way the time stamps display in the document (e.g., 24 hour clock or 12 hour clock) and whether or not the traveler wants to receive e-mail notifications.
	Rate Lookup	Displays information about the rates used to calculate entitlements in DTS.
	Update Personal Profile	Allows user/travelers to view and edit their personal profile. Changes made automatically update the permanent profile. Changes will not apply to existing documents.
	Delegate Authority	Used to allow ROs to give their signature authority to another RO within their organization. In order to access this option, a user must have permission level 2.
	Travel Teams	Used to create, modify, and delete teams (travelers who frequently travel together) in group authorizations (see Chapter 3 of this manual).
Reports		An overview of the various report options available are listed in Chapter 10 of the *Defense Travel Administrator (DTA) Manual*.
Administrative		Drop-down menu that lists the functional areas that are available based on the user's permission levels.
	Partner System Setup	Used by the Partner System Administrator (PSA) to maintain a partner system's data and interface with DTS. See Appendix F of the *DTA Manual* for details about partner-system setup and roles.
	Site Setup Admin	Used to access a portion of the Deployment Tool used by Service and Agency reps to create the site name, root organization, and the Lead DTA (LDTA). Permission level 7 is needed to access this functionality.
	Site Setup Interview	Used by the LDTA to access a portion of the Deployment Tool used to create Organizational DTAs (ODTAs), suborganizations, and the organization setup (i.e., routing lists, groups, lines of accounting [LOAs]). Permission level 6 is needed to access this functionality.
	Self Registration Admin	Used by the DTA to accept new personnel who have self-registered in their organizations. The DTA can assign permission levels, organization access, group access, as well as the routing list for the user/traveler.
	DTA Maintenance Tool	Used by the DTA to manage the resources of an organization. Modules available for maintenance include: Organization, Routing Lists, Groups, People, and LOAs. To access all of these modules, the DTA needs permission levels 0,1,5,6 as well as organization access.

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

DTS WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
	Budget	Used to create and manage organization budgets. Permission level 1 is needed to view data and level 3 is needed to edit budget data for organizations in the budget module.
	Route and Review	Used by the RO to adjust, review, and approve travel documents.
	Calculate Distance	Uses the DoD Table of Official Distances (DTOD) to calculate mileage distances to and from TDY locations.
ROA		Read Only Access (ROA) is used by Non-DTS Entry Agents (NDEAs), clerks, auditors or CBA Specialists to review documents in view-only mode. This access is granted by an ROA Administrator; it is not permission level driven.
CBA		Centrally Billed Accounts (CBA) is used by the CBA Specialists in an organization to manage/reconcile CBA invoices against charges to the organization's CBA. The CBA DTA gives the CBA Specialist access to this module and activates the account.
DMM		Used by the Debt Management Monitor (DMM) to monitor collections from travelers with DUE U.S. balances. Permission level 6 and DMM assignment in the user profile is necessary for access to this menu item.
	DUE US Vouchers	Used by the DMM to track the status of monies owed by travelers to the government. Permission level 6 is necessary to access this function.

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2.3 Create an Authorization

Once logged in to DTS, the User Welcome screen opens. User/travelers only see their own documents and personal information, unless they have group access. User/travelers who have group access may view and edit other people's documents and information. They may create authorizations for other travelers. See Section 2.4.

Follow the below steps to create a new authorization:

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

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

The Authorizations/Orders screen opens (Figure 2-2). It displays a list of existing authorizations. The Authorizations/Orders screen is described in Section 2.4 in the paragraphs below Figure 2-8.

If no document has ever been created for this traveler in DTS, either by the traveler or by another user, the information in the personal profile must be confirmed before proceeding. See Section 2.3.1.

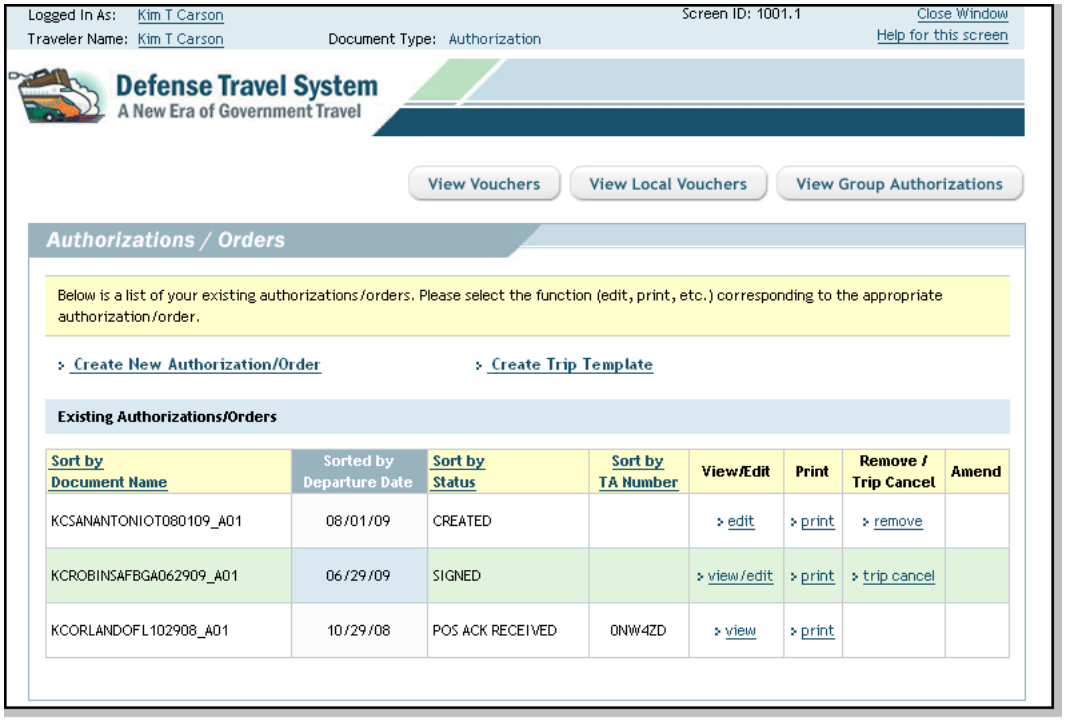

Figure 2-2: Authorizations/Orders Screen

3. Select **Create a New Authorization/Order**.

   The Trip Overview screen opens (Figure 2-3). This screen is the starting point for creating an authorization. See Section 2.5 for instructions on completing the Trip Overview screen.

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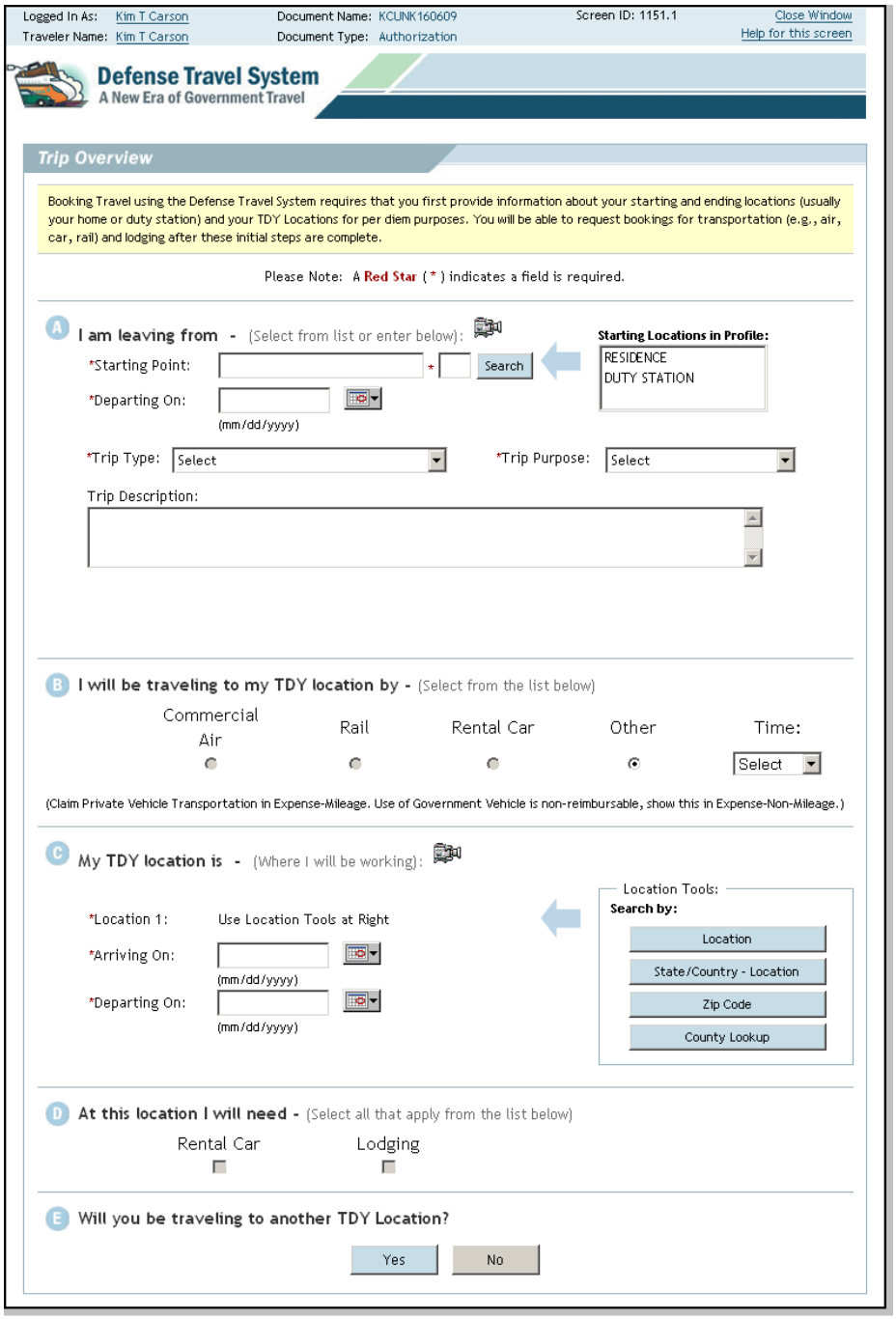

Figure 2-3: Trip Overview Screen

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2.3.1 Validate a Profile

If this is the first time that a document has been created for the traveler in DTS, either by the traveler or by an NDEA or Travel Clerk, the Profile Validation screen opens (Figure 2-4). A pop-up window appears notifying the user/traveler that profile information must be confirmed and all required fields completed.

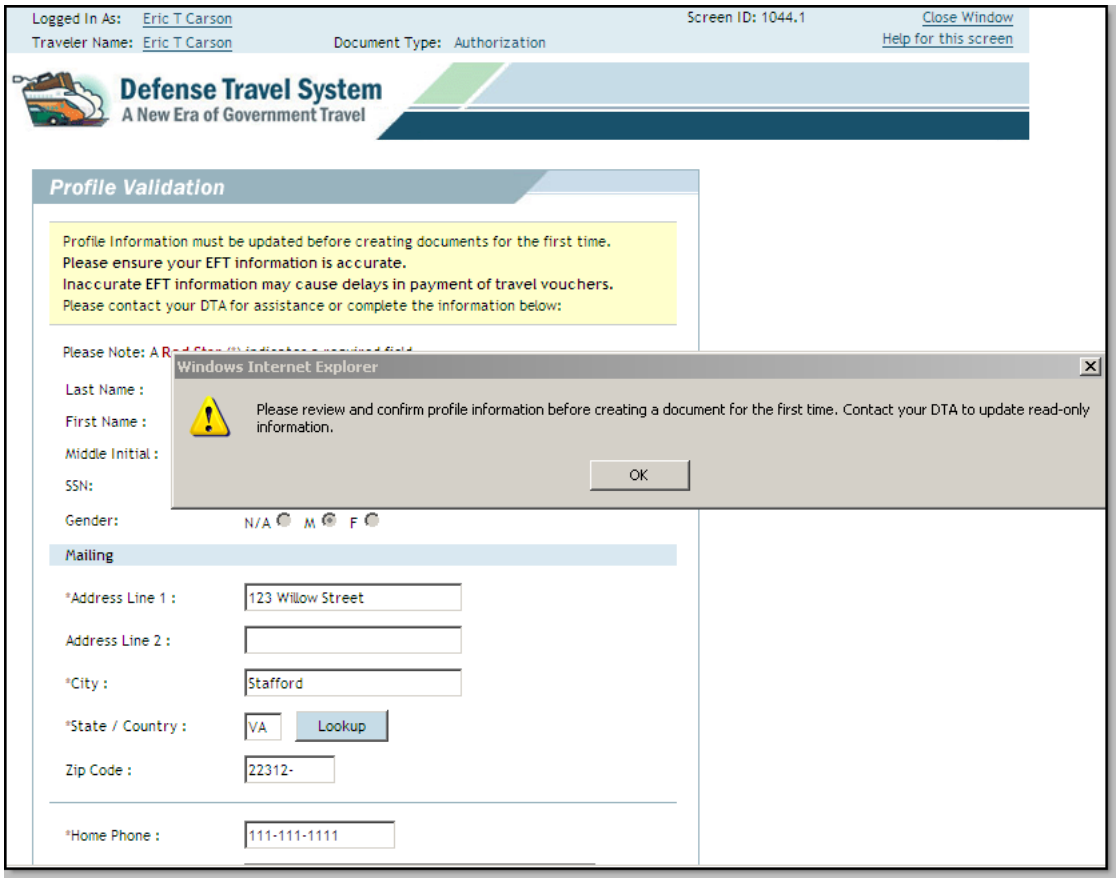

Figure 2-4: Profile Validation Screen

Follow the below steps to validate the profile:

1. Select **OK**.

2. Confirm or update the information in the profile and complete the required fields (marked with asterisks).

3. Select **Update Personal Information**.

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

4. Select **OK**.

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The Trip Overview screen opens (Figure 2-3). See Section 2.5 for instructions on completing the Trip Overview screen.

2.3.2 Create an Authorization From a Trip Template

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

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

1. Select **Create Trip Template**.

The Trip Template List screen opens and authorizations that may be selected to copy as a template are listed (Figure 2-5).

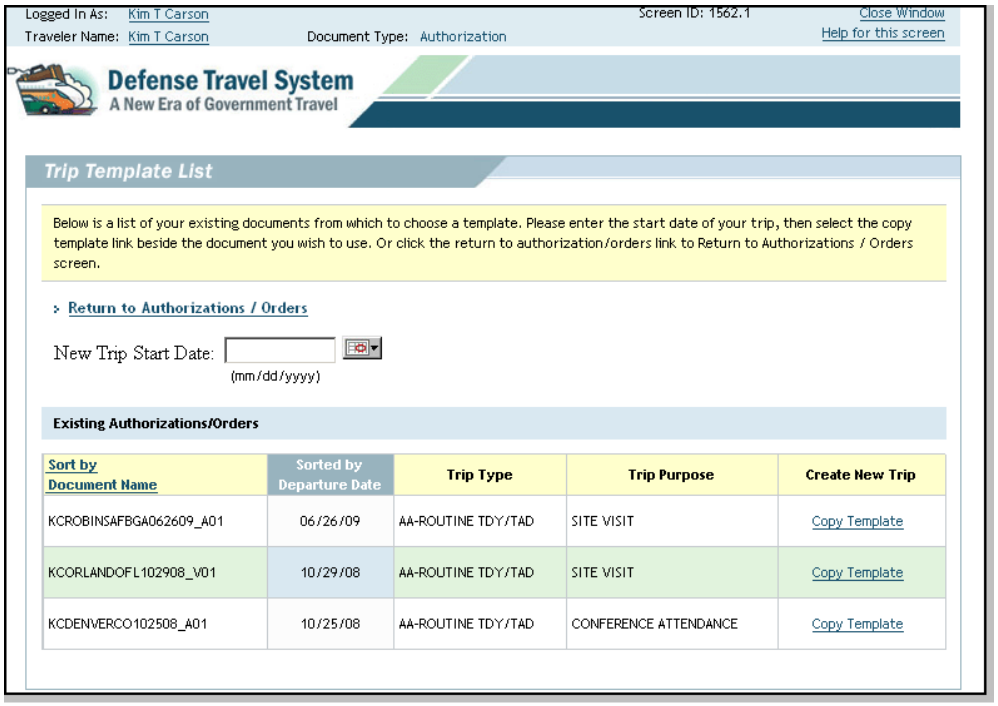

Figure 2-5: Trip Template List Screen

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

3. Select **Copy Template** next to the authorization that needs to be copied.

The Preview Trip screen opens (Figure 2-6). This screen is the first screen in the Review/Sign process, the final steps in creating an authorization. All data from the template authorization have been copied into the new authorization: the dates of the expenses are updated based on the new trip start date.

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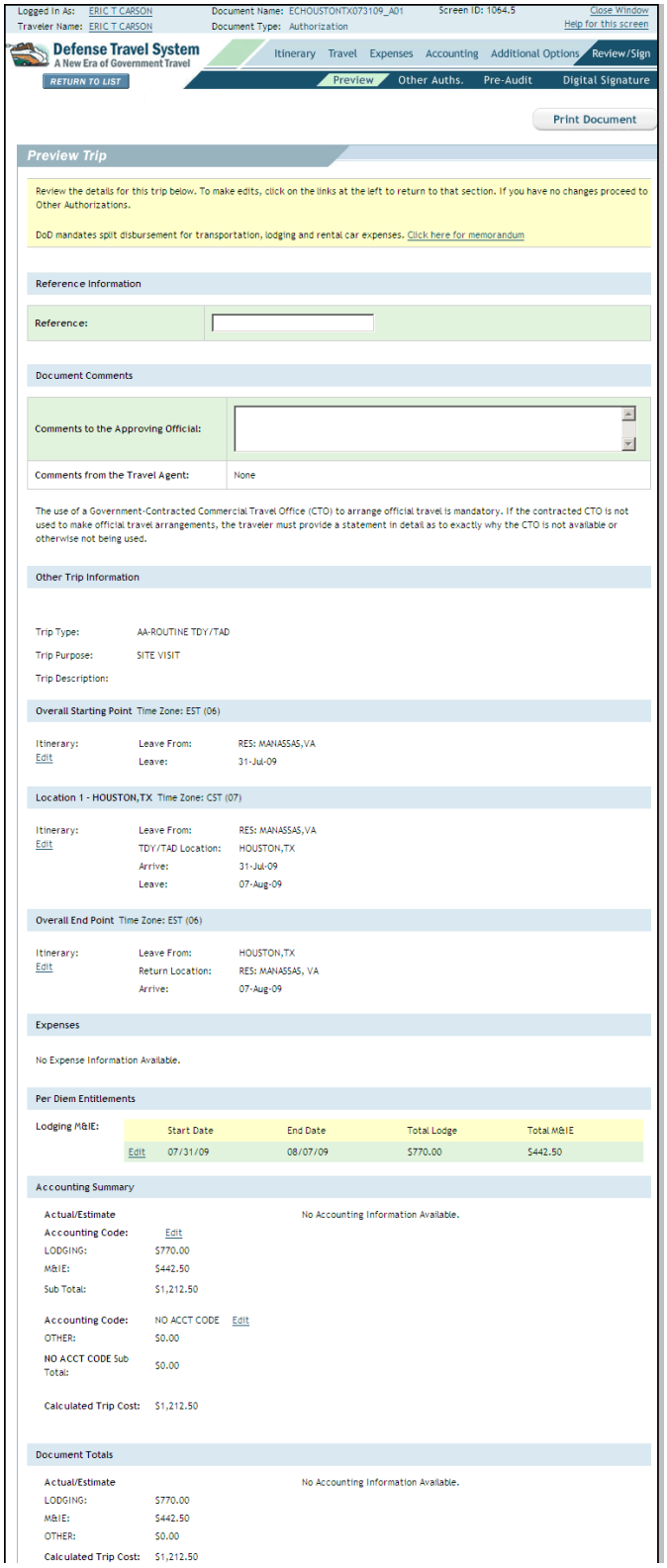

Figure 2-6: Preview Trip Screen

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4. Scroll down the screen and review the data.

5. (Optional) Select **Edit** to the left of any information that needs to be changed.

For example, if there is an expense on the template that does not apply to the new trip, this action will open the Edit Expenses screen. This screen allows the expense to be changed.

See Section 2.6 to book transportation or other reservations if necessary.

See Section 2.10 for complete instructions on the Review/Sign process.

2.4 Create an Authorization for Another Traveler

Authorized users can create authorizations for other travelers in DTS and, with proper approval, for dependents.

2.4.1 Create an Authorization for a Military Member or a DoD Employee

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

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

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

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The Traveler Lookup screen opens (Figure 2-7).

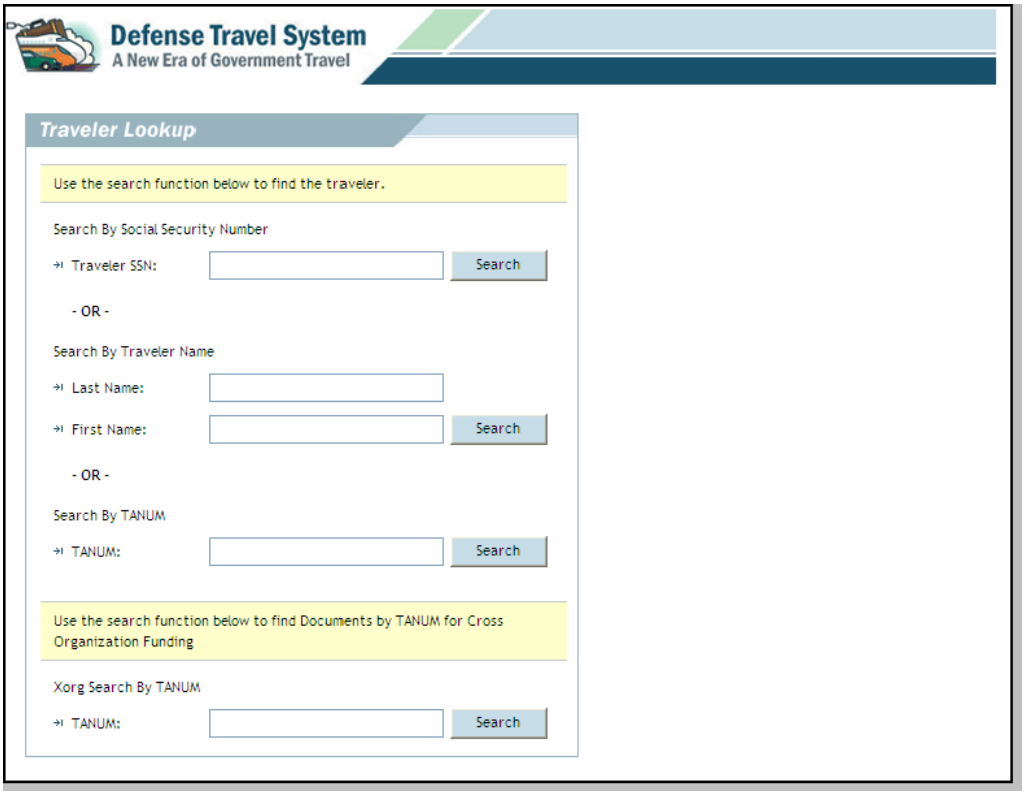

Figure 2-7: Traveler Lookup Screen

3. Enter the traveler's **Social Security Number** (SSN).
   -OR-
   Enter the **Last Name.** (The first name is optional.)
   -OR-
   Enter the Travel Authorization Number (**TANUM)**. This is the six-digit number assigned by DTS when the Authorizing Official (AO) approves the document.

Note: Use the Xorg Search By TANUM field to search for Cross-Organization Funding documents.

The Traveler Lookup screen refreshes and displays a list of travelers by name and the last four digits of their SSNs.

4. Select the name of the traveler for whom the authorization is being created.

The Authorizations/Orders screen opens (Figure 2-8). This screen displays a list of the traveler's existing authorizations and orders.

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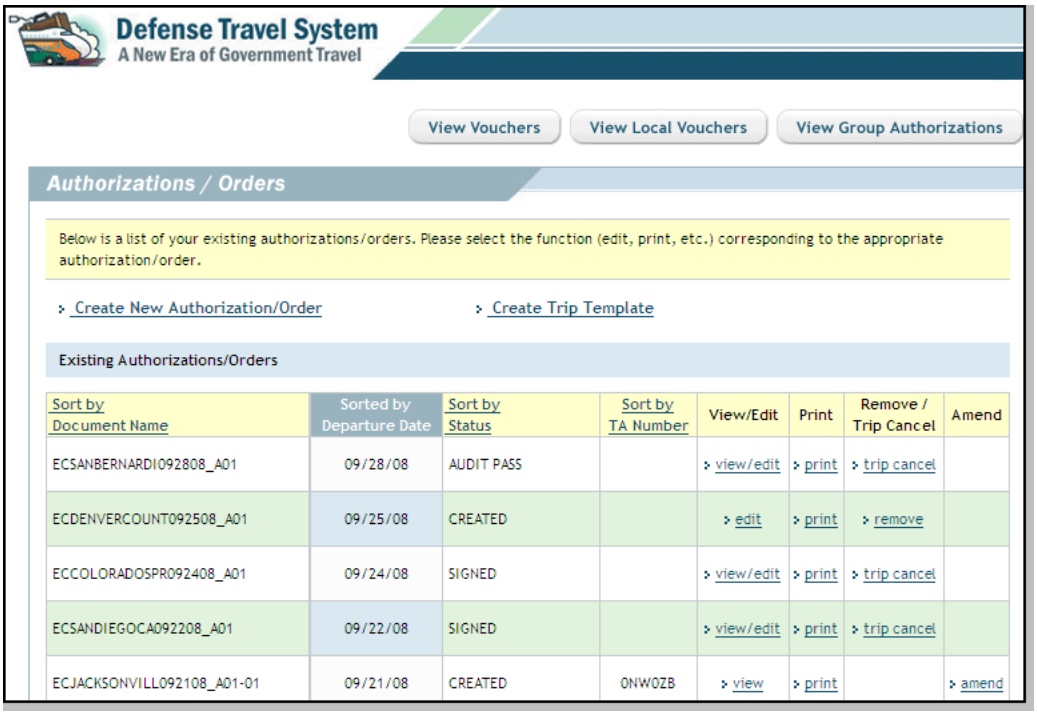

Figure 2-8: Authorizations/Orders Screen

Users may view any document type for this traveler by selecting the **View Vouchers**, **View Local Vouchers**, or **View Group Authorizations** buttons.

See Section 2.3.2 for instructions on using the Create Trip Template feature.

The first four columns on the Authorizations/Orders screen allow the user to select the criteria by which to sort the documents: **Document Name**, **Departure Date**, **Status**, or **TA Number**. The fifth through the eighth contain links that allow the user to perform certain actions on a document: **View/ Edit**, **Print**, **Remove/Trip Cancel**, and **Amend**.

View/Edit. This link is used to change information in an authorization. This link will display as **view/ edit** after the authorization has been signed. The user must re-enter the PIN to edit a document. This link will display as **view** once the document has been stamped APPROVED.

Print. This link opens a new, print-enabled screen that displays an overview of the itinerary, including per diem rates and entitlements, The document also provides the should-cost estimate for the trip.

Remove/Trip Cancel. The **remove** link displays when an authorization is in CREATED status. After selecting **remove**, the user will be prompted to confirm the removal of the document. The **trip cancel** link displays when an authorization has been stamped SIGNED. Selecting this link will prompt Trip Cancellation. See Chapter 10 of this manual.

Amend. This link is used to make changes after a document has been stamped APPROVED. A new document is created that must route through the same process as the original.

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2.4.2 Create an Authorization for a Dependent

A user with group access may use DTS to create an authorization for a dependent, if they have received proper approval for this. A military or DoD civilian who has travel documents created in DTS for one or more dependents is referred to as the *sponsor* for those dependents. There are two standard trip types that may be selected for an authorization, with different rules for reimbursement. Selection of either trip type triggers an Other Authorization during the Review/Sign process. DTS automatically completes the remarks field. The two standard trip types are listed below.

- *E1- ITA FAMILY TRANS ONLY*. The sponsor will be reimbursed only for the transportation expenses for this authorization.
- *E2 - ITA FAMILY FULL REIMB.* The sponsor will be reimbursed for transportation and eligible travel expenses for this authorization.

Other trip types that allow dependent travel are certain Special Circumstances Travel (SCT) trip types. See Chapter 11 of this manual for guidance on SCT trip types that allow dependent travel.

Note: A separate authorization must be created for each dependent. To create an authorization for a dependent of a military member or DoD civilian, first identify the individual to DTS by performing Steps 1 through 4 in Section 2.4.1. Then, resume the process from Step 3 in this section.

Beginning on the User Welcome screen (Figure 2-1), follow the below steps to create an authorization for a dependent:

1. Mouse over **Official Travel** on the Menu bar.

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

The Authorizations/Orders screen opens (Figure 2-2).

3. Select **Create New Authorization/Order**.

The Trip Overview screen opens (Figure 2-3). For a complete description of the Trip Overview screen, see Section 2.5.

4. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION** from the list in the Starting Locations in Profile box.

5. Complete the **Departing On** field. Use the pop-up calendar if necessary.

6. Select the **Trip Type** drop-down list arrow and select **E1-ITA FAMILY TRANS ONLY**.
   -OR-
   Select **E2-ITA FAMILY FULL REIMB** (Figure 2-9).

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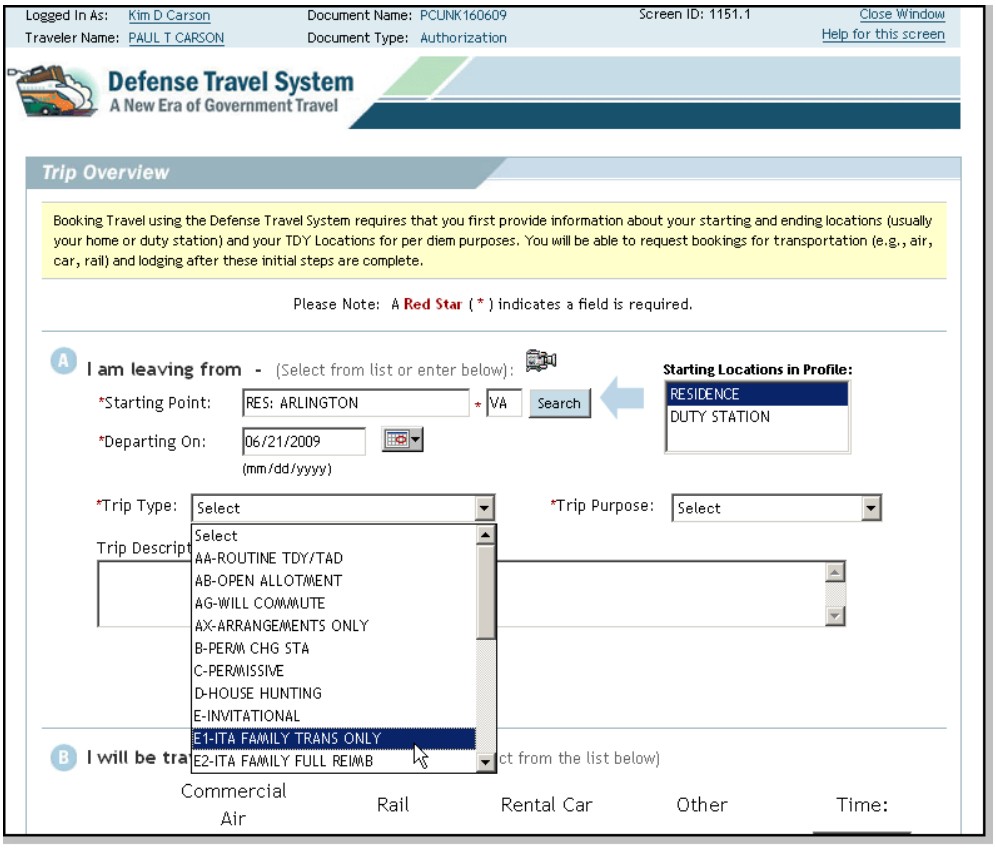

Figure 2-9: Trip Overview Screen Section A Drop-Down List

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A Special Approval Requirement Message displays (Figure 2-10).

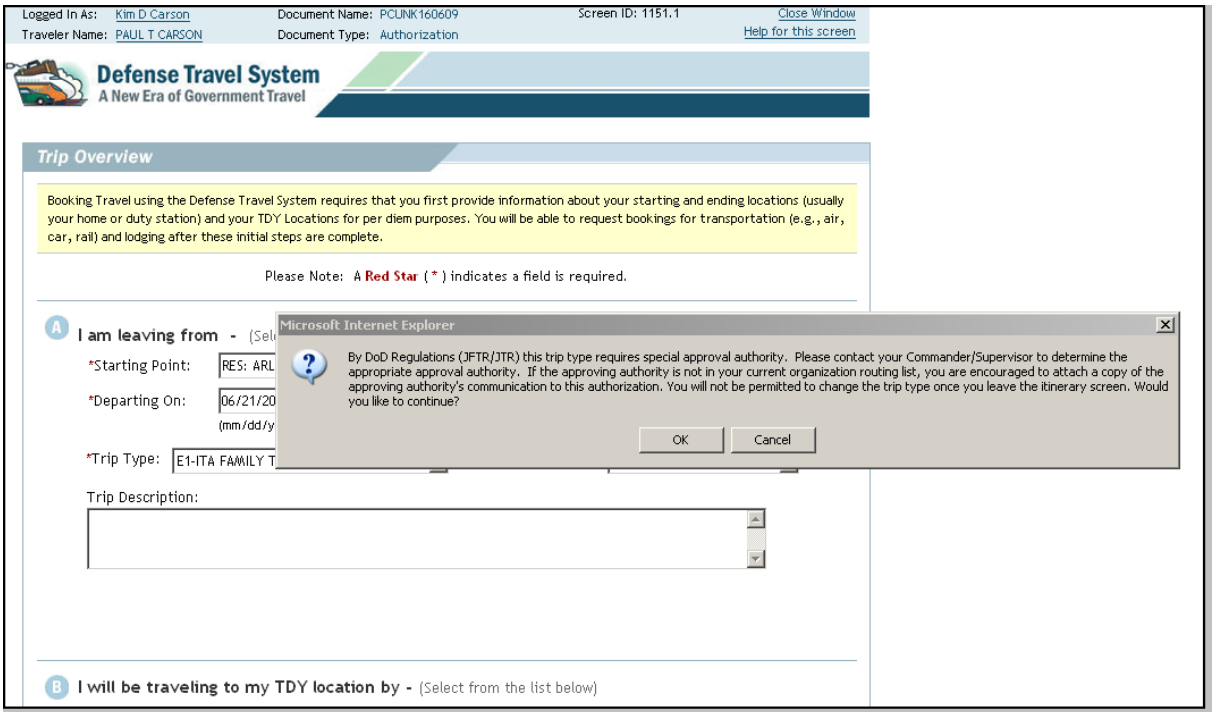

Figure 2-10: Special Approval Requirement Message

7. Read the message. Follow the instructions regarding obtaining appropriate approval.

8. Select **OK**.
   -OR-
   Select **Cancel** to return to the Trip Overview screen.

Selecting **OK** refreshes the Trip Overview screen. The Dependent Search screen opens (Figure 2-11). It names the traveler's dependents as they are listed in the traveler's profile.

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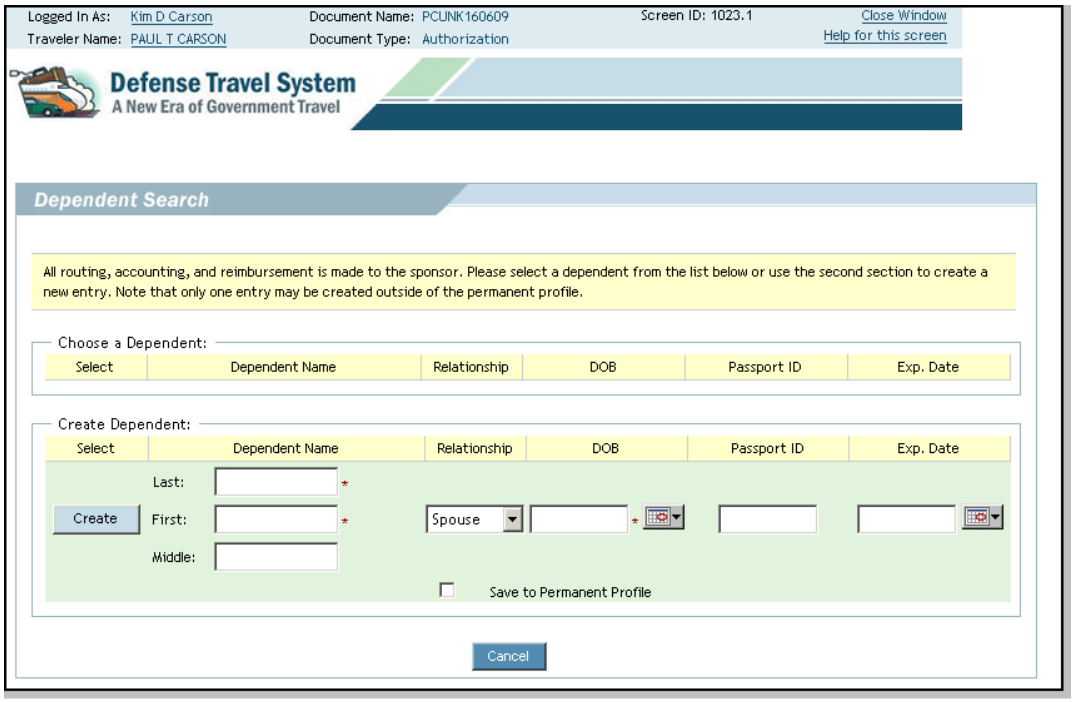

Figure 2-11: Dependent Search Screen

9. Select the **radio button** for the dependent that will be listed on the authorization.

10. Choose **Select and Close** to populate the dependent's name on the Trip Overview screen.
    -OR-
    Select **Cancel** to return to the Trip Overview screen with no dependent selected.

The Trip Overview screen refreshes. The Dependent Information fields are populated (Figure 2-12).

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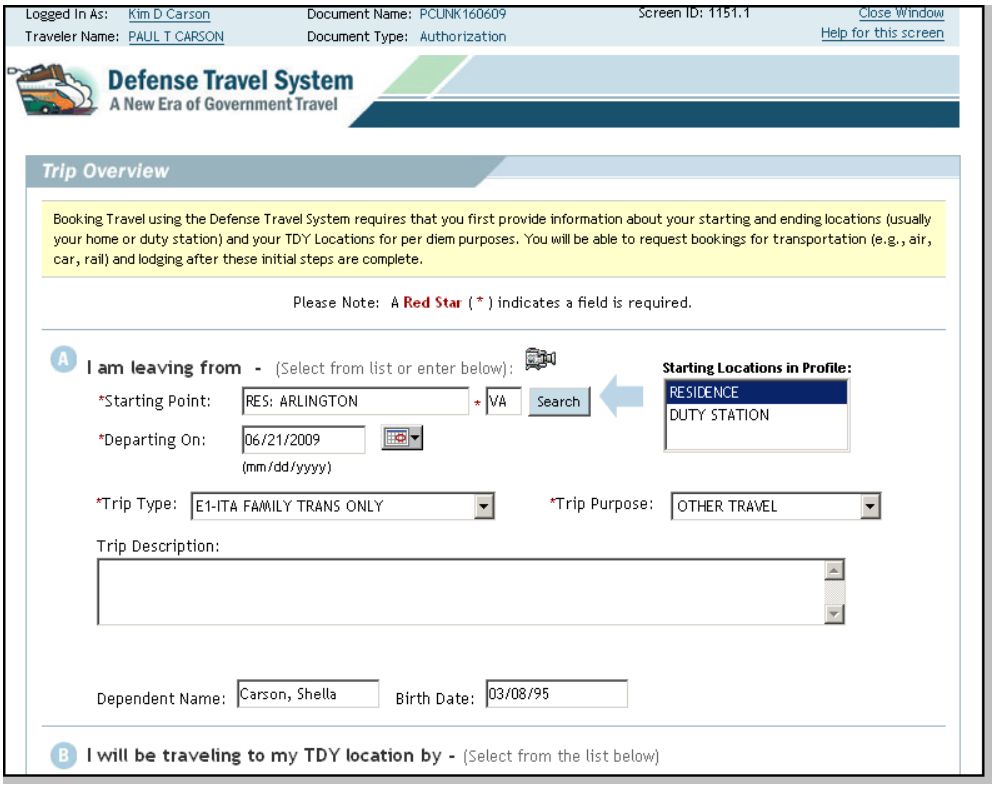

Figure 2-12: Trip Overview Screen With Dependent Information

11. Complete Sections B and C of the Trip Overview screen.

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

13. Select the following tabs and complete the associated sections:

- *Expenses.* See Section 2.7. (Enter transportation expenses only, if the trip type is E1 – ITA FAMILY TRANS ONLY. Enter all expenses for E2 – ITA FAMILY FULL REIMB.) Use the Substantiating Records tab to submit the approval document for this trip type.
- *Accounting Codes*. See Section 2.8.
- *Additional Options.* See Section 2.9. **Note:** There are no scheduled partial payments (SPPs) for this authorization type.
- *Review/Sign.* See Section 2.10.

Note: Although a dependent traveler may receive an advance on an authorization that has an E2 – ITA FAMILY FULL REIMB trip type, SPPs are not allowed.

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2.5 Prepare an Itinerary

DTS requires the starting and ending points and all TDY locations for the trip, in order to display the correct per diem rates. After the user enters the required information, DTS displays the per diem rates. The user may now submit requests for transportation and lodging.

The process begins on the Trip Overview screen (Figure 2-13).

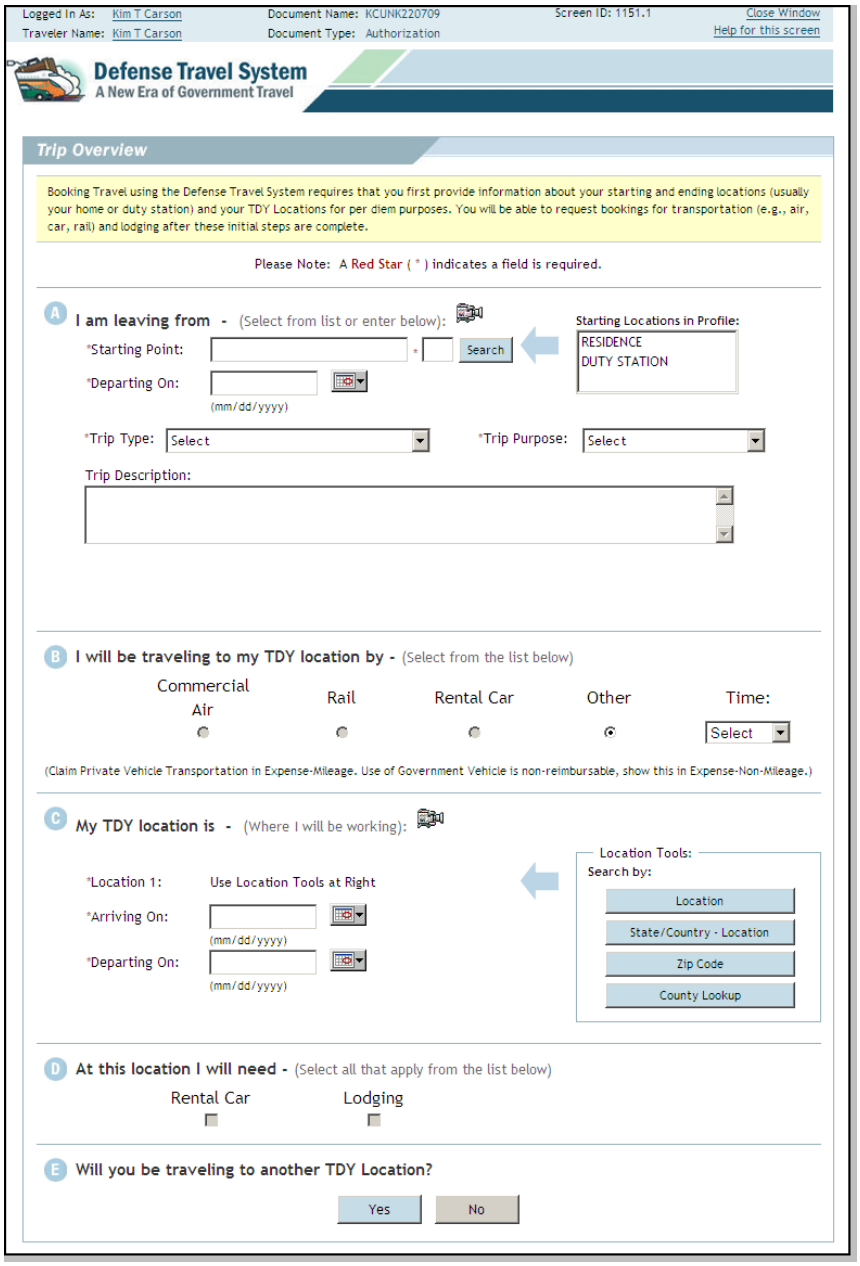

Figure 2-13: Trip Overview – Initial Screen

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The screen is separated into the following five sections:

A. *I am leaving from.* The fields in this section require the starting point and date of the travel, the trip type, and trip purpose. The traveler may enter a brief description of the trip.

B. *I will be traveling to my TDY location by.* The traveler identifies the mode of transportation for the trip and the preferred departure time.

C. *My TDY location is.* The traveler identifies the location where they will be working. The traveler will also enter the date of arrival at the location and the date of departure.

D. *At this location I will need***.** The traveler will identify the types of reservations needed at the TDY location: rental car, lodging, or both.

E. *Will You Be Traveling to Another TDY Location?* If the traveler selects *Yes*, DTS will default to the tools that allow the addition of other TDY locations to the itinerary. If the traveler selects *No*, DTS will proceed to the next part of the authorization. However, the traveler can add additional locations at a later time.

2.5.1 Trip Overview Initial Screen - Sections A through C

Beginning in *Section A, I am leaving from*, the below steps will assist the traveler in completing the fields on the Trip Overview screen:

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

This selection populates the **Starting Point** field with the information stored in the traveler's personal profile. If the starting point is not the traveler's residence or duty station type the city name into the **Starting Point** field and select **Search**. A pop-up window opens to select the **state** or **country code**. The code will populate in the text box next to the city name.

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

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

Most travelers will select AA-Routine TDY/TAD. Many of the other trip types do not allow creation of a voucher. Users selecting the Special Circumstances trip type should see Chapter 11 of this manual for further guidance. See *DTA Manual*, Appendix K for a description of trip types.

4. Select the **Trip Purpose** drop-down list arrow and select the **value** that best describes the purpose of this trip.

The Trip Purpose selection is used for post-trip data analysis.

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

Note: The traveler can edit the locations in the Starting Locations in Profile and the Return Locations in Profile box after advancing from the Trip Overview screen. After advancing beyond this screen, select **Additional Options** on the navigation bar. The Residence address can be changed in My Profile

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and Duty Station address can be changed in My Additional Information. This change will affect future documents. It will not change the current document.

In *Section B, I will be traveling to my TDY location by,* the traveler will select the mode of transportation for this trip. The options are commercial air, rail, rental car, and other transportation. Examples of other transportation include a privately owned vehicle or a bus.

If the traveler wants to travel to the TDY location, keep the same car for the entire trip, and drive it back to the ending point location, **Rental Car** must be selected each time it is presented on the Trip Overview screen. Make the selection in Sections B and D, (Figure 2-13), under Trip Overview (Figure 2-28). If the traveler is traveling to multiple locations, **Rental Car** must be selected for each location.

6. Select the **radio button** for the **transportation mode** that will be used to travel from the starting location to the TDY location.

7. Select the **Time** drop-down list arrow and select the preferred **time** of departure.

In *Section C, My TDY location is,* the traveler will identify one or more locations for this trip.

8. Identify Location 1.

The Location Tools box on the right side of the screen displays search criteria that the traveler can use to search for the location. See Sections 2.5.1.1 through 2.5.1.5.

Before identifying Location 1, select one of the following buttons to search for the location in DTS:

- Location
- State/Country – Location
- ZIP Code
- County Lookup

9. Complete the **Arriving On** field by using the calendar icon. Normally, this is the date that the traveler arrives at the TDY location.

10. Complete the **Departing On** field by using the calendar icon. Normally, this is the date that the traveler will leave the TDY location.

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2.5.1.1 Location Tools: Location Button

The traveler may search for a location name to complete the Location 1 field by following the below steps:

1. Select **Location**.

The Search Location screen opens (Figure 2-14).

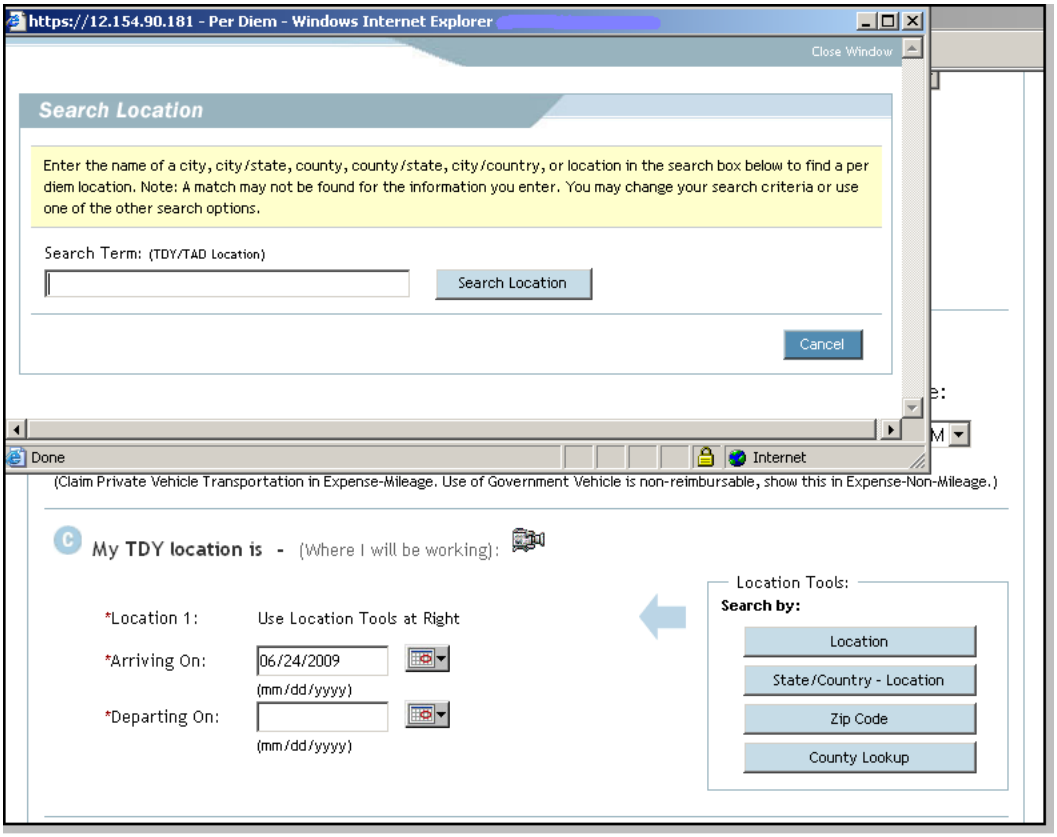

Figure 2-14: Search Location Screen

2. Enter all or part of the location name in the **Search Term** field.

A wildcard character (*) may be added instead of the beginning of the location name to help find locations that may have variant spellings (e.g., Ft. and Fort). For example, *Eustis will find Ft. Eustis. The wildcard character may also be used in the middle of the name; San*tonio will find San Antonio.

3. Select **Search Location**.

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The Search Location Results screen opens (Figure 2-15). The screen refreshes and displays an alphabetized list of the locations that match the entry in the Search Term field.

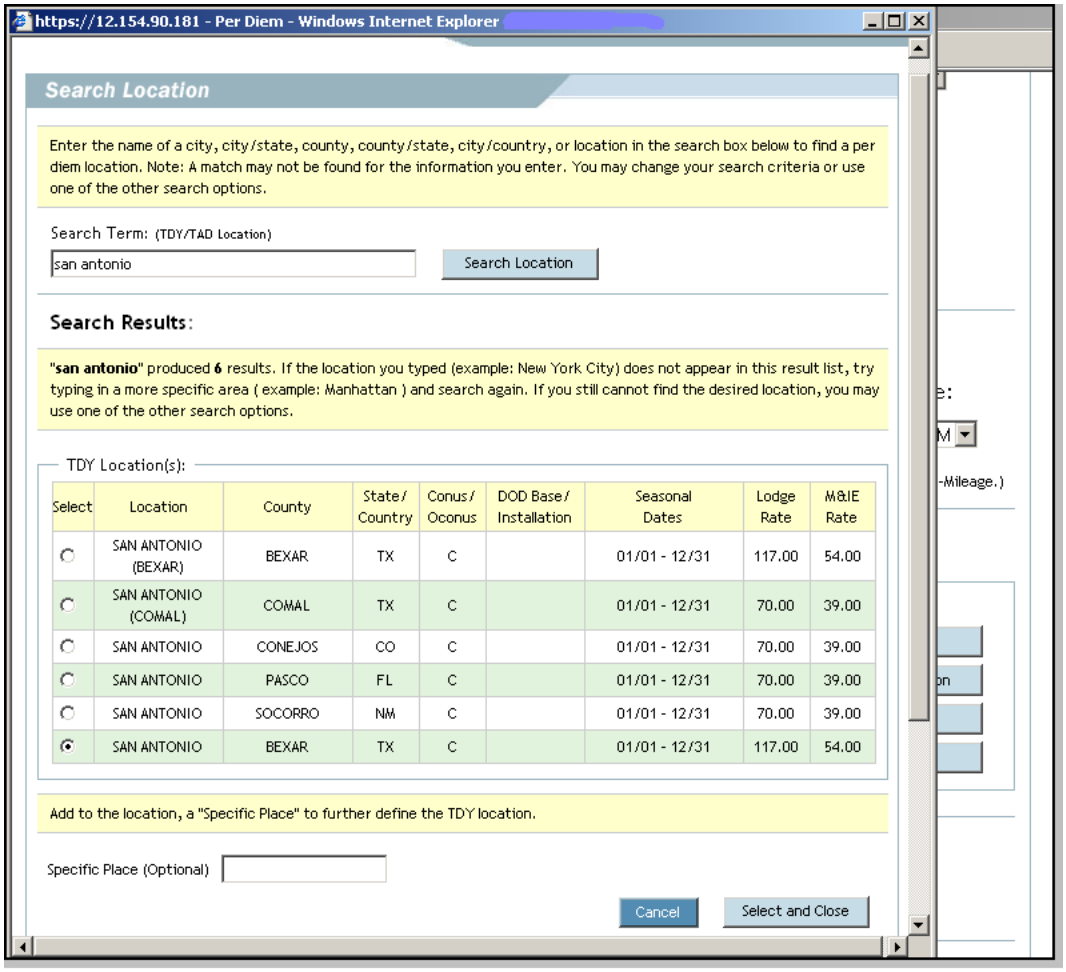

Figure 2-15: Search Location Results Screen

4. Select the **radio button** next to the name of the correct location.

Note: If the location is not in this list, search again by revising the entry in the Search Term field, or by using one of the other **Search by** criteria located at the bottom of the screen.

(Optional) The traveler may complete the Specific Place (Optional) field with the identifier for the specific place (Figure 2-16).

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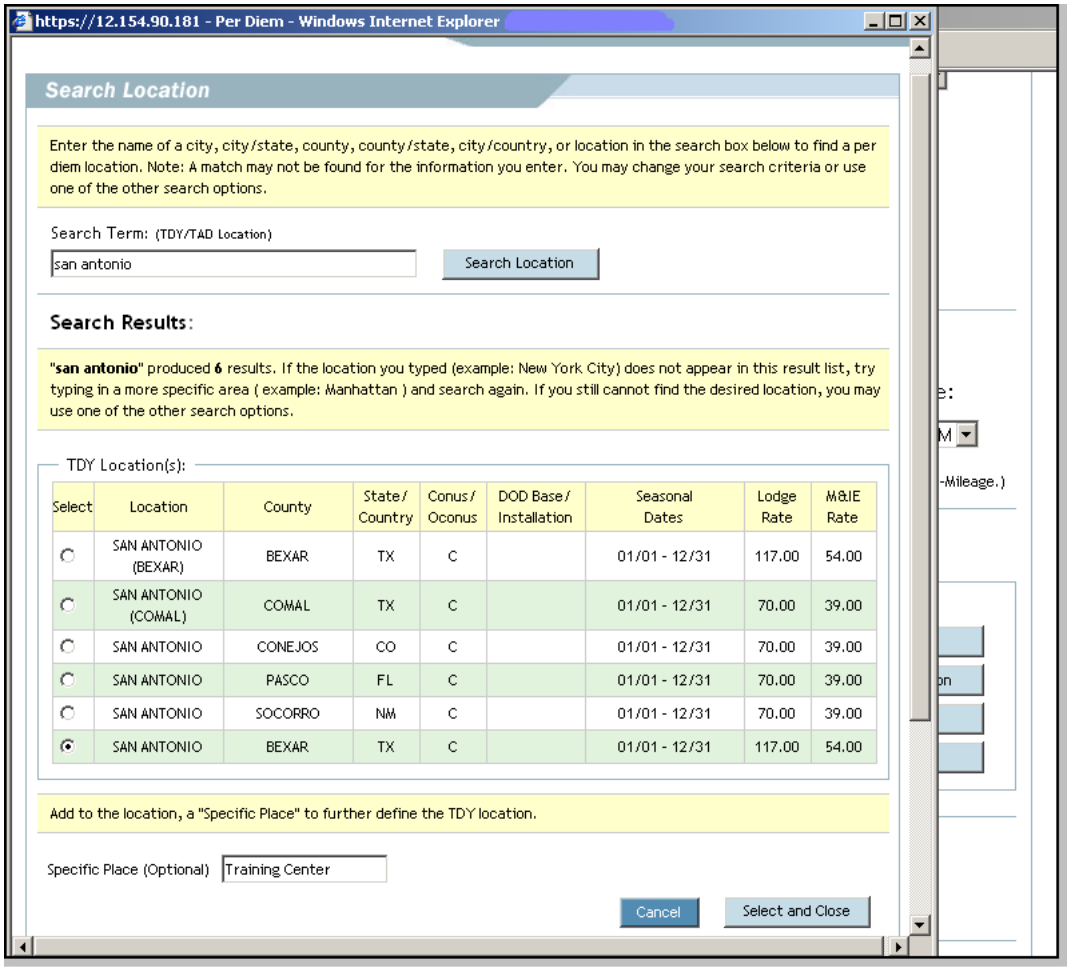

Figure 2-16: Add a Specific Place Field

If the traveler chooses to identify the place within the TDY location (e.g., Data Center), that information will display in the Location 1 field on the Trip Overview screen (Figure 2-17).

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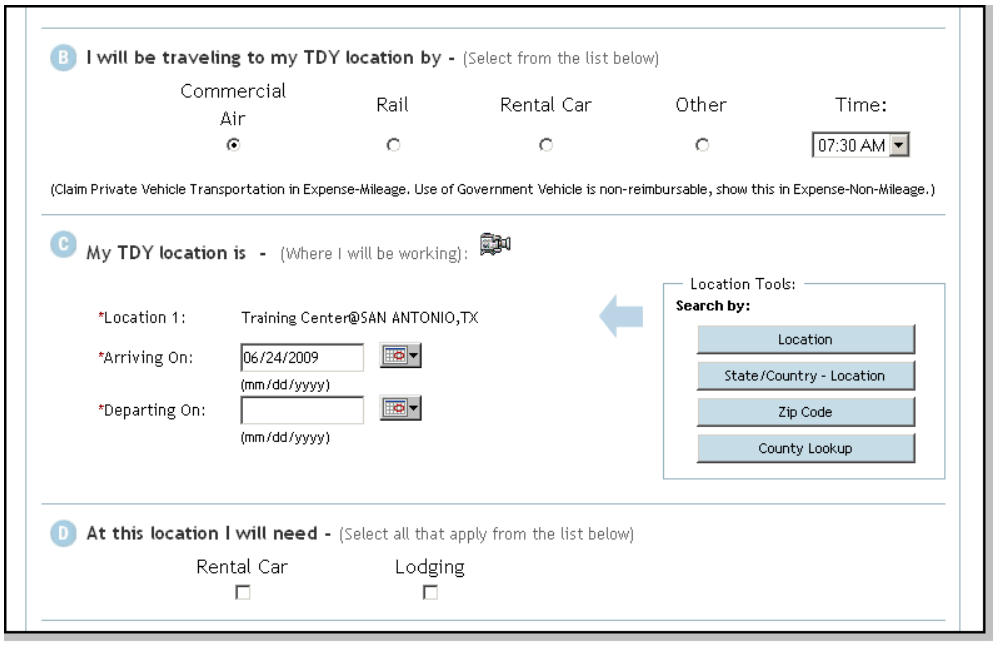

Figure 2-17: Trip Overview Screen - Location Selected, Specific Place Identified

5. Choose **Select and Close** at the bottom of the screen (Figure 2-16).
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no selection.

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The Trip Overview screen refreshes. Location 1 is identified (Figure 2-17 or Figure 2-18).

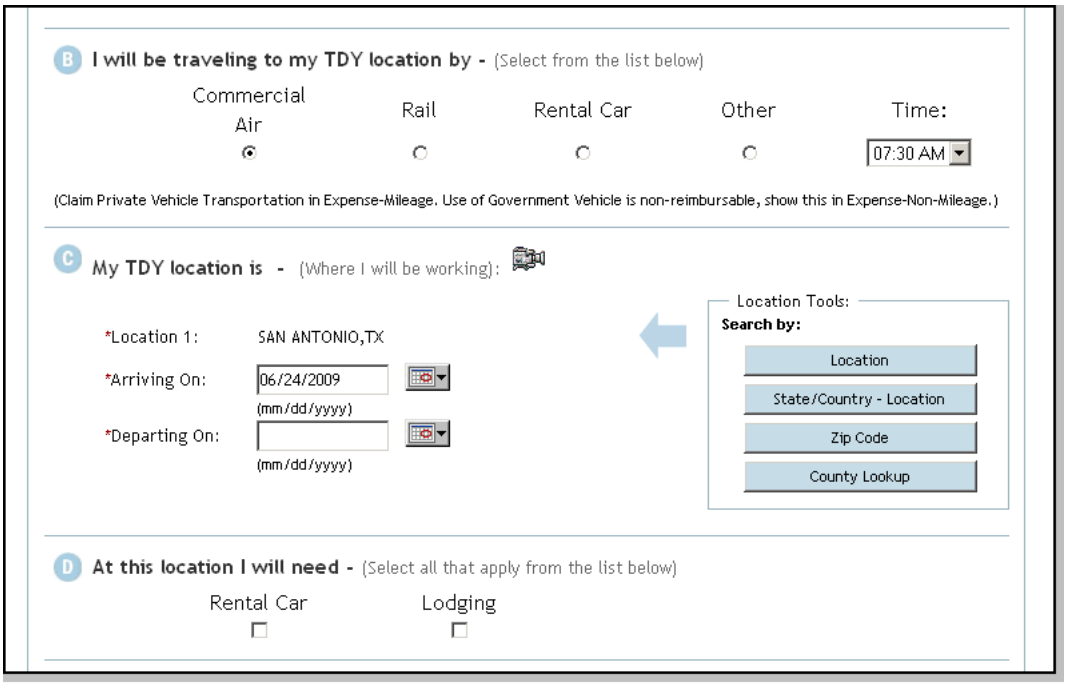

Figure 2-18: Trip Overview Screen – Location Selected, Specific Place Not Identified

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2.5.1.2 Location Tools: State/Country - Location Button

Follow the below steps to complete the Location 1 field by using the State/Country Location button:

1. Select **State/Country – Location**.

The Find a TDY/TAD Location screen opens (Figure 2-19). The radio button to show United States locations is selected by default. This means that the State/Country drop-down list will only include U.S. locations. If searching for a foreign location, or to see a list of all U.S. and foreign locations, select the appropriate radio button.

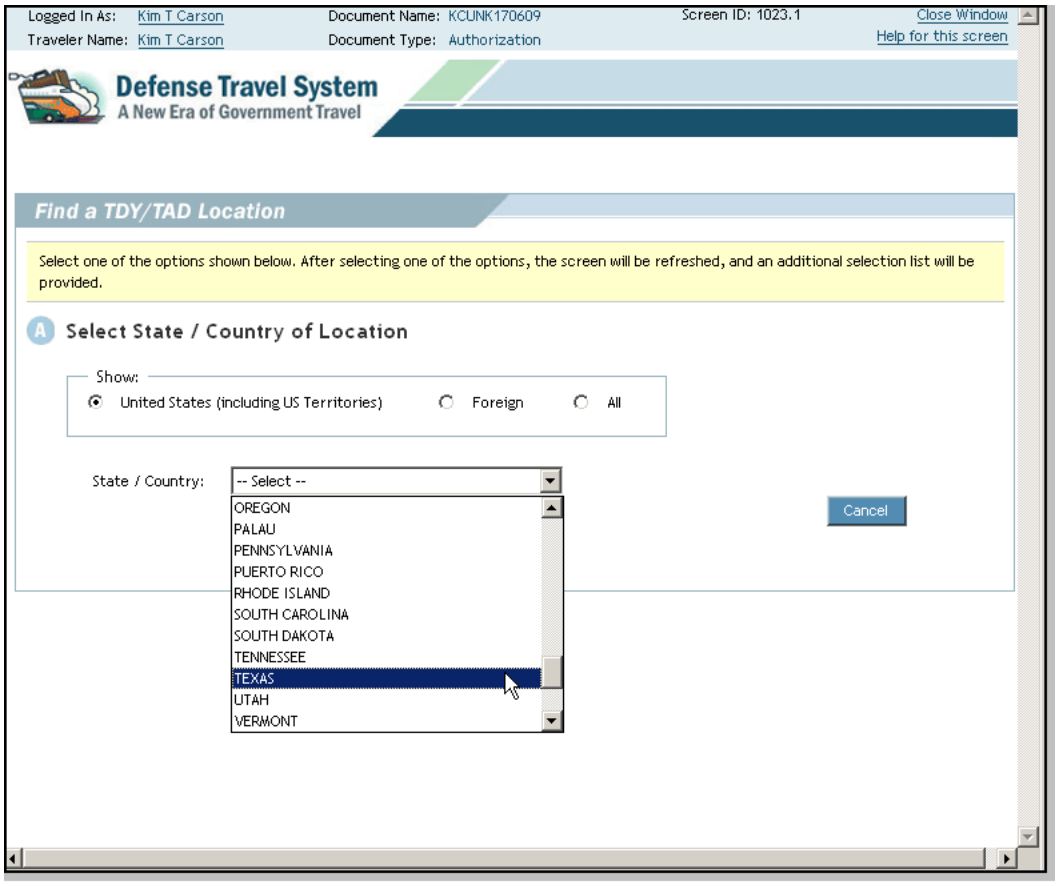

Figure 2-19: Find a TDY/TAD Location Screen - State/Country

2. Select the **State / Country** drop-down list arrow and select a **state** or **country**. Enter the first letter of the state or country and the list will scroll to the first entry that begins with that letter.

The screen refreshes. It displays an alphabetized list of the locations in the selected state or country in Section B (Figure 2-20).

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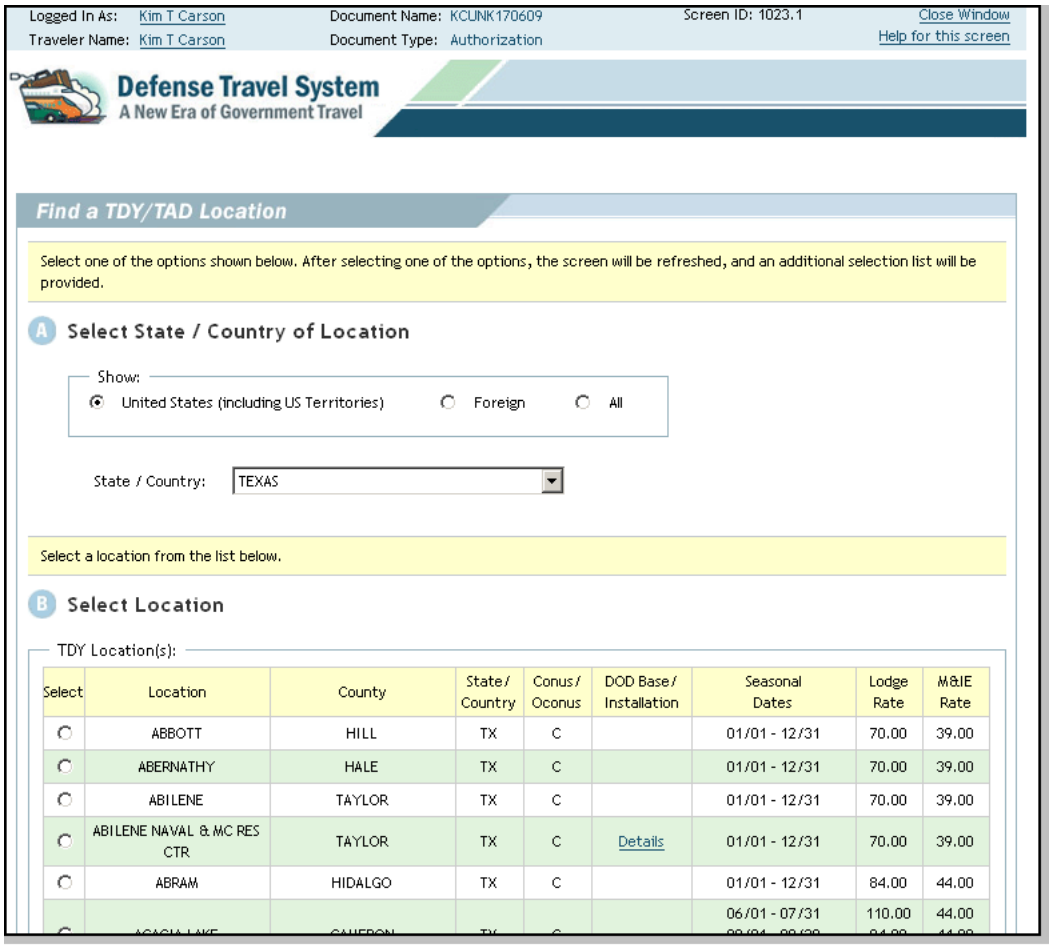

Figure 2-20: Find a TDY/TAD Location Screen - State/Country Location Search Results

3. Select the **radio button** next to the name of the TDY location.

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2.5.1.3 Location Tools: ZIP Code Button

Follow the below steps to complete the Location 1 field by using the **ZIP Code** button:

1. Select **ZIP Code**.

The Find a TDY Location screen opens (Figure 2-21).

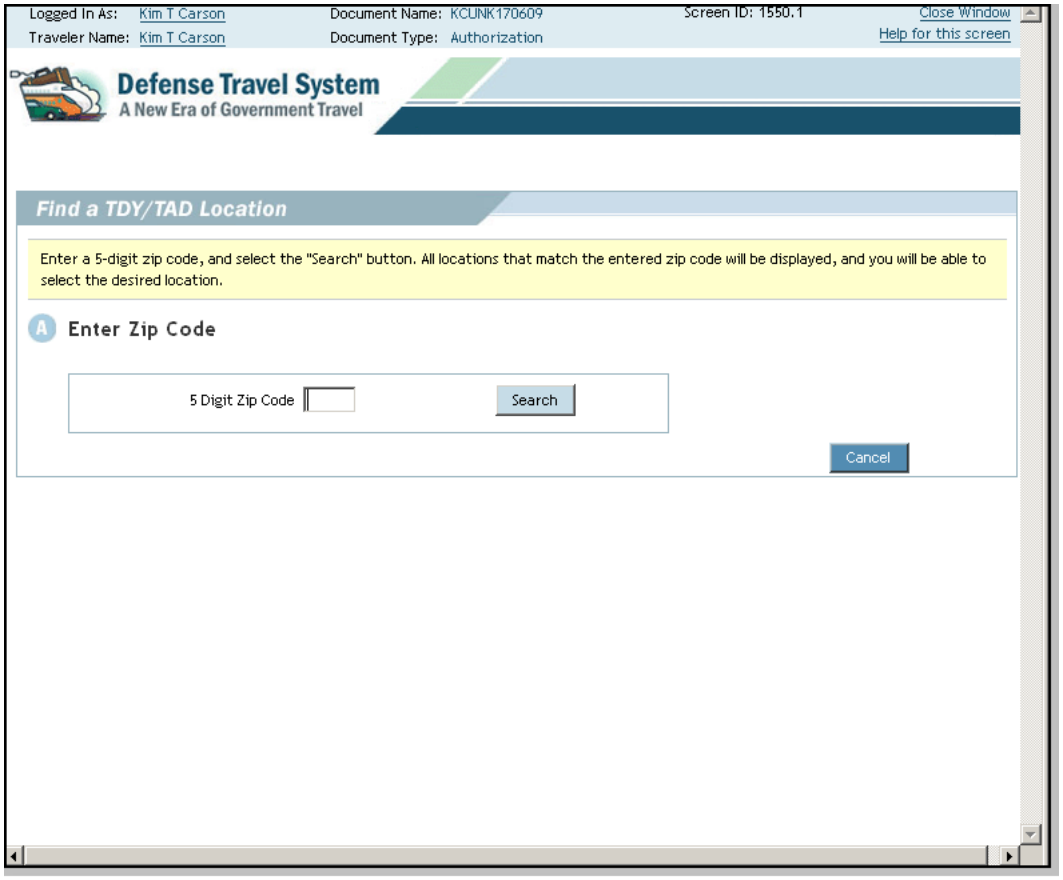

Figure 2-21: Find a TDY/TAD Location Screen - ZIP Code

2. Complete the **5-Digit ZIP Code** field.

3. Select **Search**.

The screen refreshes and displays an alphabetized list of the locations associated with the ZIP code (Figure 2-22).

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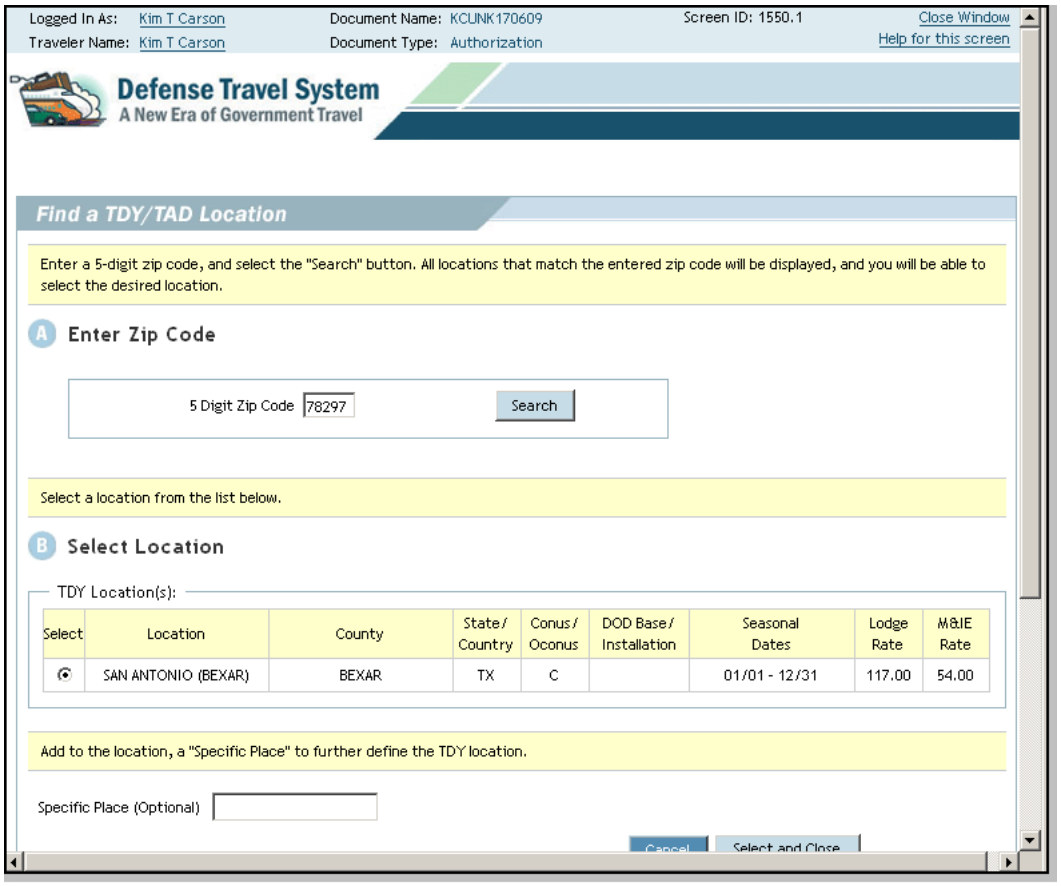

Figure 2-22: Find a TDY/TAD Location Screen - ZIP Code Search Results Screen

4. Select the **radio button** next to the name of the correct location.

Note: If the location is not in this list, search again by selecting one of the other **Search by** buttons located at the bottom of the screen.

5. Choose **Select and Close** at the bottom of the screen.
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no selection.

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2.5.1.4 Location Tools: County Lookup Button

Follow the below steps to complete the Location 1 field by using the County Lookup button:

1. Select **County Lookup**.

The Find a TDY/TAD Location screen opens (Figure 2-23).

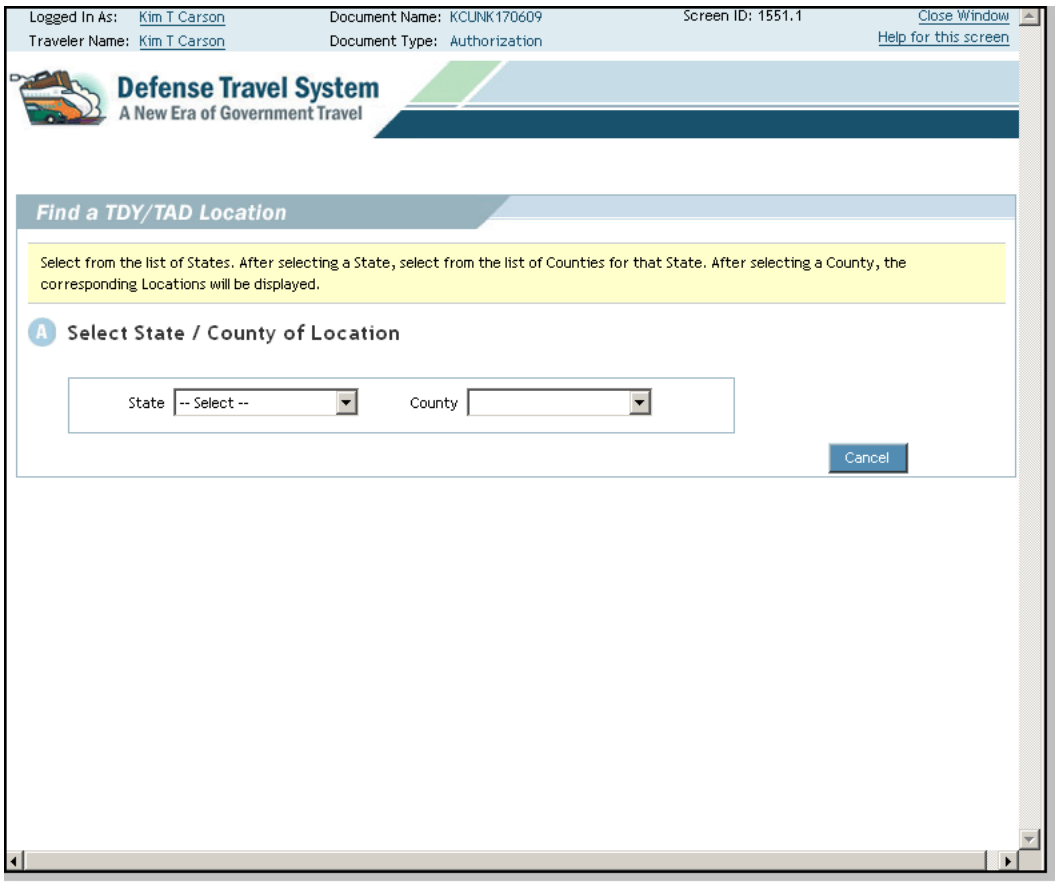

Figure 2-23: Find a TDY/TAD Location Screen - County

2. Select the **State** drop-down list arrow and select the **state** of the location.

3. Select the **County** drop-down list arrow and select the **county** of the location.

The screen refreshes with a list of locations. The first selection is the county name. The locations within the county display alphabetically (Figure 2-24).

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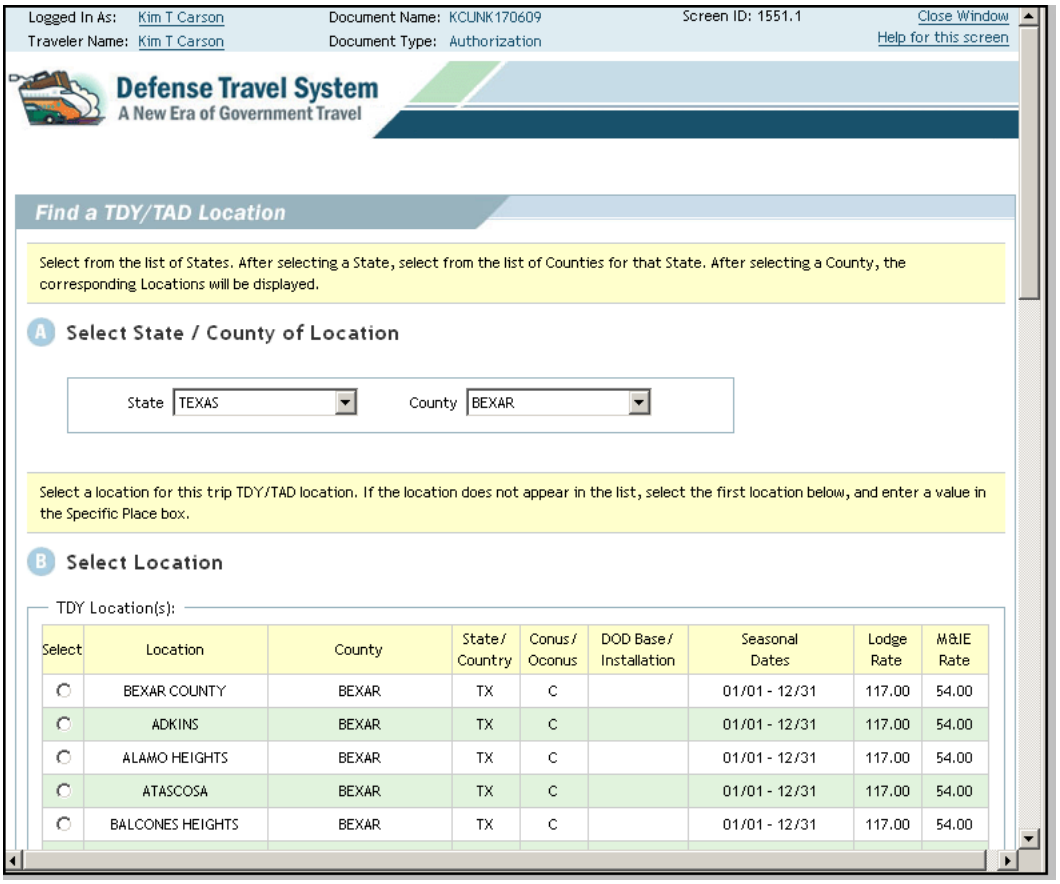

Figure 2-24: Find a TDY/TAD Location Screen - County Search Results Screen

4. Select the **radio button** next to the name of the correct location.

5. Choose **Select and Close** at the bottom of the screen.
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no selection.

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2.5.1.5 Details for a DoD Base or Installation

DTS can provide the meals and quarters information for an installation during this process. When the search results include a military installation, a Details link may display in the DoD Base / Installation column (Figure 2-25).

TDY Location(s):

Select	Location	County	State / Country	Conus / Oconus	DOD Base / Installation	Seasonal Dates	Lodge Rate	M&IE Rate
○	BEXAR COUNTY	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	ADKINS	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	ALAMO HEIGHTS	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	ATASCOSA	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	BALCONES HEIGHTS	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	BOERNE (BEXAR)	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	BROOKS AFB	BEXAR	TX	C	Details	01/01 - 12/31	117.00	54.00
○	CASTLE HILLS	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	CHINA GROVE	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	CONVERSE	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	ELMENDORF	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	FAIR OAKS (BEXAR)	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	FAIR OAKS RANCH (BEXAR)	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	FIRM CASES	BEXAR	TX	C		01/01 - 12/31	117.00	54.00
○	FT. SAM HOUSTON	BEXAR	TX	C	Details	01/01 - 12/31	117.00	54.00
○	GREY FOREST	BEXAR	TX	C		01/01 - 12/31	117.00	54.00

Figure 2-25: Find a TDY/TAD Location Search Results Screen – Details Link

Follow the below steps to view details about the meals and quarters for a military installation:

1. Select **Details** in the DoD Base / Installation column.

The details for meals and quarters display (Figure 2-26).

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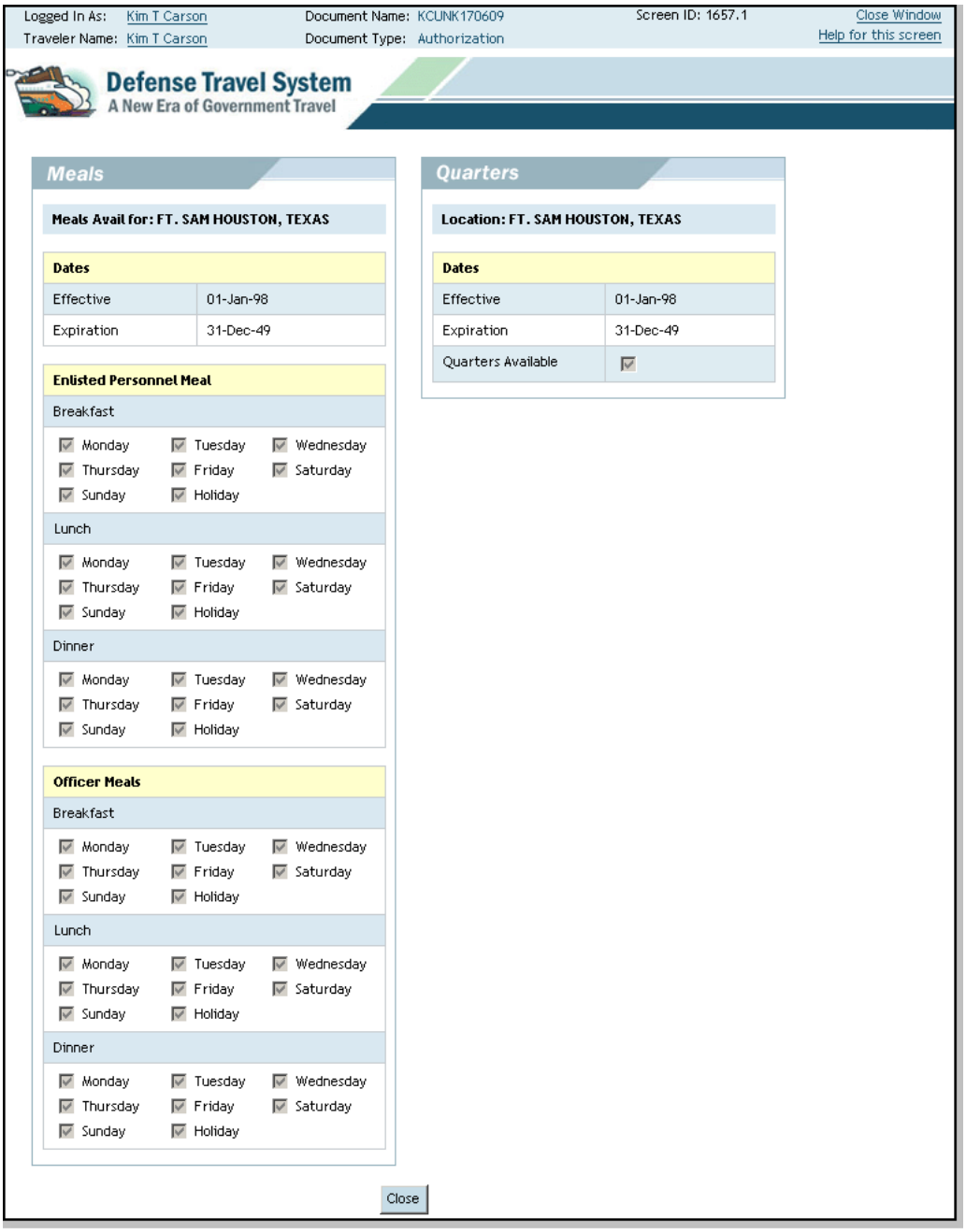

Figure 2-26: Meals and Quarters Details Screen

2. Select **Close**.

The Search Results screen displays (Figure 2-25).

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2.5.2 Trip Overview Initial Screen - Sections D and E

Section D of the Trip Overview initial screen allows the traveler to specify the need for a rental car and lodging at the TDY location (Figure 2-13). Follow the below steps:

1. Check the **Rental Car** box if a rental car is needed at the TDY location.

2. Check the **Lodging** box if commercial lodging is needed at the TDY location.

Section E of Trip Overview screen (Figure 2-13) displays the question, Will you be traveling to another TDY location?

3. Select **Yes** to add another location to this trip.

The screen refreshes each time **Yes** is selected and allows the traveler to identify another location, arrival date, and departure date in Section C. Insert, Edit and Delete links now display in Section C (Figure 2-27).

4. Complete the fields for Location 2 in the same way as Location 1 was done, if adding a destination *after* Location 1.
   -OR-
   Choose **Insert** to add another TDY location *before* Location 1. The traveler will be prompted for the location and dates.
   -OR-
   Choose **Edit** or **Delete** to edit or remove the TDY location.
   -OR-
   Choose **No** if there are no more locations to add to this trip.

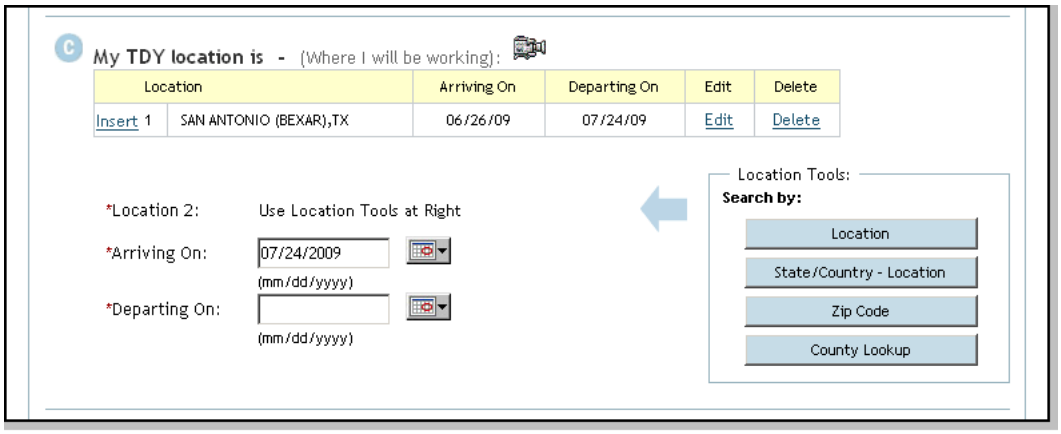

Figure 2-27: Trip Overview Screen - Add Another TDY Location

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2.5.3 Trip Overview Screen Refreshed

After the traveler selects **No** in Section E, the Trip Overview screen refreshes with new Sections C and D (Figure 2-28). These sections now display fields where return travel information can be entered. The traveler may continue to add TDY locations by selecting the **Add New Per Diem Location** link in Section B.

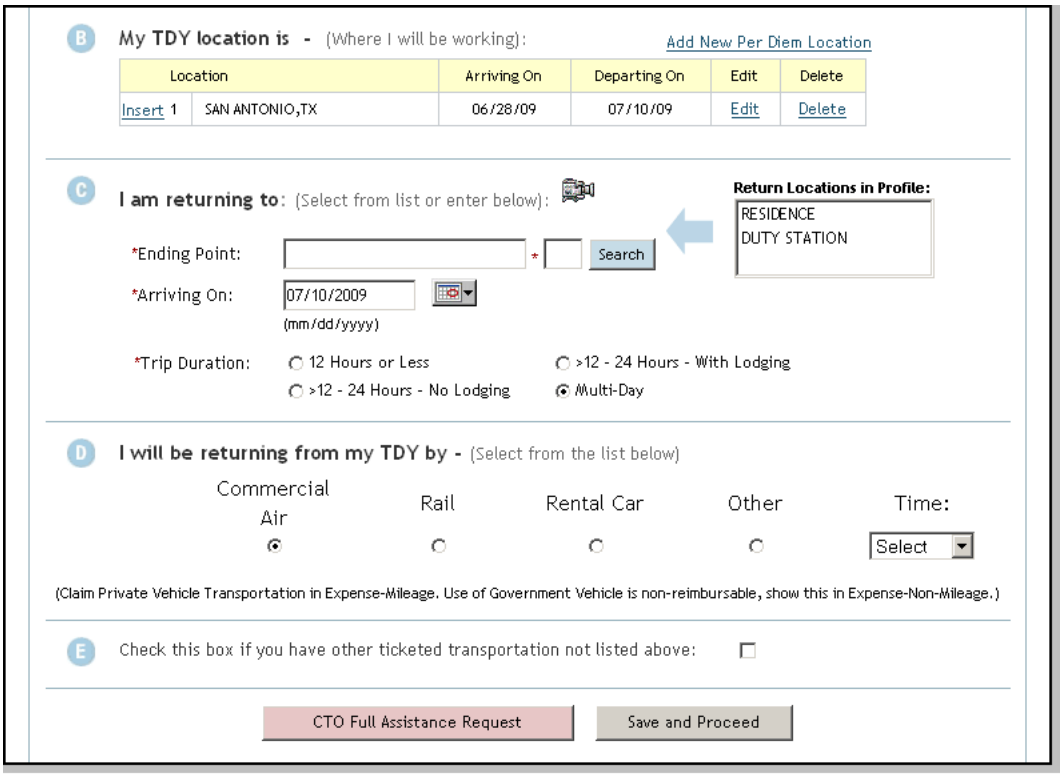

Figure 2-28: Trip Overview Screen – Refreshed With Return Information Fields

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

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

If the ending point is a location other than the residence or duty station, type the name of the city in the **Ending Point** field and select **Search**. A pop-up window opens so that the **state** or **country code** can be searched and selected. The code will populate in the text box next to the city name.

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

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

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

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

4. Select the **radio button** for the type of transportation that will be used to travel from the TDY location to the return location.

5. Select the **Time** drop-down list arrow and select the preferred **time** of departure.

Section E, Check this box if you have other ticketed transportation not listed above identifies if there is another type of ticket purchased for this trip, such as a bus or boat ticket. If checked, DTS includes the Other Transportation screen in the flow controller of reservations when creating the authorization.

6. Check the **box** if there will be another type of ticket purchased for this trip.

7. Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option.
   -OR-
   Select **Save and Proceed**.

If the traveler's profile does not contain a valid Government Travel Charge Card (GTCC) number or if the card has expired, a pop-up message will display.

If the traveler's profile contains a GTCC that will expire within 30 days, a pop-up message will display and an e-mail is sent to the traveler and DTA.

8. Select **Yes** to update the GTCC account information.

The My Account Information Screen opens (Figure 2-29).

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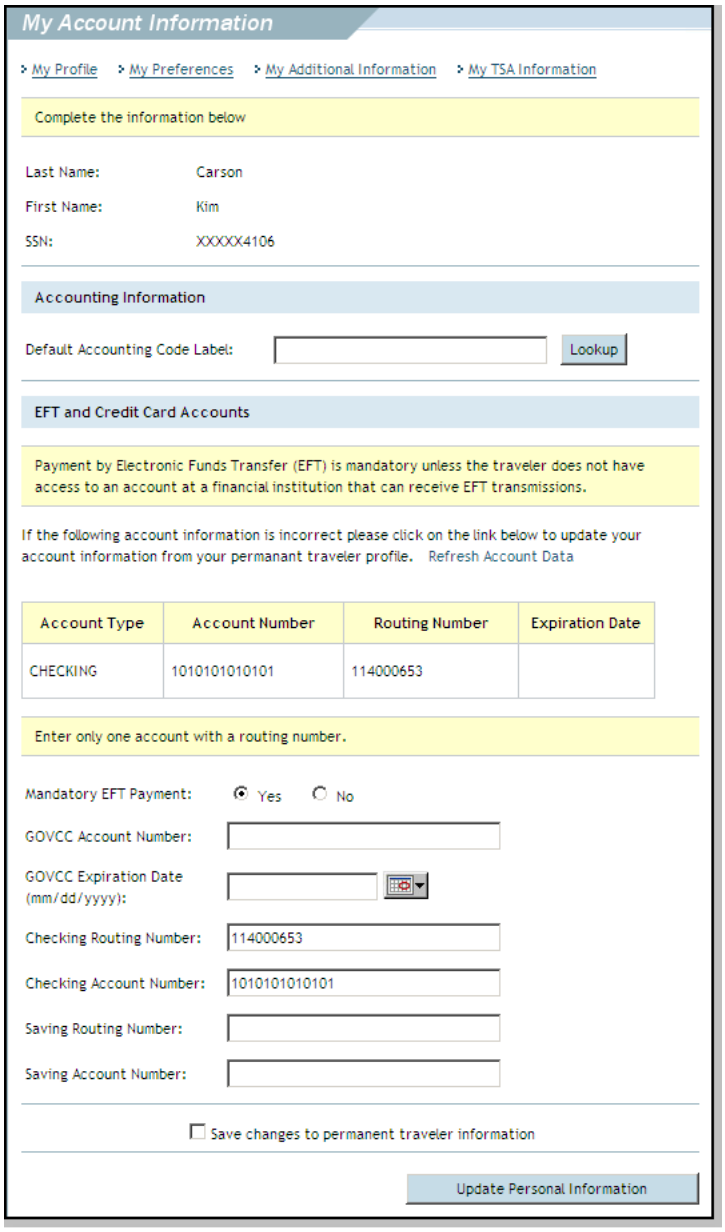

Figure 2-29: My Account Information Screen

9. Make the necessary update(s) then select **Update Personal Information**.

Note: A clerk or NDEA cannot manually enter updated account information in the document and will only have the **Continue** button available.

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For instructions on using the DTS Travel feature or the CTO Full Assistance Request button, see the following sections of this manual:

- *Air Travel* Section 2.6.1
- *Rail*. Section 2.6.2
- *Rental Car.* Section 2.6.3
- *Lodging.* Section 2.6.4
- *Other Trans.* (Other Ticketed Transportation). Section 2.6.6
- *CTO Full Assistance Request*. Section 2.6.8

2.5.4 Trip Overview Screen for Renewal Agreement Travel

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

Beginning in Section A of the Trip Overview screen (Figure 2-13), follow the below steps to complete an authorization for RAT:

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

2. Complete the **Departing On** field. Use the calendar icon to select the **date**.

3. Select the **Trip Type** drop-down list arrow and select **F-6 RENEWAL AGREE LV**.

The Trip Overview screen refreshes. The section names, fields, and functionality differ from those on a standard DTS authorization (Figure 2-30). In Section A, DTS has completed the Trip Purpose and Trip Description fields with uneditable text. The screen identifies the airport(s) associated with the starting point location if this information is available. A box is displayed that may be used to indicate that the authorization is for the civilian employee's dependent. The employee is referred to as the *sponsor* in cases of dependent travel.

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Logged In As: Kim T Carson
Traveler Name: Kim T Carson
Document Name: KCUNK170609
Document Type: Authorization
Screen ID: 1151.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

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 My Starting Location is:

*Starting Point: frankfurt * FRG Search
*Airport: FRA - Frankfurt, Germany
*Departing On: 08/09/2009 (mm/dd/yyyy)

Starting Locations in Profile:
RESIDENCE
DUTY STATION

*Trip Type: F6-RENEWAL AGREE LV
*Trip Purpose: BETWEEN TOURS TRAVEL

Trip Description:
Renewal Agreement Travel

Dependent Travel: ☐

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

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	Select

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

C My Designated Location is:

*Location: Use Location Tools at Right
*Arriving On: 08/09/2009 (mm/dd/yyyy)
*Departing On: 08/29/2009 (mm/dd/yyyy)

Location Tools:
Search by:
Location
State/Country - Location
Zip Code
County Lookup

D I am returning to:

*Ending Point: * Search
*Airport:
*Arriving On: 08/29/2009 (mm/dd/yyyy)

Return Locations in Profile:
RESIDENCE
DUTY STATION

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

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

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	Select

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

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

Rental Car ☐ Lodging ☐

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

CTO Full Assistance Request | Save and Proceed

Figure 2-30: Trip Overview Initial Screen – RAT

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

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

A message displays with information about reimbursements and the restriction on round-trip travel for the dependent (Figure 2-31). A dependent may only travel round-trip if the *sponsor* is traveling on or has already completed the authorized RAT.

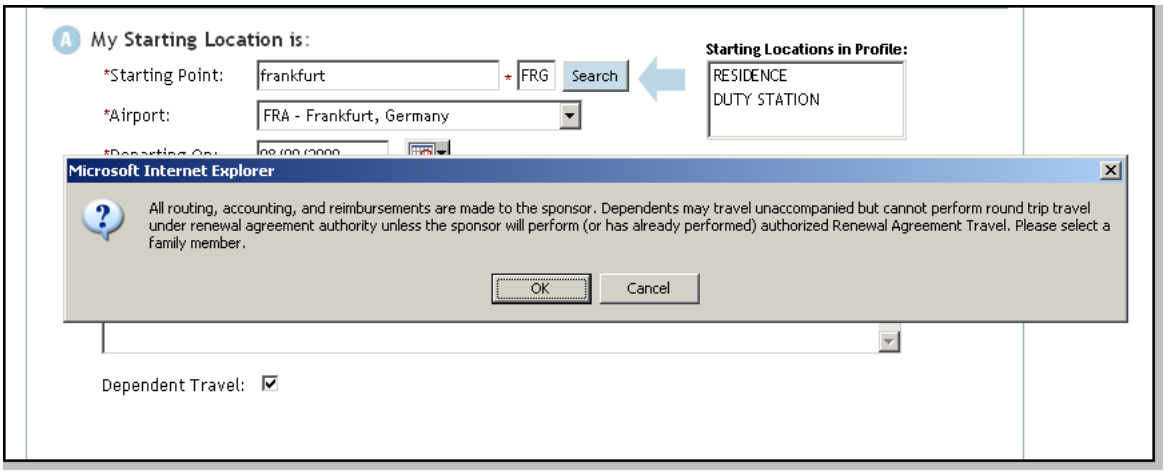

Figure 2-31: Dependent Information Message

6. Select **OK** to continue creating the authorization for a dependent.
   -OR-
   Select **Cancel** to return to the Trip Overview screen. If this occurs, DTS will clear the Dependent Travel box.

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The Dependent Search screen opens (Figure 2-32). This screen lists the dependents as they are named in the traveler's profile.

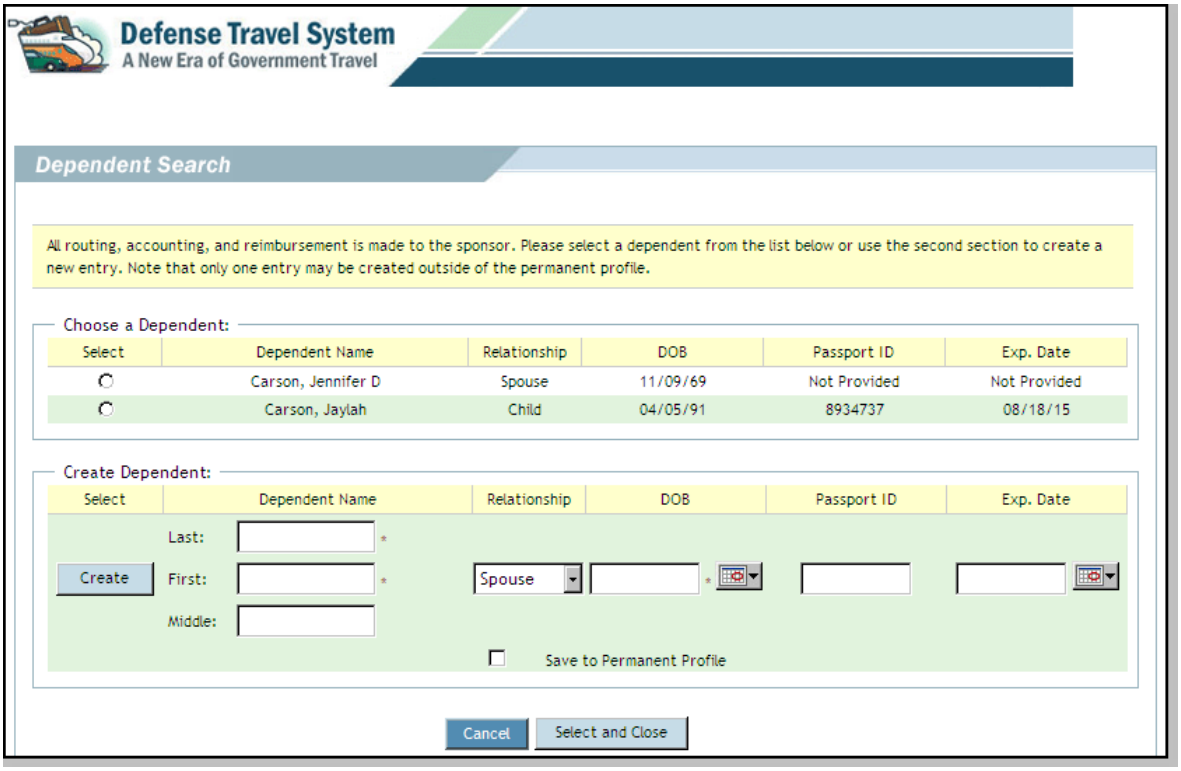

Figure 2-32: Dependent Search Screen

7. Select the **radio button** for the dependent to be named on the authorization.

If the dependent's name is not listed, complete the fields in the *Create Dependent* section. To add the dependent to the sponsor's profile, check the **Save to Permanent Profile** box. Select **Create**. The screen refreshes. Select the **dependent** using the appropriate radio button.

8. Choose **Select and Close.**
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no dependent selected.

Note: If the RAT authorization is for a dependent that is over the age of 18, a message will display to inform the user that RAT may not be warranted for dependents over the age of 18. Select **OK**.

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

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

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

10. Complete the **Location** field by using the search tools in the box.

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After the location has been selected, DTS completes the airport field with the code of the closest airport (Figure 2-33).

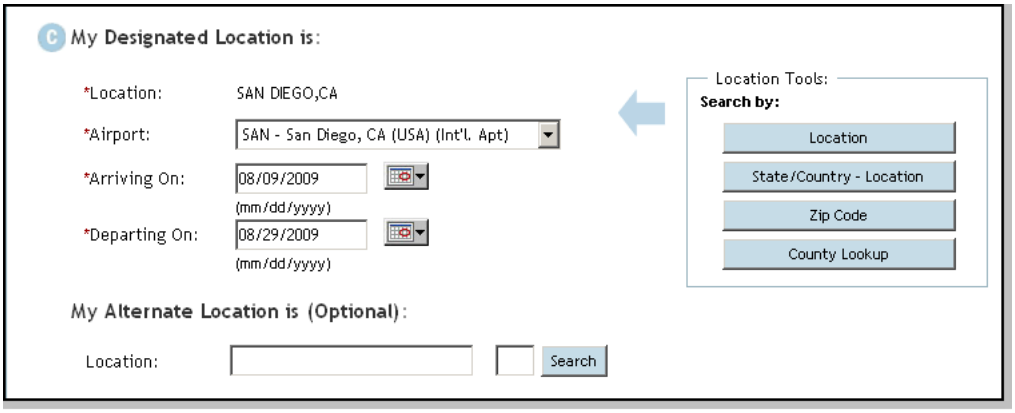

Figure 2-33: Trip Overview Screen – Airport Field Completed

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

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

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

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

Travel to an alternate location is allowed; however, the reimbursement is limited to the cost of travel to the designated location.

Section D is labeled *I am returning to*.

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

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

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

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

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

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

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

21. Check the **box(es)** in Section F to indicate the need for a rental car, lodging, or both as appropriate.

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

23. Select **CTO Full Assistance** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option.
    -OR-
    Select **Save and Proceed**.

If **CTO Full Assistance Request** was selected then proceed to Step #26.

If **Save and Proceed** was selected, DTS may display a confirmation message that provides the GSA contract fare (City Pair) information for the flight and informs the traveler that travel reimbursement is limited to that amount (Figure 2-34).

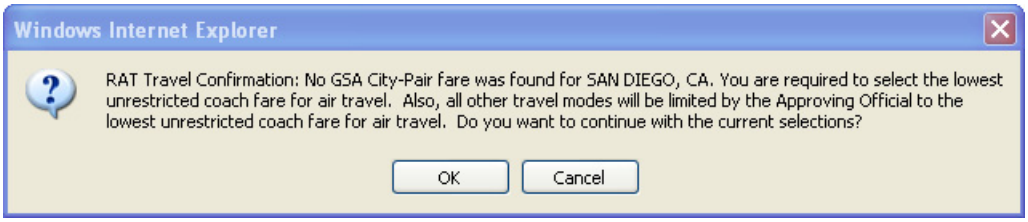

Figure 2-34: RAT GSA Contract Fare (City Pair) Confirmation Message

24. Select **OK** to continue
    -OR-
    Select **Cancel** to return to the Trip Overview screen.

Note: If DTS cannot find a GSA contract fare flight, a message displays that information.
It requires the traveler to select the lowest unrestricted coach fare, and states that the AO will limit the reimbursement for all other travel modes to the amount of the lowest unrestricted coach fare.

25. Select **OK** to continue.
    -OR-
    Select **Cancel** to return to the Trip Overview screen.

If OK was selected, the TSA Secure Flight Information screen opens (Figure 2-35).

26. Enter or update data.

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

28. Select **Save TSA Information**.

While DTS processes the information that was submitted, system messages displays briefly. DTS accesses the component of the Travel feature that matches the selection in Section B on the Trip Overview screen.

29. Complete the Travel section of the authorization in accordance with the travel type. See Section 2.6 for instructions on using the Travel feature.

30. Select the tabs to complete the following sections of the authorization:

- **Expenses.** For employees only, during authorized travel days, and when the departure and return locations are the same. See Section 2.7.
- **Accounting Codes.** See Section 2.8.
- **Additional Options.** See Section 2.9. **Note:** SPPs are not allowed for RAT.
- **Review/Sign.** See Section 2.10.

2.6 Travel

Travelers may use the Travel feature or the CTO Full Assistance Request button to make travel reservations.

The Travel feature in DTS allows travelers to select their own reservations for commercial transportation, rental car, or lodging. DTS accesses this module automatically after the user selects Save and Proceed on the Trip Overview screen (Figure 2-28). While DTS processes the information that was submitted, DTS accesses the component of the Travel feature that matches the selection in Section B of the Trip Overview.

All travelers must complete the Transportation Security Administration (TSA) Secure Flight Information screen once per document when reservations are requested (Figure 2-35). This information is used for the traveler's Secure Flight Personal Data (SFPD) and will be transmitted by TSA for watch-list screening.

The TSA Secure Flight Information screen displays after initial reservations have been selected or after comments have been sent to the CTO when using the CTO assistance feature. The fields are populated with information from the traveler's profile when available. See Section 2.9.1.

When creating an authorization for a dependent, the user enters the TSA information for the dependent traveler. See Table 2-2 for definitions of the fields used on the TSA Secure Flight Information screen.

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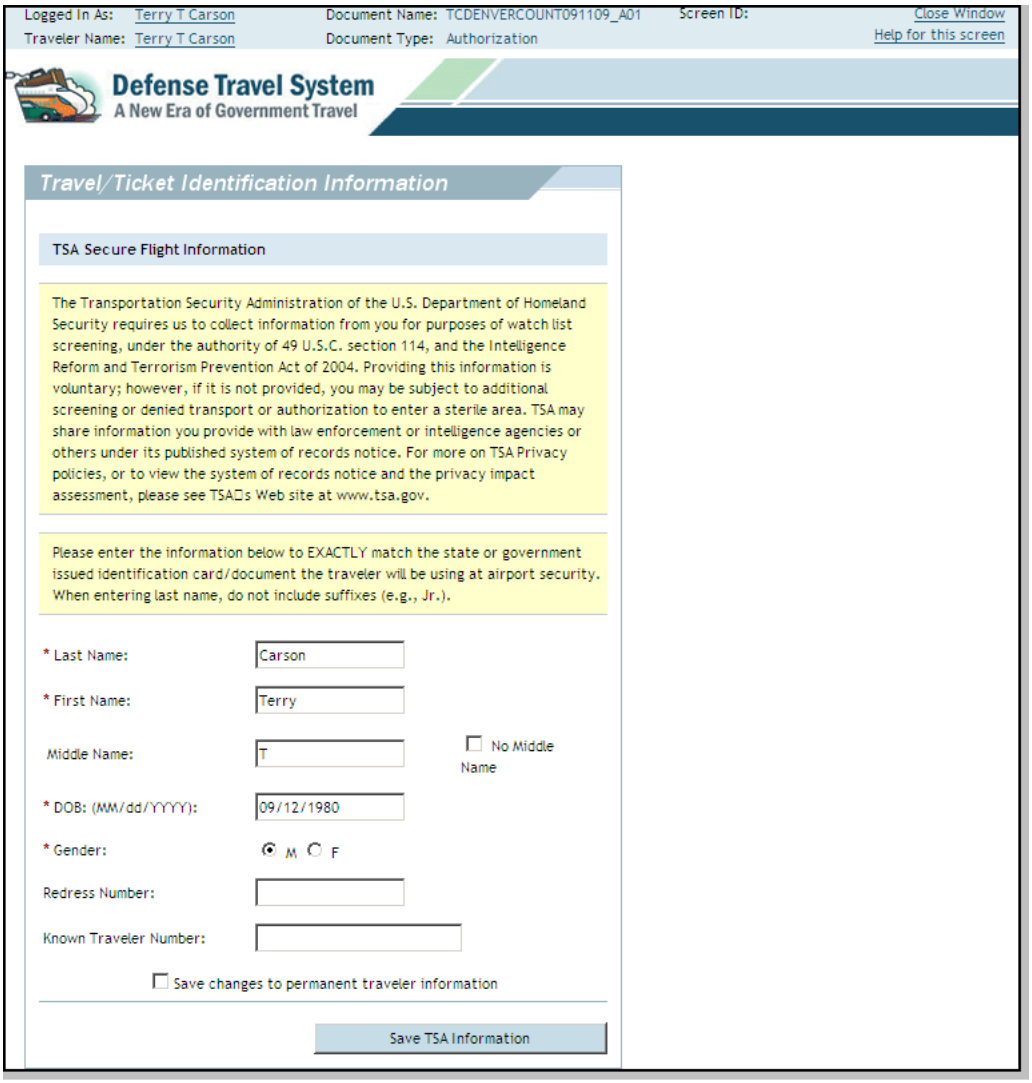

Figure 2-35: TSA Secure Flight Information Screen

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Table 2-2: TSA Secure Flight Information Field Definitions

TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS	
FIELD	**DEFINITION**
Last Name	Traveler's last name exactly as it appears on the state- or Government-issued identification used for airport security. Do not include suffixes (e.g., Jr.).
First Name	Traveler's first name exactly as it appears on the state- or Government-issued identification used for airport security.
Middle Name	Traveler's middle name exactly as it appears on state- or Government-issued identification used for airport security.
No Middle Name	Box that must be checked if there is no middle name on the state- or Government-issued identification used for airport security.
DOB (MM/DD/YYYY)	Traveler's date of birth.
Gender	Traveler's gender.
Redress Number	Unique number that the Department of Homeland Security (DHS) assigns to a passenger to promote resolution with previous watch list. This field is optional.
Known Traveler Number	Assigned passenger number DHS uses to facilitate passenger clearance. This field is optional.

Note: If a CTO fee is not included with the airfare, the traveler must include the CTO fee by using the Other Transportation screen in the Travel feature. Select CTO Fee from the drop- down list on the Other Transportation screen (Figure 2-36). Enter the ticket number, beginning with 890, in the ticket number field.

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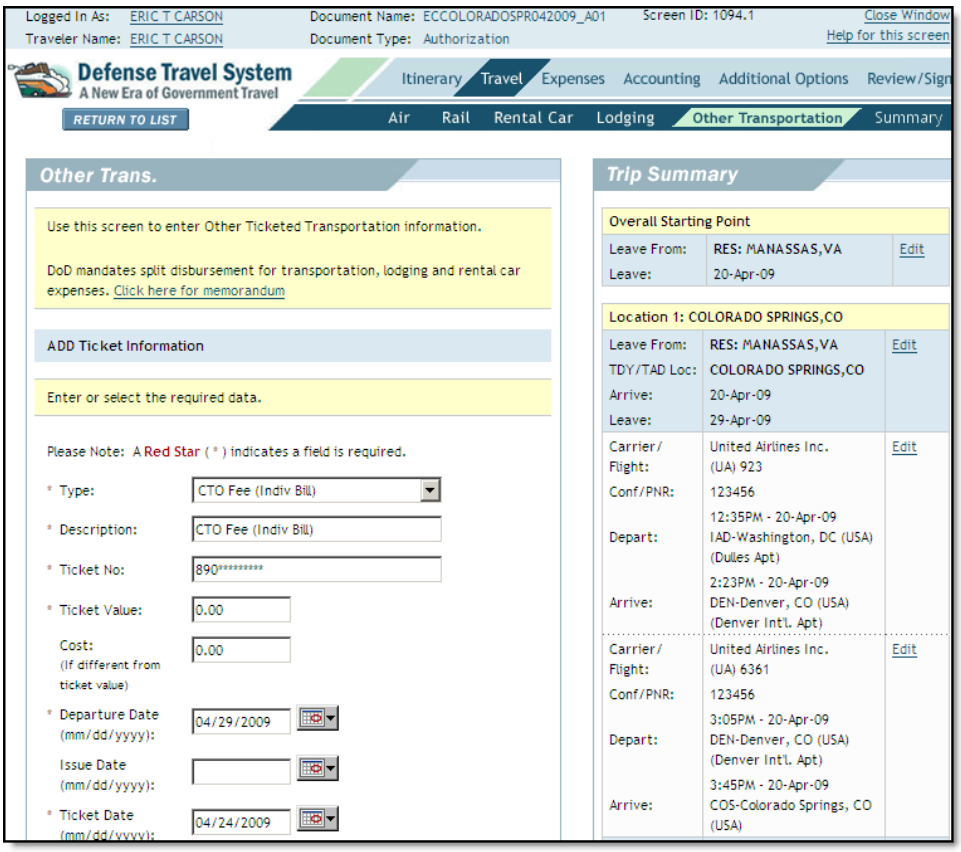

Figure 2-36: Other Transportation Screen

Warning: The authorization MUST BE SIGNED within 24 hours of booking reservations in DTS. If the authorization is not signed within 24 hours, all reservations will be cancelled automatically. A pop-up reminder is displayed when exiting the DTS Travel feature (Figure 2-37).

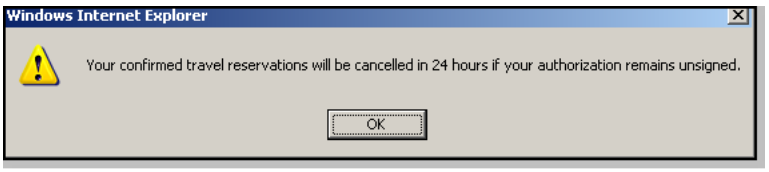

Figure 2-37: 24 Hour Reservation Cancellation Warning Message

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2.6.1 Add Air Travel

If the traveler indicated on the Trip Overview screen that they will travel by commercial air, DTS will display the Air Travel screen in the Travel module. This happens after **Save and Proceed** is selected on the Trip Overview screen. This feature can also be accessed by selecting **Travel** on the navigation bar and then selecting Air. The Modify Search feature may be used to specify and change certain reservation details; however, travel may only be booked within the authorized dates. If an attempt is made to search for a reservation on a date outside the authorized range, DTS will display a message that the date must be within the authorized range.

Note: See Section 2.9.1 to select a preferred airport to be used for the Travel module.

2.6.1.1 Modify Search for Air Travel

The Modify Search section on the left side of the screen allows the traveler to modify their search criteria (Figure 2-38). The below options explain how to change the search criteria. After entering all criteria, select **Search** to display the new results.

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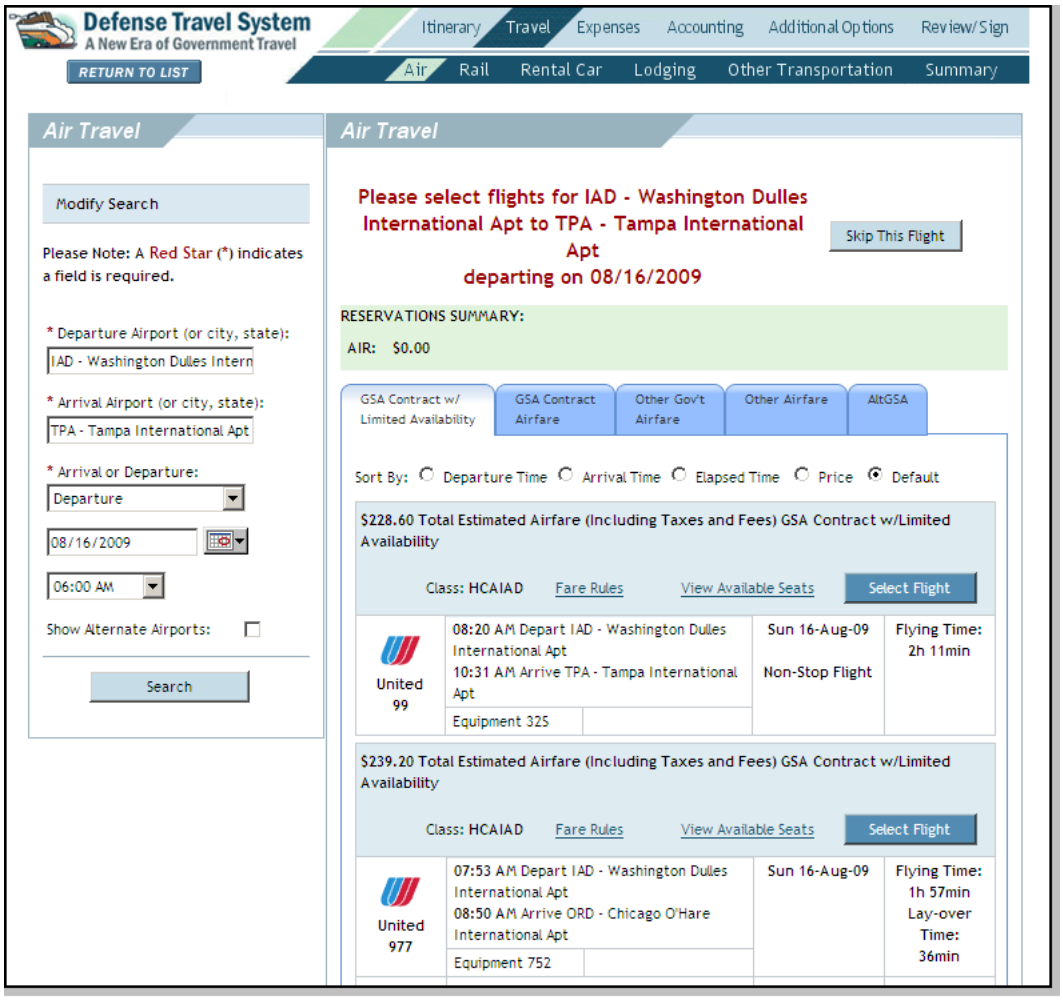

Figure 2-38: Air Travel Screen - Modify Search

*An asterisk indicates a required field.

To change the departure airport:

Complete the ***Departure Airport** field with an airport code or city that is different from the departure airport currently identified.

To change the arrival airport:

Complete the ***Arrival Airport** field with an airport code or city that is different from the arrival airport currently identified.

To change the date of arrival or departure:

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Select the ***Arrival or Departure** drop-down list arrow and select the value by which to set the itinerary, that is, flights that *arrive* at a certain date and time or flights that *depart at a certain date and time*.

Complete the **Date** field with the desired arrival or departure date. Use the pop-up calendar if necessary.

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

To broaden the search to include flights from and to other airports associated with the TDY location:

Check the **Show Alternate Airports** box.

2.6.1.2 Select Air Travel

The flights are organized according to the type of fares under the fare tabs, as follows (Figure 2-38):

- *GSA Contract w/ Limited Availability.* These flights are offered at a Government-contracted price, but there is a limited number of seats available at the lower Government price.
- *GSA Contract Airfare***.** These flights also have a Government-contracted price, but there is not a limit to the number of seats that the Government can purchase at this price. These rates are higher than Government Contract w/ Limited Availability flights.
- *Other Gov't Airfare.* This tab displays non-contract Government fares or discounted Government fares. In markets that do not have Government-contracted prices, DTS will also try to combine two separate Government fares flights. Adding a connecting flight in an airport that has a Government fare at the starting location airport and with the TDY location airport may be less expensive. For example, a flight from Washington, DC to Santa Fe, New Mexico may have no Government priced fares available; however, if seats are available, adding a connection in Chicago will result in a lower fare than a non-contract flight.
- *Other Airfare.* These fares are available to the general public and may have advance purchase requirements and cancellation fees. Selection of this type of fare will require the traveler to justify the selection during pre-audit.
- *AltGSA.* In cases where there are no Government-contract flights, DTS will search for an alternate airport within an 80-mile radius of the TDY destination to locate Government-contract flights. Results will display under this tab.

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

DoD policy requires the use of GSA Contract Fares whenever they are available. If a flight is selected that is not a GSA Contract Fare, and GSA Contract Fare flights are available, the Government Contract Fare Not Selected message displays. This message informs the traveler that the selection must be justified during preaudit. Select **OK** to keep the flight selection or select **Cancel** to return to the Air Travel screen.

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The traveler may select how to view available flights by selecting one of the **Sort By** radio buttons as listed below:

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

Follow the below steps to reserve a flight:

1. (Optional) Select **Fare Rules**.

A pop-up window displays rules and exceptions associated with the fare (Figure 2-39).

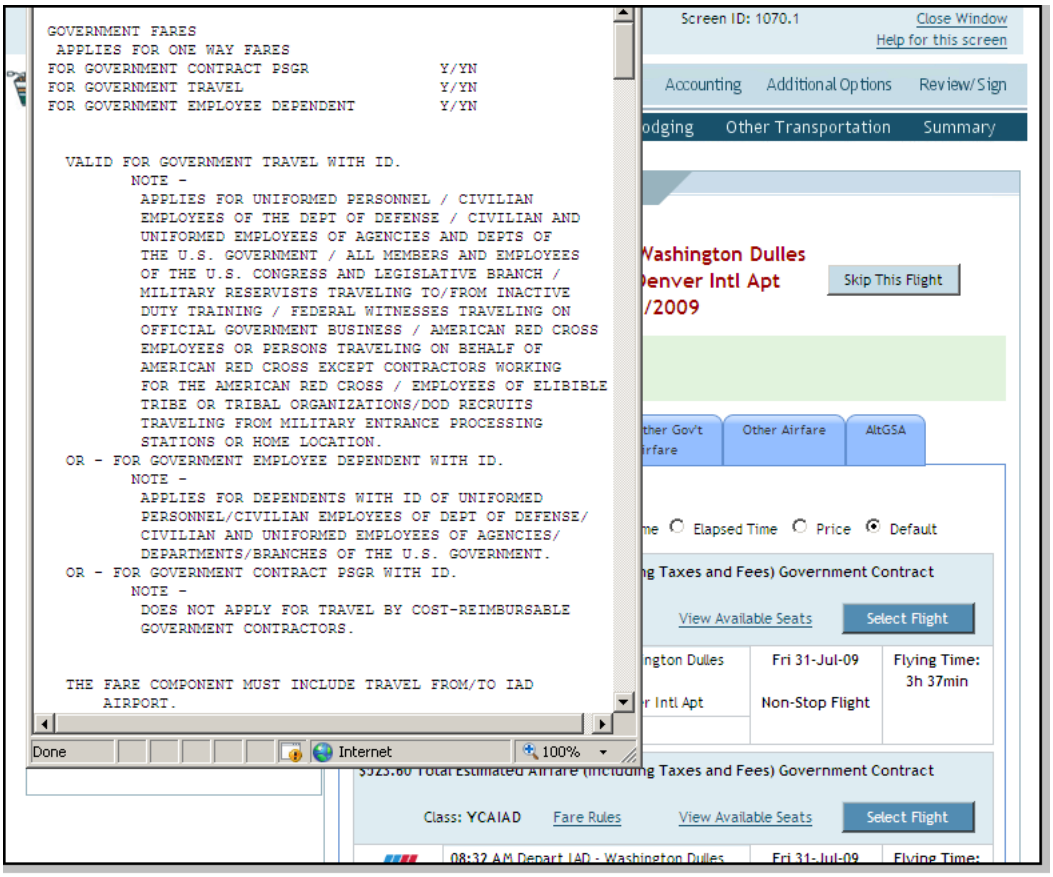

Figure 2-39: Fare Rules Window

2. Close the window.

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3. (Optional) Select **View Available Seats** to see the seats that are available.

The view-only Aircraft Seating window will open if the selected airline provides a seat map (Figure 2-40).

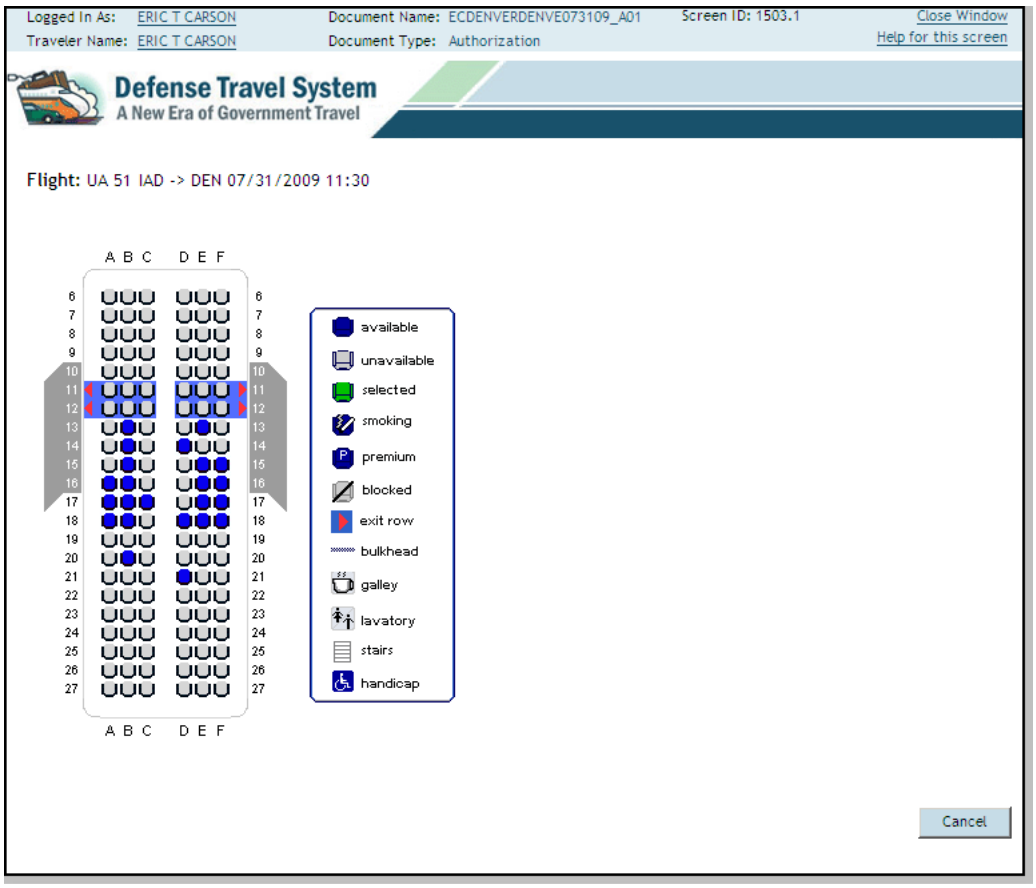

Figure 2-40: Aircraft Seating Window

This screen illustrates the seating for the type of aircraft and displays seat availability. This is a view-only window, the traveler cannot choose a seat from this window.

4. Select **Cancel**.

The window closes and the Air Travel screen displays.

5. Select the **Select Flight** button for the preferred flight.

Note: If the traveler's profile contains invalid GTCC data, a pop-up message will display when the **Select Flight** or **Request Assistance in Booking Flight** button is selected. DTS will not allow selection of flights or show seat maps. The **Skip** function may be used to proceed.

The Seat Selector window will open if there is a seat map available for this flight (Figure 2-41). The flight information displays near the top of the window.

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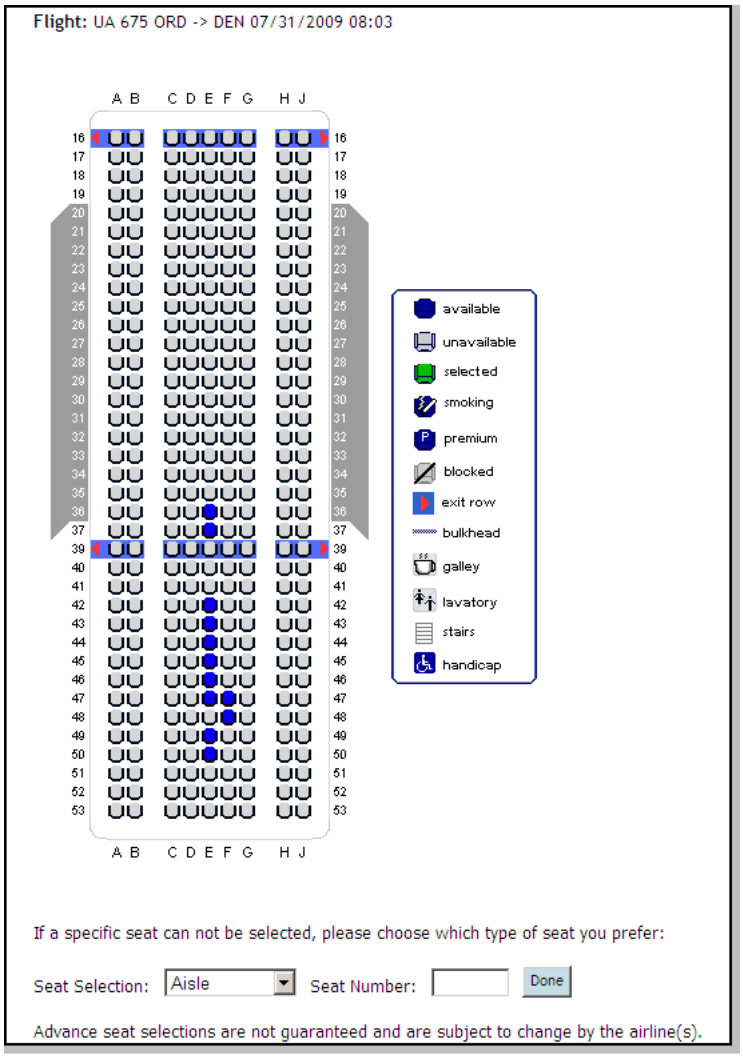

Figure 2-41: Seat Selector Window

6. (Optional) Select the blue **seat** icon that represents the preferred available seat.
   -OR-
   Select the **Seat Selection** drop-down list arrow and select a seat location.

Note: If the selected airline flight has more than one leg, the Seat Selector will display again so a seat can be selected on the subsequent flight segments.

7. Select **Done**.

If air reservations are the first reservation to be requested, the TSA Secure Flight Information screen displays (Figure 2-35).

8. Enter or update data.

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

10. Select **Save TSA Information**.

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

The Air Travel screen refreshes (Figure 2-42). The traveler's departure flight is booked and a search for a return flight may now be entered. If no flight is necessary for this portion of the trip, select **Skip this Flight**. DTS will continue to the next reservation selected in the Trip Overview.

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

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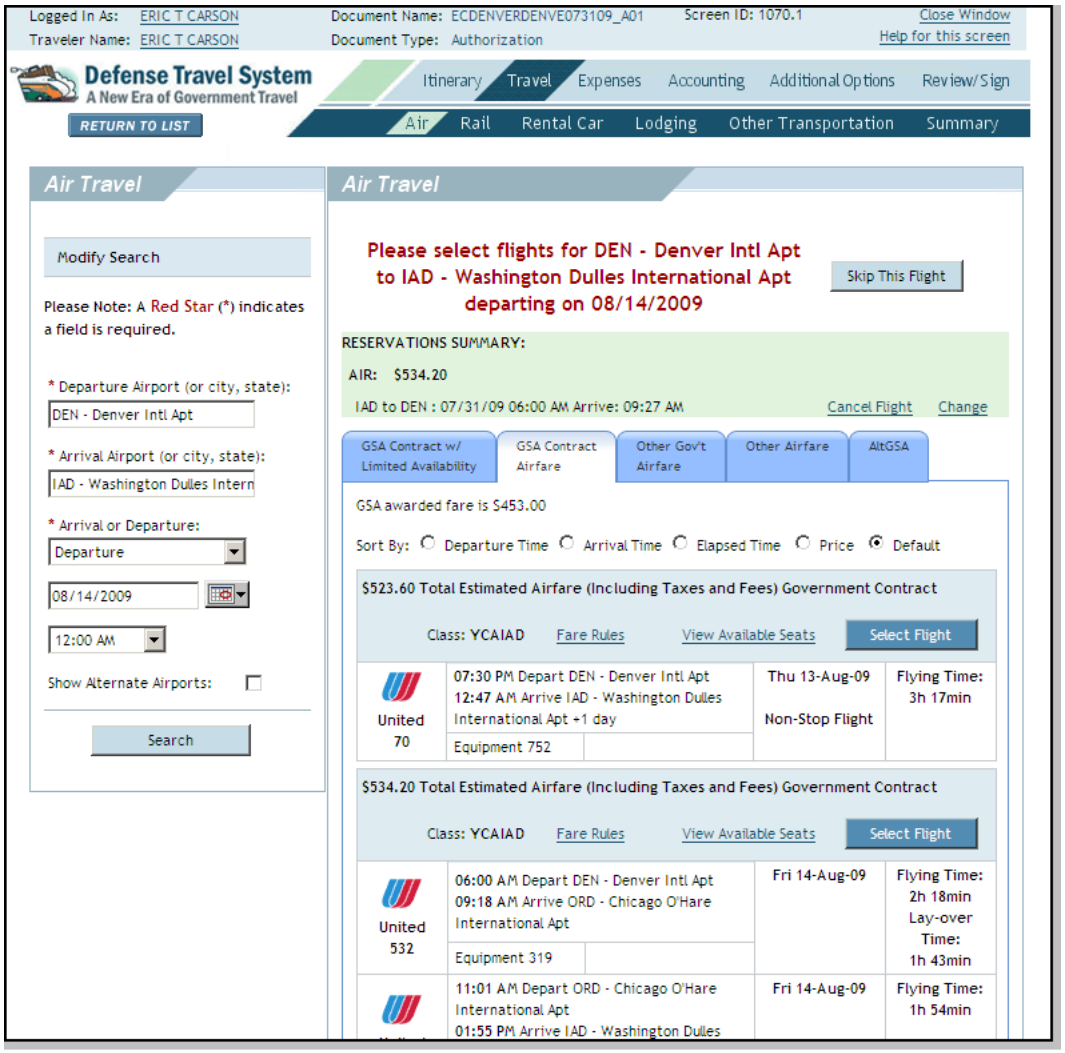

Figure 2-42: Air Travel Screen – Select Return Flight

The screen now displays the following:

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

11. Select a return flight and seat using the same steps as above.

DTS now displays the screen for the next type of reservation to be made (Figure 2-43).

No matter which screen displays at this point, DTS has booked the flight reservation and displays it in the Reservation Summary box.

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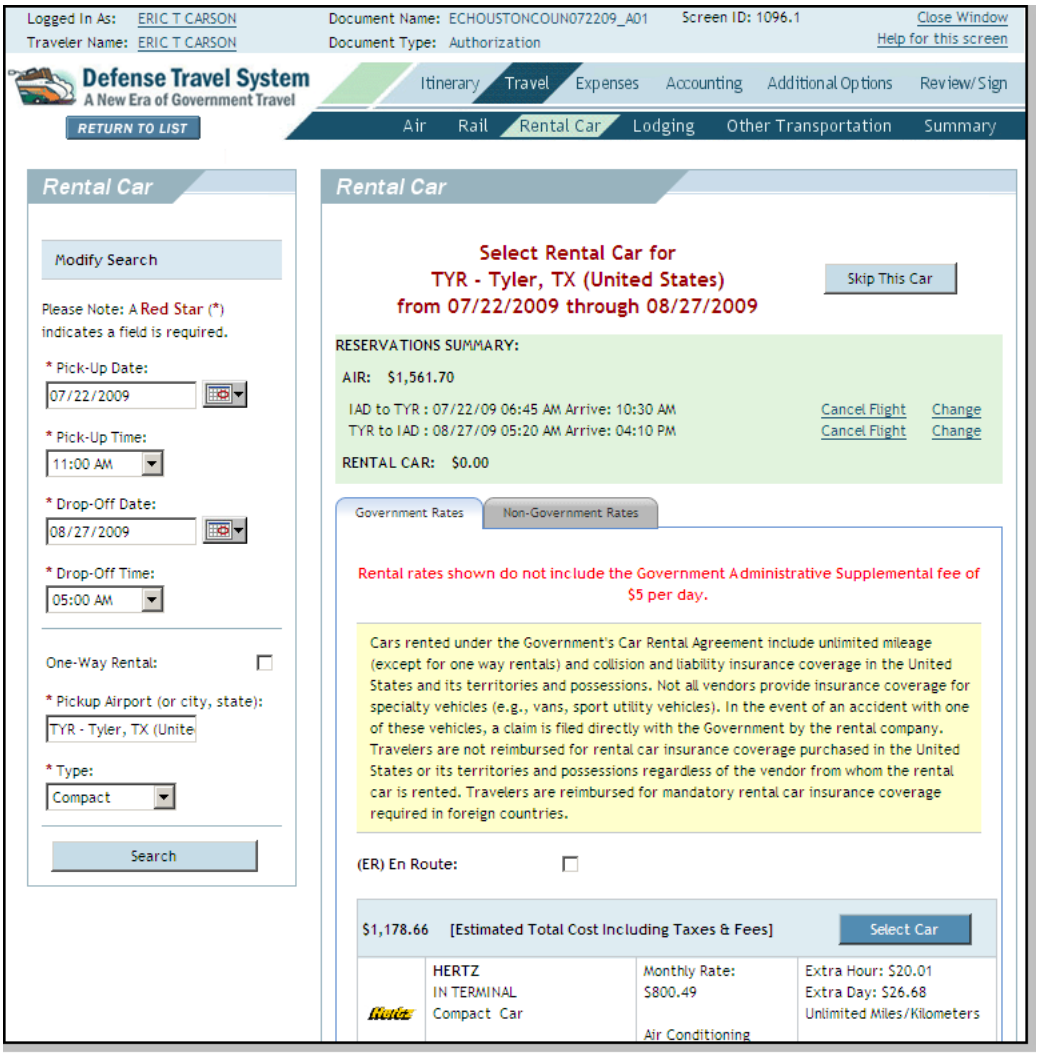

Figure 2-43: Reservations Summary – Return Flight Booked

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2.6.2 Add Rail Travel

If rail was requested on the Trip Overview screen, DTS will display the Rail Travel screen. The screen displays trains for the stations associated with the location selected (Figure 2-44). If any of the trains displayed meet travel needs, see Section 2.6.2.2 for instructions on booking a reservation. If different train options are needed or if DTS did not return any trains, see Section 2.6.2.1 for instructions on how to modify the search to return different results.

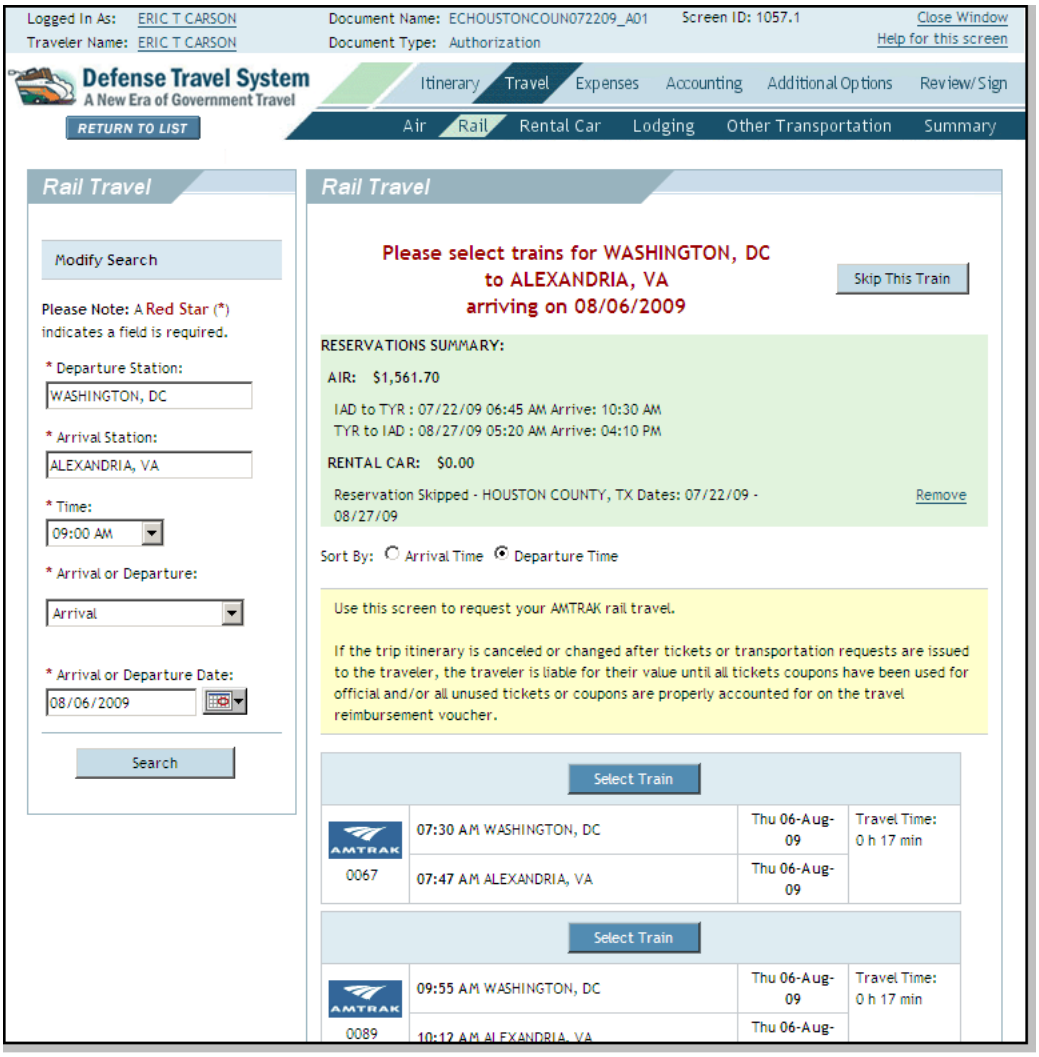

Figure 2-44: Rail Travel Screen – Select Departure Train

Many DTS travelers make their own arrangements for rail travel. Unlike air, lodging, and car reservations, rail travel WILL NOT book automatically. When requesting rail, travelers should be aware that live rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of train schedules. The traveler should make sure that all applicable remarks for rail travel are filled in the comments field prior to submitting the request.

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2.6.2.1 Modify Search for Rail Travel

The Modify Search section on the left side of the screen enables the traveler to modify the search (Figure 2-44). The following options explain how to change the search criteria. After entering all the requirements, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the departure station:

Complete the ***Departure Station** field with a city that is different from the departure city currently identified.

To change the arrival station:

Complete the ***Arrival Station** field with a city that is different from the arrival city currently identified.

To change the date of arrival or departure:

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

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

If travel by train is not preferred for this leg of the trip, select **Skip this Train,** located near the top right side of the screen.

2.6.2.2 Select Rail Travel

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

- Arrival Time
- Departure Time

Beginning on the Rail Travel screen (Figure 2-44), follow the below steps to book rail travel:

1. Modify the search, if necessary.

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

Note: If the traveler's profile contains invalid GTCC data, a pop-up message will display when the **Select Train** or **Request Assistance in Booking Train** button is selected. DTS will not allow selection of trains. The **Skip** function may be used to proceed.

The Rail Travel Detail screen opens (Figure 2-45). The following details displays about the selected train:

- *Departing From and Traveling To.* The origin and destination for this travel.

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- *Train Selected.* Information about the train. The trains are listed by company, train number, and departure and arrival date and time.
- *Seat Preference.* Drop-down list from which to select an aisle or window seat.
- *Comments field.* Text box in which information or questions for the CTO may be entered. By default, the text indicates the selected train departure and arrival times and stations.

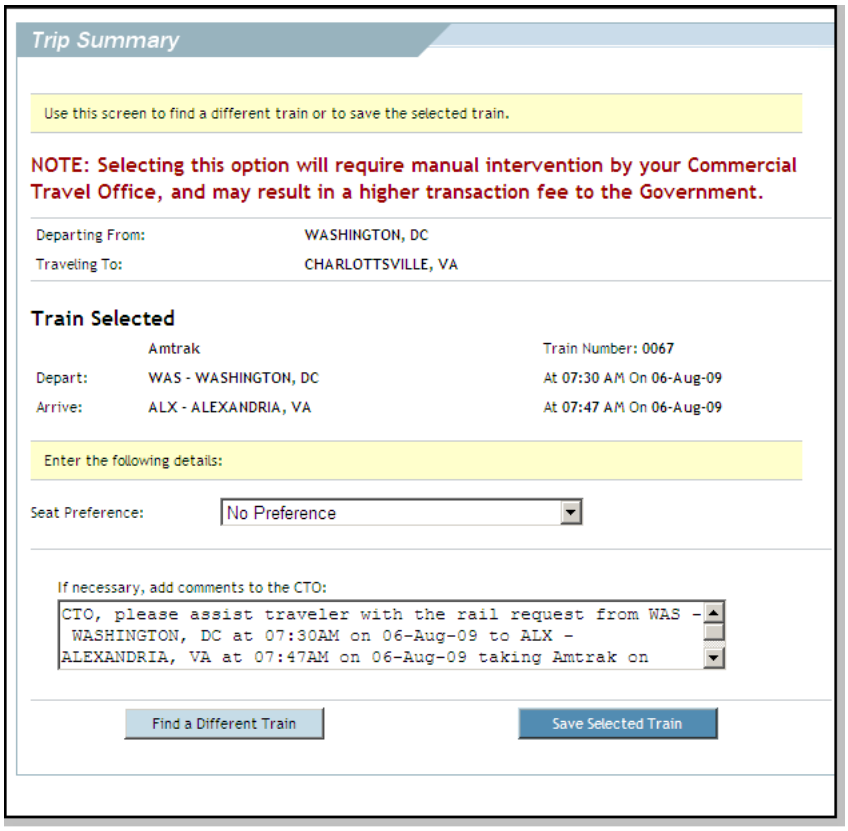

Figure 2-45: Rail Travel Detail Screen

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

4. (Optional) Add to the existing comments to the CTO, but do not delete any of the existing text.

5. Select **Save Selected Train**.

If rail reservations are the first reservation to be requested, the TSA Screen displays (Figure 2-35).

6. Enter or update data.

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7. Select **Save TSA Information**.

The Rail Travel screen refreshes (Figure 2-46). The screen now displays the following:

- A green box that contains all Reservation Summary information
- *Cancel Train*. Select this link to remove the train reservation request
- *Change.* Select this link to remove the reservation request and return to the Rail Travel screen to select a different departure train (Figure 2-44)
- Return train options

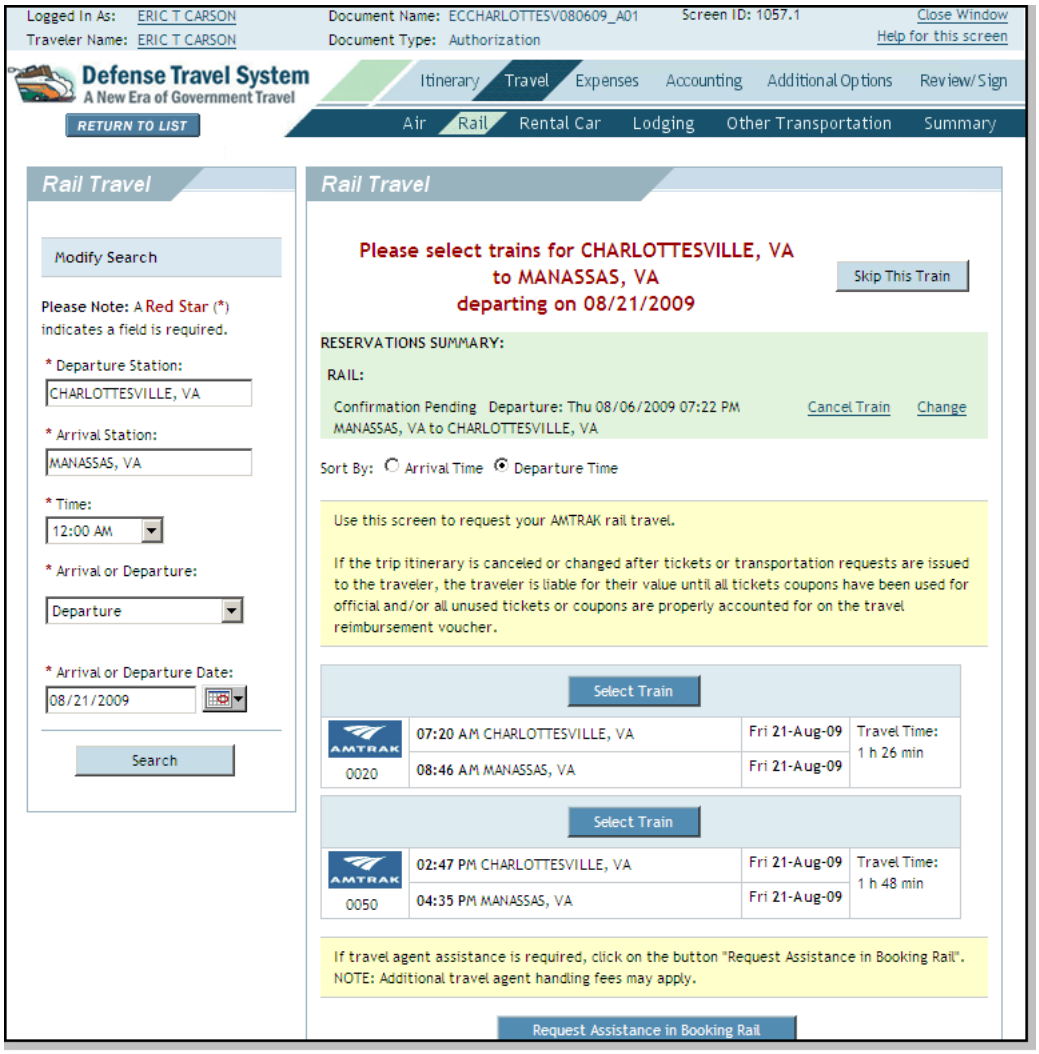

Figure 2-46: Rail Travel Screen – Select Return Train

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

If a train cannot be found, select **Request Assistance in Booking Train** button at the bottom of the screen.

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

2.6.3 Add Rental Car

If the traveler indicated on the Trip Overview screen that a rental car is needed, DTS will display the Rental Car screen. The traveler can also access this feature by selecting Travel on the navigation bar and then choosing Rental Car. The screen displays rental car companies located at the arrival airport (Figure 2-47). The results are listed from least to greatest total estimated cost for a compact car.

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Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON
Document Name: ECDALLASCOUNT090609_A01
Document Type: Authorization
Screen ID: 1096.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel
RETURN TO LIST

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign
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: 09/06/2009
* Pick-Up Time: 03:30 PM
* Drop-Off Date: 09/18/2009
* Drop-Off Time: 05:30 AM

One-Way Rental:
* Pickup Airport (or city, state): DAL - Dallas/Fort Wor
* Type: Compact

Search

Rental Car

Select Rental Car for
DAL - Dallas/Fort Worth Love Field, TX (United States)
from 09/06/2009 through 09/18/2009

Skip This Car

RESERVATIONS SUMMARY:
AIR: $719.10
IAD to DAL : 09/06/09 09:30 AM Arrive: 02:50 PM — Cancel Flight — Change
DAL to IAD : 09/18/09 06:00 AM Arrive: 02:02 PM — Cancel Flight — Change
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 States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

$322.88 [Estimated Total Cost Including Taxes & Fees]			Select Car
	ENTERPRISE IN TERMINAL/SHUTTLE TO CAR Compact Car	Weekly Rate: $85.00 Air Conditioning Automatic	Extra Hour: $5.70 Extra Day: $17.09 Unlimited Miles/Kilometers
$414.50 [Estimated Total Cost Including Taxes & Fees]			Select Car
	DOLLAR IN TERMINAL/SHUTTLE TO CAR Compact Car	Weekly Rate: $121.00 Air Conditioning Automatic	Extra Hour: $10.00 Extra Day: $28.00 Unlimited Miles/Kilometers
$477.82 [Estimated Total Cost Including Taxes & Fees]			Select Car
	HERTZ IN TERMINAL/SHUTTLE TO CAR Compact Car	Weekly Rate: $150.00 Air Conditioning Automatic	Extra Hour: $16.67 Extra Day: $30.00 Unlimited Miles/Kilometers
$481.33 [Estimated Total Cost Including Taxes & Fees]			Select Car
	ALAMO OFF TERMINAL, SHUTTLE TO CAR Compact Car	Weekly Rate: $159.00 Air Conditioning Automatic	Extra Hour: $8.67 Extra Day: $26.00 Unlimited Miles/Kilometers

Figure 2-47: Rental Car Screen

If any of the displayed cars meet travel needs, see Section 2.6.3.2 for instructions on booking a reservation. If different rental car options are needed, or if DTS did not return any rental cars, see Section 2.6.3.1 for instructions on how to modify the search to return different results.

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2.6.3.1 Modify Search for a Rental Car

The Modify Search section on the left side of the screen allows the traveler to modify the search (Figure 2-47). The following options explain how to change the search criteria. After entering all the requirements, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the pick-up date:

Complete the ***Pick-Up Date** field with a **date** that is different from the pick-up date currently identified.

To change the pick-up time:

Select the ***Pick-Up Time** drop-down list arrow and select a **time** to pick up the car.

To change the drop-off date:

Complete the ***Drop-Off Date** field with a **date** that is different from the drop-off date currently identified.

To change the drop-off time:

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

To specify a drop-off location that is different from the pick-up location:

1. Select **One Way Rental.**

The screen refreshes; the Drop-Off (Airport) field now displays.

2. Enter the **drop-off location**.

To pick up the rental car at an airport other than the arrival airport:

Complete the **Pick-up (Airport)** field with the airport code or city name.

To select a vehicle other than a compact car:

Select the **Select a Class of Car** drop-down list arrow and choose the **vehicle type**.

If it is not necessary to rent a car for this portion of the trip, select **Skip This Car** located near the top right side of the screen. DTS will then display the screen for the next type of reservation needed, based on the selections in the Trip Overview.

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2.6.3.2 Select a Rental Car

The rental car rates are organized under the rate tabs, as follows:

- *Government Rates*
- *Non-Government Rates*

Different types of rates may be viewed by selecting the rate tabs. If using the rental car as transportation to and from a TDY location, check the **(ER) En Route** box.

Beginning on the Rental Car screen (Figure 2-47), follow the below steps to book a rental car:

1. Modify the search, if necessary. Results display based on the destination.

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

If rental car reservations are the first to be requested, the TSA Secure Flight Information screen will display (Figure 2-35).

3. Enter or update data.

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

5. Select **Save TSA Information**.

Note: If a rental car cannot be found, select **Request Assistance in Booking Rental Car** at the bottom of the screen (Figure 2-47). The CTO Comments window opens (Figure 2-48). Do not delete any of the text in the comments box. Additional comments may be added if necessary. Select S**end Comments to CTO**, or select **Cancel CTO Assistance** to return to the Rental Car screen. To expedite the reservation process, use this button rather than call the CTO. Additional handling fees may be added whether requesting through DTS or by calling the CTO.

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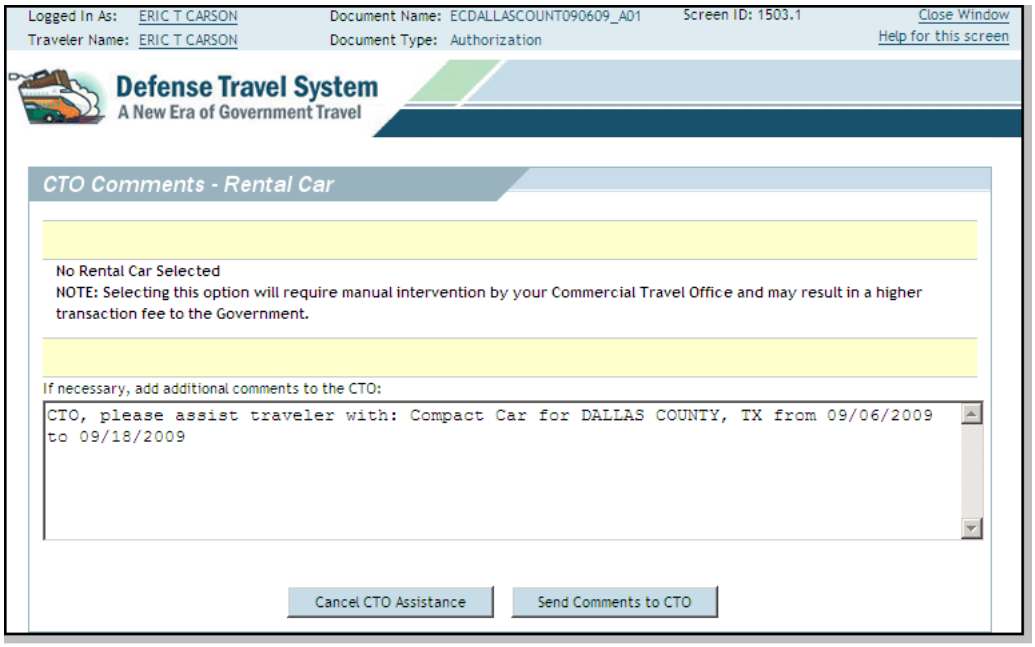

Figure 2-48: CTO Comments Window

DTS now displays the screen for the next type of reservation to be made. The rental car information displays in the Reservation Summary box at the top of the screen (Figure 2-49).

Figure 2-49: Reservations Summary - Rental Car Booked

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2.6.4 Add Lodging

If lodging was requested on the Trip Overview screen, DTS will display hotel names on the Lodging screen. This feature can also be accessed by selecting **Travel** on the navigation bar and then selecting **Lodging**. The screen displays hotels based on the search criteria identified (Figure 2-50). If DTS returns more than 10 hotels, the remainder may be viewed in increments of 10 by selecting **>Next 10**.

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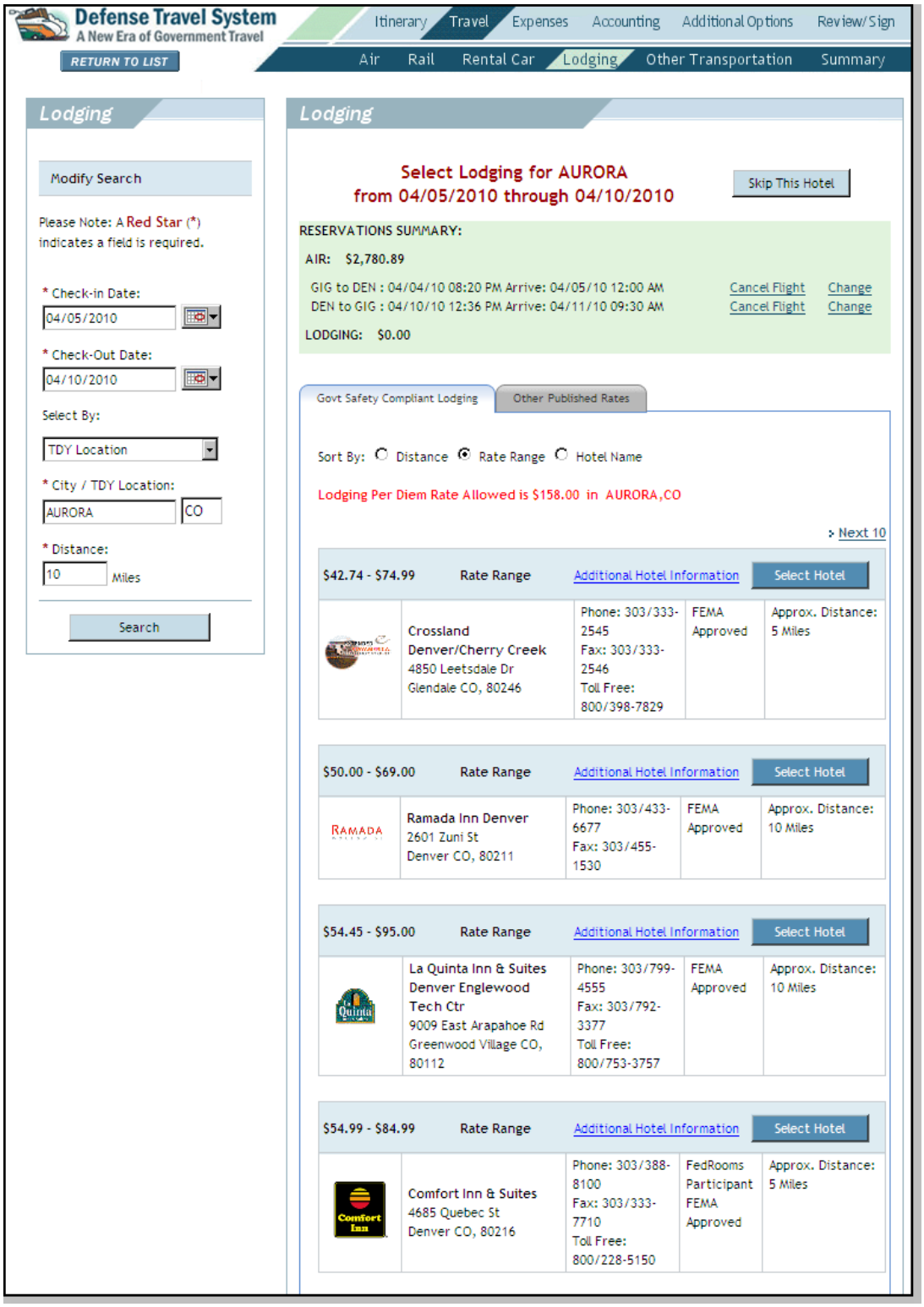

Figure 2-50: Lodging Screen

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DTS allows travelers to make hotel reservations. However, military members on TDY at a military installation are required to use Government quarters, if quarters are available. Members must contact the lodging facility outside of DTS to make the arrangements. Members will then enter the lodging cost on the Per Diem Entitlements screen located in the Additional Options module.

If Government quarters are not available, military members must obtain a non-availability number before requesting commercial lodging reservations and enter it in one of the following DTS screens:

- Preview Trip: Enter the number into the **Comments to the Approving Official** field.
- Other Authorizations (See Section 2.10.2):

    1. Select **Add Additional Authorizations For This Trip.**

    2. Check the box for **Other**.

    3. Select **Add** at the bottom of the screen.

    4. Enter the number and explanation in the **Remarks** field.

Note: When crossing the International Date Line (IDL) eastward, a traveler may have two per diem locations, and thus two hotel reservations, for the same calendar date.

2.6.4.1 Modify Search for Lodging

The Modify Search section on the left side of the screen enables the search criteria to be modified to return different lodging results. The following options and table explain how to change the search criteria. After entering all the criteria, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the check-in date:

Complete the ***Check-In Date** field with a **date** that is different from the check-in date currently identified. Use the calendar icon if necessary.

To change the check-out date:

Complete the ***Check-Out Date** field with a date that is different from the check-out date currently identified. Use the calendar icon if necessary.

To select the location, airport, city, or ZIP code for a hotel, or limit the results by the hotel name:

Choose the **Select By** drop-down list arrow and select the preferred value. The selection in this field determines the fields that will display below it. Table 2-3 describes the screen fields that may display, depending upon which was selected.

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Table 2-3: Fields to Modify Lodging Search

FIELDS TO MODIFY LODGING SEARCH		
SELECT THIS OPTION	**COMPLETE THIS FIELD**	**ENTER THIS INFORMATION**
TDY Location	*City / TDY Location	Preferred name of the city or TDY location to book a hotel room.
Hotel Name	*Hotel Name	Name of a hotel or chain for DTS to return.
Airport Location	*Airport Code	Code for the preferred airport at the location to book a hotel room.
City Location	*State	Postal abbreviation of the preferred state to book a hotel room.
	*Country	Name of the preferred country to book a hotel room.
ZIP Code	*ZIP Code	ZIP code of the preferred location to book a hotel room.
Any Option	*Distance	Maximum number of miles from the location, airport, city, or ZIP code to book a hotel room.
TDY Location, Hotel Name, or City Location	* City	Name of the preferred city to book a hotel room.

2.6.4.2 Select Lodging

The hotels are organized under rate tabs, as follows (Figure 2-50):

- *Govt Safety Compliant Lodging*
- *Other Published Rates*

The order in which the hotels display may be chosen by selecting one of the **Sort By** radio buttons as listed below:

- Distance
- Rate Range
- Hotel Name

The Lodging screen displays the amount allowed for lodging for the selected location.The below items for each hotel also display:

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

Before selecting lodging, the traveler may want to read more information about the hotel. Select **Additional Hotel Information** to open a window that displays links to hotel policies, amenities, and other information (Figure 2-51). Select any link to view details. Close the window when finished.

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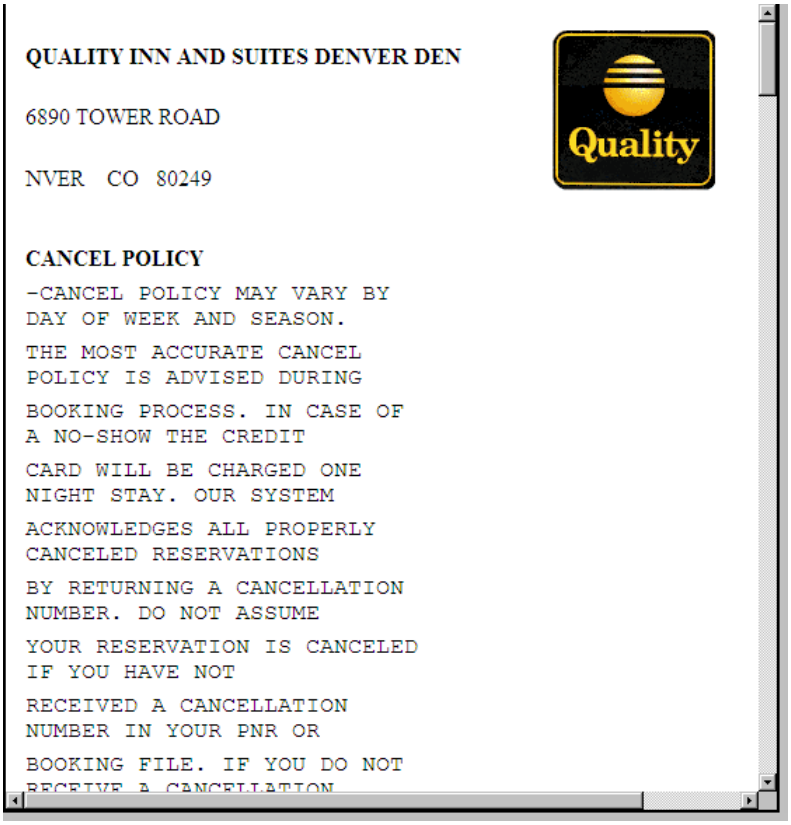

Figure 2-51: Additional Hotel Information Window

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

- FedRooms
- Government rates
- Remaining rates (alphabetically)

Beginning on the Lodging screen, follow the below steps to book a hotel in DTS:

1. Modify the search, if necessary.

2. (Optional) Select **Additional Hotel Information** for a hotel.

A pop-up window displays information about the hotel.

3. Close the Additional Hotel Information window.

4. Choose **Select Hotel** for the preferred hotel.

The Lodging screen refreshes (Figure 2-52). It displays the room types and the rates for the selected hotel.

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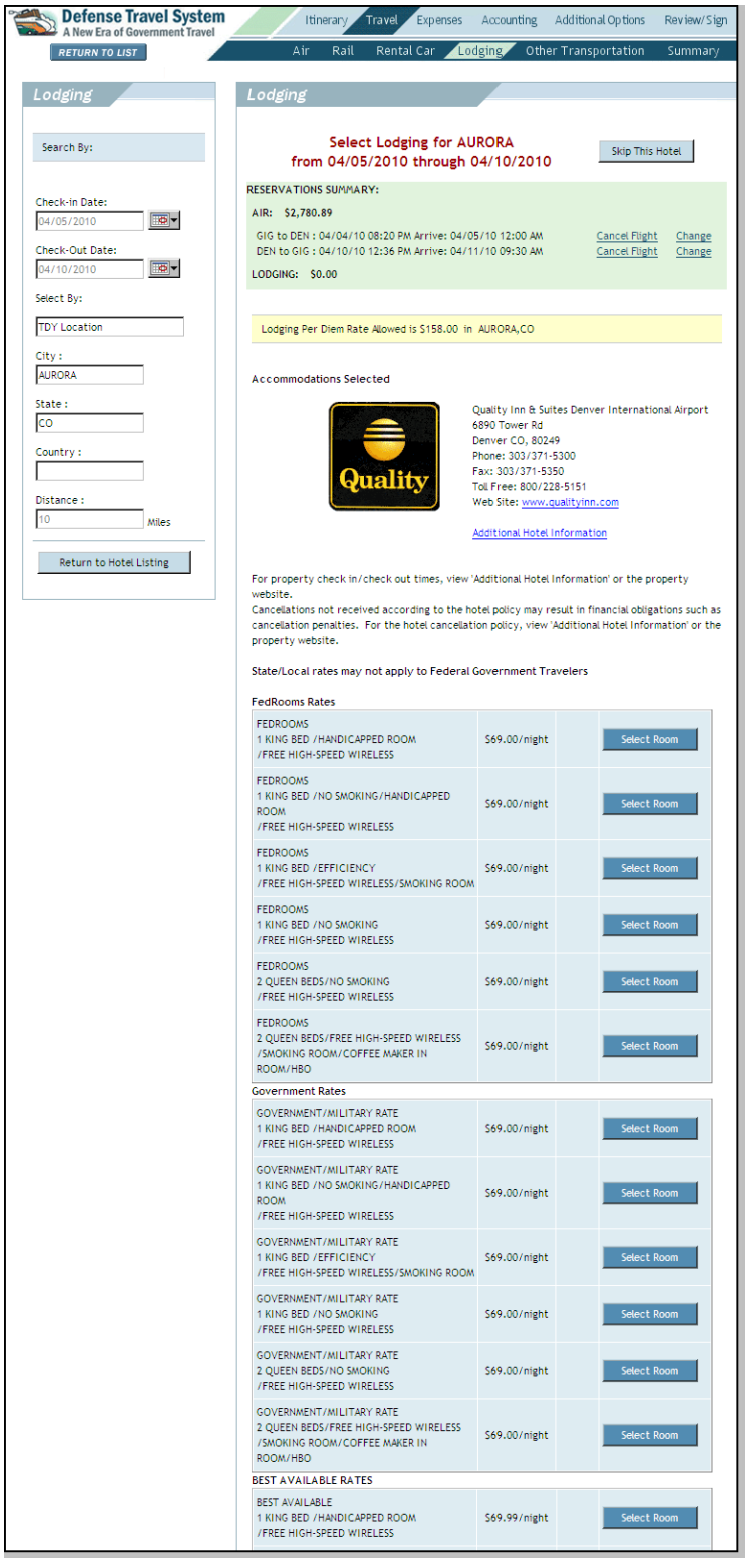

Figure 2-52: Lodging Screen – Accommodations Selected

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5. Choose **Select Room** to book the room.

If hotel reservations are the first reservations for the current authorization, the TSA Secure Flight Information screen will display (Figure 2-35).

6. Enter or update data.

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

8. Select **Save TSA Information**.

Note: If the traveler's profile does not contain a GTCC number, a pop-up message will display informing the traveler that a credit card number is required to book the hotel reservation (Figure 2-53). A personal credit card number can be entered by selecting **OK**, then **Save** after the number has been added.

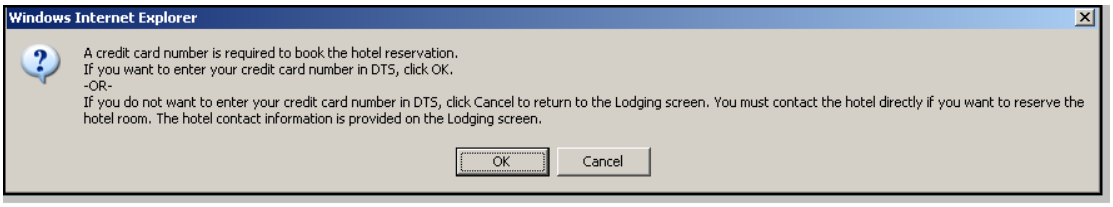

Figure 2-53: Credit Card Number Required Pop-up Message

DTS now displays the screen for the next type of reservation to be made. If all reservations have been completed that were indicated on the Trip Overview screen, the Trip Summary screen will display.

Note: If the traveler cannot find a hotel that meets their needs, scroll to the bottom of the screen and select **Request Assistance in Booking Hotel Room**. Further details may be added to the system-generated comment, however do not delete any text. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees may be added whether requested through DTS or by telephone.

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2.6.5 Cancel or Change a Reservation in the Reservation Summary Box

Reservations may be cancelled or changed at any time during the process. Beginning in the green Reservations Summary box (Figure 2-52), follow the below steps to cancel a reservation:

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

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

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

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

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

DTS displays a Reservation Change Confirmation prompt (Figure 2-54).

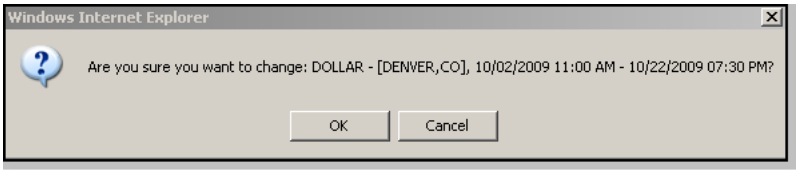

Figure 2-54: Rental Car Change Confirmation - First

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

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Depending on the reservation being changed, the screen displays the corresponding screen. Use the Modify Search area to find alternate reservations (Figure 2-55).

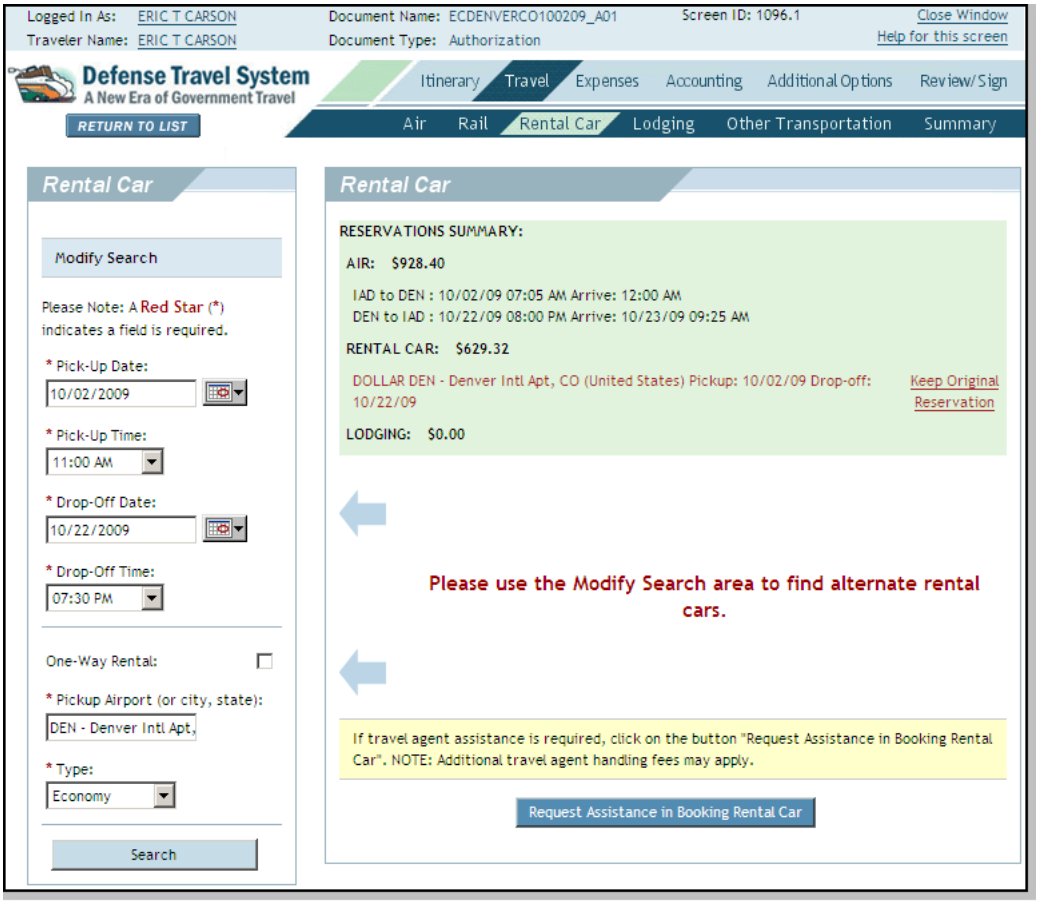

Figure 2-55: Rental Car Screen – Modify Search

If the modified search does not return acceptable results, select **Keep Original Reservation** to prevent the cancellation or change. See the Modify Search subsection of the appropriate reservation section in this chapter for instructions on how to use the Modify Search area.

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If selecting a reservation that is different than the original reservation, a message will display to confirm that the reservation is about to be changed (Figure 2-56).

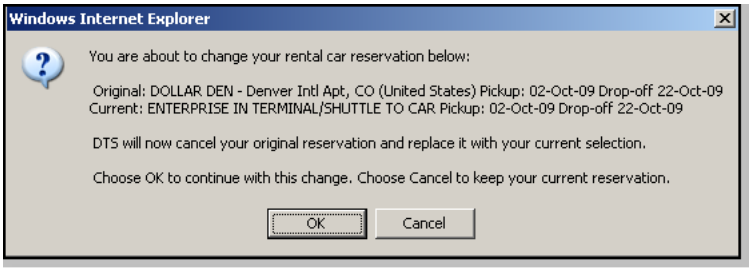

Figure 2-56: Rental Car Change Confirmation - Second

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

2.6.6 Other Trans. (Other Ticketed Transportation)

Travelers may enter details and cost information about other ticketed transportation that they may have on this trip by using the Other Transportation screen (Figure 2-57). This is for arrangements that have been made outside of DTS, which need to be recorded on the authorization and on the voucher. For example, ticket information can be added if the trip has been completed and an additional ticket was purchased as a result of a change in itinerary. If Section E was checked on the Trip Overview screen, DTS will include this screen during the reservations process. This screen may also be accessed by selecting Other Transportation on the subnavigation bar.

If the box in Section E was checked on the Trip Overview screen, DTS will include the Other Trans. screen during the reservations process. This screen may also be accessed by selecting **Other Transportation** on the subnavigation bar.

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Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON
Document Name: ECDENVERCO100209_A01
Document Type: Authorization
Screen ID: 1094.1
Close Window
Help for this screen

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

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

ADD Ticket Information

Enter or select the required data.

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

* Type:	-- Select --
* Description:	
* Ticket No:	See Attached Ticket 3
* Ticket Value:	0.00
Cost: (If different from ticket value)	0.00
* Departure Date (mm/dd/yyyy):	10/22/2009
Issue Date (mm/dd/yyyy):	
* Ticket Date (mm/dd/yyyy):	10/19/2009
CBA Label:	
CBA Account:	CBA Accounts

If necessary, add comments to the travel agent:

view expense details

Save

Trip Summary

Overall Starting Point

Leave From:	RES: MANASSAS,VA	Edit
Leave:	02-Oct-09	

Location 1: DENVER,CO

Leave From:	RES: MANASSAS,VA	Edit
TDY/TAD Loc:	DENVER,CO	
Arrive:	02-Oct-09	
Leave:	23-Oct-09	
Carrier/ Flight:	Southwest Airlines (WN) 886	Edit
Conf/PNR:	123456	
Depart:	7:05AM - 02-Oct-09 IAD-Washington, DC (USA) (Dulles Apt)	
Arrive:	7:55AM - 02-Oct-09 MDW-Chicago, IL (USA) (Midway Apt)	
Carrier/ Flight:	Southwest Airlines (WN) 2494	Edit
Conf/PNR:	123456	
Depart:	9:00AM - 02-Oct-09 MDW-Chicago, IL (USA) (Midway Apt)	
Arrive:	10:35AM - 02-Oct-09 DEN-Denver, CO (USA) (Denver Intl. Apt)	
Rental Car:	ENTERPRISE	Edit
Airport:	DEN - Denver Intl Apt, CO (United States	
Confirmation:	ABCD1234678-	
Pick-Up:	02-Oct-09 11:00AM	
Drop-Off:	22-Oct-09 7:30PM	

Overall Ending Point

Leave From:	DENVER,CO	Edit
Return Loc:	RES: MANASSAS, VA	
Arrive:	23-Oct-09	
Carrier/ Flight:	Southwest Airlines (WN) 3073	Edit
Conf/PNR:	123456	
Depart:	8:00PM - 22-Oct-09 DEN-Denver, CO (USA) (Denver Intl. Apt)	
Arrive:	11:15PM - 22-Oct-09 MDW-Chicago, IL (USA) (Midway Apt)	
Carrier/ Flight:	Southwest Airlines (WN) 1410	Edit
Conf/PNR:	123456	
Depart:	6:40AM - 23-Oct-09 MDW-Chicago, IL (USA) (Midway Apt)	
Arrive:	9:25AM - 23-Oct-09 IAD-Washington, DC (USA) (Dulles Apt)	

Proceed to the following page: Expense - Non-Mileage | Continue

Figure 2-57: Other Transportation Screen

Note: The **Click here for memorandum** link opens a memo addressed to DoD members. The memo outlines provisions that require use of split disbursement for DoD civilians and military personnel. The memo reminds travelers to use split disbursement for transportation, lodging, and rental car expenses. It also reminds AOs that all claims must be reviewed to ensure policy compliance.

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Note: A Customer Identification Code (CIC) will be issued once the authorization has been approved.

Follow the below steps to add ticketed transportation information to an authorization:

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

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

The Other Trans. screen opens (Figure 2-57).

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

The Description field completes automatically.

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

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

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

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

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

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

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

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

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

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

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

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

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The Expense Detail screen opens (Figure 2-58). If Comm Air (Central Bill) or Comm Rail (Central Bill) on the Other Transportation screen was selected, the Method of Reimbursement cannot be changed on this screen.

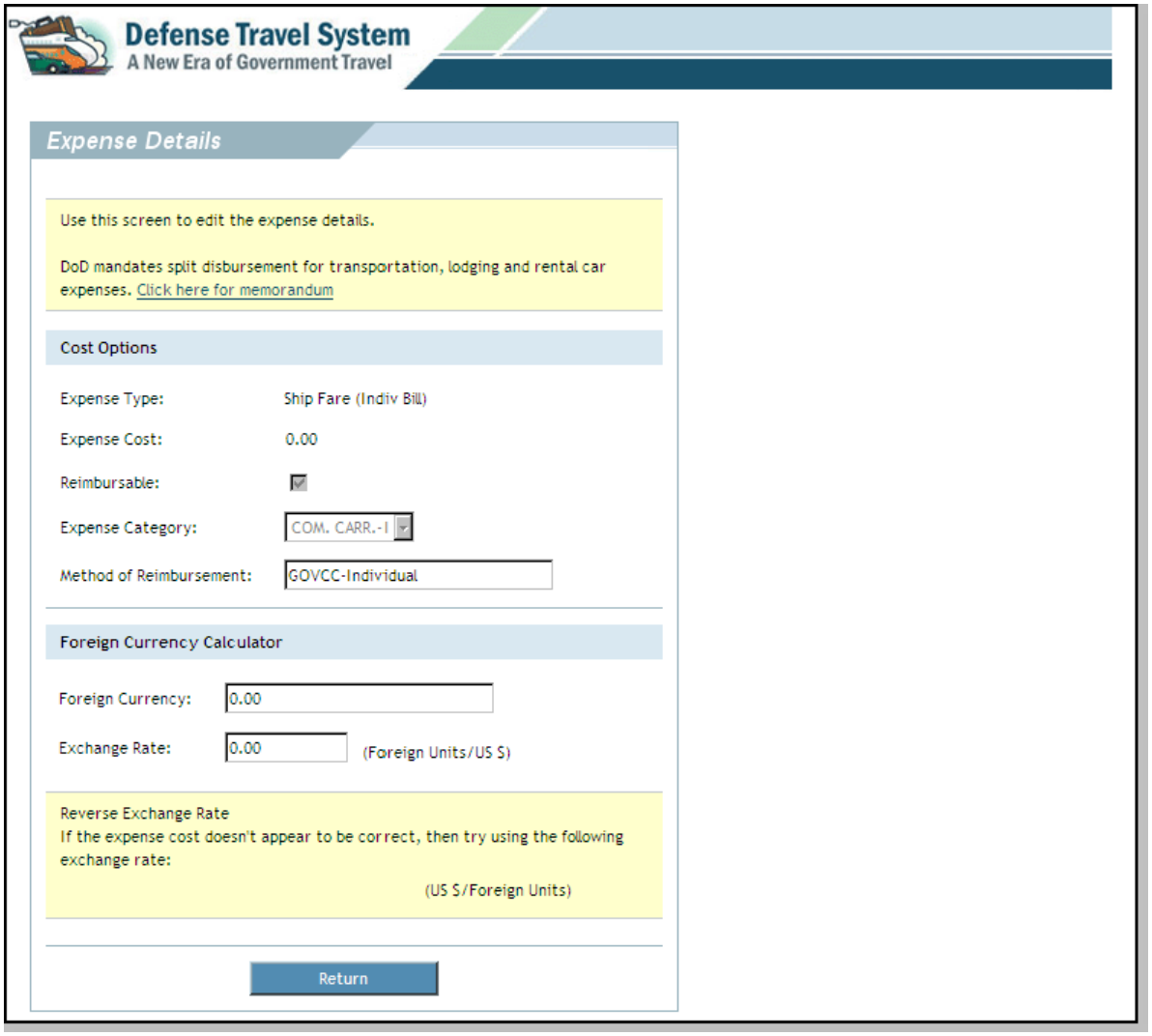

Figure 2-58: Expense Details Screen

14. Make the appropriate changes.

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

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

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The screen refreshes (Figure 2-59). The Expense Cost field displays the cost in U.S. dollars.

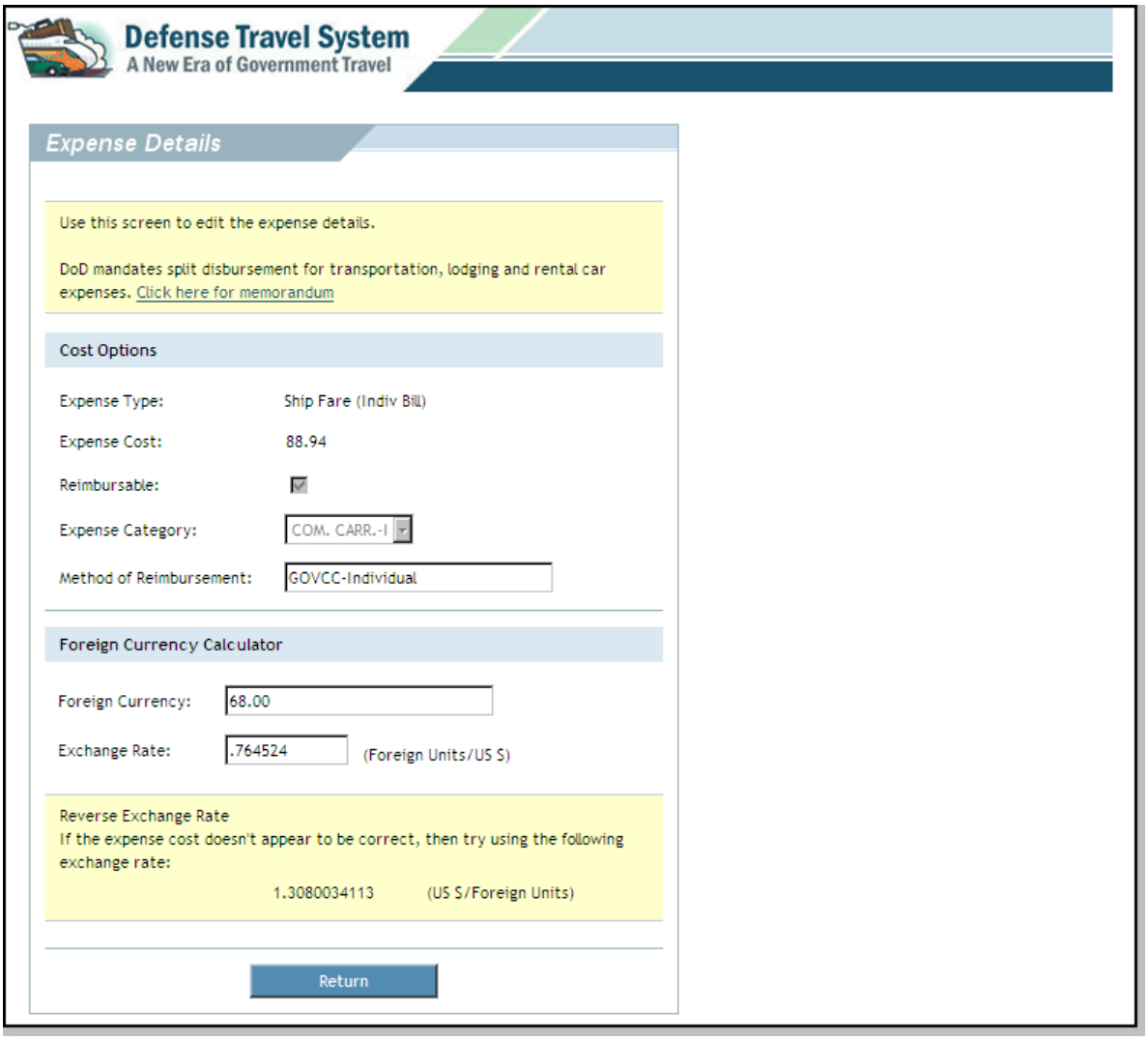

Figure 2-59: Expense Details Screen – Foreign Currency Calculated

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

The Other Trans. screen opens.

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

18. Select **Save.**

The screen refreshes and shows the saved ticket information.

19. Select **Create a New Ticketed Transportation Entry** if there is additional ticketed transportation to add to this authorization.

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-OR-
Select **Summary** in the navigation bar to advance to the Trip Summary.

2.6.7 Trip Summary

After completing the reservation process, the Trip Summary screen opens (Figure 2-60). This screen organizes the summary information under two tabs, as listed below:

- *Payment Information.* This screen provides the costs for each of the reservations on this itinerary. It includes editable fields in which certain changes can be made and other information added. In addition, the TDY location can be changed by selecting **Change TDY Location** at the bottom left corner of the screen.
- *Final Trip Itinerary.* This screen has no editable fields, but provides the final itinerary for review.

At ticketing, the Trip Summary screen will be updated with details such as ticket number, fare breakdown, and class of service.

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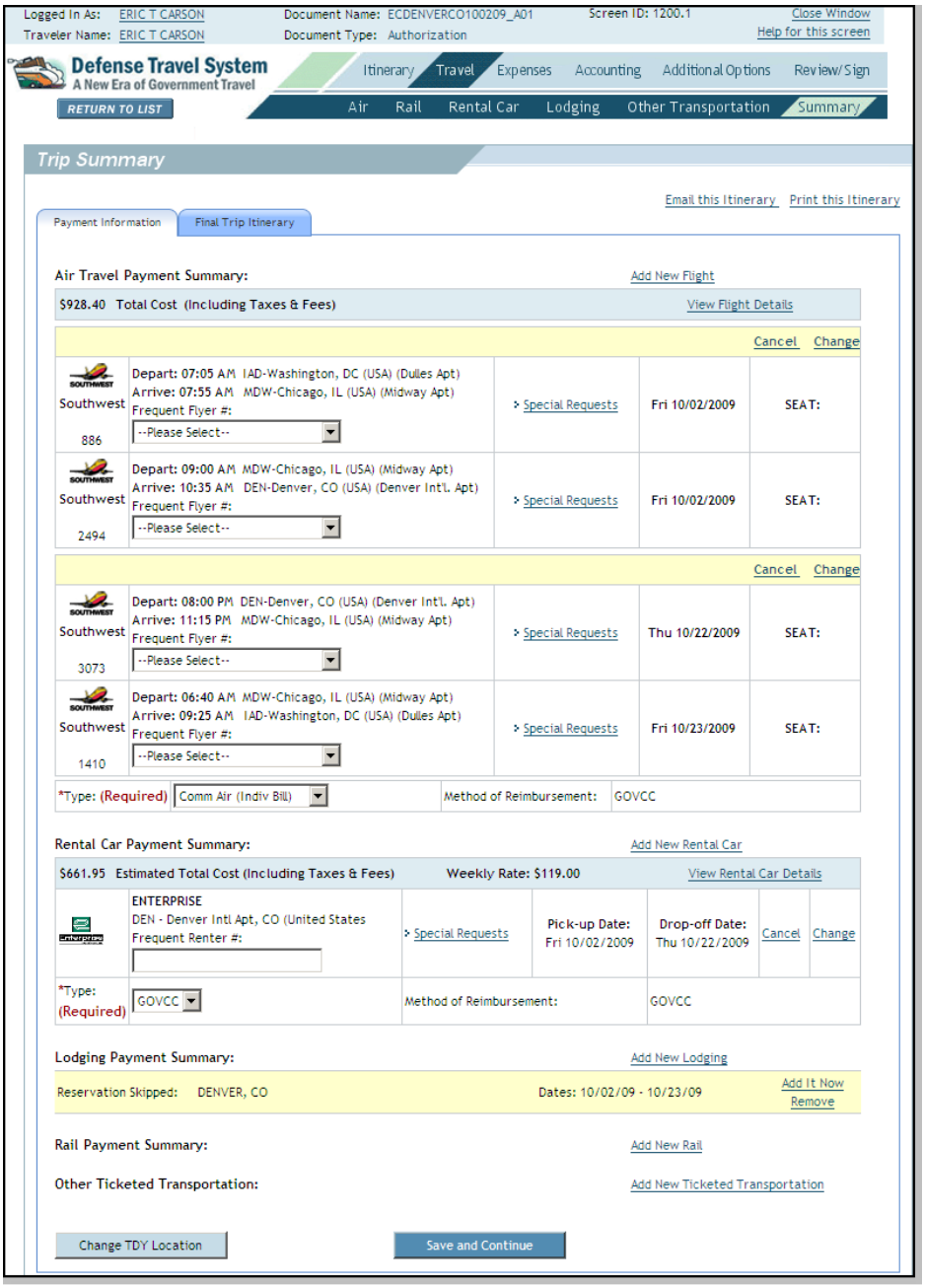

Figure 2-60: Trip Summary Screen – Payment Information

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

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2.6.7.1 Payment Information

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

The Air Travel Payment Summary displays the following:

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

The Rental Car Payment Summary displays the following:

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

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The Lodging Payment Summary displays the following:

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

To see details for a reservation, select **View <reservation type> Details** on the right side of the screen in the corresponding row that contains the reservation cost information (Figure 2-60). A screen opens and details for the selected reservation display (Figure 2-61). The links and objects on this screen may be used to make certain changes such as Frequent Flyer number and payment type. The Special Requests screens may be accessed through the link on each type of View <Reservation Type> Details screen.

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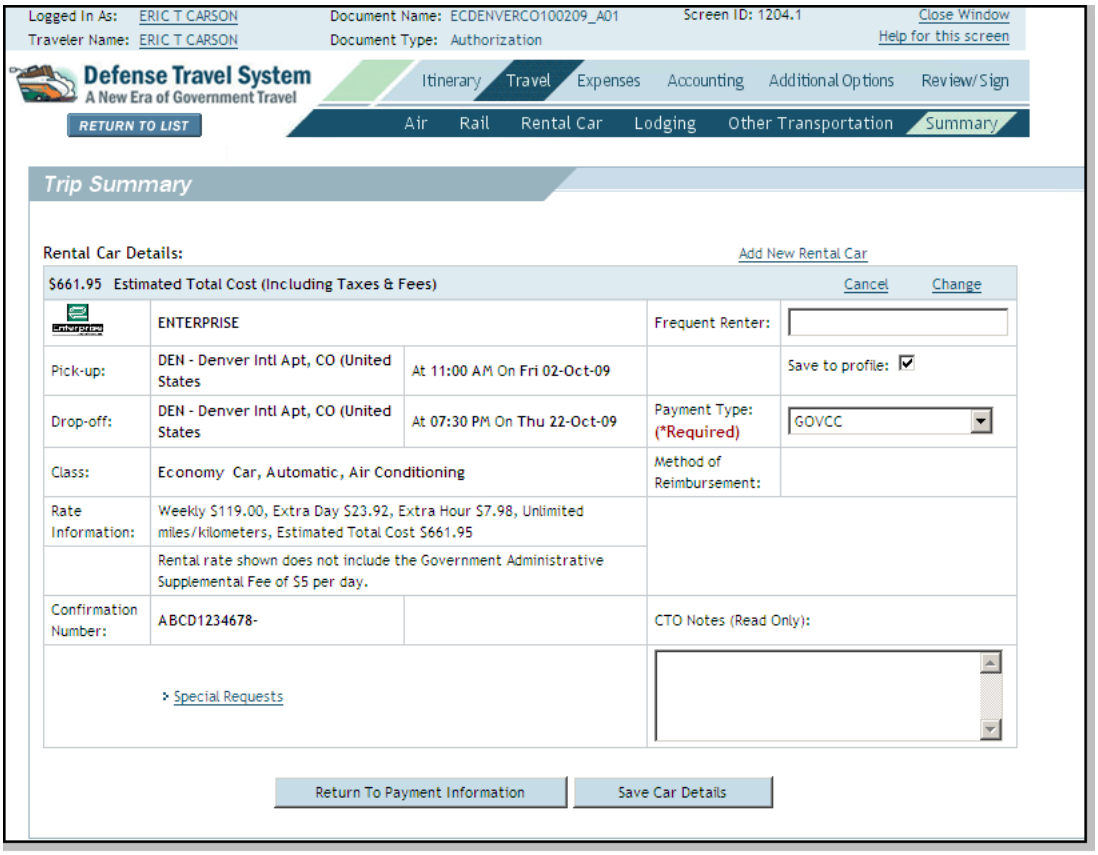

Figure 2-61: View Rental Car Details Screen

If changes were made on this screen, select the button at the bottom of the screen that will save the changed details. If there are no changes, select **Return to Payment Information**. The Payment Information section of the Trip Summary Screen opens (Figure 2-60).

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

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

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2.6.7.2 Final Trip Itinerary

The Final Trip Itinerary opens after **Save and Continue** is selected (Figure 2-62). The Final Trip Itinerary tab may also be selected to view this screen.

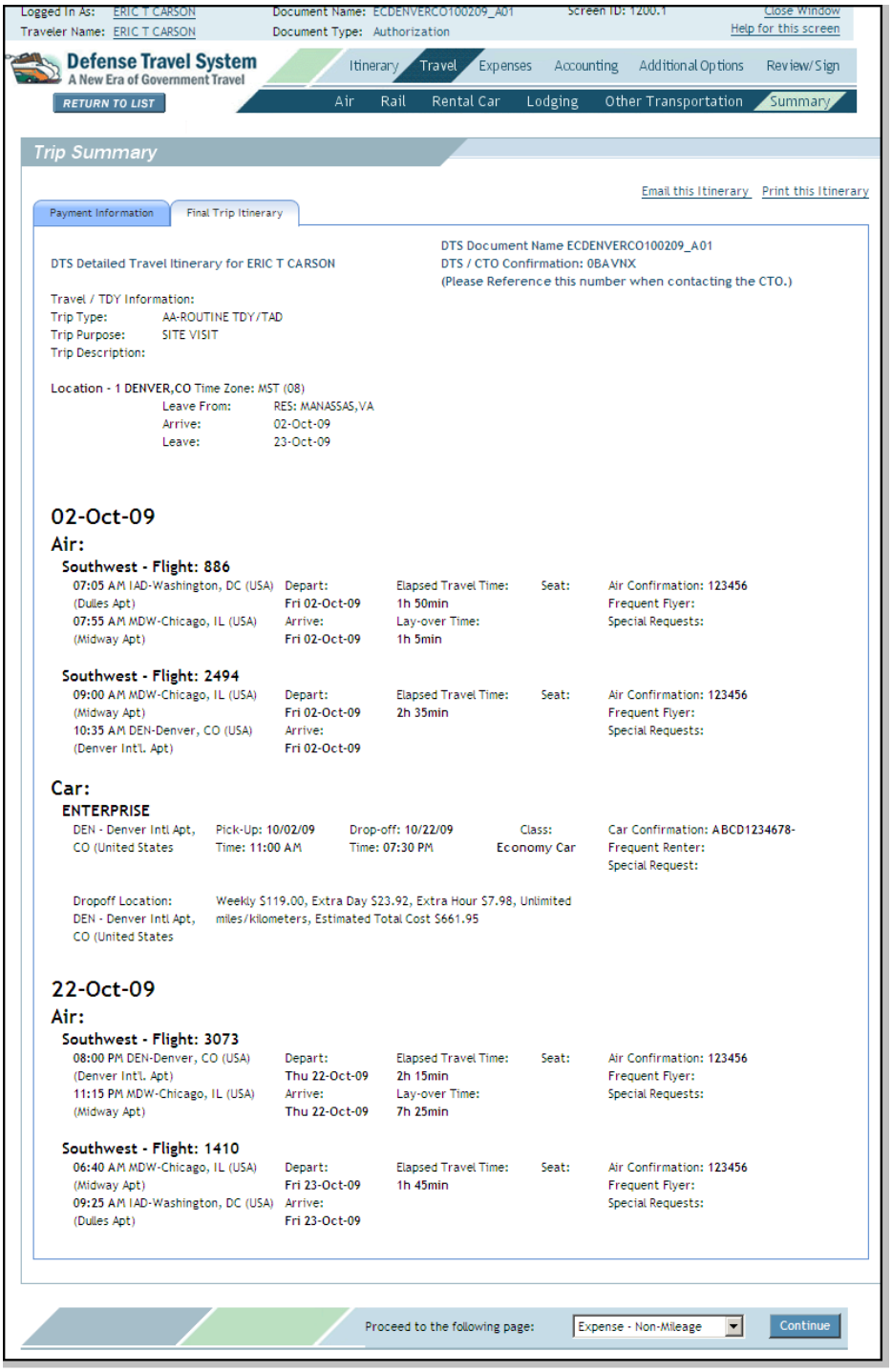

Figure 2-62: Trip Summary Screen - Final Trip Itinerary

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Review the information on this screen carefully. It contains the DTS document name and the DTS / CTO Confirmation Number.

2.6.7.3 E-mail and Print the Trip Itinerary

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

Follow the below steps to e-mail the itinerary:

1. Select **E-mail this Itinerary**.

The E-mail Itinerary Details window opens (Figure 2-63).

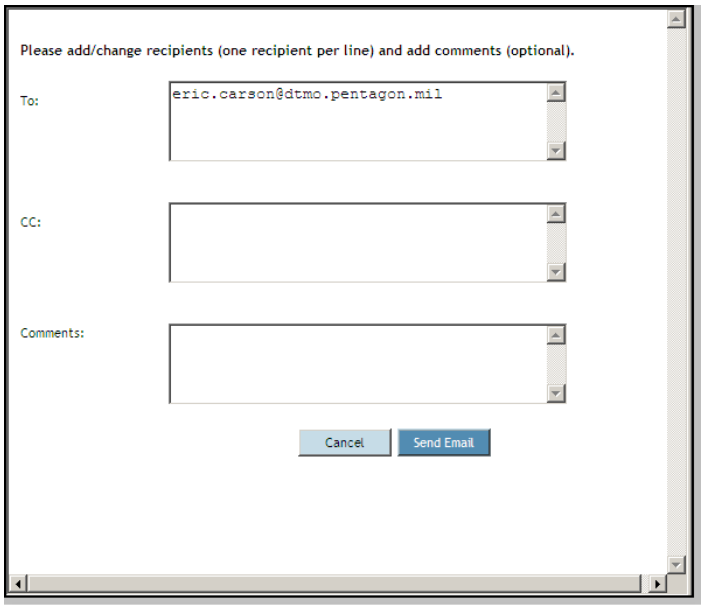

Figure 2-63: E-mail Itinerary Details Window

The **To**: field defaults to the e-mail address in the traveler's personal profile.

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

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

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

4. (Optional) Complete the Comments field with any comments for the e-mail recipients.

5. Select **Send E-mail**.

DTS sends the itinerary and comments to all valid e-mail addresses entered.

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2.6.8 Full CTO Assistance Request

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

After selecting the Full CTO Assistance Request from the Trip Overview screen (Figure 2-28), a pop-up message informs the traveler that this option requires manual intervention from the CTO and an additional fee will be charged (Figure 2-64).

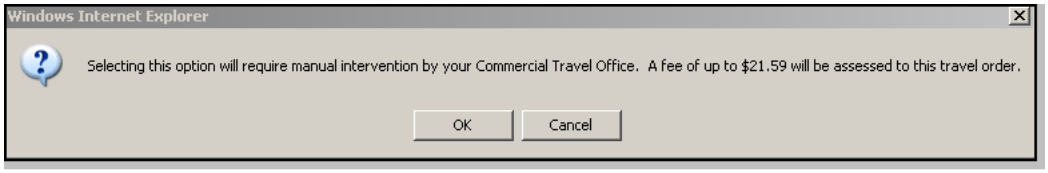

Figure 2-64: Manual Intervention Message

1. Select **OK**.

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2. Add or modify text in the **Comments** fields, if necessary (Figure 2-65).

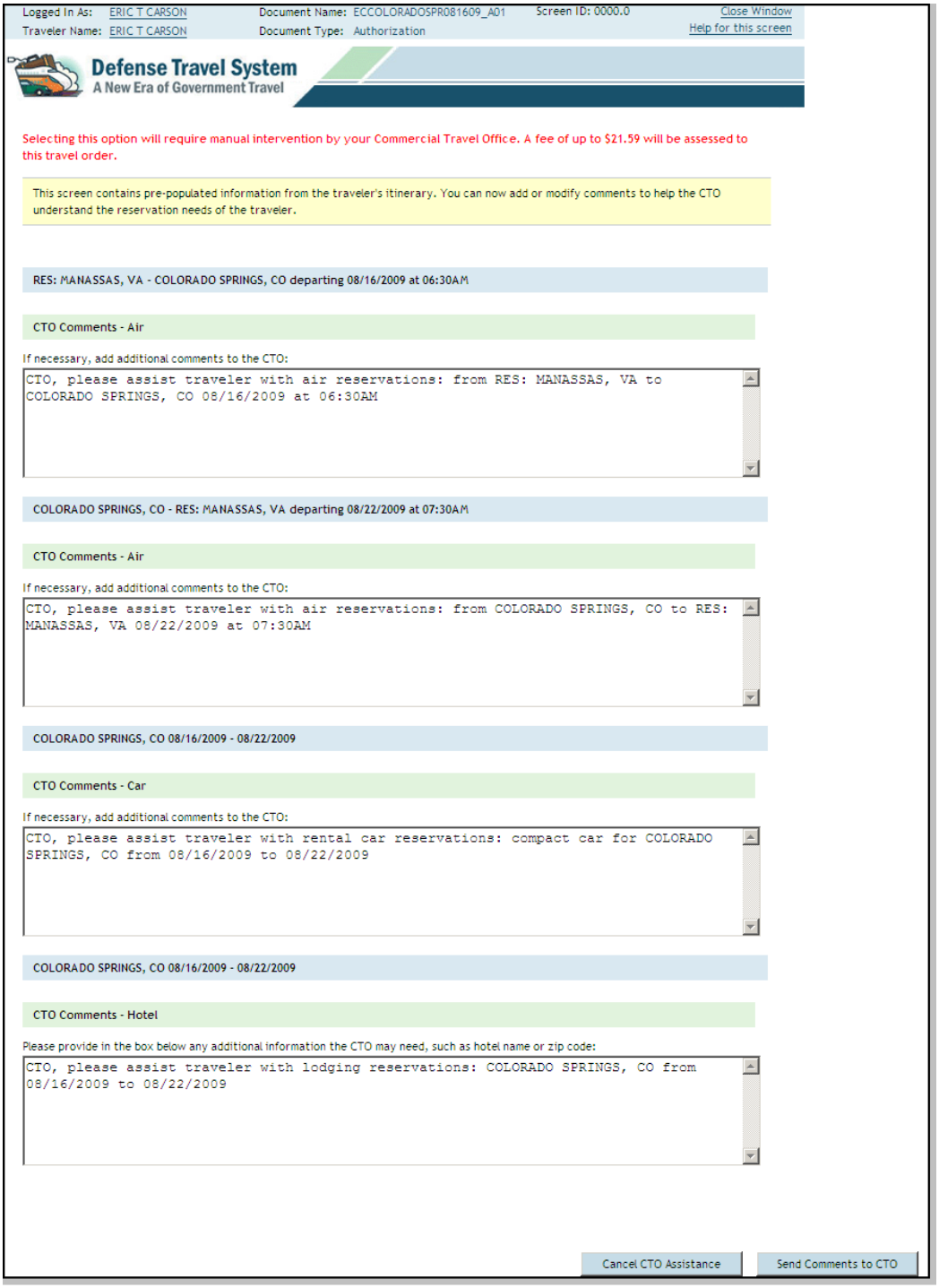

Figure 2-65: Full CTO Assistance Request Comment Windows

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

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

4. Enter or update data.

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

6. Select **Save TSA Information**.

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2.7 Expenses

The Expenses module in DTS allows travelers to record mileage and non-mileage expenses, as well as edit per diem entitlements. Before travel, expenses are estimated and entered by date to get an accurate "should cost" estimate for the trip. After travel, expenses are updated with the actual costs if changes are needed.

2.7.1 Non-Mileage Expenses

Non-mileage expenses may be selected from a list or entered manually on the screen. To access the Non-Mileage Expenses screen in DTS, select **Expenses** on the navigation bar. The Non-Mileage Expense screen opens (Figure 2-66).

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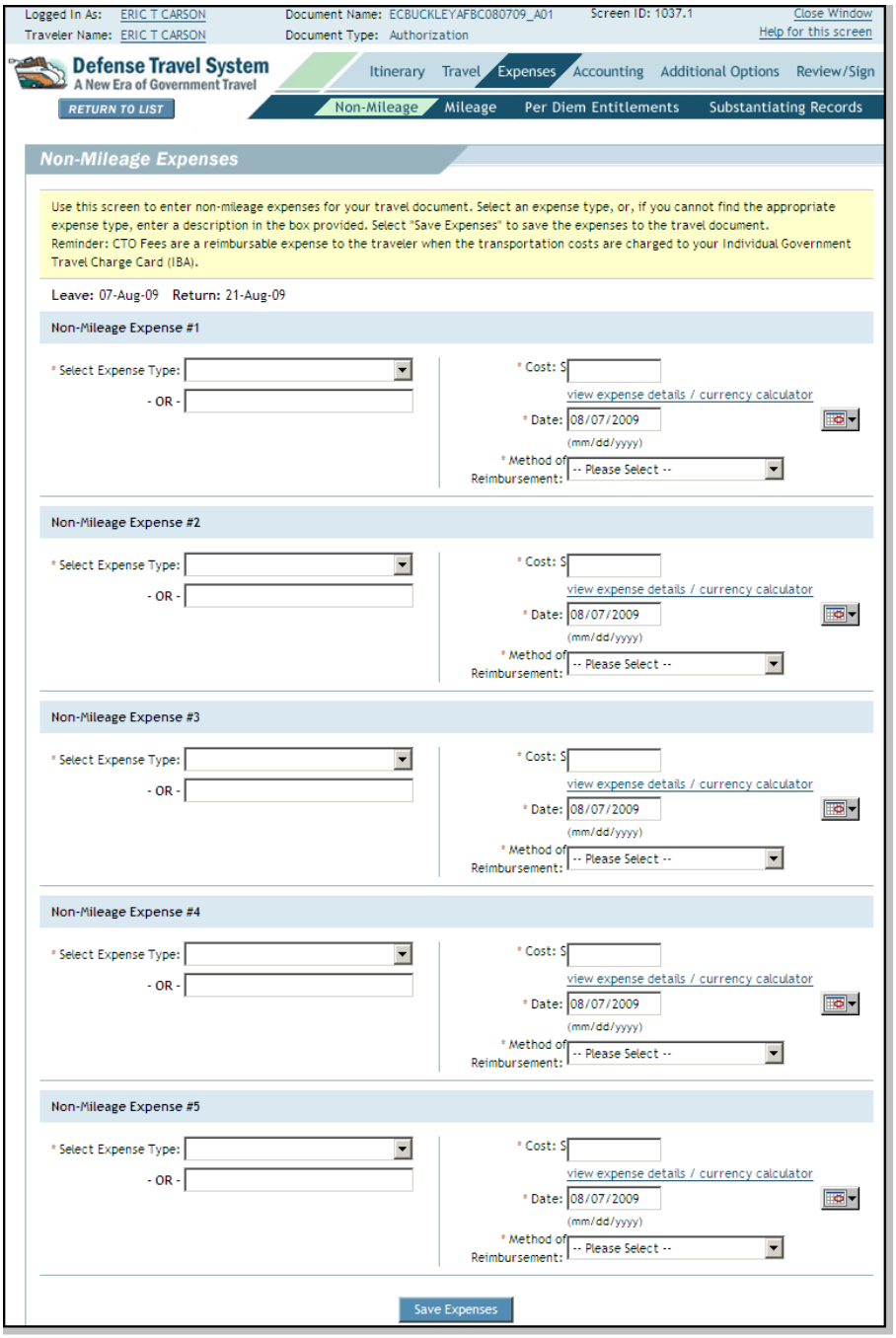

Figure 2-66: Non-Mileage Expenses Screen

Follow the below steps to enter non-mileage expenses:

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

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The Method of Reimbursement field populates automatically, based on the selected Expense Type. Changes can be made, if necessary.

2. Complete the **Cost** field with the amount of the expense.

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

4. (Optional) Select **view expense details/currency calculator** (Figure 2-66) to view cost options or to convert a foreign currency into a U.S. dollar amount (Figure 2-67).

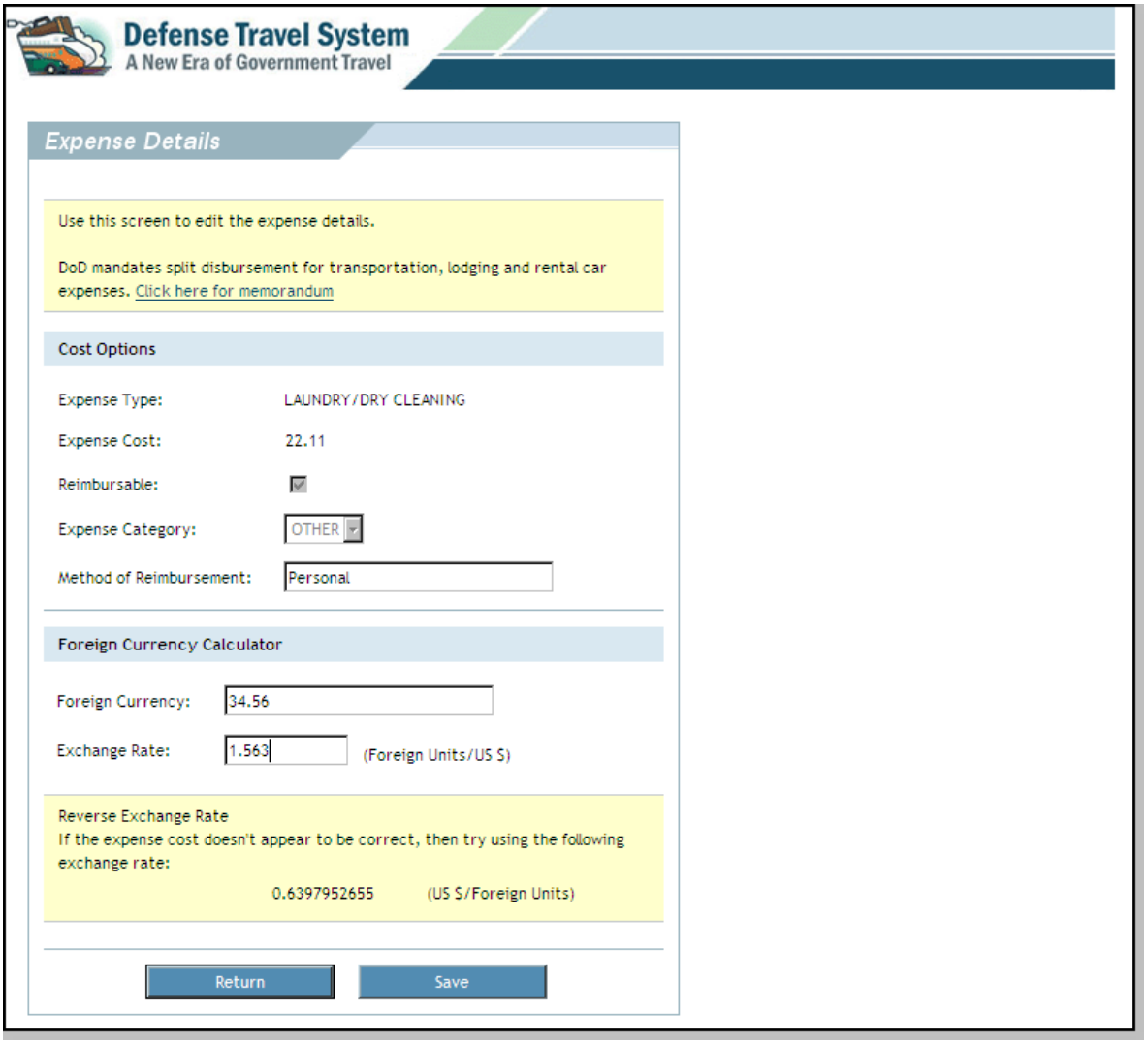

Figure 2-67: Expense Details and Currency Calculator Screen

a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units.
b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent.

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The screen refreshes. The amount displayed in the Reverse Exchange Rate box shows that 1 foreign unit is equal to .6397952655 U.S. dollars. DTS multiplies the amount of foreign money by the rate to fill the Expense Cost field.

c. Select **Save** to enter the calculated amount into the Non-Mileage Expenses screen Cost field.
-OR-
Select **Return** to return to the Non-Mileage Expenses screen.

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

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

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

7. Enter additional expenses one at a time.

8. Select **Save Expense**.

2.7.2 Mileage Expenses

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

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

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

The Mileage Expenses screen opens (Figure 2-68). The Mileage Expense types are described in Table 2-4.

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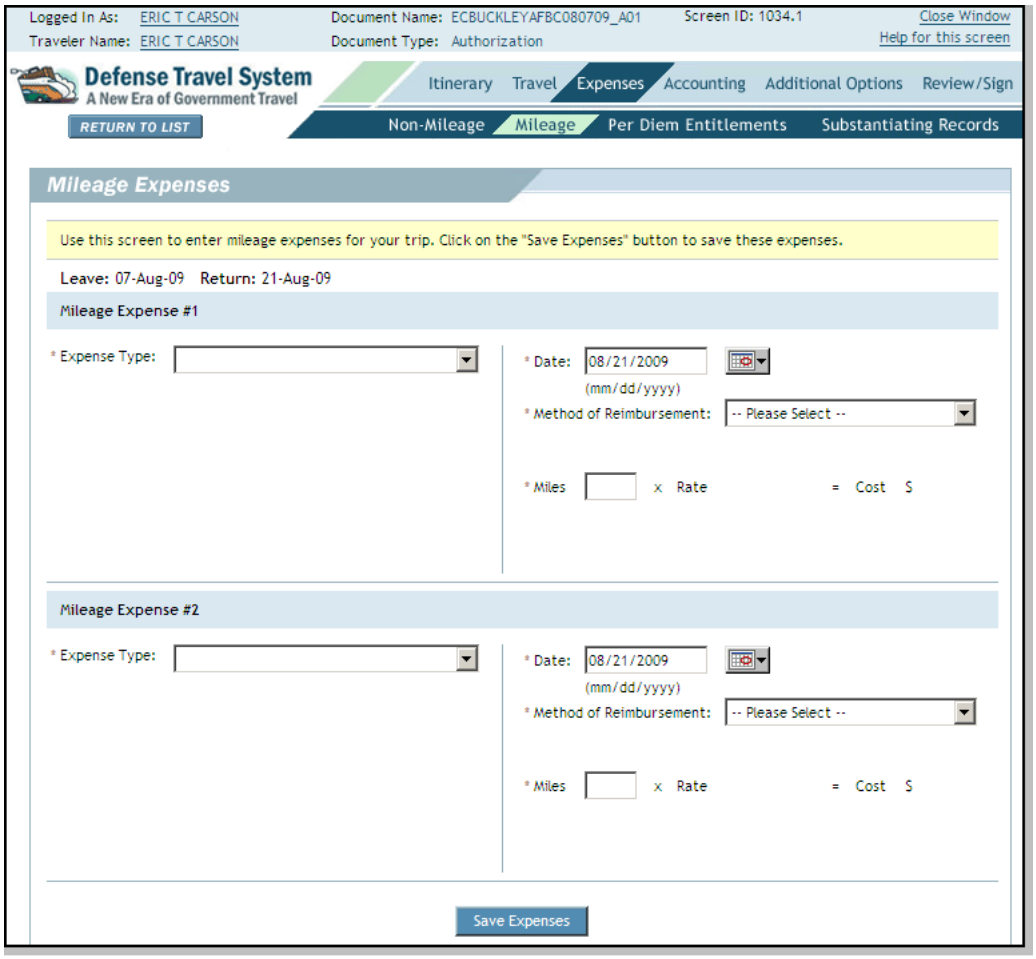

Figure 2-68: Mileage Expenses Screen

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Table 2-4: Mileage Expense Types

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

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

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

5. The Method of Reimbursement field populates automatically, based on the selected Expense Type. The only **Method of Reimbursement** available in Mileage Expenses is Personal.

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

   a. If **Pvt Auto-TDY/TAD** or **Pvt Motorcycle-TDY/TAD** was selected in the **Expense Type** drop-down list, mileage cannot be entered. Select **DoD Table of Distances** to calculate mileage and receive an estimated cost for the expense.
   b. Check the **Create a separate expense for return trip mileage** box, if appropriate (Figure 2-69).

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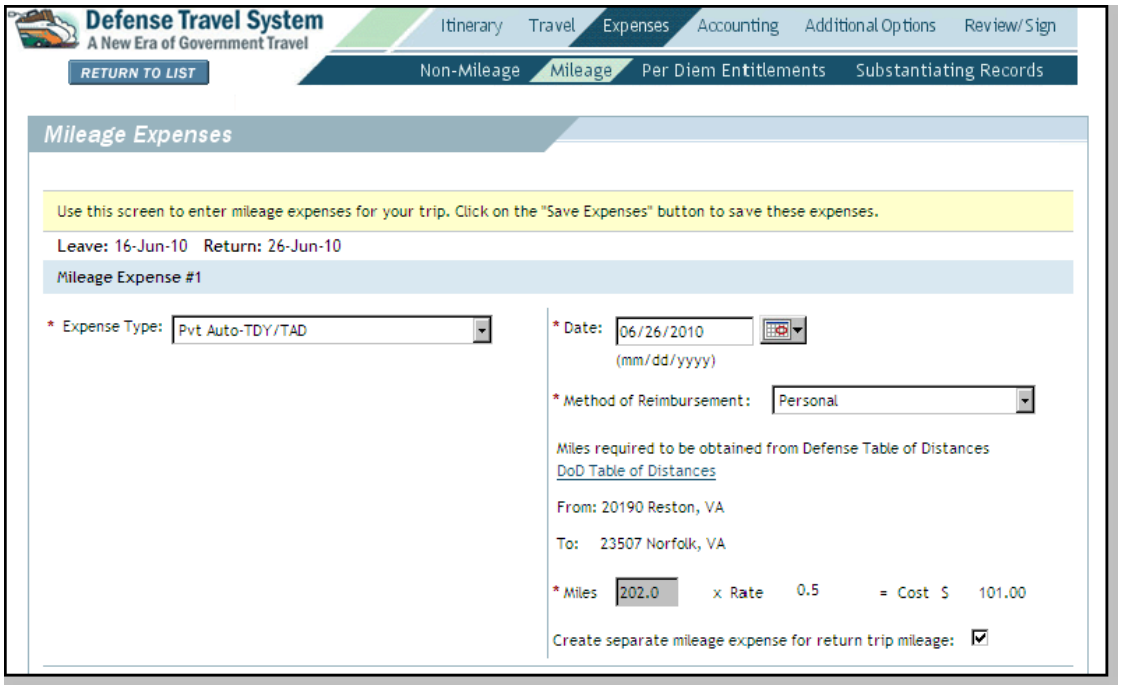

Figure 2-69: TDY/TAD Mileage Expense Screen

7. Select **Save Expenses**.

8. Select **OK** to the message stating that a Constructive Travel Cost-Comparison Worksheet may need to be completed (Figure 2-70).

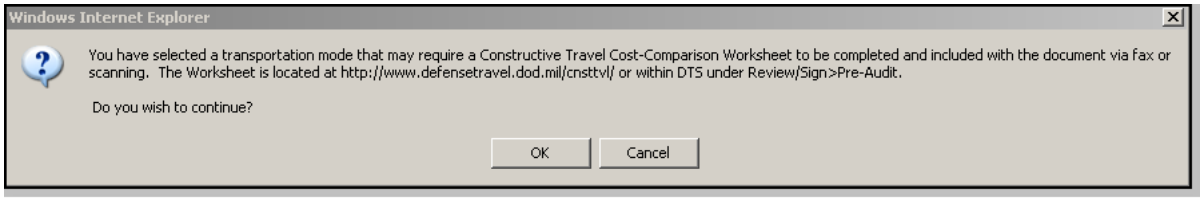

Figure 2-70: Pop-up Requiring Constructive Travel Cost-Comparison Worksheet

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

9. Enter additional expenses one at a time.

10. Select **Save Expense**.

2.7.2.1 Defense Table of Official Distances

Use of the DTOD is required when driving to a TDY location outside the local travel limits. It is not used for local travel or for any form of personal travel. Follow the below steps to calculate mileage by using the DTOD:

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1. Select the **DoD Table of Distances** link below the Method of Reimbursement field (Figure 2-69).

The DoD Table of Official Distances (DTOD) screen opens (Figure 2-71).

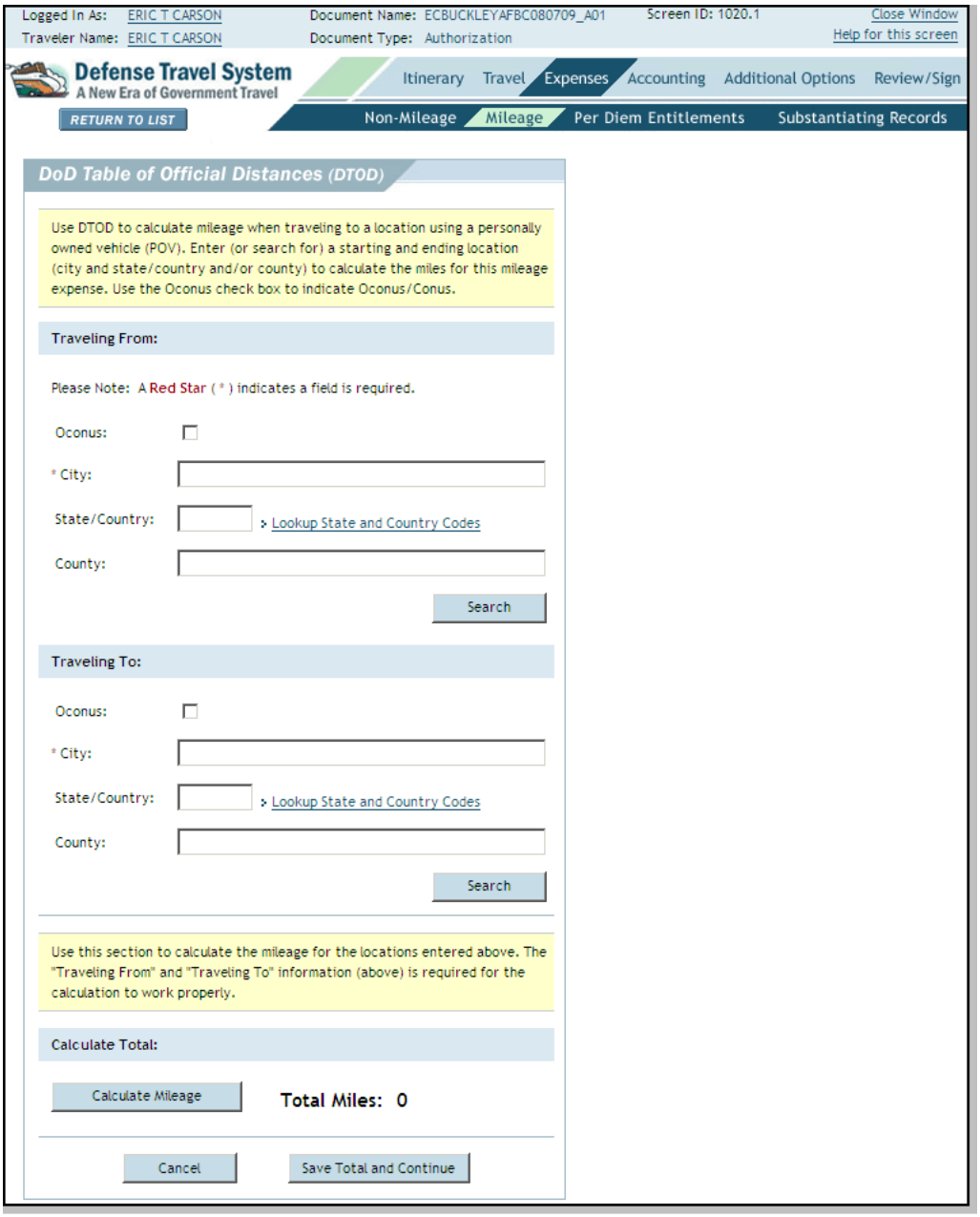

Figure 2-71: DoD Table of Official Distances (DTOD) Screen

2. Check the **OCONUS** box if the city that will be entered in the Traveling From section is in a location that is not a U.S. state or territory. (DTOD will only find a foreign location if this box is checked.)

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3. Complete the **City** field with the name of the city that is the starting point from which the mileage will be calculated.

4. Complete the **State/Country** field and **County** field (optional). Select the **Lookup State and Country Codes** link if help is needed.

5. Select **Search** to view a list of locations associated with the city entered in the Traveling From section.

6. Choose **Select** next to the correct location.

7. Use the above steps to complete the Traveling To section.

8. Select **Calculate Mileage**.

9. Select **Save Total and Continue**.

The Mileage Expenses screen opens (Figure 2-69). The cost is calculated in the box on the right side of the screen.

10. Select **Save Expenses** to save the mileage expense.

2.7.3 Per Diem Entitlements

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

To access the Per Diem Entitlements feature, select **Expenses** from the navigation bar. Select **Per Diem Entitlements** from the subnavigation bar. The Per Diem Entitlements screen opens (Figure 2-72). This screen shows the amount to be reimbursed for each date and location of travel. The information on the screen results from the TDY location selected on the Trip Overview screen and accommodations selected in the Lodging screen. See Table 2-5 for Per Diem Entitlements definitions.

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

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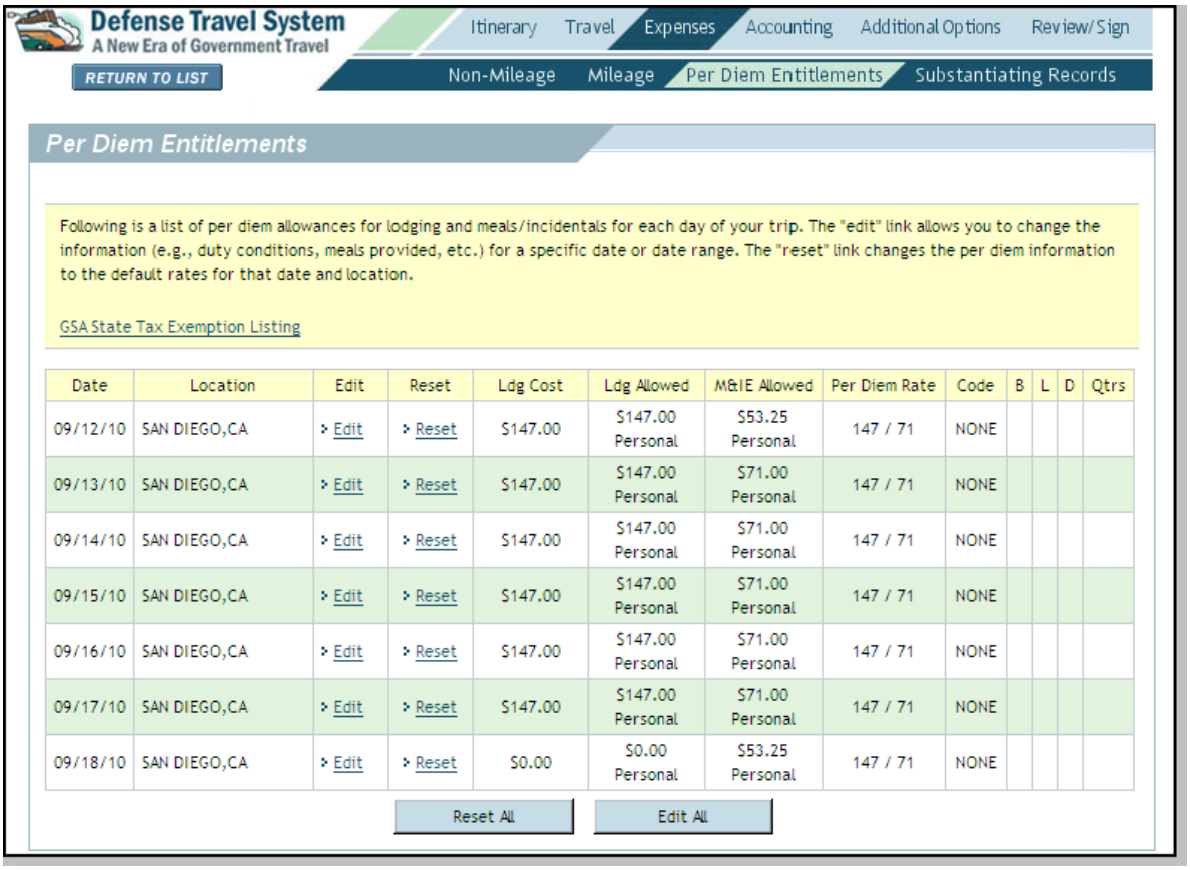

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/12/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$53.25 Personal	147 / 71	NONE				
09/13/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/14/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/15/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/16/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/17/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/18/10	SAN DIEGO,CA	Edit	Reset	$0.00	$0.00 Personal	$53.25 Personal	147 / 71	NONE				

Figure 2-72: Per Diem Entitlements Screen

Table 2-5: Per Diem Entitlements Definitions

PER DIEM ENTITLEMENTS DEFINITIONS	
PER DIEM ENTITLE-MENT	**DEFINITION**
Lodging Cost	Amount charged by the selected hotel for nightly lodging. This amount can be changed if the traveler is using Government quarters or claiming actual lodging costs.
Lodging Allowed	Maximum per diem allowed for the selected TDY location for nightly lodging.
M&IE	Amount allowed for meals and incidental expenses for the TDY location selected. Travelers receive 75% of the M&IE per diem for the first and last days of TDY travel.
Code	Code that displays if duty conditions or if meals provided have been selected for the traveler. Other causes include a traveler taking leave or receiving an OCONUS incidental expense rate.
B, L, D	Letter(s) that displays if breakfast, lunch, or dinner is to be eaten at the military dining facility or will otherwise be provided to the traveler.

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Table 2-5: Per Diem Entitlements Definitions (continued)

PER DIEM ENTITLEMENTS DEFINITIONS	
PER DIEM ENTITLE-MENT	**DEFINITION**
Qtrs	Abbreviation that displays if quarters exist at the military destination selected. Lodging cost for military installations defaults to $0 per night. The lodging cost entry must be updated to match the cost of quarters per night. (Reservations for quarters must be made outside of DTS.)

2.7.3.1 Update Per Diem Entitlements – Lodging

Follow the below steps to update per diem entitlements for lodging:

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

The Non-Mileage Expenses screen opens by default.

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

The Per Diem Entitlements screen opens (Figure 2-72).

3. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements on all TDY dates at the same time.

   Warning: Only use the **Edit All** function when Meals Available (for a military site) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all other edits.

The **Edit All** button enables the user to edit the per diem rate for a specific date or date range.

The Per Diem Entitlements Details screen opens (Figure 2-73). Fields displayed here may be used to update the per diem entitlements for the trip.

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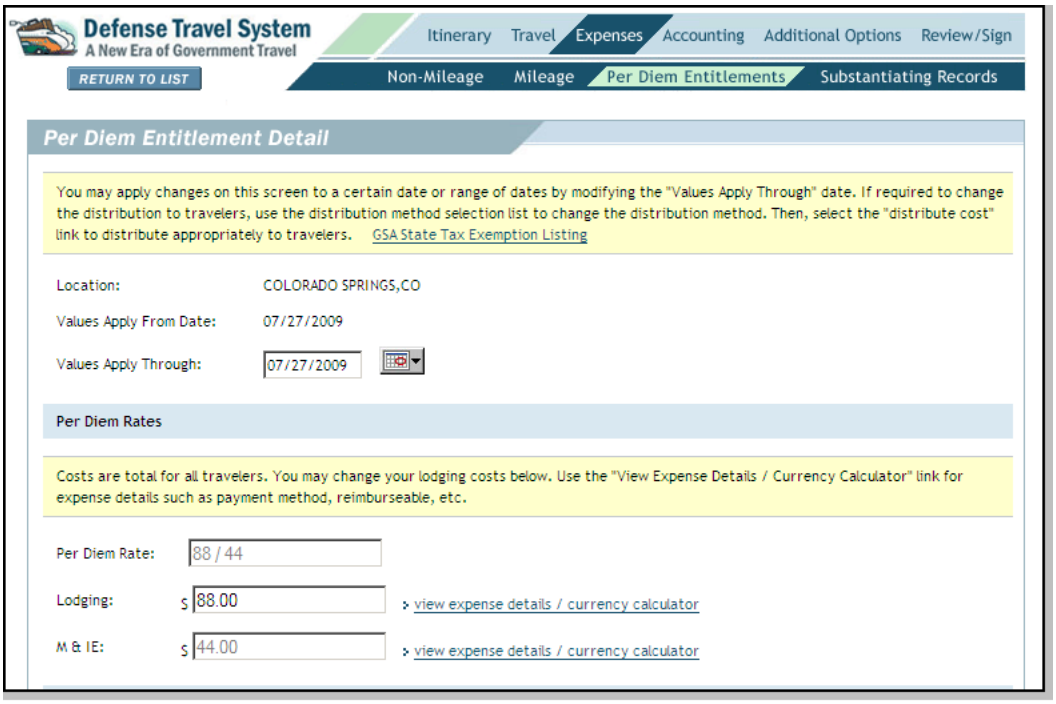

Figure 2-73: Per Diem Entitlements Detail Screen - Lodging Section

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

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

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

7. Select **Save These Entitlements**.

2.7.3.2 Update Per Diem Entitlements – Duty Conditions

Follow the below steps to update per diem entitlements for duty conditions:

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

The Per Diem Entitlements screen opens.

2. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements on all TDY dates at the same time.

The Per Diem Entitlements Details screen opens. It displays fields that may be edited to update per diem entitlements for duty conditions.

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

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4. Select the **Duty Conditions** that apply to the TDY travel (Figure 2-74).

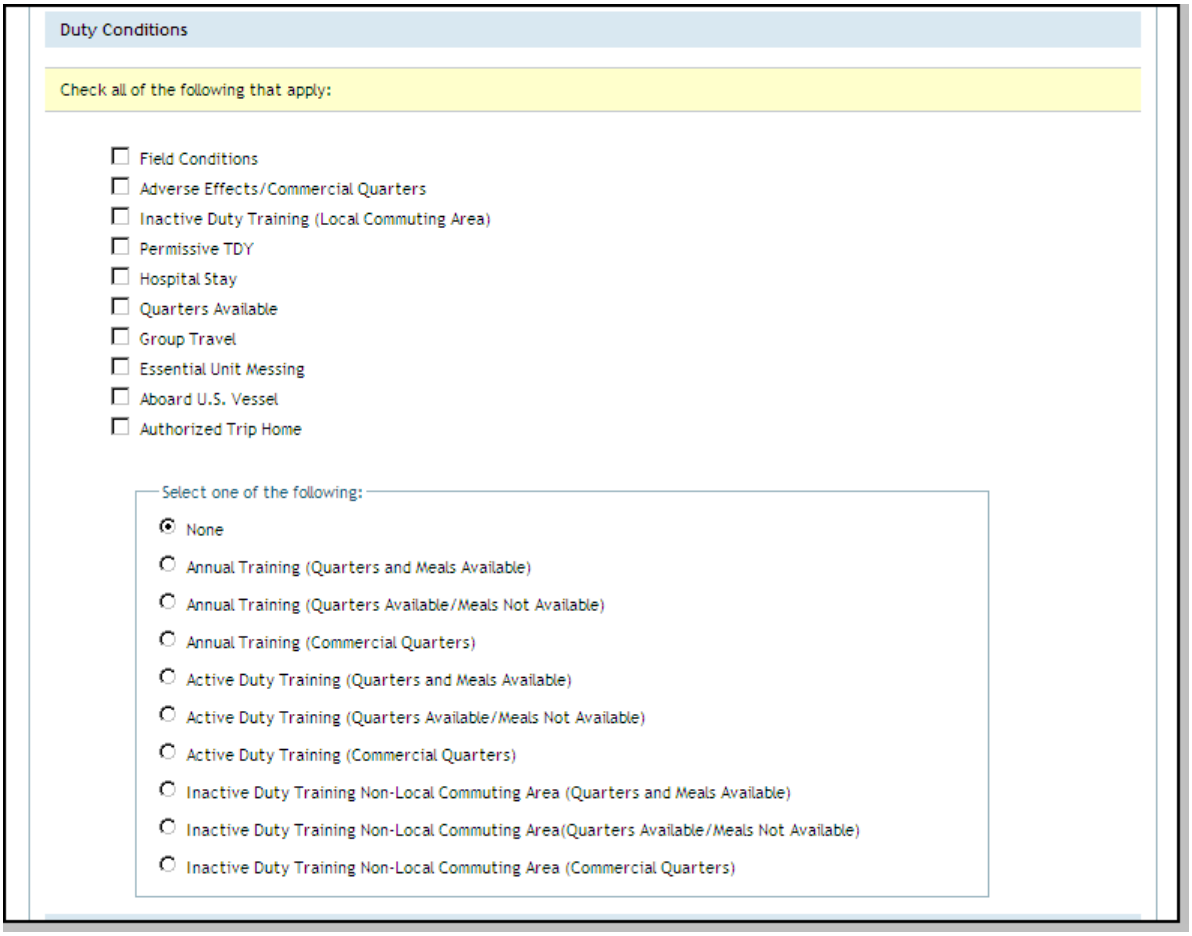

Figure 2-74: Per Diem Entitlements Details Screen - Duty Conditions Section

5. Select **Save These Entitlements**.

If Annual Training, Active Duty Training, or Inactive Training duty conditions is selected, the traveler must still select the lodging and meals conditions that apply. The screen does not refresh and populate the values. See Table 2-6 for definitions of the duty conditions.

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Table 2-6: Per Diem Entitlements for Duty Conditions

PER DIEM ENTITLEMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**DTS FUNCTIONALITY**	**CODE**
Field Conditions	Traveler is serving with troops on maneuvers, field exercises, or similar operations; receives field rations; and is quartered in accommodations associated with field exercises.	Sets the lodging and M&IE to $0.	FDLC
Adverse Effects/ Commercial Quarters	Traveler is authorized or ordered to evacuate the PDS.	Sets the lodging and M&IE to full per diem.	ADEF
Inactive Duty Training (Local Commuting Area)	No per diem is payable to a member commuting daily to Annual Training (AT).	Sets lodging and M&IE to $0.	INDT
Permissive TDY	Travel is issued in the DoD's interest but voluntary (permissive) in nature. The traveler is financially responsible for all travel and transportation expenses.	Sets lodging and M&IE to $0.	PTDY
Hospital Stay	Per diem is not allowed while an employee is confined to a hospital or medical facility.	Sets lodging and M&IE to $0.	HOSP
Quarters Available	Government lodging is available at the military installation	Sets lodging to $55 and M&IE to full per diem. User should set meal rate based on dining facility availability which is typically set at Government Meal Rate (GMR).	QRTS
Group Travel	Several individuals traveling together; typically all lodging and transportation expense items are provided.	Sets lodging to $0 and M&IE is set to the full per diem.	GRPT
Annual Training (Quarters and Meals Available)	Per diem is payable for AT.	Sets lodging and M&IE to full per diem.	TRN
Essential Unit Messing	Government lodging and use of Government meals is essential for training and readiness. The traveler is paid the incidental portion of the daily M&IE rate.	Sets lodging field to full per diem and sets M&IE to $3 per day except on travel days (continental United States [CONUS] travel only).	EUM
Aboard U.S. Vessel	Traveler is not paid per diem while aboard a U.S. vessel.	Checked box displays screen alert. Select **OK**. Lodging and M&IE sets to $0.	VSSL

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Table 2-6: Per Diem Entitlements for Duty Conditions (continued)

PER DIEM ENTITLEMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**DTS FUNCTIONALITY**	**CODE**
Authorized Trip Home	The authorization allows the employee a trip home every 3 weeks.	Sets lodging to $0 except for the return travel day. Sets M&IE to $0 except for 75% for the first and last travel days to and from home.	HOME
Annual Training (Quarters Available-Meals Not Available)	These duty conditions are provided for import/export (I/E) partner systems. Other users can select the duty condition and select the lodging cost and meals manually. Automatic adjustment of lodging and M&IE is only made for I/E partner system documents. For all manual selections, lodging and M&IE are set to full per diem and must be adjusted by the user accordingly. **Note:** See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.	Sets lodging and M&IE to full per diem.	ATQP
Annual Training (Commercial Quarters)		Sets lodging and M&IE to full per diem.	ATCQ
Active Duty Training (Quarters and Meals Available)		Sets lodging and M&IE to full per diem.	ADTQ
Active Duty Training (Quarters Available-Meals Not Available)		Sets lodging and M&IE to full per diem.	ATQP
Active Duty Training (Commercial Quarters)		Sets lodging and M&IE to full per diem.	ADT
Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)		Sets lodging and M&IE to full per diem.	IDQM
Inactive Duty Training Non-Local Commuting Area (Quarters Available-Meals Not Available)		Sets lodging and M&IE to full per diem.	IDTQ
Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)		Sets lodging and M&IE to full per diem.	IDTN

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2.7.3.3 Update Per Diem Entitlements – Meals

Follow the below steps to update per diem entitlements for meals:

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

The Per Diem Entitlements screen opens.

2. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements on all TDY dates at the same time.

The Per Diem Entitlements screen refreshes. It displays fields that may be used to update the per diem entitlements for the trip.

3. Enter the end date in the **Values Apply Through** field, if changes are for multiple days in a row (Figure 2-73).

4. Select the appropriate **meal code** radio button from the list on the left side of the screen (Figure 2-75).

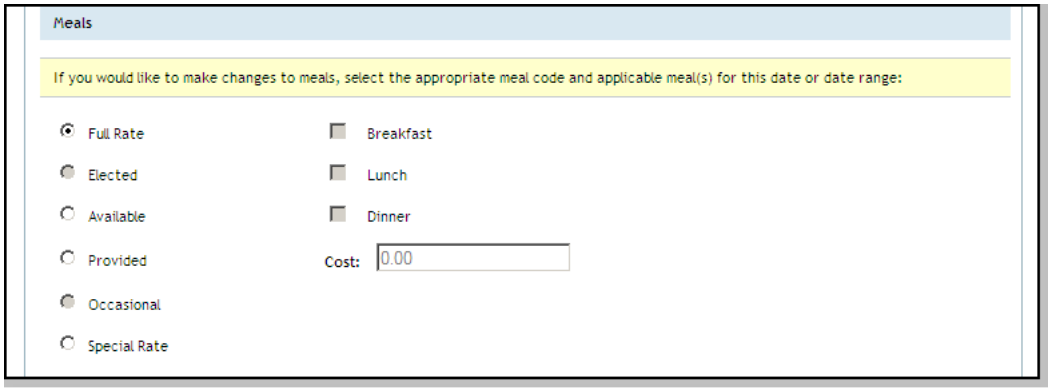

Figure 2-75: Per Diem Entitlements Screen - Meals Section

The Available and Provided meal codes reduce per diem entitlements. The Available meal code will only compute when the TDY location is a military installation. See Table 2-7 for definitions of the Per Diem Entitlement Selections for Meals.

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

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6. Select **Save These Entitlements**.

Table 2-7: Per Diem Entitlements Selections for Meals

PER DIEM ENTITLEMENTS SELECTIONS FOR MEALS	
MEAL PER DIEM ENTITLEMENTS	**DEFINITION**
Full Rate	The traveler is authorized commercial meal rate.
Elected	The traveler voluntarily uses Government dining facilities (mess hall). This does not affect M&IE computations. (Use when completing a voucher from authorization.)
Available	DTS automatically checks the meals and quarters availability information associated with the selected TDY location to determine if meals are available. The traveler's M&IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify which meals are available.
Provided	The traveler's M&IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify the provided meals.
Occasional	Authorized at the discretion of the AO, occasional meals can be approved for trips that last less than 12 hours. Enter the total amount in the Cost field.
Special Rate	The AO may select Special Rate to set a special per diem rate. For example, Camp Roberts, California is a location where a special rate applies because of the lodging and dining facility contract at the installation.
Cost	The AO may use the Cost field to set a per diem rate when Occasional or Special Rate meal code is selected.

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2.7.3.4 Update Per Diem Entitlements - Other Per Diem Entitlements

Follow the below steps to update Other Per Diem Entitlements:

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

The Per Diem Entitlements screen opens (Figure 2-72).

2. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements for all TDY dates at the same time.

The Per Diem Entitlements screen refreshes (Figure 2-73) and displays fields that may be used to update the per diem entitlements for the trip. The Other Per Diem Entitlements section is in the lower part of the screen (Figure 2-76). This screen allows a traveler to change the per diem reimbursement by selecting a radio button.

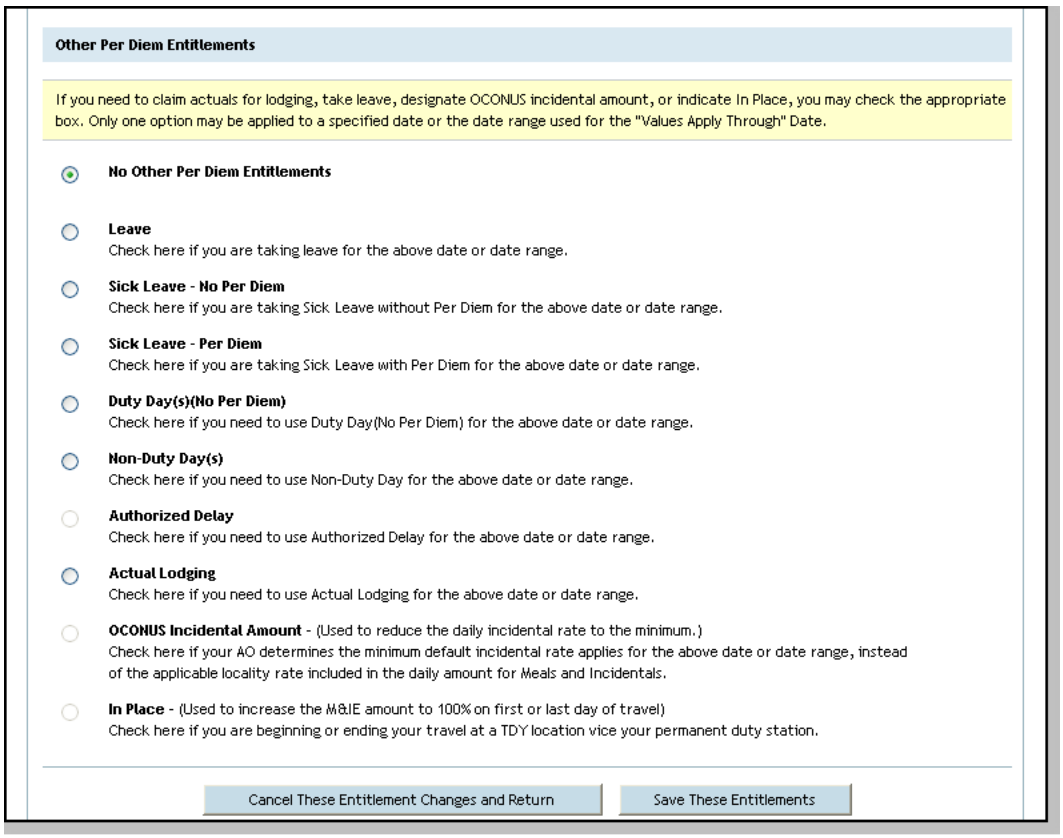

Figure 2-76: Per Diem Entitlements Screen -Other Per Diem Entitlements Section

Note: The Per Diem Entitlements screen shown in Figure 2-76 is for a civilian employee. Military members will not be able to choose Sick Leave in the Other Per Diem Entitlements.

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

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

5. Select **Save These Entitlements**.

See Table 2-8 for descriptions of the radio buttons.

Table 2-8: Per Diem Entitlement Selections for Other Per Diem Entitlements

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

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Table 2-8: Per Diem Entitlement Selections for Other Per Diem Entitlements (continued)

PER DIEM ENTITLEMENT SELECTIONS FOR OTHER PER DIEM ENTITLEMENTS	
OTHER PER DIEM ENTITLEMENTS	**DEFINITION**
OCONUS Incidental Amount	Select if the AO determines that the minimum incidental amount ($3.50 rate) is allowed rather than the Local Incidental Rate for the destination. This OCONUS Incidental Amount should only be used when travel is outside the continental United States. This selection can be used in combination with the In Place per diem entitlement.
In Place	Select to allow the traveler to start or end an authorization or voucher in conjunction with another authorization or voucher that has an adjacent date. If used for the first or last day of the authorization with no other duty conditions, it computes and pays full per diem and lodging for the per diem location. This selection triggers an Other Authorization during the Review/Sign process. When this Other Authorization triggers, the user must enter comments, such as a TANUM, to associate the document with the other document.This selection can be used in combination with the OCONUS Incidental Amount per diem entitlement.

2.7.3.5 Using Leave While on TDY

Although a traveler may be authorized to take leave while on TDY, DTS does not support reservations for leisure travel. Personal charge cards are not supported as forms of payment for travel reservations. Any travel reservations made in DTS should be for the official portion of the travel only, as all costs entered into DTS will be reimbursable or non-reimbursable (CBA or Government-provided) based on the expense and method of reimbursement.

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

If the traveler takes leave at the beginning, end, or in the middle of the TDY, no expenses or per diem for lodging or M&IE will be paid for the leave day(s). The traveler is responsible for their own expenses on the date(s) selected as leave, and will see an advisory notice on the Pre-Audit Trip screen when signing the authorization.

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

Section 2.7.3.4 explains how to select leave dates on an authorization. Table 2-8 explains when to select Leave, Non-Duty Day, or Duty Day.

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

The International Date Line (IDL) is an imaginary line along the 180th meridian. It is the point at which each calendar day begins. When travel involves crossing the IDL, DTS uses the actual elapsed travel time to compute per diem entitlements instead of calendar days. If travel involves crossing the IDL, make sure that the correct time zone for the duty station is selected in the traveler profile. Crossing the date line is noted in the Location column of the Per Diem Entitlements screen (Figure 2-77). Table 2-9 explains how DTS treats per diem entitlements for IDL travel.

Table 2-9: Per Diem Entitlements for IDL Travel

PER DIEM ENTITLEMENTS FOR IDL TRAVEL			
IF		**THEN**	
Traveling	**Example**	**Itinerary**	**DTS**
Westward (IDL-W)	Seattle to Tokyo Leave Seattle at 9 am on Monday. Arrive Tokyo 2 pm on Tuesday.	Adds one day. Shows travel for Monday and Tuesday.	Calculates only one travel day for per diem entitlement. Labels the location for the added itinerary day as In Transit*. Does not pay per diem for the In Transit location.
Eastward (IDL-E)	Tokyo to Seattle Leave Tokyo at 3 pm on Friday. Arrive Seattle at 7 am on Friday.	Subtracts one day. Shows arrival time before departure time. May show two hotel reservations for the same day.	Adds an extra 75% to M&IE on the travel day. Pays per diem for both hotels.
* In Transit displays on the Per Diem Entitlements screen as the location for the dates that fall between the start date and the TDY arrival date.			

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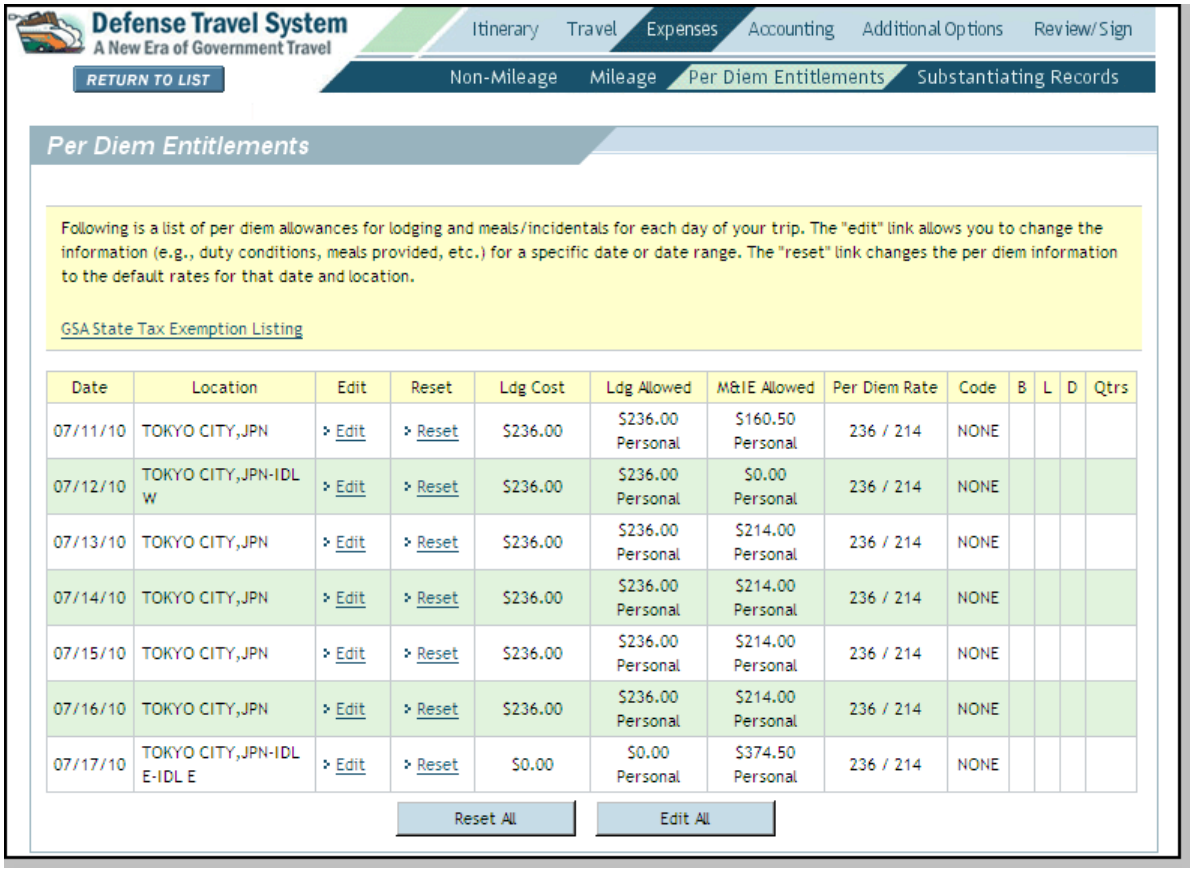

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
07/11/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$160.50 Personal	236 / 214	NONE				
07/12/10	TOKYO CITY,JPN-IDL W	Edit	Reset	$236.00	$236.00 Personal	$0.00 Personal	236 / 214	NONE				
07/13/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/14/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/15/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/16/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/17/10	TOKYO CITY,JPN-IDL E-IDL E	Edit	Reset	$0.00	$0.00 Personal	$374.50 Personal	236 / 214	NONE				

Figure 2-77: Per Diem Entitlements Screen (IDL Travel)

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2.7.4 Substantiating Records Imaging

Receipts and documentation of approval for first class travel are examples of substantiating records that support reimbursement requests for certain expenses. DTS allows travelers to attach images of these records to the travel document so that they can receive proper reimbursement.

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

The below fax and scan procedures are used in authorizations and vouchers for storing images of substantiating records.

2.7.4.1 Submit Substantiating Records by Fax

To fax substantiating records into DTS, follow the below steps:

1. Gather all supporting documents (as required by local policy).

2. Prepare small-paper receipts for faxing by taping them to an 8 1/2- by 11-inch sheet of paper and making a photocopy.

Do not place small-paper receipts in a fax machine. Fax the *photocopy*, not the original small-paper receipts.

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

4. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens (Figure 2-78).

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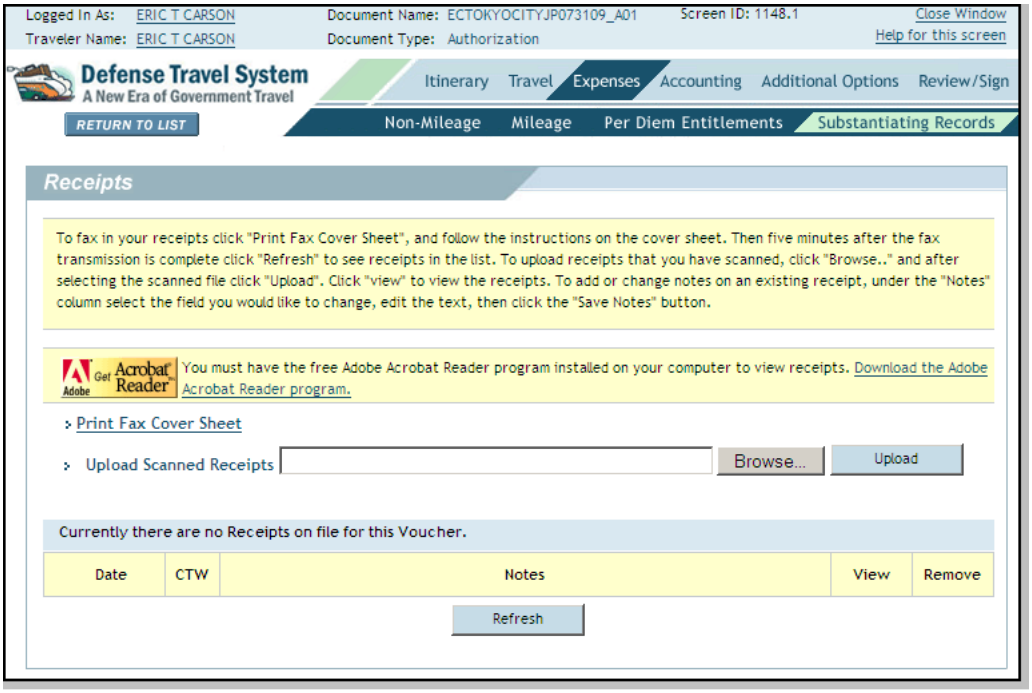

Figure 2-78: Substantiating Records Screen

5. Select **Print Fax Cover Sheet**.

The DTS Receipts Cover Page opens (Figure 2-79). The fax cover sheet displays a bar code that is unique to the document. It identifies the document in the DTS database to which the substantiating records are associated.

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DTS Receipts Cover Page Page 1 of 1

Defense Travel System
A New Era of Government Travel

DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS.
Warning: Make sure you physically mask out your SSN on any faxed documents!

- If you are dialing from the National Capital Region, please use the number at the bottom of this form if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-888-815-4157, toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix.) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.

ECTOKYOCITYJP073109_A01

Note: Bar code must be present above.

Notes

Local National Capital Region number - 703-421-6939 or 703-421-3506

https://dtscdcwebgov.defensetravel.osd.mil/receiptimaging/servlet/GenPrintCoverServlet?... 7/21/2009

Figure 2-79: Sample DTS Receipts Cover Page (Fax Cover Sheet)

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

6. Select **Print**.

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

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

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The DTS Receipts fax number is 1-888-815-4157. *This is a live fax number and is NOT to be used for training purposes.*

Note: There is a processing time of about five minutes while DTS receives, converts, and loads the faxed pages into the document identified by the bar code. The traveler may continue to complete the document in DTS during the processing time.

9. Select **Refresh**.

Receipts display in the Notes field in the lower part of the Substantiating Records screen, and show the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the receipts be entered, as shown in Figure 2-80.

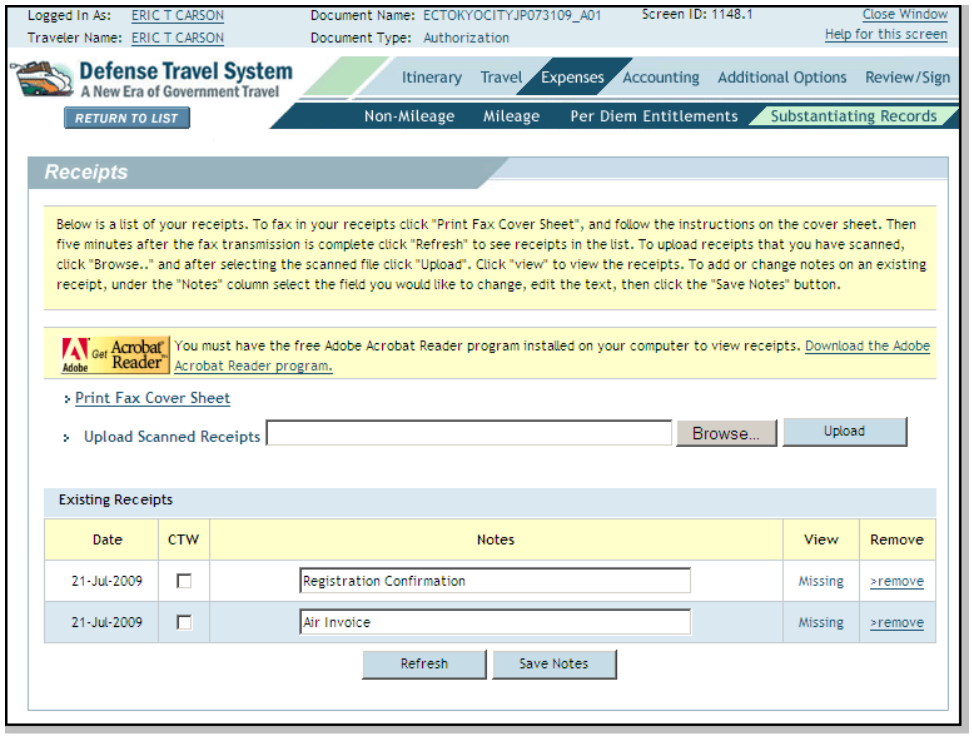

Figure 2-80: Substantiating Records Screen - Refreshed

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

11. Select **Save Notes**.

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

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

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2.7.4.2 Submit Substantiating Records by Scan and Upload

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

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

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

1. Gather all supporting documents (as required by local policy).

2. Scan the documents individually and save to a computer hard drive. Label each document with a descriptive name.

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

4. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens.

5. Select **Browse.**

The Choose File Window opens (Figure 2-81).

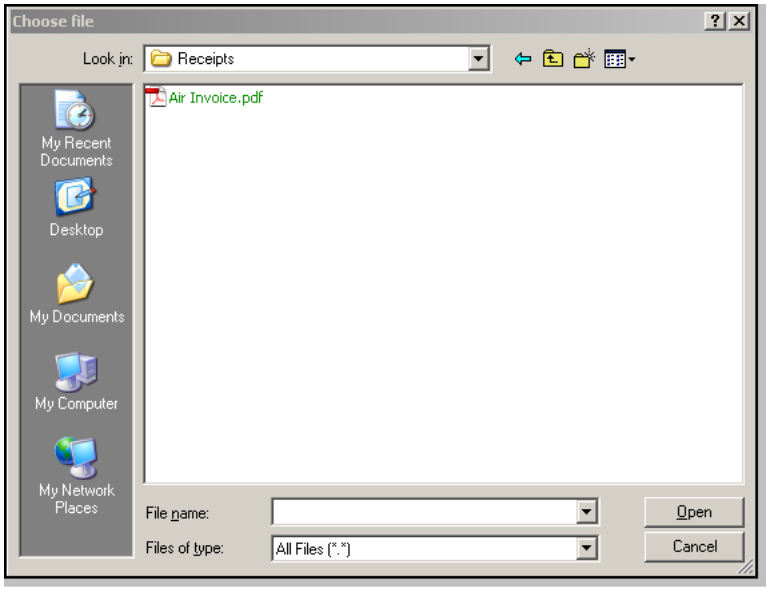

Figure 2-81: Choose File Window

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

7. Select **Open**.

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The screen refreshes, displaying the path to the selected file (Figure 2-82).

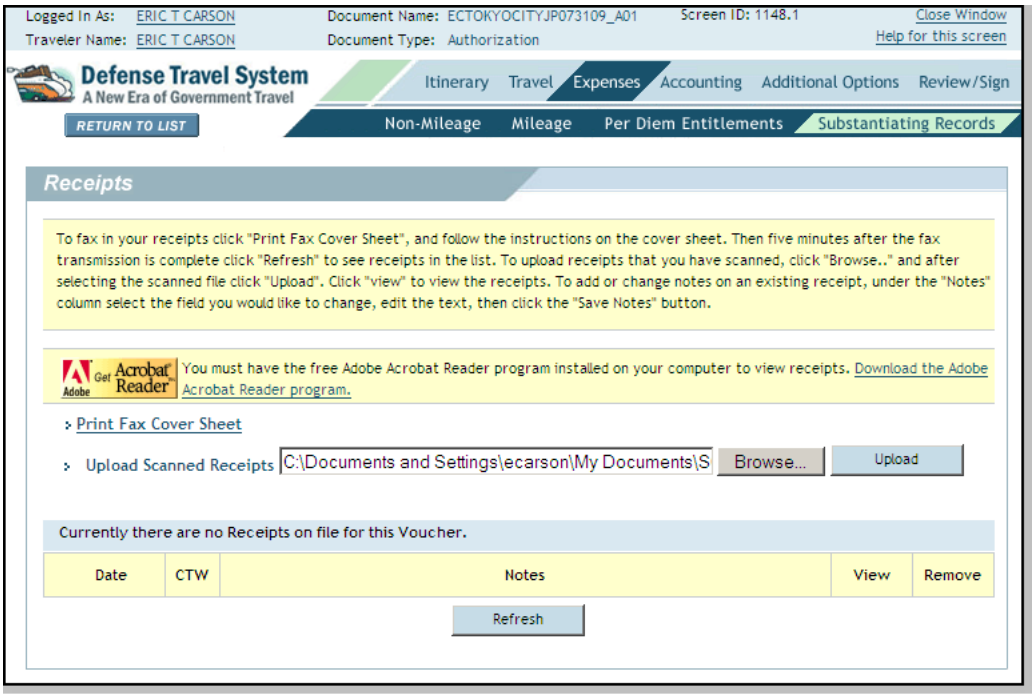

Figure 2-82: Receipts Screen

8. Select **Upload**.

The screen refreshes (Figure 2-83). The Notes field in the lower part of the screen displays the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the receipts be entered.

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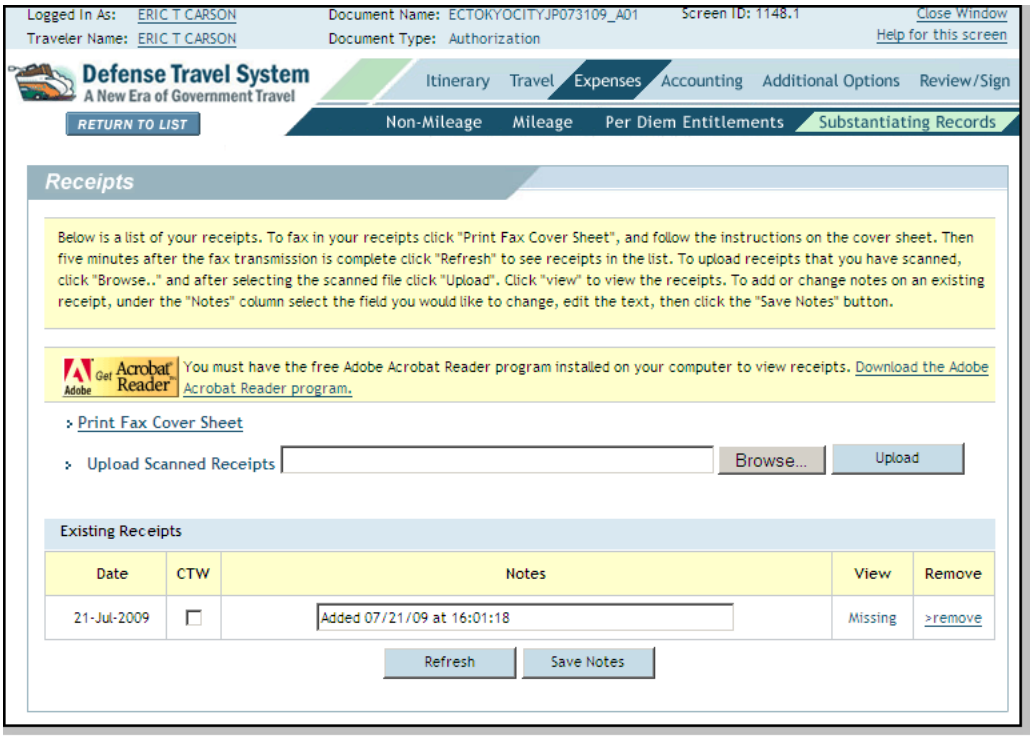

Figure 2-83: Receipts Screen

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

10. Select **Save Notes**.

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

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

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2.8 Accounting Codes

A person traveling on official DoD business must have an accounting code that identifies the source of funds for travel and may be required to provide this information when creating an authorization.

Note: Selection of a line of accounting (LOA) is not allowed for authorizations with a C-Permissive trip type.

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

- Accounting Label: Accounting codes or LOAs that belong to the organization. If a Default accounting code has been set up for the traveler, it auto-populates in the field
- Shared LOA: Accounting codes shared from a higher organization
- Cross Org LOA: Accounting codes shared from another DTS organization

No Other Accounts Available. Displays when no LOAs have been set up in DTS for the drop-down list.

Follow the below steps to select an accounting code for an authorization:

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

The Accounting Codes screen opens by default (Figure 2-84).

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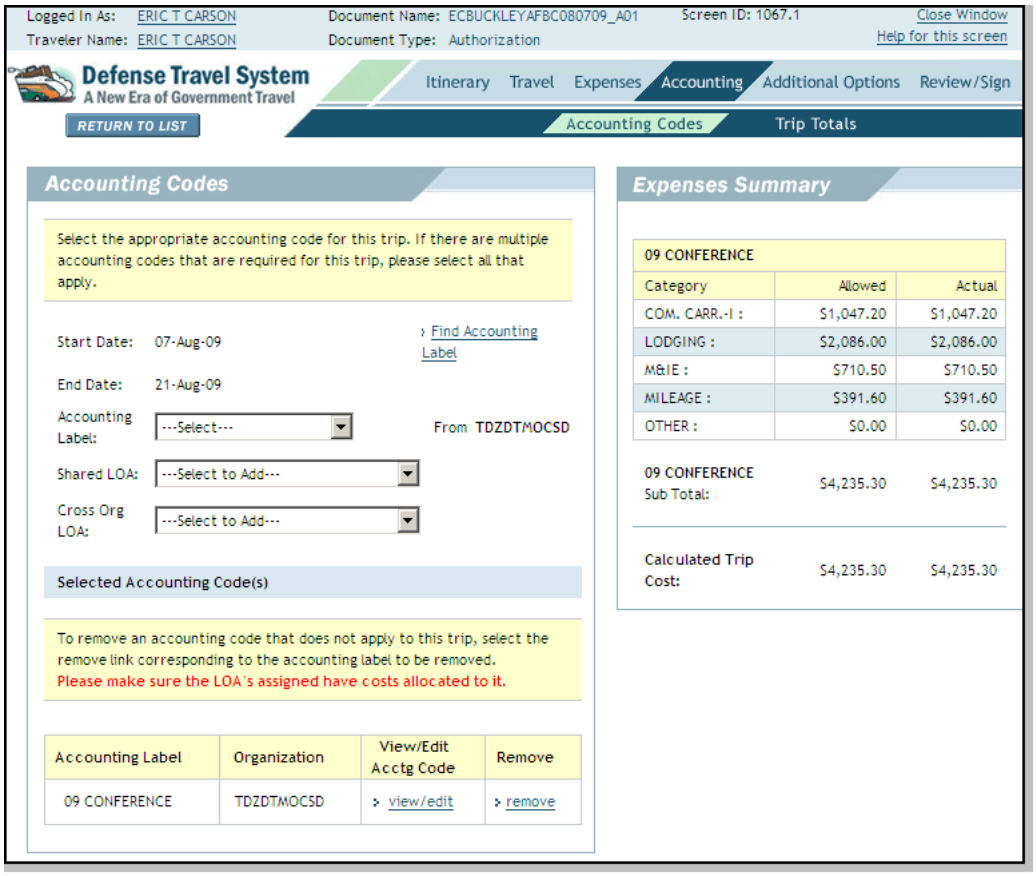

Figure 2-84: Accounting Codes Screen

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

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

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

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

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

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2.8.1 Select Multiple Accounting Codes

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

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

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

3. Select **Allocate Expenses**.

The Allocate Expenses screen opens.

4. Allocate the expenses.

5. Select **Save Allocations**.

2.8.2 Using FMS LOAs in an Authorization

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

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

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

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

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 2-85).

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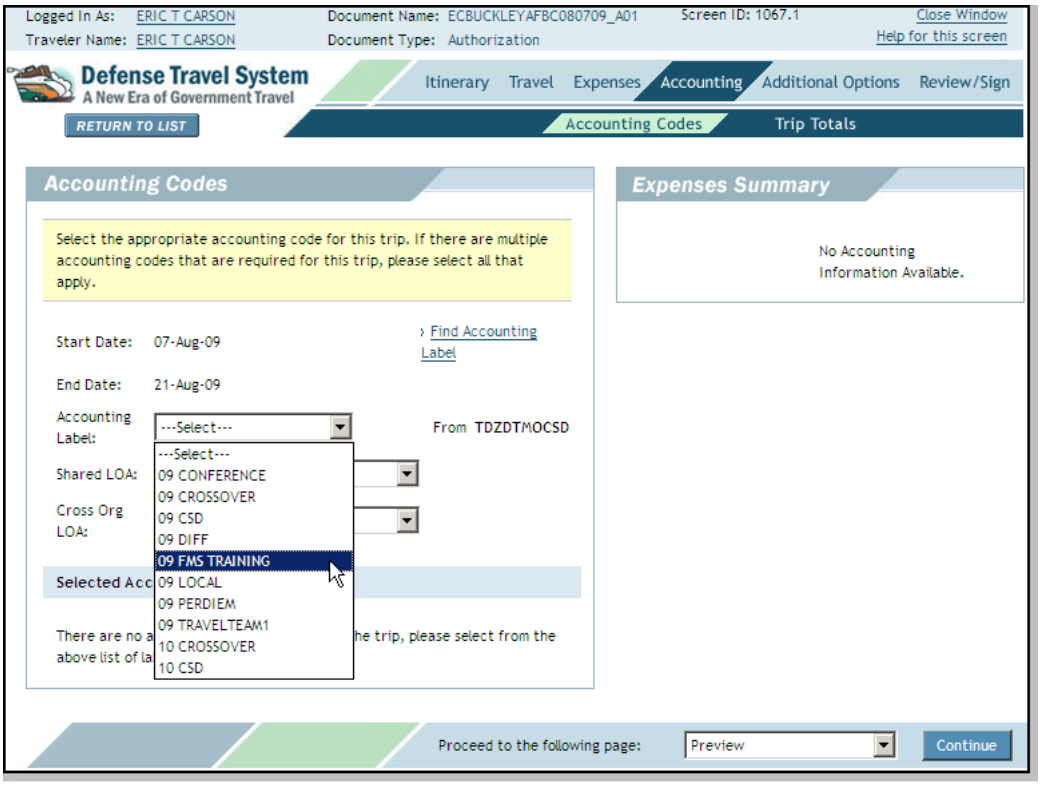

Figure 2-85: Accounting Codes Screen (LOA Selection List)

When an AO approves an authorization that includes an FMS LOA, DTS sends the traveler an e-mail explaining that payment may be delayed for a document that includes disbursements (Figure 2-86).

DATE: MM/DD/YY
FROM: Defense Travel System
TO: Traveler@organization.org.mil
CC: DTA@organization.org.mil
Subject: Possible Delay in Payment

Name of traveler:
Name of travel document:
Travel Authorization Number (TANUM):
Organization:

Your AUTH <doc name> indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SPP, and/or voucher from authorization may take up to 7 business days.
Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.
Please do not respond to this email.

Figure 2-86: Possible Delay in Payment E-mail

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2.9 Additional Options

The Additional Options feature of DTS allows travelers to update personal profiles and request SPPs and advances.

2.9.1 Profile

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

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

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

My Profile Screen. This allows the traveler to view and edit name, address, and other general information. The PCS Info button is not currently used (Figure 2-87).

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

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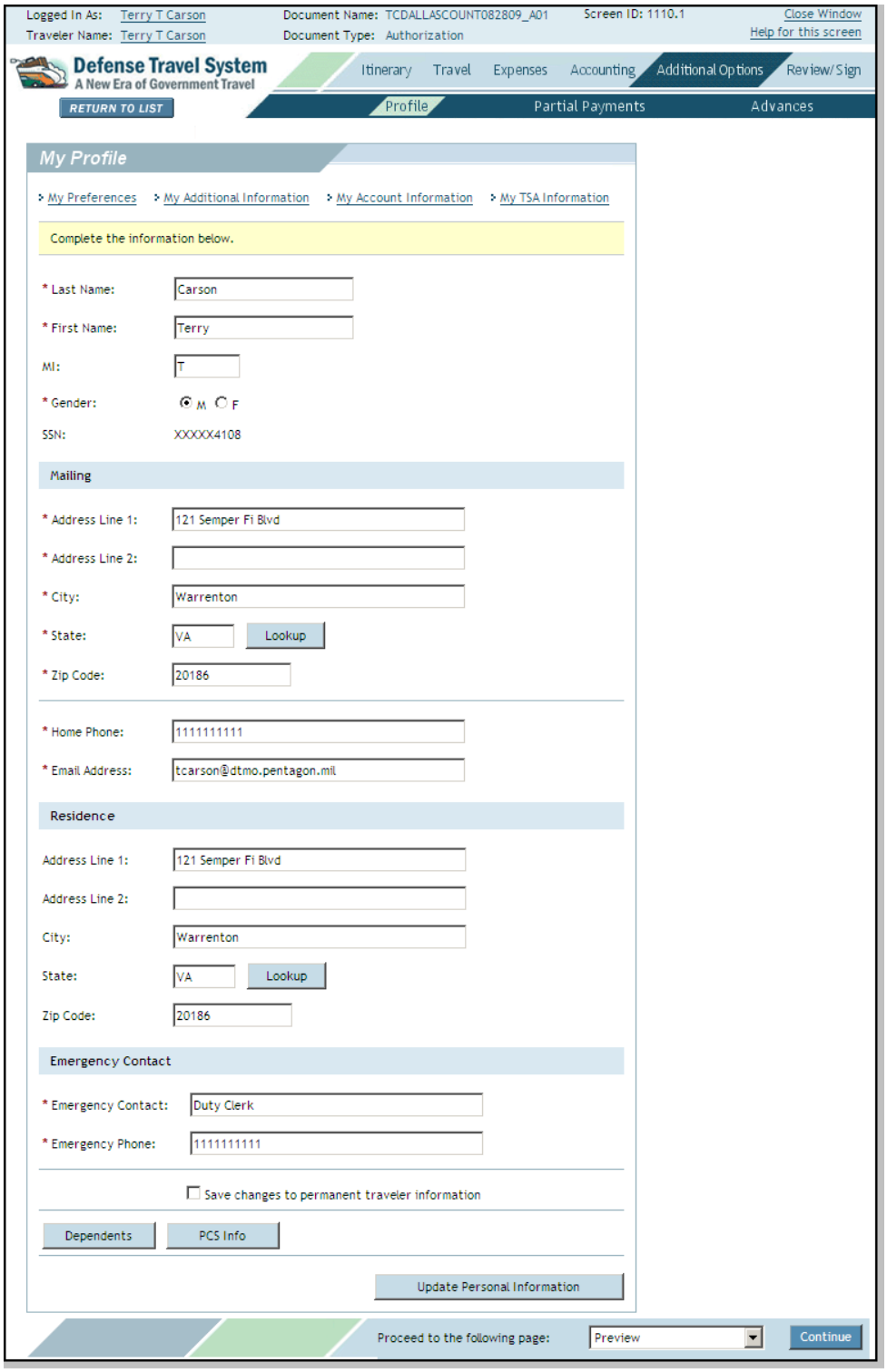

Figure 2-87: My Profile Screen

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Review and update the information in the below text fields:

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

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

My Preferences Screen. This section is divided into six areas: Air Travel Preferences, Miles to Airport, Lodging Preferences, Rental Car Preferences, Passport Information, and Miscellaneous (Figure 2-88). The Miscellaneous section contains a button to access rewards programs.

Note: If a preferred terminal is selected, DTS will use this as the default airport when creating reservations. If a preferred terminal is not selected, DTS will use the closest airport to the starting location on the Trip Overview screen. If preferred airline, lodging, or rental car companies are selected, DTS will only search the availability of those brands.

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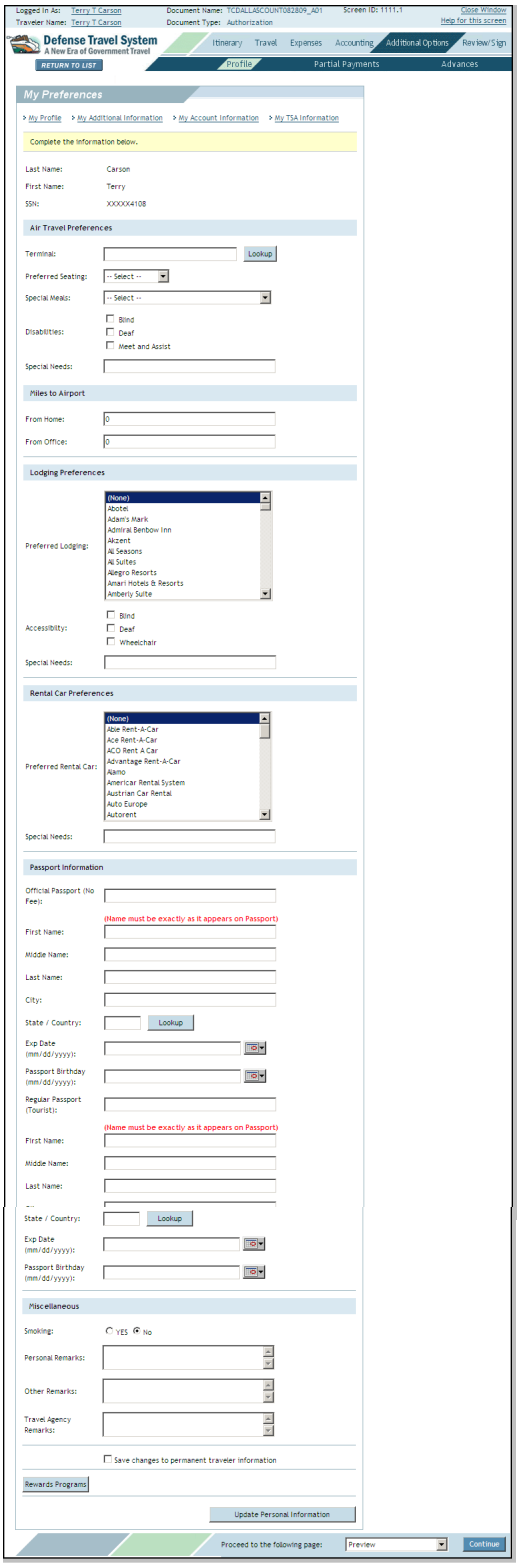

Figure 2-88: My Preferences Screen

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Review and update the information in the below sections:

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

My Additional Information Screen. This section is divided into three areas that deal with service or agency information and duty station information. There are also fields in which the names of AOs on the routing list can be updated (Figure 2-89).

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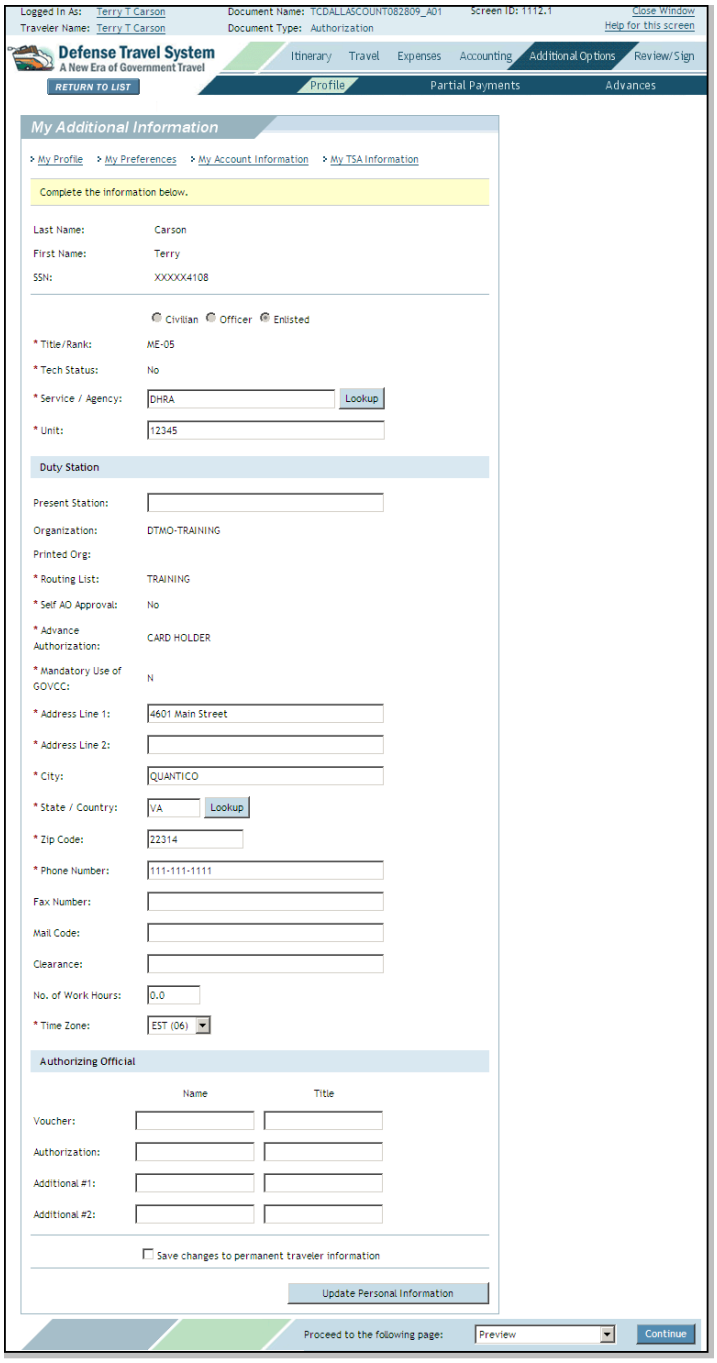

Figure 2-89: My Additional Information Screen

Review and update the below items:

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

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*Contact the DTA to update these fields.

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

My TSA Information. This link opens the TSA Secure Flight Information screen. It is used to provide the traveler's SFPD to the TSA for watch-list screening. DTS uses the information provided in the permanent profile to pre-populate fields in the document when reservations are requested (Figure 2-90). See Table 2-2 for descriptions of the fields.

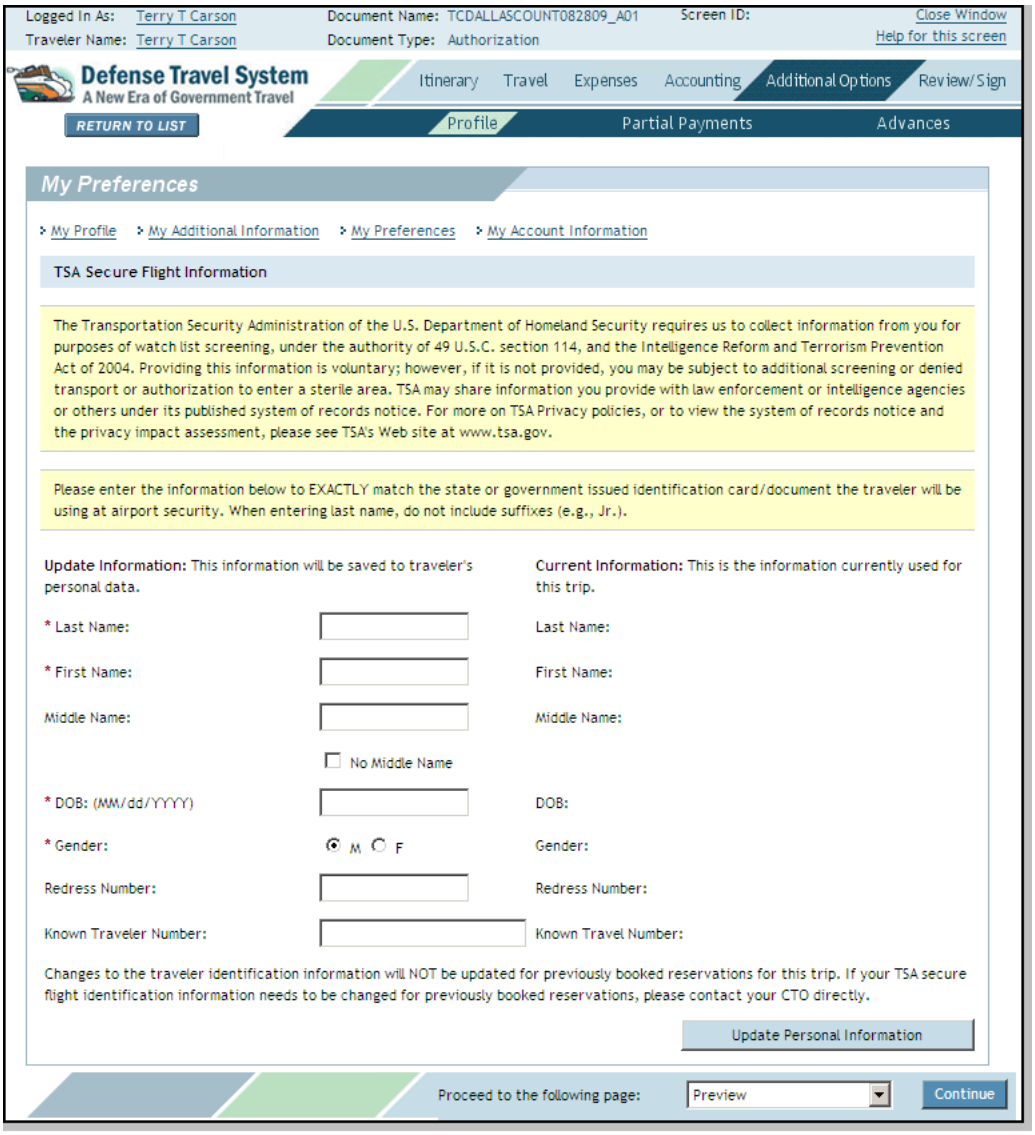

Figure 2-90: My Account Information Screen

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Review and update the information in the below text fields:

- Last Name
- First Name
- Middle Name/No Middle Name

- DOB
- Gender
- Redress Number
- Known Traveler Number

My Account Information Screen. This section is used to update financial information, such as setting a default LOA, and editing GTCC (or GOVCC) and electronic funds transfer (EFT) information (Figure 2-91).

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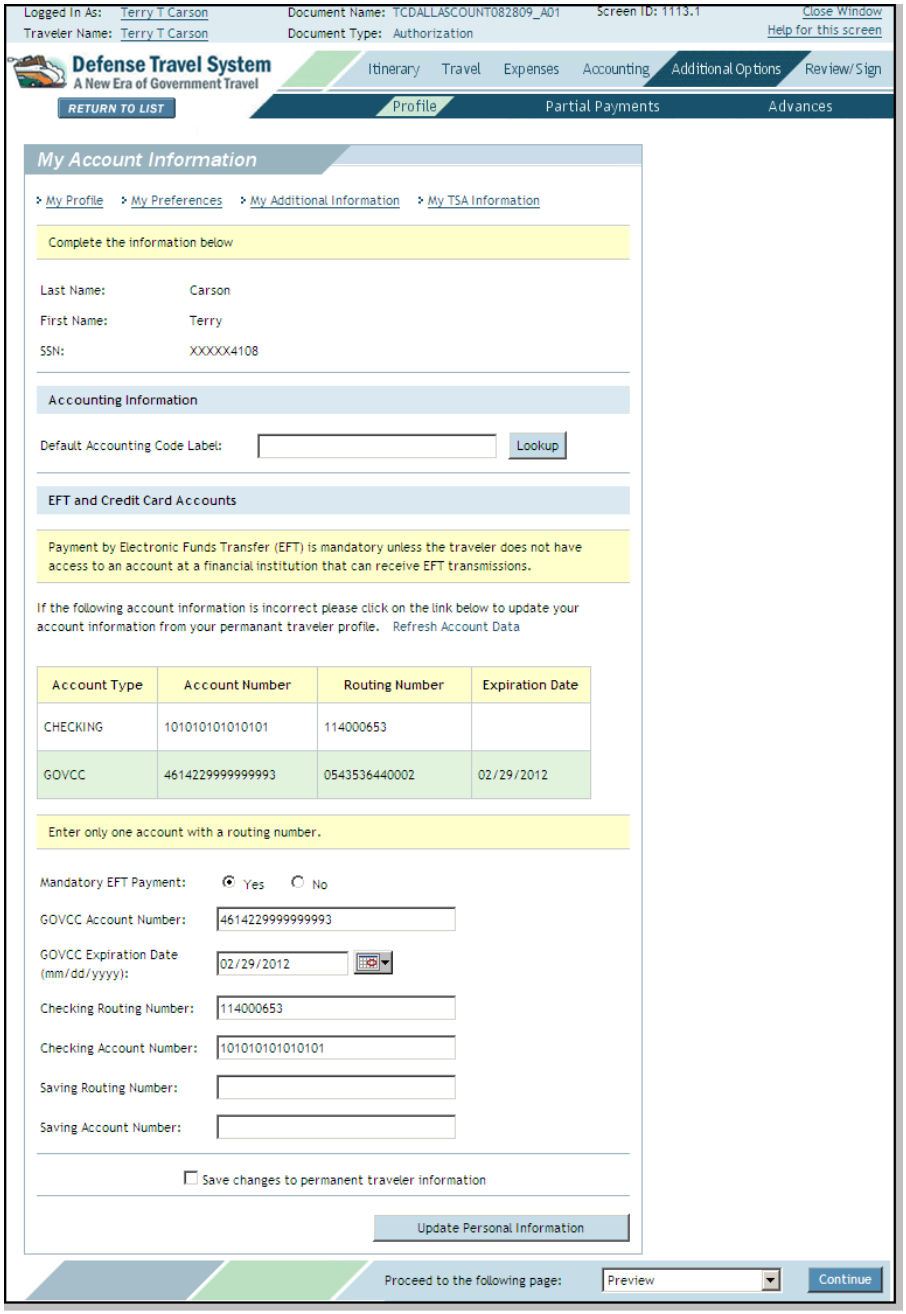

Figure 2-91: My Account Information Screen

Review and update the below information:

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

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(Optional) Select the **Lookup** button to select a **Default Accounting Code Label**. This LOA auto-populates on the Accounting Codes screen for payment of expenses on trip documents (Figure 2-92).

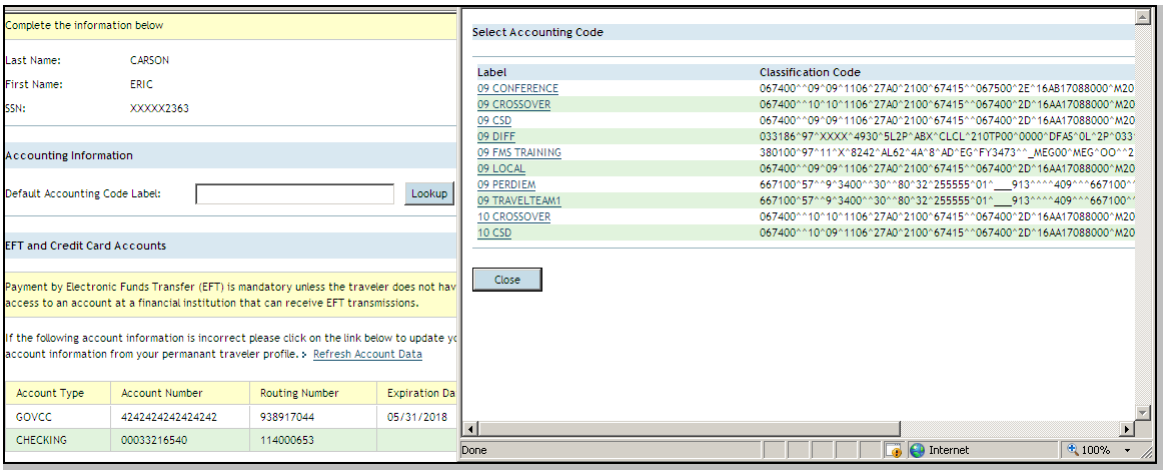

Figure 2-92: Default Accounting Code Label

If reservations are made and the document is signed without supplying credit card data, a prompt will display stating that hotel and or special rental car arrangements cannot be guaranteed. In this case, if the traveler does not have a GTCC, a personal credit card may be used.

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

Follow the below steps to update personal profile data:

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

The Profile screen opens by default.

2. Select the correct **link** for the screen to be updated.

3. Enter or update data.

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4. Check the **Save changes to permanent traveler information** box to save changes for use in all future documents. Leave the box unchecked to apply the changes to this document only (Figure 2-93).

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanant traveler profile. › Refresh Account Data

Account Type	Account Number	Routing Number	Expiration Date
GOVCC	4242424242424242	938917044	05/31/2018
CHECKING	00033216540	114000653	

Enter only one account with a routing number.

Mandatory EFT Payment: (•) Yes ( ) No

GOVCC Account Number: 4242424242424242

GOVCC Expiration Date (mm/dd/yyyy): 05/31/2018

Checking Routing Number: 114000228

Checking Account Number: 0009978556

Saving Routing Number:

Saving Account Number:

☑ Save changes to permanent traveler information

Update Personal Information

Figure 2-93: Save Changes for Only This Document or Permanently Screen

5. Select **Update Personal Information**.

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2.9.2 Scheduled Partial Payments (SPPs)

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

Follow the below steps to set up SPPs:

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

The My Profile screen opens (Figure 2-87).

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

The Scheduled Partial Payments screen opens (Figure 2-94). The Schedule Partial Payments button will only be available if the length of the trip exceeds 45 days.

3. Select **Schedule Partial Payments**.

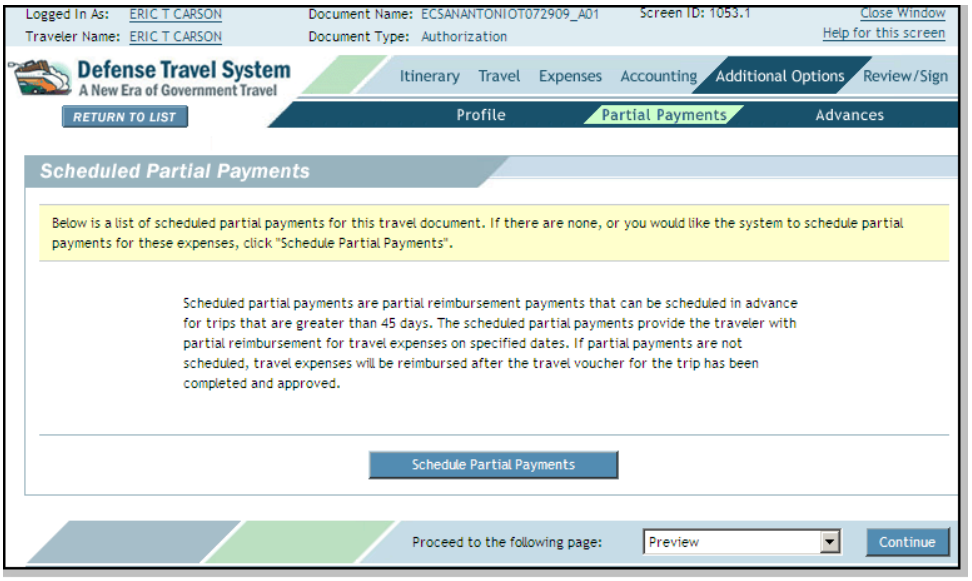

Figure 2-94: Schedule Partial Payments Screen

The SPP screen opens (Figure 2-95). DTS automatically calculates the payment amount(s), based on the estimated trip expenses and trip itinerary dates. Payment dates are automatically scheduled beginning 30 days from the trip start date, and every 30 days thereafter. The traveler cannot change SPP amounts or payment dates.

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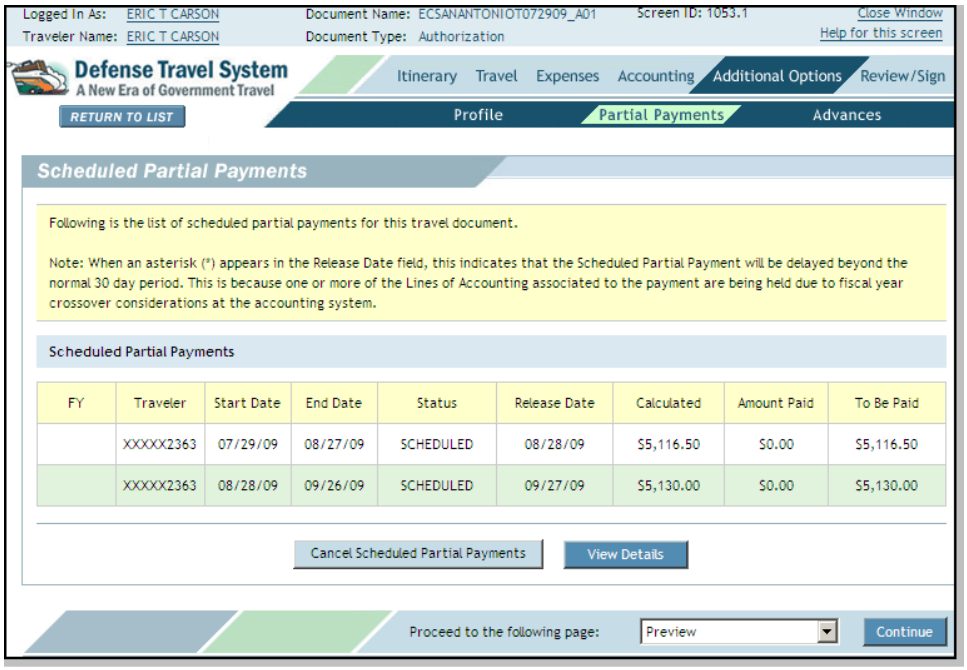

Figure 2-95: Scheduled Partial Payments Screen

If the expense amounts change during the trip and the traveler records expense adjustments, DTS will automatically recalculate the amounts for the SPPs that have not been submitted for payment.
If an amendment shortens the length of the trip, DTS will delete any SPPs that have been scheduled but have not been paid. If the trip is extended on the authorization, DTS will recalculate the payment amounts and the schedule based on the date changes.

Follow the below steps to view the details of an SPP:

1. Select **View Details**.

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The View Scheduled Partial Payments Details screen opens (Figure 2-96). Expenses are shown by category, date ranges, LOA used, amount paid, and amount to be paid.

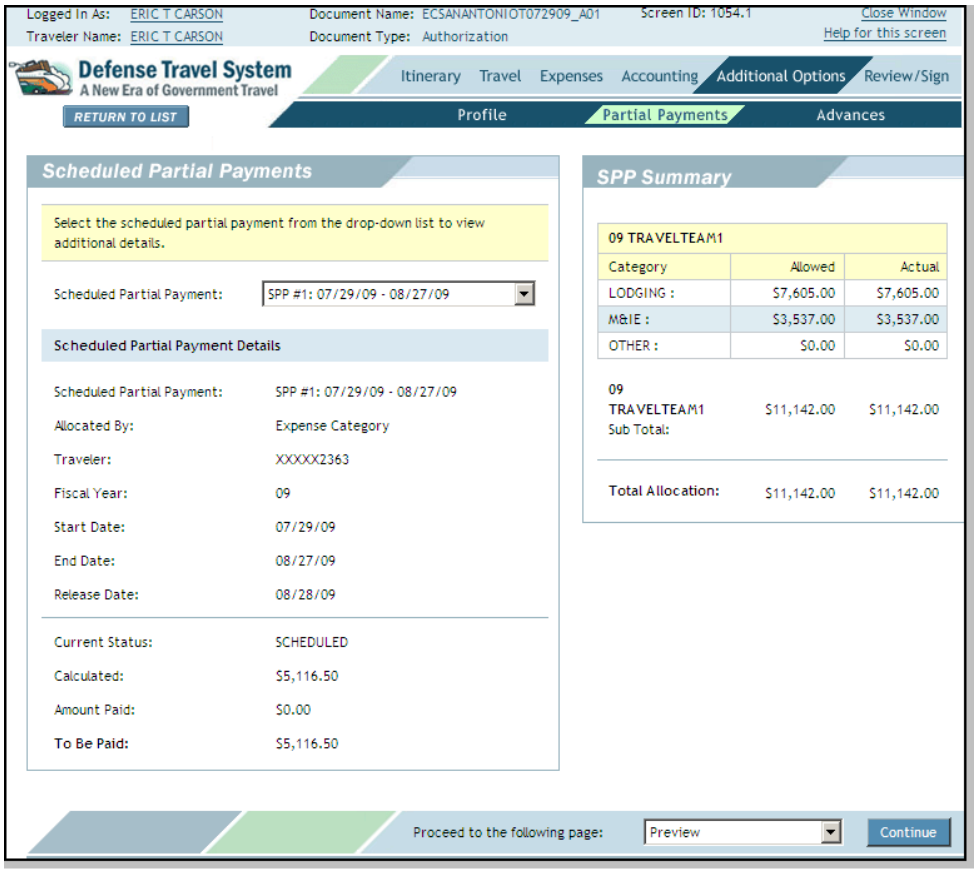

Figure 2-96: Scheduled Partial Payments Details Screen

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2. Select the **Scheduled Partial Payment** drop-down list arrow and select the **SPP** to be viewed (Figure 2-97).

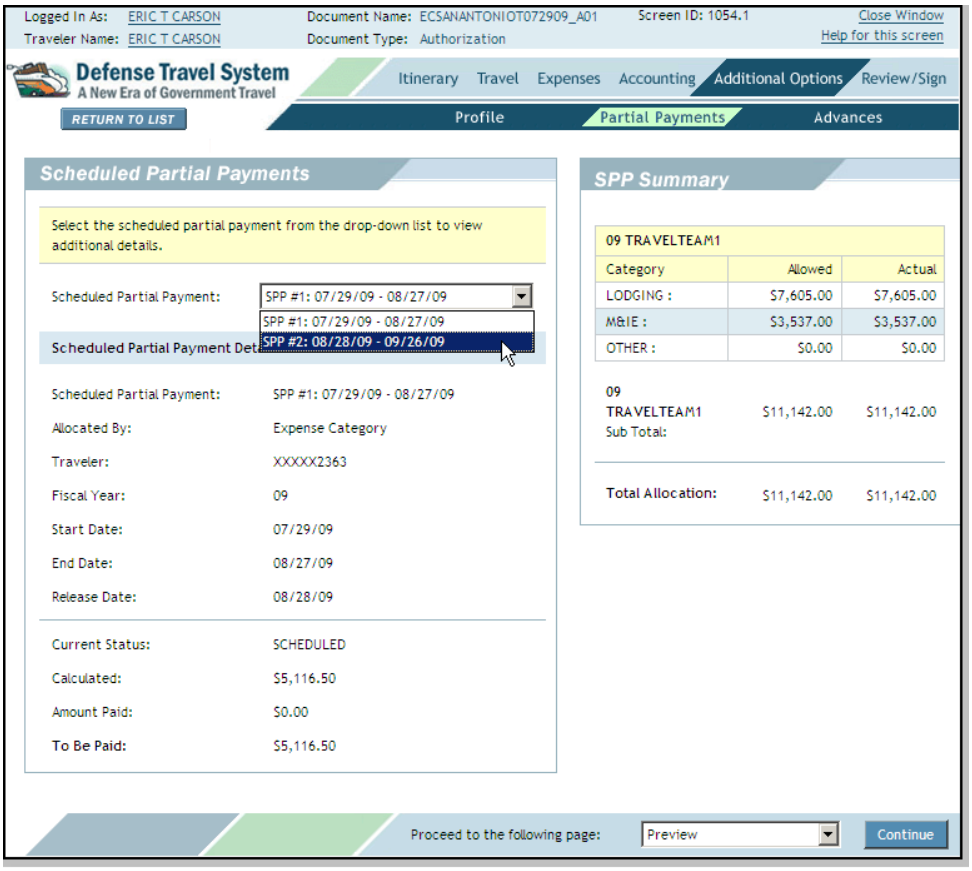

Figure 2-97: Scheduled Partial Payment Drop-Down List

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

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

4. Select **Continue**.

The Scheduled Partial Payments screen opens.

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

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

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

2.9.3 Non-ATM Advances

A non-ATM advance is a payment that a traveler receives before trip departure. Non-ATM advances are typically limited to travelers who do not have GTCCs. The two categories of advances are as follows:

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

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

Follow the below steps to request a non-ATM advance:

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

The My Profile screen opens.

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

The Advances screen opens.

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

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The maximum amount of the advance authorized displays in the Advances Summary box on the right side of the screen (Figure 2-98).

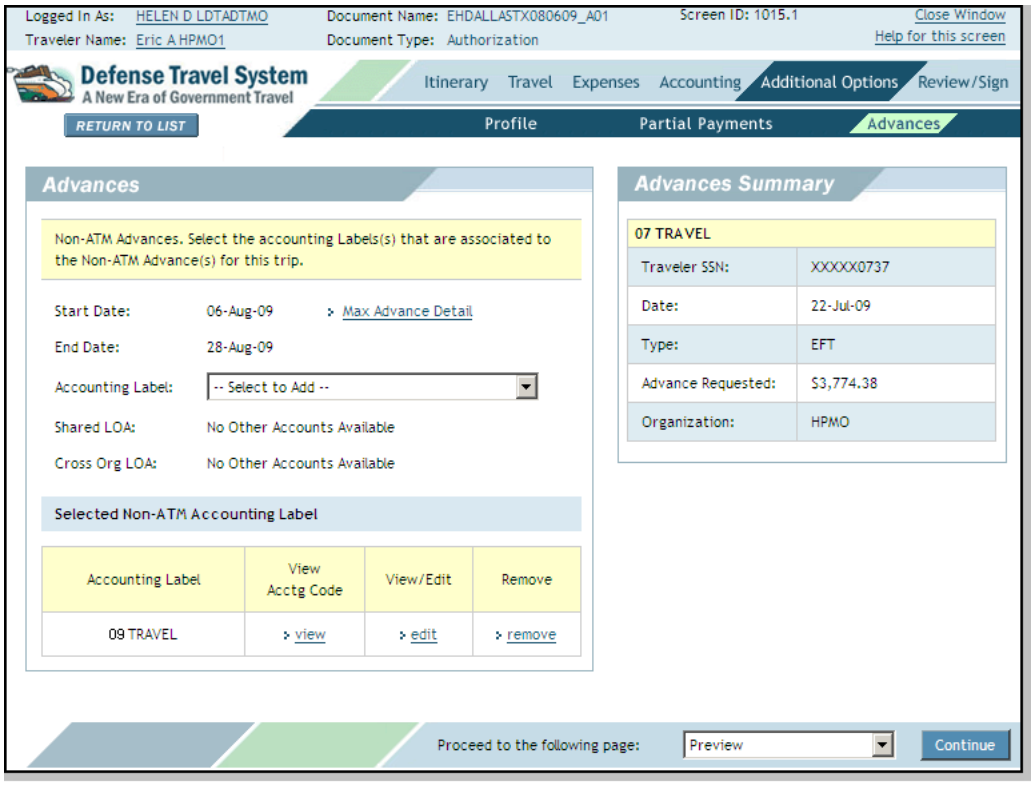

Figure 2-98: Advance Screen - Amount Displayed

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

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

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The Edit Advance screen opens (Figure 2-99).

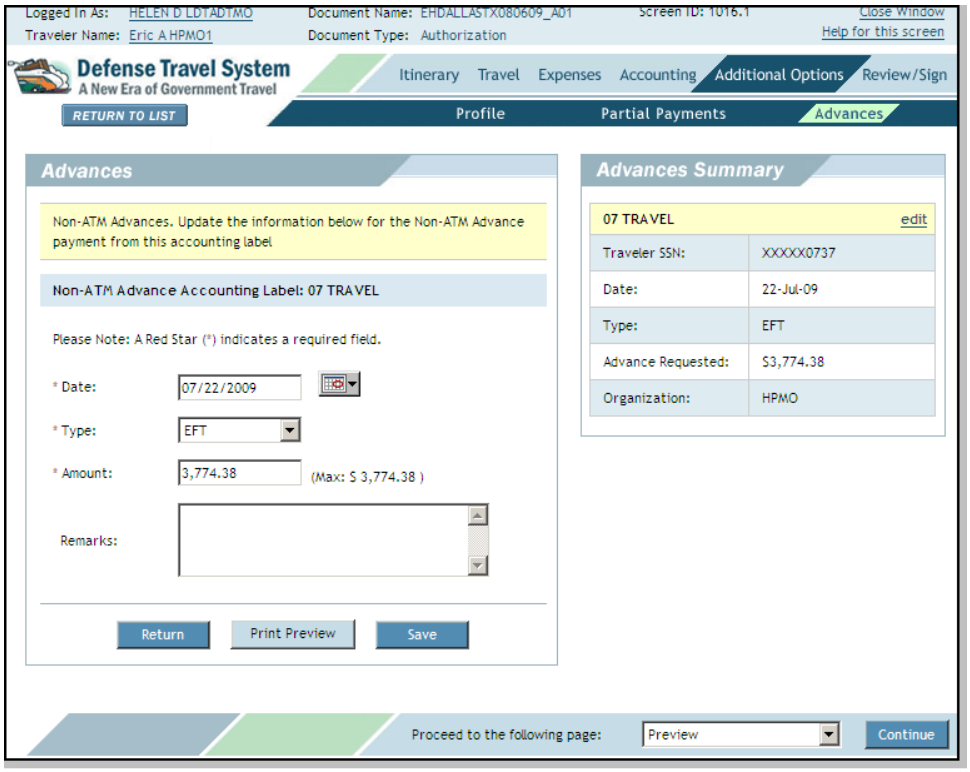

Figure 2-99: Edit Advance Screen

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

6. Select **Save**.

The Advances Summary refreshes. The requested amount is displayed.

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2.9.3.1 Change an Advance Amount

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

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

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

2. Select the **remove** link to the right of the selected Advance LOA (Figure 2-98).

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

The screen refreshes. It displays the new advance amount.

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

1. Log in to DTS and create an amendment.

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

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

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

2.10 Review/Sign

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

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2.10.1 Preview Trip

The Preview Trip screen allows the traveler to confirm and edit the data on an authorization (Figure 2-100). This screen may be used to provide comments to an AO.

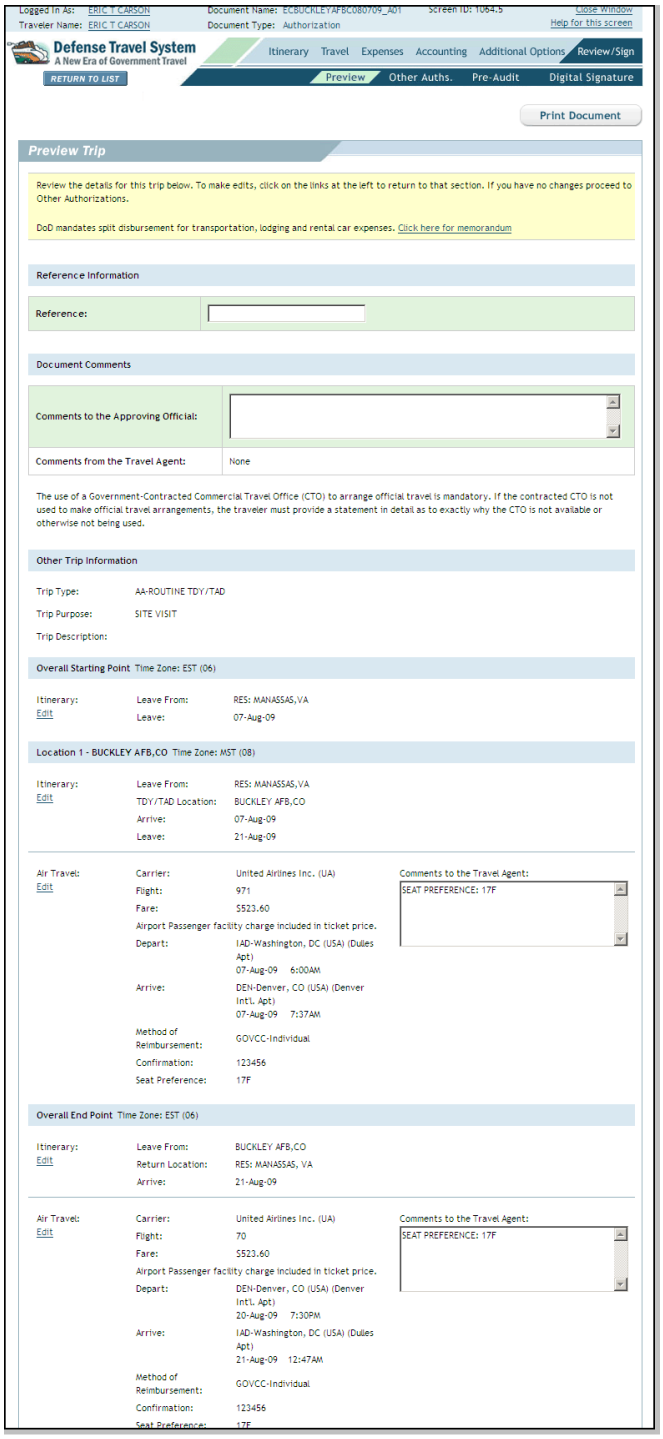

Figure 2-100: Preview Trip Screen

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Note: The **Click here for memorandum** link opens a message that outlines the mandatory use of split disbursement for military personnel. This is a reminder that travelers must use split disbursement for transportation, lodging, and rental car expenses. AOs are reminded that all claims must be reviewed to ensure policy compliance.

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

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

The Preview Trip screen opens (Figure 2-100).

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

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

The **Comments from the Travel Agent** field displays comments that the CTO has entered for the traveler.

4. Confirm all data.

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

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2.10.2 Other Authorizations

The DTS Other Authorizations feature is used to display and print remarks on travel documents (Figure 2-101). When the traveler selects an item that may need further explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, meals provided) DTS will automatically flag it as an Other Authorization. DTS also allows travelers to add Other Authorizations manually.

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

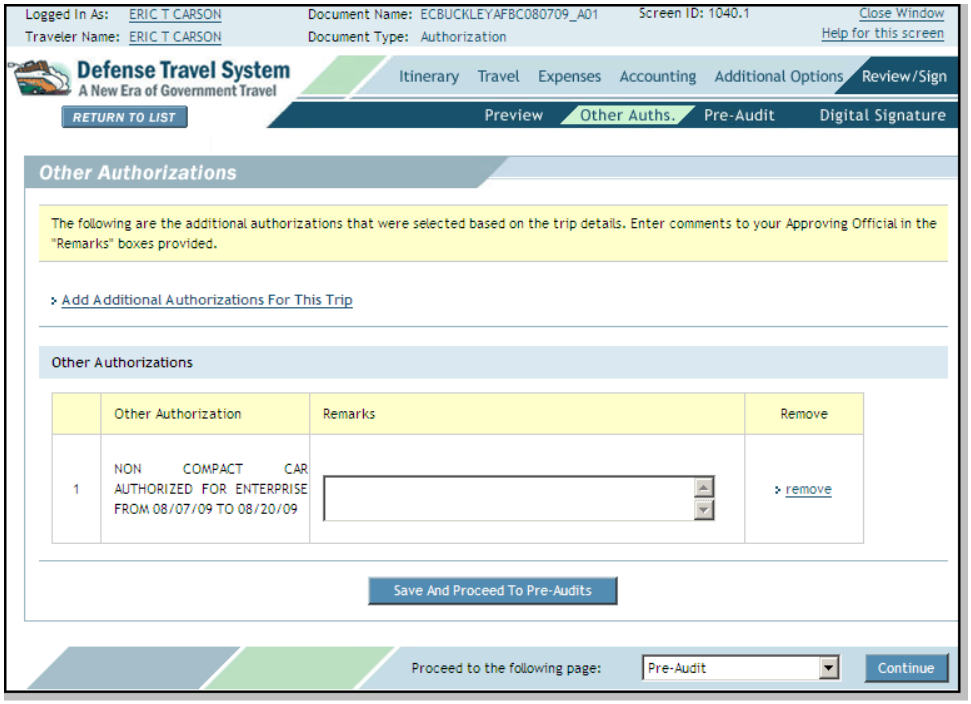

Figure 2-101: Other Authorizations Screen

1. Complete the **Remarks** field for the Other Authorizations listed.

2. Select **Add Additional Authorizations For This Trip**.

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The Other Authorizations Available list opens (Figure 2-102).

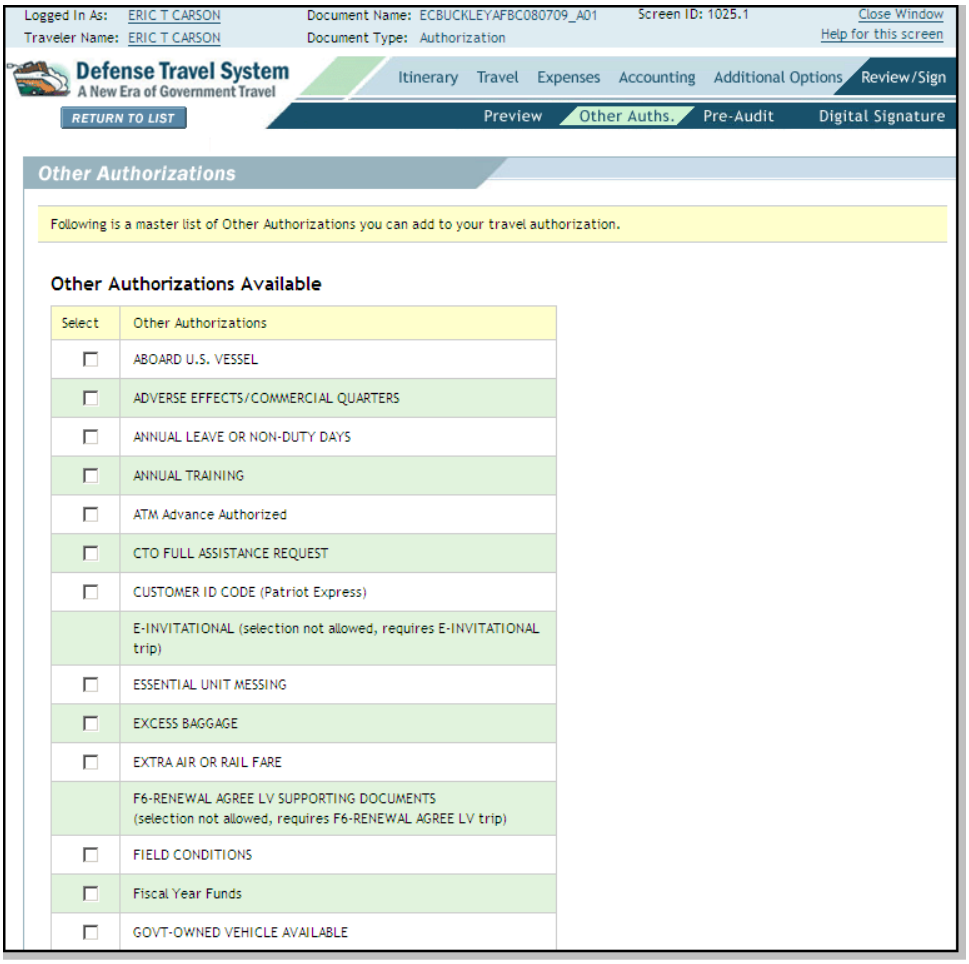

Figure 2-102: Other Authorizations Available Screen

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

4. Select **Add**.

The Other Authorizations screen refreshes displaying the selected items.

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

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

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

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

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Note: Entries in the Remarks field of any other authorizations will be printed on all forms.

2.10.3 Pre-Audit Trip

The Pre-Audit Trip screen displays any item that DTS has flagged in the document (Figure 2-103). DTS requires the traveler to justify certain items. Examples of such items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement changed. A flagged item does not stop one from traveling, requesting a certain expense, or obtaining lodging that is not within the per diem rate. Appropriate comments must be entered for the item(s) that have a Justification to Approving Official text box.

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

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

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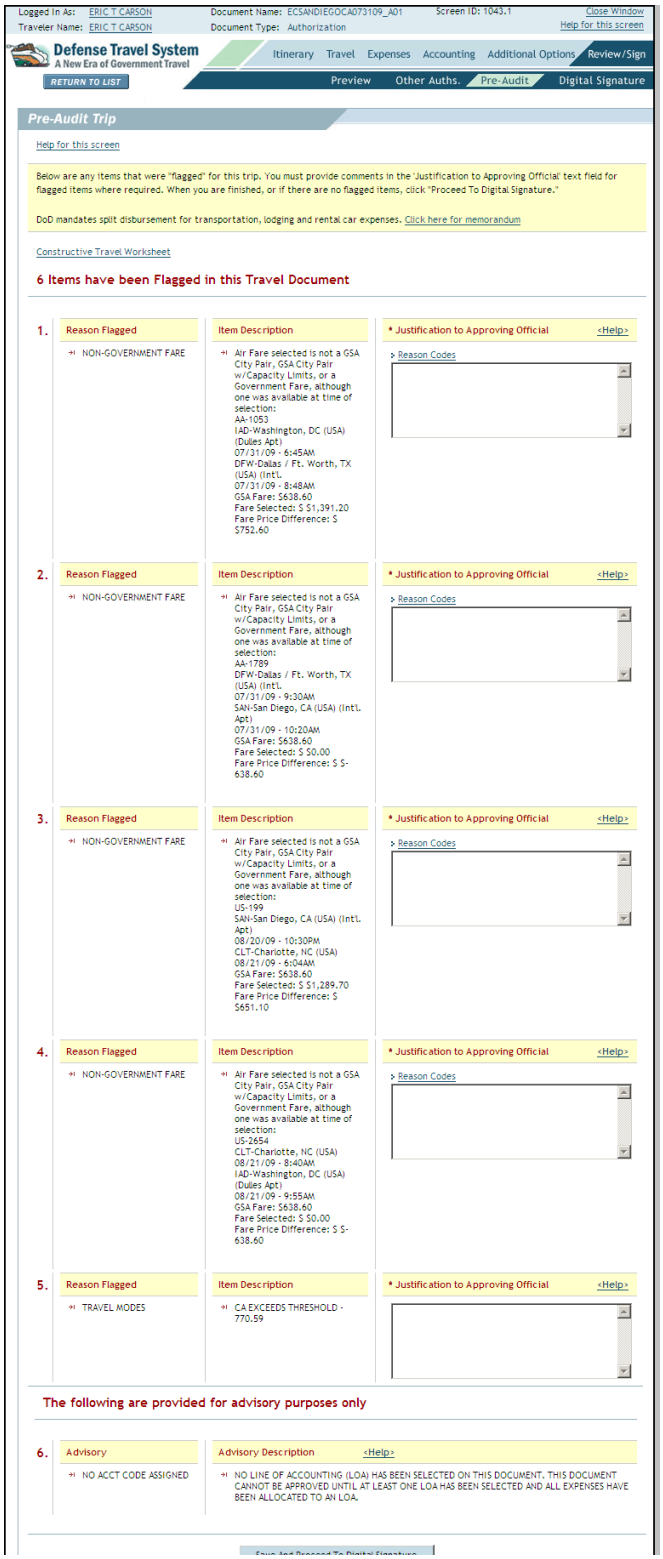

Figure 2-103: Pre-Audit Trip Screen

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

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

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

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

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

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

- Selecting a non-GSA contract fare flight on the Air Travel screen.
- Selecting E-Invitational as the Trip Type on the Trip Overview screen.

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The Reason Codes screen opens (Figure 2-104).

Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON
Document Name: ECSANDIEGOCA073109_A01
Document Type: Authorization
Screen ID: 1108.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Reason Codes

This is a list of Pre-Audit reason codes that apply to NON-GOVERNMENT FARE.

Pre-Audit Reason Codes For NON-GOVERNMENT FARE

Select	Reason Code & Description	Authority Source Reference
☐	C1 - Does not meet mission requirements Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip. Space on scheduled flights (including a confirmed pet space (see note)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the cost of the trip. *Note: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a
☐	C2 - Outside normal working hours The contractors flight schedule is inconsistent with explicit policies of individual Federal department and agencies where applicable to schedule travel during normal working hours. The contractors flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a
☐	C3 - Lower non-contract fare available to the general public	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a
☐	C4 - Seat not available on contract air carrier	DTR, Appendix H
☐	C5 - Used contract fare for portion of trip, but not entire trip.	DTR, Appendix H
☐	C6 - Lower Non-contract fare used on contract carrier	DTR, Appendix H
☐	C7 - Traveler refused contract fare because: (a) Airport Specified (b) Carrier specified (c) Routing specified (d) Time specified (e) Personal reasons.	DTR, Appendix H
☐	C8 - No cost ticket (e.g. Frequent Flyer).	DTR, Appendix H
☐	C9 - Foreign Military Service (FMS)	DTR, Appendix H
☐	C10 - Rail service available and cost effective Rail service is available and that service is cost effective and consistent with mission requirements.	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a

Return Save

Figure 2-104: Reasons Codes Screen

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

4. Select **Save**.

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

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

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

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

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

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

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

2.10.4 Digital Signature

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

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

The Digital Signature screen opens (Figure 2-105).

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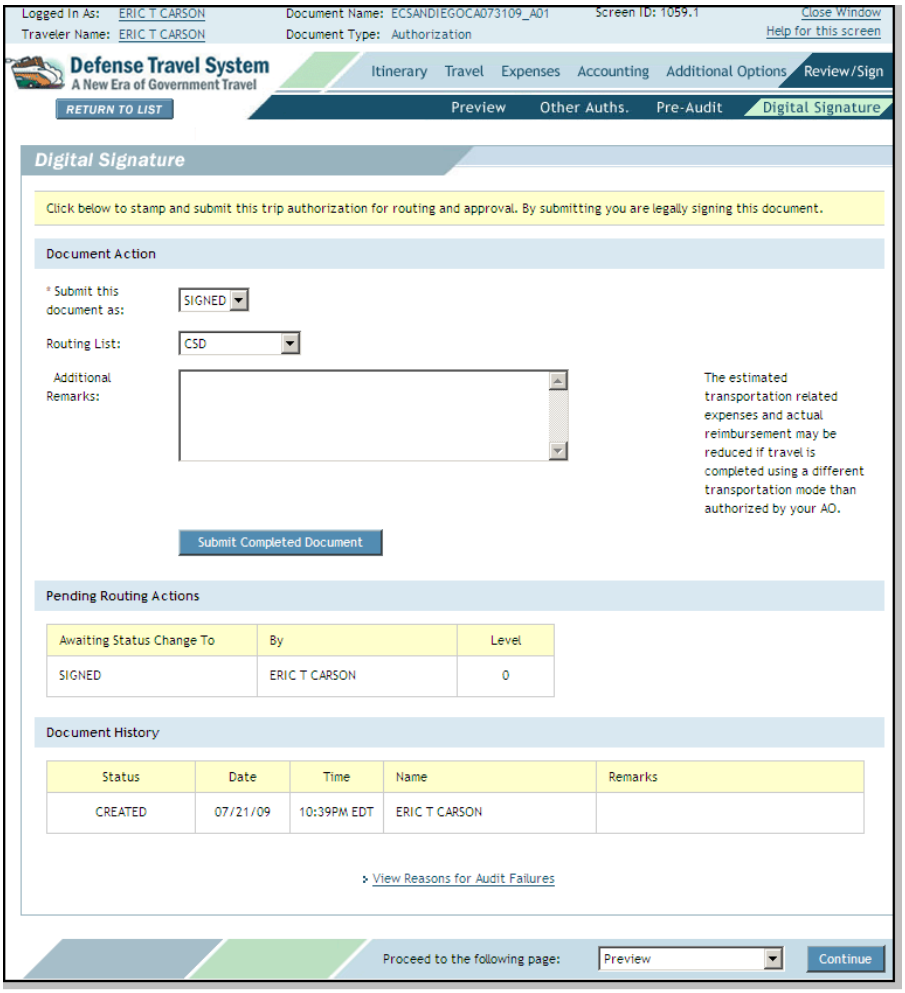

Figure 2-105: Digital Signature Screen

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

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

3. Select **OK**.

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

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

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

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

6. Select **Submit Completed Document**.

If the traveler has made a hotel or rental car reservation, and the traveler's profile contains no valid GTCC (or the traveler has not previously entered personal credit card information), DTS displays the below pop-up message (Figure 2-106):

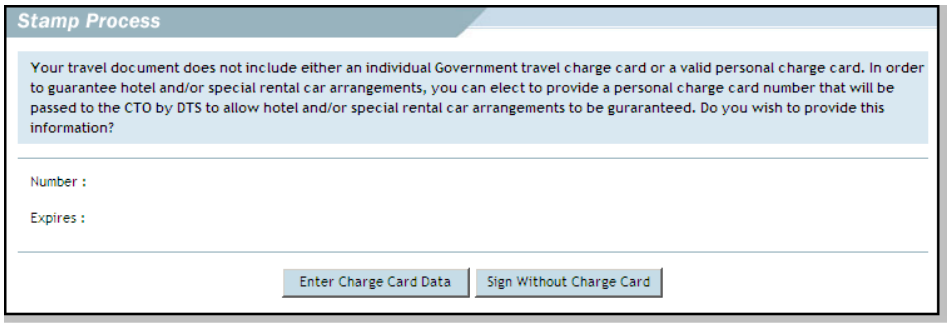

Figure 2-106: Initial Prompt for Personal Charge Card Data

If **Sign Without Charge Card** is selected, the below pop-up message displays stating that hotel and special rental car arrangements may not be guaranteed. The traveler may enter charge card data or continue signing the document without credit card information (Figure 2-107).

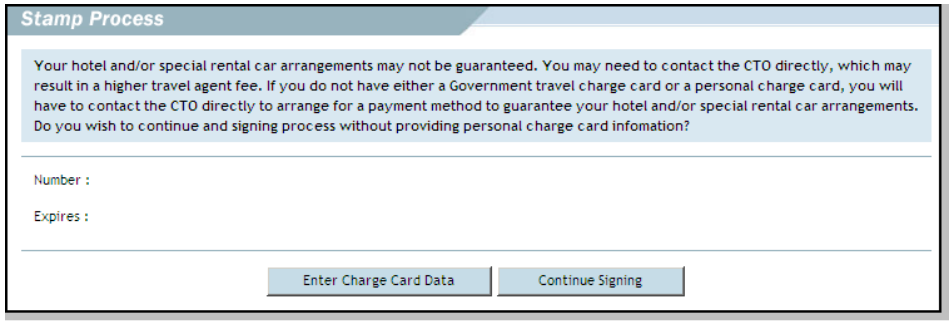

Figure 2-107: Sign Without Personal Charge Card Data

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If **Enter Charge Card Data is** selected, the window refreshes. It displays text boxes in which to enter the personal credit card number and expiration date (Figure 2-108).

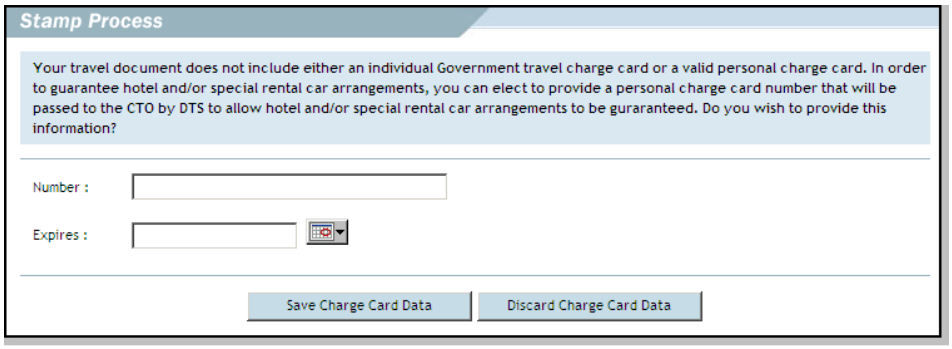

Figure 2-108: Enter Personal Charge Card Data

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

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

9. Select **Save Charge Card Data**.

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

Once saved, the following message will display:

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

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

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

If you have more than one digital signature to choose, the **Choose Signing Certificate** pop-up will open (Figure 2-109).

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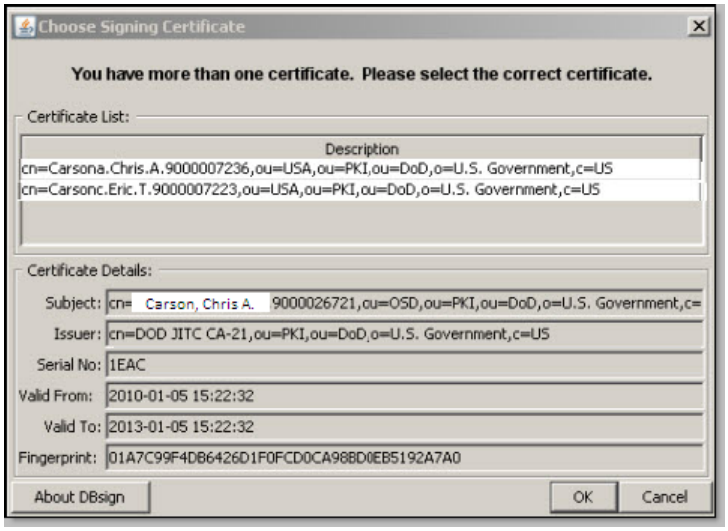

Figure 2-109: Choose Signing Certificate

The document is now signed. The Authorizations/Orders screen opens, displaying the list of existing authorizations.

2.10.5 Make an Adjustment to an Authorization

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

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

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

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

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

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

The Authorizations/Orders screen opens. It displays a list of existing authorizations (Figure 2-110).

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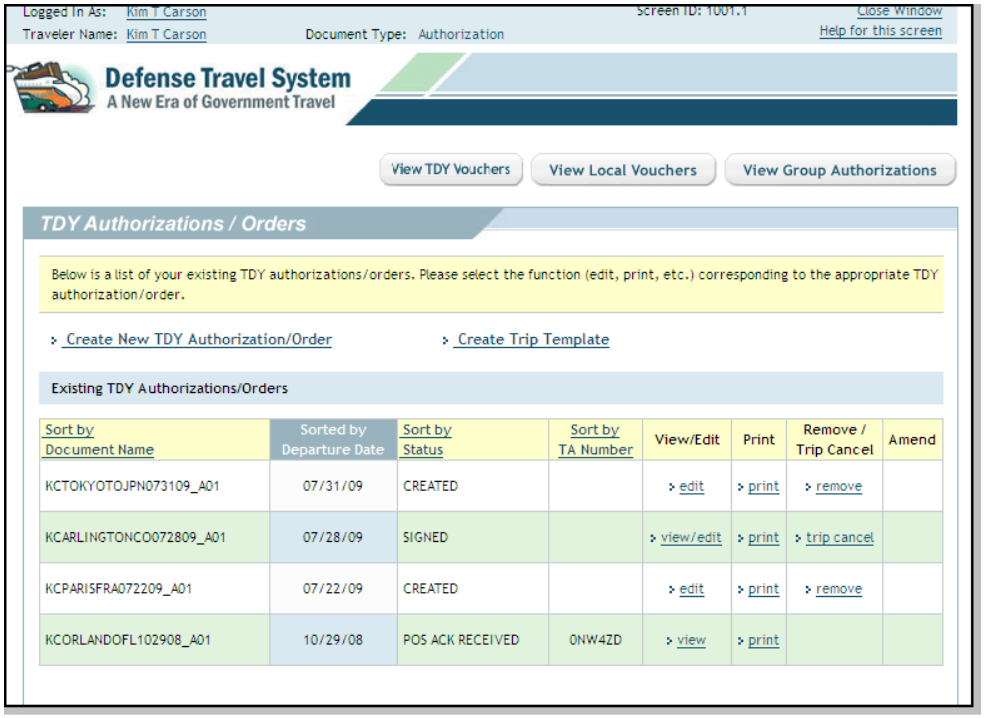

Figure 2-110: Authorizations/Orders Screen

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

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

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

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The Adjustments screen opens (Figure 2-111).

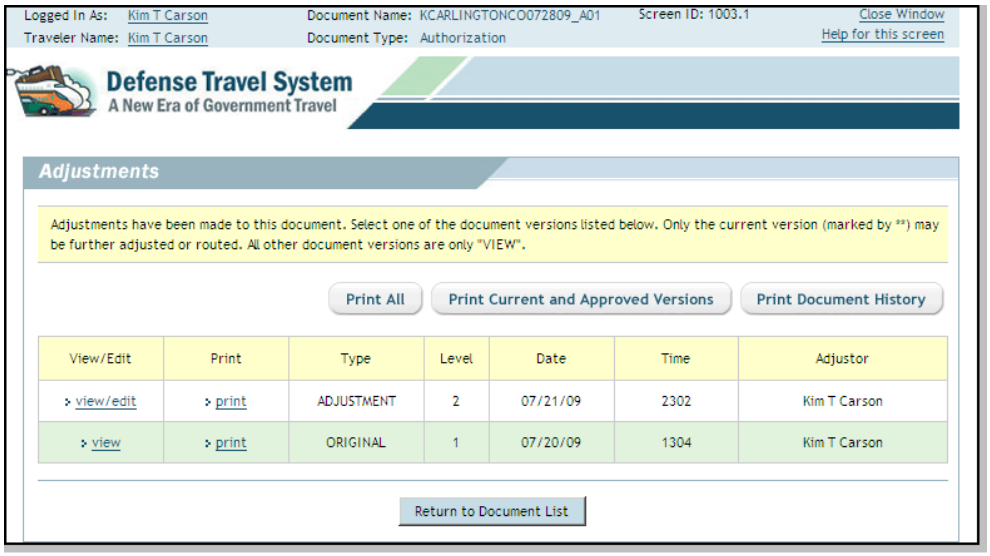

Figure 2-111: Adjustments Screen

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

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

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

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

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

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

4. Select **view/edit**.

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The **View-Only** window opens (Figure 2-112).

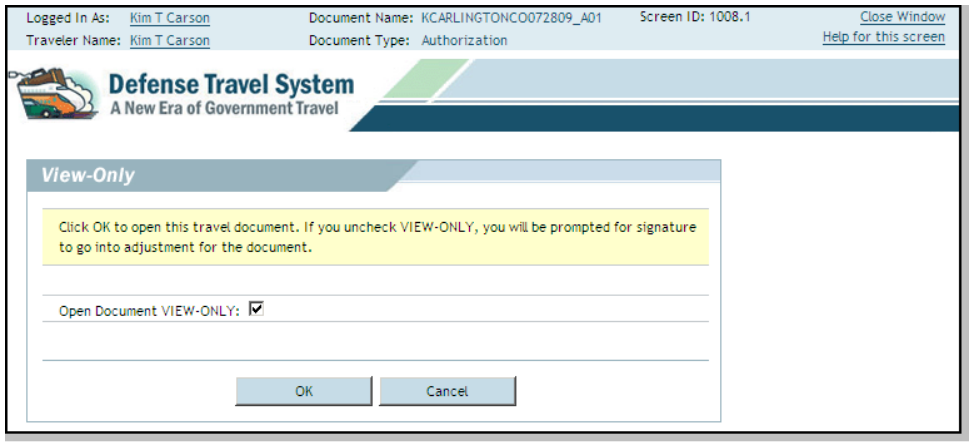

Figure 2-112: View-Only Window

5. Clear the check from the **Open Document VIEW-ONLY** box.

6. Select **OK**.

The Digital Signature Login window opens (Figure 2-109).

7. Complete the **PIN** field.

8. Select **OK**.

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The Preview Trip screen opens with a message informing the traveler that if any changes are made to reservations or to the method of reimbursement, the SIGNED stamp must be applied for those changes to take effect (Figure 2-113).

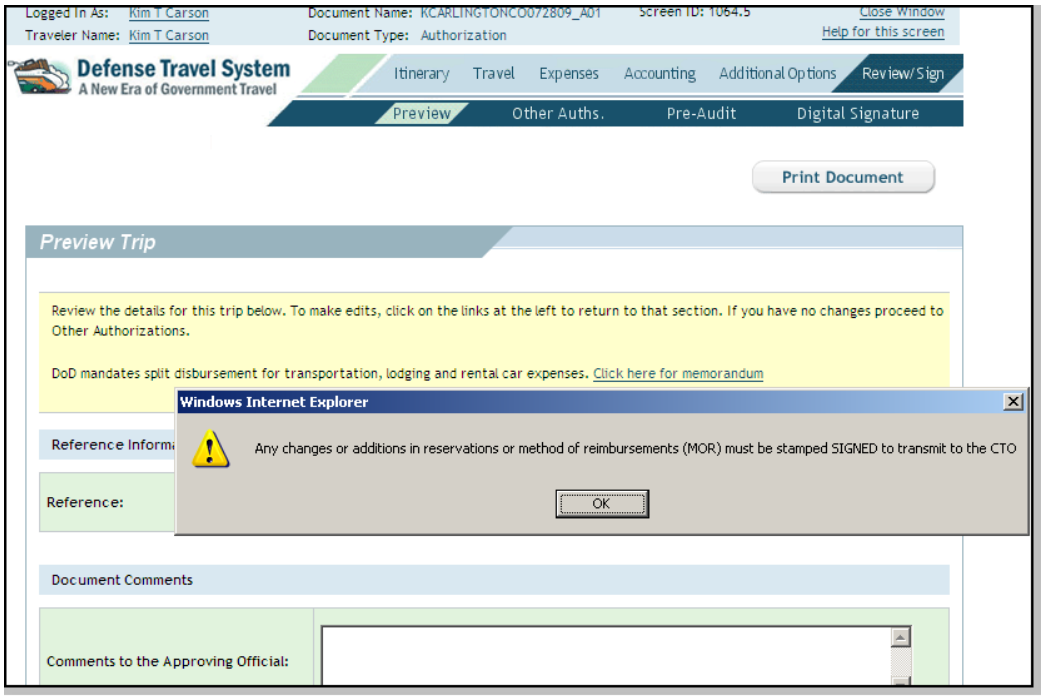

Figure 2-113: Preview Trip Screen with Warning Message

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

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

10. Select any of the **edit** links to edit details about the associated expenses and reservations.

11. Select the **appropriate tab(s)** on the navigation bar and the subnavigation bar to open the screens and make changes.

12. Select **Pre-Audit** from the subnavigation bar.

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The Pre-Audit Trip screen opens (Figure 2-114). Enter justification for any items flagged by the changes.

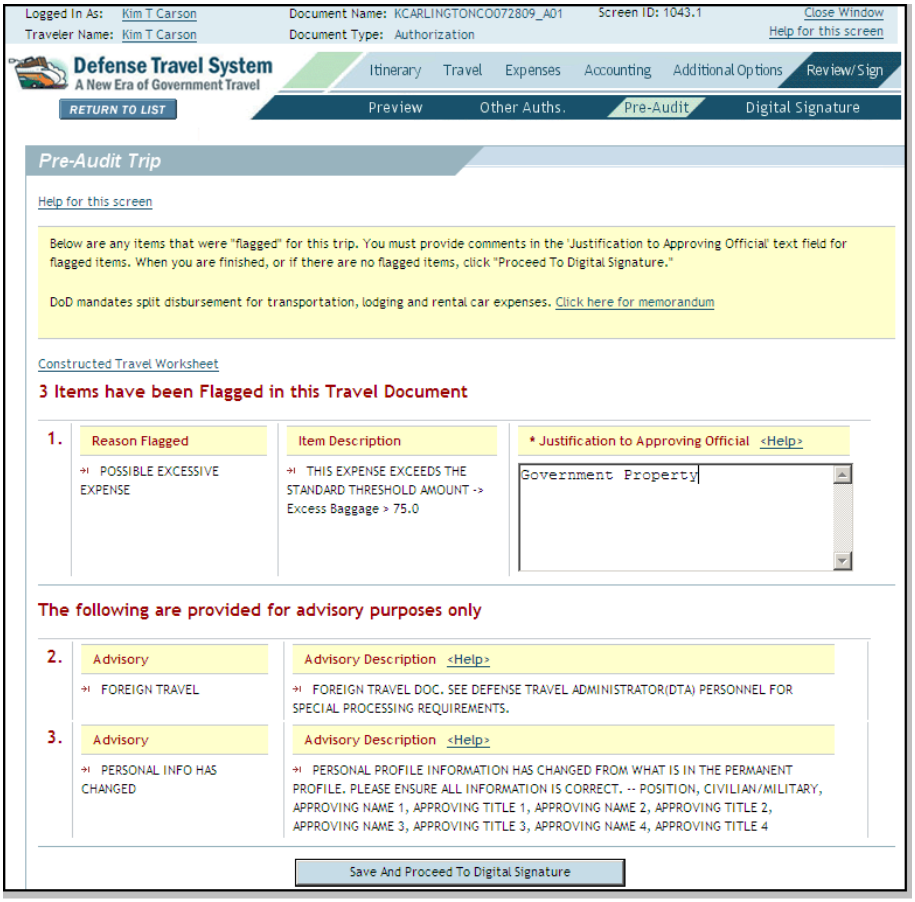

Figure 2-114: Pre-Audit Trip Screen

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

The Digital Signature screen opens.

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

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

16. Select **Submit Completed Document**.

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

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2.10.6 Self-Approving Official

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

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

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

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

The Preview Trip screen opens.

3. Review the trip information.

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

5. Review the other authorizations information.

6. Select **Save and Proceed to Pre-Audit.**

The Pre-Audit Trip screen opens.

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

The Digital Signature screen opens.

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

9. Select **Submit Completed Document**.

The Digital Signature Login screen opens.

10. Complete the **PIN** field.

11. Select **OK**.

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The Stamp Process screen opens (Figure 2-115). See Chapter 6 of this manual for details regarding the Route and Review process.

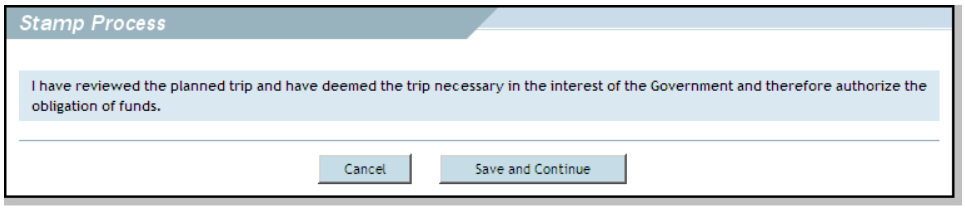

Figure 2-115: Stamp Process Screen

12. Select **Save and Continue**.

The Fund Authorization screen opens (Figure 2-116).

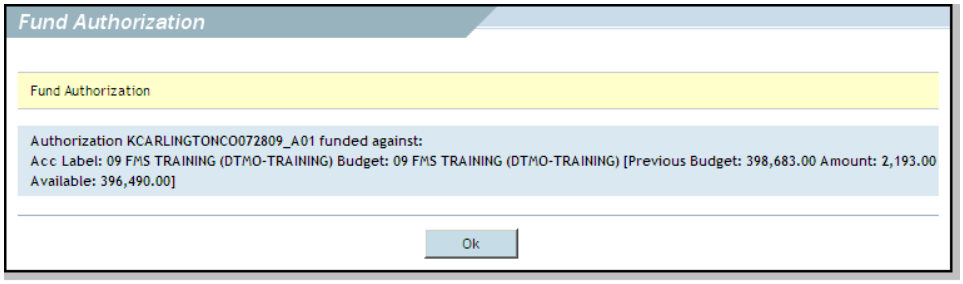

Figure 2-116: Fund Authorization Screen

13. Select **Continue**.

The Stamping Results screen opens (Figure 2-117).

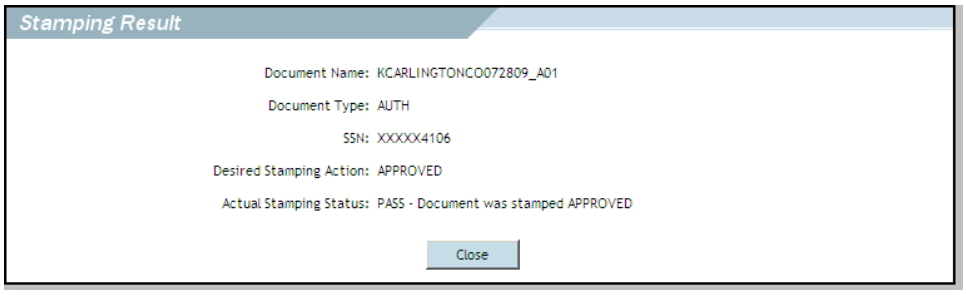

Figure 2-117: Stamping Results Screen

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2.10.7 Confirm Ticketed Reservations

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

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

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

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

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

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

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2.11 Partner System-Generated Documents

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

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

The partner system exports the travel information and the traveler's information to DTS in the form of an XML file. DTS imports the information and uses it to create an authorization shell. DTS sends an e-mail to the traveler and DTA notifying them of the authority to travel and of the upcoming travel dates. The traveler then logs in to DTS, completes or edits the authorization, and submits it for approval.

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

Section 2.11.2 provides the traveler with the steps to complete or edit the imported authorization.

2.11.1 Partner Setting to Allow Traveler Edits

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

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

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

The traveler receives an e-mail stating the recommended changes that should be made to the document. The traveler then goes into the document to make the changes manually.

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

If the partner setting for Allow Data Modification is set to Yes, then the partner system's changes to the authorization overwrite the current travel authorization. The traveler receives an e-mail stating that changes were made to the document. If the traveler has already signed the authorization, they will receive an e-mail that identifies the changes that should be made to the authorization. The traveler then accesses the document to make the changes manually.

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2.11.2 Complete or Edit an Imported Authorization

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

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

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

The Authorizations/Orders screen opens. A list of the traveler's existing authorizations display (Figure 2-118).

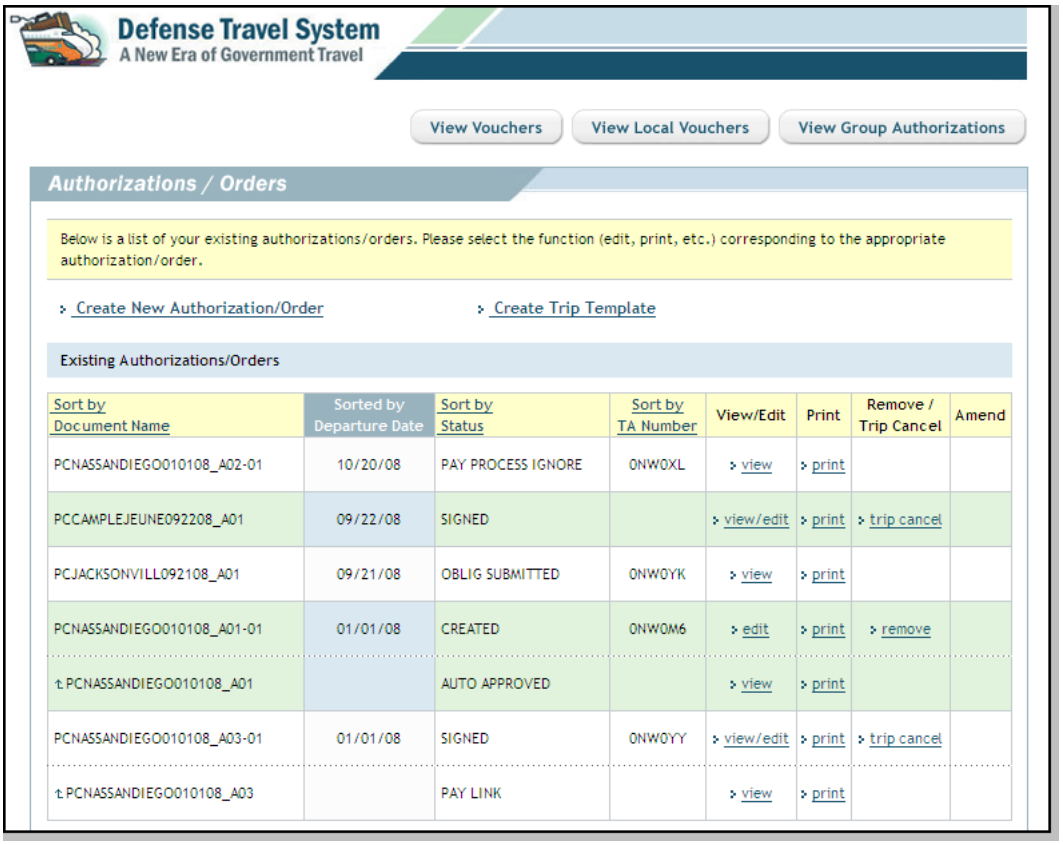

Figure 2-118: Authorizations/Orders Screen

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

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If the partner system has included a comment to the traveler, the General Comments Acknowledgement screen opens (Figure 2-119). If no comment was added, the Preview Trip screen opens (Figure 2-120).

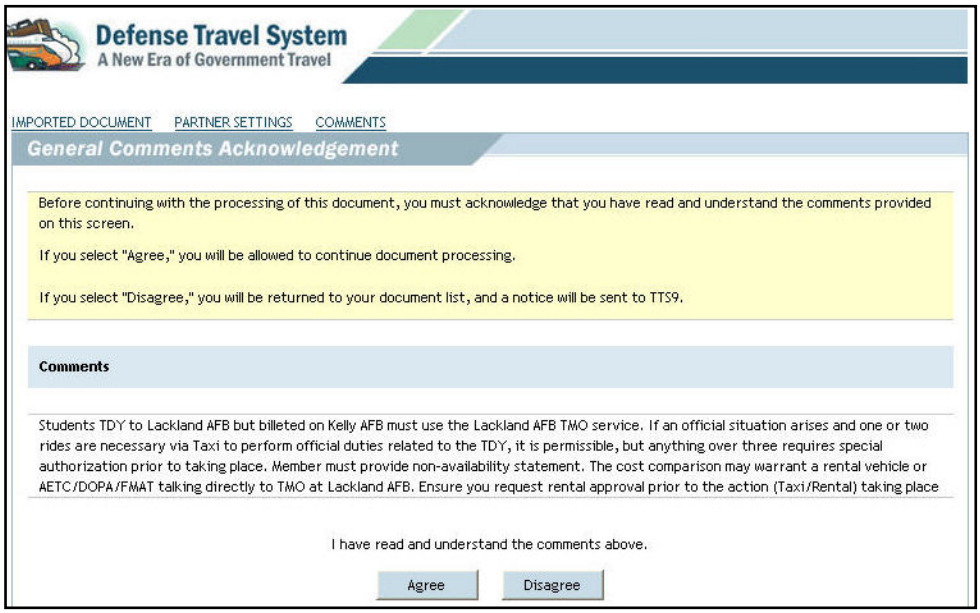

Figure 2-119: General Comments Acknowledgement Screen

4. The traveler selects **Agree** to indicate that the comments added by the partner system have been read and understood. Selecting **Disagree** returns to the document list.

Note: Once the traveler has selected **Agree** to this comment, this screen does not appear again.

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The Preview Trip screen opens (Figure 2-120).

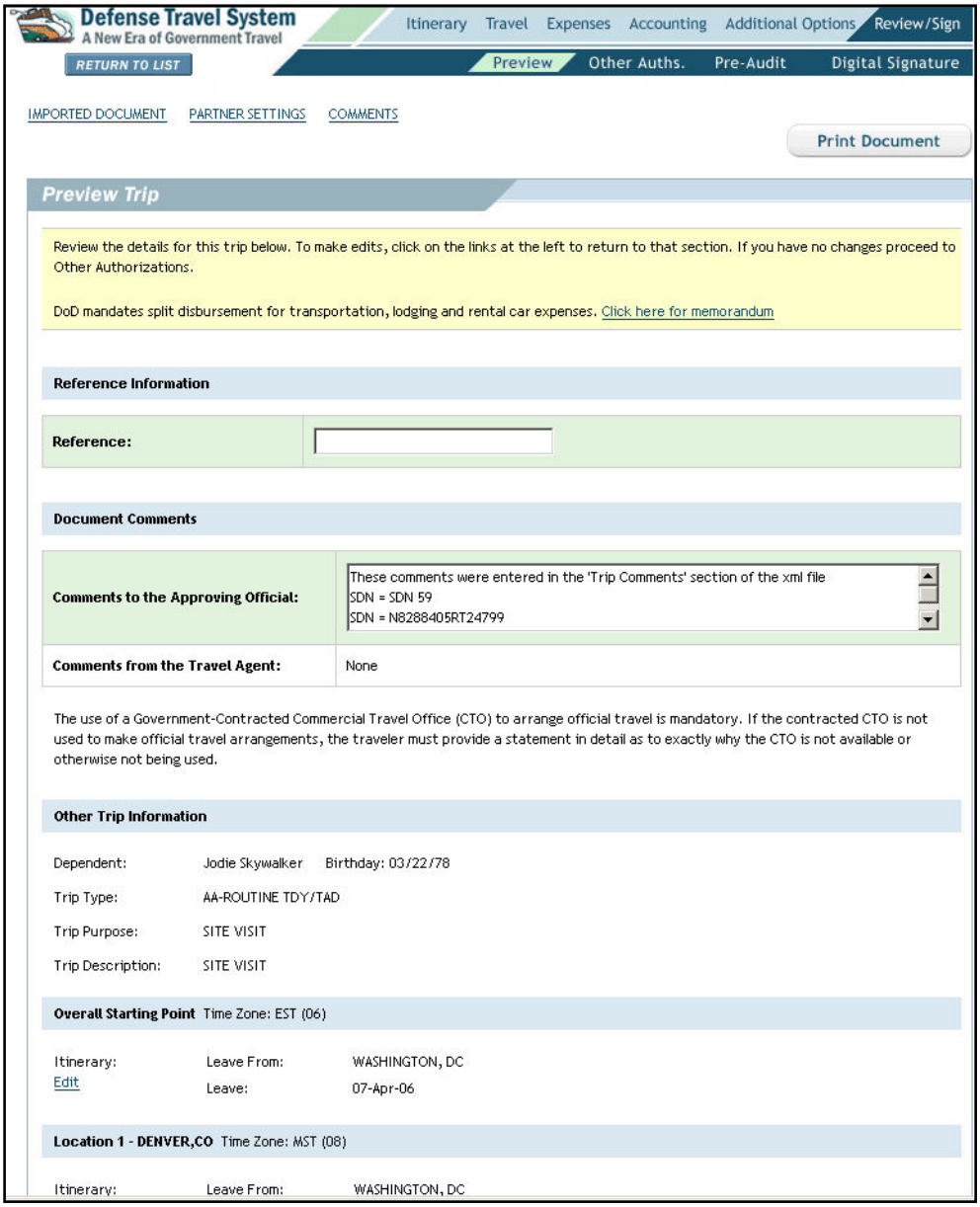

Figure 2-120: Preview Trip Screen on Imported Authorization

If the partner system has sent a modification file for the authorization, the following message displays at the top of the Preview Trip screen (Figure 2-121):

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

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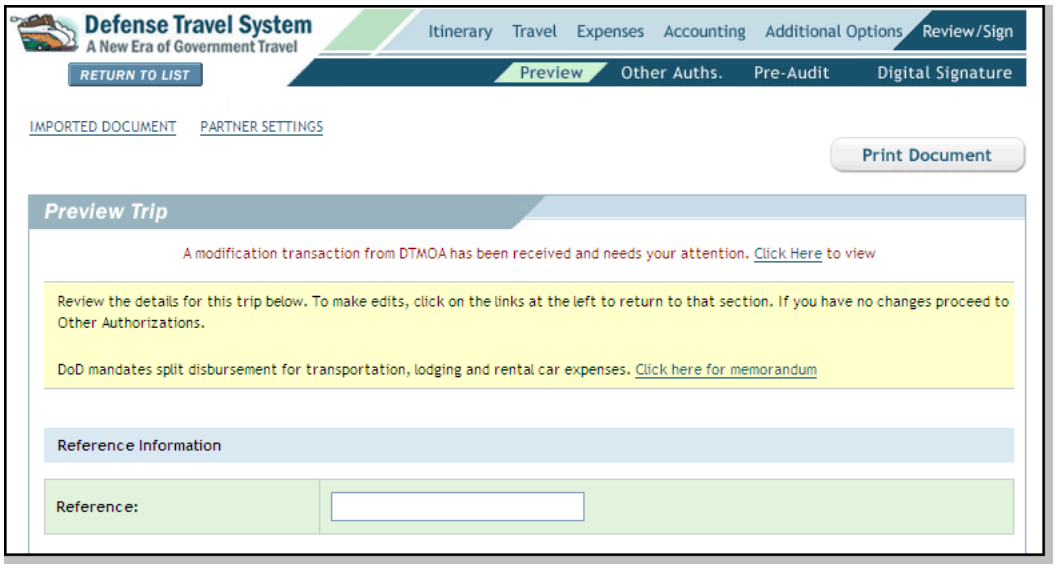
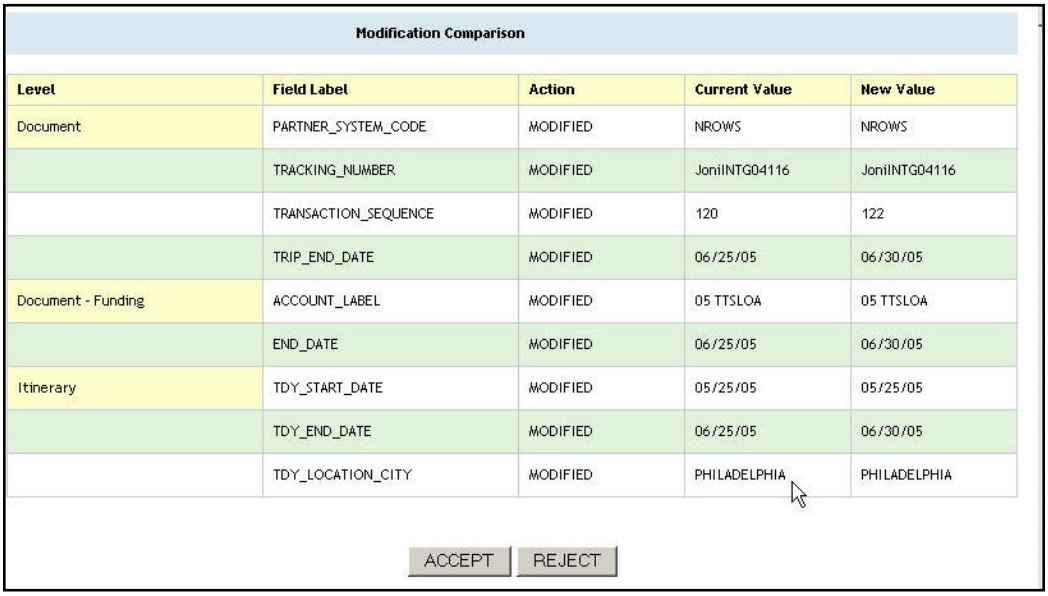


Figure 2-121: Partner System Modification Message

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

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

The Modification Comparison screen opens (Figure 2-122).



Modification Comparison

Level	Field Label	Action	Current Value	New Value
Document	PARTNER_SYSTEM_CODE	MODIFIED	NROWS	NROWS
	TRACKING_NUMBER	MODIFIED	JoniINTG04116	JoniINTG04116
	TRANSACTION_SEQUENCE	MODIFIED	120	122
	TRIP_END_DATE	MODIFIED	06/25/05	06/30/05
Document - Funding	ACCOUNT_LABEL	MODIFIED	05 TTSLOA	05 TTSLOA
	END_DATE	MODIFIED	06/25/05	06/30/05
Itinerary	TDY_START_DATE	MODIFIED	05/25/05	05/25/05
	TDY_END_DATE	MODIFIED	06/25/05	06/30/05
	TDY_LOCATION_CITY	MODIFIED	PHILADELPHIA	PHILADELPHIA

ACCEPT REJECT

Figure 2-122: Modification Comparison Screen

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

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

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

For data modifications, the Adjustments screen opens (Figure 2-123).

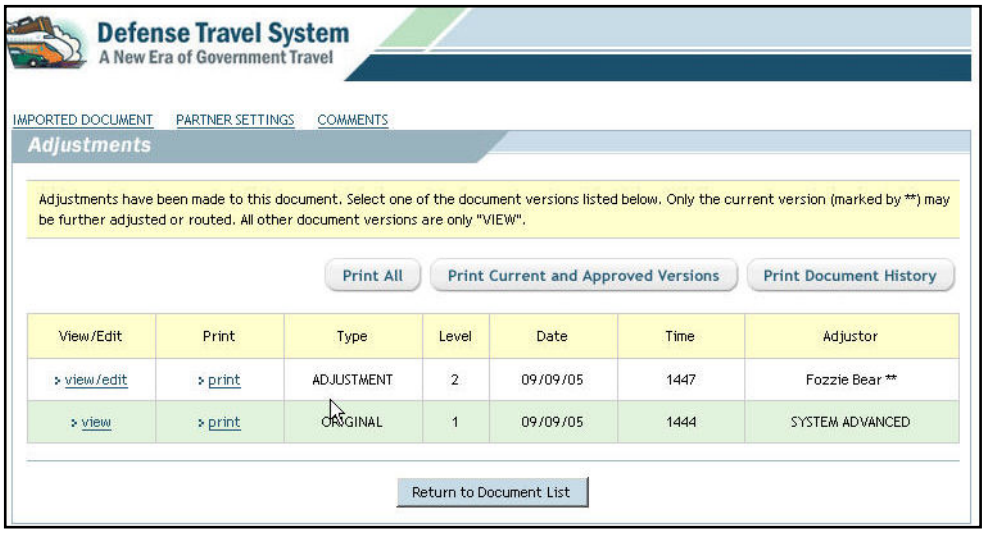

Figure 2-123: Adjustments Screen

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

The traveler manually makes the requested changes. See Section 2.11.2.1.

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2.11.2.1 Edits Unique to Imported Authorizations

Only a basic itinerary and a should-cost estimate display on a partner system-generated travel document. The traveler must use DTS to search and select air, hotel, and rental car. See Section 2.6 for instructions how to do this.

The traveler may only search for a rental car if authorized to do so. If the traveler is not authorized a rental car, a pop-up window will inform the traveler of this if they select the **Search Rental Car Availability** button (Figure 2-124).

Figure 2-124: Rental Car Not Authorized Window

The partner system can disable the registration fee expense item for some or all travel orders. In this case, the Non-Mileage Expenses screen displays the following statement: *Registration Fees are disabled for this order writing authority* (Figure 2-125). The Registration Fees expense does not display on the Expense Type drop-down list.

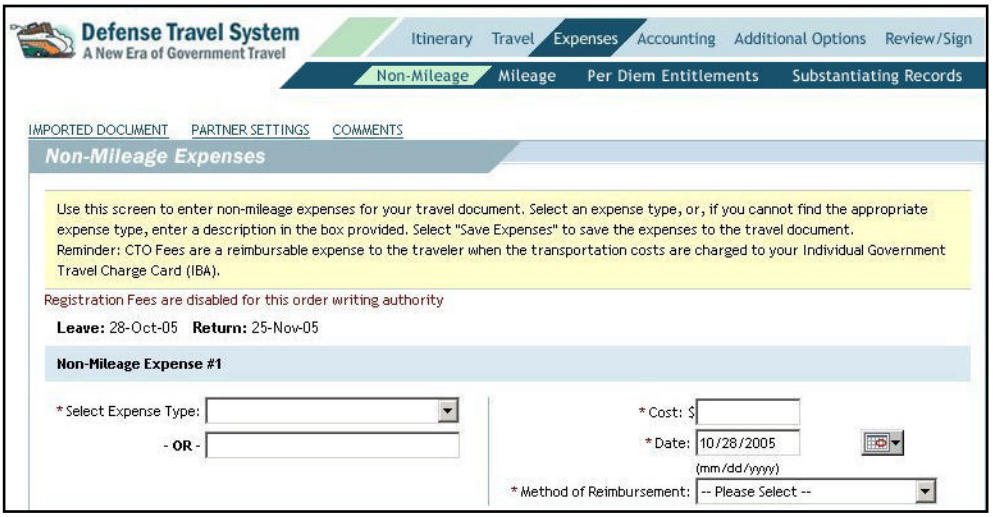

Figure 2-125: Non-Mileage Expenses Screen

The partner system can activate the *Disable LOA Edits* feature which prevents the traveler or NDEA from making any edits to the LOA displayed on the Accounting Codes screen in the document (Figure 2-126). This setting also disables edits to allocation methods.

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

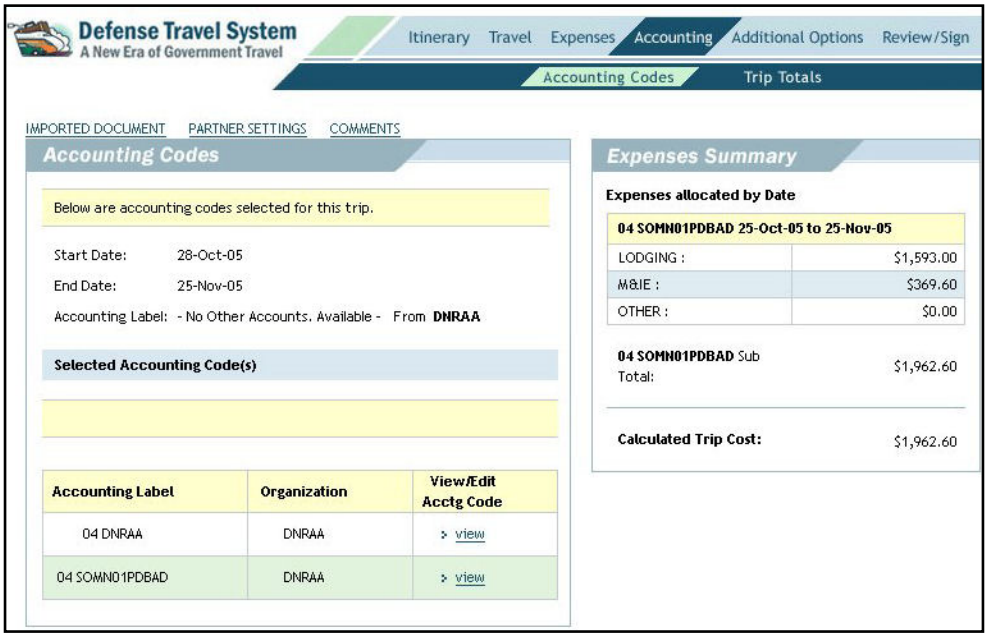

Figure 2-126: Accounting Codes Screen

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

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

2. Review the details that display.

3. Select **Close**.

2.11.2.2 Partner System Document Links

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

- Imported Document
- Partner Settings
- Comments

These links are discussed in this section.

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

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Imported Document

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

1. Select **Imported Document**.

   The Imported Document Information screen opens for review (Figure 2-127).

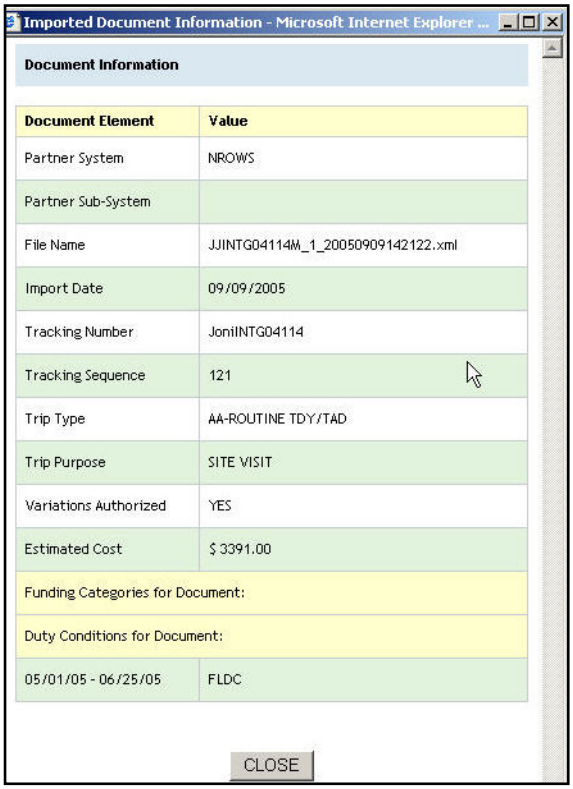

Figure 2-127: Imported Document Information Window

2. Select **CLOSE**.

Partner Settings

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

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

1. Select **Partner Settings**.

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The Partner Settings screen opens for review (Figure 2-128).

Partner Settings

Field Description	Value
Partner System	DTMOA
Partner Sub-System	
Auto Approval	Y
Obligation Upon Receipt	Y
Bypass Budget Edits	Y
DTS Organization Name	DTMO-TRAINING
Third Party System	N
Create Traveler	Y
Bypass DTA Approval	Y
Overwrite Traveler	Y
Allow Changes to Non-Duty Days	Y
Bypass Reject Processing	Y
Accounting System Max Reject	2
Disable LOA Edits	Y
Back-To-Back Orders	Y
Disallow Changes to Reimbursement Method	N
Disallow Registration Fee	N
Hard Stop Rental Car	N
Disallow Edit to Imported LOA (Except by the 3rd Party Reviewer)	N
Disallow Changes to Expense Allocation Method (Except by the 3rd Party Reviewer)	N
User Can Cancel Authorization	Y
Allow Data Modification	Y
Notice of User Acknowledgement	Y
Insert Dynamic Routing	N

CLOSE

Figure 2-128: Partner Settings Screen

2. Select **CLOSE**.

Comments

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

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

1. Select **Comments**.

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The General Comments to the Traveler/NDEA window opens for review (Figure 2-129).

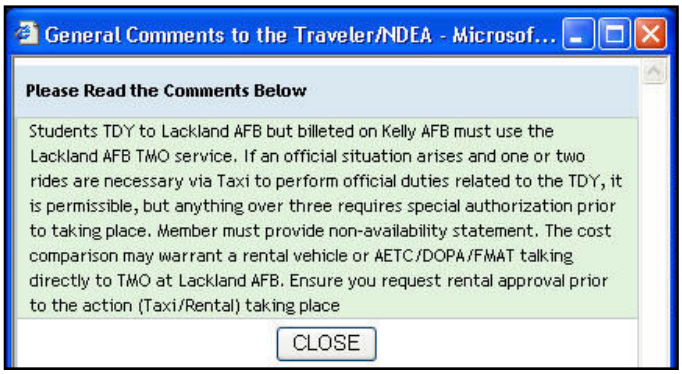

Figure 2-129: General Comments to the Traveler/NDEA Window

2. Select **CLOSE**.

2.11.3 AUTO APPROVED Stamp

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

- DTS will NOT assign the AUTO APPROVED stamp if any of the below conditions exist:

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

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

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

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

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2.11.4 Amendments to Imported Authorizations

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

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

2.11.5 Cancellation of Imported Authorizations

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

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

2.11.5.1 Automatic Cancellation of Authorizations

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

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

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

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

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

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

2.11.5.2 Manual Cancellation of Authorizations

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

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

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

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

2.11.5.3 Cancellations Initiated from Within DTS

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

If the **User Can Cancel Authorizations** partner setting is set to *Yes* the **trip cancel** link displays in the Remove/Trip Cancel column on the traveler's Authorizations/Orders screen. The CANCELLED stamp displays in the traveler's **Submit this Document as:** drop-down list (Figure 2-130). This option allows the traveler to select the stamp and cancel the document.

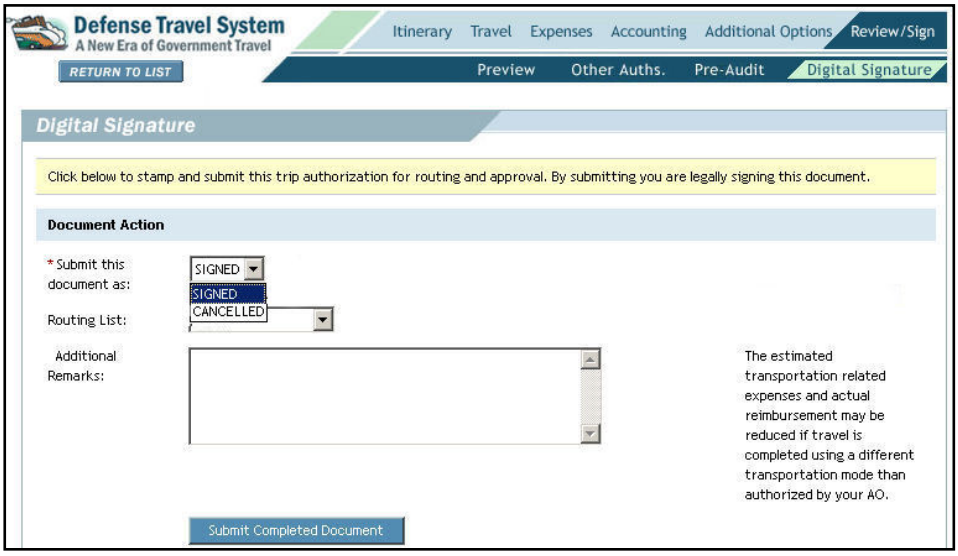

Figure 2-130: Traveler Stamp with CANCELLED Option Screen

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

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

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

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

2.11.6 DTS Import/Export (Partner System) E-mails

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

2.12 Create Authorizations for Permissive Travel

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

2.12.1 Trip Overview Initial Screen

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

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

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

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

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

A pop-up message informs the traveler that if in a duty status, a TDY travel authorization must be issued. If in a leave or other non-duty status, a travel authorization is not required (Figure 2-131).

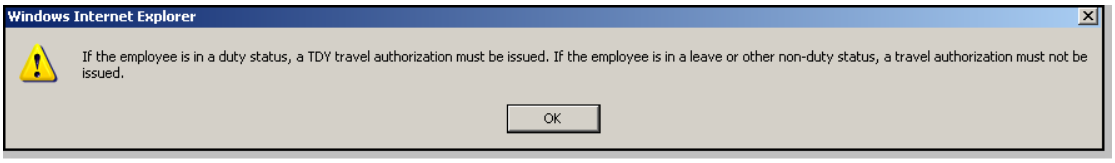

Figure 2-131: Pop-Up for C-Permissive Trip Type

4. Select **OK**.

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

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

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In Section B, I will be traveling to my TDY location by, will default to **Other**. This selection cannot be changed to indicate another mode of transportation (Figure 2-132).

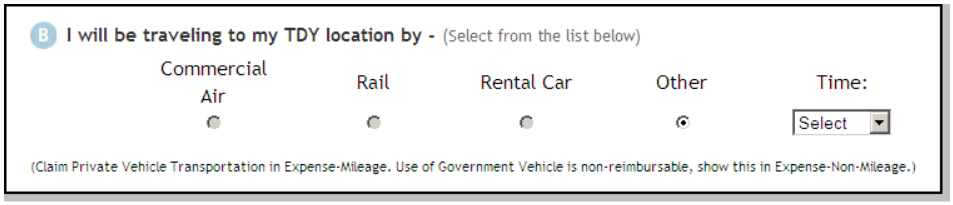

Figure 2-132: Trip Overview Transportation Mode Other

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

In *Section C, My TDY location is,* the traveler will identify one or more locations for this trip.

8. Identify Location 1.

The Location Tools box on the right side of the screen displays search criteria that the traveler can use to search for the location. See Sections 2.5.1.1 through 2.5.1.5 for guidance on using these tools. Before identifying Location 1, select one of the following buttons to search for the location in DTS:

- Location
- State/Country - Location
- ZIP Code
- County Lookup

9. Complete the **Arriving On** field using the calendar icon. This is usually the date that the traveler will arrive at their destination.

10. Complete the **Departing On** using the calendar icon. This is usually the date that the traveler will leave their destination.

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

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

2.12.2 Trip Overview Screen Refreshed

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

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

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

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

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

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

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

Section D, I will be returning from my TDY by, defaults to **Other**. This selection cannot be changed to indicate another method mode of transportation (Figure 2-132).

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

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

5. Select **Save and Proceed**.

2.12.3 Trip Preview Screen

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

Note: Selection of an LOA is not allowed for documents with a C-Permissive trip type (Figure 2-133).

1. Select **Save and Proceed to Other Auths**.

An Other Authorization will appear informing the traveler that attendance is in the DoD's best interest, but reimbursement is not authorized and that the traveler may choose not to perform the travel (Figure 2-134).

2. Add any remarks if necessary.

3. Select **Save and Proceed to Pre-Audits**.

4. Review any Pre-Audits that may exist and select **Save and Proceed to Digital Signature**.

5. Complete the authorization by digitally signing it. See Section 2.10.4, Steps 2 through 6.

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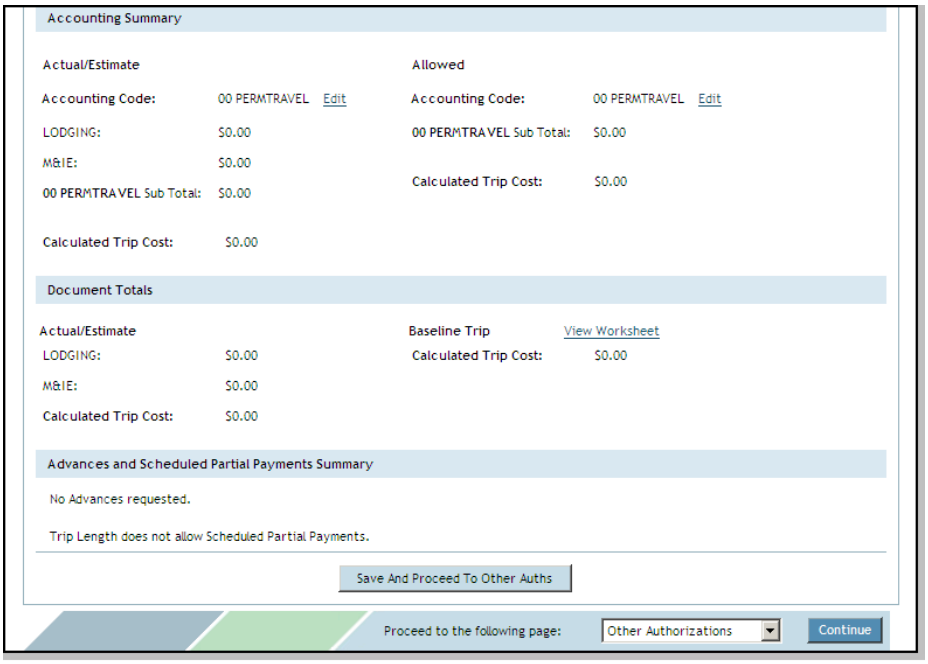

Figure 2-133: Trip Preview Accounting Summary/Document Totals

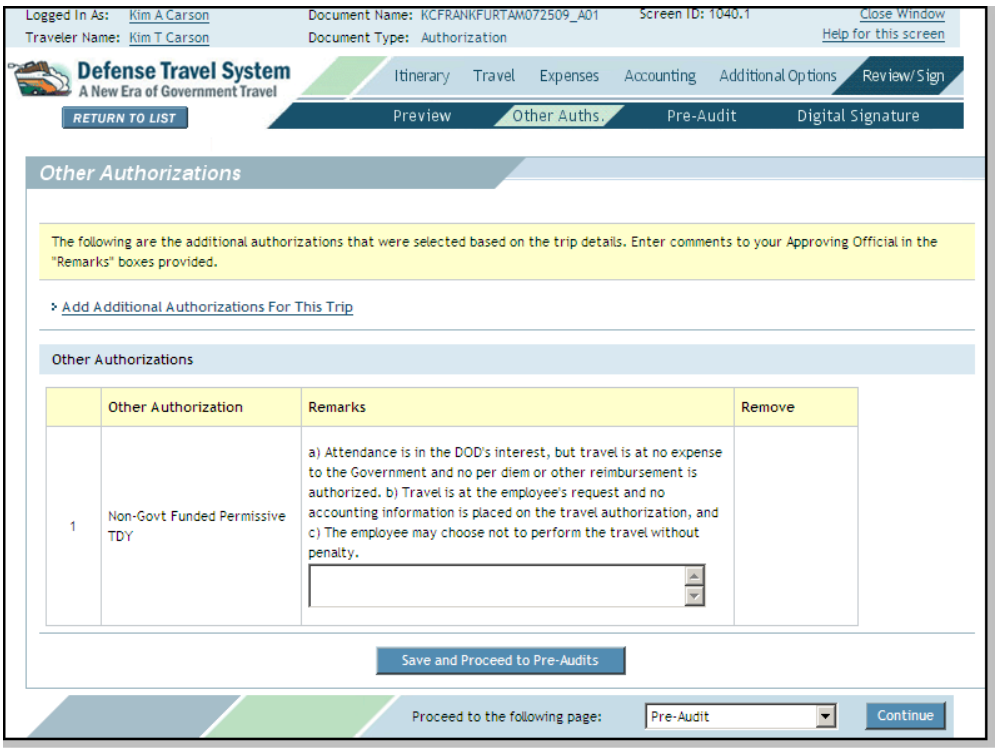

Figure 2-134: Non-Govt Funded Permissive TDY Other Authorization

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Note: DTS provides the ability to process a voucher for this trip type. The voucher may be used to report the duty status of the traveler and/or serve as an indicator for any leave that should be charged when the number of authorized days was exceeded.

2.13 Accession Travel

Travel from the traveler's home of record or a Military Entrance Processing Station (MEPS) to a basic training organization is referred to as Accession Travel. Accession Travel is generally one-way and completed within 12 hours or less.

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CHAPTER 3: GROUP AUTHORIZATIONS FOR TEMPORARY DUTY TRAVEL

DTS enables travel details to be entered and approved on one authorization when two or more travelers travel together to the same TDY location. The purpose of a group authorization is to enter and approve as much information as possible for all travelers on one document, yet allow each traveler in the group to create a separate voucher after the trip.

The individual who creates the group authorization can be a non-DTS entry agent (NDEA) or a primary traveler who has group access for all of the travelers who will be traveling. The NDEA identifies one person as the primary traveler and then selects additional travelers. Many of the steps shown in this chapter are identical to those discussed in Chapter 2 for creating a standard TDY authorization.

This chapter covers the following topics:

3.1 Group Authorization Process Overview 3-2
3.2 Create a Group Authorization 3-4
3.2.1 Select Travelers 3-8
3.2.2 Enter Itinerary Information 3-11
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3.1 Group Authorization Process Overview

The local business rules for an organization determine the process of how an authorization for group movement is created. The below sequence identifies the typical steps used to create a group authorization in DTS for groups of nine or fewer travelers.

1. The NDEA or primary traveler creates the itinerary, selects the preferred reservations, and sends the request to the CTO.

2. The NDEA or CTO books the reservations and sends an e-mail to the primary traveler with the reservation information and costs.

3. The primary traveler completes the group authorization in DTS:

    a. Selects the travelers
    b. Adjusts any costs received from the CTO that may differ from the original request
    c. Selects line(s) of accounting (LOA[s])
    d. Distributes costs
    e. Justifies pre-audit flags
    f. Stamps document <<SIGNED>>

4. DTS routes the group authorization to the Authorizing Official (AO) for approval.

5. The AO applies the APPROVED stamp to the group authorization.

6. The group authorization spawns individual authorizations that appear as view-only in each traveler's document list. The primary traveler may make amendments as necessary to the group authorization.

7. If the AO approves an amendment in the group authorization, the change updates in the individual authorizations.

8. The primary traveler may lock the group authorization when all amendments affecting all travelers have been made. If the primary traveler fails to lock the group authorization, DTS automatically locks the group authorization three days after the trip end date.

9. Travelers may make amendments to their individual authorizations, if necessary.

10. Travelers create individual vouchers.

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The Group Authorization Process Flow is shown in Figure 3-1.

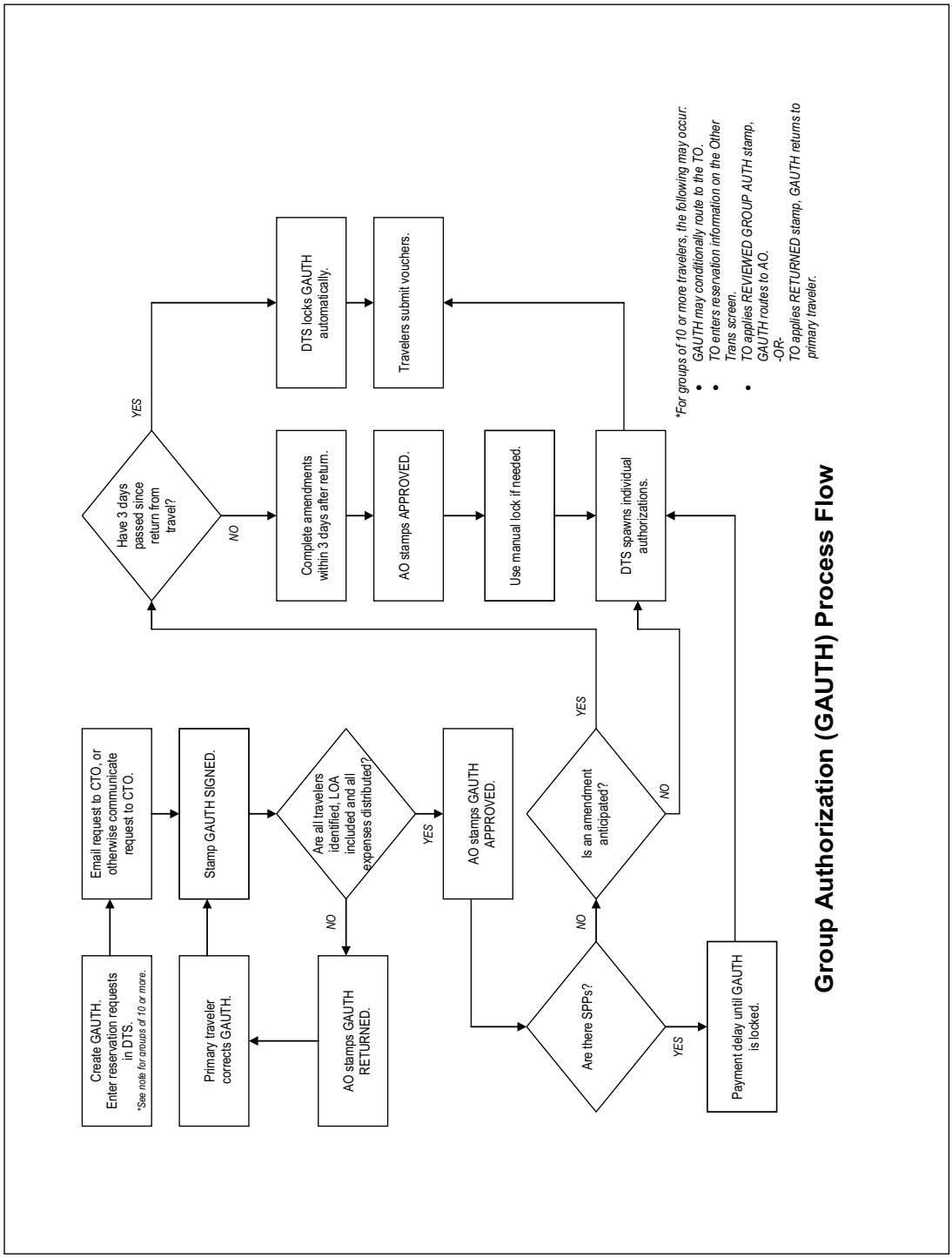

Figure 3-1: Group Authorization Process Flow

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3.2 Create a Group Authorization

Many steps in creating a group authorization are the same as those used to create an authorization. The main differences are as follows:

Select travelers. This is an extra step in which the NDEA or primary traveler identifies the total number of travelers and identifies them by name before approval. If creating a group authorization for individuals who travel together frequently, a travel team may be created in DTS. See Section 3.2.2 for details about DTS Travel Teams.

Request reservations. Although the user's process to request reservations for a group authorization has a similar look and feel as the book-as-you-go process used in an individual authorization, it is the CTO who books the reservations outside of DTS. The request method used may vary depending on factors such as number of travelers and whether the site is CTO enabled. This chapter explains these methods. Local business rules should be observed before attempting to request reservations for a group authorization.

Users at sites without DTS connectivity to the CTO must communicate with the travel office by telephone, fax, or e-mail to request the reservations. The CTO books the reservations and then contacts the primary traveler with the details that need to be entered in DTS. The primary traveler may request the reservations and then create the group authorization after the CTO has provided the reservation details and costs.

Beginning on the DTS User Welcome screen (Figure 3-2), follow the below steps to create a group authorization:

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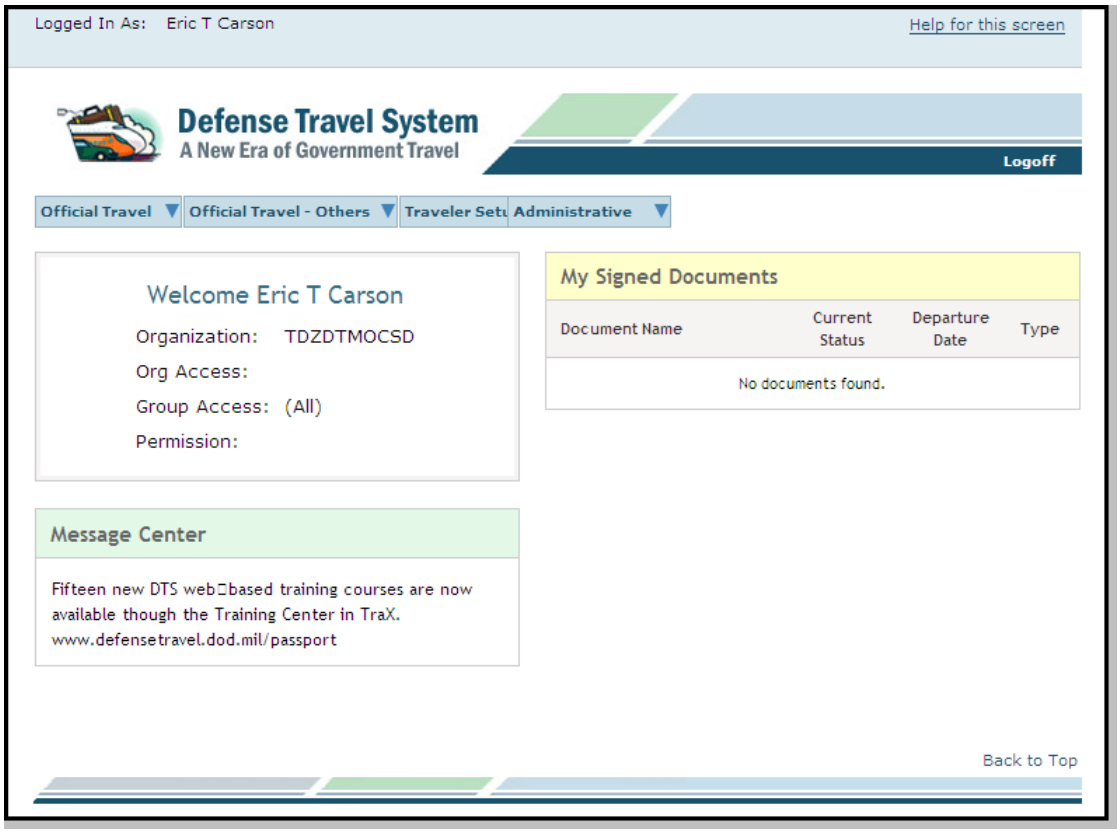

Figure 3-2: DTS User Welcome Screen

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

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

The Group Authorizations/Travel Orders screen opens (Figure 3-3).

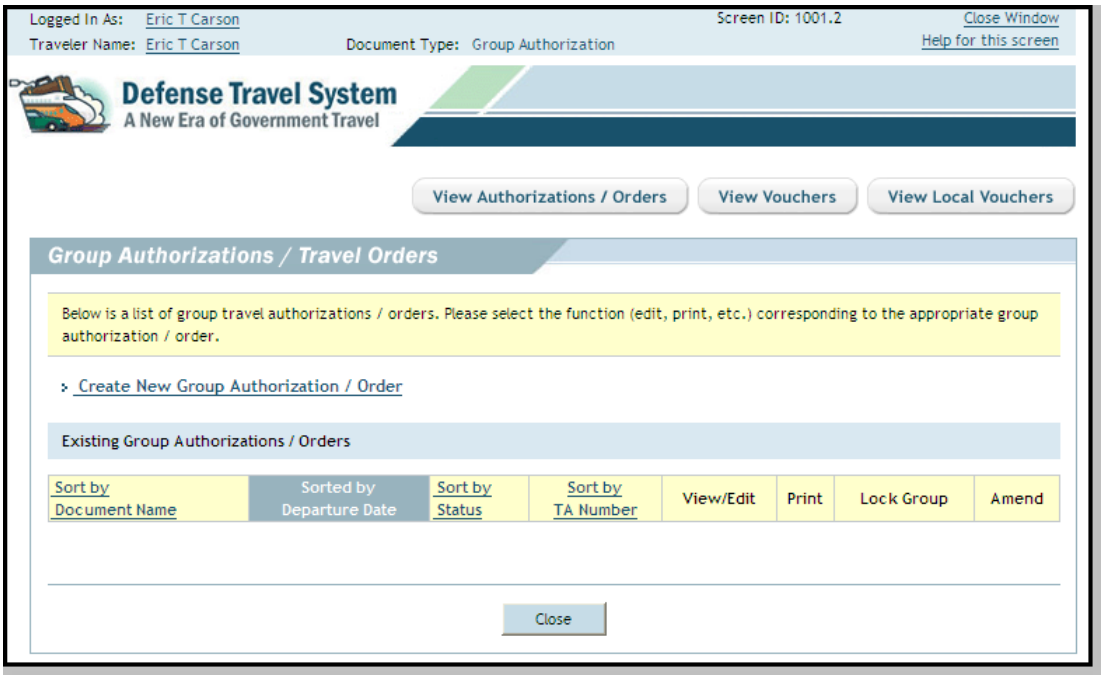

Figure 3-3: Group Authorizations/Travel Orders Screen

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Table 3-1: Authorizations/Travel Orders Screen Description

AUTHORIZATIONS/TRAVEL ORDERS SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Document Name (Select **Sort by** link to place documents in alphabetical order.)	Label created for a group authorization using primary traveler's initials, group's destination location, date of departure, and *_G01* suffix that indicates document is a group authorization. The *-01* indicates document is an amendment to group authorization. After the group authorization has been approved the document name displays as a link. The link opens the Traveler List screen.
Departure Date (Select **Sort by** link to place documents in descending order by date.)	Column header that indicates the trip start date for the group authorization. Documents sort by this column by default.
Status (Select **Sort by** link to place documents in order by status.)	Column header for the name of the last stamp that was applied to the document.
TA Number (Select **Sort by** link to place documents in alphabetical order by TANUM.)	Column header for the travel authorization numbers for the traveler's documents.
View/Edit	Column header used to display ways to edit and view a document. If *view* displays, the document has either already been approved by the AO (see the Amend column) or the group authorization has been locked (only individual authorizations are available to edit). If *edit* displays, the group authorization is not yet signed and may still be adjusted. If *view/ edit* displays, the document has already been signed, but not yet approved; it is still available for adjustment.
Print	Column header and name of the link used to print a copy of the traveler's individual authorization in plain text format.
Lock Group	Column used to display three features: *Remove*, *Lock Group*, and *Group Locked*. *Remove* indicates that the document has not been signed. Selecting the link deletes group authorization. *Lock Group* indicates individual authorizations have not yet been made available for the travelers to edit. Selecting the link allows amendments and vouchers to be made from the traveler's authorization. *Group Locked* indicates that the individual authorizations have been made available to travelers and that the group authorization is no longer available to edit.
Amend	Column used to display the amend link. When amend displays, the AO has approved the group authorization. Selecting **amend** opens the Create Amendment screen that allows the group authorization to be edited.

3. Select **Create New Group Authorization/Order**.

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A pop-up window opens (Figure 3-4). It recommends review of DTS training material for Group Travel.

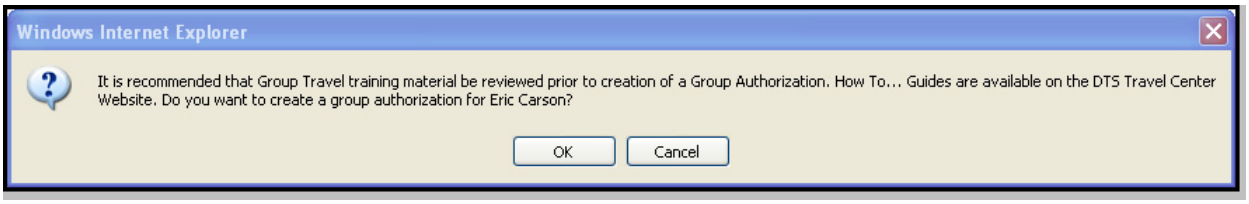

Figure 3-4: Create Group Authorization Pop-Up Window

4. Select **OK**.

3.2.1 Select Travelers

When the Group Travel Selection screen opens, select the travelers to be included in the group authorization (Figure 3-5). Only the travelers who are in the same group that the authorization's creator has access to may be selected. When creating the group authorization, it is not necessary to identify each traveler by name. Reservations can be made and expenses allocated based on the number of travelers indicated. However, all travelers must be identified in order for the AO to approve the authorization.

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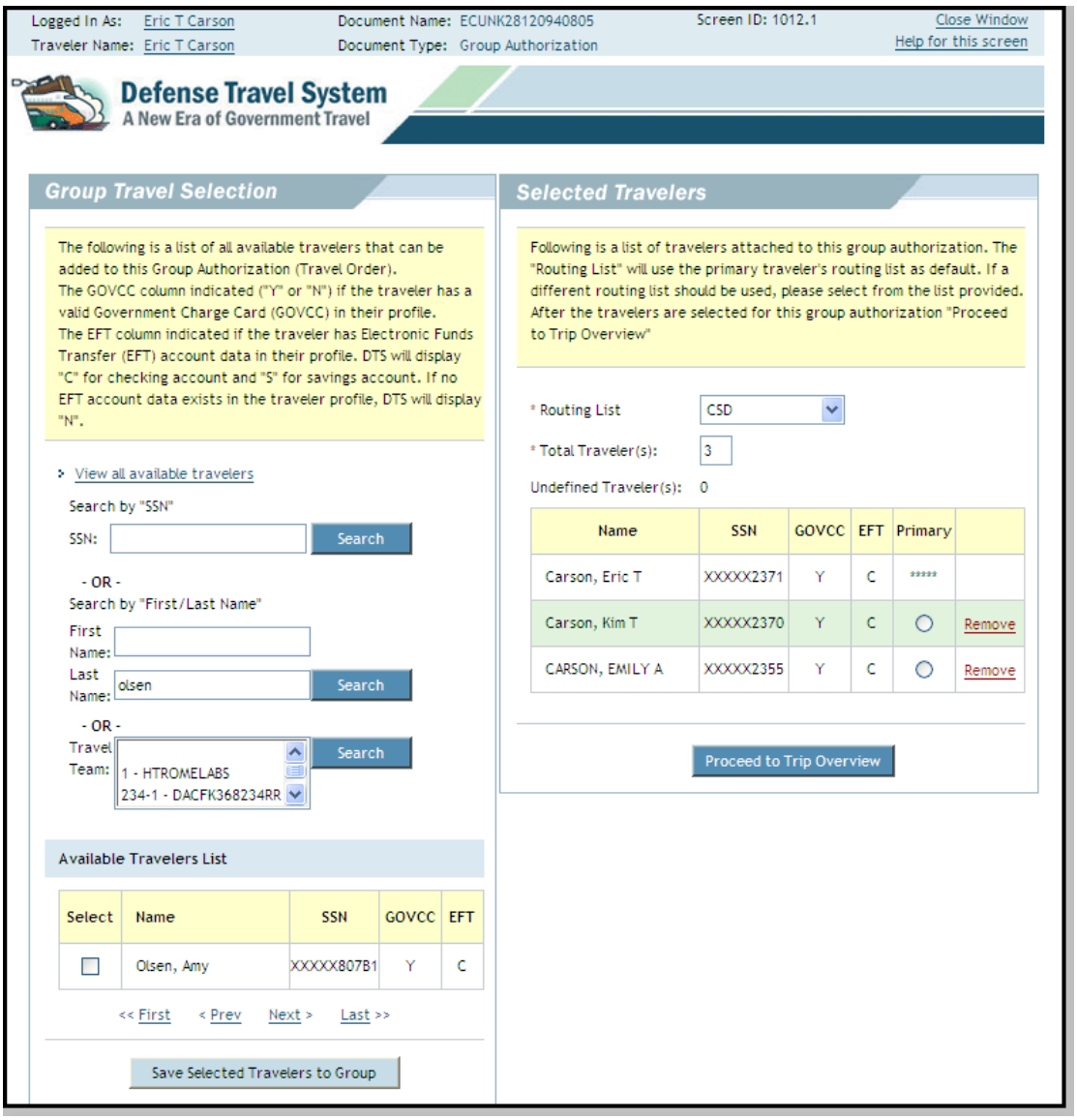

Figure 3-5: Traveler Selection Screen

The left side of this screen presents three ways to add travelers to a group authorization. A list of all available travelers (based on group access) may be viewed. A search for travelers may be performed using the last name, or a travel team may be selected. The right side of the screen shows a list of the selected travelers.

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Follow the below steps to select travelers for a group authorization:

1. Complete the **Last Name** field with the last name of a traveler and choose **Search**. Then check the boxes by the name of the traveler in the Available Travelers List.
   -OR-
   Select **View All Available Travelers** and check the box by the name of the traveler in the Available Travelers List.
   -OR-
   Scroll through the **Travel Team** menu to select one or more travel teams.

2. Select **Save Selected Travelers to Group** at the bottom of the screen.

The selected names display on the right side of the screen. Select **Remove** to remove a traveler's name from the group authorization.

If this is the first time any of the travelers have had a document created in DTS, a prompt will appear to update their profile(s).

3. Select the **Routing List** drop-down list on the right side of the screen and select the appropriate routing list.

4. Complete the **Total Traveler(s)** field with the number of travelers to be included in the group authorization.

Note: This field will be filled in automatically. If six travelers were selected, but eight travelers will be traveling, enter "8" in the **Total Traveler(s)** box. The number "2" will display in the **Undefined Travelers** field. It is possible to create a group authorization that contains undefined travelers, but all travelers must be identified in the document before the AO can approve it.

5. (Optional) Enter a team name in the **Travel Team** text box to create a team made up of the selected travelers. This team will be available for selection the next time a group authorization is created for these same travelers.

6. Select the **radio button** next to the name of the person who will serve as the primary traveler (if other than indicated by the asterisk in the Primary column).

7. Select **Save Travel Team** if a travel team was created in Step 5.

8. Select **Proceed to Trip Overview**.

The **Trip Overview** screen displays. The **Return to List** button displays in the top left corner of each screen. This closes the current document and displays the traveler's document list.

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3.2.2 Enter Itinerary Information

Access the **Itinerary** module to enter the trip dates and locations.

Use the **Trip Overview** screen to begin creating the itinerary for the group (Figure 3-6). As selections are made on the left side of the screen, DTS will enter them on the right side of the screen in the **Trip Summary** box. The Trip Summary is the beginning of the group itinerary.

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Logged In As: Eric T Carson
Traveler Name: Eric T Carson
Document Name: ECUNK28120946281
Document Type: Group Authorization
Screen ID: 1039.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

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

RETURN TO LIST

Trip Overview | Per Diem Locations

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/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

Trip Summary

DTS will display below the details of your trip as you enter and confirm them.

Overall Starting Point Information

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

* Select a Location: -OR- * Enter a Starting Point:

RESIDENCE | RES: WOODBRIDGE | VA | Search

* Start Date(mm/dd/yyyy): 02/15/2010

Overall Ending Point Information

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

* Select a Location: -OR- * Enter an Ending Point:

RESIDENCE | RES: WOODBRIDGE | VA | Search

* End Date(mm/dd/yyyy): 03/26/2010

Other Trip Information

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

*Trip Type: AA-ROUTINE TDY/TAD

* Trip Purpose: OTHER TRAVEL

Trip Description (optional):

* Trip Duration:

- 12 Hours or Less
- >12 - 24 Hours - With Lodging
- >12 - 24 Hours - No Lodging
- Multi-Day

Authorization Number:

Authorization Date: 12/28/2009 (mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order:

Proceed to Per Diem Locations

Figure 3-6: Trip Overview Screen

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3.2.2.1 Complete Trip Overview

Beginning in the **Overall Starting Point Information** of the **Trip Overview** screen, follow the below steps to create a group itinerary:

1. Choose the **Select a Location** drop-down list arrow and select the starting point for the trip.
   -OR-
   Complete the **Enter a Starting Point** text box with the city if the trip starts from a location not in the drop-down list. Select **Search** to choose the state or country code.

The state or country code will display in the box to the right of the **Starting Point** city.

2. Complete the **Start Date** field. Use the calendar tool if necessary.

3. Choose the **Select a Location** drop-down list arrow and select the ending point for the trip.
   -OR-
   Complete the **Enter an Ending Point** field with the city if the trip ends at a location not in the drop-down list. Select **Search** to select the state or country code.

4. Complete the **End Date** field. Use the calendar tool if necessary.

5. Select the **Trip Type** drop-down list arrow and choose the correct trip type.

6. Select the **Trip Purpose** drop-down list arrow and choose the correct trip purpose.

7. (Optional) Complete the **Trip Description** text box with a short description of the trip. Local business rules may require this field.

8. Select the correct radio button under **Trip Duration** if it is not already selected.

The **Authorization Number** is assigned when the group authorization is approved. The **Authorization Date** is the date that the group authorization is created. This field is auto-populated by DTS. The **Trip Number** is the iteration of the trip.

9. (Optional) Complete the **Comments for Travel Order** text box. Local business rules may require this field.

10. Select **Proceed to Per Diem Locations**.

A pop-up message displays stating that the per diem entitlements will be updated to reflect any changes in dates.

11. Select **OK**.

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The Per Diem Locations screen opens (Figure 3-7).

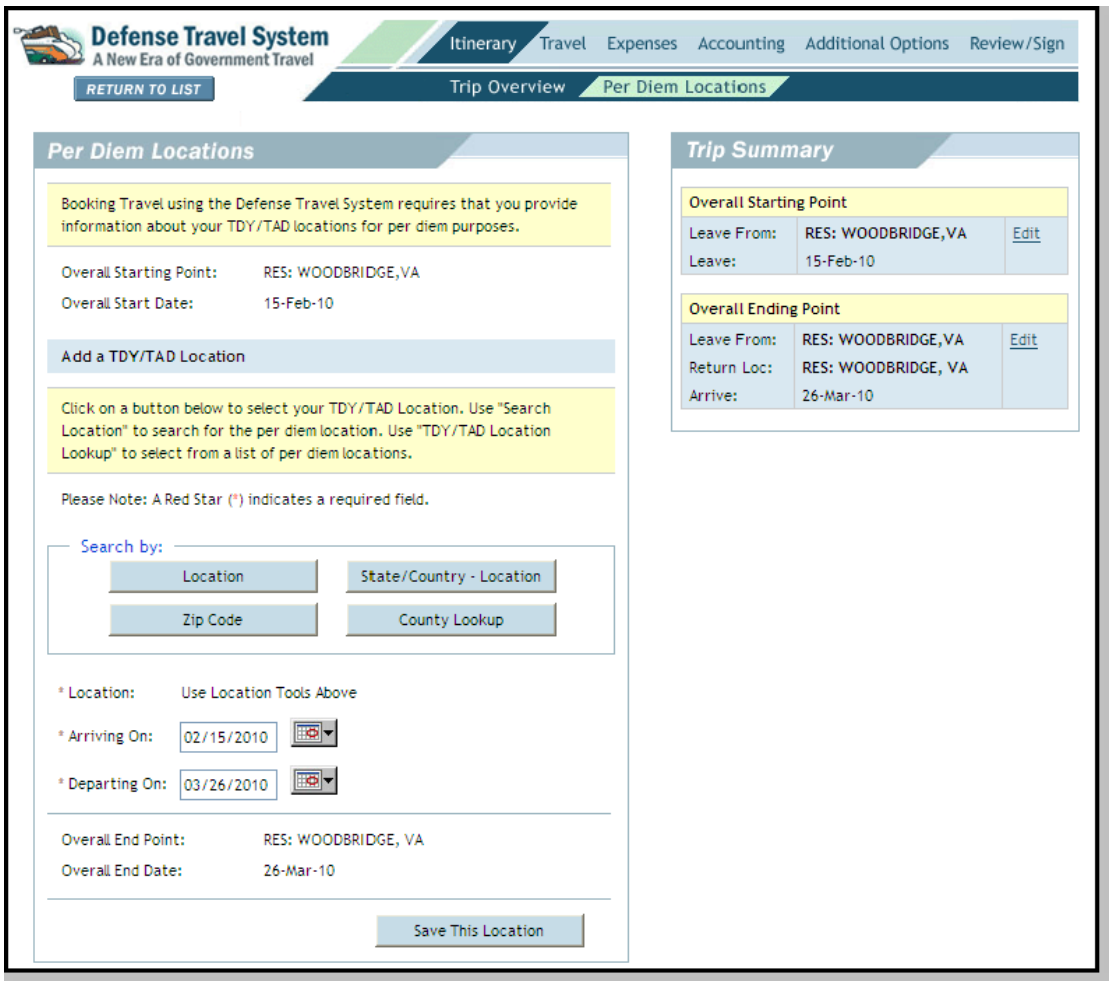

Figure 3-7: Per Diem Locations Screen

3.2.2.2 Select TDY Location(s)

The next step in completing the group authorization is to enter the location(s) where the group will travel. See Chapter 2, Section 2.5.1 of this manual for instructions on selecting TDY locations.

3.2.3 Request Reservations

If the organization profile identifies the site as CTO-enabled, reservation *requests can be selected* in DTS and then e-mailed to the CTO from within DTS.

Although the interaction with DTS has the same look and feel as adding reservations to an authorization, only *preferences are being identified*. These are not reservations, DTS does not book them and no Passenger Name Record (PNR) is created.

After selecting the travelers and completing the **Itinerary** module of the group authorization, follow the below steps to enter reservation requests:

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

The **Ticketed Transportation** screen opens.

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

3. Select **Add New** link for the type of reservations that will be requested.

The screen opens for the type of reservations indicated. Use the Modify Search section on the left side of the screen. Figure 3-8 shows the screen that opens if **Add New Flight** is selected.

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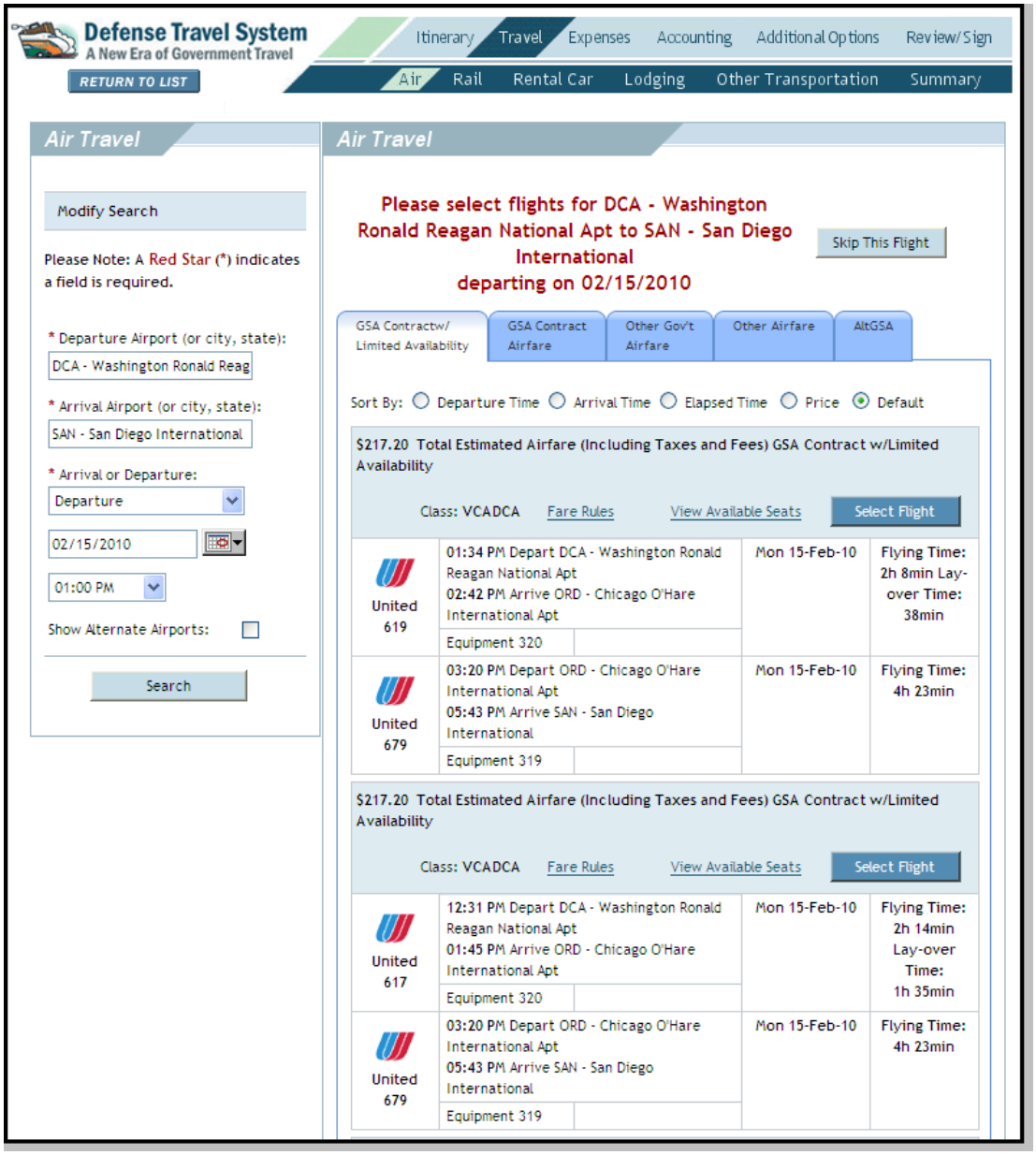

Figure 3-8: Modify Search Screen - Air Travel

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4. Search for and select the reservations.

Chapter 2, Section 2.6 of this manual explains how to use the **Modify Search** screen.

5. Select the next **Add New** link for additional reservations that may be required.

In the top right corner of the **Trip Summary** screen there are two links that may be used to e-mail or print the itinerary.

3.2.4 Expenses

Enter all expense that will be shared among all members of the group Expenses will be distributed among the group members later, when the group authorization is signed. For detailed information on entering expenses, see Chapter 2, Section 2.7 of this manual.

3.2.5 Lines of Accounting

A group authorization must have the correct line(s) of accounting (LOA) attached to it. The LOA may not be *required* when creating the group authorization; however, the AO cannot approve the document until it contains an LOA. For further guidance on LOA(s), see Chapter 2, Section 2.8 of this manual.

3.2.6 Additional Options

The Additional Options module in DTS allows the primary traveler to perform actions pertaining to Group Traveler, Profile, Partial Payments, and Advances. Links to these features display on the sub-navigation bar.

3.2.6.1 Group Travelers

A list of travelers selected for the group authorization may be viewed on the Group Travel Selection screen. More information on using this screen to add travelers, change the routing list, edit the total number of travelers, and remove selected travelers can be located at 3.2.1.

3.2.6.2 Profile

This screen allows the primary traveler or person creating the group authorization to update the traveler's personal profile information for this document. For complete information on updating a profile, see Chapter 2, Section 2.9.1 of this manual.

3.2.6.3 Scheduled Partial Payments (SPPs)

When a trip is scheduled to exceed 45 days, DTS allows travelers to receive partial reimbursement before the trip is complete. The SPP feature sets up payments to the travelers every 30 days for estimated expenses claimed on the authorization. For information on scheduling and receiving SPPs, see Chapter 2, Section 2.9.2 of this manual.

SPPs requested on the initial group authorization will affect only the primary traveler. Other travelers who require SPPs must wait until the AO has approved the group authorization. Each traveler will receive individual authorizations that can be amended to request SPPs.

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3.2.6.4 Non-ATM Advances

Requests for non-ATM advances are not permitted for group authorizations.

3.2.7 Review and Sign

To review and sign a group authorization in DTS, the primary traveler, NDEA or travel clerk must review or complete each of the below sections before signing the document.

- Distributions
- Preview
- Other Auths
- Pre-Audit
- Digital Signature

3.2.7.1 Distributions

The Distributions section allows access to the Selected Travelers screen (Figure 3-9). This screen allows the primary traveler, NDEA or travel clerk of the group authorization to view and update the cost distribution of the mileage and non-mileage expenses or ticketed transportation costs. All items in the group authorization that have a dollar amount must be distributed for proper processing. The distribution of expenses is required before the AO can approve the group authorization. The primary traveler, NDEA, travel clerk or any of the Routing Officials may make the distributions.

Note: In group authorizations, DTS always disperses lodging costs and meals and incidentals expenses (M&IE) entitlements among the travelers. This cannot be changed.

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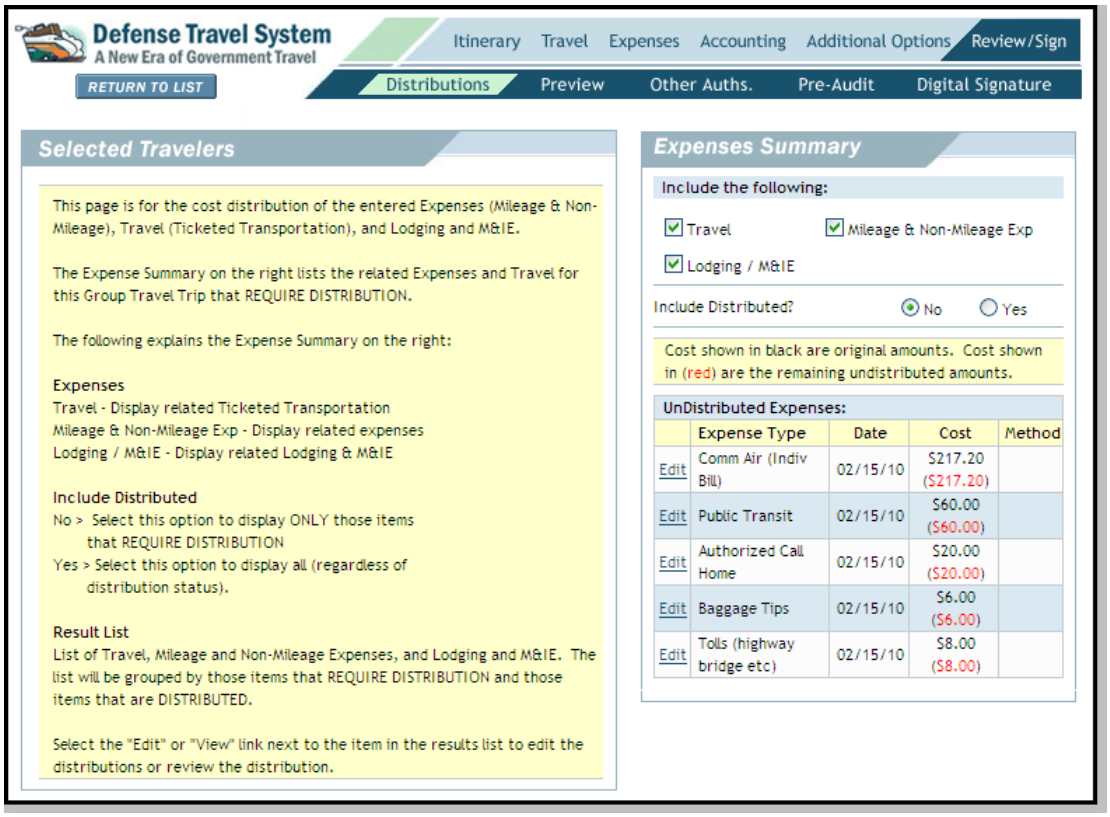

Figure 3-9: Selected Travelers/Expenses Summary Screen

The Selected Travelers and Expenses Summary screen is divided into two sections. The Selected Travelers section on the left side of the screen explains the cost distribution of the entered expenses. The left side of the screen also explains the Expenses Summary on the right side of the screen.

The data elements that are available to be displayed in the Expenses Summary are shown at the top of the Expenses Summary section. DTS defaults to the *No* radio button, and only undistributed expenses display. The *Yes* radio button may be selected to display expenses that have already been distributed.

Once an expense has been distributed, DTS automatically moves it to the Distributed Expenses section of the screen.

To distribute an expense, follow the below steps:

1. Select **Edit** to the left of the expense name.

The **Cost Distribution** section opens on the left side of the screen (Figure 3-10).

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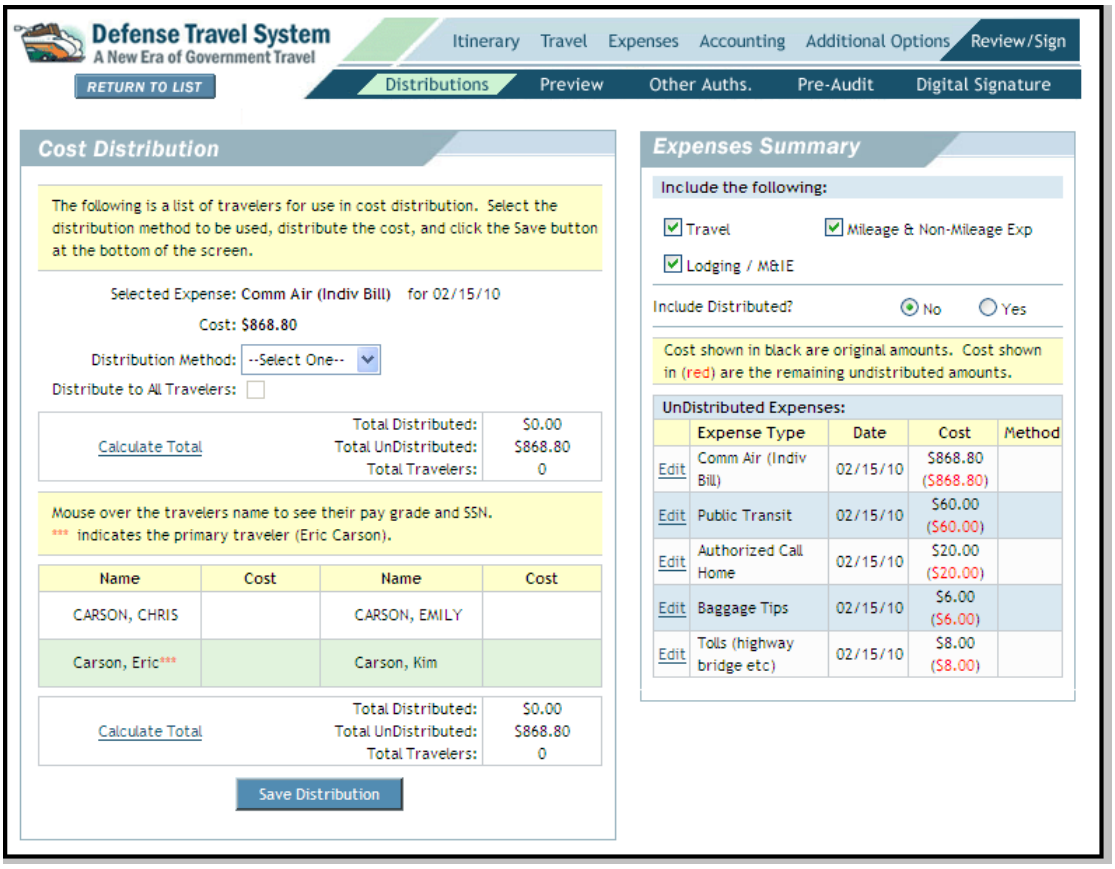

Figure 3-10: Cost Distribution Screen

2. Select the **Distribution Method** drop-down list arrow and choose the method of distribution.

3. Check the **Distribute to All Travelers** box if each traveler will be allocated a portion of the expense. This box is available if **Equal** or **Amount** is selected.

The screen refreshes and allows use of the selected allocation method. The fields and boxes next to the traveler's names specify the method selected.

4. Check the **box** to the left of the name(s) of the traveler(s) who is responsible for the selected expense to distribute by the **Equal** or by the **Single Traveler** method.
   -OR-
   Complete the **Cost** field with the dollar amount for each traveler to whom the selected expense is to be distributed.
   -OR-
   Complete the **Percent** field with the percentage for which each traveler is responsible.

5. Select **Save Distribution**.

6. Repeat the above steps until all expenses are distributed.

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3.2.7.2 Preview Trip

The Preview Trip screen allows the user to review the travel data and enter comments for the AO or Transportation Officer (TO). Select **Preview** from the subnavigation bar. The Preview Trip screen opens (Figure 3-11).

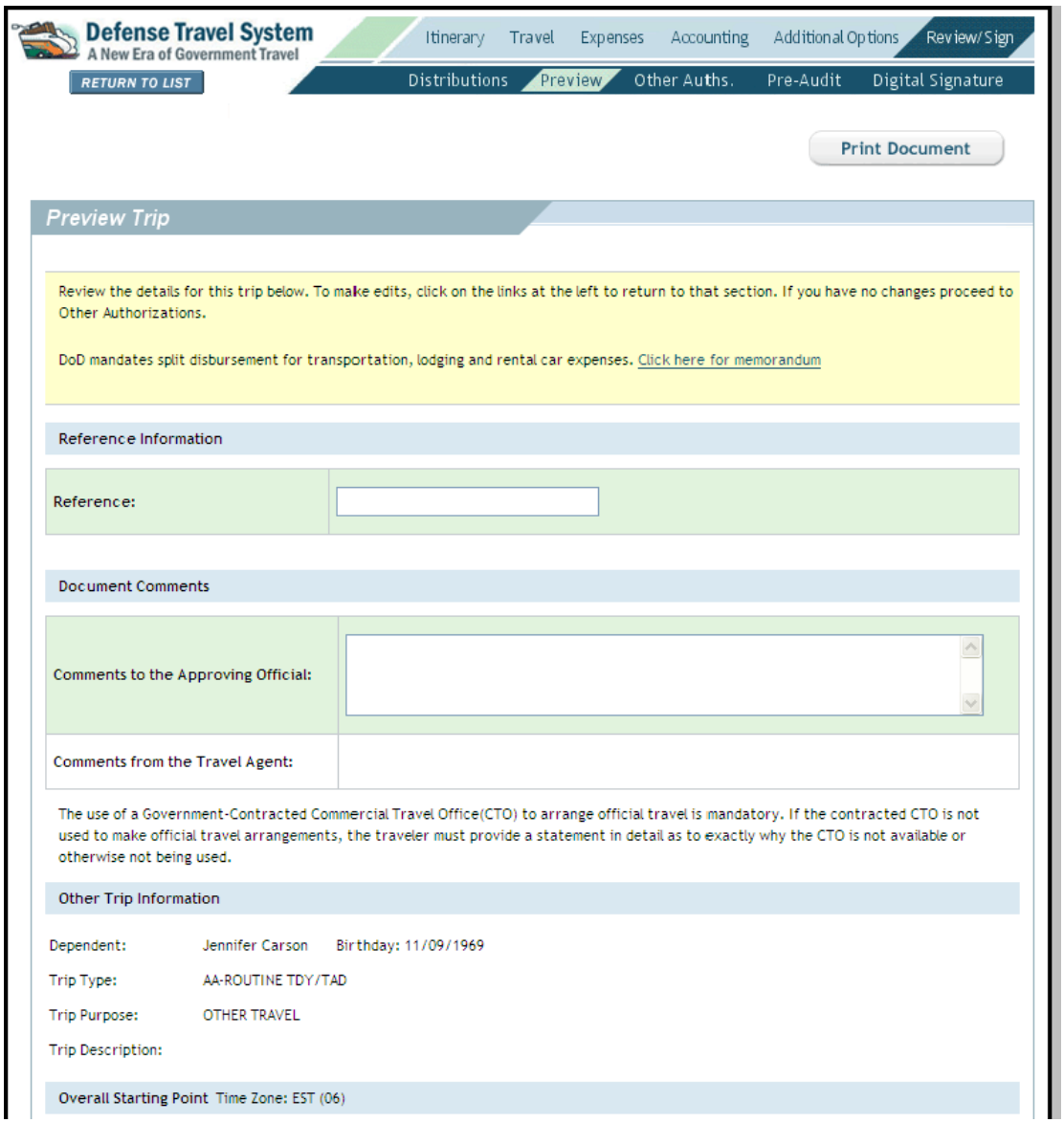

Figure 3-11: Preview Trip Screen - Top

The steps to use the Preview Trip screen in a group authorization are the same as those used in a TDY authorization. See Chapter 2, Section 2.10.1 of this manual for instructions on how to review the entered travel data and provide comments to the AO and the TO.

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3.2.7.3 Other Authorizations

If the group authorization requires remarks to the AO for any additional authorizations, the remarks will be requested on the Other Authorizations screen (Figure 3-12). This screen may also be used to add additional authorizations to the group authorization. See Chapter 2, Section 2.10.2 of this manual for guidance on entering remarks and adding other authorizations.

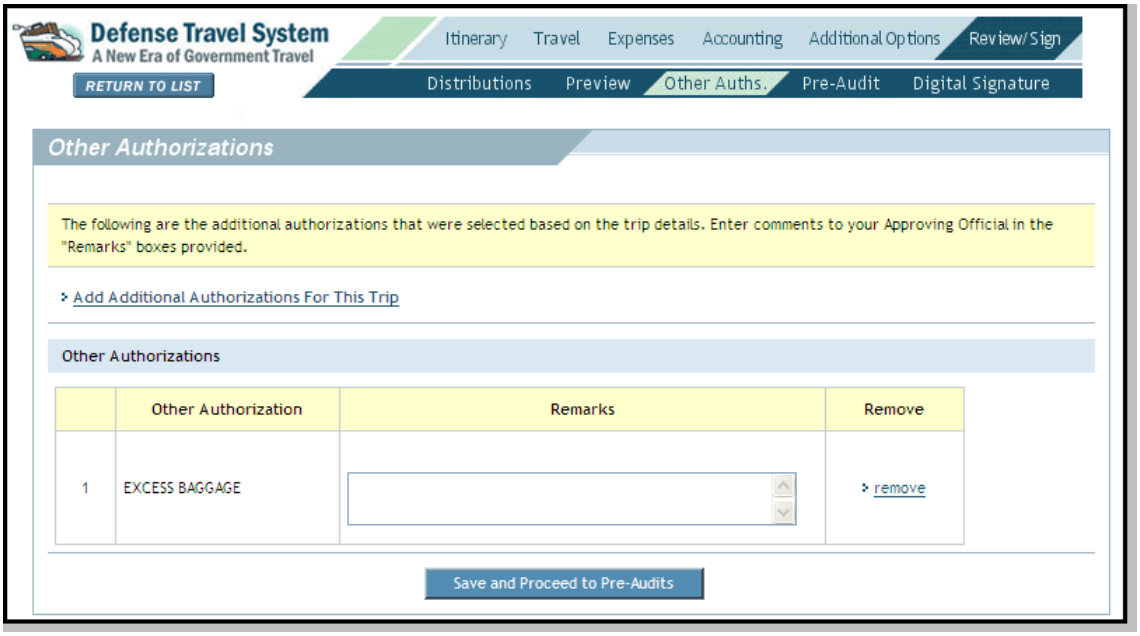

Figure 3-12: Other Authorizations Screen

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3.2.7.4 Pre-Audit Trip

The Pre-Audit Trip screen displays the items in the group authorization that require justification (Figure 3-13). It also displays advisory notices to bring attention to certain items, without requiring explanations. This screen must be viewed and justifications entered where required before DTS will allow the group authorization to be signed. See Chapter 2, Section 2.10.3 of this manual for guidance on entering justifications to items flagged on the Pre-Audit Trip screen.

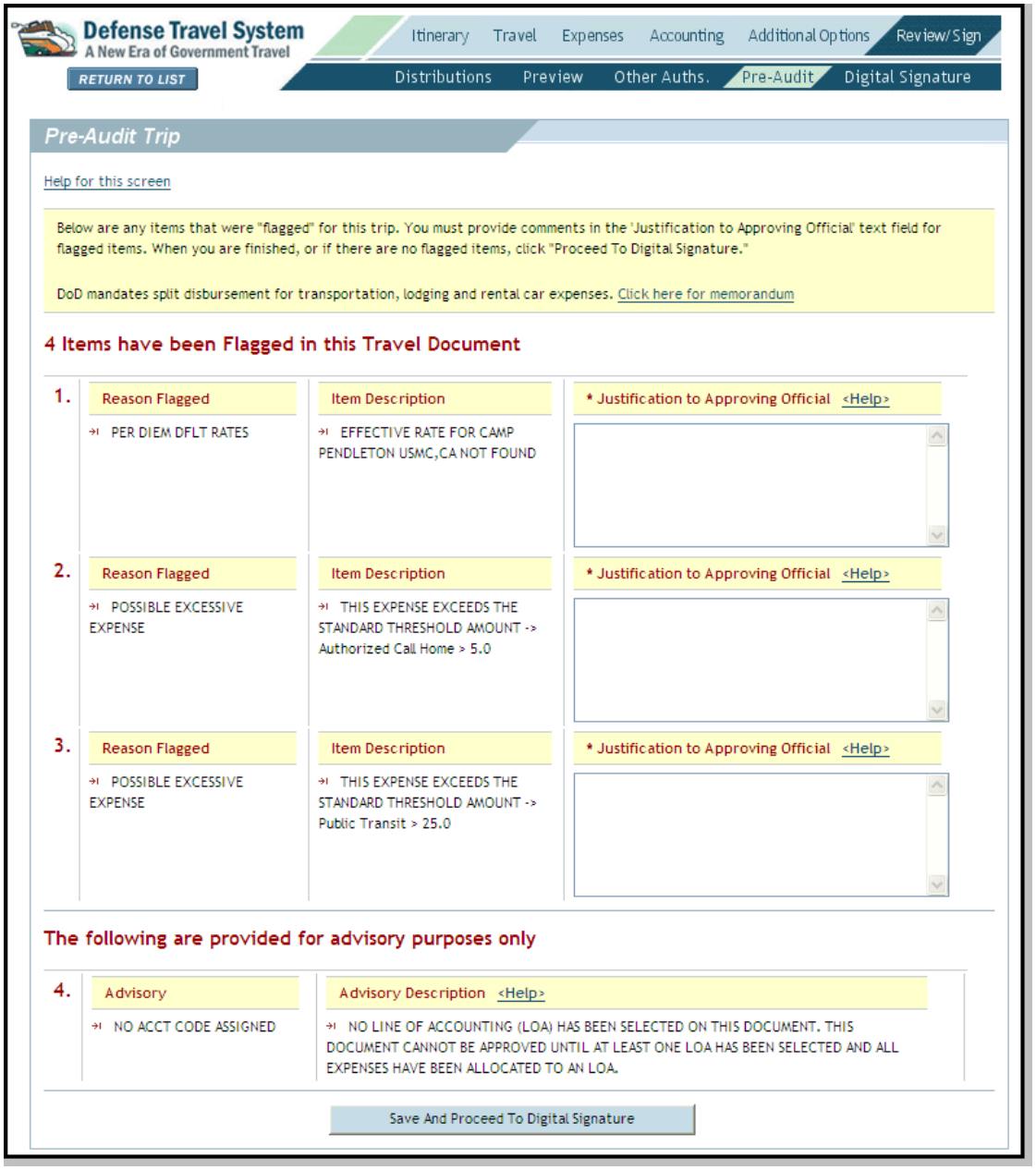

Figure 3-13: Pre-Audit Trip Screen

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3.2.7.5 Digital Signature

The final step in creating a group authorization is to digitally sign the document on the Digital Signature screen (Figure 3-14). This begins the routing process. The default stamp is SIGNED. Once the document is submitted, the routing process begins. See Chapter 2, Section 2.10.4 of this manual for guidance on the digital signature process.

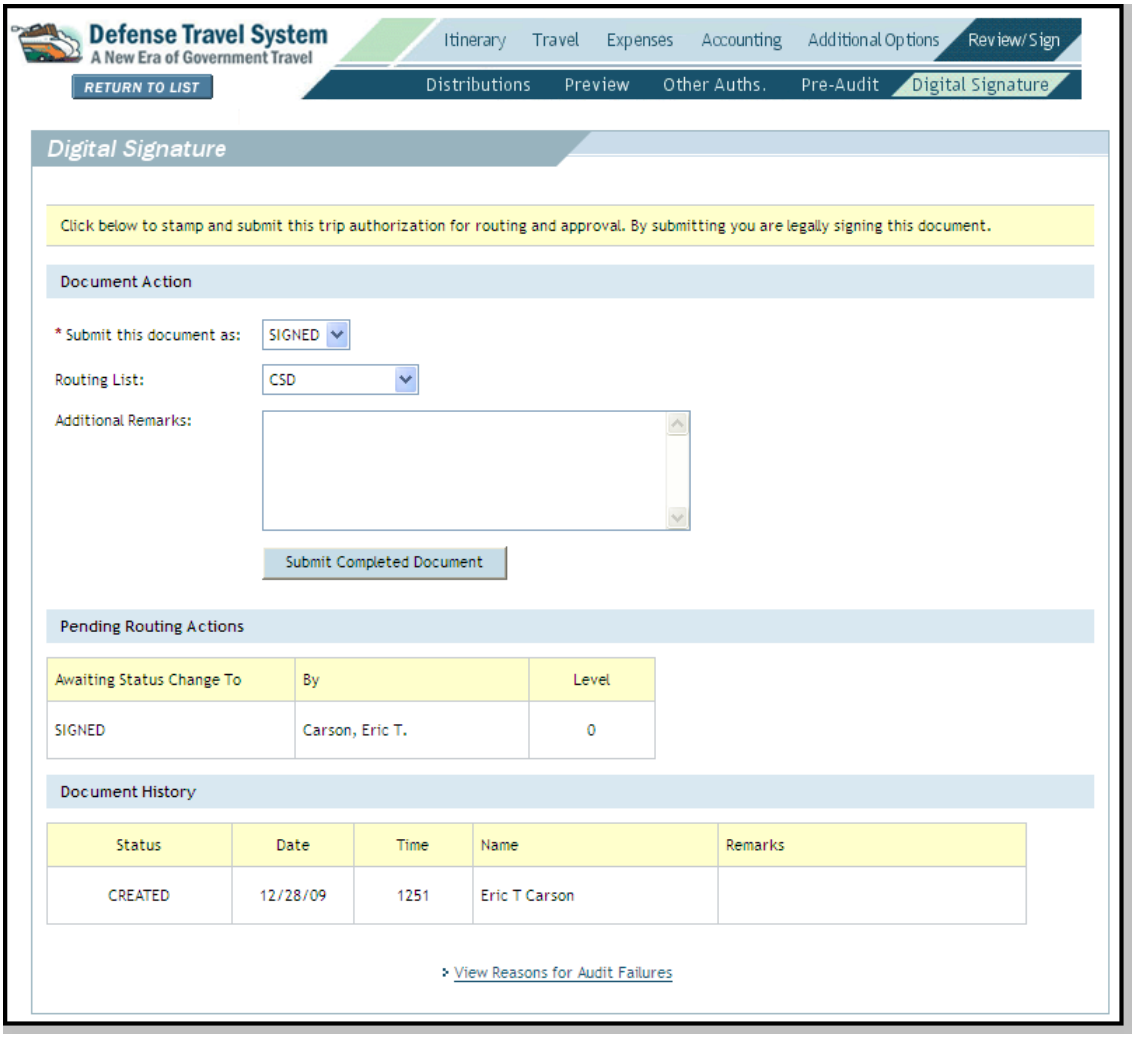

Figure 3-14: Digital Signature Screen

If the reservation requests have not yet been e-mailed to the CTO, a pop-up message displays when an attempt is made to sign the group authorization. This message asks if DTS should send the request e-mail to the CTO.

1. Select **OK** to send the e-mail.
   -OR-
   Select **Cancel** to sign the group authorization without sending an e-mail through DTS.

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If **OK** is selected, the CTO E-mail screen opens (Figure 3-15).

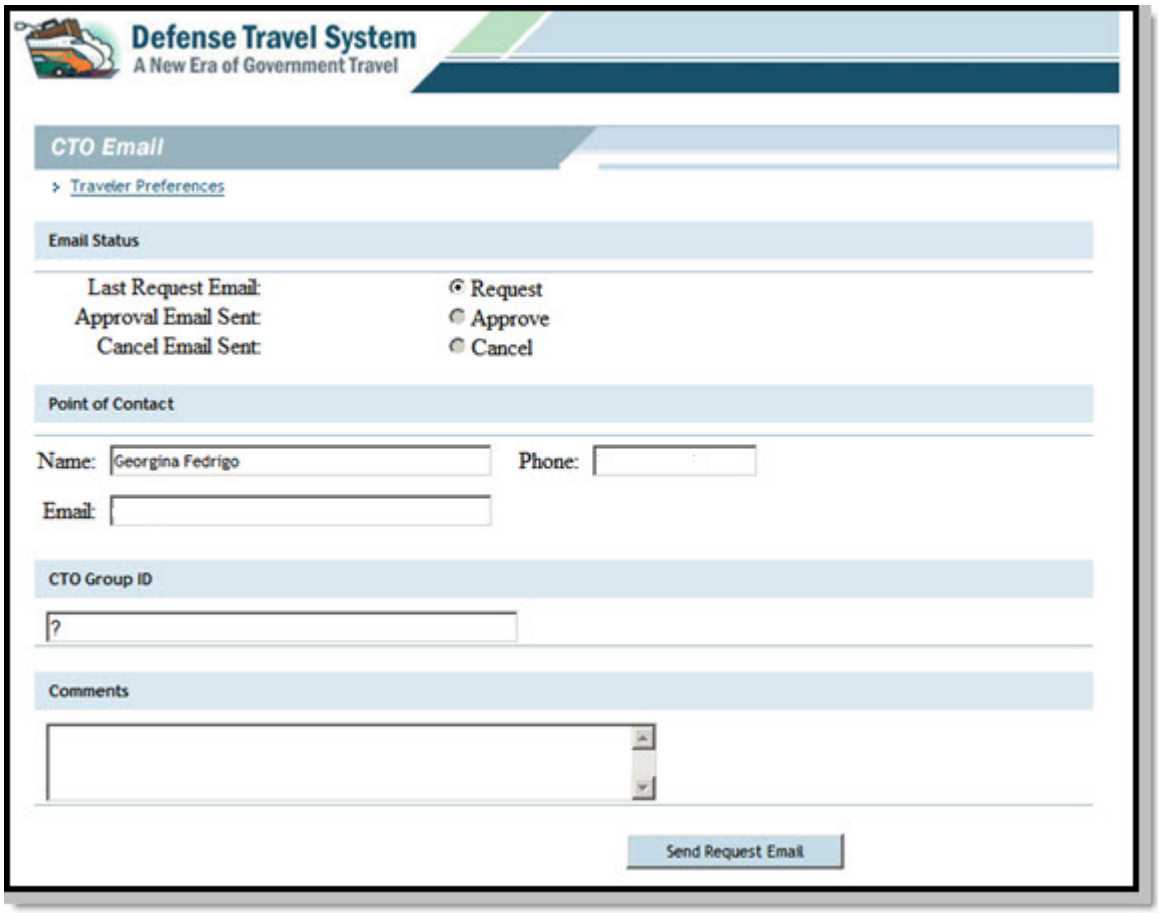

Figure 3-15: CTO E-mail Screen

The CTO E-mail screen is described below:

Traveler Preferences. This link opens a screen on which contact information and form of payment information may be viewed for each traveler in the group authorization.

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E-mail Status. No action is needed in this section. The E-mail Status radio buttons default to a selection based on the status of the document. If the e-mail has already been sent, the date on which it was sent displays next to name of the type of e-mail. The following are the types of e-mails that can be sent to the CTO referencing reservations for the group of travelers:

- *Last Request E-mail.* This e-mail submits the group authorization travel information to the CTO. It includes the arrangements requested (i.e., air, car rental, lodging); total number of travelers; name of each traveler; and the point of contact (POC) name and information.
- *Approval E-mail Sent.* Once the AO approves the group authorizations, DTS sends an Approval e-mail to the CTO giving permission to ticket the reservations. The CTO then sends an e-mail to the POC with information about the booked reservations and the costs.
- *Cancel E-mail Sent.* This button is only available after the first Request e-mail has been sent. When selected, the process will change the **Send Request** button to a **Cancel E-mail** button. If an AO sends the cancellation e-mail, DTS sends a copy of the e-mail to the POC. Likewise, if the e-mail is sent by either the primary traveler or NDEA, the AO receives a copy.

The information in the Point of Contact section defaults to the user who created the document.

2. Enter the **Name**, **Phone**, and **E-mail address** of the POC whom the CTO may contact, if different from the information displayed.

3. Complete the **CTO Group ID** field if the CTO has provided a group identifier number.

4. Complete the **Comments** field with any information that is helpful to the CTO when booking the reservations. (For example, "*We need to book a van since all nine of us will ride in one vehicle.*") All e-mail types allow the addition of general comments.

5. Select **Send Request E-mail** to send the reservations request to the CTO.

The Request e-mail contains a summary for the types of reservations that were requested in the group authorizations (air, hotel, rental car, or other ticketed transportation). None of these e-mail summaries are editable. Below is a list of information that displays in each summary:

- *Air Travel.* For each air leg, a summary of the following: airline name, flight ID, departure airport, departure date and time, arrival airport, arrival date and time, total cost, and comments.
- *Lodging.* For each hotel, a summary of the following: hotel name, location, check-in date, check-out date, total cost, and comments.
- *Rail Travel.* For each rail leg, the summary follows the same format as the air travel summary.
- *Rental Car.* For each vehicle, a summary of the following: rental company name, car class, pick-up date and time, drop-off date and time, pick-up location, total cost, and comments.
- *Ticketed Transportation.*For each ticketed transportation record in the group authorization, the new screen displays a summary of the following: type, description, ticket number, departure date, total cost, and comments.

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If the group authorization contains unidentified travelers, a pop-up message informs the user that the e-mail will not be sent.

6. Select **Traveler Preferences** near the top of the screen.

The Traveler Preferences screen opens (Figure 3-16). The Traveler Preferences link and screen will not display if either of the following is true:

- There are unidentified travelers in the group authorization (e.g., the user has indicated five people will travel, but only four names are listed).
- The CTO e-mail address is not included with the pseudo city code data in the profile.

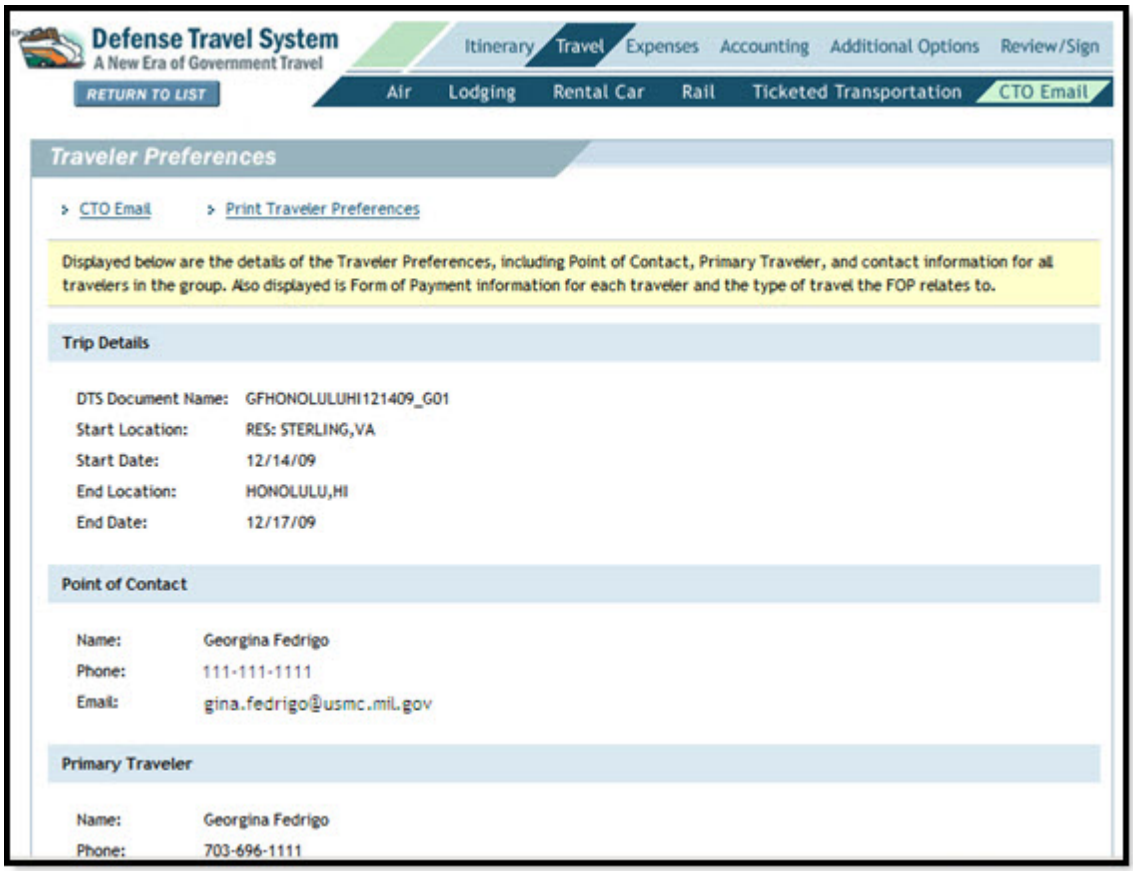

Figure 3-16: Traveler Preferences Screen

7. Select **Print Travel Preferences** and fax it to the CTO for form of payment information to be used for ticketing reservations on each traveler.

8. Close the group authorization without signing until the CTO replies with the actual cost.

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Note: If the CTO responds with costs that are the same as the preferred reservations, open the document and apply the SIGNED stamp. If there are changes to the costs, update the Group Authorization as explained in Section 3.2.10.

Local business rules regulate the process for using CTO e-mail. The group authorization may be exited without a signature until the CTO replies with the actual reservations and costs booked for the group travel. This alleviates the AO from approving costs that may have to be changed.

If the CTO response confirms that the preferred reservations were booked for the entire group, there is no need to edit the reservation sections of the group authorization. The next step is to complete any incomplete sections of the group authorizations and sign it.

If the CTO response states that the booked reservations have resulted in a cost that is different from that in the original request, these new costs must be entered into the group authorization. It is important to make the changes so that expenses can be distributed among the travelers correctly. See Section 3.2.8.

Note: To attach the CTO's response to the document by using the Substantiating Records feature, see Chapter 2, Section 2.7.4 of this manual.

3.2.8 Update Costs

Changes made to a group authorization before approval is referred to as *adjustments*. If costs need to be changed after the AO has approved the group authorization, an *amendment* must be created. See Section 3.5.

The following list illustrates steps to edit the reservation costs in the group authorization. For more details about amendments, see Chapter 7 of this manual.

Access the group authorization from the primary traveler's document list. The Preview Trip screen opens (Figure 3-11).

For changes to air or rail reservation costs:

1. Select **Edit** next to the flight or rail reservation on the Preview Trip screen.
2. Select **Cancel** or **Change** next to the reservation on the Trip Summary screen.
3. Change the **Ticket Value** field on the Edit Ticketed Information screen.
4. Select **Save**.
5. Repeat the steps for the return transportation.

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For changes to lodging reservation costs:

1. Select **Edit** in the Per Diem Entitlements section for Lodging and M&IE.

2. Select **Edit** to open the Per Diem Entitlements Detail screen and enter the proper cost for travelers into the **Lodging** field for each date.

3. Select **Save These Entitlements**.

For changes to rental car reservation costs:

1. Select **Edit** in the Expenses section for Non-Mileage.

2. Update the cost for an existing rental car expense.
   -AND/OR-
   Add a **Commercial Auto-TAD/TDY** expense and enter the correct cost.

3. Select **Save Expenses**.

The e-mail responses from the CTO are also uploaded or attached to the group authorization and can be viewed using the Substantiating Records screen.

Begin the Review/Sign process. See Section 3.2.7.

The final step submits the requests to the CTO. The CTO books the reservations for the entire group and attempts to reserve the requests identified in the group authorization. After booking reservations for the group, the CTO e-mails the confirmed reservation and cost information to the primary traveler.

When the confirmed reservations and cost information are received from the CTO, the costs must be updated in the group authorization.

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3.3 Group Authorization for 10 or More Travelers

Local business rules at the primary traveler's site may require that the Transportation Officer (TO) arrange travel reservations for groups of 10 or more, instead of the CTO. In this case, the group authorization by following the below process:

1. The NDEA or primary traveler confirms that the routing list is set up to route the group authorization to the TO if the group exceeds nine travelers. See *DTA Manual*, Chapter 5, Section 5.6.2.3, Conditional Routing.

2. The group authorization is created, any known expenses are entered, and the document is signed. Reservation information is not entered at this time.

3. DTS routes the group authorization to the TO to enter transportation and lodging costs.

4. The costs must be distributed. The TO can distribute the costs, or the AO may do so when reviewing and approving the group authorization.

5. The TO applies the REVIEWED GROUP AUTH stamp.

6. The group authorization continues to route to the each reviewer on the routing list.

7. The AO reviews and approves the group authorization.

If the TO or the AO identifies any issues or problems with the information, they may change the information or stamp the document RETURNED. This will route the group authorization back to the NDEA or traveler who created it to correct and sign again.

Note: If no conditional routing exists for group authorizations that have 10 or more travelers, the TO can be contacted outside of DTS to obtain reservations and costs for the group's TDY travel. The cost information is entered and the group authorization is completed as explained in Chapter 2, Section 2.6.6 of this manual.

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3.4 Traveler Manifest Report

DTS can generate a manifest (list of travelers) for the group. The manifest may be set up to preview and print a list that excludes the names of certain travelers who are in the group. Selecting the box in the Exclude column allows the user to retain the traveler on the group authorization, but removes the name from the manifest. If the user does not have group access to a traveler in the group authorization, the SSN of the traveler will be masked on the document.

Beginning on the Group Authorizations/Travel Orders screen (Figure 3-17), follow the below steps to run a Traveler Manifest report:

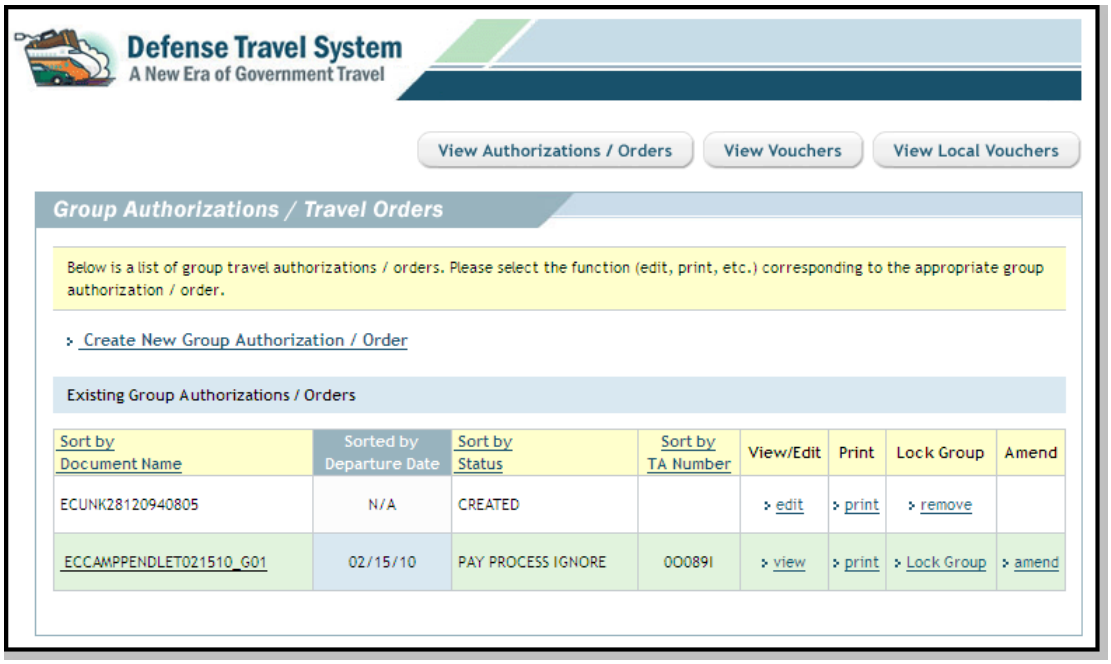

Figure 3-17: Group Authorizations/Travel Orders Screen

1. In the Sort by Document Name column, select the appropriate group authorization document name. (The document may not be selected unless it has previously been stamped APPROVED.)

The Group Authorizations/Group Traveler list screen opens.

2. Select **Print Manifest**.

The DTS Traveler Manifest Report screen opens (Figure 3-18).

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DTS Traveler Manifest

Group Authorization - ECCAMPPENDLET021510_G01

Report Run Date: 12/28/2009

Contact Information:

Name:	Carson, Eric T
Title/Rank:	MW-04
Organization:	TDZDTMOCSD
Military Branch of Service:	U.S. Marine Corps
Service/Agency:	Defense Human Resources Activity
Duty Station:	
Duty Station Phone Number:	1111111111

Itinerary:

Start Location/Start Date:	RES: WOODBRIDGE,VA - 02/15/2010
TDY End Location/TDY End Date:	CAMP PENDLETON USMC,CA - 03/26/2010
Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	OTHER TRAVEL
Trip Duration:	39 Days

Traveler Information:

Name:	CARSON, CHRIS A
SSN:	999-96-2346
Gender:	FEMALE
Organization:	TDZDTMOCSD
Title/Rank:	MO-04
Military Branch of Service:	U.S. Marine Corps
Service Agency:	Defense Human Resources Activity
Duty Station:	
Duty Station Phone Number:	1111111111

Name:	CARSON, EMILY A
SSN:	999-96-2355
Gender:	FEMALE
Organization:	TDZDTMOCSD
Title/Rank:	GM-14
Military Branch of Service:	
Service Agency:	Defense Human Resources Activity
Duty Station:	
Duty Station Phone Number:	111-111-1111

Name:	Carson, Eric T
SSN:	999-96-2371
Gender:	MALE
Organization:	TDZDTMOCSD
Title/Rank:	MW-04
Military Branch of Service:	U.S. Marine Corps
Service Agency:	Defense Human Resources Activity
Duty Station:	
Duty Station Phone Number:	1111111111

Name:	Carson, Kim T
SSN:	999-96-2370
Gender:	FEMALE
Organization:	TDZDTMOCSD
Title/Rank:	GS-10
Military Branch of Service:	
Service Agency:	Defense Human Resources Activity
Duty Station:	
Duty Station Phone Number:	1111111111

Figure 3-18: Traveler Manifest Report

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The report displays the below information:

- Title and Document Name
- Report Run Date
- Contact Information (taken from the profile of the primary traveler):
    - Name
    - Title / Rank
    - Organization
    - Military Branch of Service
    - Service/Agency
    - Duty Station
    - Duty Station Phone Number

- Itinerary:
    - Start Location/Start Date
    - End Location/End Date
    - Trip Type
    - Trip Purpose
    - Trip Duration

- Traveler Information:
    - SSN
    - Gender
    - Organization
    - Title/Rank
    - Military Branch of Service
    - Service/Agency
    - Duty Station
    - Duty Station Phone Number

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3.5 Amend a Group Authorization

When the AO approves the group authorization, individual authorizations spawn, each with its own travel authorization number. DTS spawns one view-only individual authorization for each traveler in the group. Travelers can view their own individual authorizations in DTS, but only the primary traveler (or NDEA) can amend the group authorization. Once approved, amendments to the group authorization update all of the individual authorizations. This can occur until the group authorization is locked.

When the primary traveler (or NDEA) locks the group authorization DTS allows no more amendments to the document. However, the travelers can edit their own individual authorizations. If no amendments are necessary, the traveler may create a voucher and sign it after the trip is completed.

Note: The DTS reservation system can never be used to amend reservations on a group authorization. If a reservation needs to be changed, use methods outside of DTS (e.g., telephone, e-mail, or fax) to contact the CTO to have the changes made to the reservations. If the CTO provides changes to the costs of the reservations, update the group authorization as explained in Section 3.2.9.

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3.5.1 Primary Traveler Amends the Group Authorization

The primary traveler or NDEA may make any number of amendments to a group authorization before locking it. It is important to make all changes that affect all travelers in the group before locking the group authorization. If the group authorization is locked and it later becomes necessary to amend it, it will be necessary to amend each traveler's individual authorization one at a time.

Once approved, the following amendments to the group authorization are prohibited:

- Changing the routing list
- Adding travelers

Beginning on the Group Authorizations/Travel Orders screen, use the below steps to amend the group authorization:

1. Select the **amend** link. (If the document is not yet approved, select **view/edit** to adjust it.)

The Digital Signature Login window opens.

2. Enter the PIN in the **PIN** field and select **OK**.

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The Create Amendment screen opens (Figure 3-19).

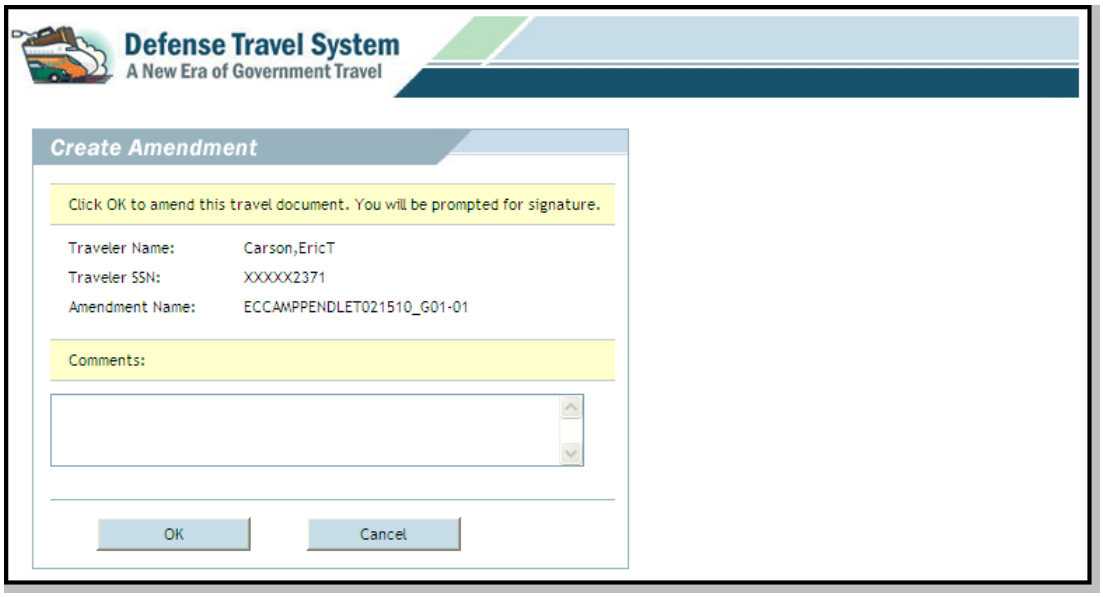

Figure 3-19: Create Amendment Screen

3. (Optional) Complete the **Comments** box with a justification for the amendment.

4. Select **OK**.

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The Preview Trip screen opens (Figure 3-20).

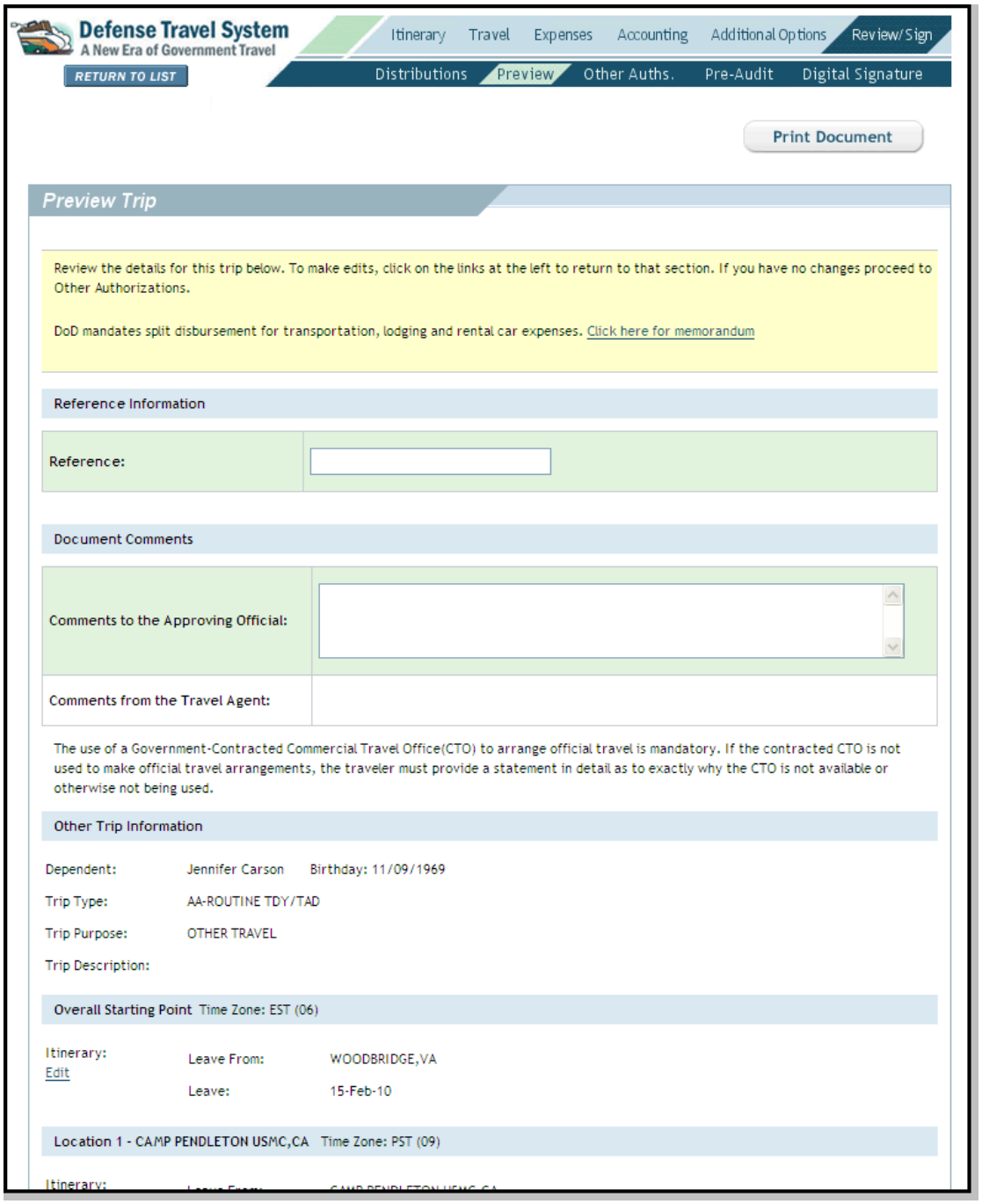

Figure 3-20: Preview Trip Screen

5. Select **Edit** where it appears next to the flight, rental car, or lodging item to be changed.

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The Itinerary section of the group authorization opens to the Per Diem Locations section. It displays a Trip Summary on the right side of the screen, which shows links for removing items from the group authorization.

6. Select **Remove** to remove each item from the group authorization.

7. Enter the CTO-provided cost information in the appropriate DTS screens.

See Section 3.2.8 of this chapter for instructions on entering the cost information into DTS.

Note: Any changes to the itinerary and reservations should be communicated to all travelers included on the group authorization.

8. Once changes are complete, access the Digital Signature screen (Figure 3-14).

9. Select the **Submit Completed Document as** drop-down list arrow and select **SIGNED**.

This process reinitiates routing for approval.

3.5.2 Traveler Amends Individual Authorization

When the AO approves the group authorization, an individual authorization is spawned for each traveler. It appears in the traveler's authorization document list labeled with a _G01 suffix and is available in view-only status. Once the group authorization is locked, an amend link displays in the amend column to the right of the document (Figure 3-21).

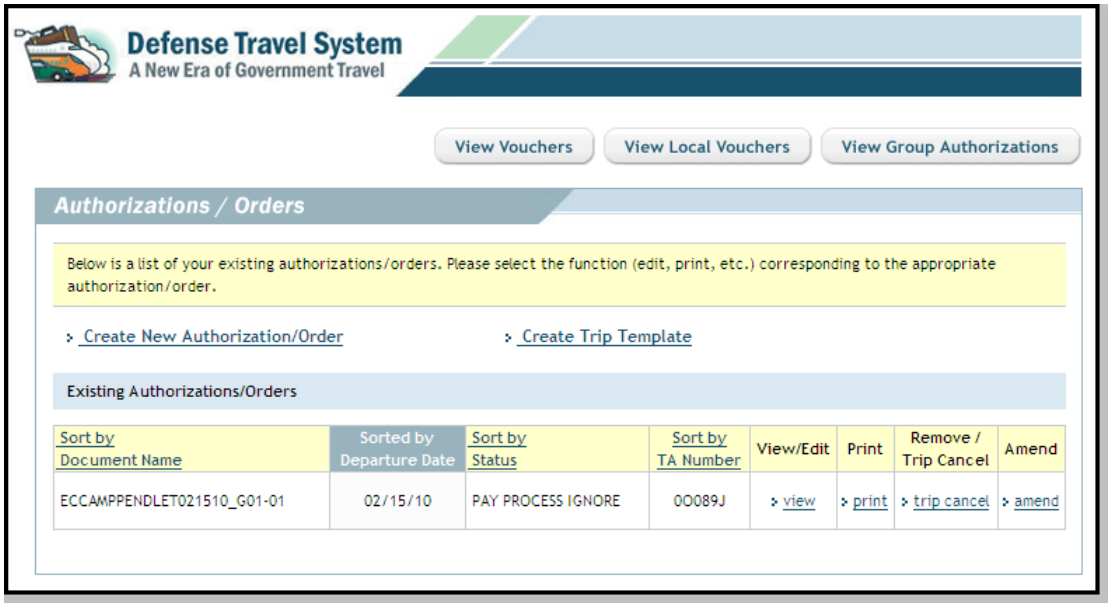

Figure 3-21: Authorizations/Orders Screen

Beginning on the User Welcome screen (Figure 3-2), follow the below steps to amend the individual authorization generated from a group authorization.

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

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

The Authorizations /Orders screen opens.

3. Select **amend** to the right of the document name.

The Digital Signature Login window opens.

4. Enter the PIN in the **PIN** field and select **OK**.

The Create Amendment screen opens (Figure 3-22).

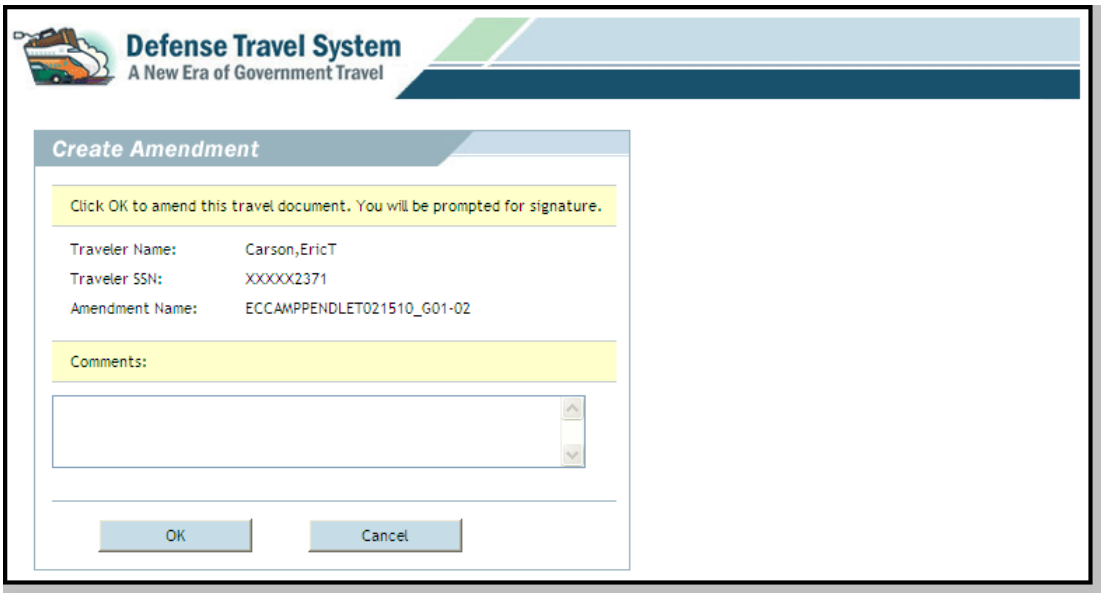

Figure 3-22: Create Amendment Screen

5. (Optional) Enter a reason for the amendment.

6. Select **OK**.

The Preview Trip screen opens (Figure 3-20).

6. Use the navigation bar to access the screens and make changes.

7. Stamp document **SIGNED** to reinitiate routing for approval.

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3.5.3 Primary Traveler Amends an Individual Authorization

When the group authorization is locked, it is no longer amendable. Only the individual authorizations can be amended. The primary traveler and the other traveler(s) may make amendments to their individual authorizations that were generated from the group authorization. The document name became a link when the group authorization was approved.

Group Locked displays to the right of the locked group authorization in the Group Authorizations/ Travel Orders screen (Figure 3-23). Beginning on the Group Authorizations/Travel Orders screen, a primary traveler follows the below steps to amend a traveler's authorization:

1. Select the desired **group authorization** link in the Sort by Document Name column.

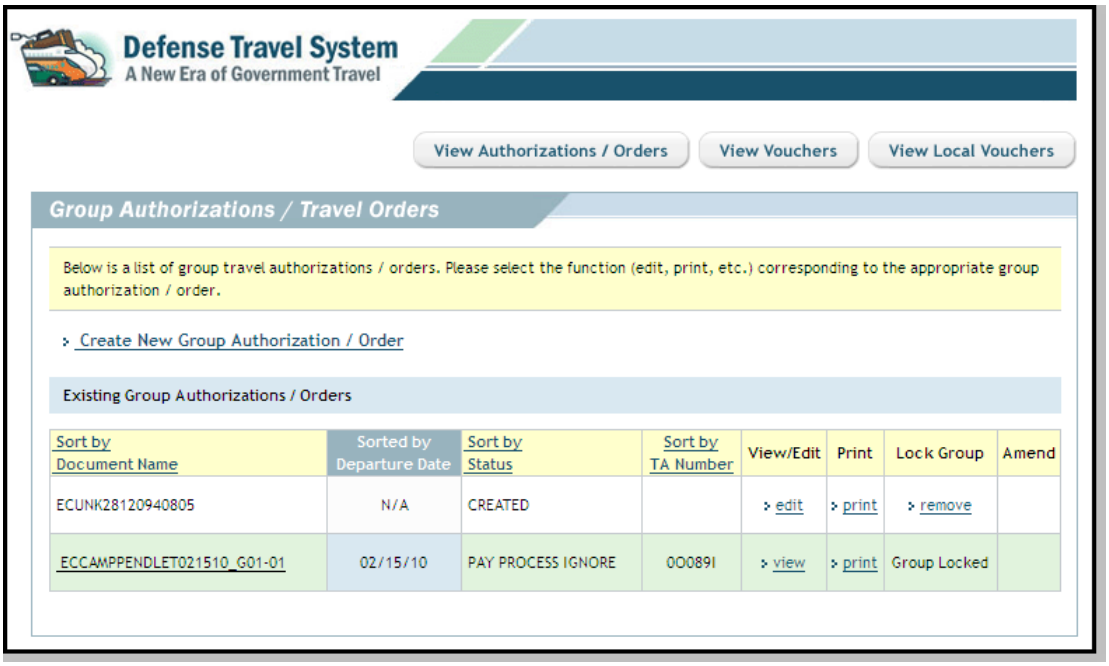

Figure 3-23: Group Authorizations/Travel Orders Screen

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The Group Authorizations/Group Traveler List screen opens (Figure 3-24).

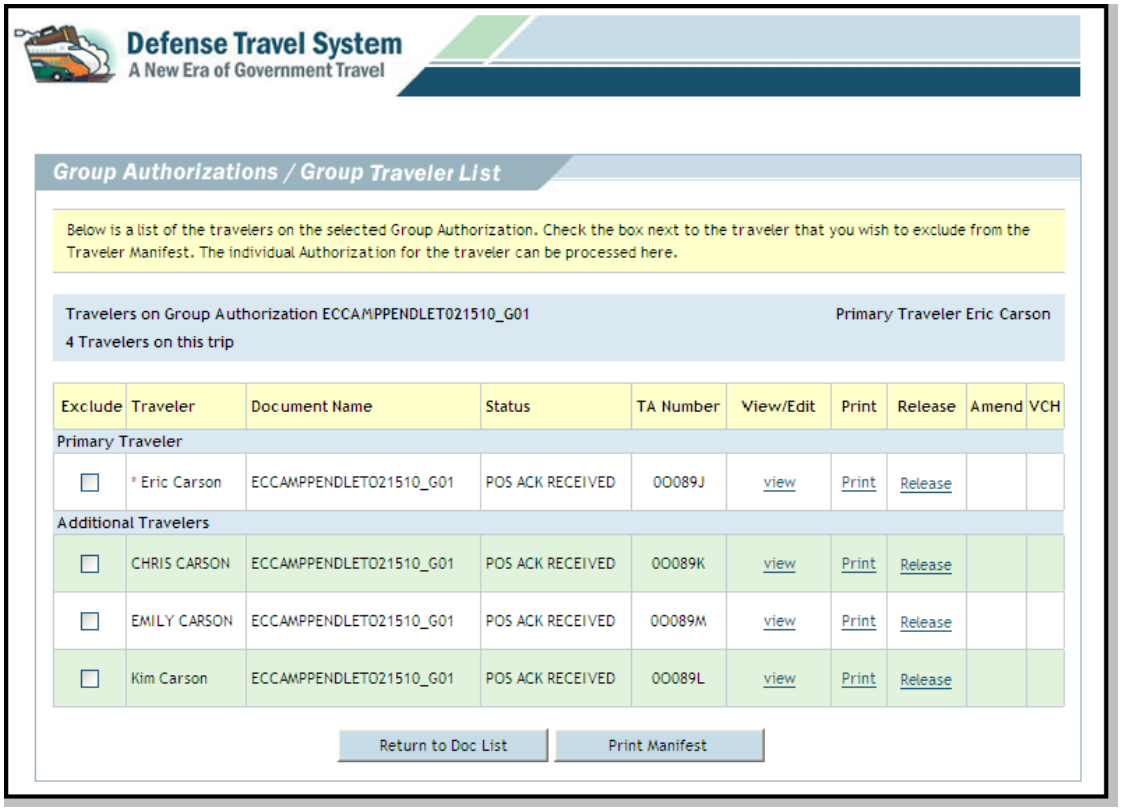

Figure 3-24: Group Authorization/Group Traveler List Screen

If the NDEA or primary traveler accessing the Group Traveler List screen does not have group access to a traveler in the group authorization, the view/edit, amend, and print links will not display for selection. See Table 3-2 for a description of the columns.

Table 3-2: Group Authorization/Group Traveler List Screen Description

GROUP AUTHORIZATION/GROUP TRAVELER LIST SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Exclude	Column header for the boxes used to exclude the traveler's name from the Traveler Manifest. Does not remove a traveler from a group authorization.
Traveler	Column header for the names of the travelers who are included on the group authorization.
Document Name	Column header for the names of the group authorizations or the spawned authorizations.
Status	Column header for the name of the last stamp that was applied to each document.

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Table 3-2: Group Authorization/Group Traveler List Screen Description (Continued)

GROUP AUTHORIZATION/GROUP TRAVELER LIST SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
TA Number	Column header for the travel authorization number for each traveler's document.
View/Edit	Column header for and name of the two links that are used to open the document. If *view* displays, the user may only view the individual authorizations. If *edit* displays, the user may edit the document if it has been signed by the traveler.
Print	Column header and name of the link used to print a copy of the traveler's individual authorization.
Release	Column header used to display a link that allows the AO to remove a traveler from a group authorization once it is locked. Column is clear because the figure represents a screen that is being accessed by the primary traveler (not the AO).
Amend	Column header and name of the link used to initiate changes to the individual authorizations after the document has been stamped APPROVED.
VCH	Column header for the column that identifies whether or not a voucher has been created for an authorization. The column will populate with the letter "Y" if a voucher has been created. In this case the Amend link will not display.
Return to Doc List	Button used to return to the Group Authorization / Travel Orders screen.
Print Manifest	Button used to display the Traveler Manifest Report (Section 3.4).

1. Select **amend** to the right of the corresponding traveler's document to create an amendment.

The Digital Signature Login window opens.

2. Enter the PIN in the **PIN** field and select **OK**.

The Create Amendment screen opens (Figure 3-22).

3. (Optional) Enter a reason for amendment.

4. Select **OK**.

The Preview Trip screen displays (Figure 3-11).

5. Use the navigation bar to access the appropriate screen to make edits to the individual authorization.

6. Stamp document SIGNED to reinitiate routing for approval.

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3.5.4 Remove a Traveler from a Group Authorization

Before AO approval, a traveler may be removed from a group authorization. Access the Group Authorizations/Group Traveler List screen and select remove to the right of the traveler's name (Figure 3-24). A message displays requiring a confirmation that a traveler is to be removed from the group authorization.

1. Select **OK**.
   -OR-
   Select **Cancel** to return to the Group Travelers screen without removing the traveler.

After AO approval, a traveler must be *released* from the group authorization. Once released, DTS disassociates the traveler from the group authorization and automatically makes the traveler's individual authorization available for editing. When DTS disassociates a traveler's individual authorization, it is no longer updated by amendments made to the group authorization and obligations are no longer submitted. Once the individual authorization is available for editing, the traveler can amend, create a voucher, or cancel the individual authorization as needed.

Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to release a traveler from the group authorization.

1. Select the document name link for the group authorization from which the traveler is to be released.

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The Group Authorizations/Group Traveler List screen opens (Figure 3-25).

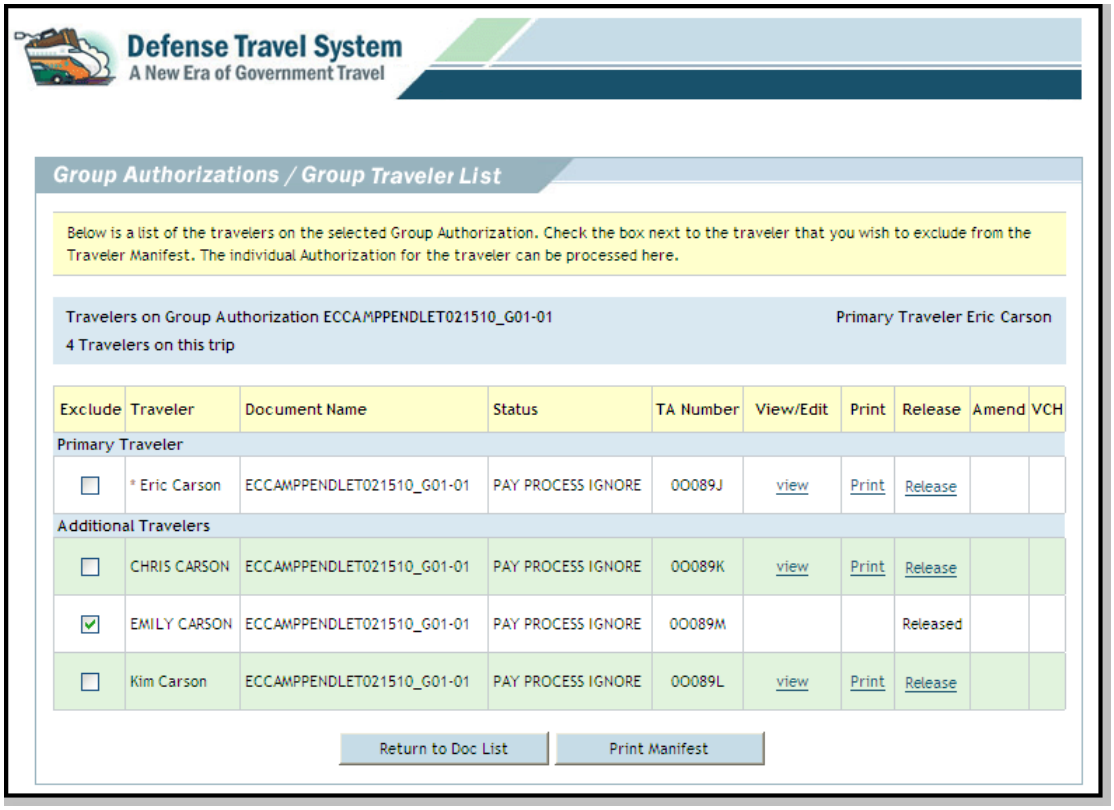

Figure 3-25: Group Authorizations/Group Traveler List Screen

2. Select **Release** to the right of the name to be removed from the group authorization.

Once selected, the word *Released* displays in the Release column. It is not a link.

Once a traveler is released, DTS sends an e-mail to the traveler. The e-mail informs the traveler of their release from the group authorization and that they now have an individual authorization in DTS for this trip. The e-mail also states that if changes must be made, the traveler will have to amend the individual authorization.

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3.5.5 Lock the Group Authorization

Once the AO has approved all amendments, the group authorization may be locked. This action makes the individual authorizations editable. The travelers may now amend their own individual authorizations and create vouchers.

If the group authorization is not locked, DTS will automatically lock it three days after the trip end date. This automatic lock date is scheduled to occur after the trip end date in case it is necessary to amend the entire group authorization after the trip. This prevents each traveler from having to make individual amendments.

However, if the group authorization includes requests for SPPs, the group authorization must be locked in a timely manner. This allows each traveler to amend their individual authorization and request SPPs.

Beginning on the Group Authorizations/Orders screen, follow the following steps to lock the group authorization (and thus make the individual authorizations available for editing):

1. Select **Lock Group** to the right of the corresponding document name (Figure 3-26).

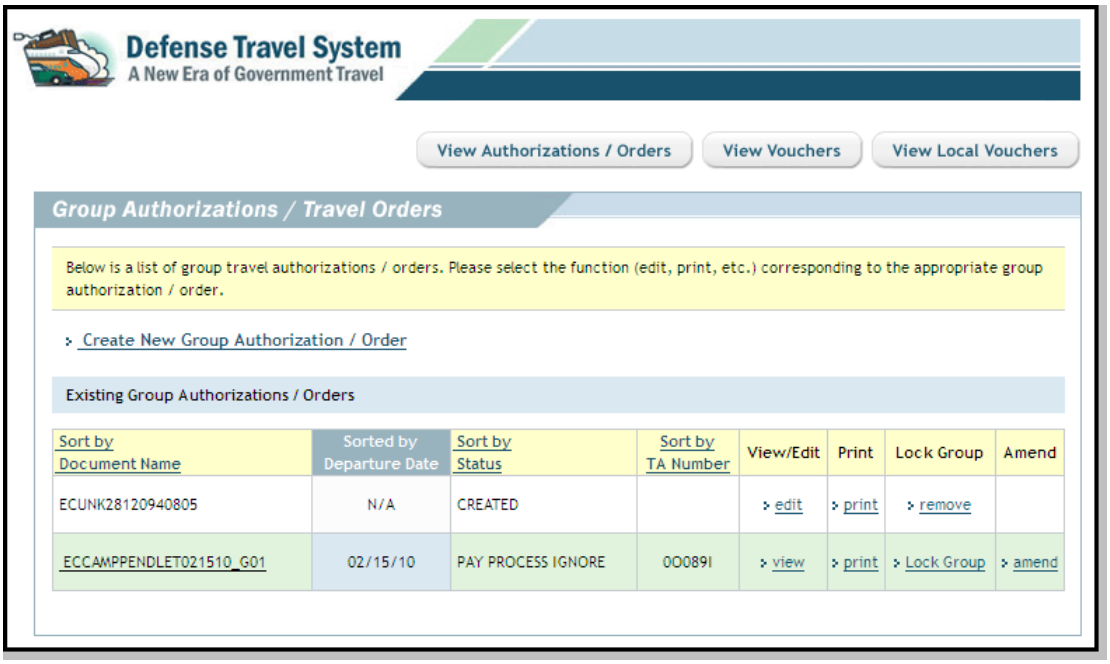

Figure 3-26: Group Authorizations/Travel Orders Screen

A pop-up message appears informing the user that the document will be locked and cannot be amended further.

2. Select **OK**.
   -OR-
   Select **Cancel** to stop the action and return to the Group Authorizations/Travel Orders screen.

The Lock Group link changes to **Group Locked** and is no longer a link.

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3.6 Cancel a Group Authorization

Up to the point that the group authorization is locked, the NDEA or primary traveler may create an amendment to cancel it.

When the AO applies the CANCELLED stamp to the group authorization, DTS cancels the individual authorizations automatically.

If the trip is cancelled after the group authorization has been locked, each of the travelers' individual authorizations will have to be cancelled one at a time. Use the **Trip Cancel** link as described in Chapter 10 of this manual.

CTO-disabled sites should refer to their local business rules to cancel any reservations.

Note: If the group authorization contains a CTO fee, the CANCELLED stamp will not be available for the AO to select. A voucher must be created to receive reimbursement for any incurred expenses or SPPs that were submitted or paid.

3.6.1 Cancel a Group Authorization That Has Not Been Locked

Beginning on the Group Authorizations/Travel Orders screen (Figure 3-27), follow the below steps to cancel a group authorization that has not been locked.

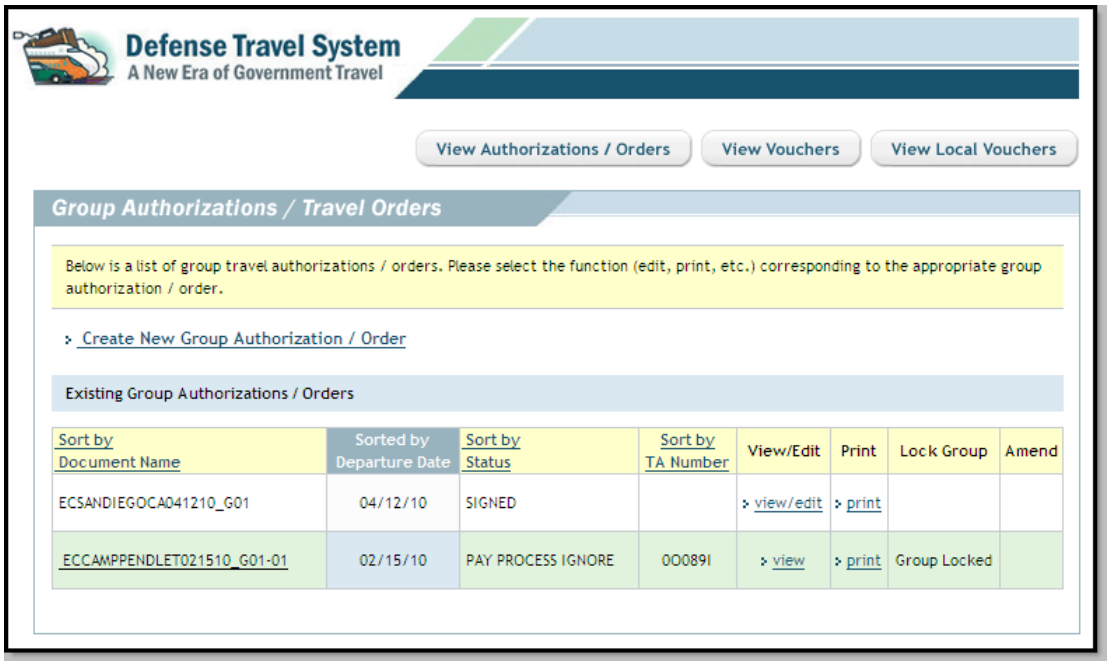

Figure 3-27: Group Authorization/Travel Orders Screen

If the group authorization has not been approved, follow the steps below. If the group authorization has been approved, follow Steps 1-4 in Section 3.5.1, then proceed to Step 6, 9, or 13 in this section as appropriate.

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1. Select **view/edit** next to the document to be cancelled.

The View-Only prompt opens.

2. Clear the **Open Document VIEW-ONLY** box.

3. Select **OK**.

The Digital Signature Login window opens.

4. Enter the PIN in the **PIN** field.

5. Select **OK**.

The Preview Trip screen opens (Figure 3-11).

If reservations were made, proceed to the next step. If no reservations were made but expenses were incurred or added to the group authorization, proceed to Step 9. If no reservations were made and expenses were not added to the group authorization or incurred, proceed to Step 13.

6. Select **Travel** on the navigation bar.

The Trip Summary screen opens.

7. Select **Cancel** for each reservation that displays on the screen. Select **OK** on each cancellation confirmation pop-up window.

Important: *A hotel cancellation confirmation number must be obtained to ensure that a no-show charge is not incurred.* If the CTO does not provide a hotel cancellation confirmation number, it becomes *the traveler's responsibility to contact the hotel directly* to obtain one.

If the authorization contains information for tickets booked outside of DTS, select **Add New Ticketed Transportation** (in the bottom right hand corner of the screen), or select **Other Transportation** on the subnavigation bar. When the Other Trans. screen opens, select **Remove** in the Trip Summary on the right side of the screen. Select **Summary** on the subnavigation bar to return to the Trip Summary screen.

8. Select **Save and Continue**.

If expenses were incurred or added to the group authorization, proceed to the next step, if no expenses were incurred or added to the group authorization, proceed to Step 12.

9. Select **Expenses** on the navigation bar.

The Non-Mileage Expenses screen opens. The Expenses Summary displays the expenses on the right side of the screen.

10. Select **Remove** for each expense that was not incurred. Only retain expenses that need to be reimbursed (e.g., a paid fee).

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11. Select **Mileage** on the subnavigation bar and remove any mileage expenses that have not been incurred.

12. Select **OK**.

13. Select **Itinerary** on the navigation bar.

The Trip Overview screen opens.

14. Select **Edit** in the Location 1 box.

The Per Diem Locations screen opens.

15. Select the **Departing On** calendar and select the same date that is displayed in the **Arriving On** field.

Note: Do not use the **Remove** link during the cancellation process. The per diem entitlements are cancelled when the Arriving On and Departing On dates become the same.

16. Select **Save Changes**.

17. Select **OK**.

The Trip Overview screen refreshes.

18. Select **Edit** in the Overall Ending Point box.

19. Select the **End Date** calendar and select the **same date** that is displayed in the Start Date field.

20. Select the **12 Hours or Less** radio button under Trip Duration. This ensures that no per diem allowances are paid to the travelers.

21. Select **Proceed to Per Diem Locations**.

A pop-up message displays to inform the user that the per diem entitlements have been updated to reflect the changes in the date.

22. Select **OK**.

The Per Diem Locations screen refreshes.

23. Select **Expenses** on the navigation bar.

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

The Per Diem Entitlements screen opens. Confirm that lodging and M&IE are equal to zero.

25. Select **Review/Sign** on the navigation bar.

The Preview Trip screen opens (Figure 3-11).

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If the group authorization included SPPs, scroll down and select the **Edit** link next to Scheduled Partial Payments. Select **Cancel Scheduled Partial Payments**, and then select **Continue** to return to the Preview Trip screen.

26. Complete the **Comments to Approving Official** field with the appropriate cancellation and expense information:

    If there were no expenses, then enter: *Trip was cancelled - no expenses incurred*. (Skip to Step 28).
    -OR-
    If there were expenses, then enter: *Trip was cancelled - expenses were incurred*.

27. Scroll down the Accounting Summary and verify that the Calculated Trip Cost is equal to the cost of expenses incurred.

28. Select **Save and Proceed to Other Auths** at the bottom of the screen.

The Other Authorizations screen opens (Figure 3-12).

29. Select **Pre-Audit** on the subnavigation bar.

The Pre-Audit Trip screen opens (Figure 3-13).

30. Ensure that all preaudit flags are justified.

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

The Digital Signature screen opens (Figure 3-14).

32. Select the ***Submit this Document as** drop-down list and select **SIGNED**.

33. Select **Submit Completed Document**.

The Digital Signature Login window opens.

34. Complete the **Password** field with the PIN or password.

35. Select **OK**.

If no expenses were incurred, DTS sends an e-mail to the traveler when the AO stamps the document CANCELLED. If expenses were incurred, a voucher must be created to receive reimbursement after receiving e-mail notification that the AO approved the group authorization.

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CHAPTER 4: VOUCHERS FROM AUTHORIZATIONS

The Defense Travel System (DTS) uses vouchers from authorizations (vouchers) to record the actual expenses that a traveler incurred during a trip. In order for DTS to reconcile estimated expenses with actuals, a traveler submits a voucher. The voucher is prepopulated with data that was entered on the authorization; therefore, the traveler must have an approved authorization in DTS before creating a voucher. A traveler can add to and update this data. DTS allows a traveler to create a voucher prior to or during temporary duty (TDY) travel, but does not allow it to be signed until after the trip is complete. Likewise, this restriction prevents the Authorizing Official (AO) from approving the voucher until the trip is complete. A voucher cannot be stamped APPROVED until DTS receives positive acknowledgement from all accountable stations. This status indicates that the Global Exchange (GEX) accounting system has received and accepted the obligation. It is recommended that vouchers be submitted within five days of returning from travel.

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4.3 Update Itinerary 4-6
4.3.1 Change the Dates of a Trip 4-6
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4.1 Log In to DTS

To create a voucher in DTS, access the DTS Home page by entering URL www.defensetravel.osd.mil and follow the below instructions to log in to DTS:

1. Select the green **LOGIN TO DTS** button located near the center of the DTS Home page.

The DoD Privacy and Ethics Policy statement displays.

2. Select **Accept**. (Selecting **Decline** will return to the DTS Home page.)

The DTS Secure Log-In screen opens.

3. Complete the **PIN** field.

4. Select **OK**.

4.2 Create a Voucher

Once logged in to DTS, the User Welcome screen opens. Follow the below steps to create a new voucher:

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

2. Select **Vouchers** from the drop-down list.

The Vouchers screen opens (Figure 4-1). All existing vouchers display on this screen. The column headers may be selected to sort the authorizations by document name, departure date, status, or Travel Authorization Number (TA Number). The appropriate link may also be selected to view, edit, print, remove, or amend a voucher. Use the View Authorizations/Orders, View Local Vouchers, and View Group Authorizations buttons to open the list of documents of that type.

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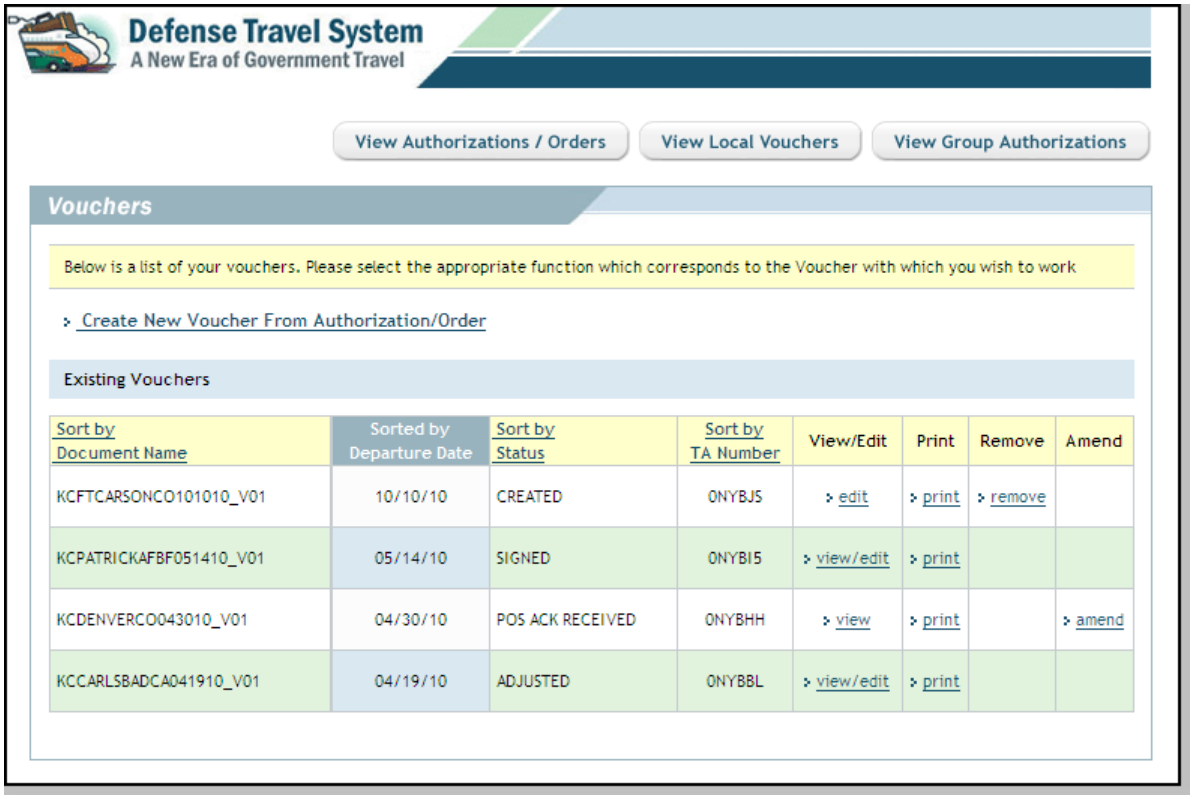

Figure 4-1: Vouchers Screen

The purpose of each link is explained below:

- **Edit**. Select to edit information in an existing voucher. This link changes to *view/edit* after the voucher has been signed. After selecting *view/edit*, remove the checkmark from the VIEW-ONLY box to allow changes to be made. If the box is cleared, DTS will prompt the user for a digital signature. Once a voucher has been approved, the link displays as *view* and the *amend* link (see below) must be used to make changes to the voucher.
- **Print**. Select to print an overview of the itinerary, including per diem rates and entitlements. The voucher displays on a new screen, from which it can be printed.
- **Remove**. Select to delete a document that is in the status of CREATED. This link is no longer available after the voucher has been signed.
- **Amend**. Select to make changes to an APPROVED voucher. This link will only display *after* the AO has stamped the voucher APPROVED. DTS creates a new document that must be signed and routed through the entire routing list.

3. Select **Create New Voucher from Authorization/Order**.

The Voucher from Authorization/Order screen opens. It lists the authorizations from which vouchers can be created. Select the column headers to sort the authorizations (Figure 4-2).

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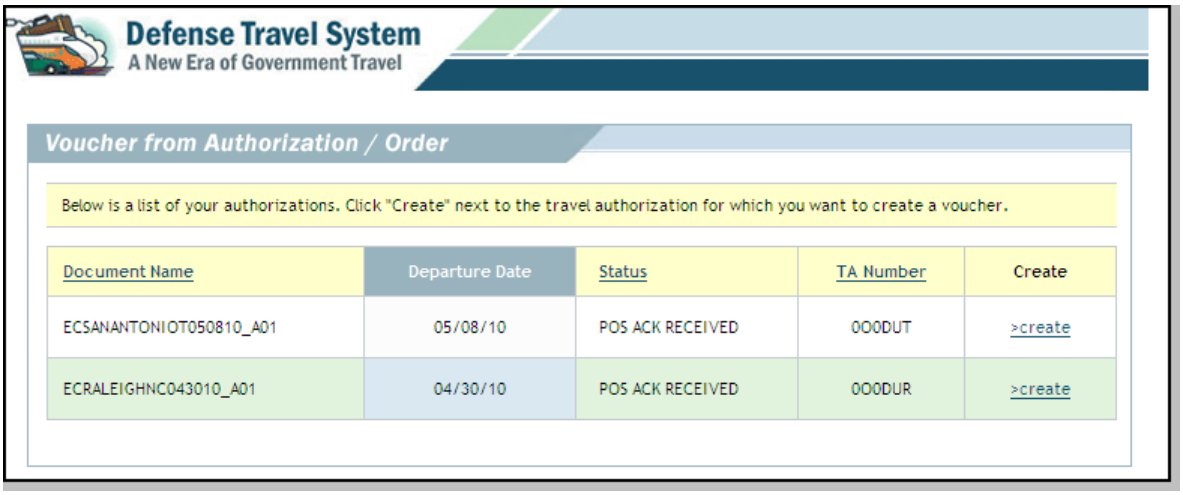

Figure 4-2: Voucher from Authorization / Order Screen

4. Select **Create** next to the authorization from which to create a voucher.

The Trip Overview screen opens (Figure 4-3). The itinerary appears on the right side of the screen in the Trip Summary box. The itinerary displays the information that was entered in the authorization.

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Defense Travel System
A New Era of Government Travel

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

RETURN TO LIST

Trip Overview | Per Diem Locations

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/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

Overall Starting Point Information

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

* Select a Location: -OR- * Enter a Starting Point:

RES: WOODBRIDGE | VA | Search

* Start Date(mm/dd/yyyy): 05/05/2010

Overall Ending Point Information

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

* Select a Location: -OR- * Enter an Ending Point:

RES: WOODBRIDGE | VA | Search

* End Date(mm/dd/yyyy): 05/09/2010

Other Trip Information

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

*Trip Type: AA-ROUTINE TDY/TAD

Trip Description (optional):

* Trip Purpose: SITE VISIT

* Trip Duration:

- 12 Hours or Less
- >12 - 24 Hours - With Lodging
- >12 - 24 Hours - No Lodging
- Multi-Day

Authorization Number: 000DUT

Authorization Date: 04/12/2010 (mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order:

Proceed to Per Diem Locations

Trip Summary

Overall Starting Point		
Leave From:	RES: WOODBRIDGE,VA	Edit
Leave:	08-May-10	

Location 1: SAN ANTONIO,TX		
Leave From:	RES: WOODBRIDGE,VA	Edit
TDY/TAD Loc:	SAN ANTONIO,TX	
Arrive:	08-May-10	
Leave:	09-May-10	
Carrier/ Flight:	American Airlines (AA) 2203	Edit
Conf/PNR:	123456	Remove
Depart:	11:45AM - 08-May-10 DCA-Washington, DC (USA) (National Apt)	
Arrive:	2:00PM - 08-May-10 DFW-Dallas / Ft. Worth, TX (USA) (Int'l.	
Carrier/ Flight:	American Airlines (AA) 578	Edit
Conf/PNR:	123456	Remove
Depart:	2:55PM - 08-May-10 DFW-Dallas / Ft. Worth, TX (USA) (Int'l.	
Arrive:	4:00PM - 08-May-10 SAT-San Antonio, TX (USA)	
Rental Car:	ADVANTAGE	Edit
Airport:	SAT - San Antonio International Apt, TX	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	08-May-10 4:30PM	
Drop-Off:	09-May-10 10:00AM	
Lodging:	Comfort Suites North Ih	Edit
Confirmation:	12345678-	Remove
Check-In:	08-May-10	
Check-Out:	09-May-10	

Overall Ending Point		
Leave From:	SAN ANTONIO,TX	Edit
Return Loc:	RES: WOODBRIDGE, VA	
Arrive:	09-May-10	
Carrier/ Flight:	American Airlines (AA) 1739	Edit
Conf/PNR:	123456	Remove
Depart:	10:30AM - 09-May-10 SAT-San Antonio, TX (USA)	
Arrive:	11:40AM - 09-May-10 DFW-Dallas / Ft. Worth, TX (USA) (Int'l.	
Carrier/ Flight:	American Airlines (AA) 646	Edit
Conf/PNR:	123456	Remove
Depart:	12:45PM - 09-May-10 DFW-Dallas / Ft. Worth, TX (USA) (Int'l.	
Arrive:	4:40PM - 09-May-10 DCA-Washington, DC (USA) (National Apt)	

Proceed to the following page: Travel - Air | Continue

Figure 4-3: Trip Overview Screen

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Return To List - A Return to List button displays in the top left corner of each screen. This closes the current document and returns to the traveler's document list.

The following sections provide guidance for changing the voucher, if any part of the trip (e.g., dates, travel, or lodging) differs from the authorization.

4.3 Update Itinerary

If the dates or location have changed during the travel, the itinerary can be updated when creating the voucher. The following sections describe how to change the dates and locations.

4.3.1 Change the Dates of a Trip

To change the date(s) of a trip, begin in the Trip Summary box on the right side of the Trip Overview screen. Follow the below steps to change the date(s) on an itinerary:

1. Select **Edit** for the Overall Starting Point or Overall Ending Point, depending on the date that changed.

The Trip Overview box on the left side of the screen displays a Start Date field and an End Date field. Each field has a pop-up calendar from which to select the correct travel date.

2. Complete the **Start Date** field or the **End Date** field (as needed) with the correct date(s) or select the **calendar** icon to select the date(s).

3. Select **Proceed to Per Diem Locations** at the bottom of the screen.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

4. Select **OK**.

The Per Diem Locations screen opens (Figure 4-4). The itinerary displays in the Trip Summary box on the right side of the screen.

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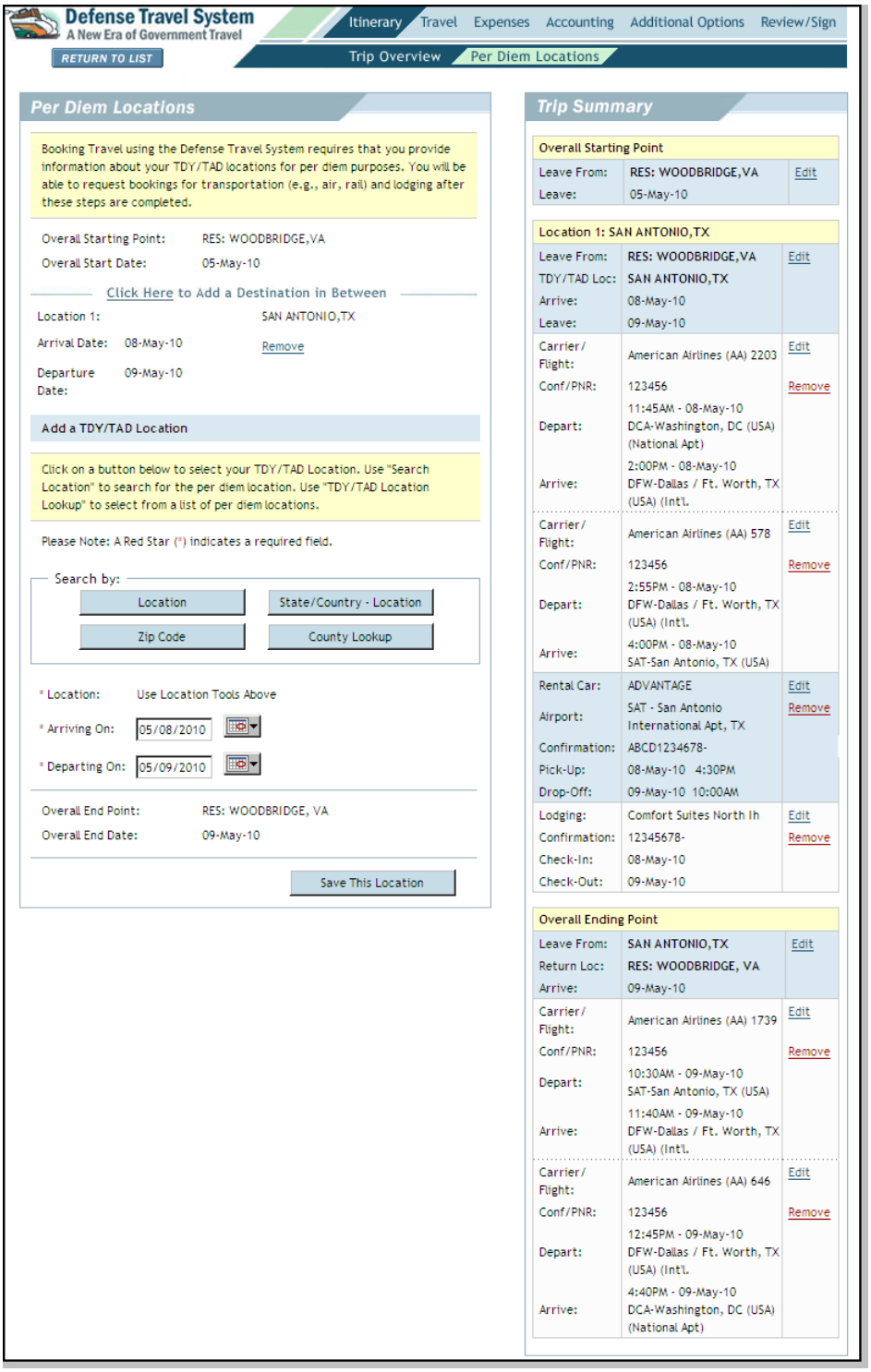

Figure 4-4: Per Diem Locations Screen - Change Date for Location 1

5. Select **Edit** for Location 1 in the Trip Summary box.

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The Edit a TDY/TAD Location screen opens.

6. Complete the **Arriving On** or **Departing On** field(s) in the Per Diem Locations box. The **calendar** icon may be selected to choose the **date**.

7. Select **Save Changes**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

8. Select **OK**.

The Per Diem Locations screen refreshes with the new date(s) (Figure 4-5).

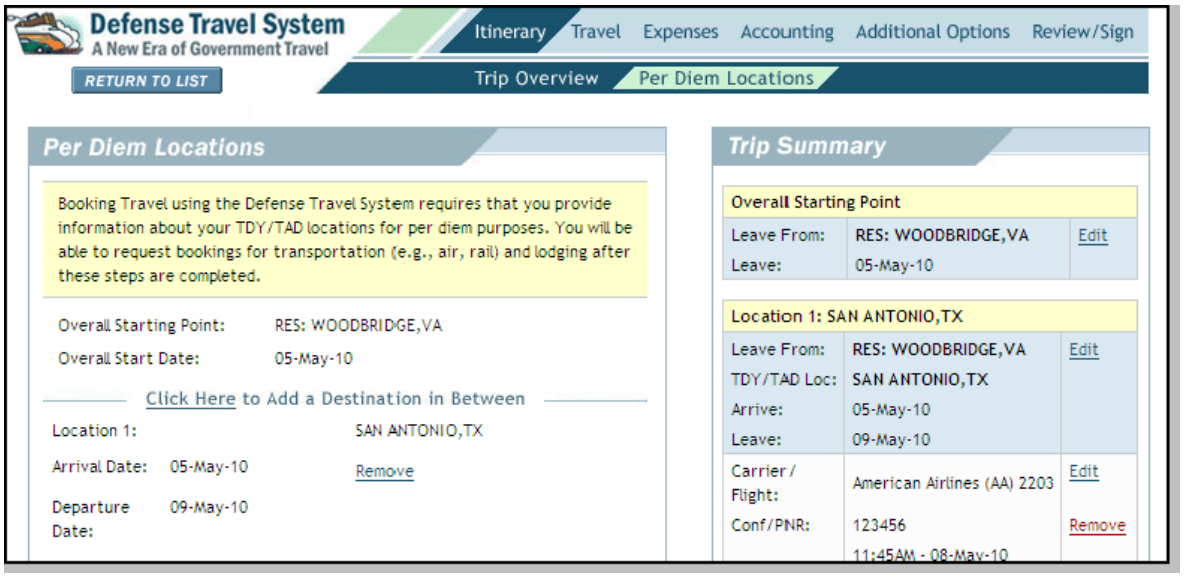

Figure 4-5: Per Diem Locations Screen (Date Changed)

9. Review the **Trip Summary** box to confirm that the change has been made to the trip date(s).

In order to have a valid voucher in DTS, a per diem location must be selected.

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4.3.2 Update a Location

To add or change a location, begin in the Per Diem Locations box on the left side of the Per Diem Locations screen (Figure 4-4).

The below information explains how to update the location:

- **Click Here to Add a Destination in Between.** Use to add a new location to which travel occurred *before* the traveler arrived at Location 1.
- **Remove**. Use to remove the location from the itinerary.
- **Location, State/Country – Location, ZIP Code,** and **County Lookup**. Use to add another TDY location to which the traveler will travel *after* traveling to Location 1.

4.3.2.1 Add a Location

Beginning in the Trip Summary on the left side of the screen, follow the below steps to add a location to an itinerary:

1. Select **Edit** in the Overall Ending Point box.

The Trip Overview screen opens (Figure 4-3).

2. Select the **calendar** icon to change the **End Date**.

3. Select **Proceed to Per Diem Locations**.

A pop-up message displays with a reminder that the per diem entitlements will be updated for the document.

4. Select **OK**.

5. Select **Click Here** to add a location at which the traveler arrived before the location in the authorization.
   -OR-
   Select one of the **Search by**: buttons to add a new location as Location 2.

6. Enter the **Arriving On** date.

7. Select **Save This Location**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

8. Select **OK**.

The Per Diem Locations screen refreshes with the new location (Figure 4-6).

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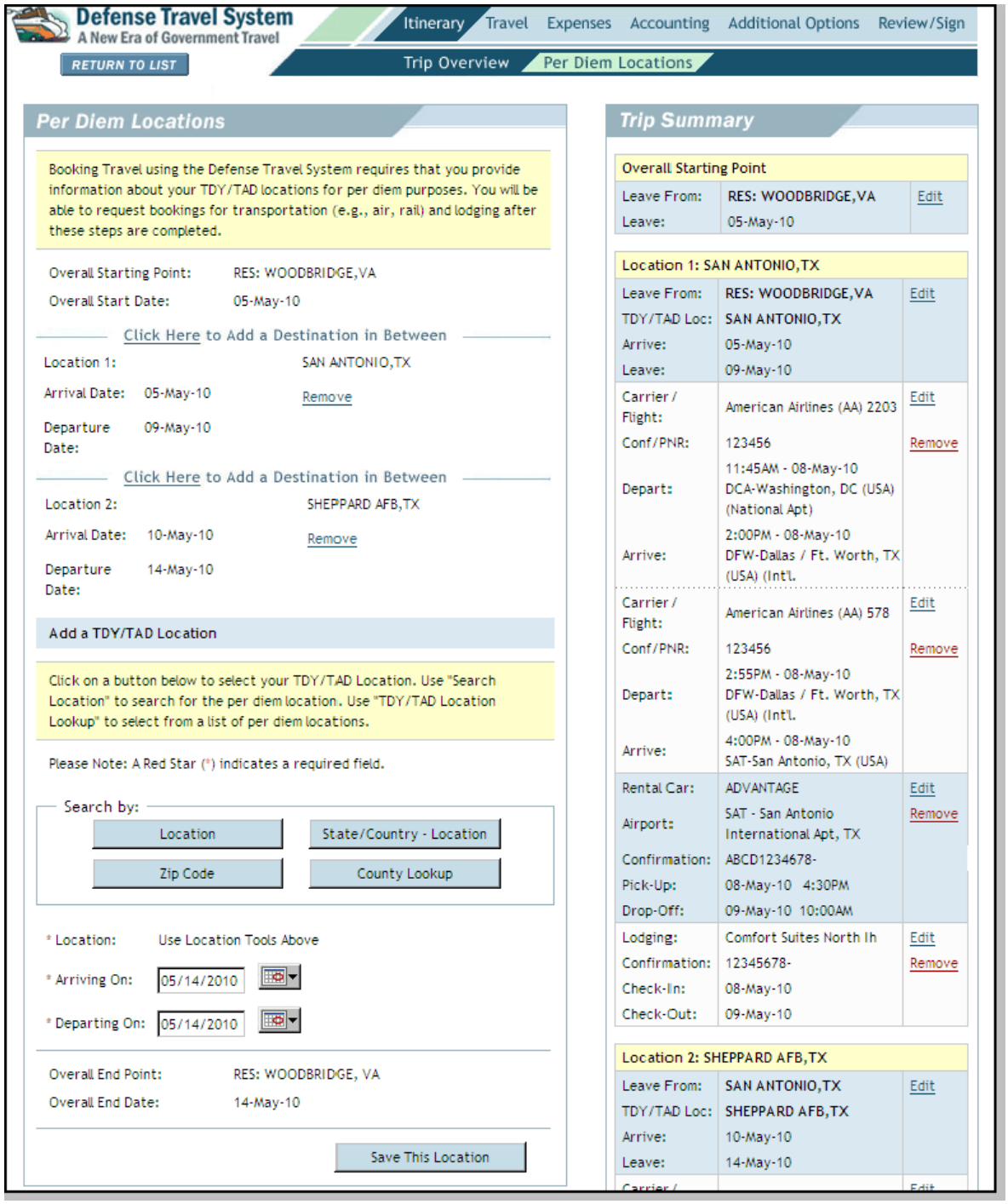

Figure 4-6: Per Diem Locations Screen, Location 2 Added

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4.3.2.2 Change or Remove a Location

If the TDY changes to a different location, the location that was populated into the voucher from the authorization must be removed and the actual TDY location must be added. Beginning on the left side of the Per Diem Locations screen (Figure 4-6), follow the below steps to change a location:

1. Select **Remove** next to the arrival date.

A message displays, asking for confirmation to delete this location.

2. Select **OK**.

A message displays stating that the per diem entitlements for this trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.

4. Select one of the **Search by**: buttons to add a new location.

5. Select **Save This Location.**

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

6. Select **OK**.

The Per Diem Locations screen refreshes with the new location (Figure 4-7).

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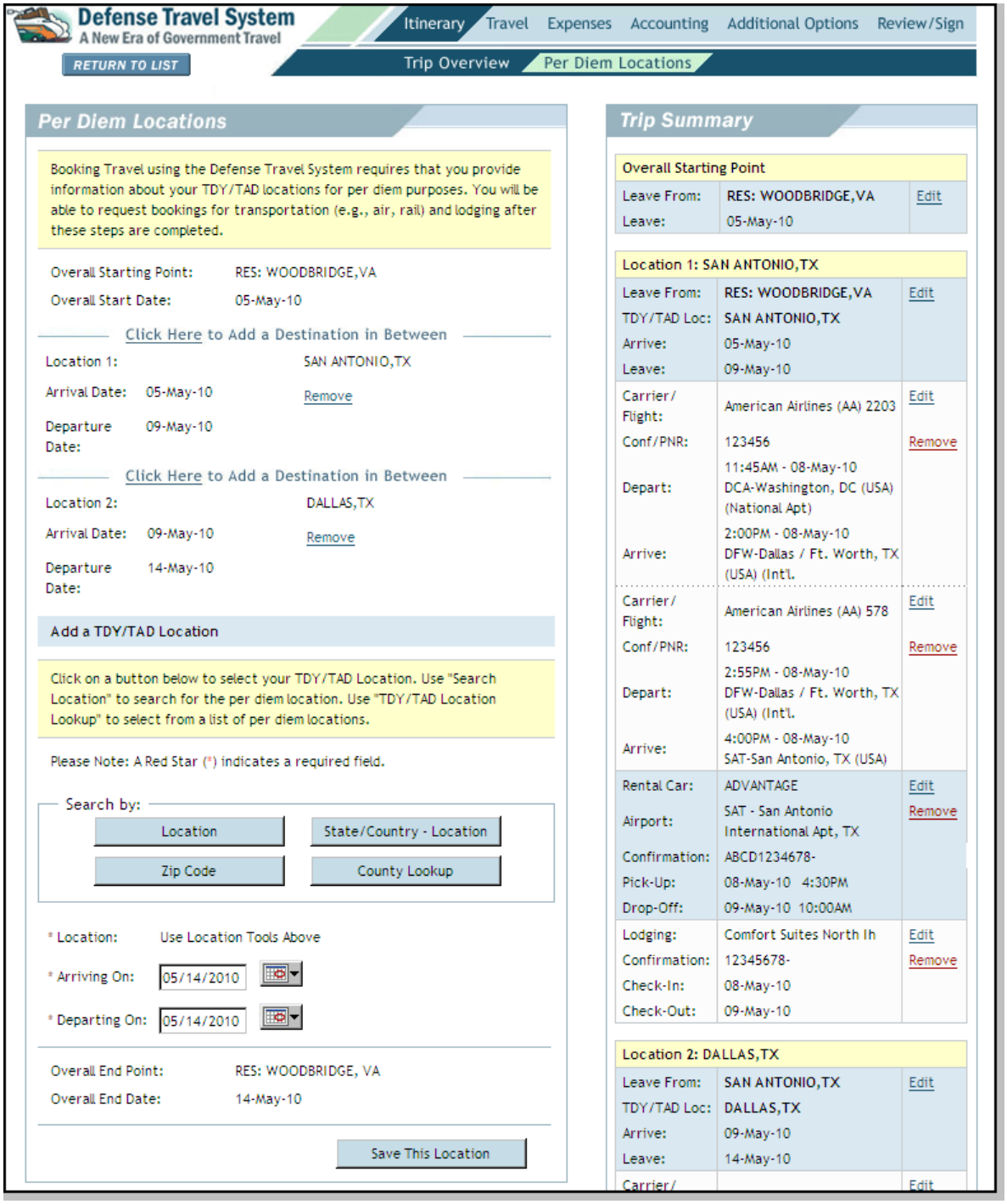

Figure 4-7: Per Diem Location Screen – Location 1 Changed

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4.4 Travel

The Travel module of DTS is a tool that allows a traveler to update certain travel costs on a voucher. It is not used to make reservations; its purpose is to update some of the costs for reserved travel. The ticket type cannot be changed using this process. Section 4.4.5, Add Other Ticketed Transportation provides instructions on how to add new ticketed transportation arrangements.

When **Travel** is selected from the navigation bar, the Air Travel screen opens by default (Figure 4-8). The right side of the screen is the Trip Summary. The Trip Summary displays the itinerary and the links used to edit the voucher on *all* the screens in the Travel feature.

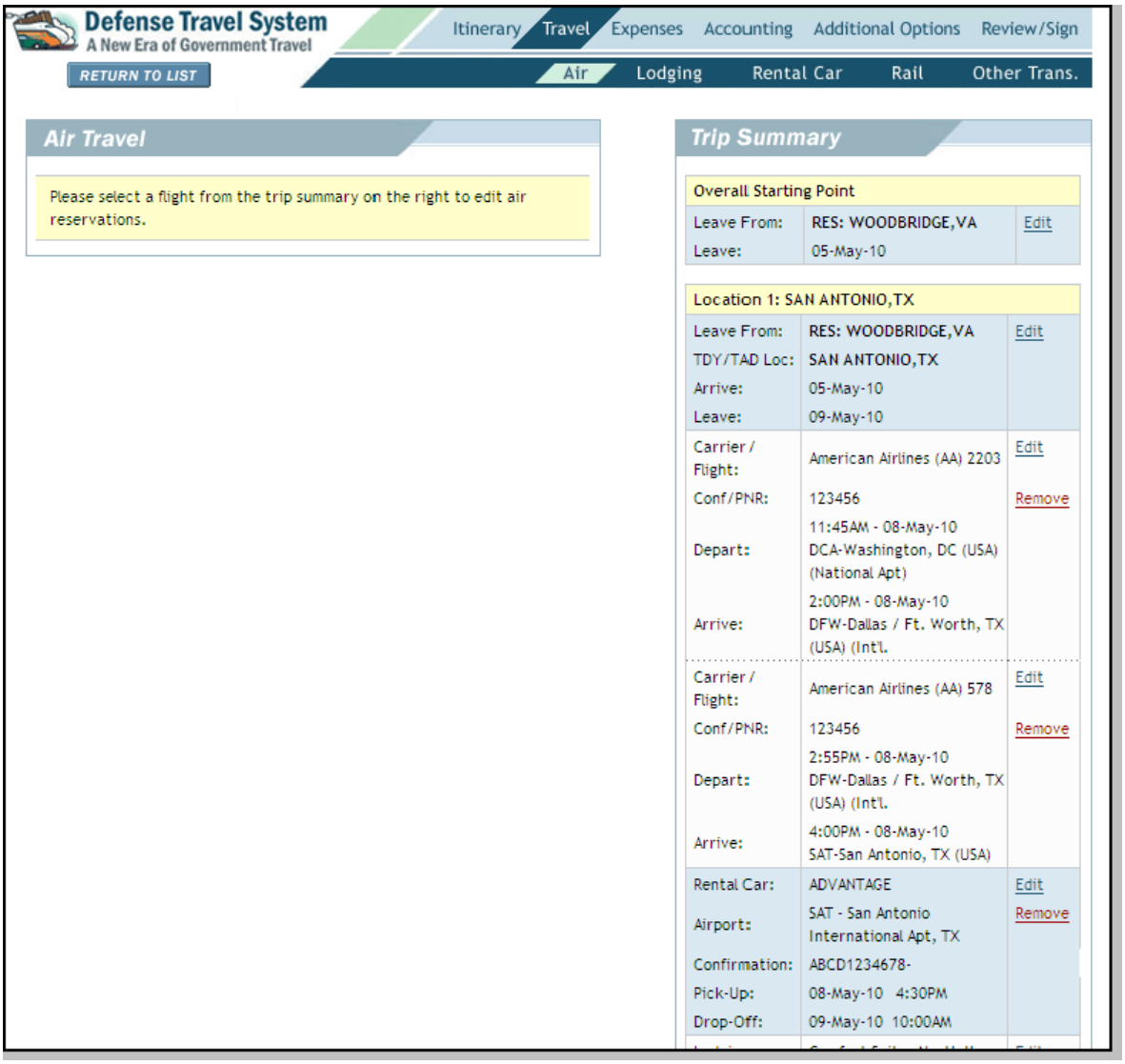

Figure 4-8: Air Travel Screen

Note: If a CTO fee is not included with the air fare, the traveler must include the CTO fee by using the Other Trans. screen in the Travel module. The traveler should select **CTO Fee** from the drop-down list on

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the Other Trans. screen (Figure 4-9). They should enter “890” and the ticket number in the **Ticket No.** field.

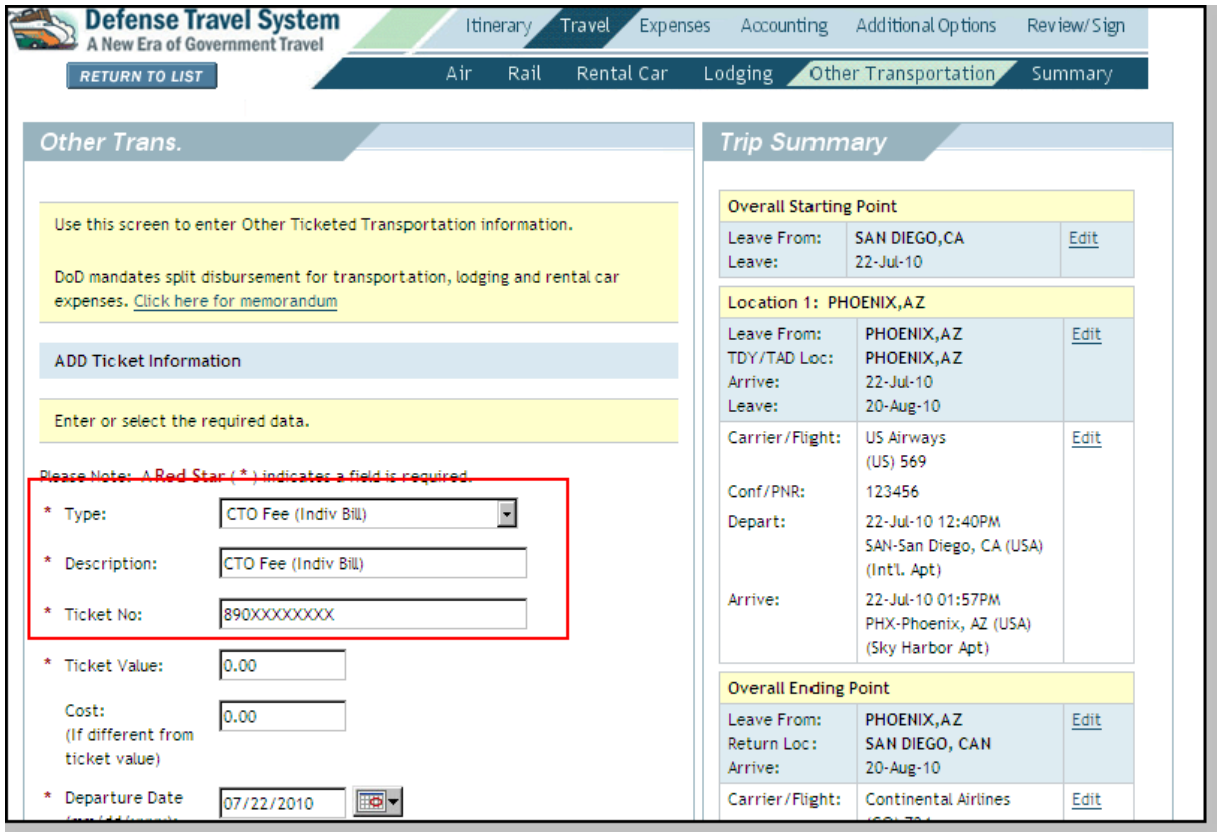

Figure 4-9: Other Trans. Screen

4.4.1 Update Air Travel

Follow the below steps to update air travel:

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

The Air Travel screen opens by default (Figure 4-8). The Trip Summary box is located on the right side of the screen. It displays the itinerary for the entire trip and the links that enable the traveler to edit the voucher.

2. Choose **Edit** next to the flight for which the information will be changed.
   -OR-
   Choose **Remove** to delete a flight.

The screen refreshes (Figure 4-10). It displays the original flight information from the authorization.

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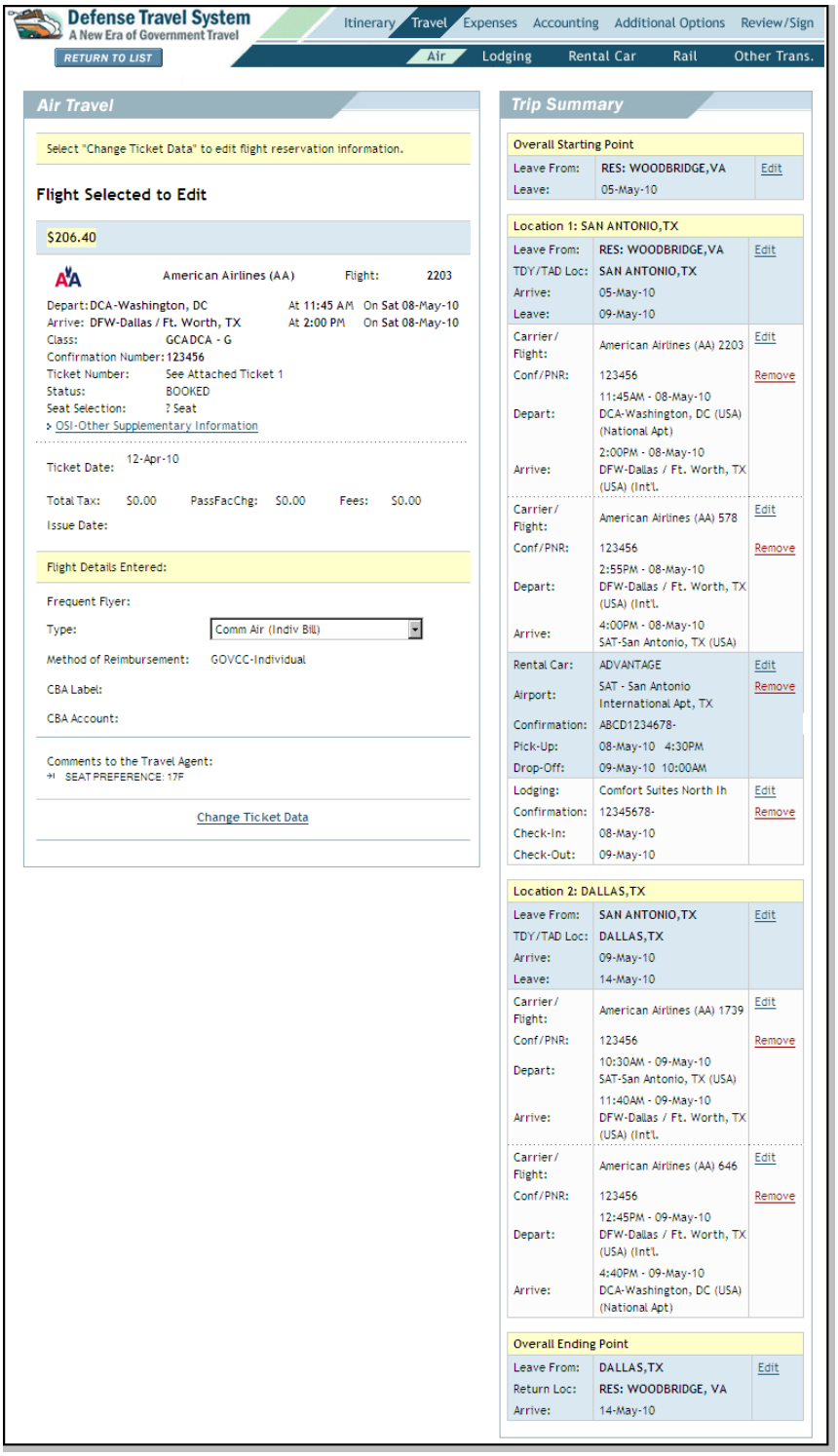

Figure 4-10: Edit Air Travel Screen

Select **Change Ticket Data**.

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The Other Trans. screen opens. The left side of this screen displays editable fields in which to enter the correct flight information.

3. Update the **fields** with the correct information.

4. Select **Save**.

4.4.2 Update Lodging

If the lodging used on the trip differs from the lodging that was approved on the authorization, the traveler must adjust the voucher accordingly.

Lodging updates will be entered on the Per Diem Entitlements screen. Changes can be made that apply to one day or to a range of days. Do not add hotel sales taxes or room taxes in the Lodging section for continental United States (CONUS) locations. These should be entered in the Expenses section.

Follow the below steps to change the dates for lodging:

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

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

The **Lodging** screen opens. The Trip Summary box is located on the right side of the screen. The itinerary displays for the trip and links are available to allow the traveler to edit the voucher.

3. Choose **Edit** next to the lodging for which the dates will be changed.
   -OR-
   Choose **Remove** to delete the lodging.

The Lodging screen refreshes (Figure 4-11). If Edit was selected, the left side of the screen displays editable fields where the lodging dates can be updated.

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Defense Travel System
A New Era of Government Travel

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

RETURN TO LIST

Air | Lodging | Rental Car | Rail | Other Trans.

Lodging

Use this screen to edit the saved accommodations.

TDY/TAD Location: SAN DIEGO,CA
Check-In Date: 29-Apr-10
Check-Out Date: 07-May-10

Accommodations Selected to Edit

Howard Johnson Express I

Howard Johnson Express I
521 Roosevelt Ave
NATIONAL CITY, CA 91950

Phone: 619/474-6517
Fax: www.hojo.com
Toll Free: 800/446-4656
Web Site: 619/477-3295
FEMA Approved

View Additional Hotel Information
OSI-Other Supplementary Information

Lodging Per Diem Allowed: $147.00

Room Type: A A A MEMBERS DISCOUNT::NON SMOKING ROOM/1 KING BED/::FREE RISE AND DINE CONT BREAKFAST/::FREE WIRELESS HIGH SPEED INTERNET::

Room Rates: $53.99 / night 0.00% Tax

Total Room & Tax $53.99 / night excluding additional fees.

For property check in/check out times, view Additional Hotel Information or property website

Note: Cancellations not received according to hotel policy may result in financial obligation such as cancellation penalties. For cancellation policy, view Additional Hotel Information or property website.

Check-In Date: 04/29/2010
Check-Out Date: 05/07/2010
Method of Reimbursement: GOVCC-Individual

Enter Actual Lodging Costs

Comments to the Travel Agent:

Save Selected Accommodations

Trip Summary

Overall Starting Point

Leave From:	RES: WOODBRIDGE,VA	Edit
Leave:	29-Apr-10	

Location 1: SAN DIEGO,CA

Leave From:	RES: WOODBRIDGE,VA	Edit
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	29-Apr-10	
Leave:	07-May-10	
Carrier/ Flight:	United Airlines Inc. (UA) 625	Edit
Conf/PNR:	123456	Remove
Depart:	4:43PM - 29-Apr-10 DCA-Washington, DC (USA) (National Apt)	
Arrive:	5:50PM - 29-Apr-10 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/ Flight:	United Airlines Inc. (UA) 651	Edit
Conf/PNR:	123456	Remove
Depart:	8:15PM - 29-Apr-10 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	10:49PM - 29-Apr-10 SAN-San Diego, CA (USA) (Int'l. Apt)	
Rental Car:	ADVANTAGE	Edit
Airport:	SAN - San Diego International, CA (Unite	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	29-Apr-10 11:30PM	
Drop-Off:	07-May-10 11:00AM	
Lodging:	Howard Johnson Express I	Edit
Confirmation:	12345678-	Remove
Check-In:	29-Apr-10	
Check-Out:	07-May-10	

Overall Ending Point

Leave From:	SAN DIEGO,CA	Edit
Return Loc:	RES: WOODBRIDGE, VA	
Arrive:	07-May-10	
Carrier/ Flight:	United Airlines Inc. (UA) 845	Edit
Conf/PNR:	123456	Remove
Depart:	11:20AM - 07-May-10 SAN-San Diego, CA (USA) (Int'l. Apt)	
Arrive:	5:22PM - 07-May-10 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/ Flight:	United Airlines Inc. (UA) 624	Edit
Conf/PNR:	123456	Remove
Depart:	6:05PM - 07-May-10 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	8:59PM - 07-May-10 DCA-Washington, DC (USA) (National Apt)	

Figure 4-11: Edit Lodging Screen

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4. Complete the **Check-In** and **Check-Out** fields to reflect the correct dates and times.

5. Select **Update Actual Lodging Cost** if the lodging costs require updating.

The Per Diem Entitlements screen opens.

6. Select **Edit** for the date on which changes are necessary.
   -OR-
   Select **Remove** to delete the lodging entry.

The Per Diem Entitlements screen displays fields where the traveler may enter changes to dates, per diem rates, duty conditions, meals, and other per diem entitlements.

7. Update the **fields** as necessary.

8. Select **Save These Entitlements**.
   -OR-
   Select **Cancel These Entitlement Changes and Return**, if no changes are necessary.

4.4.3 Update Rental Car

If it is necessary to change information about a rental car that was included in the authorization, use the Rental Car screen. If a rental car was booked outside of DTS and was not included in the authorization, use the Non-Mileage Expenses screen to enter the rental car costs.

Follow the below steps if rental car information needs to be updated:

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

2. Select **Rental Car** from the subnavigation bar.

The Rental Car screen opens.

3. Select **Edit** next to the car rental that requires changes.
   -OR-
   Select **Remove** to delete the car rental entry.

The Rental Car screen refreshes. If Edit was selected, the left side of the screen displays editable fields in which to enter the correct rental car information (Figure 4-12).

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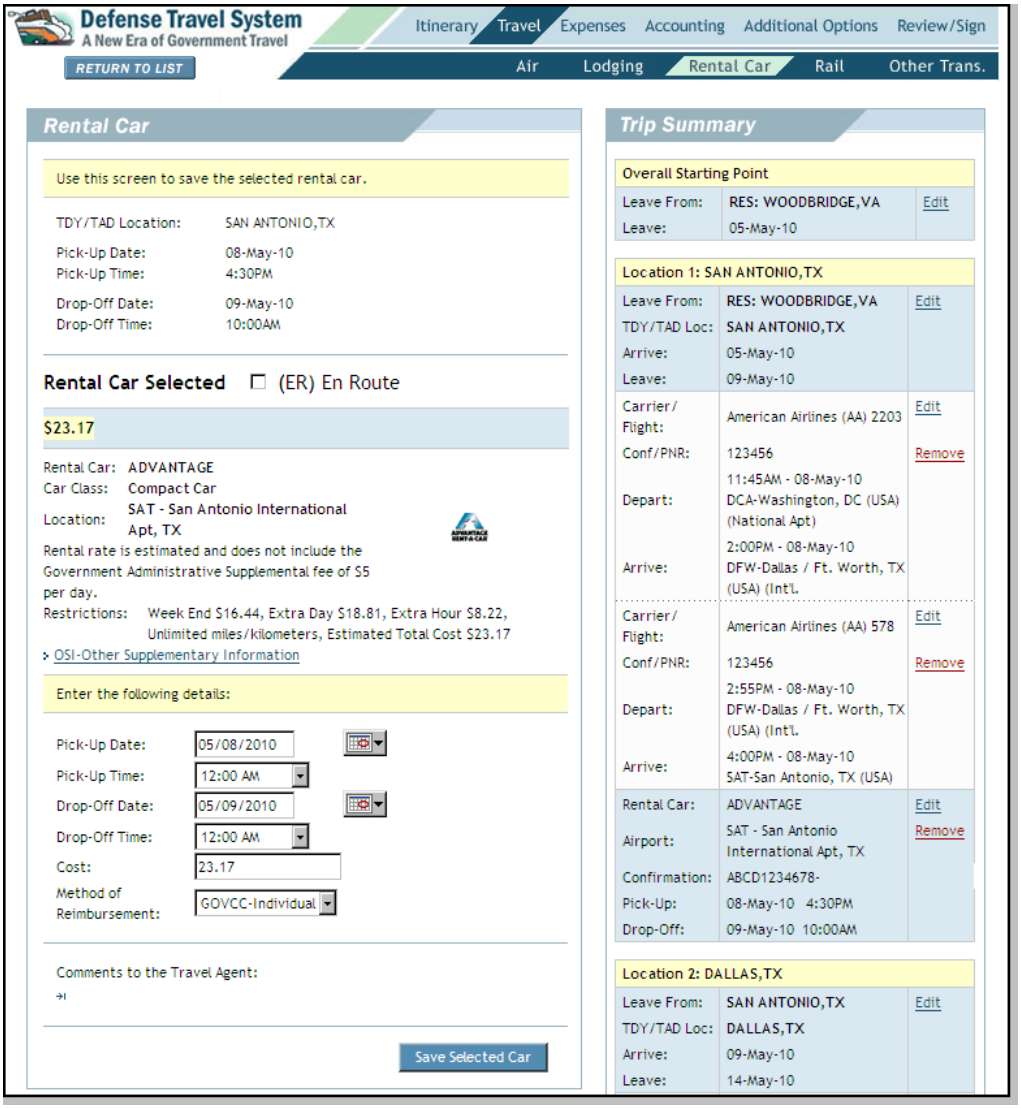

Figure 4-12: Rental Car Screen

4. Update the **fields** as necessary.

5. Select **Save Selected Car**.

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4.4.4 Update Rail Travel

The below steps serve as a guide to updating rail travel:

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

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

The Rail Travel screen opens.

3. Select **Edit** next to the rail travel that requires changes.
   -OR-
   Select **Remove** to delete the rail travel.

The Other Trans. screen opens.

4. Update the **fields** as necessary.

5. Select **Save**.

4.4.5 Add Other Ticketed Transportation

Ticketed transportation arrangements, including air and rail, that were booked outside of DTS will need to be added to the voucher. Follow the below steps if new ticketed information need to be entered:

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

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

The Other Trans. screen opens (Figure 4-13).

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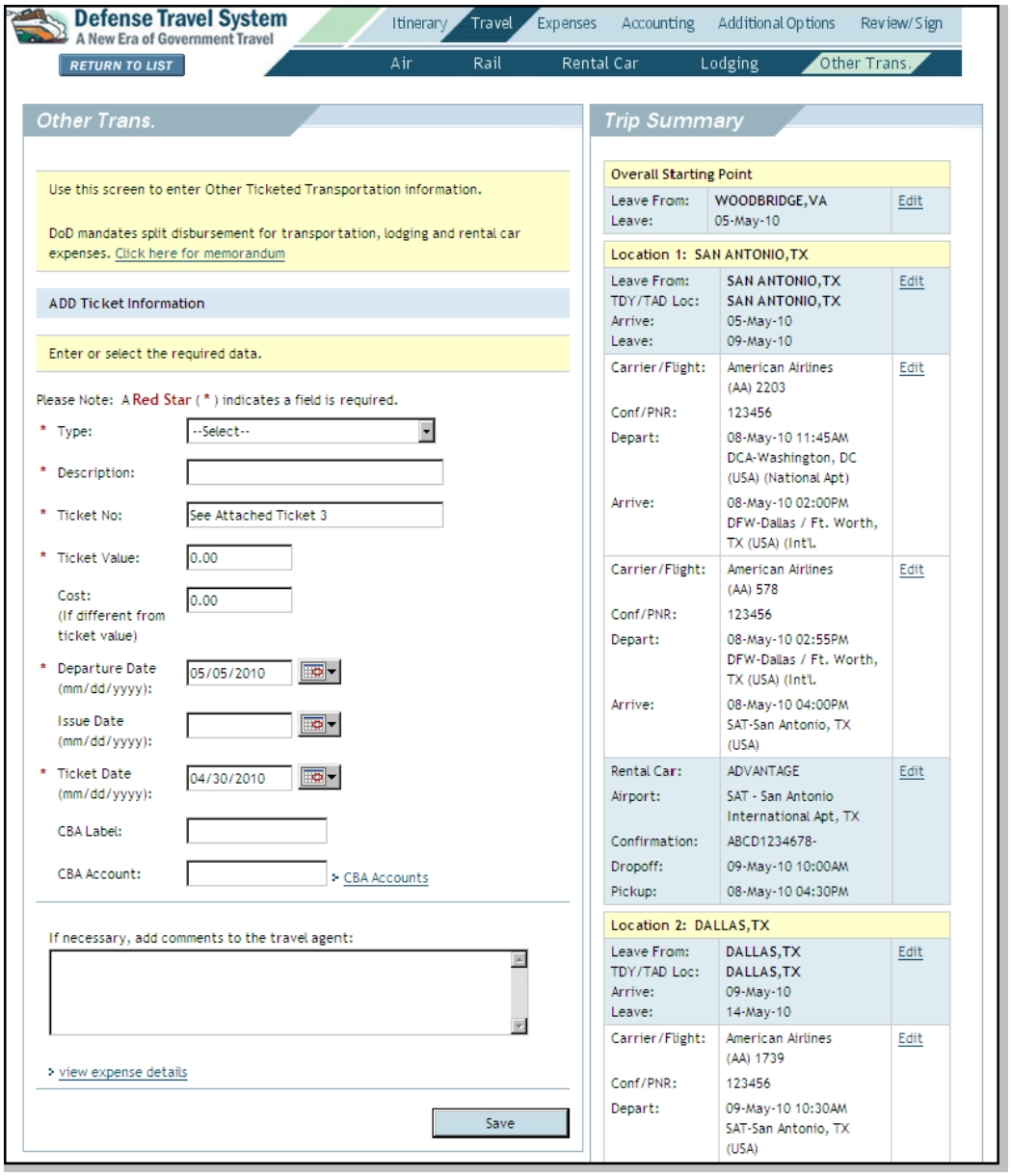

Figure 4-13: Other Ticketed Trans. Screen

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

The Description field populates automatically.

4. Complete the **Ticket No.** field.

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

6. Complete the **Ticket Cost** field, if different from ticket value.

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7. Complete the **Departure Date** field.

8. Complete the **Issue Date** field, if known.

9. Select **Save**.

10. Confirm the information in the **Ticketed Transportation Saved** box.

The information updates and displays in the Trip Summary box. It can be edited or removed.

4.5 Expenses

The Expenses module allows travelers to record mileage and non-mileage expenses, as well as edit per diem entitlements. Expenses that are not on the drop-down list must be entered manually or may be selected from a list of transactions made on the Government Travel Charge Card (GTCC). Mileage expenses include mileage rates for various modes of transportation. DTS calculates the Per Diem Entitlements based on the allowed amounts for the TDY location.

4.5.1 Update Non-Mileage Expenses

Follow the below steps to add and edit non-mileage expenses:

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

The Non-Mileage Expenses screen opens by default (Figure 4-14). This screen will only display as shown if no expenses were added to the authorization.

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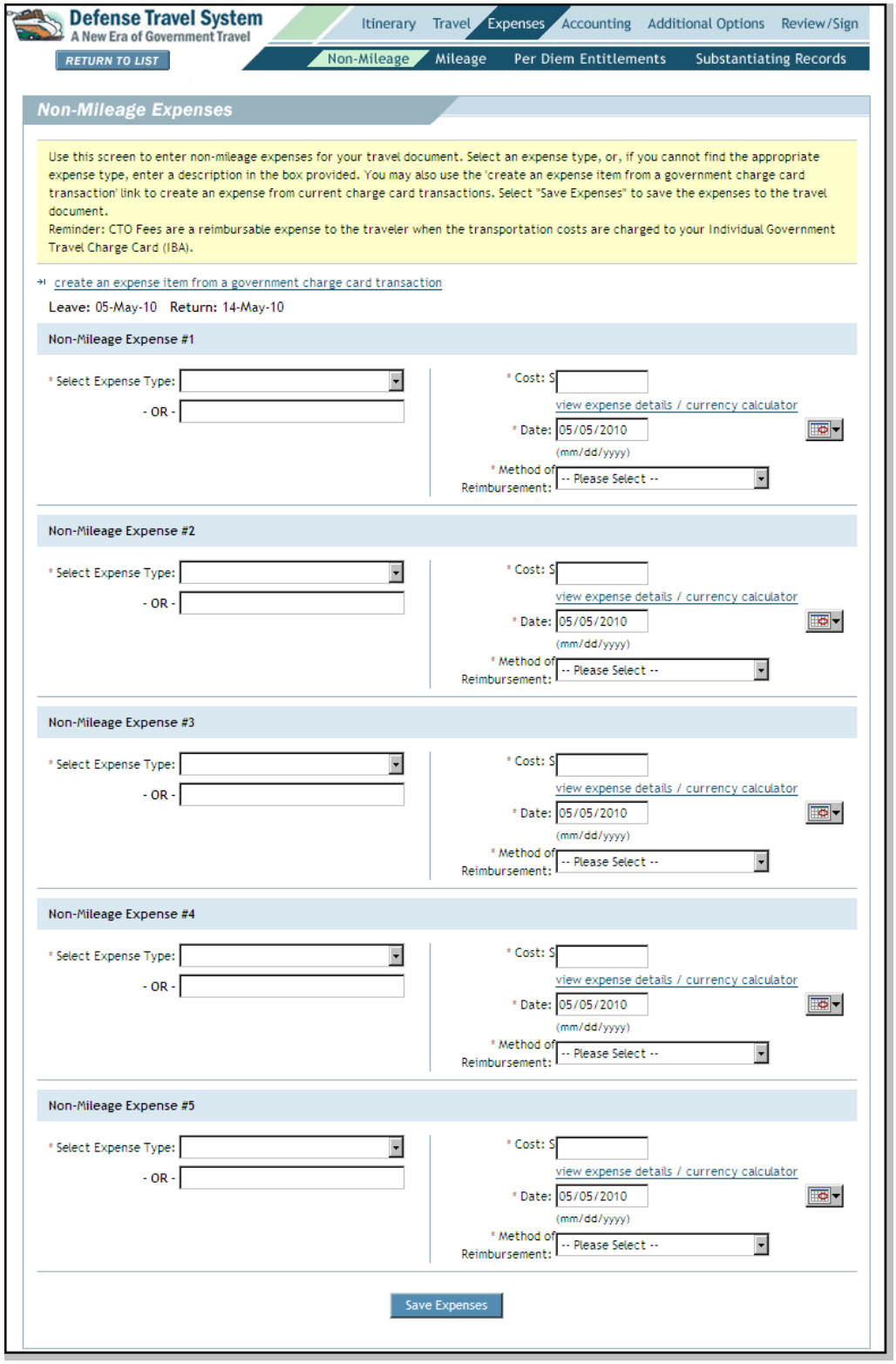

Figure 4-14: Non-Mileage Expenses Screen

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If expenses were added to the authorization, the screen will display an Expenses Summary on the right side of the screen (Figure 4-15).

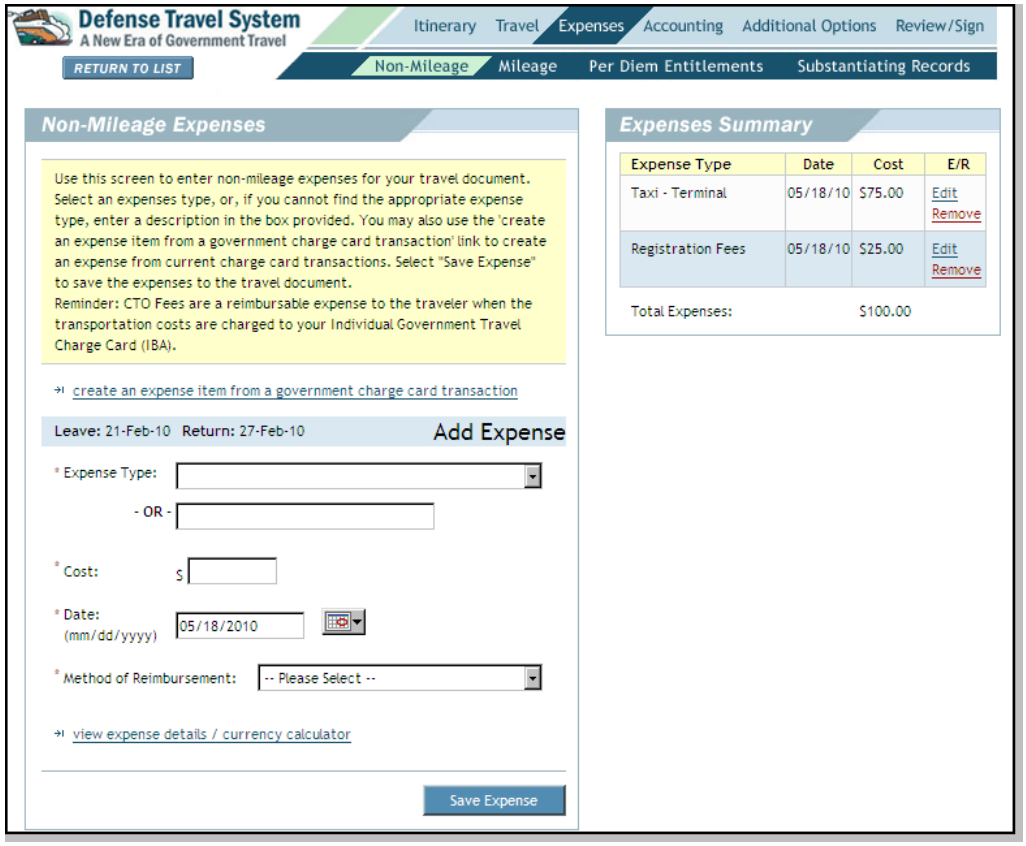

Figure 4-15: Non-Mileage Expenses Screen With Summary

Remove may be selected to delete an expense if it was not incurred, or **Edit** may be selected to change the expense amount or the date when the expense was incurred.

2. Select the **Expense Type** drop-down list arrow and select the **type**.
   -OR-
   Complete the **-OR-** field with the type of expense.

3. Enter the **Cost** of the expense.

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

5. (Optional) The **Method of Reimbursement** field fills based on the expense type. Change if necessary.

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

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a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units. For example, if 15 foreign units were spent on a taxi, enter 15.
b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent. The official exchange rate is the foreign units per U.S. dollar amount, e.g., 0.74794.

7. Click anywhere on the screen.

The screen refreshes. The amount displayed in the Exchange Rate field shows that 1 Euro is equal to 1.33689839572 U.S. dollars. DTS multiplies the amount of foreign money by the rate to populate the Expense Cost field (Figure 4-16).

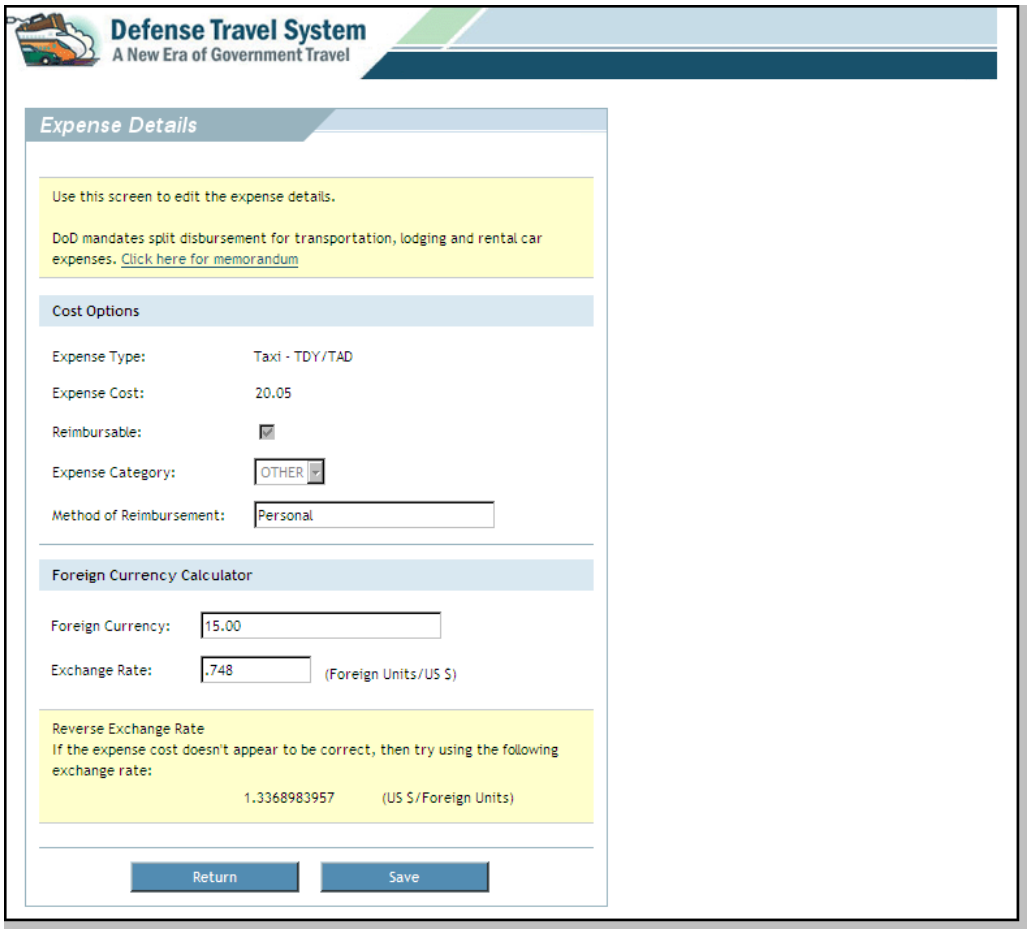

Figure 4-16: Expense Details and Currency Calculator Screen

8. Select **Save Expenses**.

9. Repeat steps 1 through 8 for all non-mileage expenses.

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4.5.1.1 Edit an Expense

Follow the below steps to edit an expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.
2. Make the necessary changes on the left side of the screen.
3. Select **Save Expense**.

4.5.1.2 Remove an Expense

Follow the below steps to remove an expense from the voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

4.5.1.3 Add Authorized GTCC Transactions

Beginning on the **Non-Mileage Expenses** screen (Figure 4-14), the below steps are a guide if adding GTCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

1. Select **create an expense item from a government charge card transaction**.

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The Charge Card Transactions screen opens (Figure 4-17).

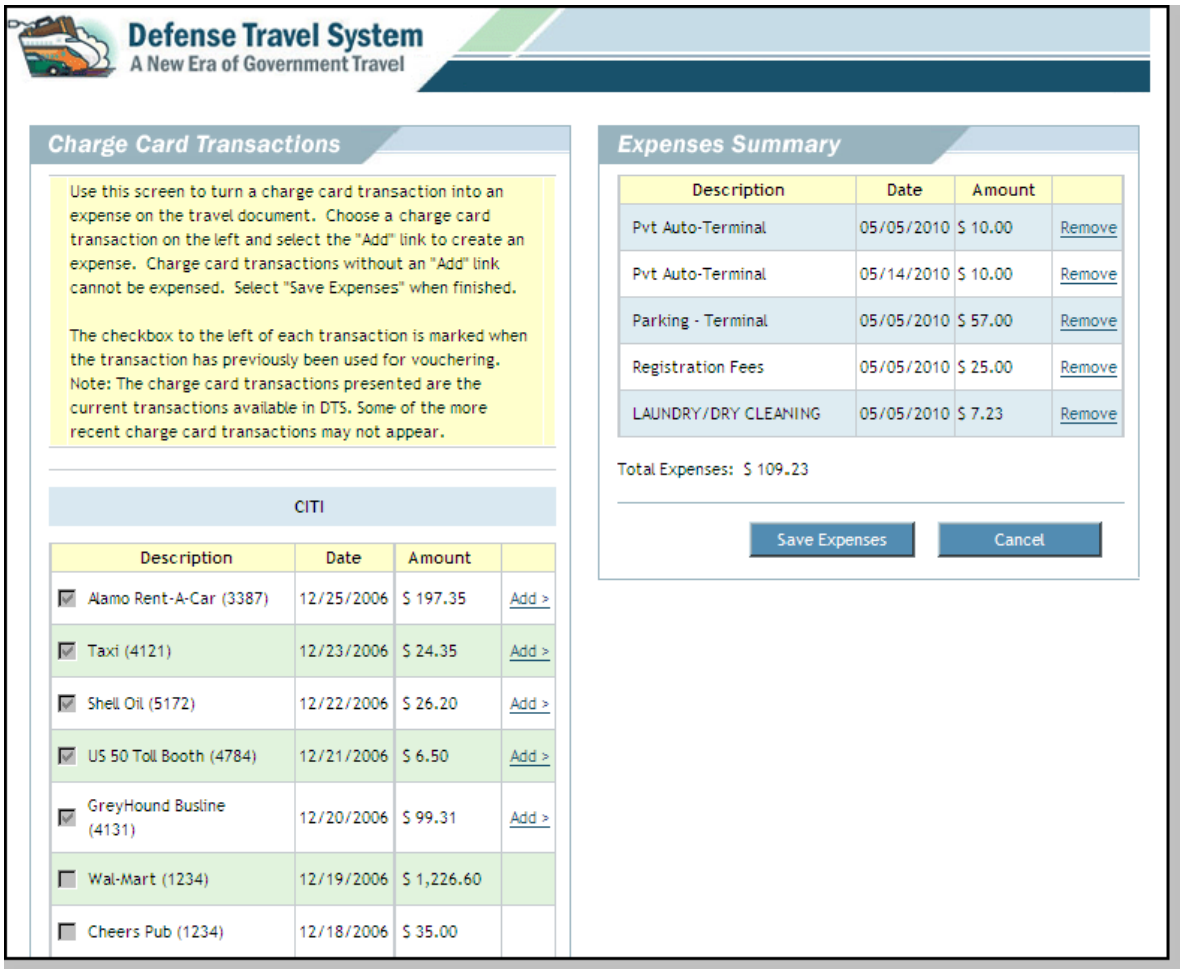

Figure 4-17: Government Travel Charge Card Transactions Screen

2. Select the **Add** > link to the right of the transaction to add it to the Expense Summary.

A pop-up window opens, prompting the traveler to select an expense type from the drop-down list (Figure 4-18).

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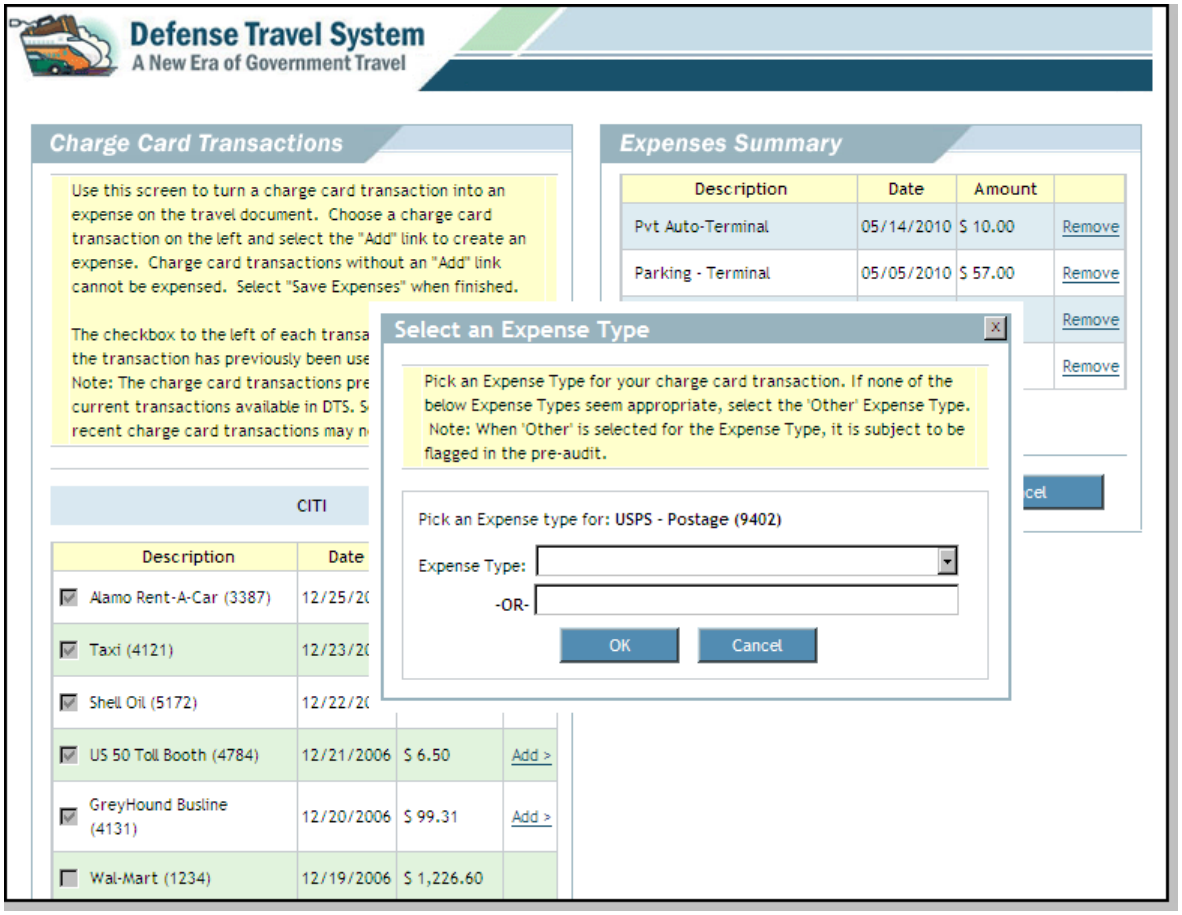

Figure 4-18: Select an Expense Type Window

3. Select the **Expense Type** drop-down list arrow and select an **expense type**.
   -OR-
   Complete the **-OR-** field with the expense type.

4. Select **OK**.

The expense is now listed in the Expense Summary (Figure 4-19).

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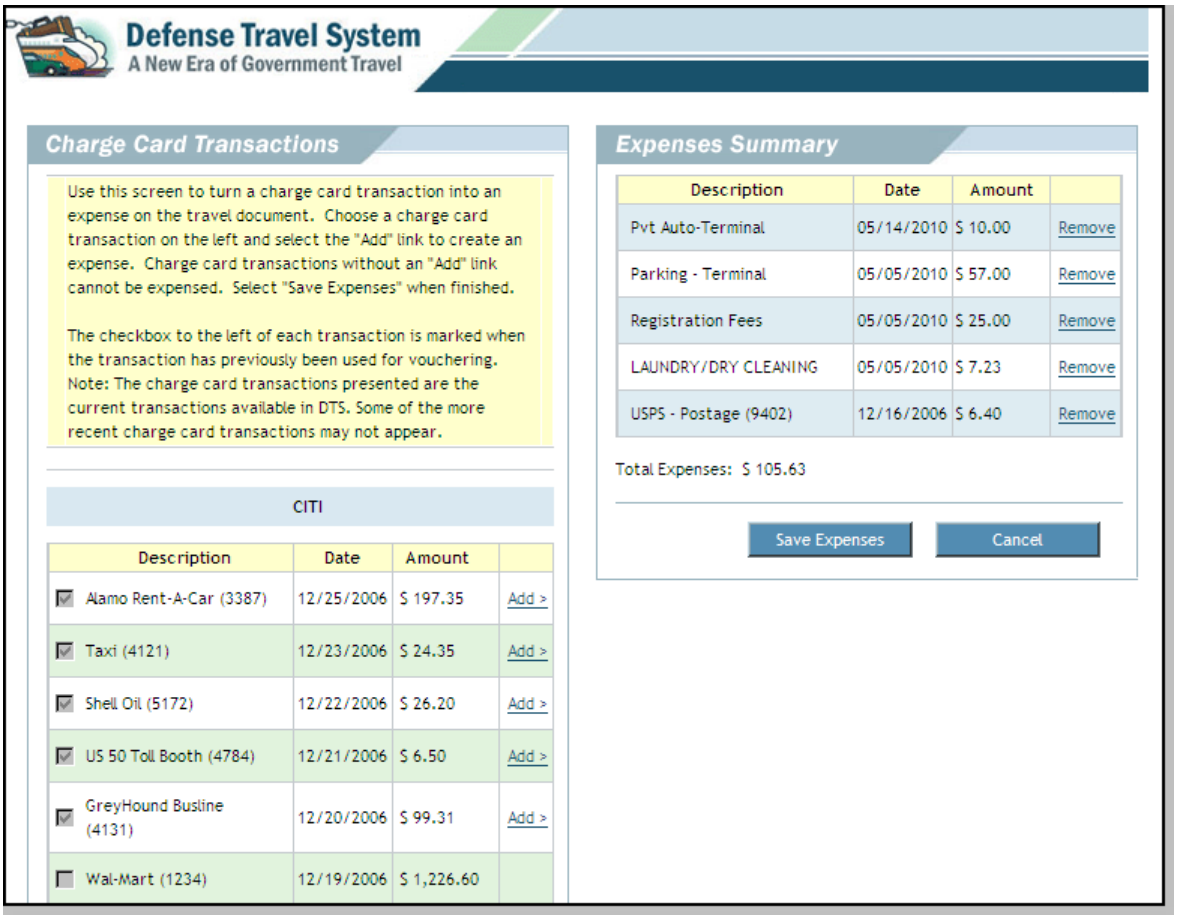

Figure 4-19: Transaction Saved to Expenses Summary

5. Select **Save Expenses**.

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The Non-Mileage Expenses screen refreshes with the expenses saved (Figure 4-20).

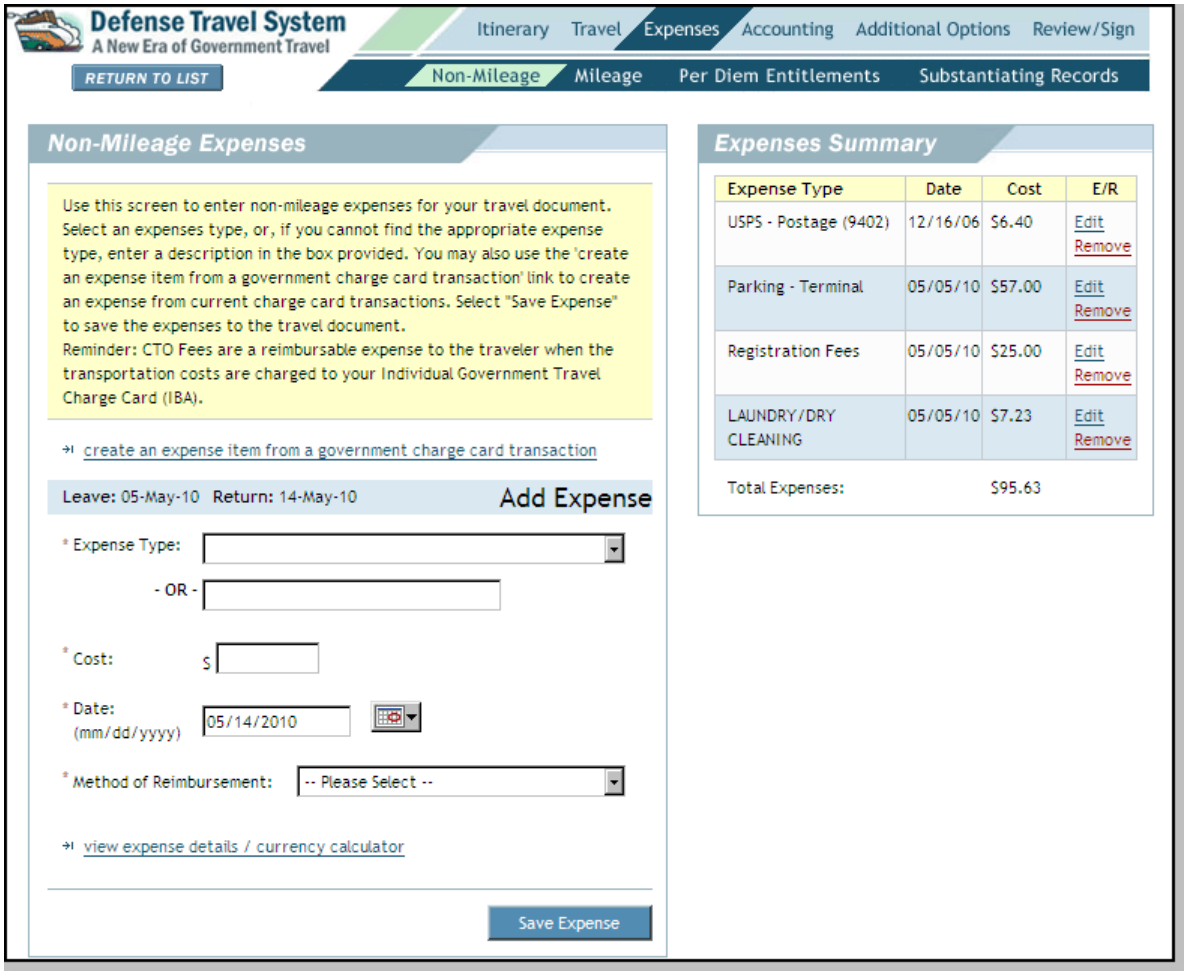

Figure 4-20: Non-Mileage Expenses Screen - Transaction Saved

6. Select **Edit** to change an expense.
   -OR-
   Select **Remove** to delete an expense from the Expenses Summary.

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4.5.2 Update Mileage Expenses

Follow the below steps to add or edit mileage expenses:

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

The Non-Mileage Expenses screen opens by default.

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

The Mileage Expenses screen opens (Figure 4-21). The Mileage Expense types are described in Table 4-1.

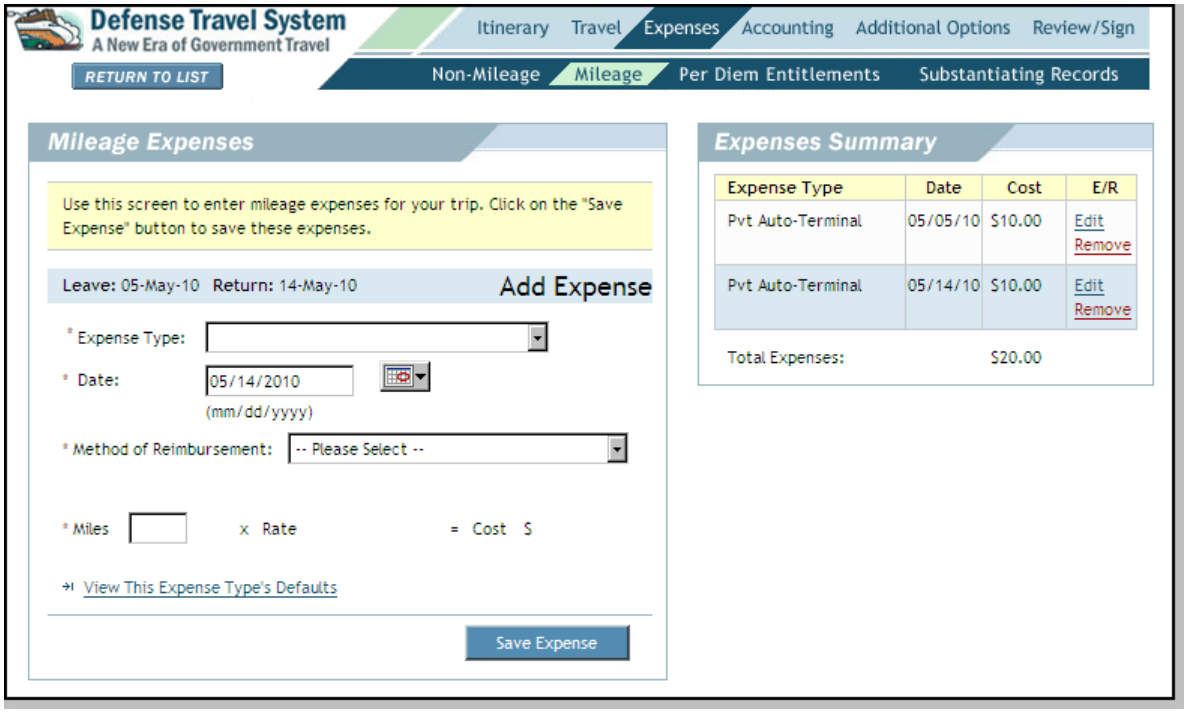

Figure 4-21: Mileage Expenses Screen

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Table 4-1: Mileage Expense Types

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

3. Select the **Expense Type** drop-down list arrow and select the **expense type** to add.

Note: When Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD is selected, the DTOD link displays. Miles cannot be entered and use of DTOD is mandatory. See Section 2.7.2.1.

4. Complete the **Date** field with the date of the expense.

5. (Optional) The **Method of Reimbursement** field fills based on the expense type. Change it if necessary.

6. Complete the **Miles** field when selection is other than Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD.

7. (Optional) Select **Edit this Expense Type's Defaults** to view cost options or to convert a foreign currency into a U.S. dollar amount.

8. Select **Save Expenses**.

9. Repeat Steps 1 through 8 until all mileage expenses are updated.

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4.5.2.1 Edit a Mileage Expense

Follow the below steps to edit a mileage expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.
2. Make the necessary changes on the left side of the screen.
3. Select **Save Expense**.

4.5.2.2 Remove a Mileage Expense

Follow the below steps to remove a mileage expense from a voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

4.5.2.3 Defense Table of Official Distances (DTOD)

The DTOD should be used when driving to a TDY location, driving to a Permanent Change of Station (PCS), or during other travel outside the duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

After selecting an expense type on the Mileage Expenses screen (Figure 4-21), follow the below steps to use the DTOD:

1. Select **DoD Table of Distances.**

The DTOD screen opens (Figure 4-22).

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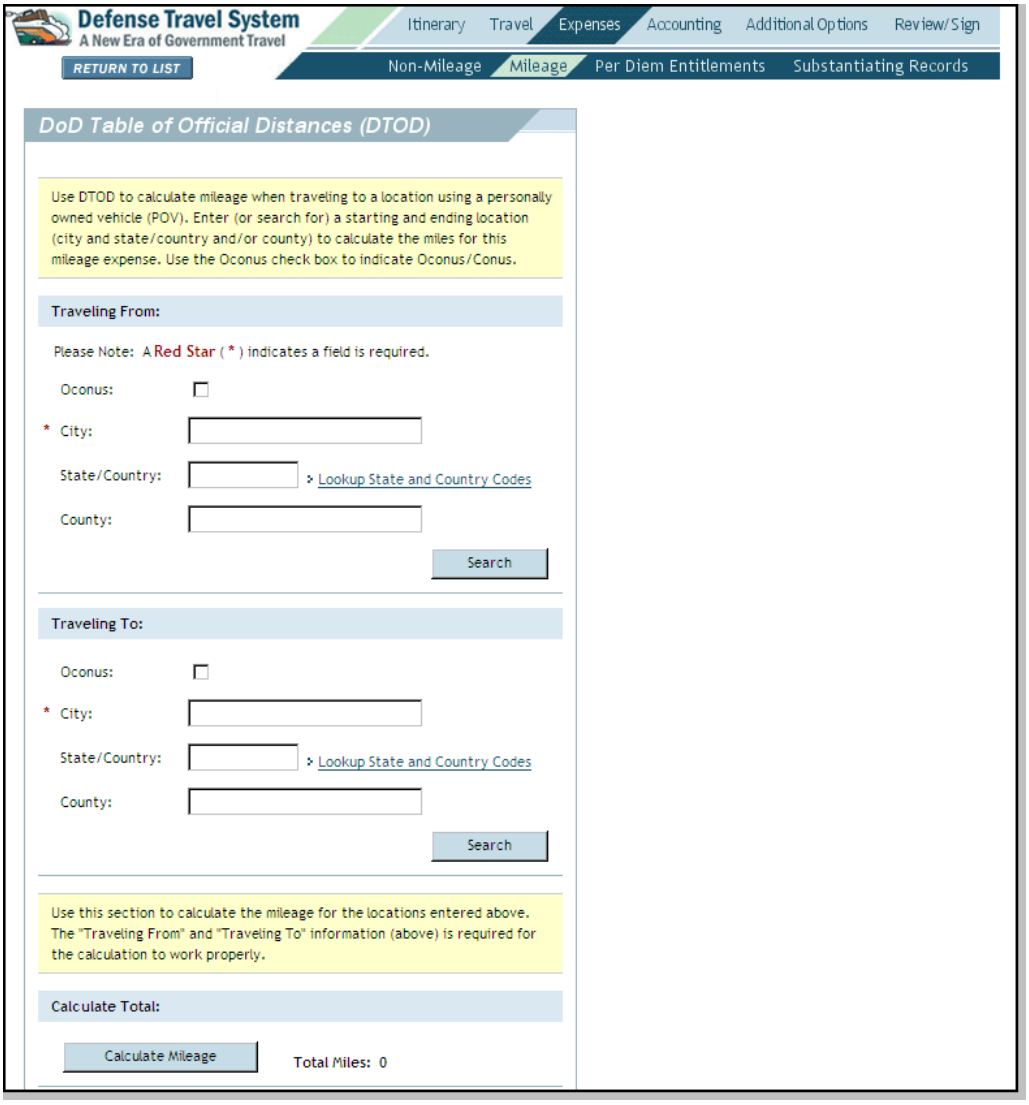

Figure 4-22: DTOD Screen

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2. Check the **OCONUS** box in the Traveling From section if the traveler drove from an OCONUS location.

3. Complete the **City** field in the Traveling From section.

4. Complete the **State/Country** field.
   -OR-
   Select **Lookup State and Country Codes** if the state and country are unknown.

5. Select **Search**.

The DTOD screen refreshes. It displays the list of locations (Figure 4-23).

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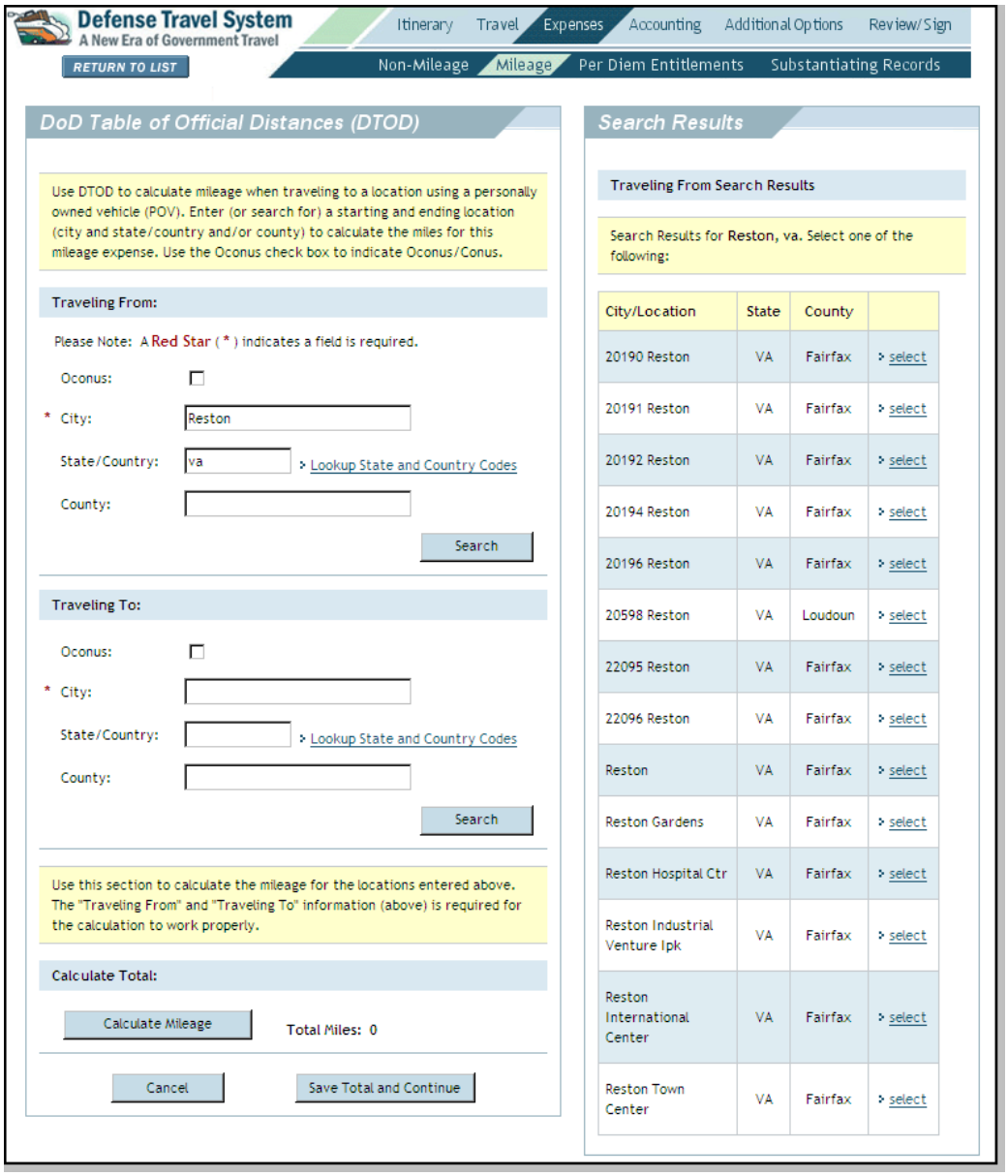

Figure 4-23: DTOD Search Results Screen

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6. Choose **Select** next to the desired location in the Search Results column.

7. Complete the **County** field (optional).

8. Check the **Oconus** box in the Traveling To section if traveling to an OCONUS location.

9. Complete the **City** field in the Traveling To section.

10. Complete the **State/Country** field.
    -OR-
    Select **Lookup State and Country Codes** if the state and country are unknown.

11. Select **Search**.

The DTOD screen refreshes and a list of locations displays (Figure 4-23).

12. Complete the **County** field (optional).

13. Select **Calculate Mileage**.

14. Select **Save Total and Continue**.
    -OR-
    Select **CANCEL** to return to the Mileage Expenses screen without saving.

4.5.3 Per Diem Entitlements

The Per Diem Entitlements screen displays the amount to be reimbursed to the traveler for every date and location of travel. The information on the screen results from the TDY destination entered on the Itinerary screen and the lodging selected in the Travel module.

Follow the below steps to view the per diem entitlements for the voucher:

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

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

The Per Diem Entitlement screen opens (Figure 4-24). The information displayed on the screen is filled automatically from the information entered in the trip itinerary.

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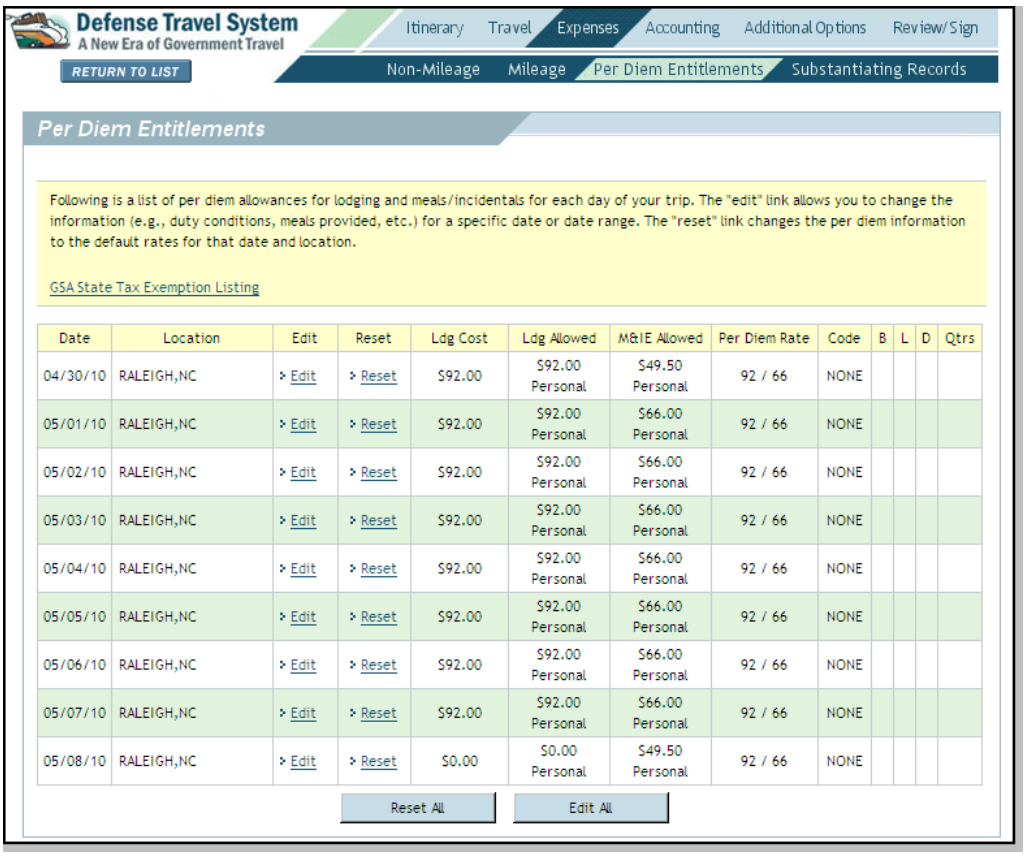

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/30/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$49.50 Personal	92 / 66	NONE				
05/01/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/02/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/03/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/04/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/05/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/06/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/07/10	RALEIGH,NC	Edit	Reset	$92.00	$92.00 Personal	$66.00 Personal	92 / 66	NONE				
05/08/10	RALEIGH,NC	Edit	Reset	$0.00	$0.00 Personal	$49.50 Personal	92 / 66	NONE				

Figure 4-24: Per Diem Entitlements Screen

The lodging cost must be updated to match the selected hotel in the reservations, and any change in the information (e.g., duty conditions and meals provided) for a specific date or date range.

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

4. Select **Reset** next to any date(s) and location(s) that need to be reset to the original value(s).

Note: The Edit All button allows the traveler to edit all of the dates at once. The Reset All button allows the traveler to reset all of the dates at once.

Warning: Only use the **Edit All** function when Meals Available (for a military location) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all previous edits.

The Per Diem Entitlements Detail screen displays editable fields where the traveler may update costs as necessary (Figure 4-25).

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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 Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. GSA State Tax Exemption Listing

Location: RALEIGH,NC

Values Apply From Date: 05/04/2010

Values Apply Through: 05/04/2010

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 92 / 66

Lodging: $ 92.00 > view expense details / currency calculator

M & IE: $ 66.00 > view expense details / currency calculator

Duty Conditions

Check all of the following that apply:

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters
- ☐ Inactive Duty Training (Local Commuting Area)
- ☐ Permissive TDY
- ☐ Hospital Stay
- ☐ Quarters Available
- ☐ Group Travel
- ☐ Essential Unit Messing
- ☐ Aboard U.S. Vessel
- ☐ Authorized Trip Home

Select one of the following:

- ◉ None
- ○ Annual Training (Quarters and Meals Available)
- ○ Annual Training (Quarters Available/Meals Not Available)
- ○ Annual Training (Commercial Quarters)
- ○ Active Duty Training (Quarters and Meals Available)
- ○ Active Duty Training (Quarters Available/Meals Not Available)
- ○ Active Duty Training (Commercial Quarters)
- ○ Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- ○ Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- ○ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Figure 4-25: Per Diem Entitlements Detail Screen (Edit Lodging and Duty Conditions)

5. Enter the date in **Values Apply Through** field if changes are for multiple consecutive days.

6. Enter lodging cost in the **Lodging** field, if different from the per diem rate.

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7. Select **view expense details / currency calculator** to change the payment method or calculate the currency exchange rate.

8. Check the **Duty Conditions** boxes for any duty conditions that apply.

9. Select the correct **meal code** and **meal(s)** for this date or date range, if applicable (Figure 4-26).

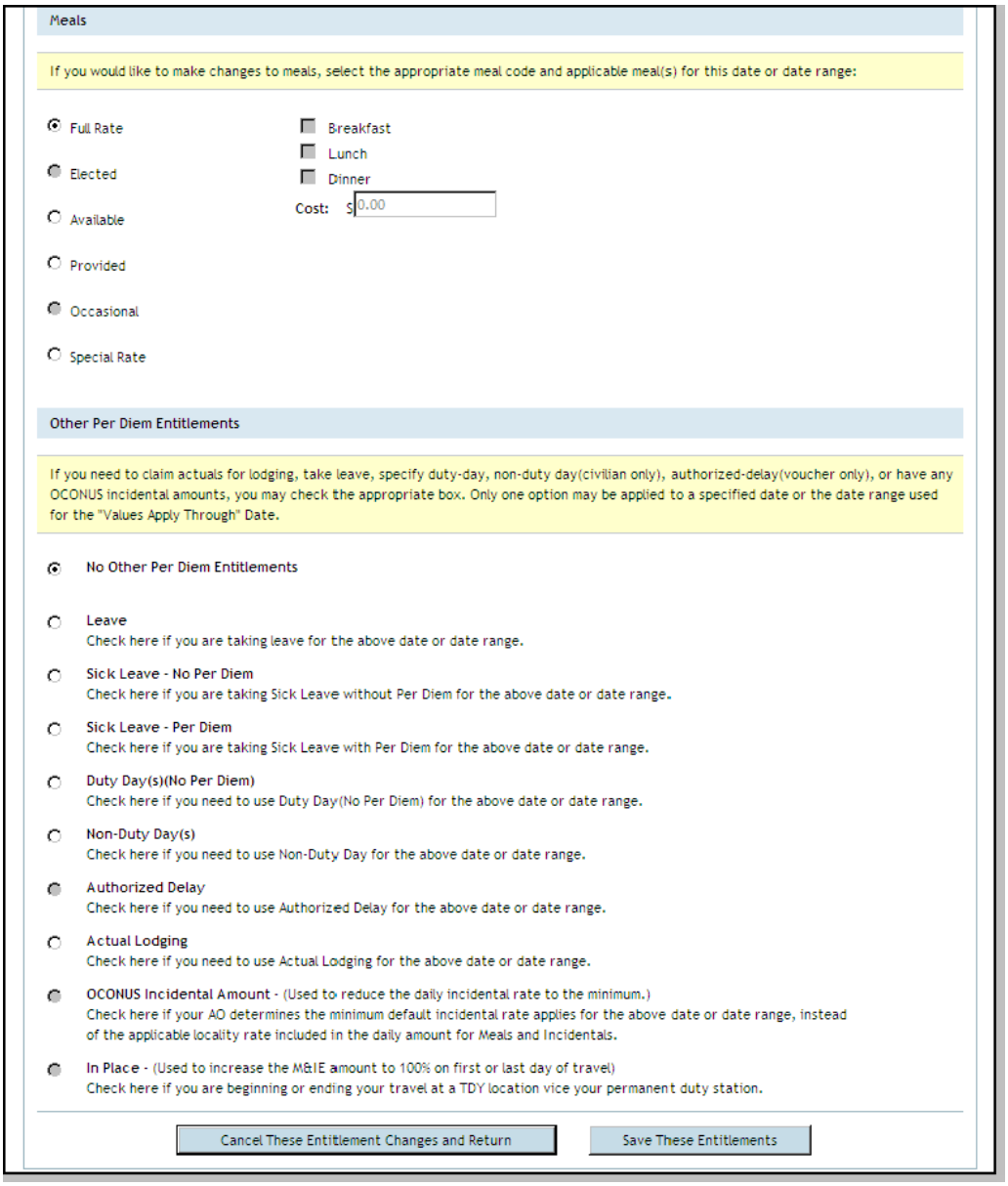

Figure 4-26: Per Diem Entitlements Detail Screen (Edit Meals and Other Per Diem Entitlements)

Note: The Other Per Diem Entitlements screen shown in Figure 4-26 is for a civilian employee. Sick Leave will not display as an entitlement for Military members.

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10. Select the **radio button** under Other Per Diem Entitlements that describes the per diem entitlements for this date or date range.

    a. Use the default choice, **No Other Per Diem Entitlements**, when no other options apply.

    b. Select **Leave** if taking leave. Military personnel use **Annual leave**. Civilian employees may choose either **Annual** or **Other**. Civilian employees may enter the number of hours they wish to use.

    c. Select **Sick Leave - No Per Diem** if a civilian employee has been granted sick leave, but per diem has not been authorized.

    d. Select **Sick Leave - Per Diem** if a civilian employee has been granted sick leave, and per diem has been authorized.

    e. Select **Duty Day** if a military member and the AO did not approve excess travel time as official (when trip is extended beyond official travel date).

    Leave should not be charged because the return travel occurred on a duty day. No per diem reimbursement is allowed and the day is not charged as Leave.

    f. Select **Non-Duty Day** if a civilian employee and the AO did not approve the excess travel time as official.

    Leave should not be charged because the return travel occurred on a non-duty day. No per diem reimbursement is allowed, and the day is not charged as Leave.

    g. Select **Authorized Delay** for a date if the AO approved additional travel time because of an unavoidable delay.

    Full reimbursement is allowed for per diem entitlements.

    h. Select **Actual Lodging** if the traveler is to be reimbursed for spending more than the per diem rate on lodging.

    Note: Additional lodging costs must be authorized by the AO. The Actual Costs Limited field displays the maximum actual lodging amount the AO may authorize.

    i. Select **OCONUS Incidental Amount** if the incidental rate will be limited to the minimum allowable OCONUS rate.

    j. Select **In Place** for either the first or last day of travel if there are two back-to-back TDYs without returning to the permanent duty station. This will increase the M&IE amount to 100 percent for the selected day.

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11. Select **Save These Entitlements**.
    -OR-
    Select **Cancel These Entitlement Changes and Return** to return to the Per Diem Entitlements screen without making changes (Figure 4-24).

4.6 Substantiating Records

Substantiating Records are proof of expenses incurred on official travel. Travelers are required to store digital images of receipts.

Travelers can load images of receipts and other supporting documents into DTS by either faxing, or scanning and uploading these documents. See *Document Processing Manual*, Chapter 2 for instructions on adding substantiating records.

4.7 Update an Accounting Code

If no payment has been made on an LOA, the LOA may be changed. An LOA should never be removed or changed if any payment has been made. For example, if a non-ATM advance, scheduled partial payment (SPP), or voucher settlement has been paid using an LOA, the LOA that was used should not be removed or changed. If a change must be made, it must be done manually outside of DTS.

Follow the below steps to update the LOA on a voucher:

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

The Accounting Codes screen opens (Figure 4-27).

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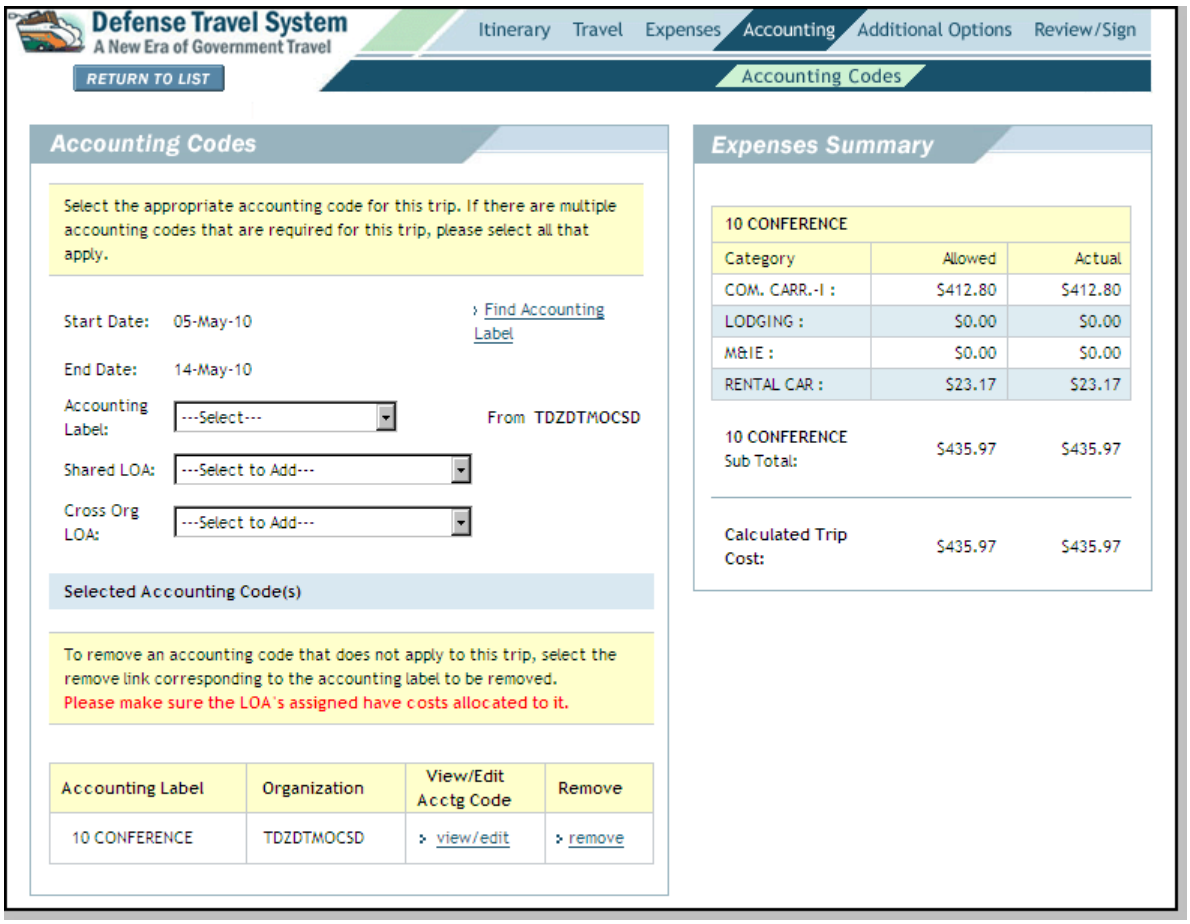

Figure 4-27: Accounting Codes Screen

2. Select the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **accounting label**. (See Section 2.8 for an explanation of shared LOAs).

3. Select **Additional Options**, if necessary.
   -OR-
   Select **Review/Sign** on the navigation bar.

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4.7.1 Update Multiple Accounting Codes

When using more than one accounting code on a voucher, the traveler must identify how to allocate the expenses to each. Beginning on the Accounting Codes screen (Figure 4-27), follow the below steps to add multiple accounting codes to one voucher:

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

A pop-up window displays the following message: *Please remember to allocate expenses to the LOA that was just added.*

2. Select **OK**.

The Accounting Codes Screen refreshes. The How to Allocate drop-down list appears (Figure 4-28).

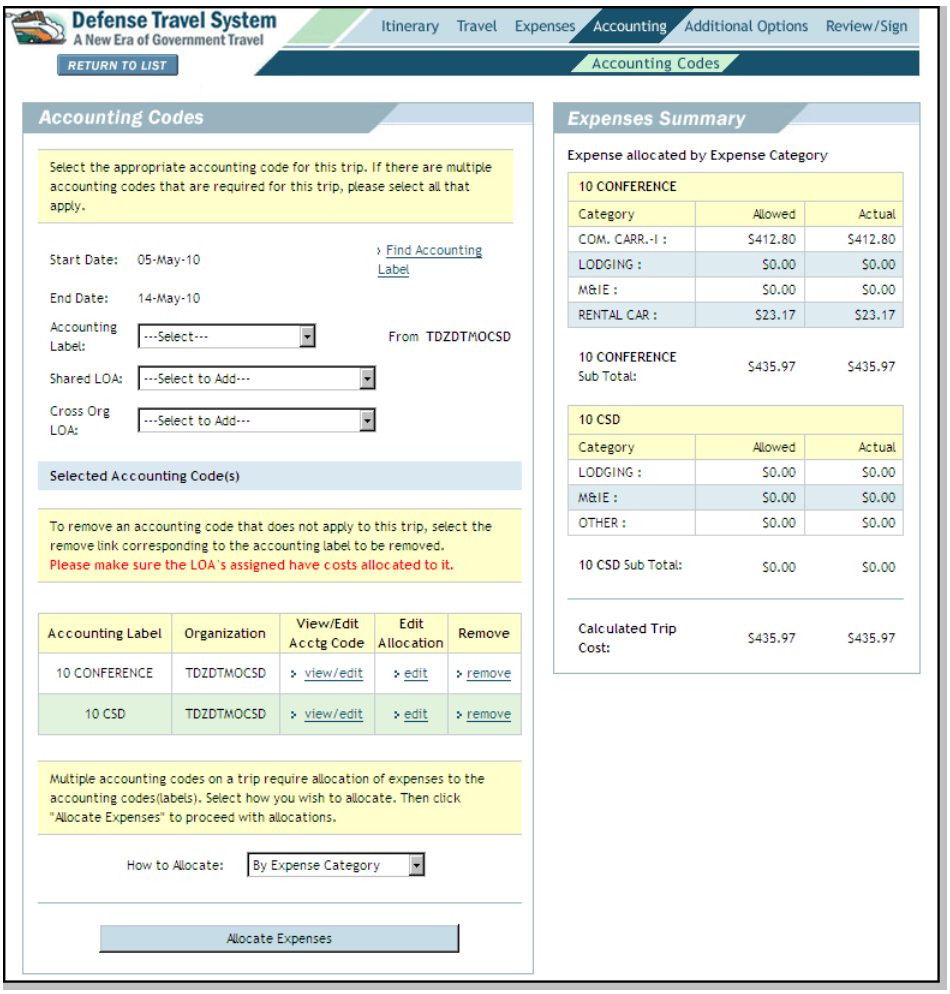

Figure 4-28: Accounting Codes Screen - Allocate Expenses

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3. Select the **How To Allocate** drop-down list arrow and select an **allocation method**.

4. Select **Allocate Expenses**.

5. Select the **Accounting Code** to use for each allocation.

6. Select **Save Allocations**.

The Expense Summary displays a breakdown of the expenses applying to each LOA.

4.8 Additional Options

The Additional Options module allows the traveler to view and edit additional entries in the voucher.

4.8.1 Profile

The Profile screen allows the traveler to update personal profile data using the links displayed near the top of each of the Profile screens. Non-DTS Entry Agents (NDEAs) are able to update profile data for travelers in the groups to which they have group access (Figure 4-29).

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

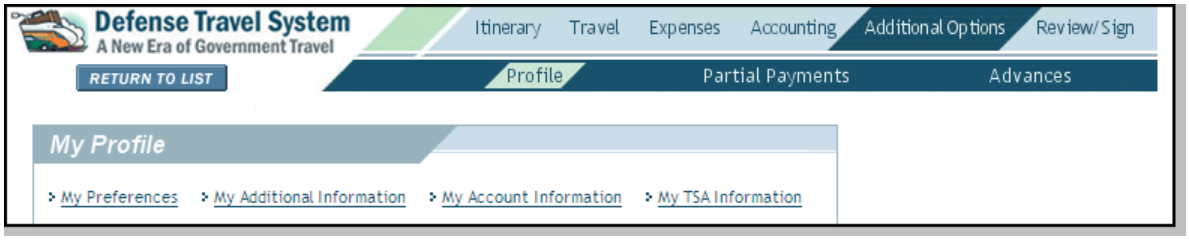

Figure 4-29: Profile Menu/My Profile Screens

Personal Profile information is divided into five screens for review and update. Use the links on each screen to open the next.

Note: EFT data on the My Account Information screen is mandatory.

My Profile screen. Use this screen to review and update the below information:

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

Note: The **Dependents** and **PCS Info** buttons are currently not used.

My Preferences. Use this screen to review and update the below information:

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

My Additional Information screen. Use this screen to review and update the below information:

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

*Contact the DTA to update these fields.

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

My Account Information screen. Use this screen to review and update the below information:

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data (mandatory)

My TSA Information. Use this screen to review and update the below information:

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

Follow the below steps to update personal profile data:

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

The Profile screen opens by default.

2. Select the correct **link** for the screen to be updated.

3. Enter or update data.

4. (Optional) Check the **Save changes to permanent traveler information** box to save these changes for use in all future documents. Leave the box unchecked to apply the changes to the current document only.

5. Select **Update Personal Information**.

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Note: Electronic Funds Transfer (EFT) data on the My Account Information screen is **mandatory**. If the radio button is **Yes** with no EFT account data, the document cannot be signed, and the traveler will be returned to this screen. The **No** radio button is only an option if the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

4.8.2 Payment Totals

The Payment Totals screen allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GTCC or record payments previously made to the GTCC. Any amount entered in the Add GOVCC ATM or Add'l GOVCC Amt fields will decrement the Net to Traveler distribution.

Follow the below steps to review the payment totals for the voucher:

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

2. Select **Payment Totals** from the subnavigation bar.

The Payment Totals screen opens (Figure 4-30). This screen is divided into the following four sections:

- Expense Summary
- Disbursement Summary
- Credit Summary
- Entitlement Summary

If there were any expenses, there will be a Total Expenses link in the Expense Summary section.

See Table 4-2 for a description of the fields on the Payment Totals screen.

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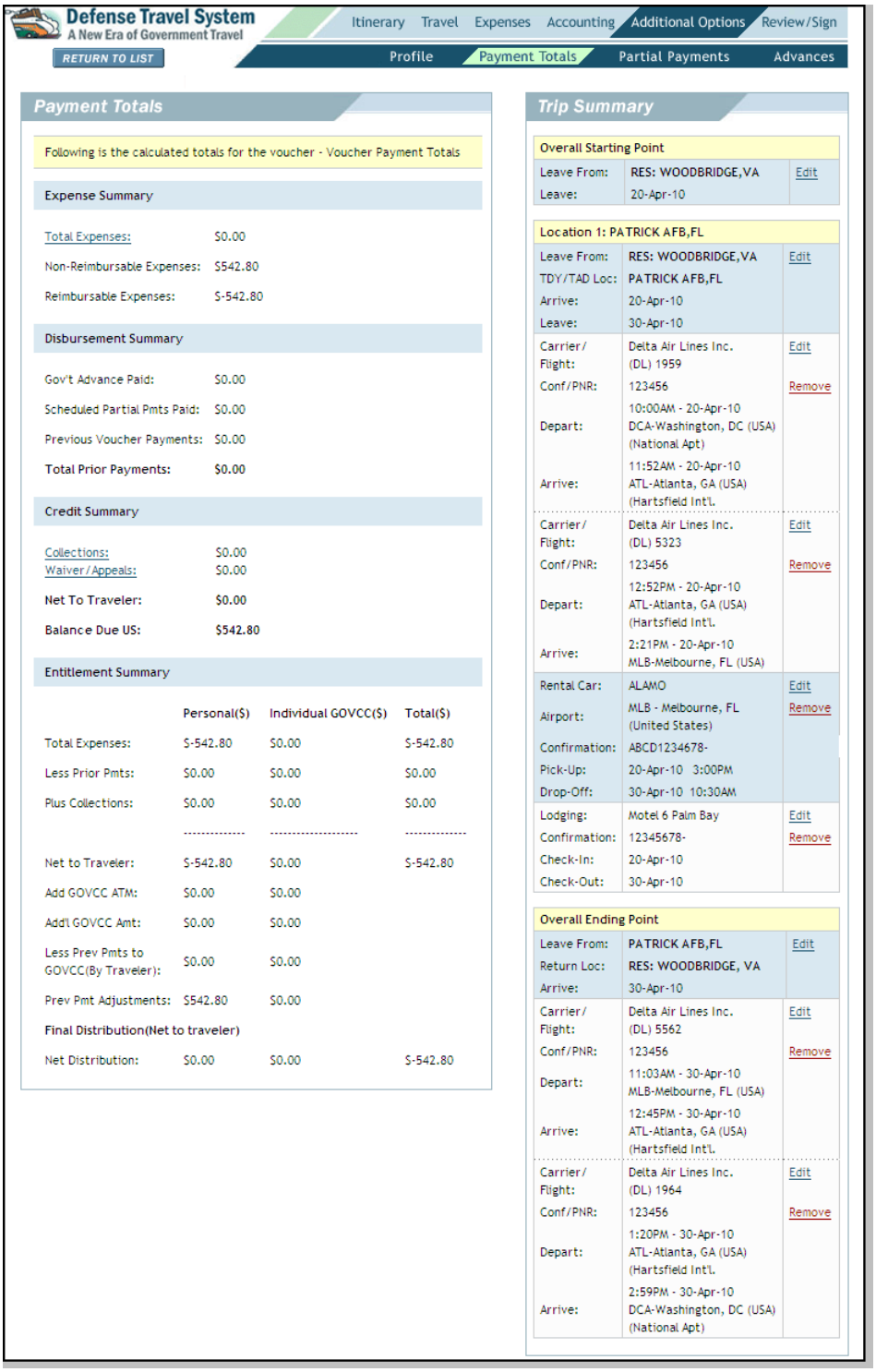

Figure 4-30: Payment Totals Screen

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Table 4-2: Payment Totals Screen Description

PAYMENT TOTALS SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Expense Summary	
Total Expenses	Adds the reimbursable and non-reimbursable expenses claimed on the travel document. If available, use the link to view supplementary information on each separate payment.
Non- Reimbursable Expenses	This totals the expenses for which the traveler cannot be reimbursed: Includes Centrally Billed Accounts (CBA) and Air Mobility Command (AMC), Government Transportation Request (GTR), and Government Funded (GOV FUND) expense type codes (expenses) on the travel document.
Reimbursable Expenses	This totals the expense for which the traveler can be reimbursed: Includes all expenses with a Per Diem expense type code including personal and GOVCC (also referred to as GTCC) expenses.
Disbursement Summary	
Gov't Advance Paid	Total of disbursements from Government non-ATM advances, paid or submitted for payment. If available, use the link to view supplementary information on each separate payment.
Scheduled Partial Payments Paid	Total of disbursements from Government from SPPs, both paid and submitted for payment. If available, use the link to view supplementary information on each SPP.
Previous Voucher Payments	Total of disbursements from Government from previous vouchers. Amount is zero until the initial voucher is paid. If available, use the link to view supplementary information on each separate payment.
Total Prior Payments	Total disbursement: sum of the Government advances, SPPs, and voucher payments that have been paid to a traveler.
Credit Summary	
Collections	For Due U.S. documents. Collections received and posted for amount of Due U.S. collected back from traveler. If available, use the link to view supplementary information on each separate collection.
Waivers and Appeals	For Due U.S. documents – Cumulative amount of approved waivers. If available, use the link to view supplementary information on each separate payment.
Net To Traveler	Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero (due traveler). • Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the *reimbursable expense* amount. • Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the *reimbursable expense* amount.
Balance Due US	Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount less than zero (Due U.S.). • Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the *reimbursable expense* amount. • Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the for the *reimbursable expense* amount.
Entitlement Summary	
Total Expenses	Sums the reimbursable expenses claimed on the travel document. The amounts are broken down into charges against the traveler's personal bank account, individual GOVCC account, and the sum of both.

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Table 4-2: Payment Totals Screen Description (Continued)

PAYMENT TOTALS SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Entitlement Summary	
Less Prior Payments	This is the total reimbursable trip expenses minus any prior payments. Prior payments include Government advances, SPPs, and voucher payments that have been paid to a traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both.
Plus Collections	This is the total reimbursable trip expenses plus collections. Collections include amounts received and posted for any Due U.S. debt collected from traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both.
Net to Traveler	Cumulative amounts of reimbursable trip expenses minus the total amount of previous payments, plus the total amount of any debts already posted as collected from the traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both.
Add GOVCC ATM	If there are any additional ATM expenses against the individual GOVCC account, enter them in the field provided. Select **Calculate** to display a recalculated Net to Traveler amount.
Additional GOVCC Amount	If there are any additional non-ATM expenses against the individual GOVCC account, enter them in the field provided. Select **Calculate** to display a recalculated Net to Traveler amount.
Less Previous Payments to GOVCC (By Traveler)	If the traveler made additional payments to the GOVCC account, enter them in this field. Select **Calculate** to display a recalculated Net to Traveler amount.
Previous Payment Adjustments	This is the subtotal of any payments from the traveler's personal bank account to the GOVCC account, or from the traveler's GOVCC account to the personal bank account. Refresh this amount by selecting **Calculate**.
Final Distribution (Net to Traveler)	
Net Distribution	This is the final net distribution to the traveler: the total expenses, less any prior payments, plus any collections, plus any additional ATM or non-ATM advances, less any previous payments from the traveler's personal bank account to the GOVCC account.

Note: When a Foreign Military Sales (FMS) LOA is used in the voucher, a Transaction Control Number (TCN) displays in the TCN column. The TCN is received when disbursements have been made from FMS funds (Figure 4-33).

3. Select **Total Expenses**.

The Payment Totals Expenses Summary screen displays (Figure 4-31).

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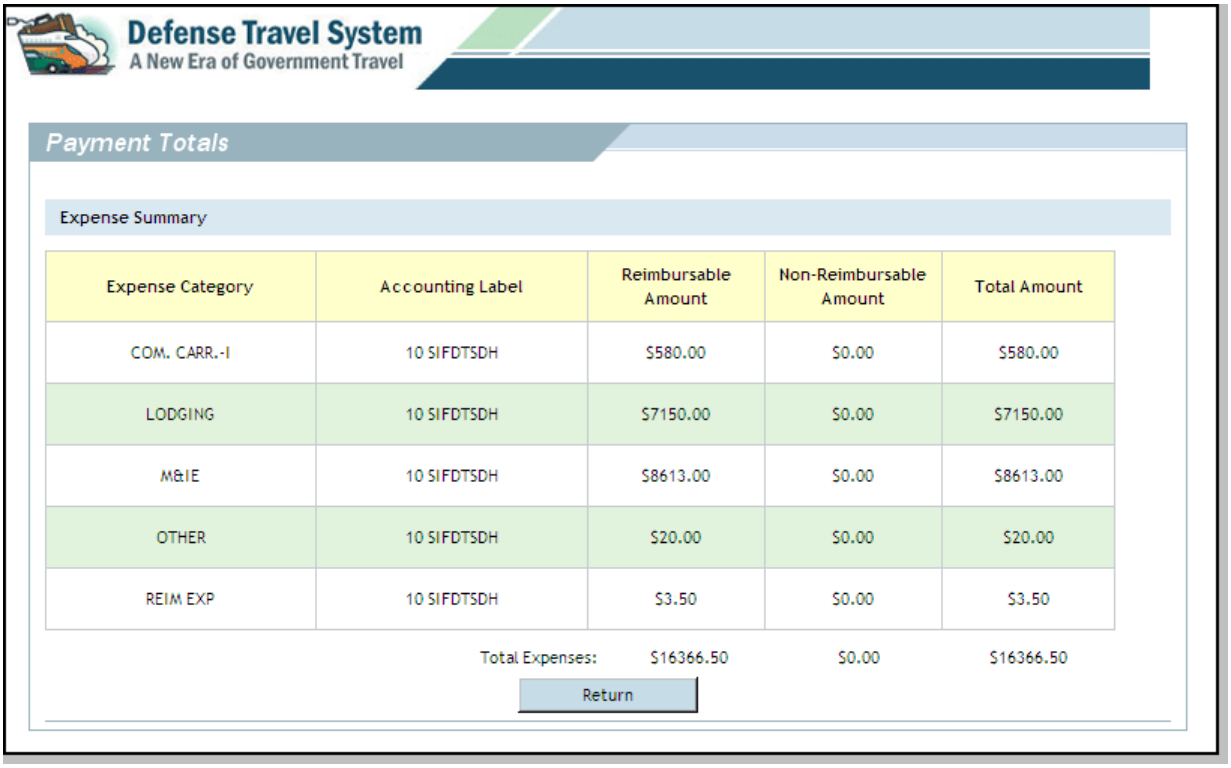

Expense Category	Accounting Label	Reimbursable Amount	Non-Reimbursable Amount	Total Amount
COM. CARR.-I	10 SIFDTSDH	$580.00	$0.00	$580.00
LODGING	10 SIFDTSDH	$7150.00	$0.00	$7150.00
M&IE	10 SIFDTSDH	$8613.00	$0.00	$8613.00
OTHER	10 SIFDTSDH	$20.00	$0.00	$20.00
REIM EXP	10 SIFDTSDH	$3.50	$0.00	$3.50
	Total Expenses:	$16366.50	$0.00	$16366.50

Figure 4-31: Payment Totals Screen - Expenses Summary

The Accounting label, the reimbursable amount, the nonreimbursable amount, and the total amount display for each of the expense categories.

4. Select **Return** to return to the Payment Totals screen.

The Gov't Advances Paid link will display if there was an advance (Figure 4-32).

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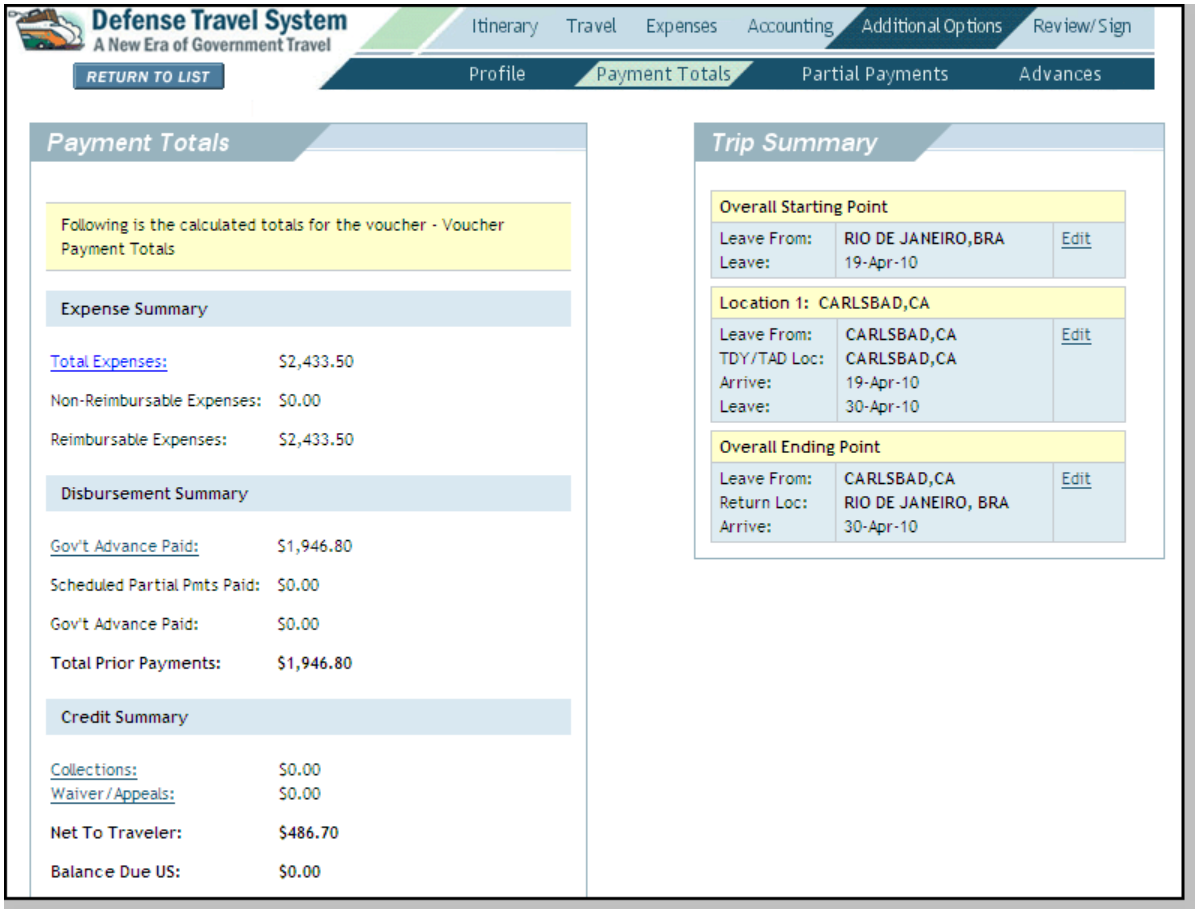

Figure 4-32: Payment Totals Screen - Links

5. Select **Gov't Advance Paid**.

The Government Advances Paid section displays under the Expenses Summary section (Figure 4-33).

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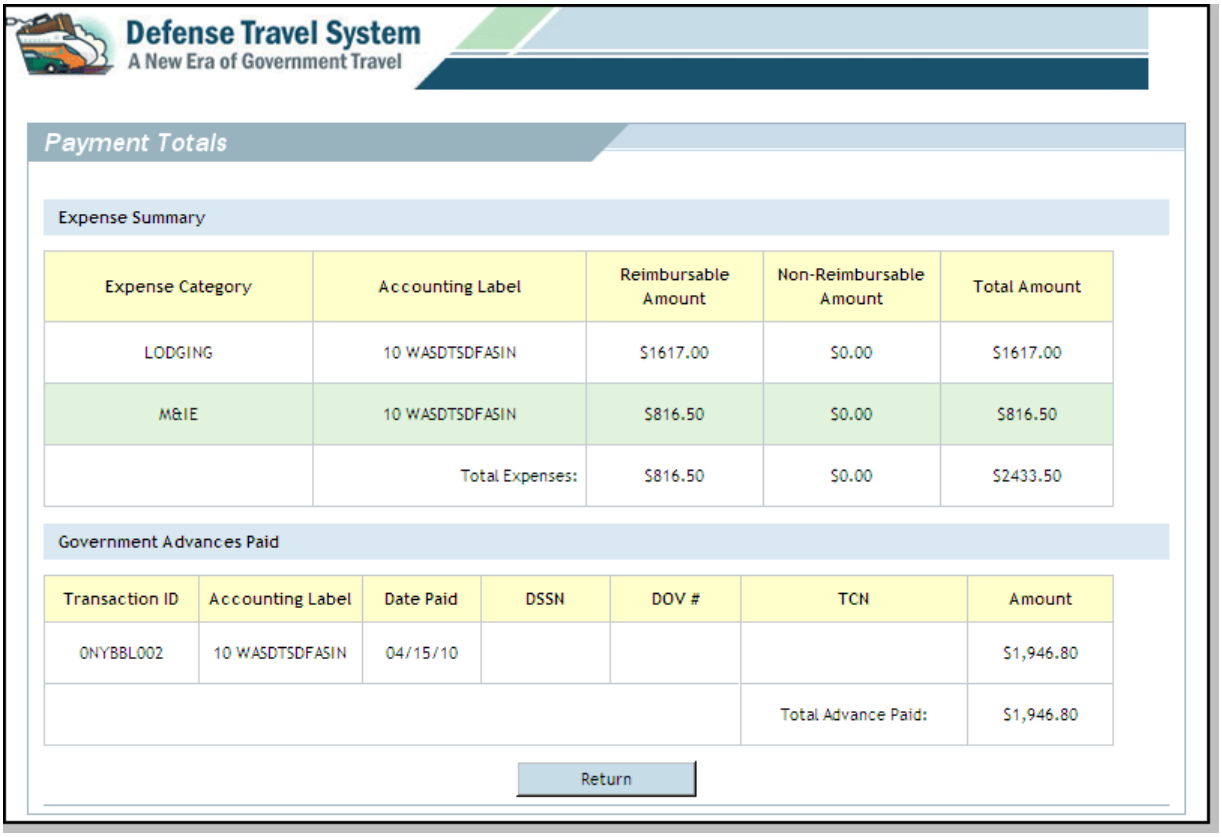

Figure 4-33: Payment Totals Screen - Advance Paid

6. Select **Return** to return to the Payment Totals screen.

The Collections and Waiver/Appeal links display windows that are populated only if a Due US condition exists (Figure 4-32). Use of these links allows the traveler to view debt and collection information and the history of appeals.

Follow the below steps to add a GTCC ATM advance:

1. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field (Figure 4-31).

   The amount entered in the Add GOVCC ATM field will redirect money that was originally to be sent to the traveler's account and send it to the traveler's GTCC account instead.

2. Select **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amount will be decremented from the **Personal Net Distribution** field.

Follow the below steps to add an additional payment to the GTCC:

1. Enter the amount of the additional payment to the GTCC into the **Add'l GOVCC Amt** field.

   The dollar amount entered in the Add'l GOVCC Amt field will redirect money that was originally

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to be sent to the traveler's account and send it to the traveler's GTCC account instead.

2. Select **Calculate**. The specified amount will be decremented from the **Personal Net Distribution** field.

Follow the below steps to enter an amount paid by the traveler to the GTCC account before the DTS disbursement was paid.

1. Enter an amount into the **Less Prev Pmts to GOVCC (By Traveler)** field.

   If the traveler made a payment to the GTCC account before being reimbursed, the traveler can enter an amount that was originally to be sent to the GTCC account and redirect it to their personal bank account instead. For example, if the split reimbursement to the GTCC account is supposed to be $400, and the traveler made a $200 payment to the GTCC account before being reimbursed, then the traveler will want $200 of the payment from DTS to go to their personal bank account.

2. Select **Calculate**. The specified amount will be incremented to the **Personal Net Distribution** field.

Note: Use the Non-Mileage Expenses screen to enter any ATM processing fees associated with the GTCC.

4.8.3 SPPs and Advances

The traveler must always create a voucher to record actual expenses incurred on a trip. If the trip document contains paid or submitted SPPs, the amount owed to the traveler will be reduced by the amount previously disbursed.

Note: If a debt is caused by a non-ATM advance that is requested on an LOA other than the LOA that was used to create the obligation on the authorization, the traveler must add an overpayment expense prior to signing the voucher. This is to allow DTS and the accounting systems to account for the separate obligation and disbursement. At approval, the voucher will show a zero balance and accounting and disbursing will be reconciled. Once the voucher has been approved, the Debt Management Monitor (DMM) or traveler will have to amend it to remove the overpayment expense. This will change the voucher status to DUE U.S., and allows the DMM to track the debt.

If there are SPPs scheduled for submission when a voucher is approved, DTS will delete the unsubmitted SPP(s) from the Payment module.

4.9 Review/Sign

The below subsections guide the user through the Review/Sign process.

4.9.1 Preview Trip

The Preview Trip screen provides a general overview of the trip. Follow the below steps to edit the data on this screen:

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

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The Preview Trip screen opens by default (Figure 4-34). The Print Document button at the top of the screen opens a text-only version of the document on a separate screen.

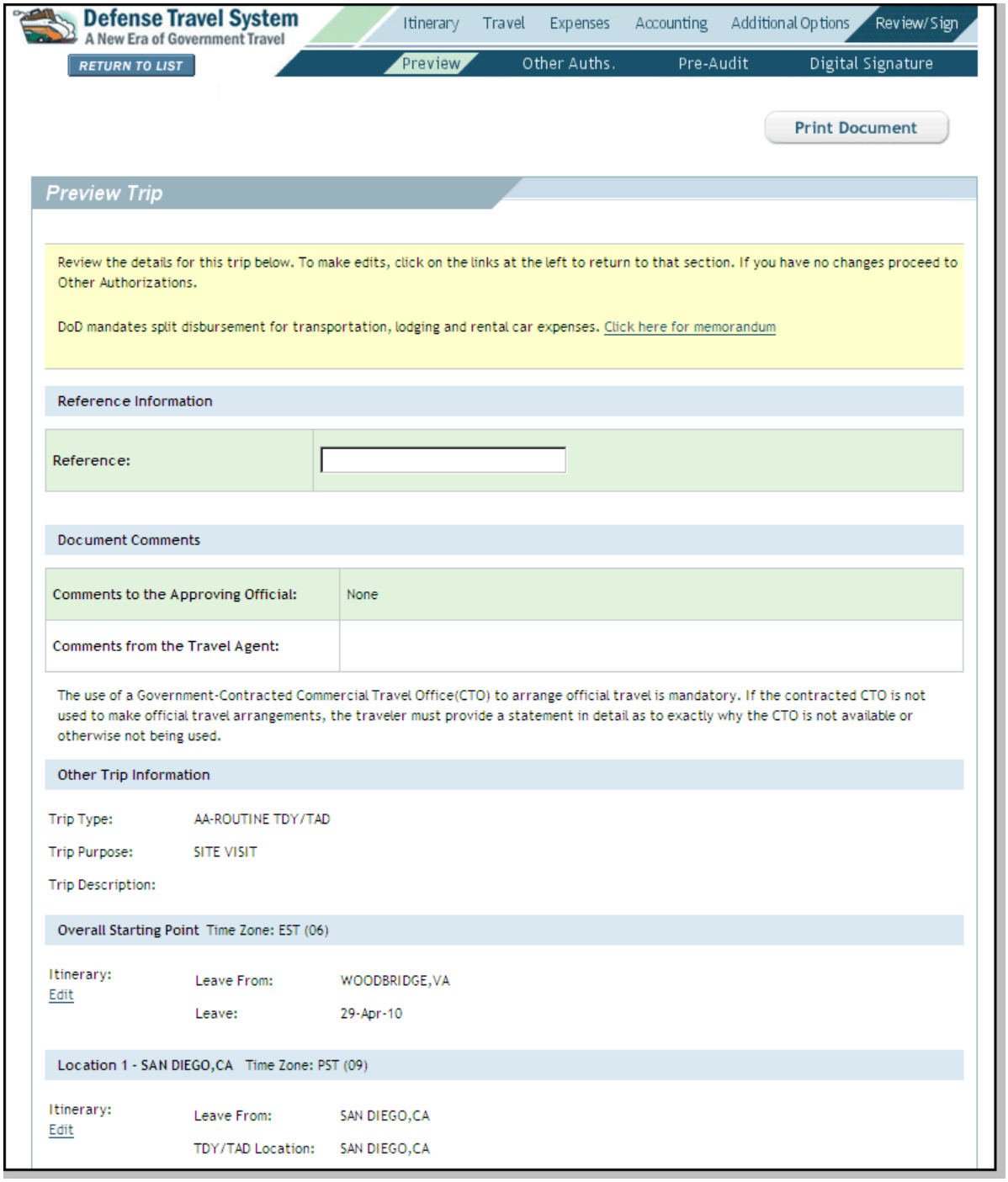

Figure 4-34: Preview Trip Screen

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

3. Review all data.

4. Select **Edit** next to any items that need to be changed.

5. Make appropriate changes.

6. Select **Save and Proceed to Other Auths** at the bottom of the screen.

4.9.2 Other Authorizations

The DTS Other Authorizations screen is used to display and print remarks on travel documents. If the traveler selects an item that may need an explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, and meals provided); DTS will automatically flag it as an Other Authorization.

For more information on the Other Authorizations screen, refer to *Document Processing Manual*, Chapter 2.

4.9.3 Pre-Audit Trip

The Pre-Audit Trip screen displays the items, if any, that DTS has flagged in the document. DTS requires that certain items be justified. Examples of these items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement default value changed. A flagged item does not stop a traveler from requesting certain expenses, or obtaining lodging that is not within the per diem rate. Comments must be entered for items that have a **Justification to Approving Official** text box.

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

DTS automatically preaudits a voucher when the traveler attempts to sign it, but the traveler can preaudit a document any time during its creation. Comments must be entered for each item requiring justification before the authorization will be routed for approval.

Follow the below steps to preaudit a voucher:

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

The Preview Trip screen opens by default (Figure 4-34).

2. Select **Pre-Audit** from the subnavigation bar.

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The Pre-Audit screen opens (Figure 4-35). Any items that appear on this screen are flagged for this trip. A flagged item indicates that DoD or service standards have been exceeded for normal Government travel.

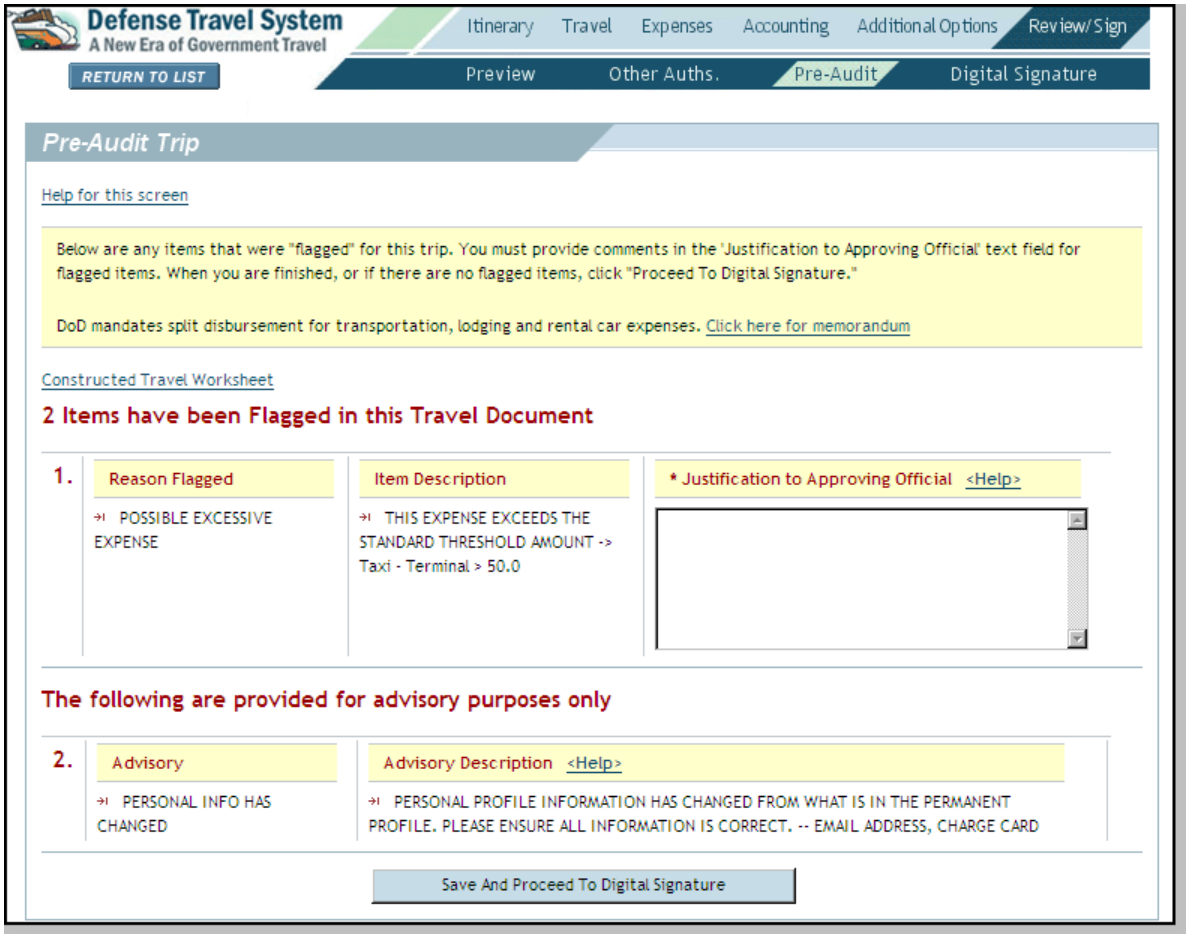

Figure 4-35: Pre-Audit Trip Screen

Note: The <**Help**> link above each flagged item opens to a fuller explanation of the selected flag. See Appendix K, Table K-5, for a description of all flagged items.

Note: The **Help for this screen** link (on the left-hand side of the screen below the Pre-Audit Trip title) opens a table of preaudit codes used in the Reason Flagged column and a description of why this item was flagged.

Follow the below steps to justify the flagged items:

1. Complete **Justification to the Approving Official** field(s) with an explanation for the request.

2. Select **Save and Proceed To Digital Signature** at the bottom of the screen.

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4.9.4 Digital Signature

The final step in a creating a voucher is to digitally sign the document. This begins the routing process. Follow the below steps to digitally sign a voucher:

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

The Preview Trip screen opens by default (Figure 4-34).

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

The Digital Signature screen opens (Figure 4-36).

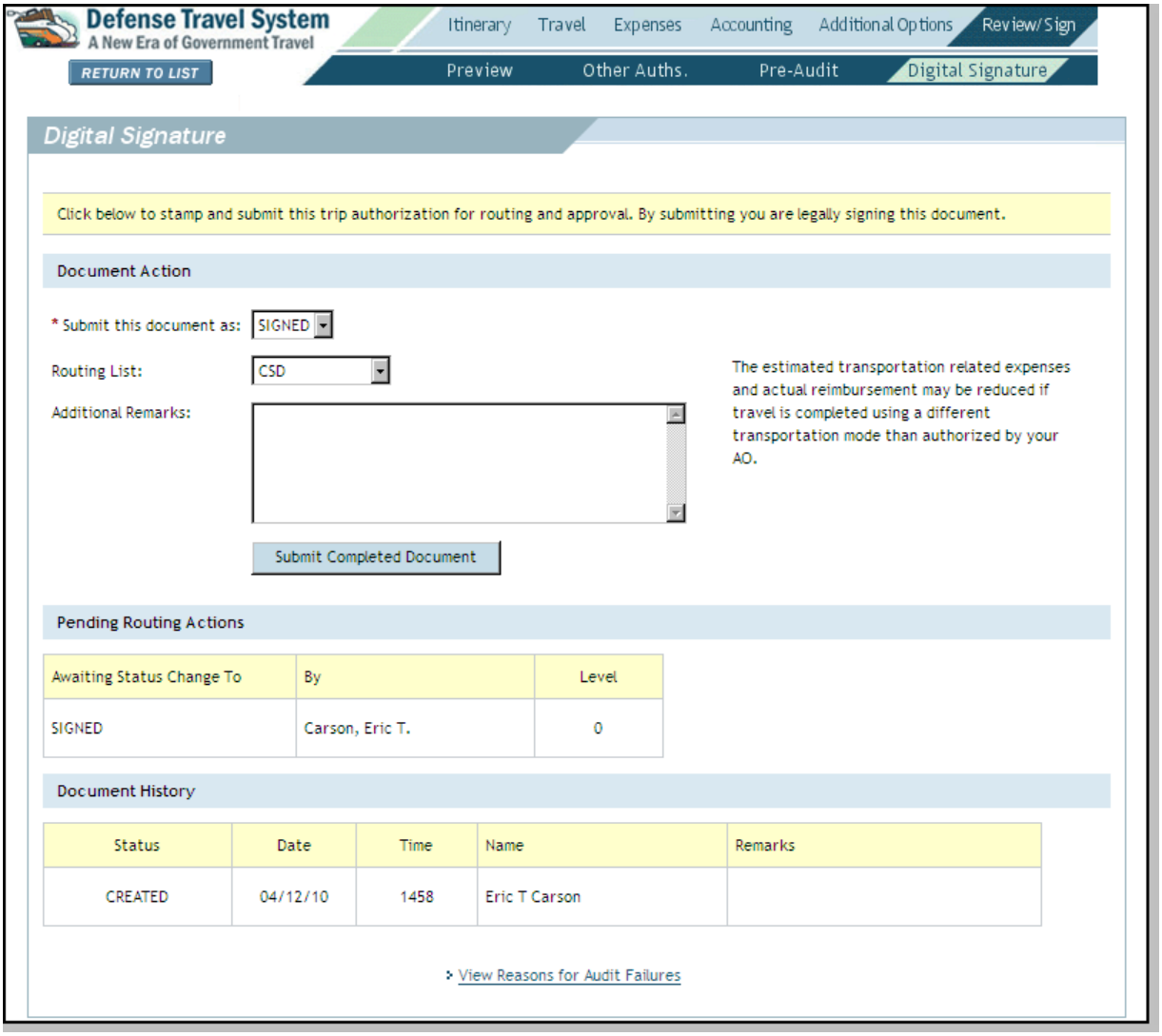

Figure 4-36: Digital Signature Screen

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

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

4. Select **OK**.

5. Select the **Submit this document as** drop-down list arrow and choose **SIGNED**.

6. Complete the **additional remarks** field (optional).

Note: If at any point in the document history the voucher failed a DTS audit, the reason for failure may be viewed by selecting the **View Reasons for Audit Failures** link (Figure 4-36).

7. Select **Submit Completed Document**.

The Stamp Process screen opens. It confirms that all expenses claimed are honest and accurate (Figure 4-37).

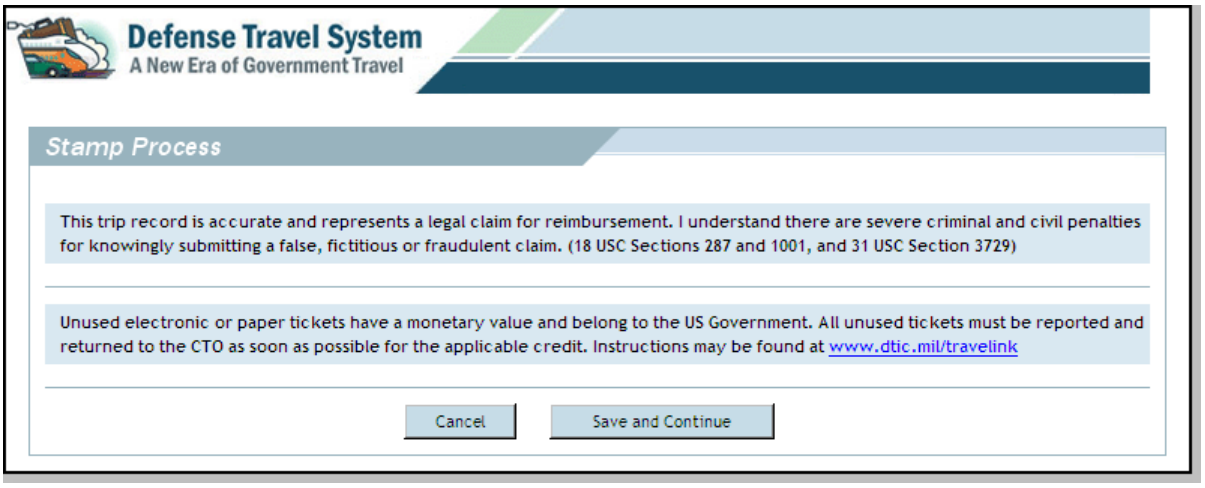

Figure 4-37: Stamp Process Screen

8. Select **Save and Continue**.

The **Choose Signing Certificate** screen will open if more than one certificate is available. Choose the correct certificate and select **OK**.

The document is now signed. The Vouchers screen opens (Figure 4-1).

Note: When the traveler signs a voucher containing an FMS LOA, a message displays notifying the traveler of a possible delay in reimbursement due to the use of FMS LOAs.

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4.10 Due U.S. Vouchers (Overpayments to Travelers)

When the balance on a voucher indicates that advances, SPPs, or other payments paid to a traveler exceed the expenses recorded on the voucher, a Due U.S. situation exists. This means that the traveler owes money to the Government.

This situation may occur when a traveler incurs a debt due to one of the following reasons:

- An overpayment was made for a voucher in which the traveler's entitlements were less than the amount paid
- An ineligible travel expense was paid erroneously and was later discovered
- A trip was cancelled after the traveler received a non-ATM advance or SPP

Travelers must satisfy the debt within 30 days or request a waiver or cancellation of the debt. In cases where a trip was cancelled after the traveler received a non-ATM advance or an SPP, civilian travelers have 15 days to repay the debt and military members have 30 days to repay the debt. The traveler can see the amount of the Balance Due U.S. on the Payment Totals screen (Figure 4-38).

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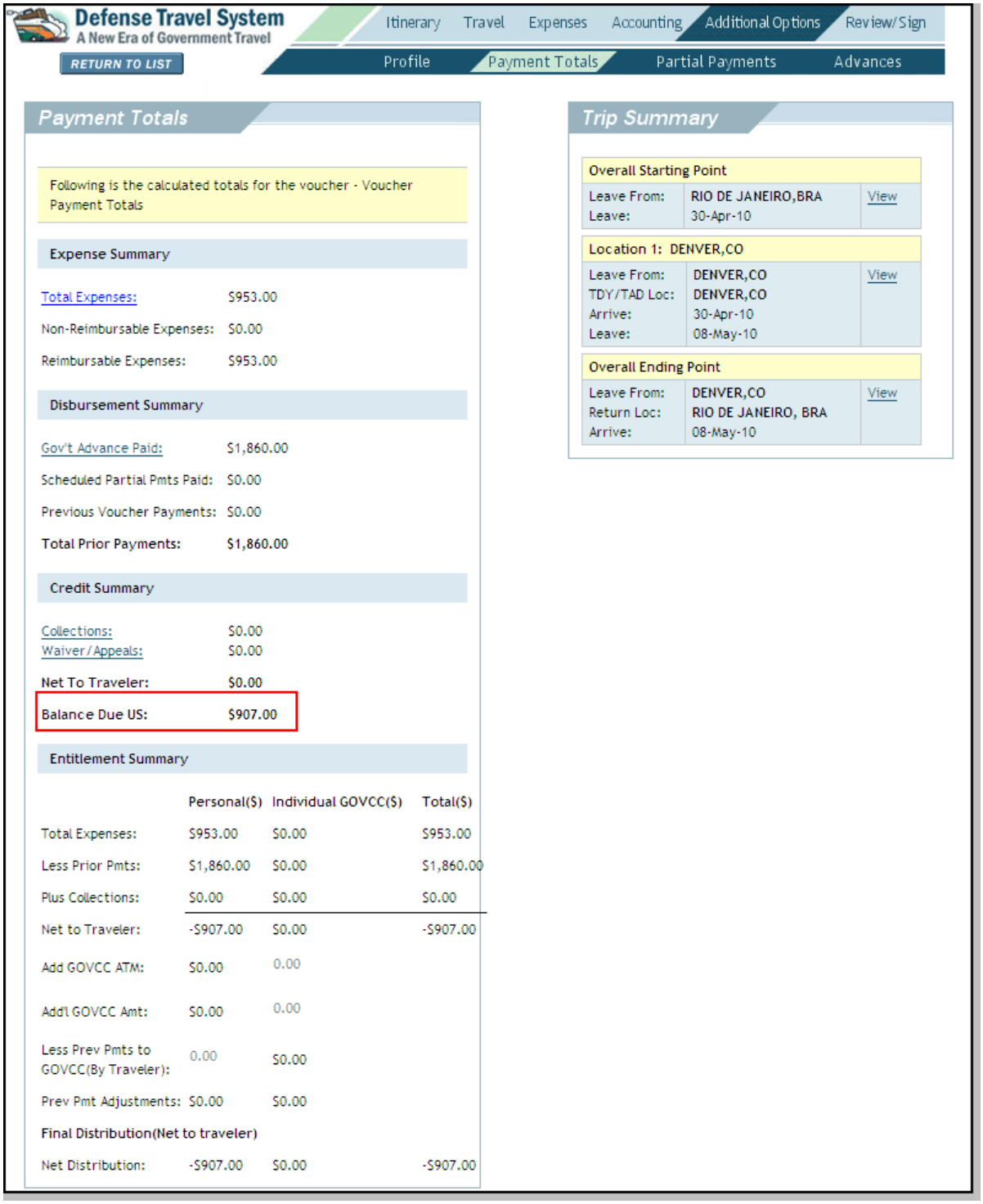

Figure 4-38: Payment Totals Screen Indicating Balance Due U.S.

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If the traveler is overpaid, they will be informed of the excess payment(s) and will see the Notification of Payment Due Government screen (Figure 4-39). This screen indicates that the traveler owes money to the Government.

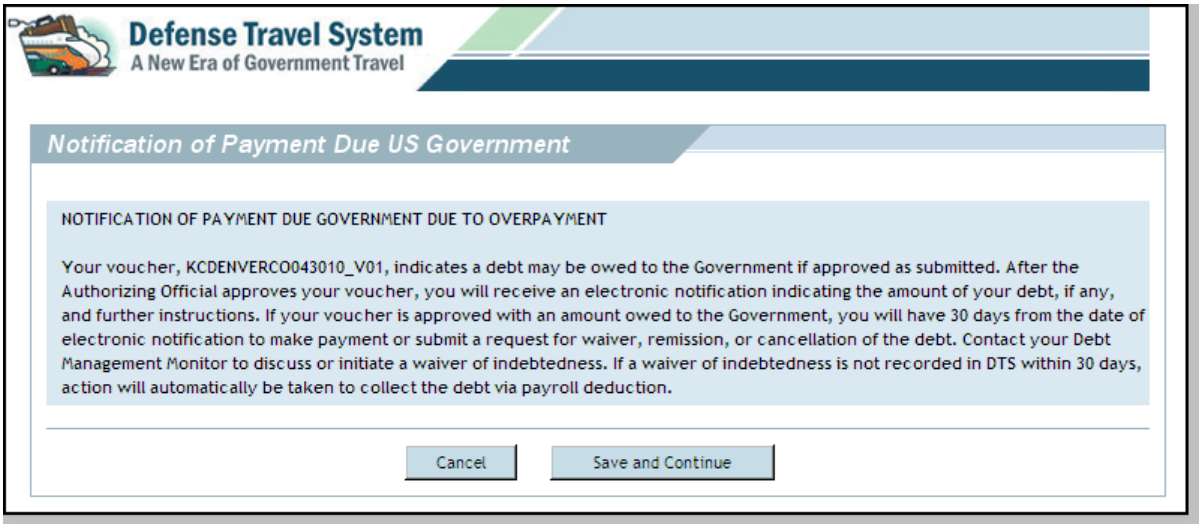

Figure 4-39: Notification Of Payment Due Government Screen

The traveler should review the Notification of Payment Due Government screen and select **Save and Continue**.

Note: Selecting **Save and Continue** serves as the traveler's acknowledgment of the initial notification of debt owed to the Government in the Due Process regulatory requirement. Selecting the **Cancel** button will return to the Digital Signature screen.

If a NDEA creates and signs the Due U.S. voucher, DTS will generate and send an e-mail to the traveler. This advises that the traveler may owe money to the Government. The DTS-generated e-mails can be found in *Appendix E*.

When a Due U.S. voucher is approved, DTS submits the appropriate transactions to adjust obligations (if necessary) and transmit a settlement voucher to disbursing that shows no payment due to the traveler. After 96 hours, DTS submits the appropriate transactions to set up the accounts receivable (A/R) in the applicable accounting system(s). DTS then generates an e-mail that is considered to be the Due Process Notice. This is sent to the traveler, AO, and DMM to advise them of the debt.

Note: If the debt is because of a non-ATM advance or SPP before a trip cancellation, a service member has 30 days and a civilian traveler has 15 days from the day the debt e-mail notification was sent to repay the debt. If the debt amount is not paid in full, involuntary payroll deduction actions can begin 30 days after notification of the debt for military members and after 15 days for civilians.

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4.11 Using FMS LOAs in a Voucher

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

DTS processes a voucher that has an FMS LOA in a way that is similar to the way that it processes other vouchers, with the following exceptions:

- When the voucher is signed, the traveler sees a DTS screen alert about payment delay due to external processing associated with the use of FMS funds
- When the voucher is signed, the traveler receives an e-mail notification about payment delay due to External processing associated with the use of FMS funds
- When the voucher is paid, the Defense Finance Accounting Service (DFAS) returns a TCN that will be displayed in DTS

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 4-40).

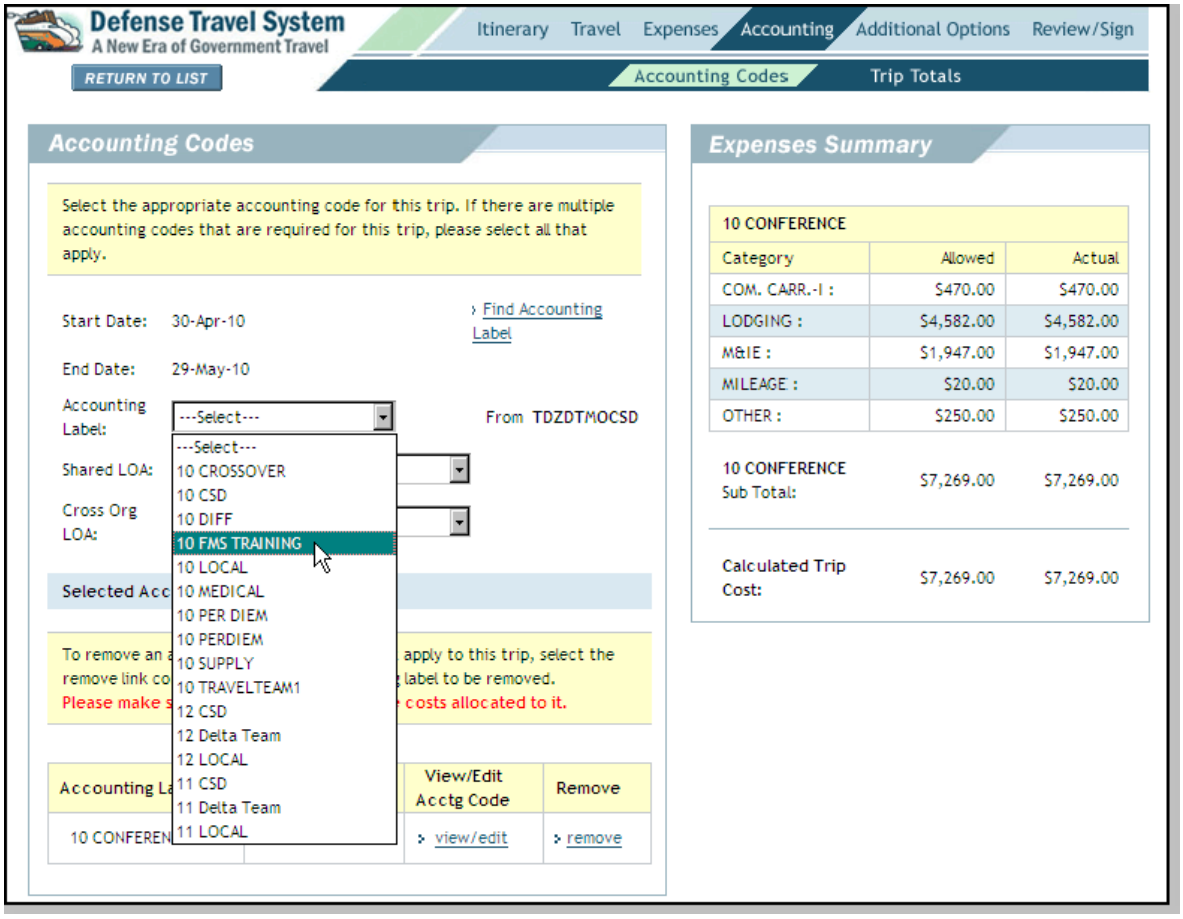

Figure 4-40: Accounting Codes Screen (LOA Selection List)

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During the voucher signing process, a message displays informing the traveler of a possible delay in reimbursement for a voucher that contains an FMS LOA (Figure 4-41).

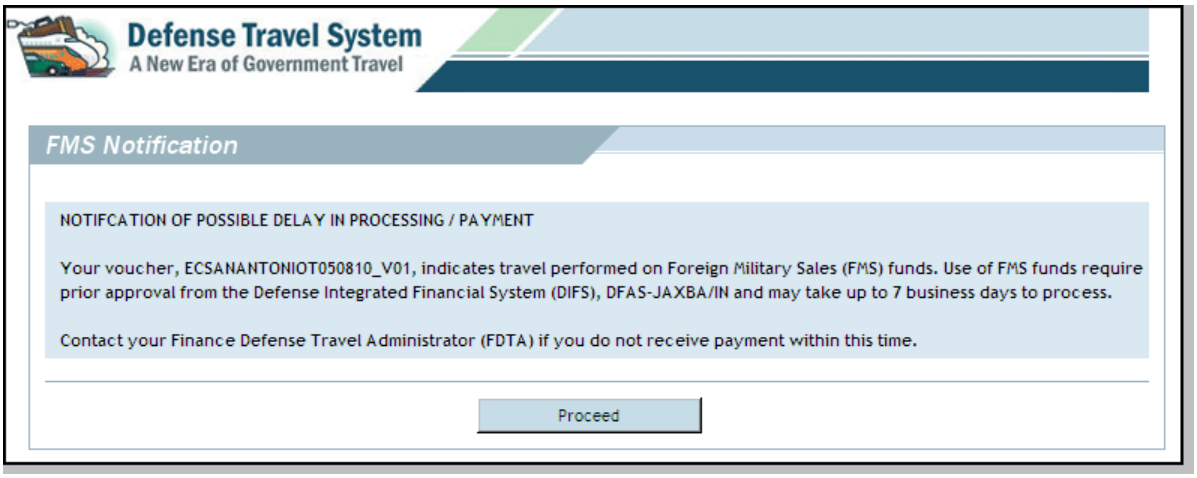

Figure 4-41: FMS Notification Screen

When an NDEA signs a voucher on behalf of a traveler, and the voucher contains an FMS LOA, DTS sends an e-mail notification to the traveler that reimbursement may be delayed due to processes (outside of DTS) that are involved in the approval and use of FMS funds.

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CHAPTER 5: LOCAL VOUCHER

The Defense Travel System (DTS) uses local vouchers to reimburse travelers for travel expenses incurred on trips completed within a 12-hour time period (this may vary due to local policy). This chapter covers the following topics:

5.1 Create a Local Voucher 5-1
5.2 Local Voucher Date 5-3
5.3 Add or Update Expenses 5-3
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5.1 Create a Local Voucher

Beginning on the User Welcome screen, follow the below steps to create a local voucher:

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

2. Select **Local Vouchers** from the drop-down list.

The Local Vouchers screen opens (Figure 5-1). It displays a list of previously created local vouchers. Depending on the document status, the traveler can view, edit, print, or amend local vouchers.

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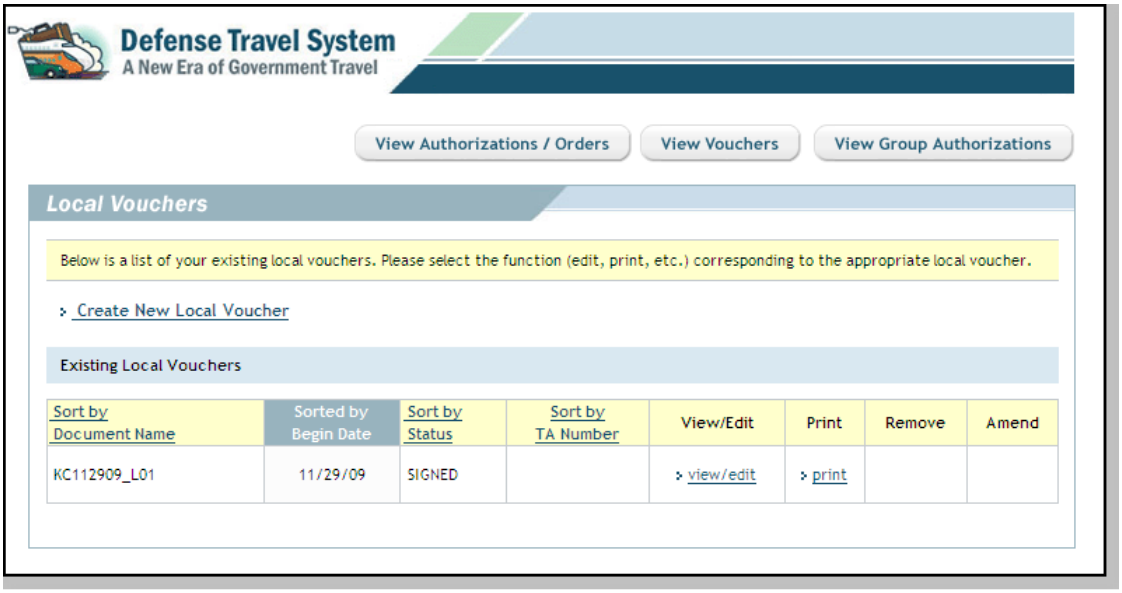

Figure 5-1: Local Vouchers Screen

3. Select **Create New Local Voucher**.

The Local Voucher Date screen opens (Figure 5-2).

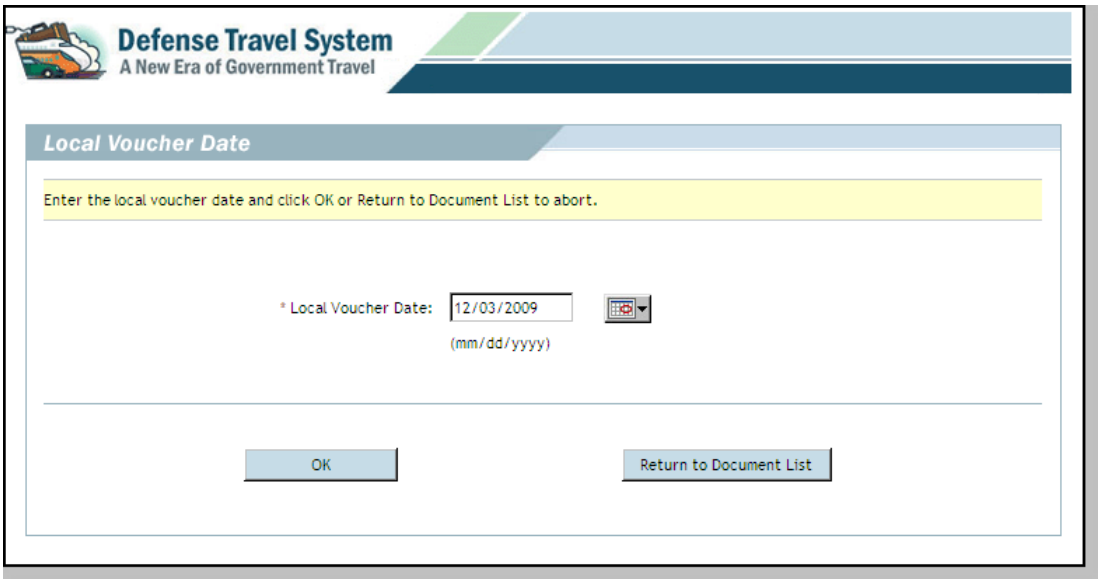

Figure 5-2: Local Voucher Date Screen

Note: If this is the traveler's first time creating a document in DTS, a pop-up window will open prompting the traveler to update their personal profile. For more information on updating the personal profile, see Chapter 2 of this manual.

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5.2 Local Voucher Date

Beginning on the Local Voucher Date screen (Figure 5-2), follow the below steps to identify the travel date:

1. Complete the **Local Voucher Date** field. Use the pop-up calendar if necessary. (Selecting **Return to Document List** opens the Local Vouchers list screen).

2. Select **OK**.

Note: DTS defaults to the date when the traveler creates the local voucher. The traveler can change the date to the last date that an expense was incurred. A future date cannot be entered.

5.3 Add or Update Expenses

The traveler may enter non-mileage and mileage expenses on a local voucher. Links to screens for both expense types are displayed in the subnavigation bar.

Return to List - A Return to List button displays in the top left corner of each screen. This closes the current document and returns to the traveler's document list.

5.3.1 Add or Update Non-Mileage Expenses

Follow the below steps to add or update non-mileage expenses:

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

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The Non-Mileage Expenses screen opens by default (Figure 5-3).

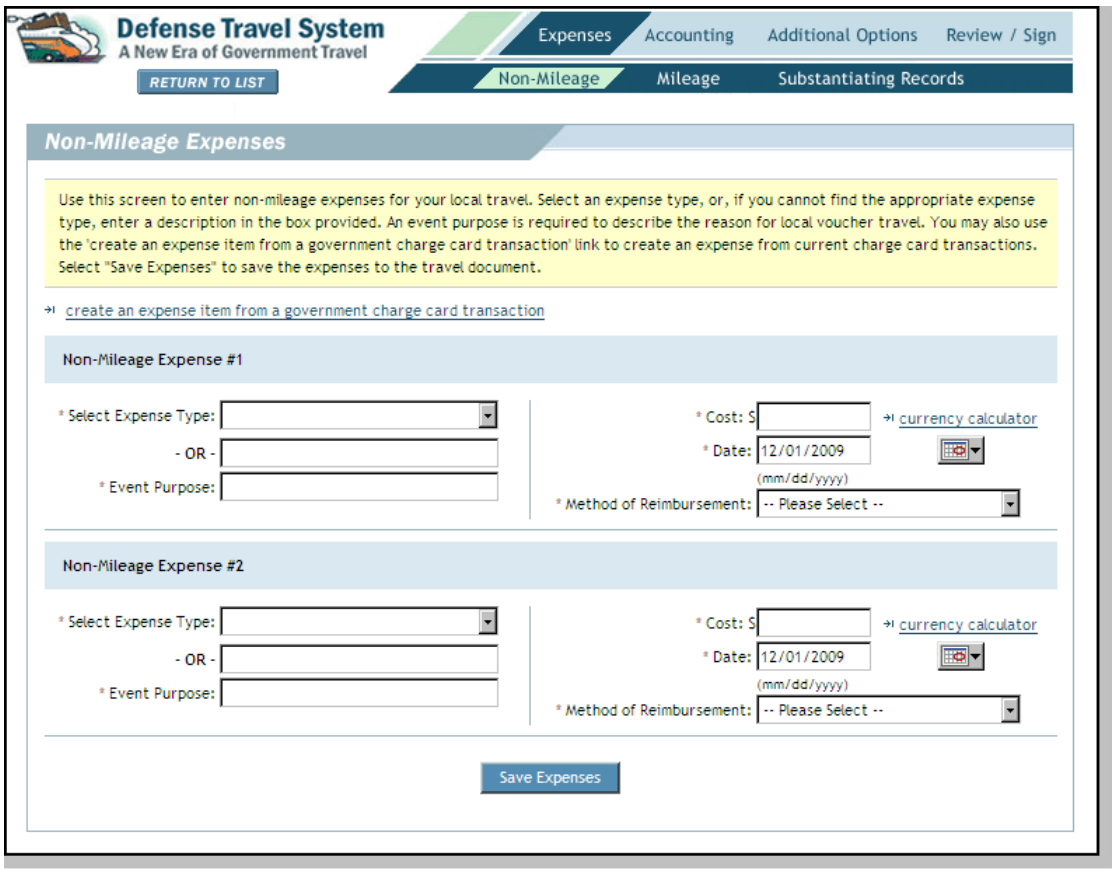

Figure 5-3: Non-Mileage Expenses Screen

Note: The **create an expense item from a government charge card transaction** link will only display if the traveler has a Government Travel Charge Card (GTCC). See Section 5.3.2.

2. Select the **Select Expense Type** drop-down list arrow and choose the **expense type**.
   -OR-
   Complete the **- OR -** field with the **expense type**.

3. Complete the **Event Purpose** field.

DTS populates the same entry into the Event Purpose field for the second expense. The traveler can edit this field if the expense is for a different event purpose. If the traveler enters a third expense, the Event Purpose field becomes a drop-down list that allows the traveler to select one of the previous entries, or they may enter a new event purpose if appropriate.

4. Complete the **Cost** field.

5. Complete the **Date** field. Use the pop-up calendar if necessary.

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Note: The date cannot be later than the local voucher date.

DTS completes the Method of Reimbursement field with a default value that is associated with the expense type (Figure 5-4).

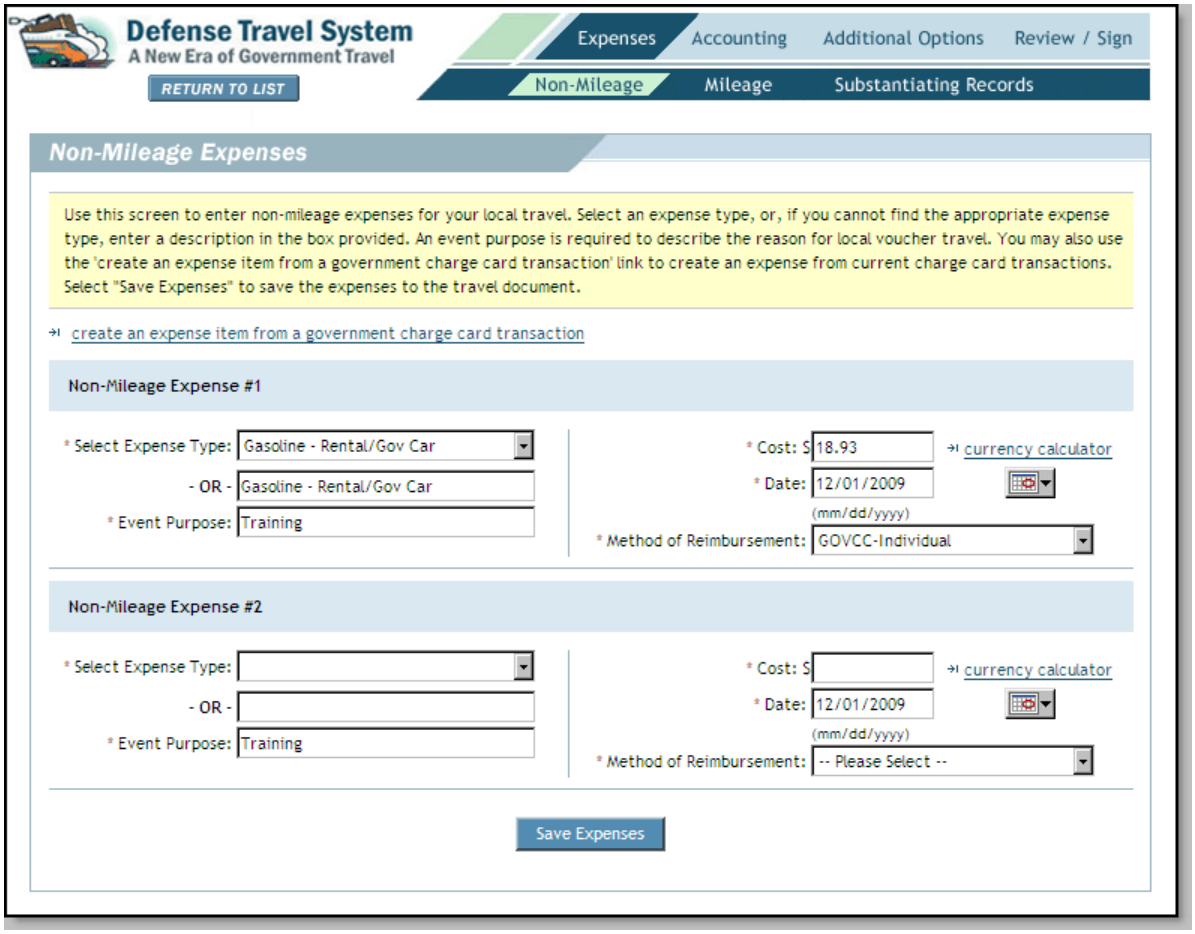

Figure 5-4: Non-Mileage Expenses Screen - Default Method of Reimbursement

6. Select the **Method of Reimbursement** drop-down list arrow and choose the correct method, if the default needs to be changed. Enter additional expenses as required.

7. Select **Save Expenses**.

If the Method of Reimbursement is listed as GOVCC, and the traveler does not have a GTCC listed in the personal profile, DTS will change the Method of Reimbursement to Personal.

8. Select **OK**.

If the traveler enters an expense greater than or equal to $75.00, a pop-up message will state the requirement to electronically attach those travel receipts.

9. Select **OK**.

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The Non-Mileage Expenses screen updates and refreshes. Expenses are listed on the right side of the screen (Figure 5-5).

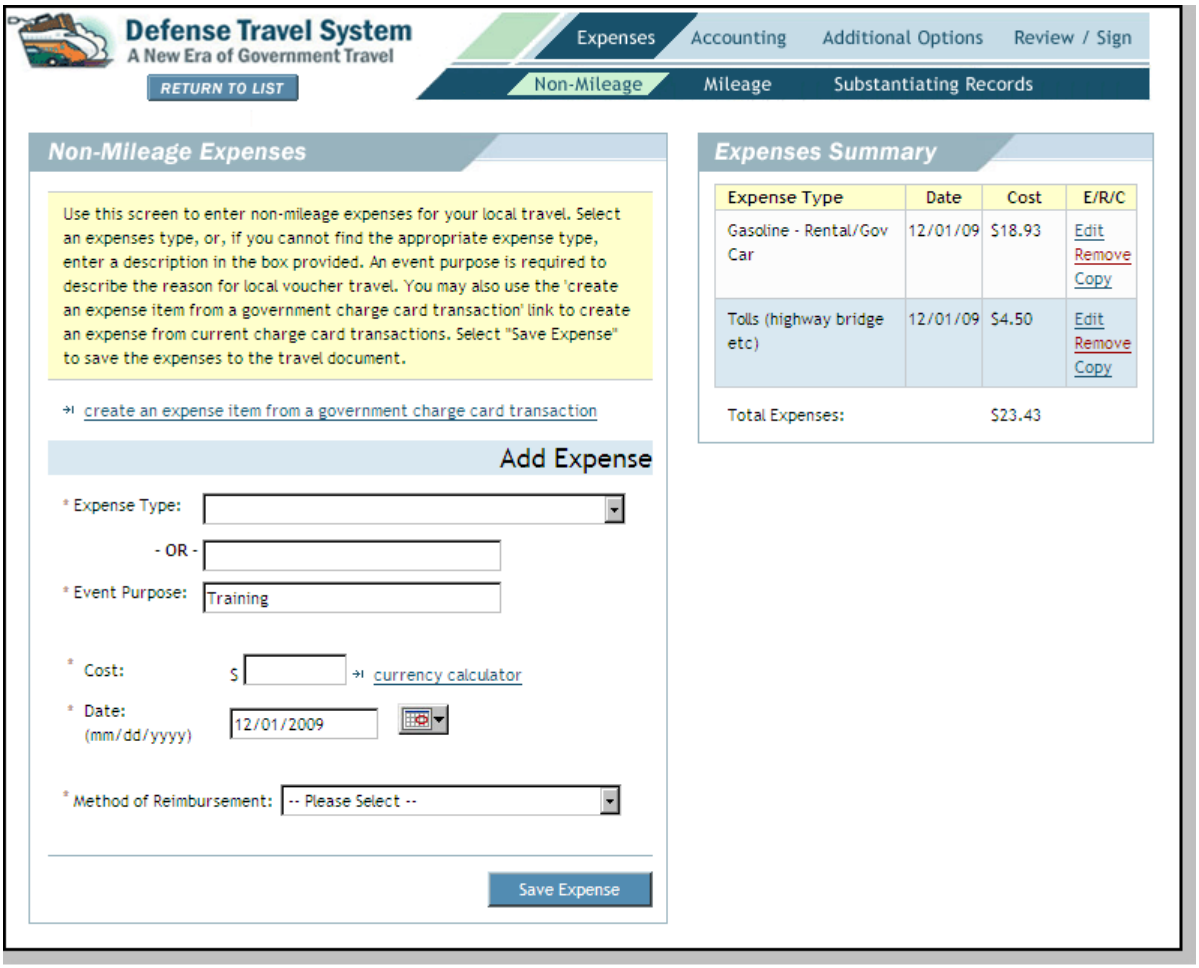

Figure 5-5: Non-Mileage Expenses Screen - Expenses Summary

The traveler can add other non-mileage expenses to this screen, one at a time. The traveler can also edit, remove, or copy expenses by selecting the links in the Expenses Summary section.

Note: The *Snack-Recruiter* and *Parking – Recruiter/Trainer* are expense types that are authorized only for military recruiters. If the traveler selects either of these, a pop-up message will appear when the traveler saves the expense. The message states that the expense can only be claimed by a military recruiter or trainer.

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5.3.1.1 Add a Meal Expense

Meal expense on a local voucher is available for selection on the Non-Mileage Expenses screen for military travelers (i.e., traveler status is “Officer” or “Enlisted”). DTS allows a military traveler to add only one meal expense entry per calendar day, with a corresponding per diem location(s) to be selected for each meal expense. Occasional meal expense reimbursement will be limited to the Proportional Meal Rate (PMR) for the highest daily rate in a per diem location.

Follow the below steps to add a meal expense:

1. Select **Non-Mileage** from the subnavigation bar.

The Non-Mileage Expenses screen opens by default (Figure 5-6).

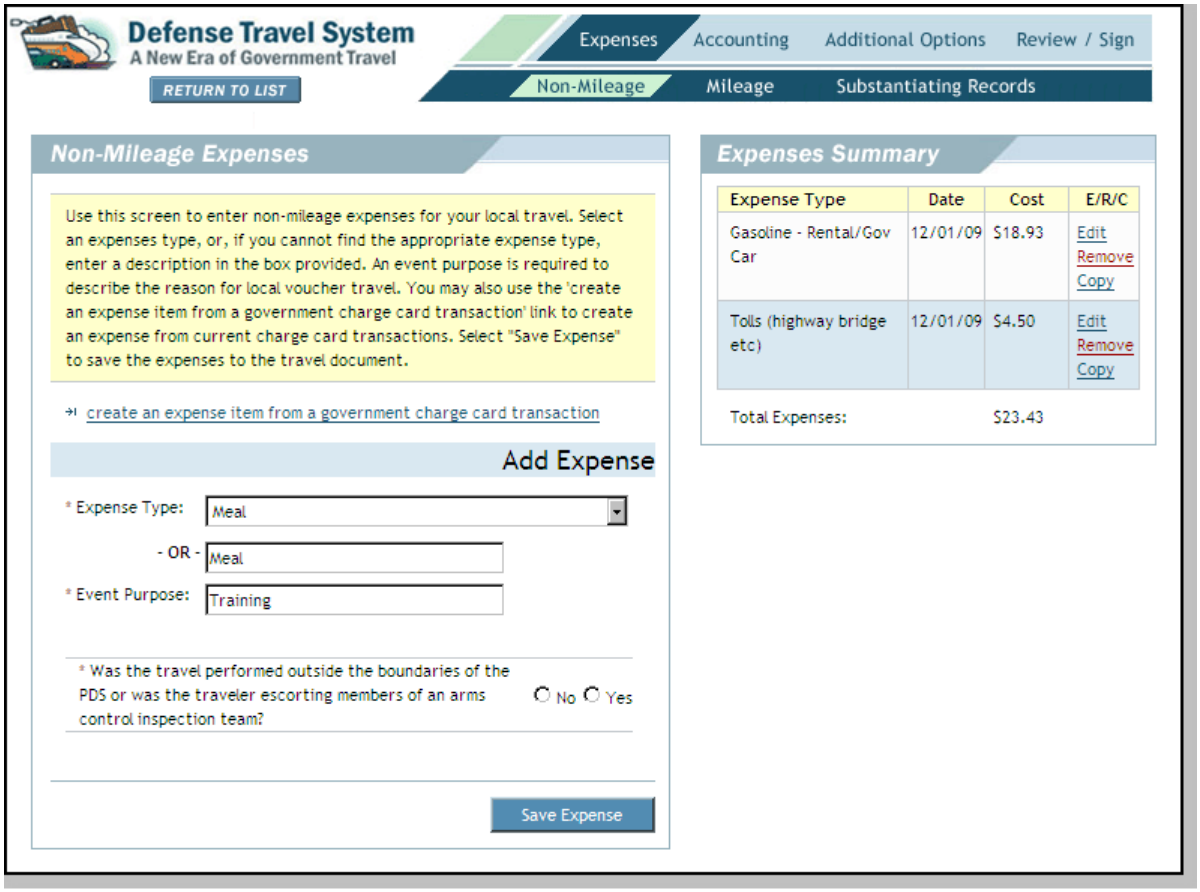

Figure 5-6: Non-Mileage Expenses Screen - Meal Selected

2. Select the **Expense Type** drop-down list arrow and select **Meal**.

3. Select the **Event Purpose** drop-down list arrow and select an expense purpose.

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4. Select the **No** or **Yes** radio button to answer the question. Select **Yes** if travel was outside the permanent duty station (PDS) or for the purpose of escorting an arms control inspection team.

The Non-Mileage Expenses screen refreshes. The display depends on the traveler's response to the question.

If **No** was selected, the screen refreshes and the Expense Type field will be cleared. If **Yes** was selected, a pop-up window opens, indicating the traveler must show all per diem locations visited during that day (Figure 5-7).

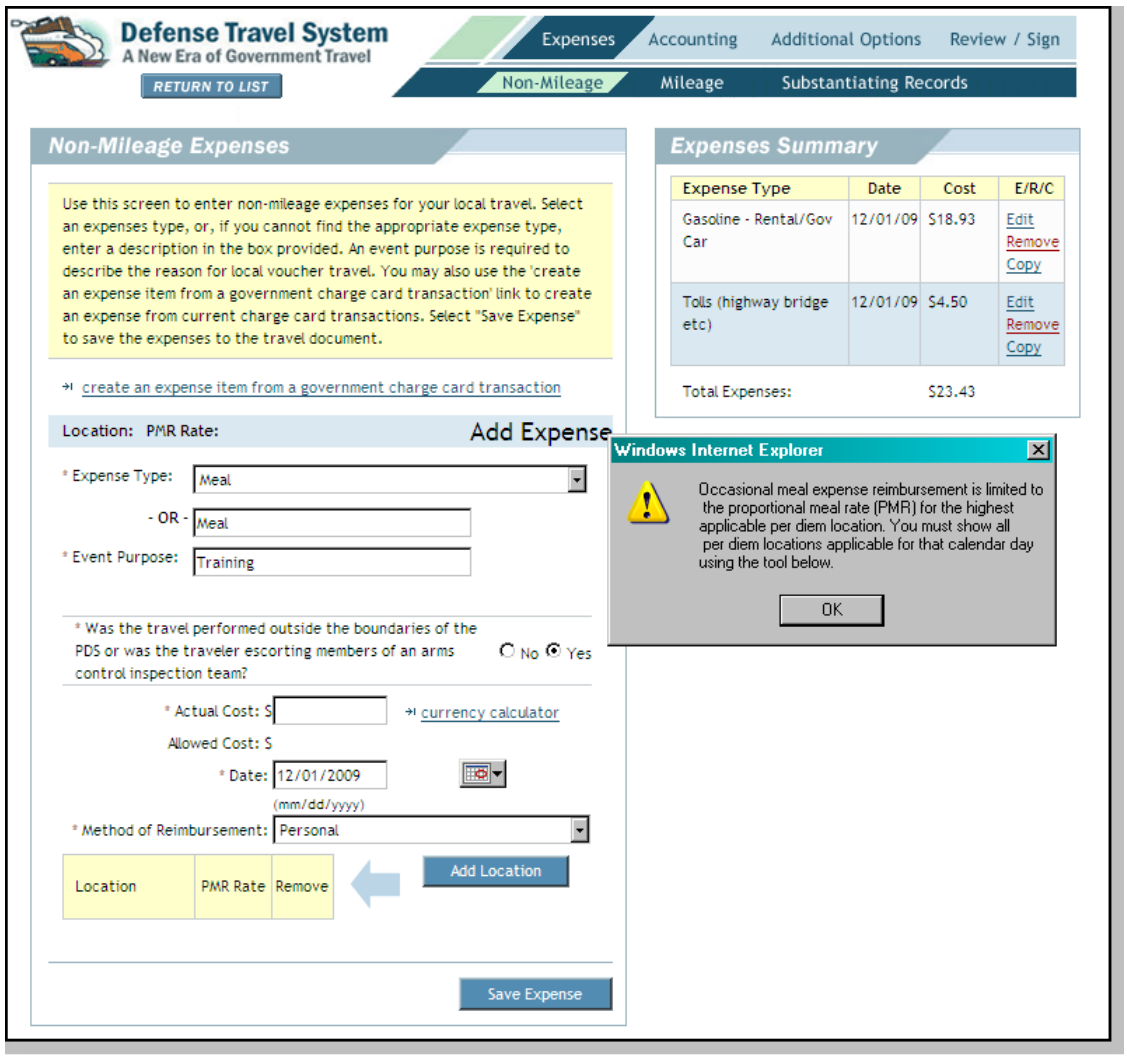

Figure 5-7: Non-Mileage Expenses Screen - Meal Expense Fields

5. Complete the **Actual Cost** field with the meal cost.

6. Complete the **Date** field. Use the calendar tool if necessary.

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7. Select the **Method of Reimbursement** drop-down list and select a method.

8. Select **Add Location**.

The Search Locations window opens (Figure 5-8).

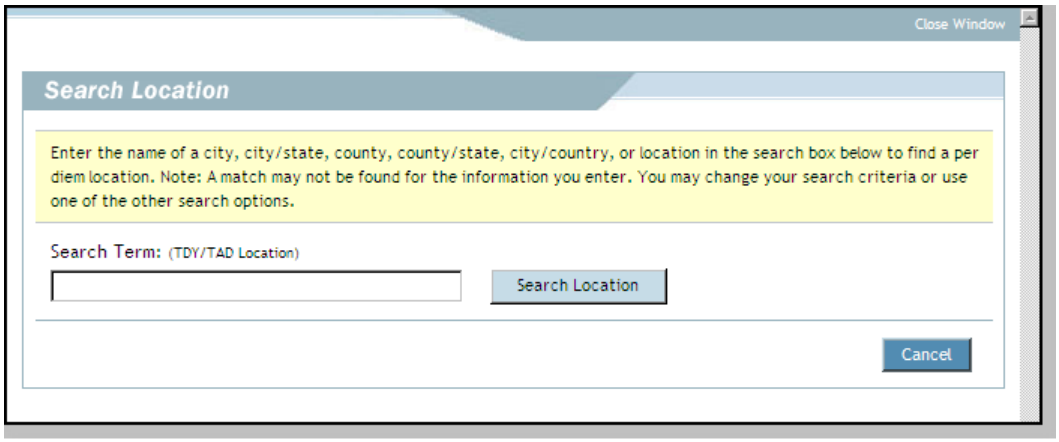

Figure 5-8: Search Location Window

9. Complete the **Search Term** field with the city or site, e.g., Miami or Ft. Hood.

10. Select **Search Location**.

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All possible matches to the per diem location display (Figure 5-9).

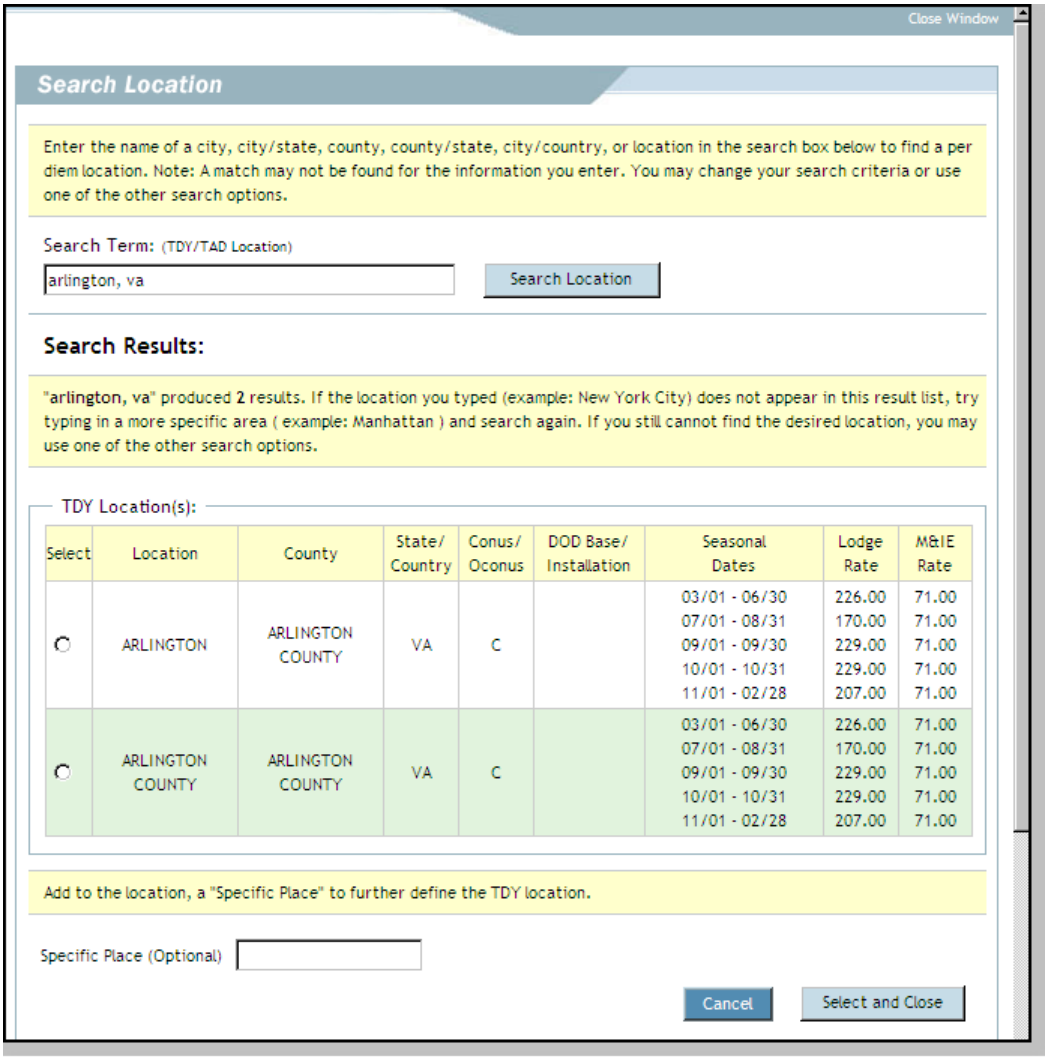

Figure 5-9: Search Location Window - Search Results

11. Select the **radio button** for the location.

12. Choose **Select and Close**.

The allowed cost of the meal will populate with the location and PMR. The traveler can select other locations visited on the same day and DTS will replace the allowed cost with the highest PMR found in the locations visited.

13. Select **Save Expenses**.

If an actual cost is higher than the highest PMR location, a pop-up message states the daily meal reimbursement is limited to the highest PMR displayed (Figure 5-10).

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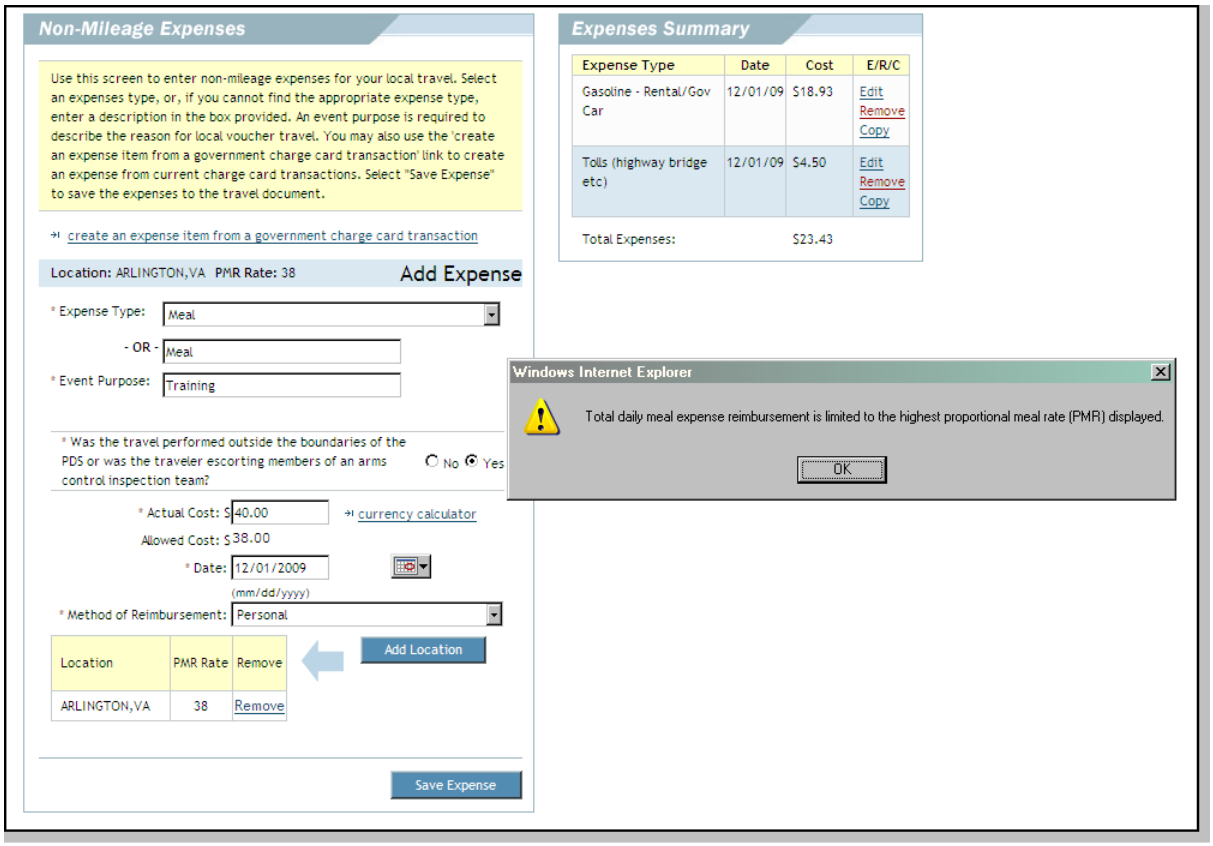

Figure 5-10: Highest PMR Limit Message

14. Select **OK**.

The meal expense is saved in the Expenses Summary box. The traveler may edit, remove, or copy the meal expense if necessary.

5.3.2 Add Authorized Charge Card Vendor Transactions

Beginning on the Non-Mileage Expenses screen (Figure 5-3), follow the below steps to add charge card transactions:

1. Select **create an expense item from a government charge card transaction**.

The Charge Card Transaction screen opens (Figure 5-11).

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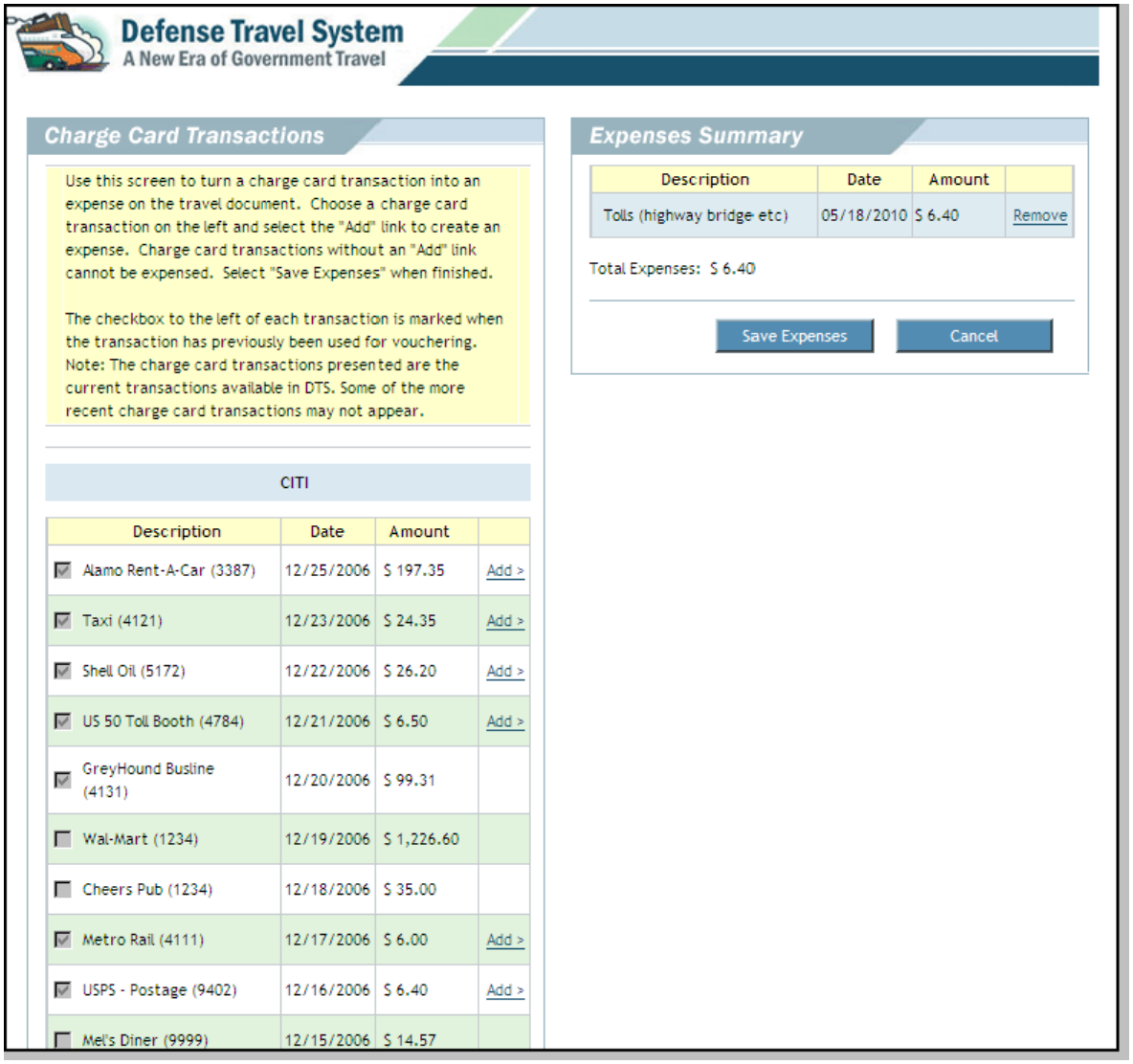

Figure 5-11: Charge Card Transactions Screen

2. Select the **Add >** link to the right of the transaction to add it to the Expense Summary.

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A pop-up window opens, prompting the traveler to select an expense type from the drop-down list (Figure 5-12).

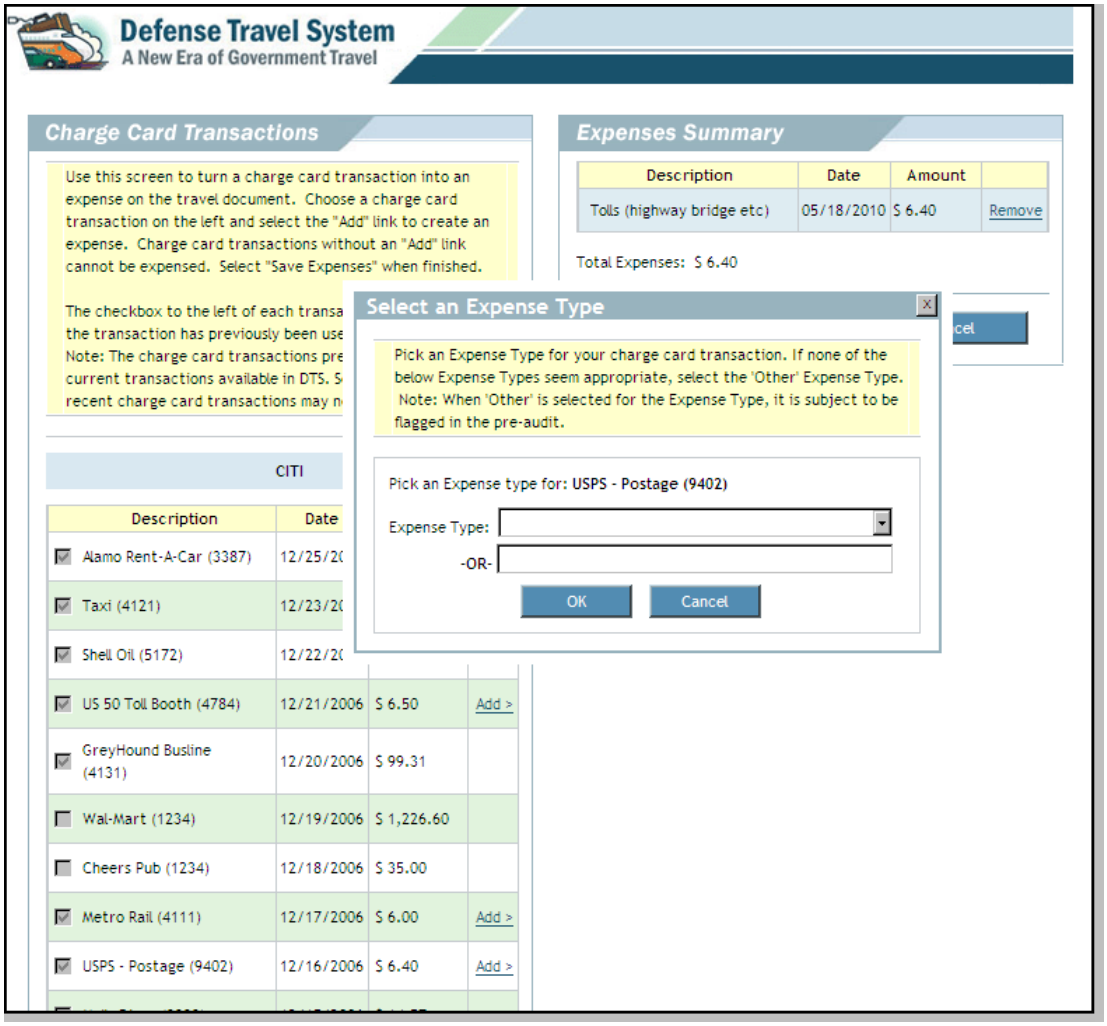

Figure 5-12: Select an Expense Type Window

3. Select the **Expense Type** drop-down list arrow and choose the appropriate **expense type.** If the expense type is not listed, select **OTHER** from the drop-down list and the expense will populate in the **- OR -** field.

4. Select **OK**.

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The expense is now listed in the Expenses Summary (Figure 5-13).

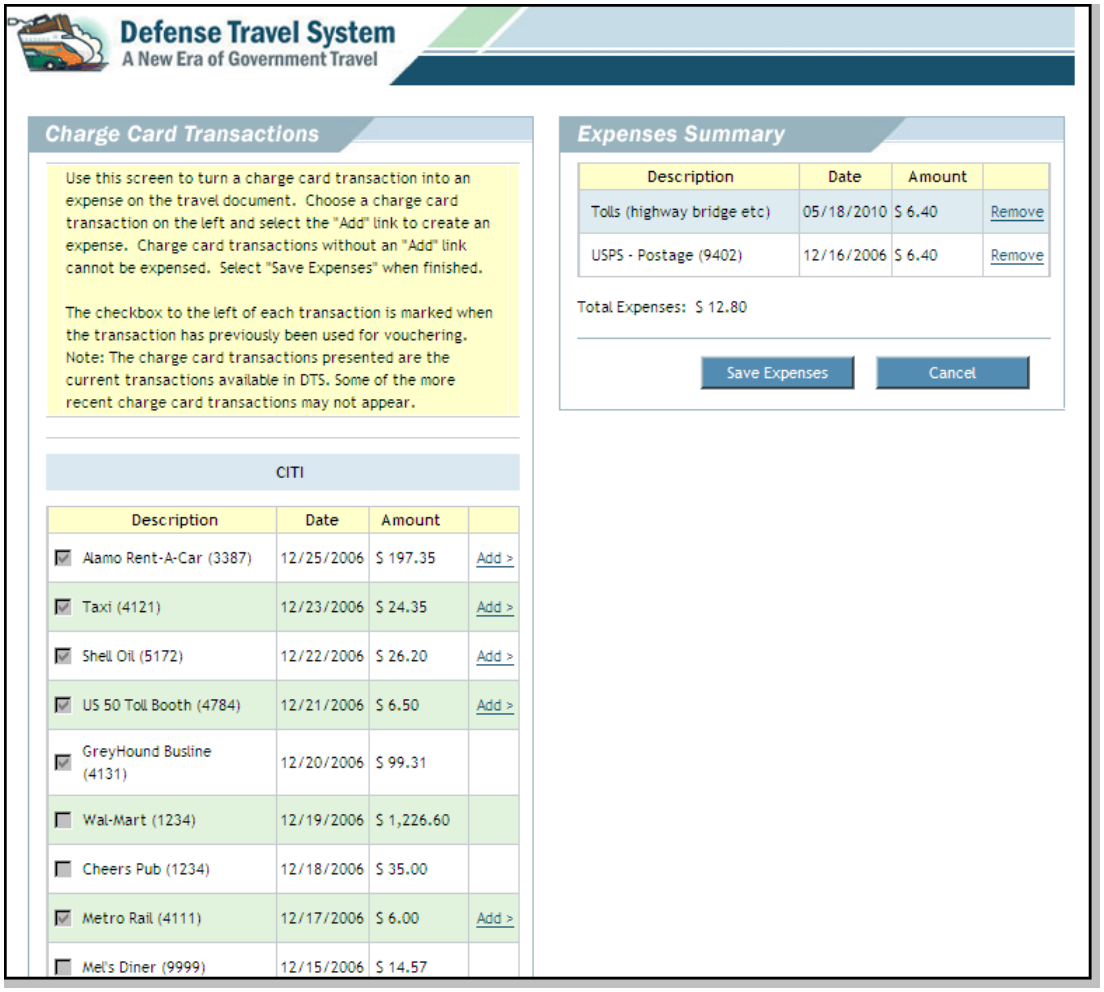

Figure 5-13: Charge Card Transactions Screen - Expense Added

5. Select **Save Expenses**.

Select **Edit** to modify an expense or **Remove** to delete an expense from the Expense Summary (Figure 5-14).

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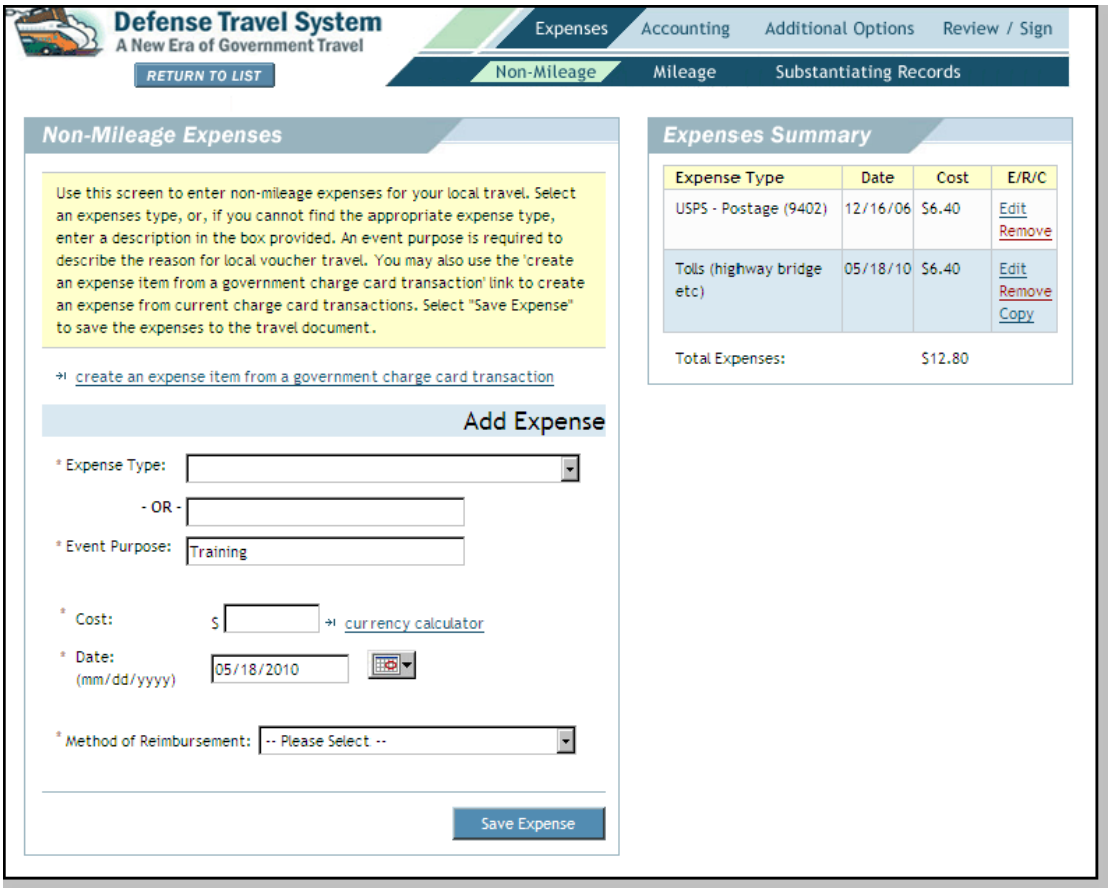

Figure 5-14: Non-Mileage Expenses Screen

5.3.3 Add and Update Mileage Expenses

If a privately owned vehicle is used for local travel, DTS allows the traveler to separate mileage expenses on a local voucher into the following categories:

- In-and-Around Mileage (vehicle type) - Mileage driven for business purposes while at the work location.
- Private (vehicle type) Mileage Owner/Operator - Mileage from the traveler's residence to the work location.

Within these categories, DTS requires the traveler to specify the type of vehicle that was used and calculates reimbursement accordingly.

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5.3.3.1 In-and-Around Mileage Expenses

In-and-around mileage refers to expenses incurred for miles driven while conducting official business within the PDS location.

Follow the below steps to add this type of expense:

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

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

3. Select the **Expense Type** drop-down list arrow and select the value for **In-and-Around Mileage**, either **Private Auto** or **Private Motorcycle**.

The screen refreshes. The Location, Event Purpose, and Miles fields display (Figure 5-15). The Mileage Expense types are described in Table 5-1.

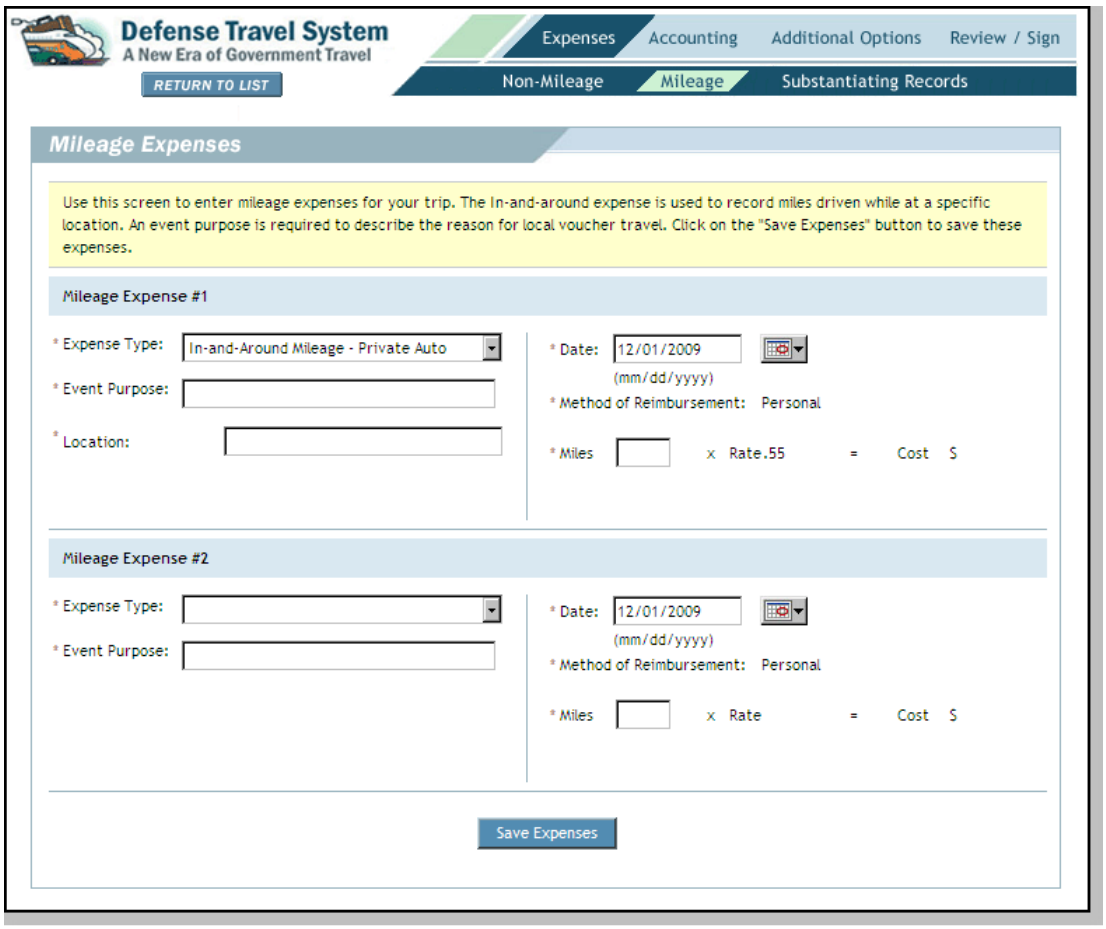

Figure 5-15: Mileage Expenses Screen

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Table 5-1: Mileage Expense Types

MILEAGE EXPENSE TYPES	
EXPENSE TYPE	**DESCRIPTION**
In-and-Around Mileage – Private Auto	Select if a privately owned vehicle is used for official business while at the TDY location.
In–and-Around Mileage – Private Motorcycle	Select if a privately owned motorcycle is used for official business while at the TDY location.
POC Use – Dedicated Gov Vehicle	Select if a privately owned conveyance (POC) is used for traveler's convenience instead of an available government vehicle dedicated for the traveler's use, such as a commander's car.*
POC Use – Gov Vehicle Available	Select if a POC is used for traveler's convenience instead of an available government vehicle. Example: A fleet of vehicles has been procured for the traveler's use and one of the vehicles is available, but the traveler uses a POC.*
Private Auto Mileage – Owner/Operator	Select if a privately owned auto is used for travel from the traveler's duty station or residence to and from the TDY location.
Private Motorcycle Mileage- Owner/Operator	Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the TDY location.
*No POC reimbursement is allowed if an available government vehicle was used by other travelers to complete the TDY mission and space was available for the traveler, but the traveler chose to use a POC for personal convenience.	

4. Complete the **Event Purpose** field or choose from the drop-down menu (if available).

5. Enter the **Location**.

6. Complete the **Date** field with the date when the mileage occurred, if different from the default date.

Note: The date cannot be any later than the local voucher date.

7. Enter the mileage in the **Miles** field.

DTS calculates the cost.

8. Select **Save Expenses**.

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The saved expenses display in the Expenses Summary on the right side of the screen (Figure 5-16). The traveler may edit, remove, or copy these expenses.

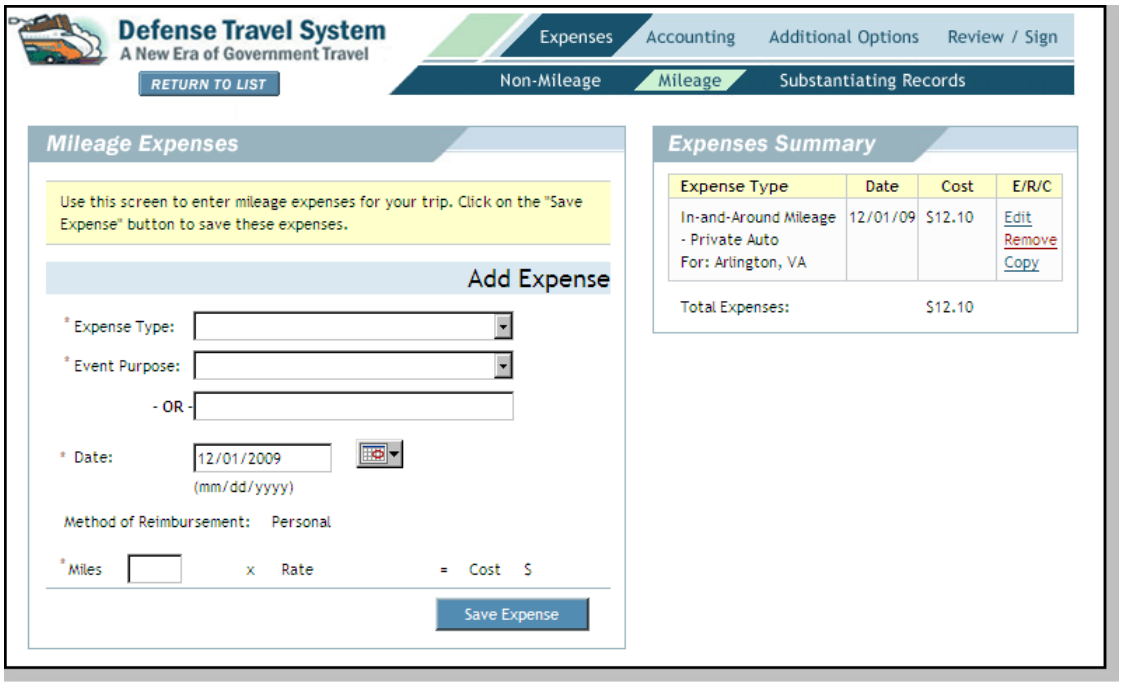

Figure 5-16: Mileage Expenses - Expenses Summary

5.3.3.2 Private Auto Mileage - Owner/Operator and Private Motorcycle Mileage - Owner/Operator

These two types of mileage refer to expenses incurred for the mileage driven from the traveler's residence or duty station to a location where official business is being conducted.

Follow the below steps to add this type of expense:

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

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

3. Select the **Expense Type** drop-down list arrow and select **Private Auto Mileage - Owner/Operator** or **Private Motorcycle Mileage - Owner/Operator**.

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The screen refreshes (Figure 5-17).

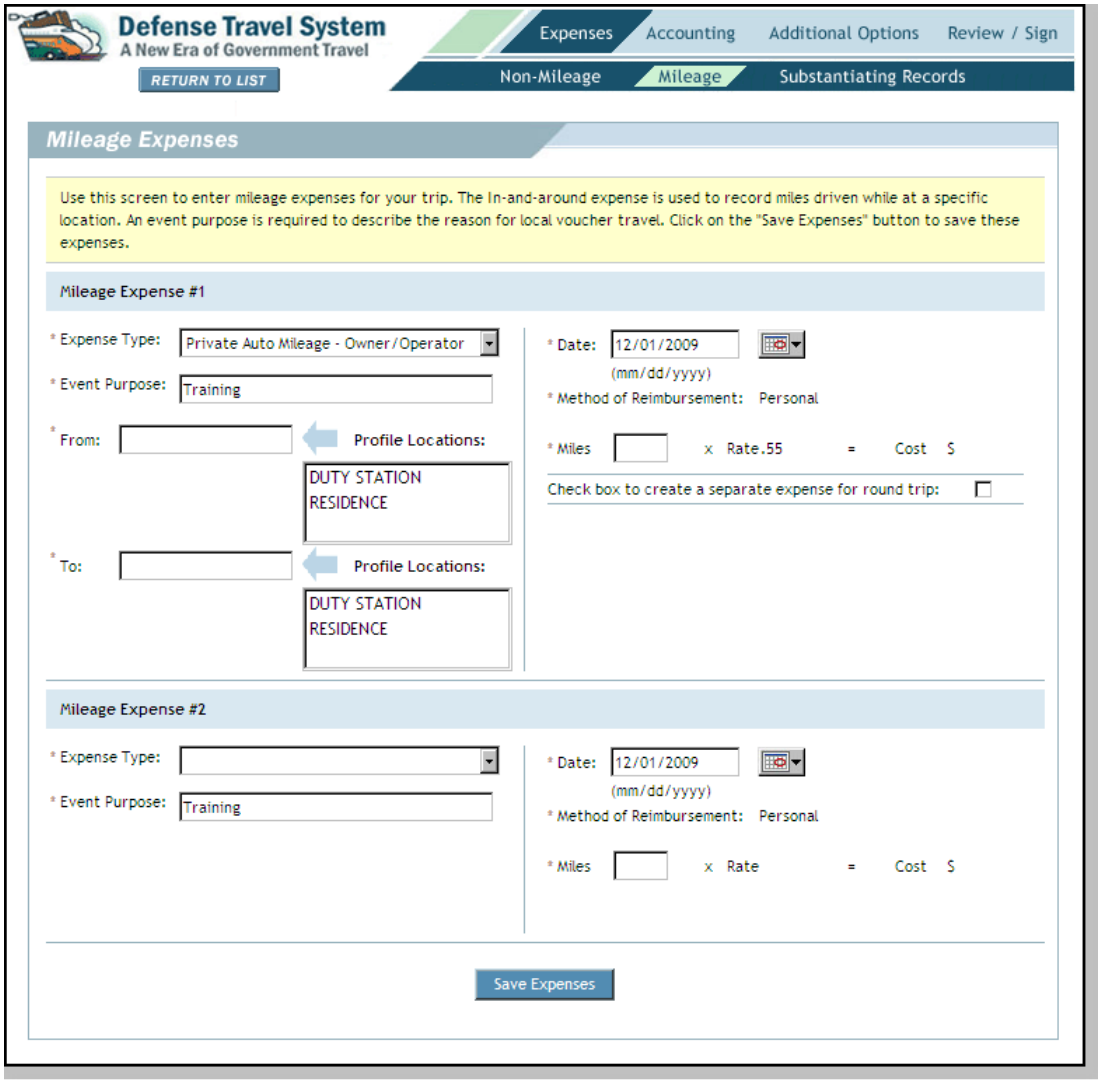

Figure 5-17: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator

4. Enter the **Event Purpose** information or choose from the drop-down list (if available).

5. Complete the **From** field or select a location from the **Profile Locations** box.

If **DUTY STATION** is selected from the **Profile Locations** box as the From location, proceed to step 7.

If the traveler selects **RESIDENCE** from the **Profile Locations** box as the From location, the radio buttons for **Normal one-way mileage from Residence to PDS** and **Daily one-way commuting cost from Residence to PDS** will display.

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6. Select **Normal one-way mileage from Residence to PDS**.
   -OR-
   Select **Daily one-way commuting cost from Residence to PDS**.

If the traveler selects **Normal one-way mileage from Residence to PDS**, the screen displays a mileage box in which to enter the number of miles normally traveled from their residence to their PDS. DTS will subtract this from the mileage for this trip (Figure 5-18).

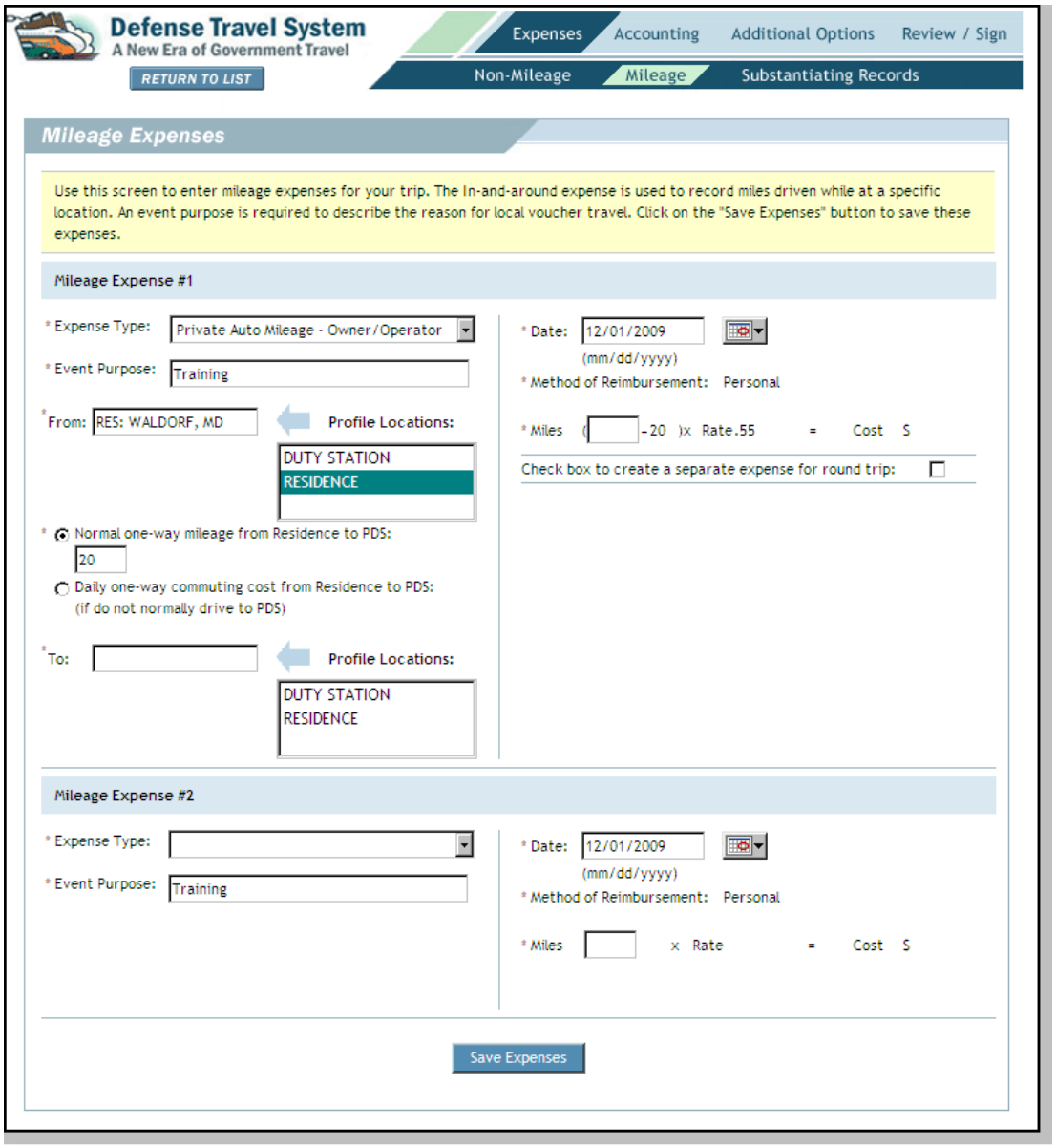

Figure 5-18: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator (Normal One-Way Mileage)

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If the traveler selects **Daily one-way commuting cost from Residence to PDS**, a cost field displays to enter the traveler's daily one-way commuting costs from their residence to their PDS. DTS will subtract this amount from the mileage cost (Figure 5-19).

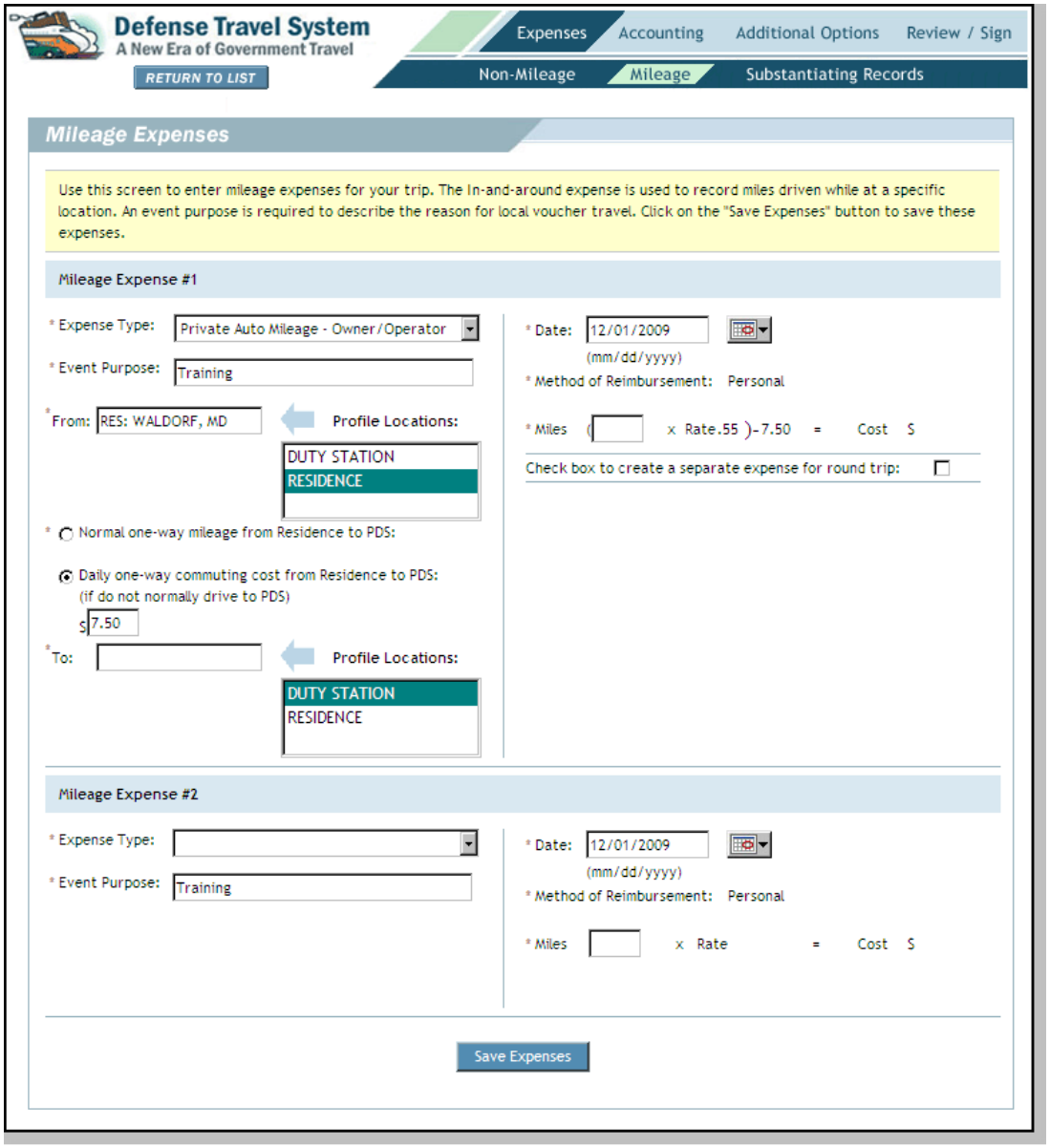

Figure 5-19: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator (Daily One-Way Commuting Cost)

7. Complete the **To:** field.

8. Complete the **Miles** field with the number of miles to the destination.

DTS calculates and displays the cost.

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9. Indicate a round trip by checking the **box to create a separate expenses for round trip**, if necessary.

This will create another expense item similar to the one being created, except the entries in the To: and From: locations will be switched.

10. Select **Save Expense**.

The expense is displayed in the Expenses Summary on the right side of the screen. The traveler can add additional mileage expenses on the left side (Figure 5-20).

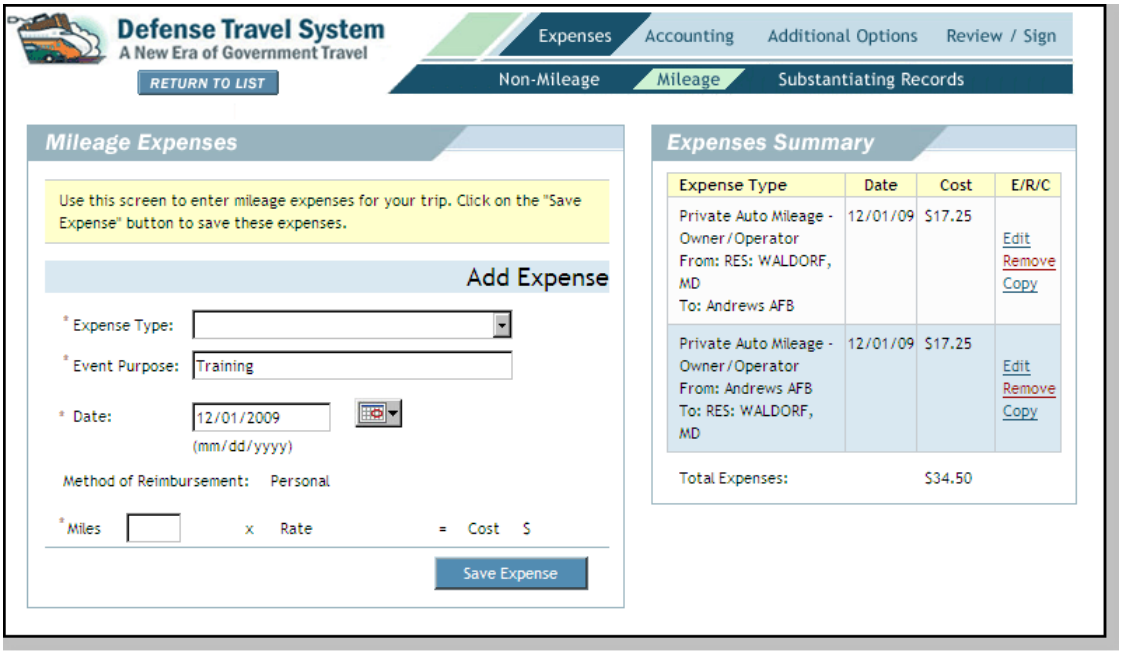

Figure 5-20: Mileage Expenses Screen - Mileage Expenses Saved

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5.3.4 Copy Expenses

When submitting local vouchers, a traveler may submit a separate voucher for each trip, or may combine recurring trips on the same local voucher. DTS allows a traveler to copy an expense that was incurred on multiple days. Expenses will be copied in chronological order, based on the first recurring expense start date entered. To copy expenses, follow the below steps:

1. Select the expense type (either **Non-Mileage** or **Mileage**) from the subnavigation bar. (Figure 5-21).

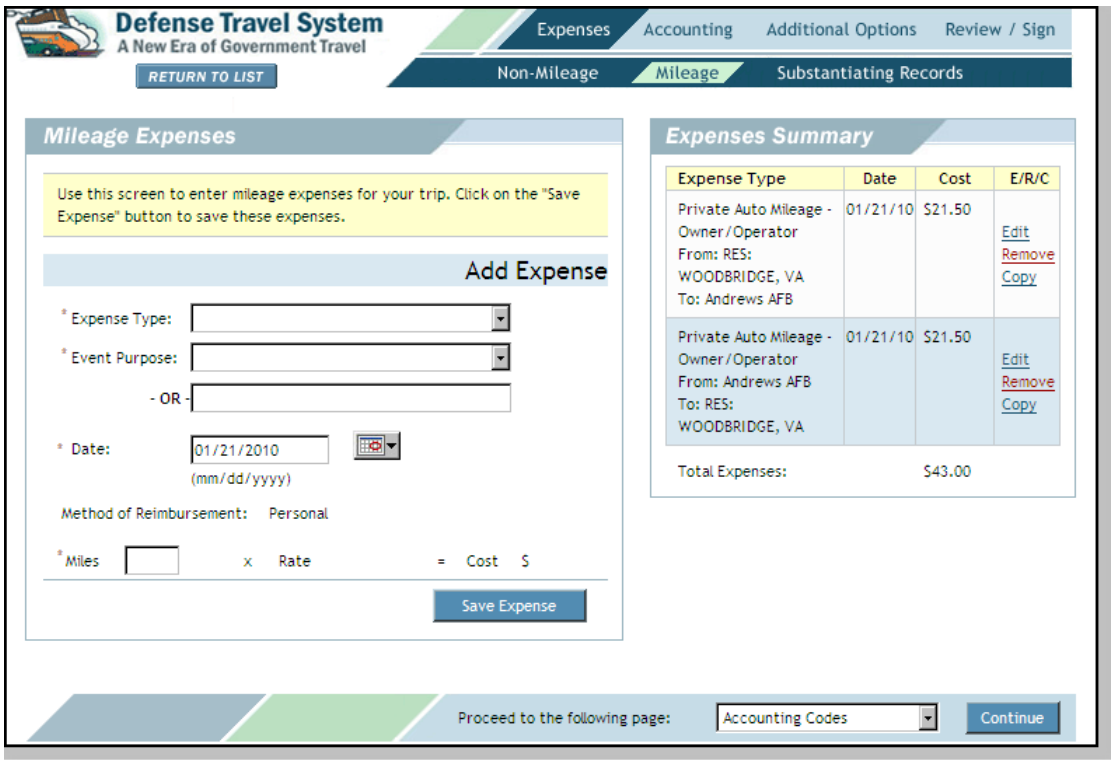

Figure 5-21: Mileage Expenses Screen - Copy Link

2. In the **Expenses Summary** box on the right side of the screen, select the **Copy** link next to an expense that the traveler wants to copy.

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The Expense Copy screen opens (Figure 5-22).

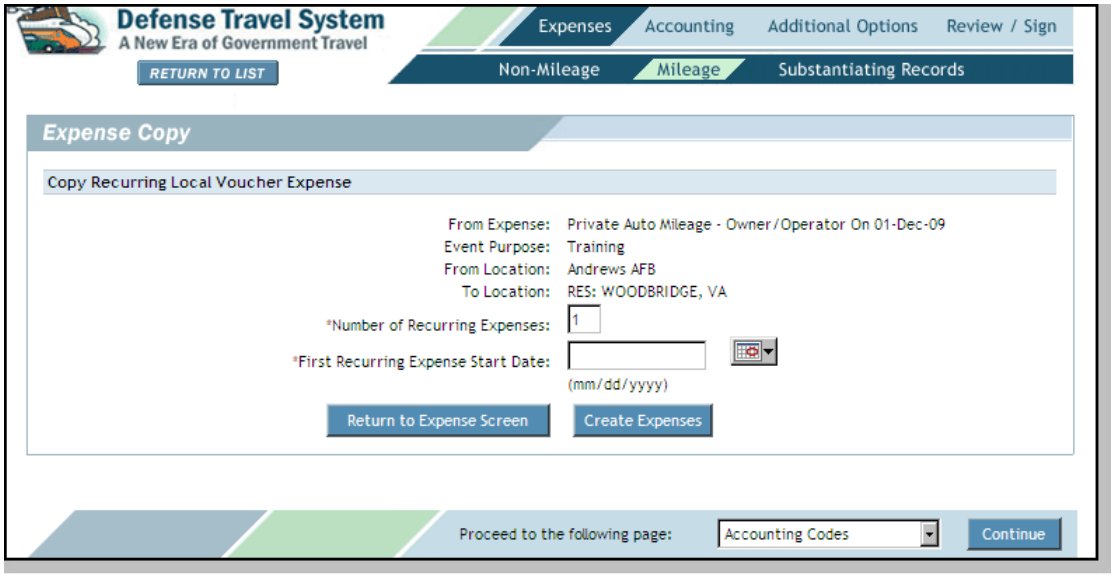

Figure 5-22: Expense Copy Screen

3. Enter the **Number of Recurring Expenses**.

4. Enter **First Recurring Expense Start Date** to copy. Use the pop-up calendar if necessary.

5. Select **Create Expenses**.

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A pop-up message appears (Figure 5-23). It displays the following: *Expenses will be copied in sequential order and the copied expenses can be modified after they are created.*

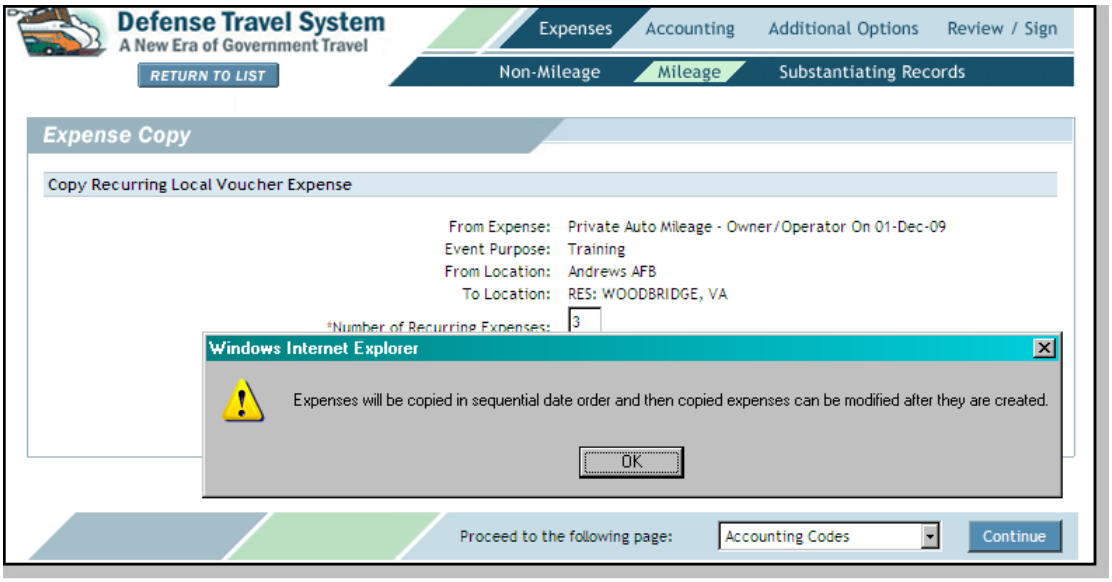

Figure 5-23: Expense Copy Screen

6. Select **OK**.

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7. Select **Edit** next to one of the newly copied expenses in the Expenses Summary on the right side of the screen (Figure 5-24).

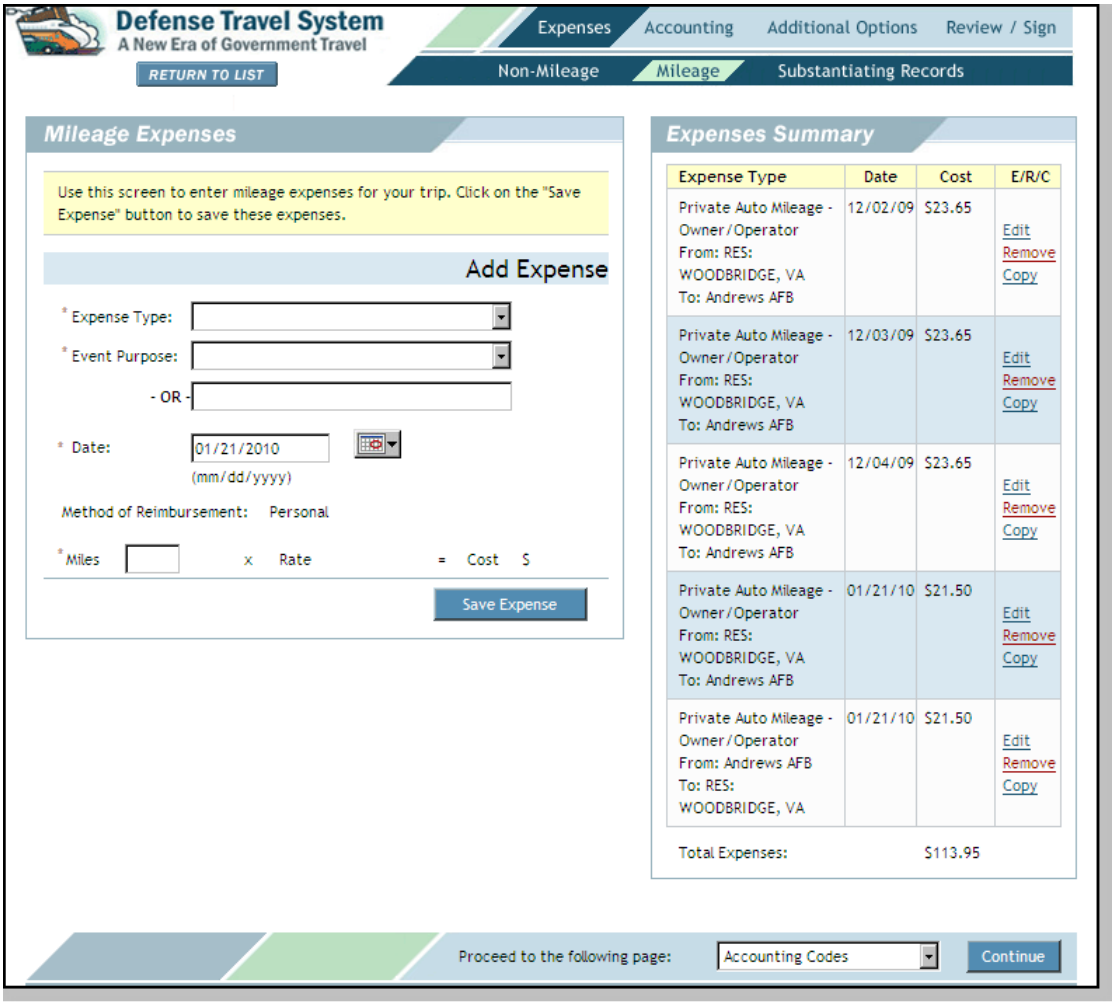

Figure 5-24: Mileage Expenses Screen - Copied Expenses Saved

8. Modify any of the expenses if required.

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5.4 Substantiating Records

Substantiating Records (e.g., receipts) are important trip records and proof of expenses incurred while performing official business within the PDS location. Receipts are required for expenses of $75 or more.

Receipts and other supporting documents are loaded into DTS and attached to the trip record using the scan and upload or fax methods.

For instructions, see Chapter 2, Section 2.7.4 of this manual.

5.5 Add an Accounting Code

Follow the below steps to add a line of accounting (LOA), (i.e., accounting code):

1. Select **Accounting** from the navigation bar (Figure 5-25).

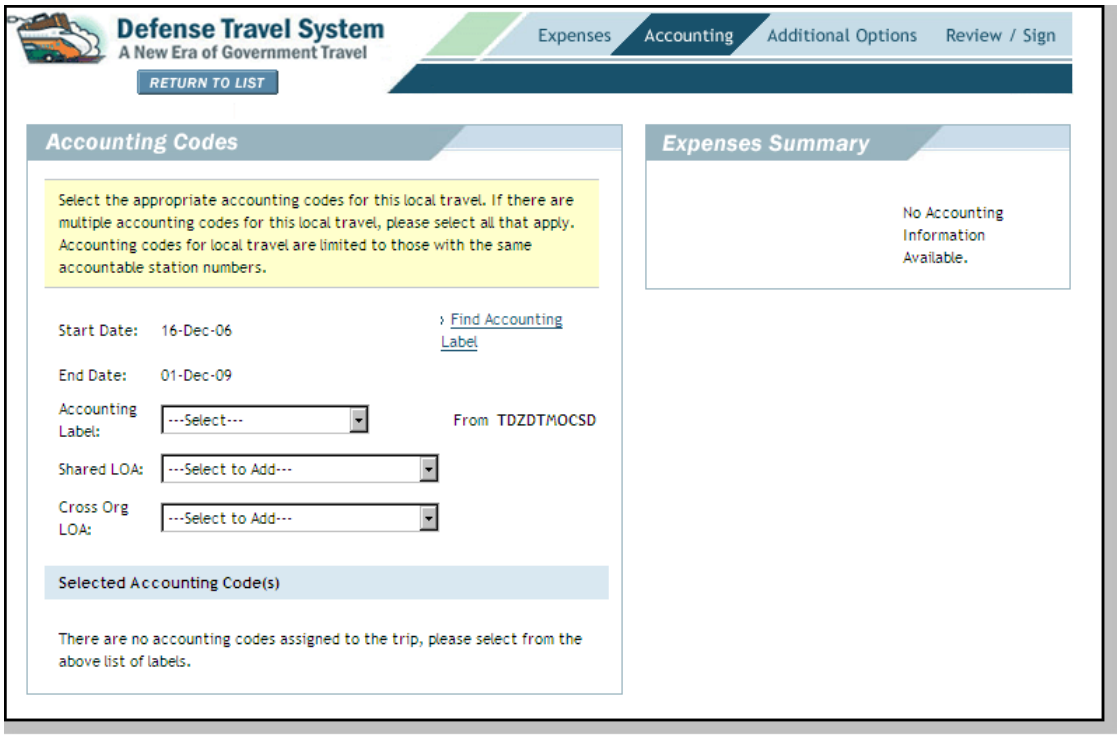

Figure 5-25: Accounting Codes Screen

2. Select the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and choose the LOA.

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5.5.1 Add Multiple Accounting Codes

If multiple LOAs are required, follow the below steps:

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

2. Use the Accounting Label drop-down arrow to select the correct LOAs (if more than one is required, select as many LOAs as required).

A pop-up window displays prompting the traveler to allocate expenses to the LOA just selected.

3. Select **OK**.

The selected LOAs display in the Accounting Label.

If more than one LOA is selected, a portion of the total trip expenses must be allocated to each one.

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4. Select the **How to Allocate** drop-down list arrow and select **By Percent**, **By Expense Category**, **By Date**, or **By Dollar Amount** (Figure 5-26).

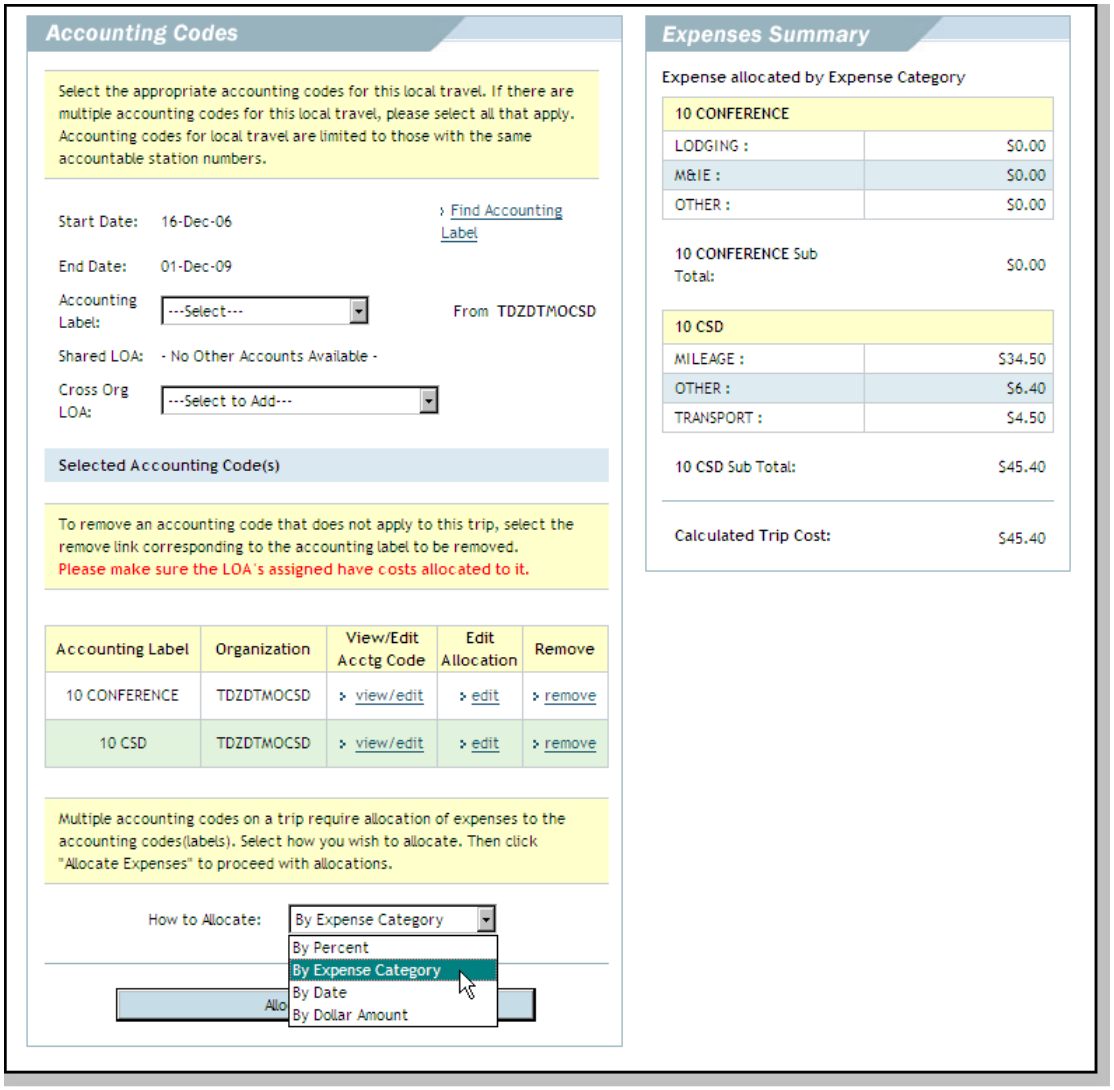

Figure 5-26: Accounting Codes Screen - How to Allocate Drop-Down List

5. Select **Allocate Expenses**.

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The screen for the selected allocation method opens (Figure 5-27).

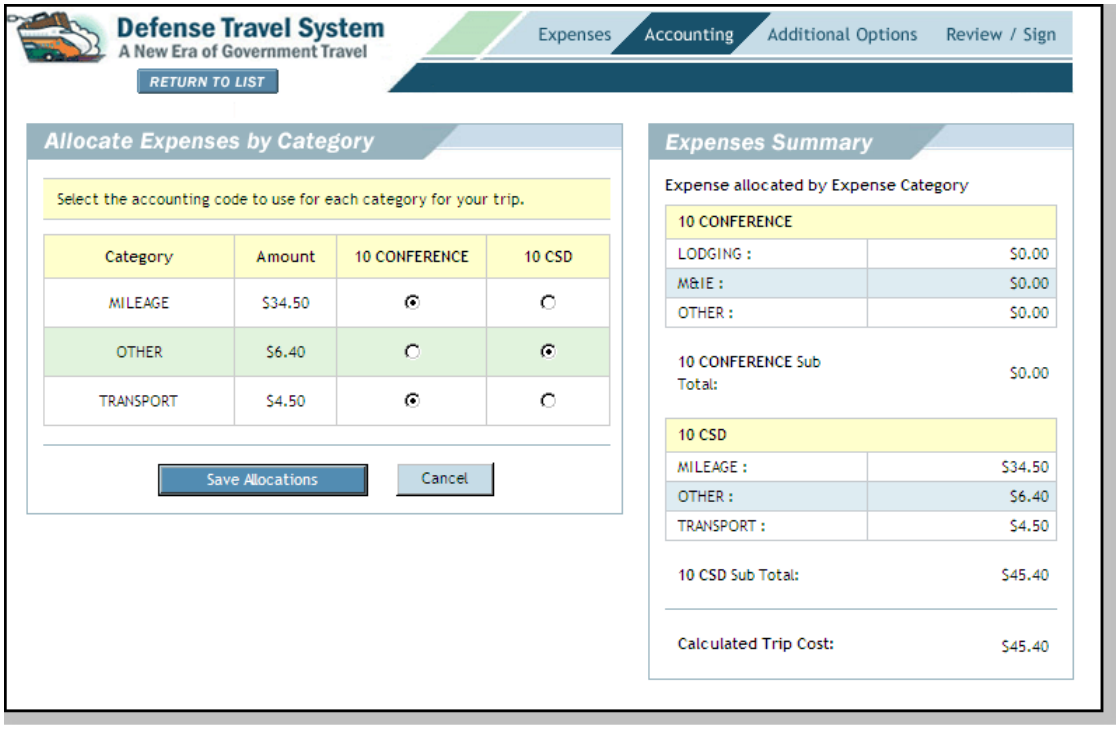

Figure 5-27: Allocate Expenses by Category Screen

Note: The >> symbol will display above the last LOA column heading if three or more LOAs have been selected for allocation. Select it to view the other LOAs.

6. Allocate the total expenses among the LOAs.

7. Select **Save Allocations** (Selecting **Cancel** will return to the main Accounting Codes screen).

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The Accounting Codes screen updates (Figure 5-28). The Expenses Summary shows the expenses associated with the LOAs.

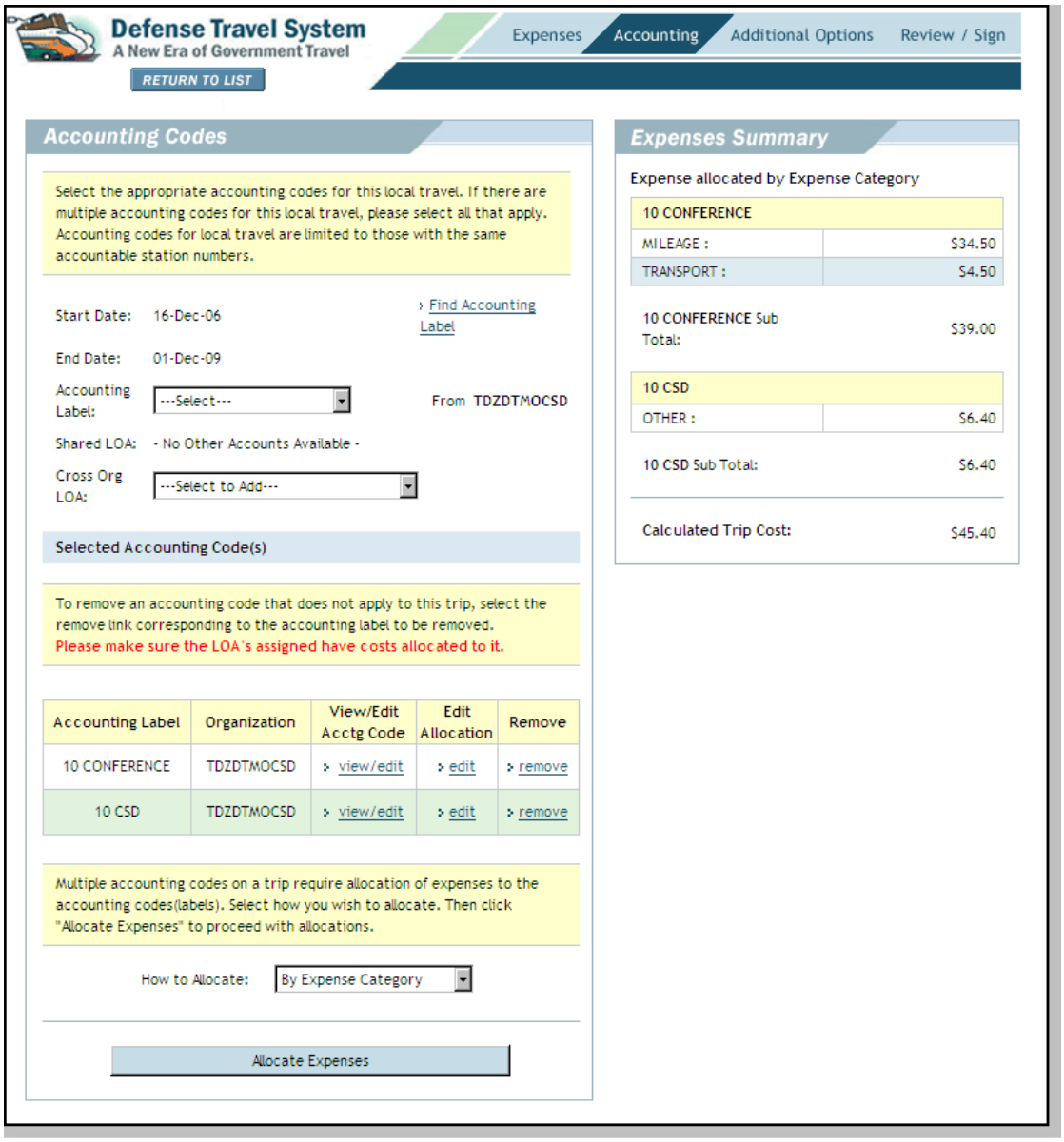

Figure 5-28: Accounting Codes Screen - Expenses Allocated to LOAs

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5.6 Additional Options

The Additional Options feature allows the traveler to add comments, review expenses, make additional payments, and update their personal profile.

5.6.1 Add Comments

Follow the below steps to add comments to a local voucher:

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

The Comments for Local Voucher screen opens (Figure 5-29).

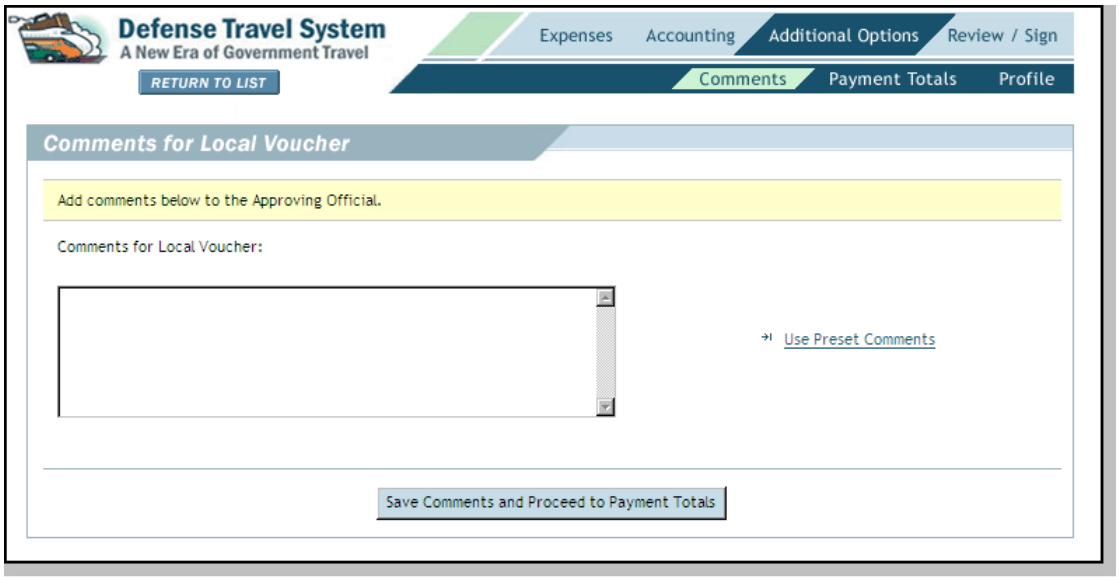

Figure 5-29: Comments for Local Voucher Screen

2. Enter comments in the **Comments for Local Voucher** field.

3. Select **Save Comments and Proceed to Payment Totals**.

5.6.2 Payment Totals

The Payment Totals screen identifies calculated expenses, credits, and traveler entitlements. The traveler may make an additional payment to the charge card account or record payments previously made to the charge card account. Any amount entered in the Add GOVCC ATM or Add'l GOVCC Amt fields will reduce the Net to Traveler distribution.

Follow the below steps to review the payment totals for the voucher:

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

2. Select **Payment Totals** from the subnavigation bar.

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The Payment Totals screen opens (Figure 5-30).It is divided into three sections:

- Expense Summary
- Credit Summary
- Entitlement Summary

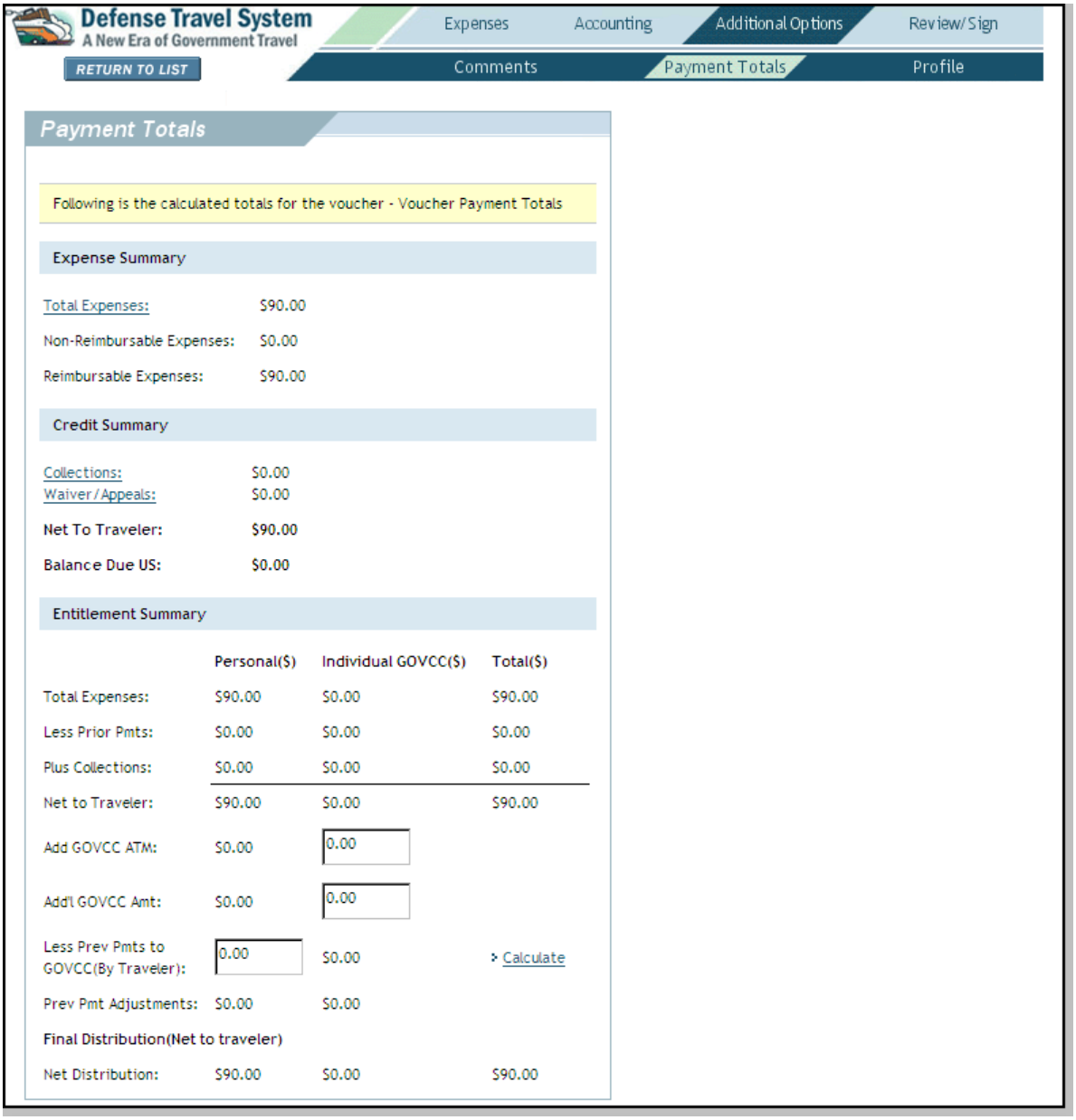

Figure 5-30: Payment Totals Screen

See Table 5-2 for a description of the fields on the Payment Totals screen.

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Table 5-2: Payment Totals Screen Description

LOCAL VOUCHER PAYMENT TOTALS SCREEN DESCRIPTION	
FIELD OR OBJECT	**DESCRIPTION**
Expense Summary	
Total Expenses	Sums the reimbursable and non-reimbursable expenses claimed. If available, use the link to view supplementary information on each separate payment.
Non- Reimbursable Expenses	Totals the expenses for which the traveler cannot be reimbursed. Includes Centrally Billed Accounts (CBAs), Air Mobility Command (AMC), Government Transportation Request (GTR), and Government Funded (GOV FUND) expense type codes (expenses).
Reimbursable Expenses	Totals the expenses for which the traveler can be reimbursed. Includes all expenses with a Per Diem expense type code including personal and GOVCC expenses.
Credit Summary	
Collections	For Due U.S. vouchers. Collections received and posted for amount of debt collected from the traveler. If available, use the link to view supplementary information on each separate collection.
Waivers and Appeals	For Due U.S. vouchers. Total amount of approved waivers. If available, use the link to view supplementary information on each separate payment.
Net To Traveler	Total amount of claimed reimbursable expenses minus the total amount of previous payments with the result greater than or equal to zero (Due to the traveler).
Balance Due US	Total amount of claimed reimbursable expenses minus the total amount of previous payments with the result less than zero (Due U.S.)
Entitlement Summary	
Total Expenses	Identifies the reimbursable expenses claimed on the travel document. The amounts are broken down into the amount that the traveler paid from personal funds and amount paid by individual GOVCC, and then totaled.
Less Prior Payments	Total reimbursable expenses minus any prior payments received. Prior payments include government advances and voucher payments that have been paid to a traveler. The amounts are broken down into the amount paid to the traveler's personal account and payments to the individual GOVCC account.
Plus Collections	Total reimbursable expenses plus collections. Collections include amounts received and posted for any Due U.S. debt collected from the traveler. The amounts are broken down into the amount that the traveler paid from personal funds and the amount charged to the individual GOVCC account and the total.
Net to Traveler	Total amount of reimbursable expenses minus the total amount of previous payments plus the total amount of any debts already posted as collected from the traveler. The amounts are broken down into the amount paid to the traveler's personal account and payments to the individual GOVCC account.
Additional GOVCC ATM	If there are any additional ATM withdrawals on the individual government charge card account, enter them in the field provided. Select **Calculate** to display a recalculated Net to Traveler amount.
Additional GOVCC Amount	If there are any additional non-ATM expenses against the individual government charge card account, enter them in the field provided. Select **Calculate** to display a recalculated Net to Traveler amount.
Less Previous Payments to GOVCC (By Traveler)	If the traveler made additional previous payments to the GOVCC account, enter them in the field provided. Select **Calculate** to display a recalculated Net to Traveler amount.
Previous Payment Adjustments	Amount of any payments from the traveler's personal bank account to the GOVCC account or from the traveler's GOVCC account to the personal bank account. Refresh this amount by selecting **Calculate**.
Final Distribution (Net to Traveler)	This is an identifier. No payments display in this row.
Net Distribution	The final amount reimbursed to the traveler: the total expenses, less any prior payments, plus any collections, plus any additional ATM or non-ATM advances, less any previous payments from the traveler's personal bank account to the GOVCC account.

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Follow the below steps to add a GOVCC ATM Advance:

1. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field.

   The dollar amount entered in the Add GOVCC ATM field will redirect money that was originally going to the account listed in the traveler's profile and send it directly to the government travel charge card account.

2. Select **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The Personal Net Distribution field will be reduced by the specified amount.

Follow the below steps to add an additional payment to the GOVCC:

1. Enter the amount of the additional payment to the government charge card vendor into the **Add'l GOVCC Amt** field.

   The dollar amount entered in the Add GOVCC field will redirect money that was originally going to the account listed in the traveler's profile and send it directly to the government travel charge card account.

2. Select **Calculate**. The **Personal Net Distribution** field will be reduced by the specified amount.

If the traveler has already made a payment to their government charge card account, DTS can redirect a payment that was originally going to the charge card vendor account and send it to the traveler's bank account. Follow the below steps to enter an amount paid to the charge card vendor before the local voucher was paid.

1. Enter an amount in the **Less Prev Pmts to GOVCC (By Traveler)** field.

   In this field, the traveler can enter a dollar amount that will deduct money that was originally going to the government travel charge card vendor account and sends it to the traveler's account.

2. Select **Calculate**. The specified amount will be added to the Personal Net Distribution field.

Note: Any ATM processing fees associated with the government charge card will need to be entered in the Expenses section. Do not add them on the Payment Totals screen.

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5.6.3 Update Personal Profile

The Profile section of Additional Options allows travelers to update their personal profile data using the links displayed near the top of each of the Profile screens. Non-DTS Entry Agents (NDEAs) are also able to update profile data for travelers in the groups to which they have access (Figure 5-31).

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

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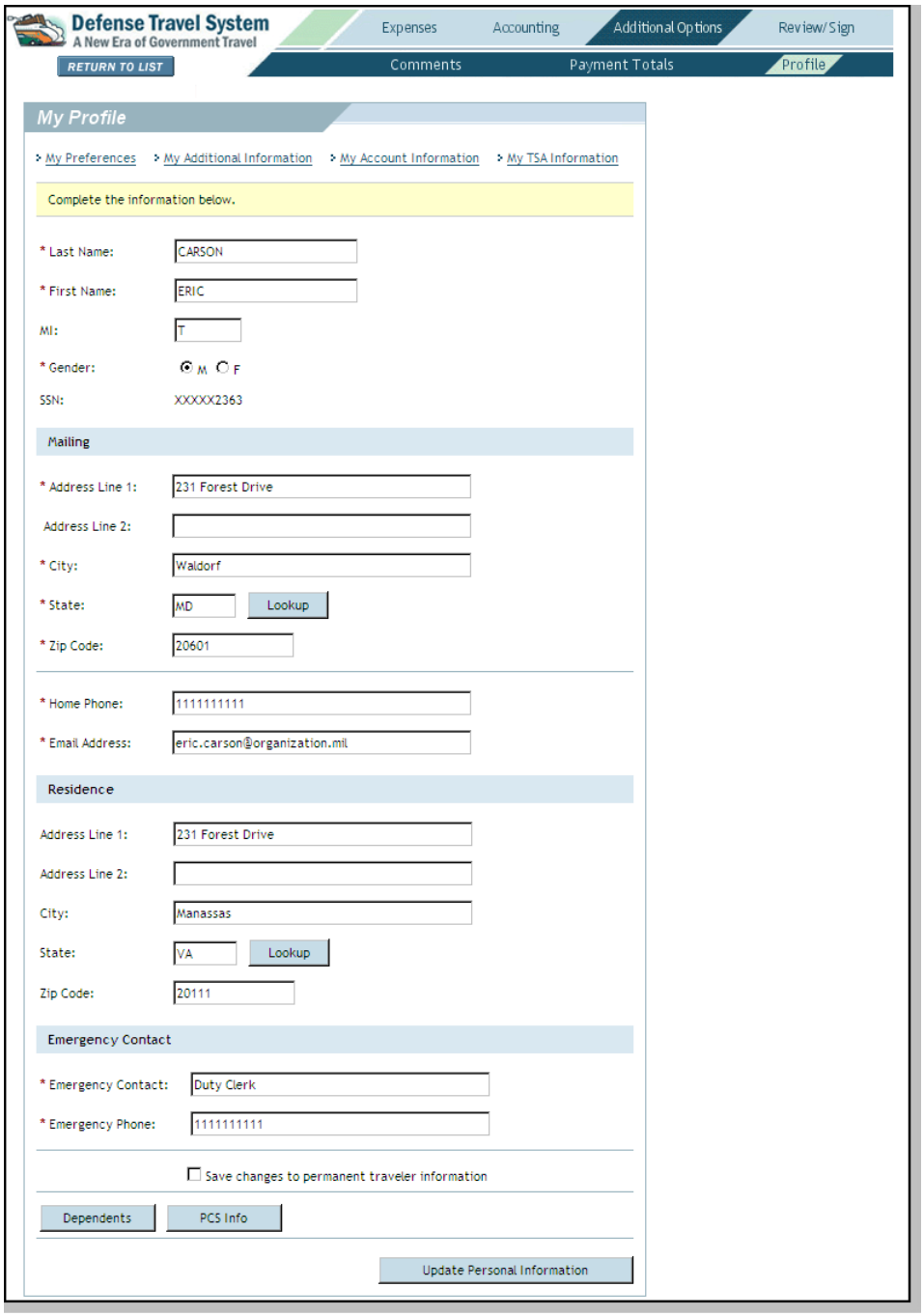

Figure 5-31: Update Profile Screen

Personal Profile data displays on five different screens. Use the links on each screen to open one of the other screens.

Note: Electronic funds transfer (EFT) data on the My Account Information screen is mandatory.

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*My Profile screen***.** Use this information to review and update the below information:

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

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

My Preferences screen. Use this screen to review and update the below information:

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

My Additional Information screen. Use this screen to review and update the below information:

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

*Contact the DTA to update these fields.

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

My Account Information screen. Use this screen to review and update the below information:

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data (mandatory field)

My TSA Information screen. Use this screen to review and update the below information:

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB (date of birth)
- Gender
- Redress Number
- Known Traveler Number

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Follow the below steps to update personal profile data:

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

The Profile screen opens by default.

2. Select the correct **link** to open the screen to be updated.

3. Enter or update data.

4. (Optional) Check the **Save changes to permanent traveler information** box to save these changes for use in all future documents. If not checked, changes will apply to the current document only.

5. Select **Update Personal Information**.

Note: EFT data on the My Account Information screen is mandatory. If the **Yes** radio button is selected and there is no EFT account data, the document cannot be signed. DTS will return to this screen. The **No** radio button is only an option if the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

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5.7 Review/Sign

The Review/Sign link allows user/travelers to review and edit trip details, submit comments to the Authorizing Officials (AOs), and initiate the routing process by stamping the document SIGNED.

Select **Review/Sign** from the navigation bar. The Preview Trip screen opens. The Preview, Pre-Audit, and Digital Signature tabs display in the subnavigation bar (Figure 5-32).

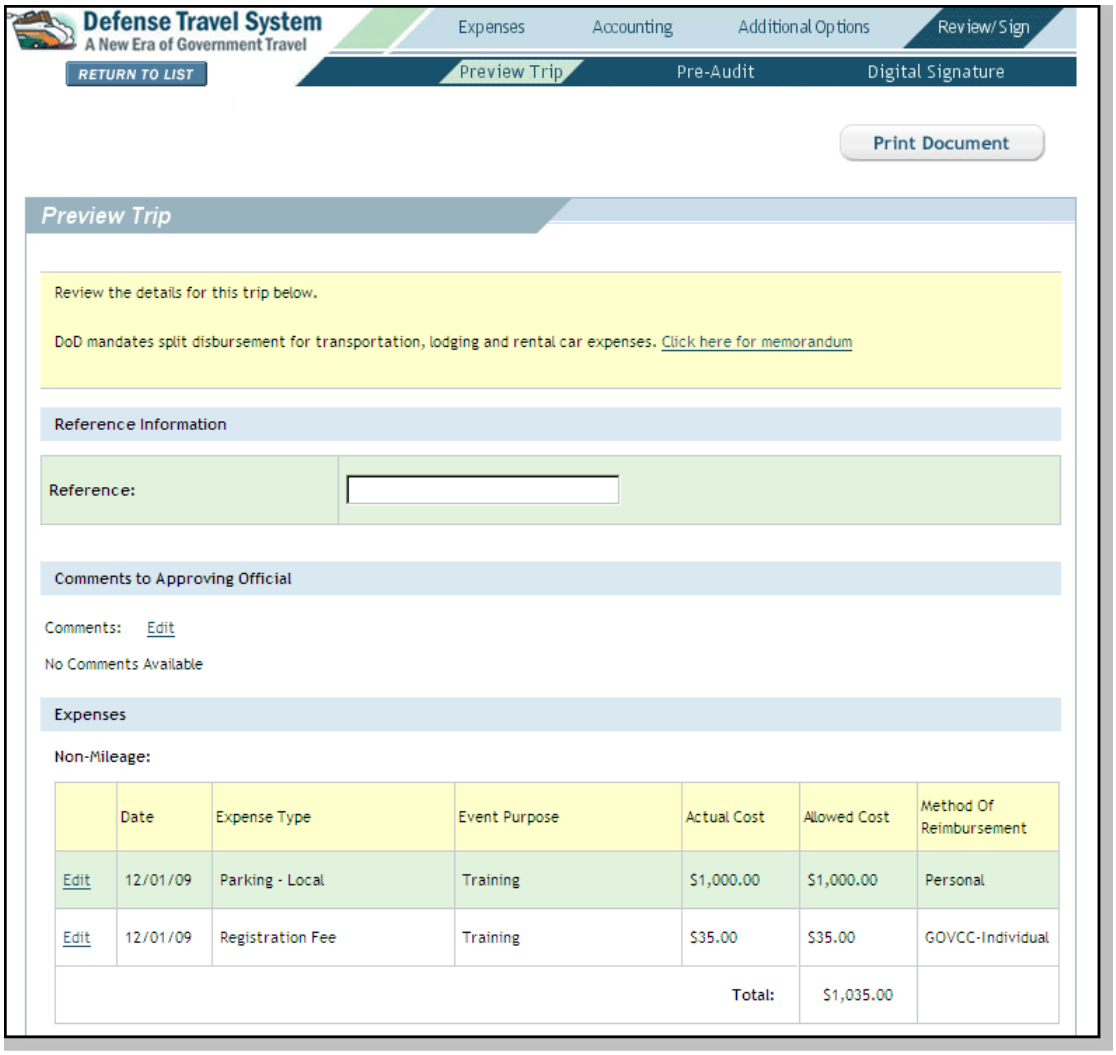

Figure 5-32: Preview Trip Screen - (Top)

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5.7.1 Preview Trip

To preview the details of a trip, select **Preview** from the subnavigation bar.

The Preview Trip screen allows the traveler to review and edit trip details and submit comments to the Routing Officials (Figure 5-32). The Print Document button opens a text-only version of the document in a separate window.

Follow the below steps to enter comments on a document:

1. Complete the **Reference** field if necessary. This field is for the entry of data that will allow administrators to track spending by audit case number, budget category codes, legal case number, war fighting missions, and similar.

2. (Optional) Select **Edit** to enter or edit comments to the AO.

The Comments for Local Voucher screen opens (Figure 5-33).

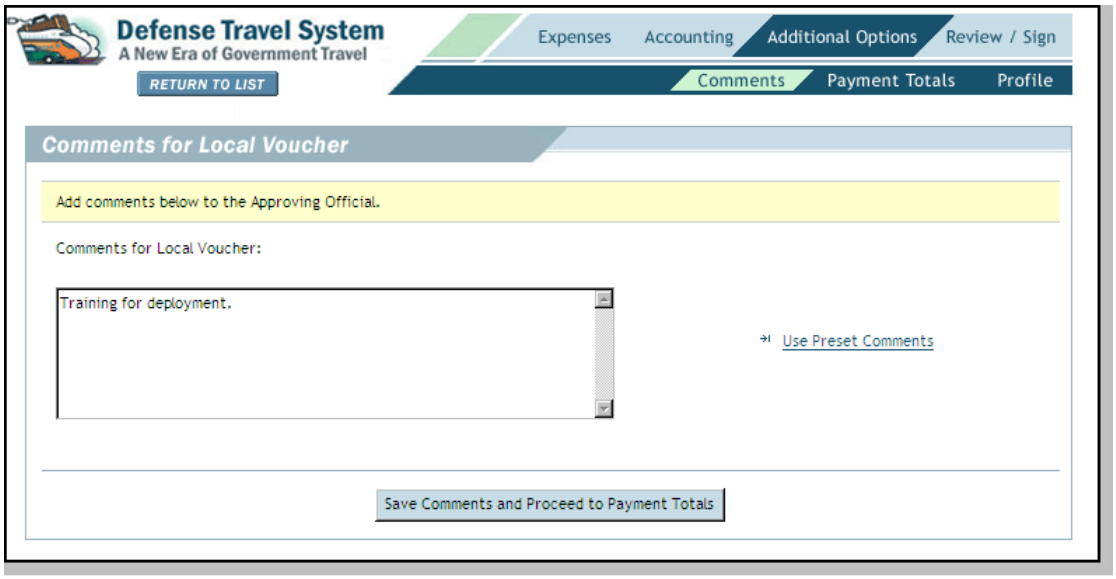

Figure 5-33: Comments for Local Voucher Screen

3. Enter comments in the **Comments for Local Voucher** text box.

4. Select **Save Comments and Proceed to Payment Totals**.

5. Select **Review/Sign** to return to the Review/Sign process.

6. Select **Preview** from the subnavigation bar to confirm the comments.

7. Select **Pre-Audit** from the subnavigation bar.

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5.7.2 Pre-Audit Trip

The Preaudit feature checks documents for missing information or possible issues before the traveler signs the document. If DTS detects errors or unusual items in the document, it flags the item and displays a flag on the Pre-Audit Trip screen (Figure 5-34). Travelers must justify each flagged item before signing the document. If the traveler does not provide a justification when required, they will be unable to sign the document.

Follow the below steps to preaudit a document:

1. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit Trip screen opens (Figure 5-34).

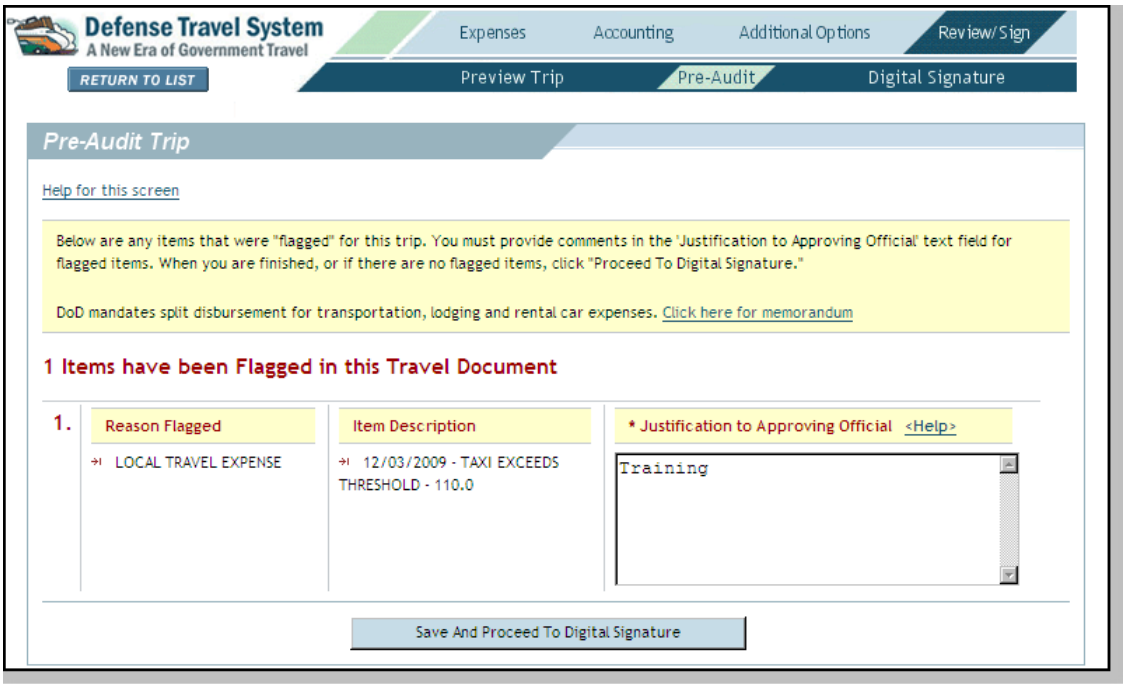

Figure 5-34: Pre-Audit Trip Screen

Note: The Justification to Approving Official heading(s) contain a <Help> link above each flagged item. This link opens an explanation of the selected flag. See Appendix K, Table K-5 of the *Defense Travel Administrator Manual* for a description of all flagged items.

2. Enter comments in the **Justification to the Approving Official** text box.

3. Select the **Save And Proceed To Digital Signature** button when all justifications are completed.

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5.7.3 Apply Digital Signature

Follow the below steps to apply the digital signature to a local voucher:

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

The Digital Signature screen opens (Figure 5-35). The only stamp available to the traveler is SIGNED. The traveler may enter remarks into the **Additional Remarks** field. The screen also displays pending routing actions and the document history.

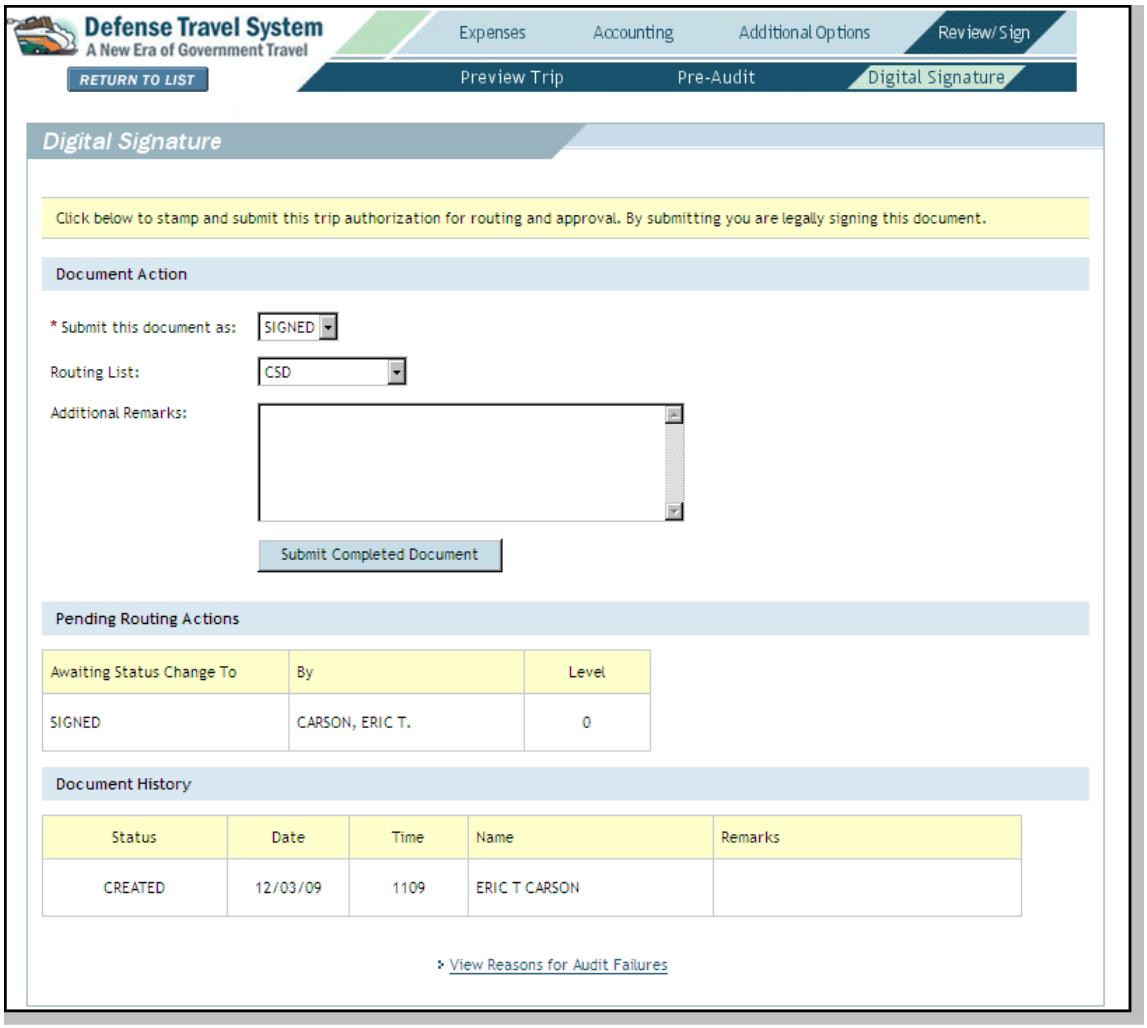

Figure 5-35: Digital Signature Screen

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

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

3. Select **OK**.

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

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

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

6. Select **Submit Completed Document**.

The Stamp Process screen opens. It confirms that all expenses claimed are honest and accurate.

7. Select **Save and Continue**.

The **Choose Signing Certificate** screen will open if more than one certificate is available. Choose the correct certificate and select **OK**.

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CHAPTER 6: ROUTE & REVIEW FOR TEMPORARY DUTY

Routing Officials (ROs) use the Route & Review module of DTS to examine the details and approve TDY authorizations, group authorizations, vouchers from TDY authorizations (vouchers), and local vouchers. Digital signatures are applied when the routing official completes the review. The digital signature is a stamp that enables DTS to route the document to the next RO. An Authorizing Official (AO), who approves temporary duty (TDY) travel, is an example of a RO. A Certifying Officer (CO) is a RO who certifies that the estimated cost of the TDY is documented and within the travel budget. ROs should review all documents carefully before approving and obligating funds.

This chapter covers the following topics:

6.1 The Route & Review Process 6-1
6.2 Document List 6-2
6.3 Setup 6-3
6.3.1 Routing Lists 6-4
6.3.2 Reports 6-6
6.3.3 Delegate Authority 6-6
6.3.4 User Preferences 6-8
6.3.5 Form Defaults 6-9
6.3.6 Rate Lookup 6-11
6.4 Adjustments 6-13
6.5 Route / Sign 6-14
6.5.1 Preview Trip 6-14
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6.5.2 Other Auths. 6-17
6.5.3 Pre-Audit Trip 6-18
6.5.4 Digital Signature 6-20
6.5.5 Self-Approving Official 6-24
6.5.6 Approve a Voucher That Has a Balance Due U.S. 6-26
6.5.7 Approve a Permissive Travel Document 6-28
6.6 Route & Review of a Group Authorization (GAUTH) 6-30
6.6.1 Release a Traveler from a GAUTH 6-31
6.6.2 Cancelling a GAUTH 6-34
6.7 Foreign Military Sales 6-35

6.1 The Route & Review Process

Travelers create authorizations and group authorizations prior to travel and create vouchers for reimbursement after completing the trip. When a traveler stamps the document SIGNED, the routing process is initiated. An authorization with reservation information triggers DTS to route the reservation request to the Commercial Travel Office (CTO) for initial processing. If the authorization has no reservation requests, DTS sends an e-mail to the RO on the traveler's routing list. The e-mail notifies the RO that a document is in the queue. Other ROs in the routing process review and stamp documents after the CTO. The final step is AO approval.

There are certain conditions under which an amendment does not require the AO to apply the APPROVED stamp. These are described in Chapter 7, Section 7.6.

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6.2 Document List

The document list allows the routing official to view any documents that are waiting to be reviewed and stamped. Beginning on the User Welcome screen (Figure 6-1), use the below steps to view and stamp a document:

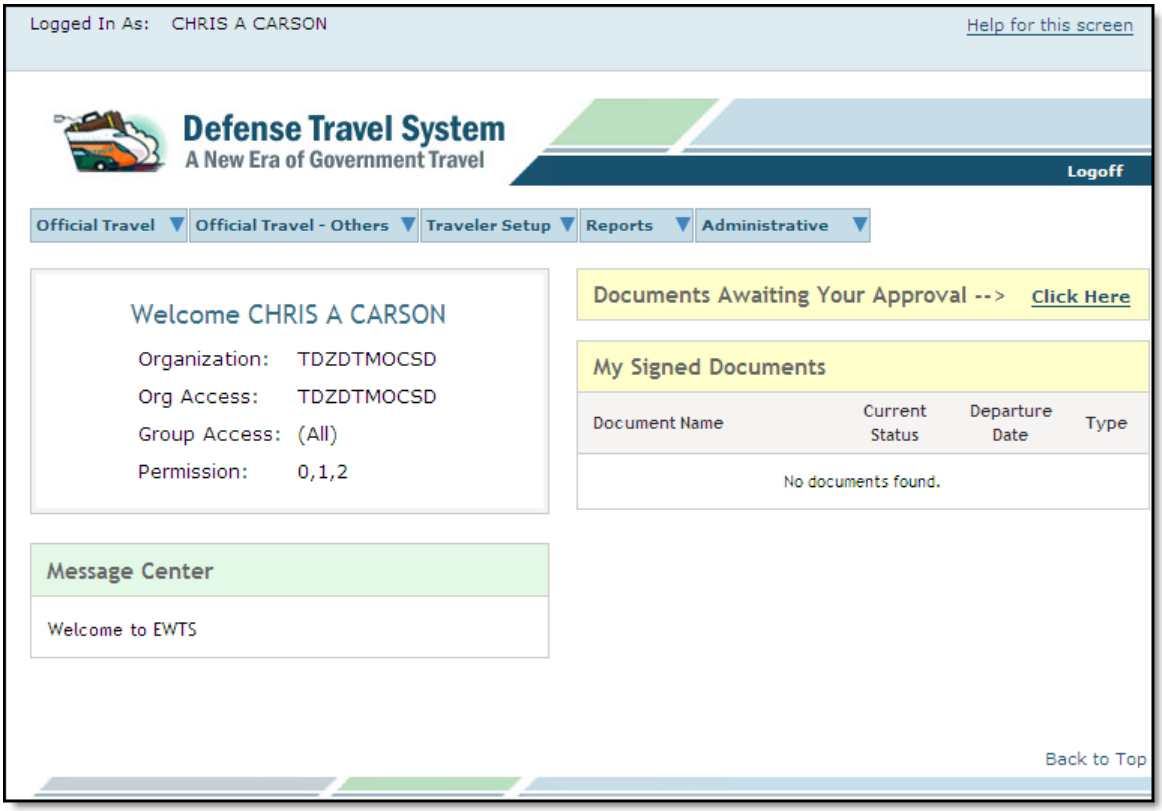

Figure 6-1: DTS User Welcome Screen

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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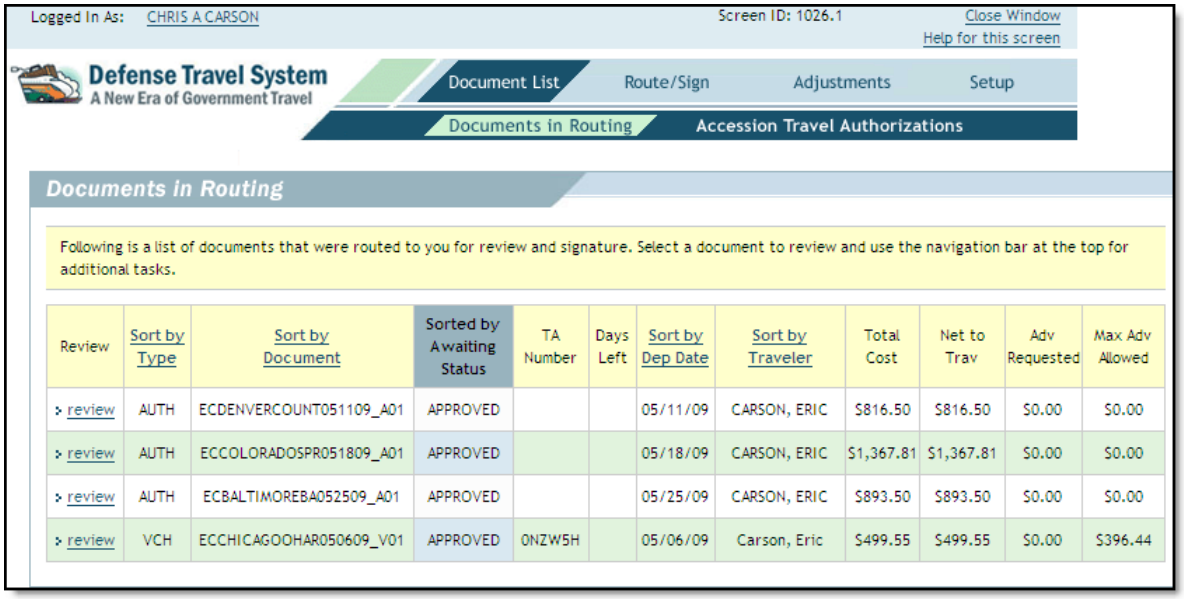

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
review	AUTH	ECDENVERCOUNT051109_A01	APPROVED			05/11/09	CARSON, ERIC	$816.50	$816.50	$0.00	$0.00
review	AUTH	ECCOLORADOSPR051809_A01	APPROVED			05/18/09	CARSON, ERIC	$1,367.81	$1,367.81	$0.00	$0.00
review	AUTH	ECBALTIMOREBA052509_A01	APPROVED			05/25/09	CARSON, ERIC	$893.50	$893.50	$0.00	$0.00
review	VCH	ECCHICAGOOHAR050609_V01	APPROVED	0NZW5H		05/06/09	Carson, Eric	$499.55	$499.55	$0.00	$396.44

Figure 6-2: Documents in Routing Screen

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

The Preview Trip screen opens. The sections that follow will guide the routing official through the steps of the Route & Review process that lead up to the approval of a document.

6.3 Setup

The Setup section of the Route & Review module has four tabs that provide access to a set of tools that aid in processing travel documents:

- Routing Lists
- Reports
- Additional Setup
- Rates Lookup

Although each area is listed, this section provides references to chapters where more details can be found about each subject.

To access the Setup feature, select **Setup** on the navigation bar. The Setup screen opens (Figure 6-3).

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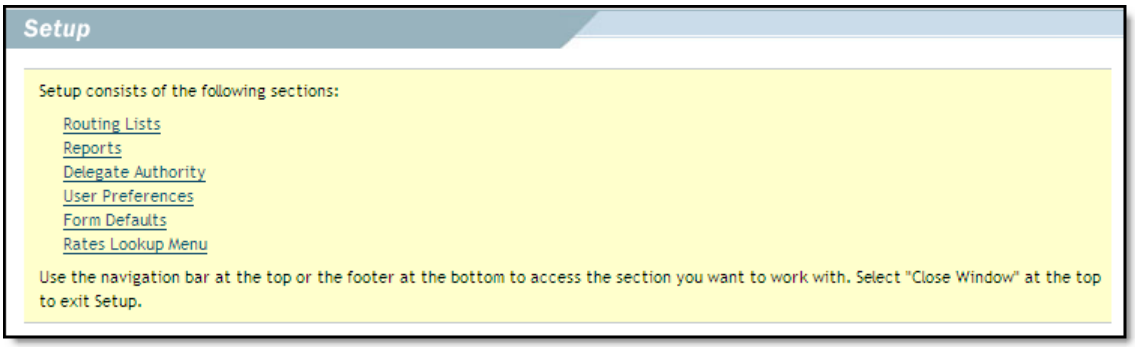

Figure 6-3: Setup Screen

In addition to the main tools shown in the navigation bar tabs, this screen displays shortcuts to the below Additional Setup functions:

- Delegate Authority (Section 6.3.3.1)
- User Preferences (Section 6.3.3.2)
- Form Defaults (Section 6.3.3.3)

6.3.1 Routing Lists

The Routing Lists screen allows routing officials to view all routing lists for their organizations. Routing lists are displayed with a link that allows the routing official to view the steps each travel document is to follow.

Use the below steps to view Routing Lists and their details:

1. Select **Setup**.

The Setup screen opens (Figure 6-3).

2. Select **Routing Lists**.

The Routing Lists screen opens (Figure 6-4).

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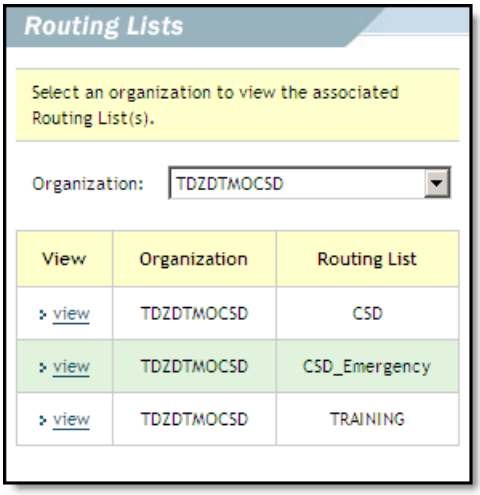

Figure 6-4: Routing Lists Screen

3. Select **view** next to a routing list to see the routing levels.

The screen refreshes and displays the signatures for the document (Figure 6-5).

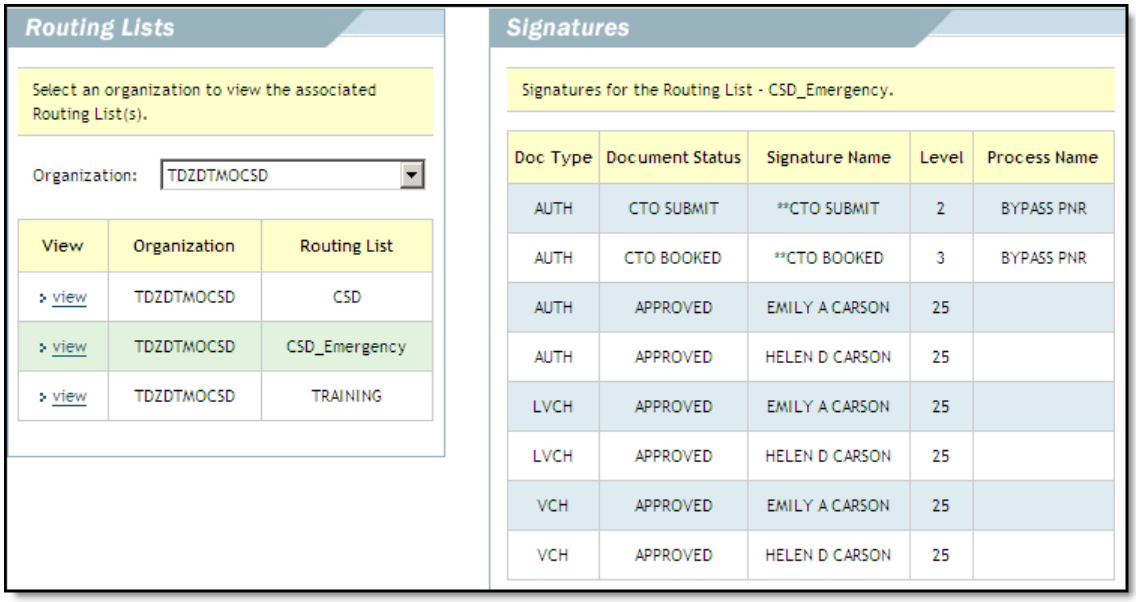

Figure 6-5: Routing Lists Screen - Signatures

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6.3.2 Reports

The Reports function in Route & Review is not yet available. This is a future enhancement.

6.3.3 Delegate Authority

DTS allows ROs to delegate signature authority to another person in accordance with service or local policy. When Delegate Authority is selected, the screen will display a list of officials who have the proper permissions to perform the role in DTS. Signature authority can be delegated to only one person at a time.

Note: Before delegating signature authority, the user should be aware that there are requirements outside of DTS that must be met before an individual can be authorized as a delegate official.

Use the below steps to Delegate Authority:

1. Select **Delegate Authority** on the navigation bar.

The Delegate Authority screen opens (Figure 6-6). This screen displays a list of officials who are eligible to receive signature authority and serve as a delegate official.

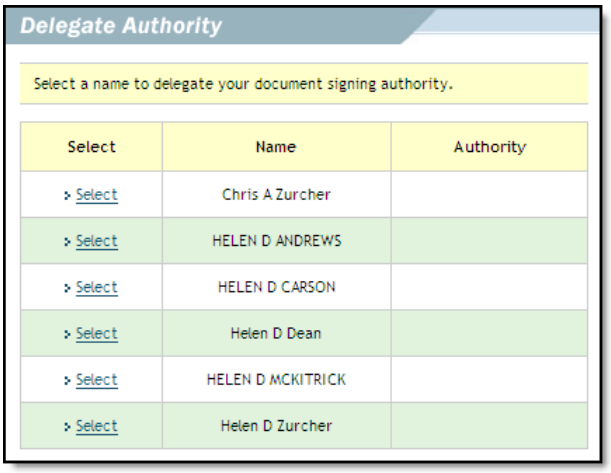

Figure 6-6: Delegate Authority Screen

2. Review the list of officials.

3. Choose **Select** to the left of the name of the official to receive the delegated authority.

The Assign Authority screen opens (Figure 6-7).

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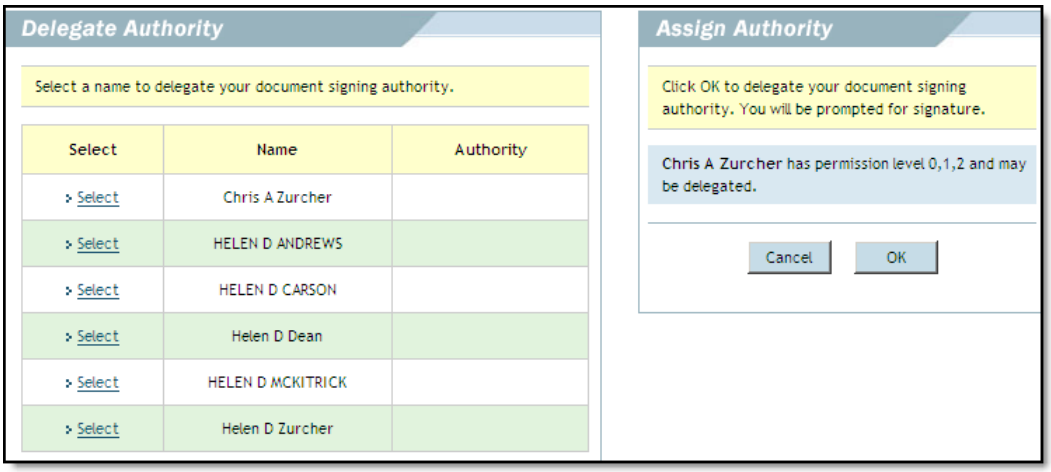

Figure 6-7: Delegate Authority Screen - Assign Authority

4. Select **OK.** This confirms that the correct person has been selected.

The Digital Signature screen opens.

5. Complete the **PIN** field.

6. Select **OK**.

When authority has been delegated, the below events occur:

- The delegated official's name displays in the travel documents Pending Routing Actions list.
- Documents that route to the RO will now route to both individuals.
- E-mails sent to the RO will now be sent to both individuals.
- Travel documents are removed from both individual's Route & Review screen after the documents are stamped.

Use the below steps to remove signature authority:

1. Select **Delegate Authority** on the navigation bar.

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The Delegate Authority screen opens (Figure 6-8). This shows authority assigned.

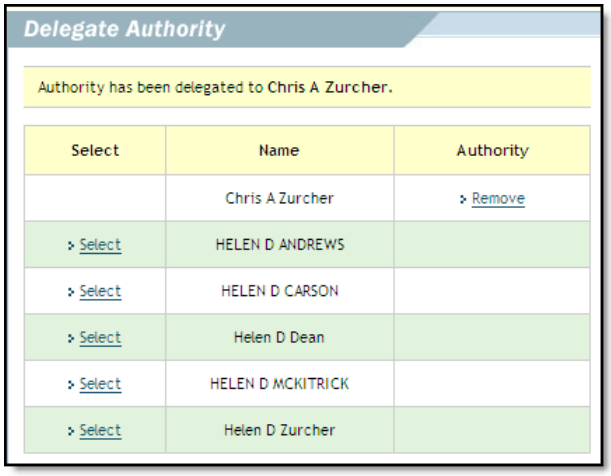

Figure 6-8: Delegate Authority Screen - Authority Assigned

2. Identify the delegate on the list of names.

3. Select **Remove** to the right of the name of the official whose authority is to be removed.

A window opens for the user to confirm revocation of the delegated signature authority (Figure 6-9).

4. Select **OK**.

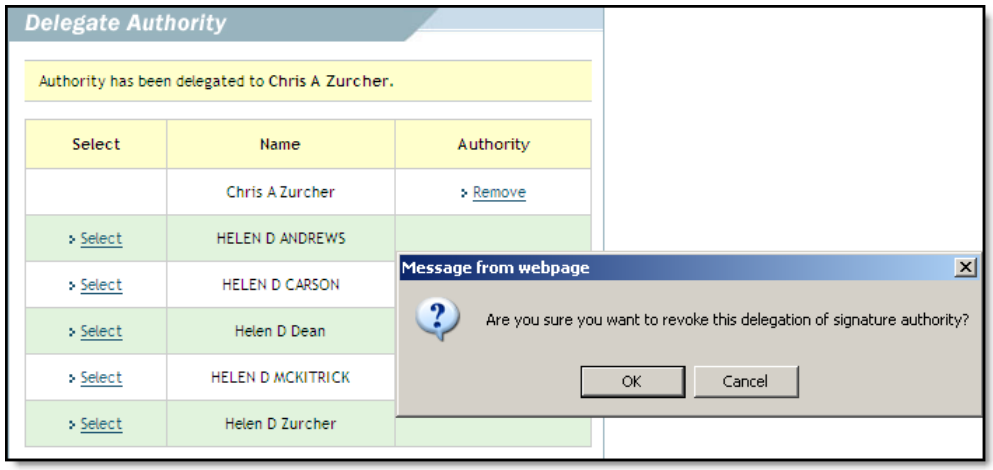

Figure 6-9: Removal of Delegated Signature Authority Confirmation Window

6.3.4 User Preferences

The User Preferences screen allows the user to set the time format displayed in DTS (Figure 6-10). Each instance a document is touched, the time is recorded. Examples include travel arrangements screens, Document History, and the DTA Maintenance Tool. The two options are AM / PM or 24 Hour.

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The E-mail Routing Notification box is an option that will be available for future enhancements. Currently, DTS sends routing notifications to all officials in the routing lists. It also sends them to officials to whom authority has been delegated.

Use the below steps to set a preference for the way time is displayed in DTS.

1. Select **User Preferences** on the subnavigation bar.

The User Preferences screen opens (Figure 6-10).

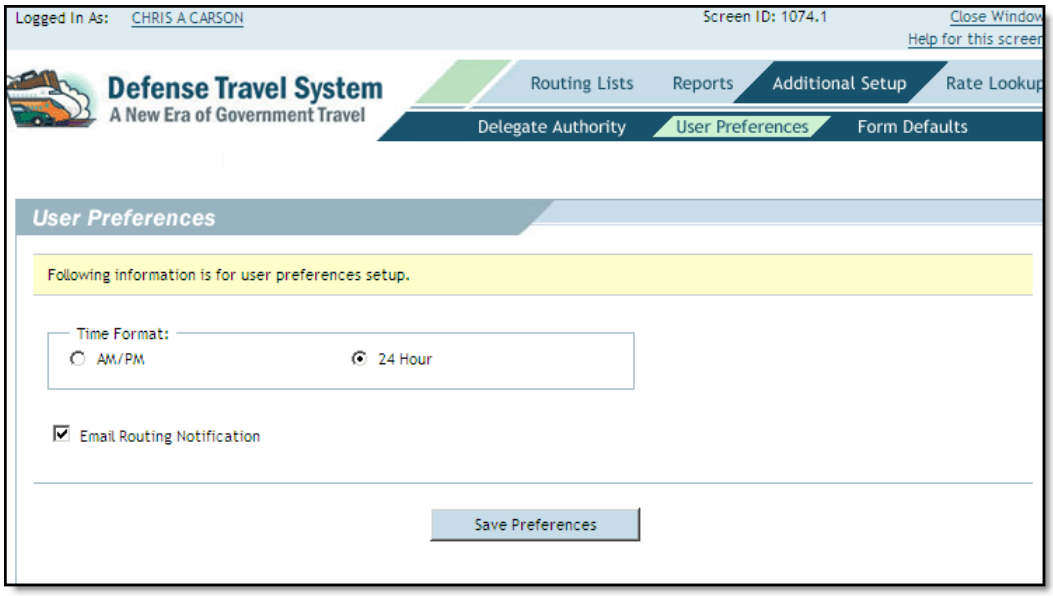

Figure 6-10: User Preferences Screen

2. Select the desired **time format** radio button.

3. Select **Save Preferences**.

6.3.5 Form Defaults

DTS allows travelers to set the format that documents will be displayed and printed.

Use the below steps to set a format:

1. Select **Form Defaults** on the subnavigation bar.

The Form Defaults screen opens (Figure 6-11).

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Logged In As: CHRIS A CARSON
Screen ID: 1073.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Routing Lists | Reports | Additional Setup | Rate Lookup
Delegate Authority | User Preferences | Form Defaults

Form Defaults

Following information represents the type of form and/or attachment that will print for the various document types (Voucher, Authorizations, Cash Advance).

Authorizations / Orders

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Authorizations:
- ○ Default
- ◉ Govt + Form
- ○ Govt

Cash Advance:
- ◉ Default
- ○ Govt + Form
- ○ Govt
- ○ None

Group Auth:
- ◉ Summary
- ○ Summary & Individual

☐ Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

Voucher

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Voucher:
- ○ Default
- ◉ Govt + Form
- ○ Govt

☐ Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)

Attachments

Following represent a specified section (block) on the corresponding form listed, to print the document name. Check all that apply.

☑ Document History (Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.)

☐ Accounting Detail (Prints the subtotals of a document's expenses by accounting code and expense category.)

☐ Privacy Act (Prints the Privacy Act Statement.)

Print Document Name

Following represent "attachment" or additional pages that will print with the document.

☐ Block 3 of SF1012 (Prints the document name on block 3 of form SF1012.)

☑ Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)

☐ Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)

☐ Block 1 of GSA87 (Prints the document name on block 1 of form GSA87.)

Default—Prints all the travel data in a comprehensive, easy-to-read format.
Govt+Form—Prints the document information and government travel form on plain paper. The type of government travel forms printed vary from agency to agency.
Govt—Prints the document on a pre-printed government form. Insert a government form into your printer and DTS "fills out" the form blocks.
None—**Cash Advance settings only. Turns off the printing of a cash advance.
Summary—Prints the group authorization and one cash advance summary.
Summary & Individual—Prints the group authorization, one cash advance summary, and a separate authorization and cash advance for each traveler in the group authorization.
Note: You must choose a form type in the **Cash Advance** field for a cash advance to print for each traveler.

Save Form Defaults

Figure 6-11: Form Defaults Screen

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The screen shows the options from which the display and print formats may be selected. These options are available for authorizations, vouchers, and GAUTHs; attachments, or additional pages to print with the document. The below options are used to display and print authorizations and vouchers:

- *Default.* This form displays trip information in a plain text format. The default form provides more details than the Govt forms provide.
- *Govt + Form.* This form displays trip information in form DD1610 format. All appropriate fields are populated with information from the travel document.
- *Govt.* This form displays trip information in DD1610 format. Printing with this option requires a blank form DD1610 to be inserted into the printer.

The Attachments section of the screen provides options to select the format(s) to display and print. These are for the document history, accounting details, and the Privacy Act Statement. The Print Document Name section allows certain government forms to be printed with the document.

2. Scroll through the list of options and make all desired selections.

3. Select **Save Form Defaults**.

6.3.6 Rate Lookup

The Rate Lookup Menu provides rate information on per diem locations, mileage, M&IE distributions and country abbreviations. Mileage rates are listed for privately owned vehicle, airplane, and motorcycle.

Use the below steps to find per diem rates for TDY locations:

1. Select **Setup**.

2. Select **Rate Lookup**.

The Rate Lookup Menu screen opens (Figure 6-12).

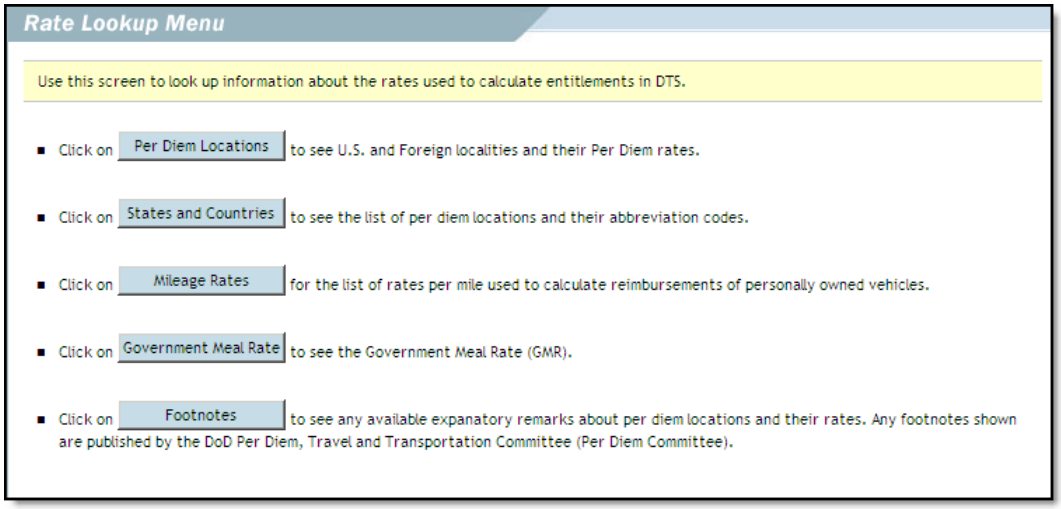

Figure 6-12: Rate Lookup Menu Screen

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3. Select **Per Diem Locations**.

The Per Diem Rates screen opens (Figure 6-13).

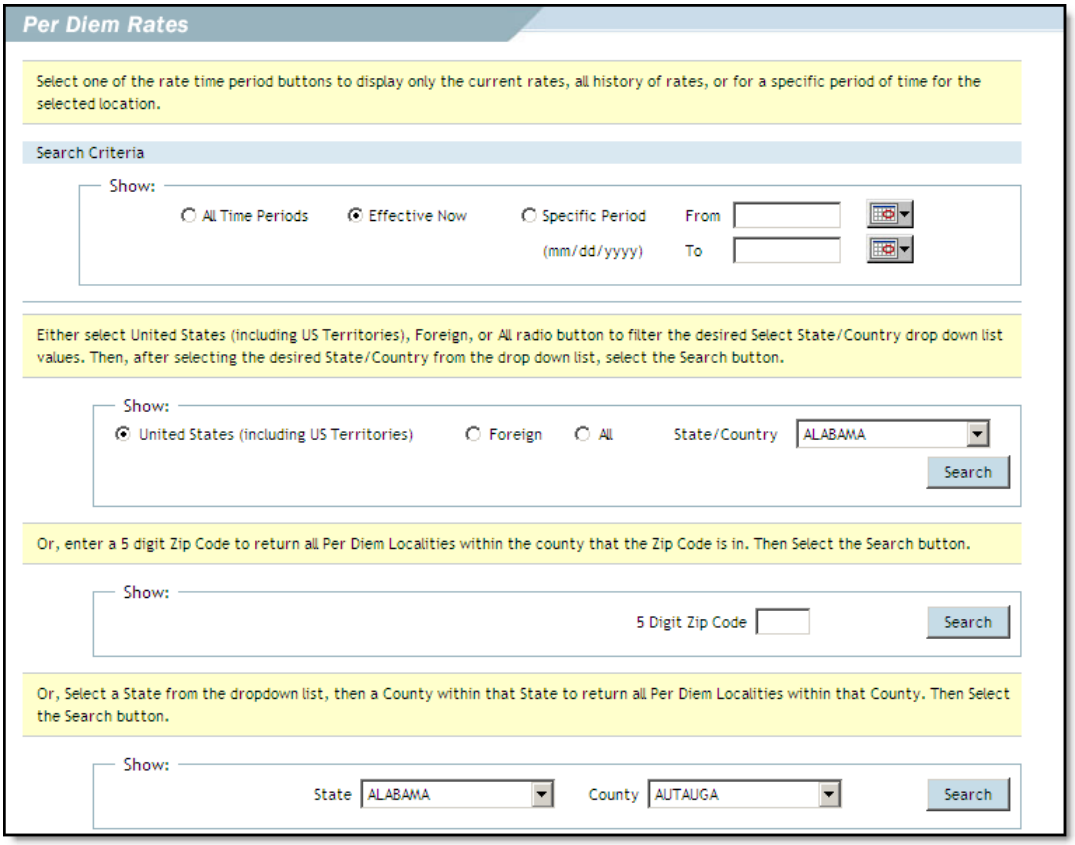

Figure 6-13: Per Diem Rates Screen

4. Select the **radio button** to specify All Time Periods, Effective Now, or Specific Period and the From and To fields.

5. Select the **radio button** to specify United States, Foreign, or All.

6. Select the **state or country** from the State/Country drop-down list.

7. Select **Search**.

8. Choose **Show Rates** for the appropriate location.

OR

9. Enter the desired **zip code** in the 5 Digit Zip Code field.

10. Select **Search**.

11. Choose **Show Rates** for the appropriate location.

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OR

12. Choose the **state** from the State drop-down list.

13. Choose the **county** from the County drop-down list.

14. Select **Search**.

15. Select **Show Rates** for the appropriate location.

The per diem rates for the location display.

6.4 Adjustments

The Adjustments screen can be used to view or edit documents that have not yet been approved. The document has been signed, and the next stamp in the routing sequence should be applied.

Use the below steps to view or edit the current document.

1. Select **Adjustments**.

A view-only pop-up window opens.

2. Select **OK** to view the document only.
   -OR-
   Clear the **Open Document VIEW-ONLY** box to adjust the document.

3. Select **OK**.

The Digital Signature Login window opens if the view-only box is not checked.

4. Complete the **PIN** field.

5. Select **OK**.

This places the ADJUSTED stamp on the document. The Preview screen of the traveler's document opens.

6. Modify the document as necessary, if the box was cleared.

7. Close or apply the digital signature to the document.

Note: If modifications have been made to the reservations module (air, lodging, rental car, or rail), the status stamp must be changed to SIGNED to route the document back to the CTO.

The User Welcome screen displays (Figure 6-1).

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6.5 Route / Sign

The final step for the AO is approving the document. The Route / Sign module has four functions that should be used prior to stamping a travel document APPROVED. The areas are: Preview, Other Auths, Pre-Audits, and Digital Signature.

6.5.1 Preview Trip

The Preview Trip screen allows ROs and AOs to preview the below:

- Trip dates
- Locations
- Travel arrangements
- Expenses
- LOAs
- Advances and scheduled partial payments (SPPs).

The traveler may have entered 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, and other similar data. The information entered is captured in the Budget Transaction Report and Scheduler Status Reports to provide the information to DTAs.

Use the below steps to preview a document for a trip:

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

The Preview Trip screen opens by default (Figure 6-14). The Print Document button opens a text-only version of the document in a separate window.

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Logged In As: CHRIS A CARSON
Traveler Name: Eric T Carson
Document Name: ECCHICAGOOHAR050609_V01
Document Type: Voucher
Screen ID: 1064.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Document List | Route/Sign | Adjustments | Setup

RETURN TO LIST

Preview | Other Auths. | Pre-Audit | Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Substantiating Records | Document History

Reference Information

Reference:	

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: INFORMATION MEETING
Trip Description:

Overall Starting Point Time Zone: EST (06)

Itinerary: Leave From: ARLINGTON,VA
Leave: 06-May-09

Location 1 - CHICAGO-O'HARE IAP ARS,IL Time Zone: CST (07)

Itinerary: Leave From: ARLINGTON,VA
TDY/TAD Location: CHICAGO-O'HARE IAP ARS,IL
Arrive: 06-May-09
Leave: 07-May-09

Air Travel: Carrier: United Airlines Inc. (UA)
Flight: 617
Fare: $115.60
Airport Passenger facility charge included in ticket price.
Depart: DCA-Washington, DC (USA) (National Apt) 06-May-09 1230
Arrive: ORD-Chicago, IL (USA) (O'Hare Apt) 06-May-09 1336
Method of Reimbursement: GOVCC-Individual
Confirmation: 123456
Seat Preference: 17F
Comments to the Travel Agent: SEAT PREFERENCE: 17F

Air Travel: Carrier: United Airlines Inc. (UA)
Flight: 624
Fare: $115.60
Airport Passenger facility charge included in ticket price.
Depart: ORD-Chicago, IL (USA) (O'Hare Apt) 06-May-09 1805
Arrive: DCA-Washington, DC (USA) (National Apt) 06-May-09 2056
Method of Reimbursement: GOVCC-Individual
Confirmation: 123456
Seat Preference: 17F
Comments to the Travel Agent: SEAT PREFERENCE: 17F

Rental Car: Company: ALAMO
En Route: No
Cost: $42.35
Comments to the Travel Agent:

Figure 6-14: Preview Trip Screen

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

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

4. (Optional) Select **View** next to the Accounting Code to see the details of the complete LOA.

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

6.5.1.1 Preview Amendment Details

In a case when the routing official is reviewing an amended document, DTS allows the RO to quickly identify the changes that were made to the last version of the document and the name of the person who made the changes. To use this feature, the Preview Trip screen for a document with an amendment displays an Amendment Preview Screen button near the top (Figure 6-15).

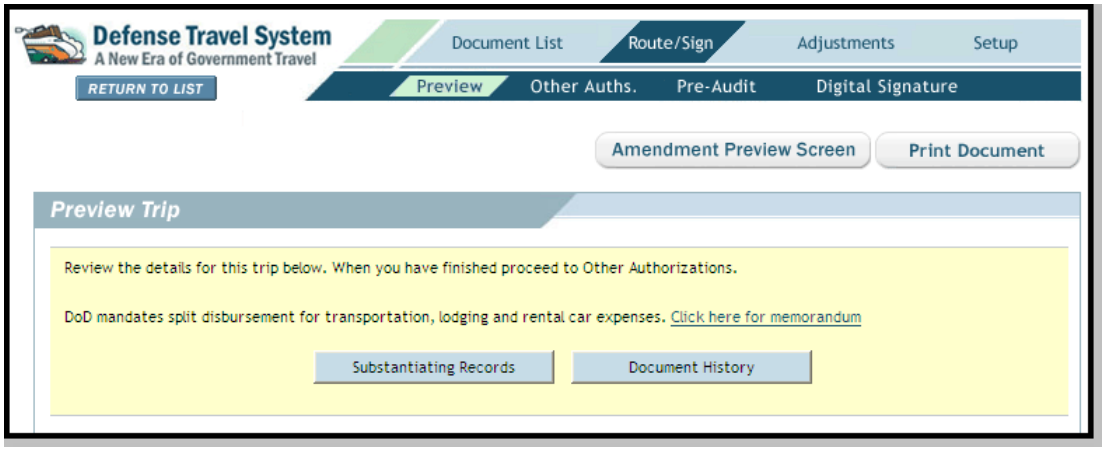

Figure 6-15: Preview Trip Screen – Amendment Preview Screen Button

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

1. Select **Amendment Preview Screen**.

The Amendment Preview screen opens (Figure 6-16). Details of the changes that were made since the last approval of the document are displayed along with the name who made the changes.

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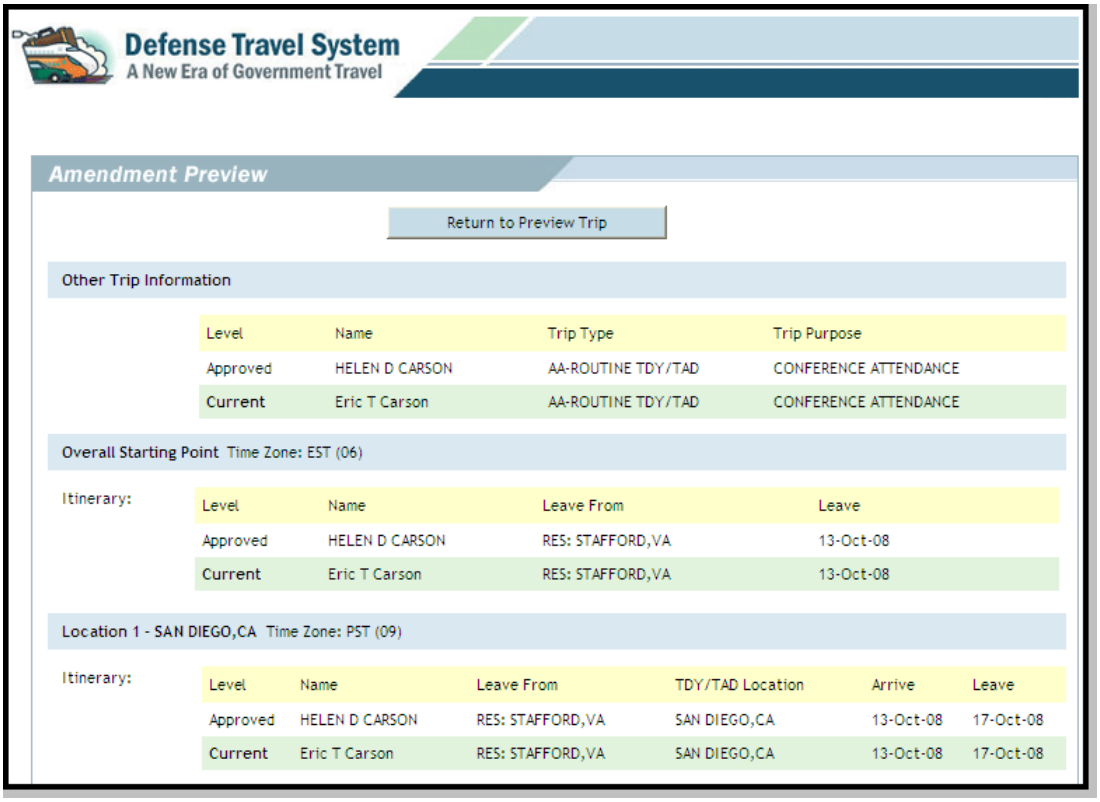

Figure 6-16: Amendment Preview Screen

2. View the modified trip details.

Important: Make sure that there was no change to the trip type on the amendment. The document will fail the audit process if the trip type was changed.

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

The Preview Trip screen opens.

6.5.2 Other Auths.

Other authorizations are additional authorizations that are selected by the traveler or triggered by DTS based on the trip details. These other authorizations display and print remarks on travel documents. A traveler might select a duty condition, expense item, or anything needing additional approval. If so, DTS will automatically flag it as an Other Authorization.

Note: Only text typed in the **Remarks** field is printed on the travel document.

Use the below steps to review other authorizations (Figure 6-17):

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To review the other authorizations, select **Other Auths.** on the subnavigation bar (Figure 6-17).

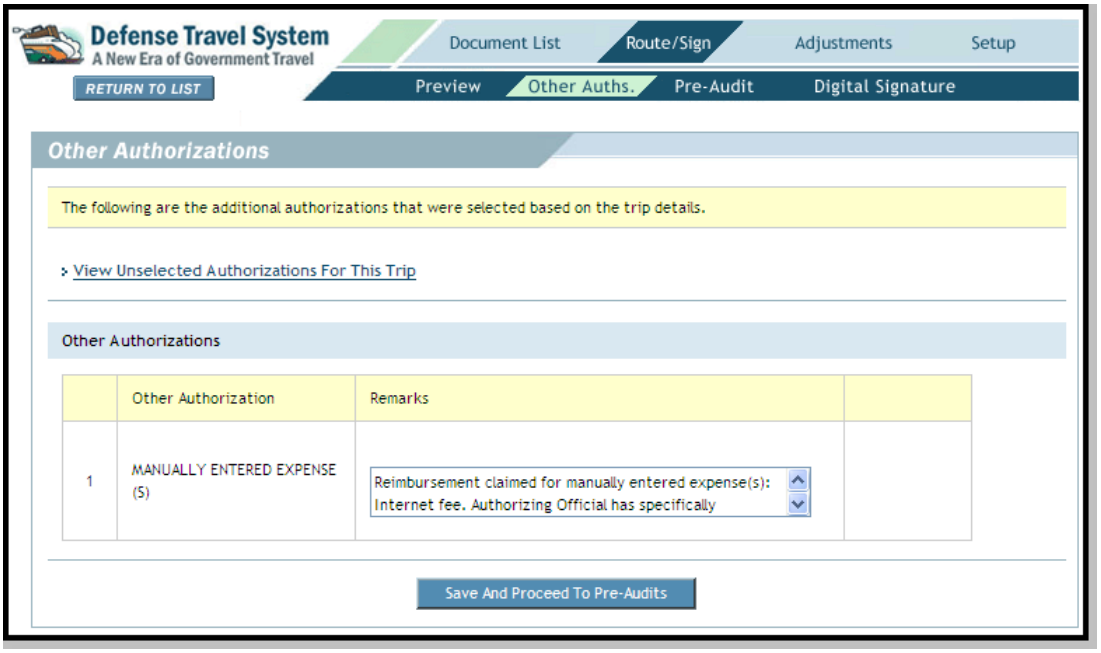

Figure 6-17: Other Authorizations Screen

1. Review the **Remarks**.

2. Select **Save And Proceed to Pre-Audits**.
   -OR-
   Select **Pre-Audit** from the subnavigation bar.

6.5.3 Pre-Audit Trip

The Pre-Audit Trip screen displays all items that were flagged and justified in the document (Figure 6-18). The displayed items have been flagged because items have exceeded threshold standards or duty conditions that exist in the travel document.

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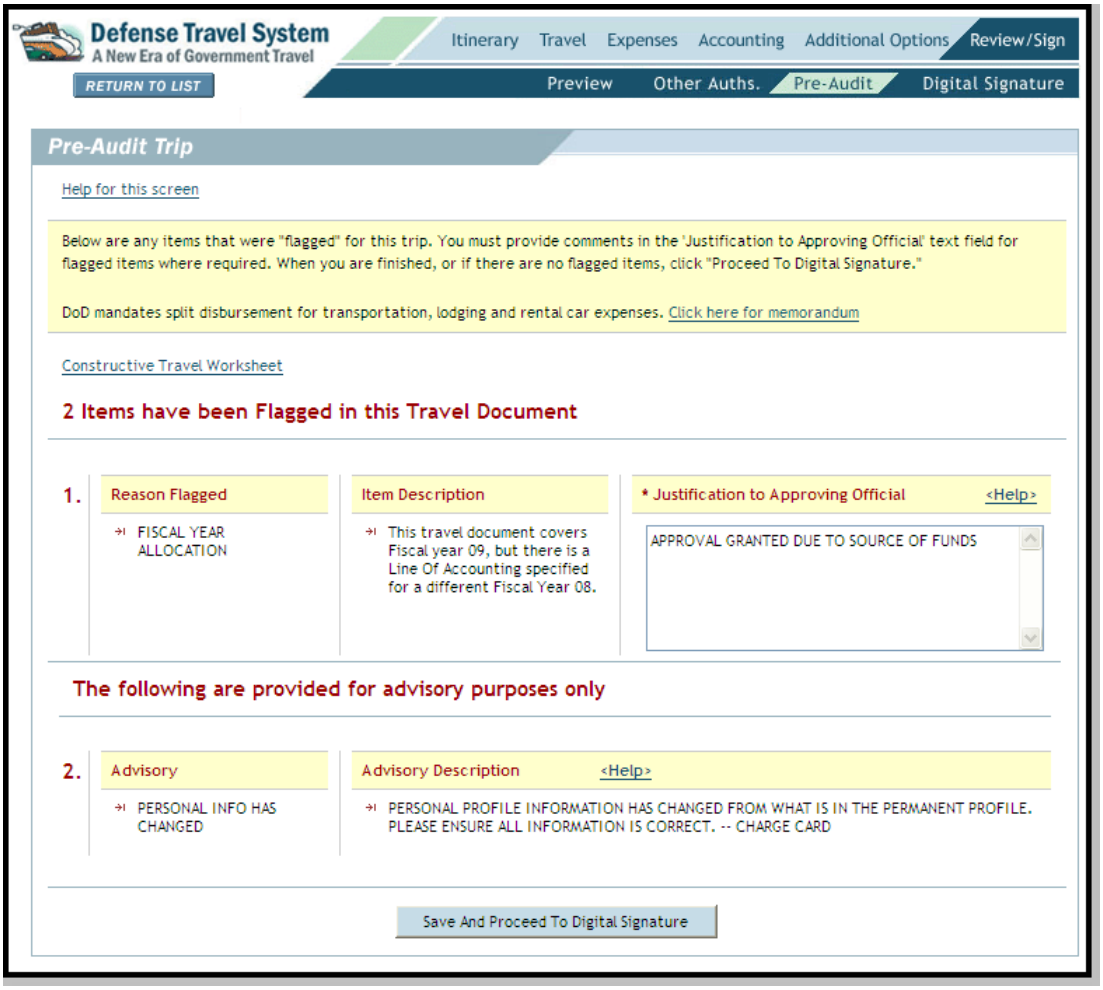

Figure 6-18: Pre-Audit Trip Screen

Note: The Help link above each flagged item opens to a fuller explanation of the selected flag. See Appendix K, Table K-11, for a description of all flagged items.

Use the below steps to pre-audit a document:

1. Review the flagged items.

2. Review all information prior to approval and obligation of funds.

3. Select **Save and Proceed to Digital Signature**.
   -OR-
   Select **Digital Signature** from the subnavigation bar.

Note: A traveler may have selected a non-GSA city pair flight. If so, the traveler must select Reason Codes on the Pre-Audit screen to justify the selection. The AO may see the reason codes entered by

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selecting **Adjustments** (edit mode) on the navigation bar. Then, select **Pre-Audit** in the subnavigation bar.

Note: The Help for this screen link on the Pre-Audit Trip screen opens a table of pre-audit codes used in the Reason Flagged column. It includes a description of why this item was flagged.

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

6.5.4 Digital Signature

The Digital Signature screen is one of the last screens that the RO sees during the review process (Figure 6-19). When a document follows a routing list, it displays in the Route & Review screen of designated ROs with a default status stamp. Review all document information prior to approval and obligation of funds. The routing list for this document may be viewed on the Digital Signature screen, but it can only be changed when the SIGNED or T-ENTERED stamp is selected.

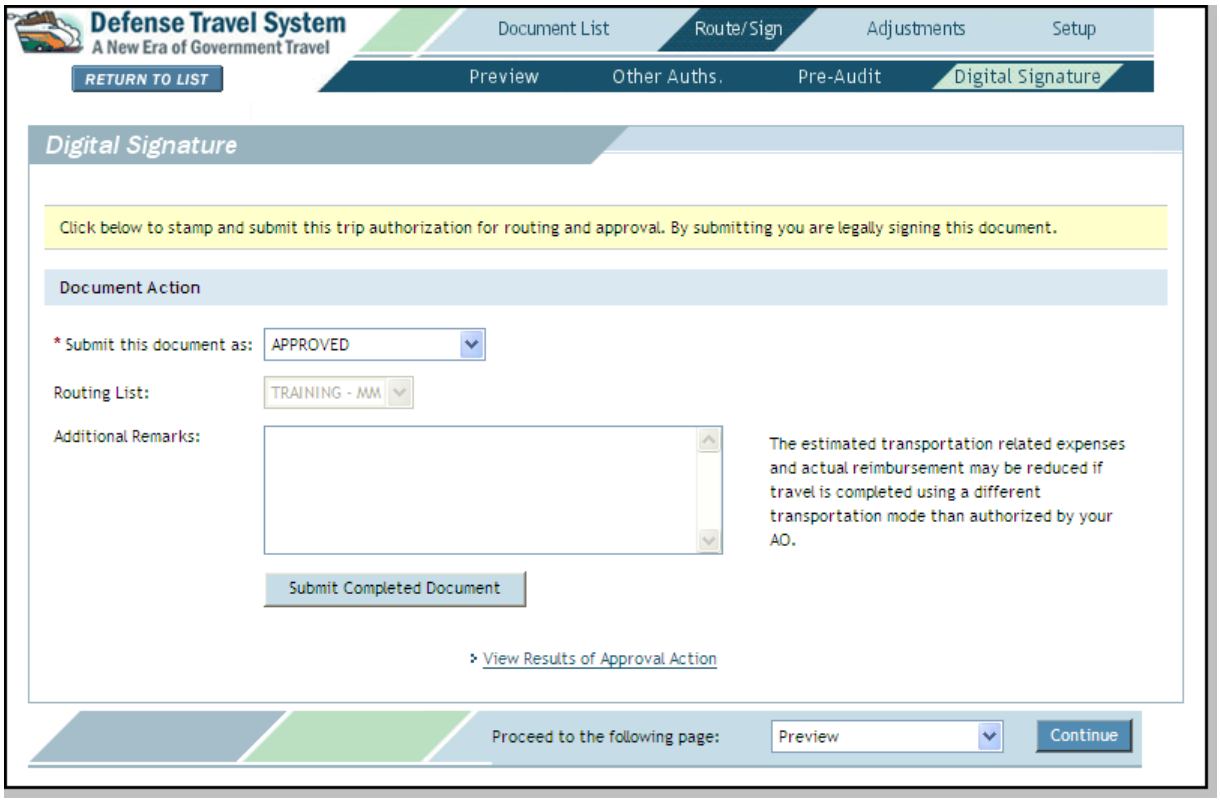

Figure 6-19: Digital Signature Screen

Use the below steps to stamp the document.

1. Confirm that the appropriate stamp is available in the ***Submit this document as** drop-down list.

Routing lists provide direction for all documents. Only individuals in the routing list can apply stamps. (The exception is with delegation of signature authority.) The Digital Signature screen provides a drop-

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down list of the stamps that can be applied to a document at the current routing list level for the document.

DTS prevents the document from routing to the next level in the routing list until the designated individual has applied the stamp corresponding to the current routing level.

If the stamp assigned to the RO is AUTHORIZED, CERTIFIED, or REVIEWED, then the below stamps display in the Digital Signature screen drop-down list:

- AUTHORIZED
- CERTIFIED
- REVIEWED
- 3RD PARTY REVIEWED (if RO is inserted into the routing list for Import/Export [I/E])
- TO REVIEWED FORN TVL (for travel document with outside the continental United States [OCONUS] destination only)
- TO REVIEWED GP AUTH (for group authorization [GAUTH] only)
- REVIEWED GROUP AUTH (for GAUTH only)
- CANCELLED (authorization only)
- RETURNED.

If the stamp assigned to the RO is APPROVED, then the below stamps display in the Digital Signature screen drop-down list:

- APPROVED
- AUTHORIZED
- CERTIFIED
- REVIEWED
- 3RD PARTY REVIEWED (if reviewer is inserted into document routing list for I/E)
- TO REVIEWED FORN TVL (for travel document with OCONUS destination only)
- TO REVIEWED GP AUTH (for GAUTH only)
- REVIEWED GROUP AUTH (for GAUTH only)
- CANCELLED (authorization only)
- RETURNED.

Adjustment or an Amendment to Reservations: Anytime new reservations are selected or requested after the CTO BOOKED stamp is applied to the document, permission level 2 users will only have the following stamps available: SIGNED,RETURN, CANCEL. The APPROVED stamp only becomes available once the traveler stamps SIGNED and CTO BOOKED has been applied to the changed reservations. This is to ensure that new or changed reservations are processed before the AO stamps the document APPROVED.

If the document contains a CTO fee or a submitted advance or SPP, the CANCELLED stamp will not be available in the drop-down list on the Digital Signature screen. Instructions will display at the bottom of the screen stating that the traveler must amend the authorization to remove all expenses *except* for the below:

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

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If an authorized individual selects a stamp (other than SIGNED, RETURNED, T-ENTERED, or CANCELLED) that is different from the default stamp defined by the routing list and indicated by the Awaiting Status level. DTS will display the below message that routing cannot continue:

"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?"

The routing official may elect to continue with the selection of the out-of-sequence stamp. If this occurs, DTS applies the selected stamp to the document's history. This allows a routing official to add remarks corresponding with the stamp.

If a non-ATM advance is requested, the payment can be expedited by placing a check in the **Allow advances to be paid to the traveler immediately** box. Funds will be disbursed within 72 hours of approval.

Note: The **View Results of Approval Action** link can be selected to view audit results for the document, to include 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 audit failures, DTS will capture other events within the approval process. When the APPROVED stamp is not available, this link is named View Reasons for Audit Failures.

2. Select **Submit Completed Document**.

The **Choose Signing Certificate** screen will open if more than one certificate is available. Choose the correct certificate and select **OK**.

Note: When the AO approves a document that is funded by a Foreign Military Sales (FMS) LOA, a notification displays. It indicates a possible delay in reimbursement to the traveler.

The Stamp Process screen opens (Figure 6-20).

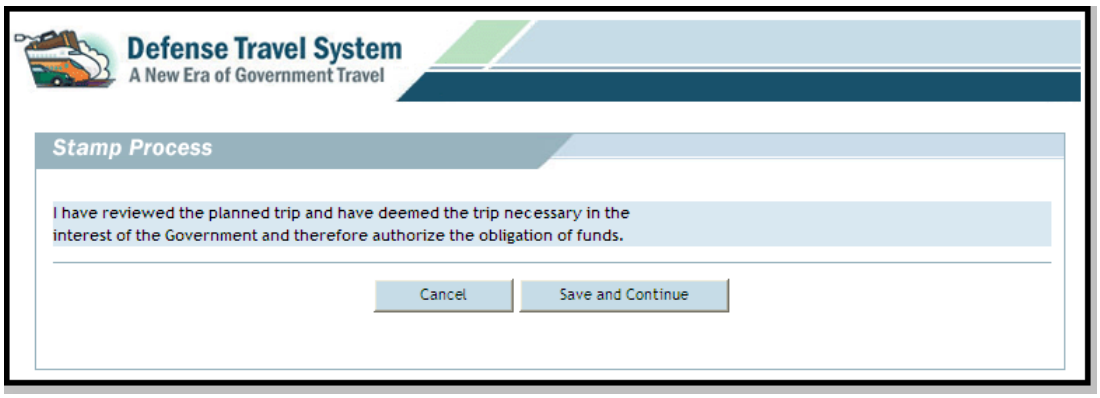

Figure 6-20: Stamp Process Screen

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3. Read the Stamp Process screen.

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

The Fund Authorization screen opens (Figure 6-21). 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.

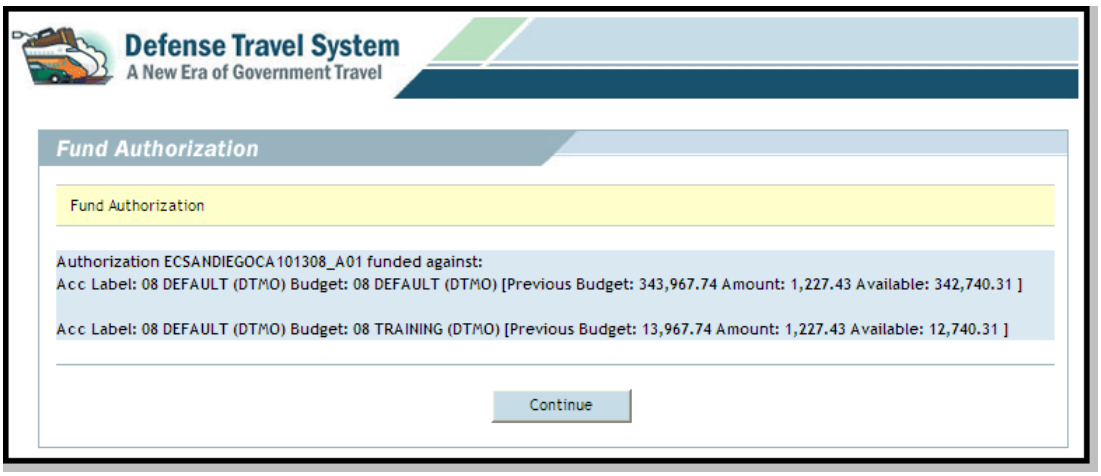

Figure 6-21: Fund Authorization Screen

5. Review funding information for the selected trip.

6. Select **Continue.**

The Stamping Result screen opens (Figure 6-22).

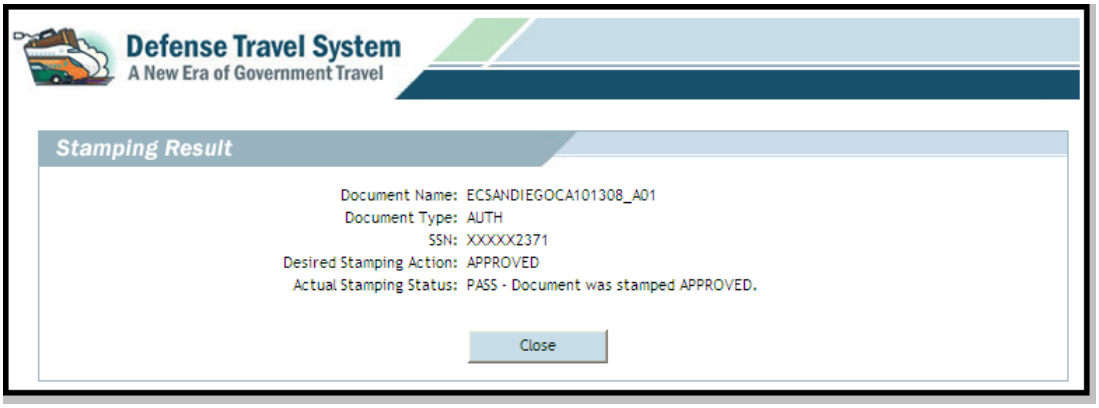

Figure 6-22: Stamping Result Screen

7. Review the stamping result information.

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8. Select **Close**.

Once a document has been stamped, it no longer displays on the Documents in Routing screen. After the AO has applied the APPROVED stamp, the traveler receives an e-mail notification of the approval.

There could be insufficient funds in the budget for the specified LOA or there could be a mismatch between the elements in the LOA and the budget item. If so, the approval process will stop. An Unbudgeted message will display when an attempt is made to stamp the document APPROVED. The FDTA must be contacted to have funds added to the budget, or have the LOA elements corrected. After the budget is funded or the LOA is corrected, the document may be approved.

In the event of an unbudgeted item, DTS will display the current amount available in the budget item. It will also display the current total expenses for the document, and the amount needed to fund the trip (Figure 6-23).

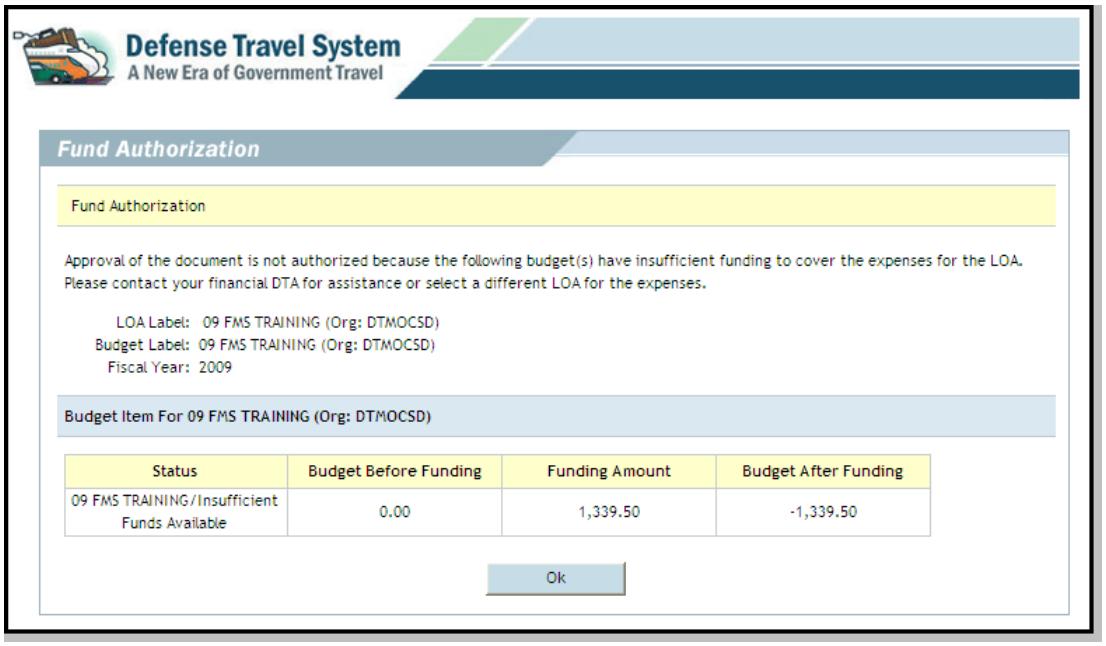

Figure 6-23: Fund Authorization Screen

9. Select **OK** to acknowledge the over-budget and unbudgeted items.

Make sure that funds are added to the selected budget item. If this does not happen, use an alternate source of funding to approve the travel.

6.5.5 Self-Approving Official

After a traveler stamps an authorization SIGNED, DTS routes it to the CTO (if the traveler is connected). The CTO makes the appropriate reservations then DTS routes the authorization to the next individual on the routing list. Finally, it is routed to the traveler for approval.

Travelers who have been designated as a Self-Approving Official (Self-AO) can approve their own authorizations. The exception is if an authorization has a non-ATM advance or a SPP. Self-AOs cannot approve their own vouchers. See *DTA Manual,* Chapter 5 for details how an individual is designated a Self-AO.

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Beginning on the DTS User Welcome screen, Self-AOs use the below steps to approve their own authorizations:

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

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

The Preview Trip screen opens.

3. Review the trip information.

4. Select **Save and Proceed to Pre-Audit.**

The Pre-audit Trip screen opens.

5. Select **Proceed to Digital Signature.**

The Digital Signature screen opens.

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

7. Select **Submit Completed Document**.

The **Choose Signing Certificate** screen will open if more than one certificate is available. Choose the correct certificate and select **OK**.

The Stamp Process screen opens.

8. Select **Save and Continue**.

The Fund Authorization screen opens.

9. Review funding information for the selected trip.

10. Select **Continue**.

The Stamping Result screen opens.

11. Review the stamping result information.

12. Select **Close**.

Once a document has been stamped APPROVED, it no longer displays on the Documents in Routing screen. The traveler receives an e-mail notification of the approval.

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

A voucher may indicate that the traveler owes a balance to the government. If an attempt is made to stamp the voucher APPROVED, an on-screen notification will be received stating that approving the voucher will officially incur the debt for the traveler (Figure 6-24). When such a voucher is approved, it establishes the due U.S. amount as an official debt.

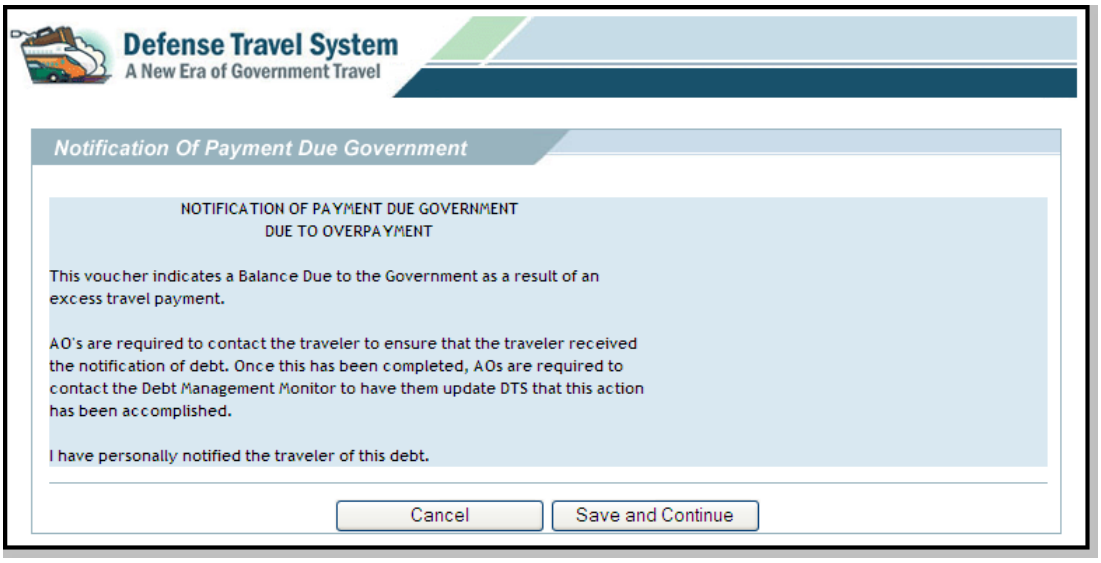

Figure 6-24: Notification of Payment Due Government Screen

Beginning on the Notification of Payment Due Government screen, the AO must select **Save and Continue** to proceed with approving a voucher with a balance due U.S. The AO now assumes responsibility to ensure that the traveler has been informed of the debt. Upon approval of a voucher that contains a due U.S. condition, DTS will submit the appropriate XML transactions to adjust obligations (if necessary) and transmit a settlement voucher with no pay due to the traveler to the disbursing system. After a time delay of 96 hours, DTS then generates an e-mail to the traveler, AO, and DMM to advise them of the debt (Figure 6-25).

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TO: Traveler@organization.org.mil
Cc: AO@organization.org.mil; DMM@organization.org.mil; DLT-DTS@dfas.mil; dtsdebtltr@dfas.mil
FROM: DefenseTravelSystem@dtslabext01.defensetravel.cod.mil
DATE: MM/DD/YYYY
SUBJECT: DTS Due U.S. Notification

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: ~TravelerName
SSN(of Traveler): ~SSN
Name of Travel Document: ~DocumentName
Travel Authorization Number: ~TANUM
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID: ~LOA / $~Amount / ~TransactionID
Organization: ~Organization
Voucher Approval Date: ~ApprovalDate
Total Amount Due Government: $~Amount

You have 30 days from the date of this notification to make payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll collection.

If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSN 3801, and send your payment, along with a copy of this email, to:

Disbursing Operations Directorate
3801 DTS Remittance
P O Box 26670
Indianapolis, IN 46226-0670

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored _____. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact DFAS via email, checkremittanceinquiry@dfas.mil.

For instructions on how to request voluntary payroll deduction or a waiver/remission or cancellation of the debt, you should contact your Debt Management Monitor and/or Authorizing Official (AO).

To log into DTS, select the following link:
http://www.defensetravel.oed.mil.

Please do not respond to this email.

Figure 6-25: E-mail Notice to Traveler of Official Debt to the Government

Refer to the *DTS Document Processing Manual*, Chapter 8 for information on Debt Management.

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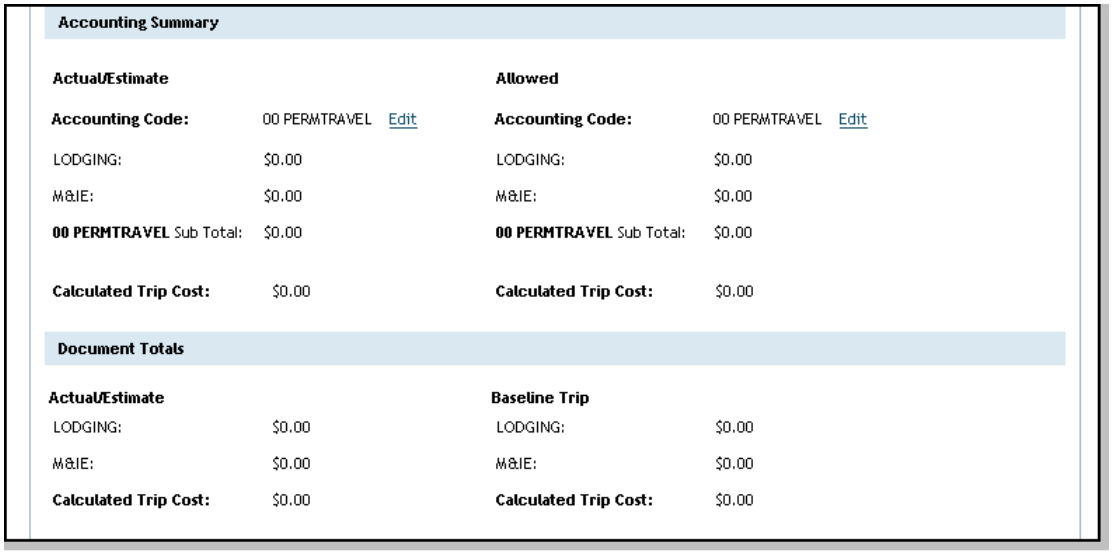
6.5.7 Approve a Permissive Travel Document

AOs may follow the steps described in Section 6.5.1 through 6.5.4 to approve documents with a C-Permissive trip type. AOs should be aware of the below variations that are specific to permissive travel documents:

- Per diem or other reimbursement is not authorized for permissive travel. The Accounting Summary and Document Totals section on the Preview Trip screen should display zero dollar amounts (Figure 6-26).



Accounting Summary

Actual/Estimate		Allowed	
Accounting Code:	00 PERMTRAVEL Edit	**Accounting Code:**	00 PERMTRAVEL Edit
LODGING:	$0.00	LODGING:	$0.00
M&IE:	$0.00	M&IE:	$0.00
00 PERMTRAVEL Sub Total:	$0.00	**00 PERMTRAVEL** Sub Total:	$0.00
Calculated Trip Cost:	$0.00	**Calculated Trip Cost:**	$0.00

Document Totals

Actual/Estimate		Baseline Trip	
LODGING:	$0.00	LODGING:	$0.00
M&IE:	$0.00	M&IE:	$0.00
Calculated Trip Cost:	$0.00	**Calculated Trip Cost:**	$0.00

Figure 6-26: Preview Trip Screen - Accounting Summary and Document Totals

- An Other Authorization for Non-Govt Funded Permissive TDY will display on the Other Auths. screen (Figure 6-27).

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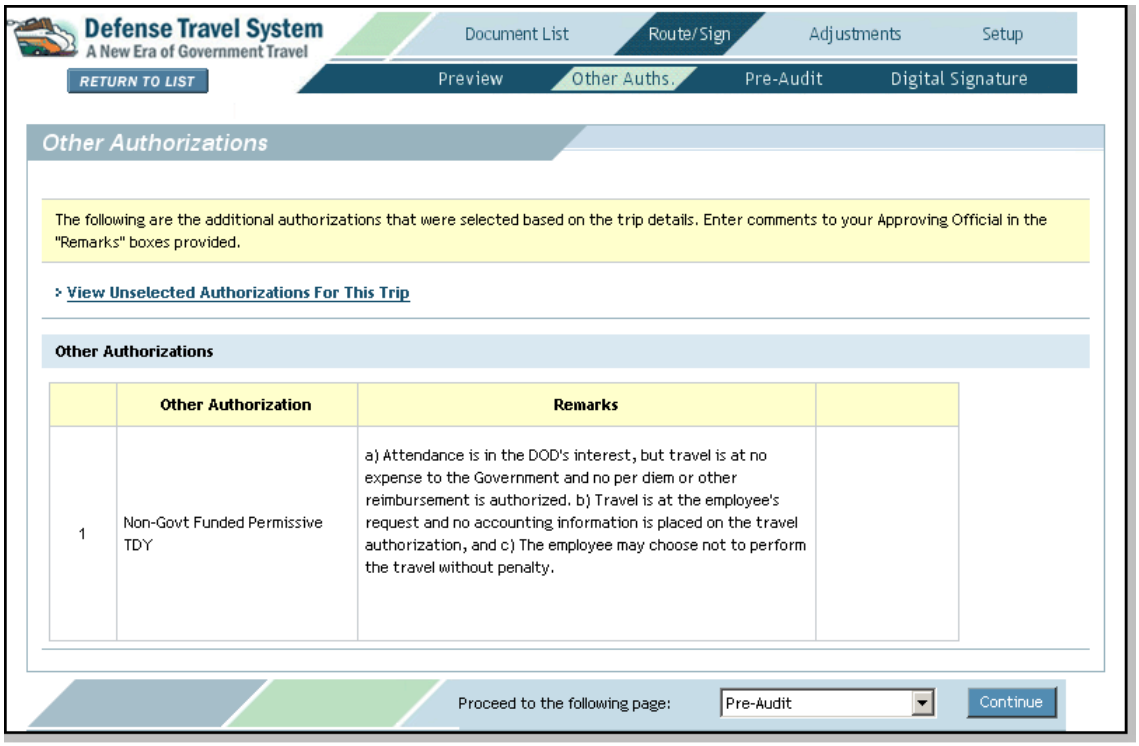

Figure 6-27: Permissive Travel Other Authorizations Screen

- LOAs are not allowed for permissive travel. The Fund Authorization screen will display a Funding Bypassed message (Figure 6-28).

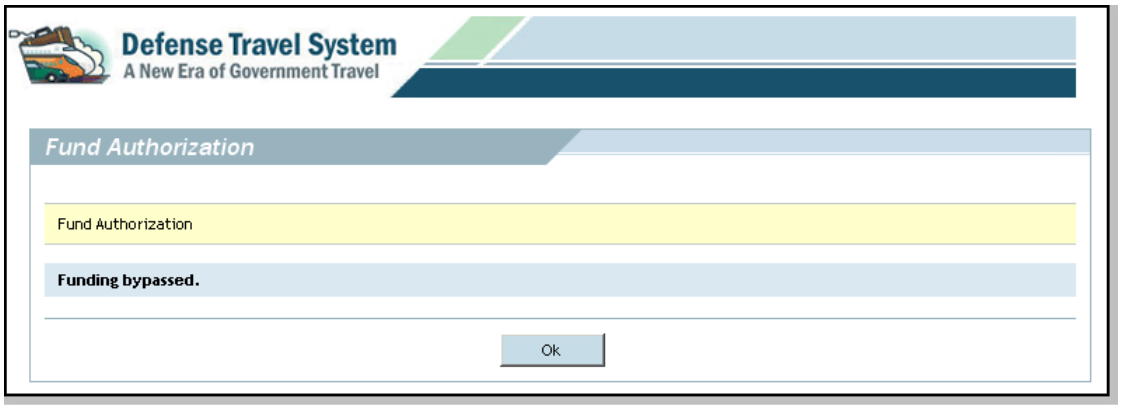

Figure 6-28: Permissive Travel Fund Authorization Screen

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6.6 Route & Review of a Group Authorization (GAUTH)

The Route & Review process for a group authorization (GAUTH) is similar to a standard authorization. The approval process for a GAUTH of fewer than 10 travelers differs slightly from a GAUTH for 10 or more travelers.

The below steps explain the approval process for a GAUTH with fewer than 10 travelers.

1. The AO applies the APPROVED stamp.

2. The AO may try to assign the APPROVED stamp to a GAUTH that does not have all travelers identified, or expenses not distributed, or LOA not assigned. If so, the AO will receive a message stating that the document is not complete.

3. The GAUTH is routed back to the primary traveler or clerk.

4. The primary traveler or clerk corrects the document.

5. The primary traveler or clerk signs the document to restart routing.

6. The AO applies APPROVED stamp.

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

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

1. The Transportation Officer (TO) applies the REVIEWED GROUP AUTHORIZATION stamp.

2. The AO may try to assign the APPROVED stamp to a GAUTH that does not have all travelers identified, or expenses not distributed, or LOA not assigned. If so, the AO will receive a message stating that the document is not complete.

3. The GAUTH is routed back to the primary traveler or clerk.

4. The primary traveler or clerk corrects the document.

5. The primary traveler or clerk signs the document to restart routing.

6. The AO applies APPROVED stamp.

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

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6.6.1 Release a Traveler from a GAUTH

Before approval by the AO, the primary traveler or AO may remove a traveler from a GAUTH. This is accomplished by going to the Group Travel Selection screen and selecting the **remove** link to the right of the traveler (Figure 6-29).

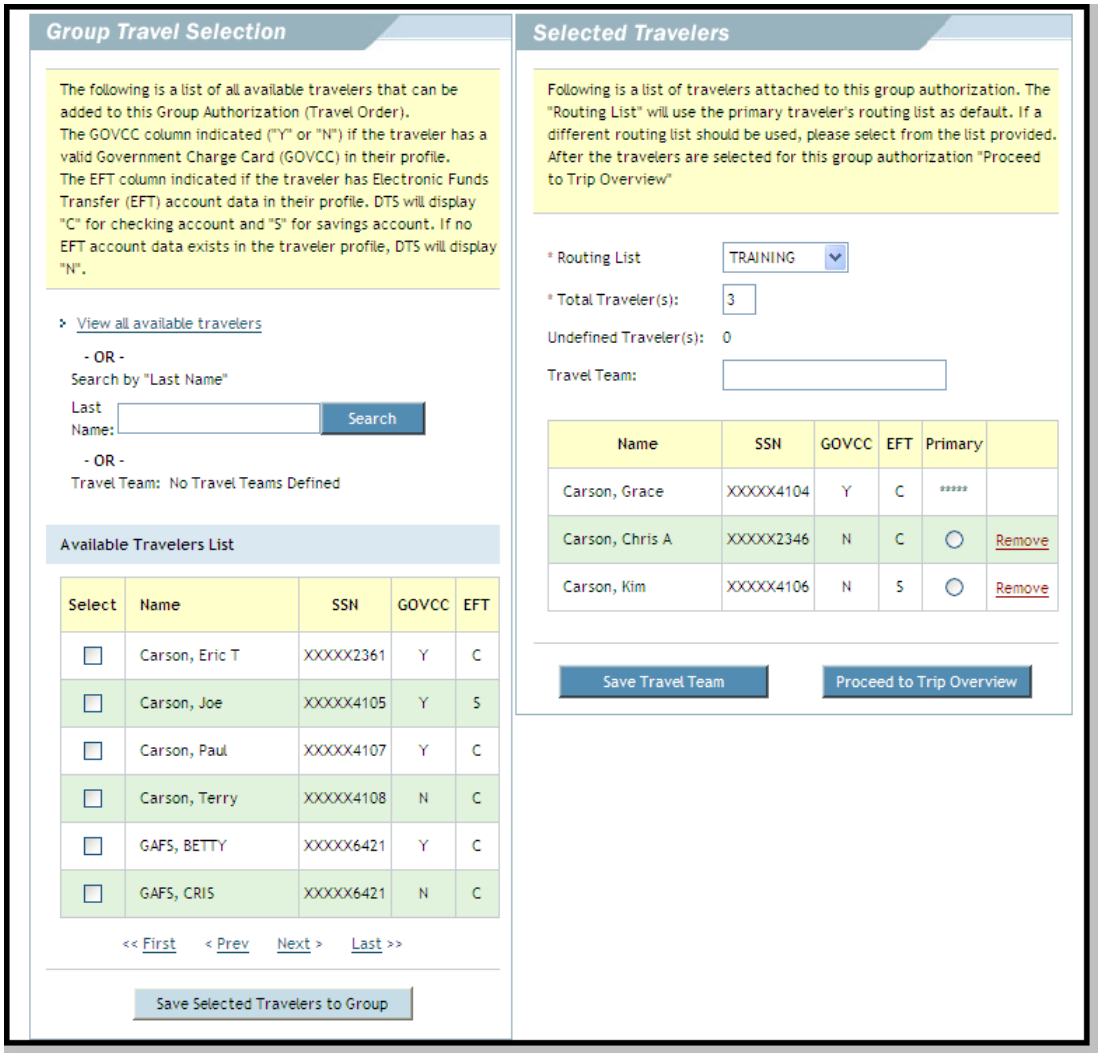

Figure 6-29: Group Travel Selection Screen

After approval by the AO, a traveler must be released from the GAUTH. Once the traveler's IAUTH is released, DTS disassociates the traveler from the GAUTH and the IAUTH is automatically unlocked. The IAUTH is no longer updated by amendments made to the GAUTH and obligations are no longer submitted. The traveler has the ability to amend, voucher, or cancel the IAUTH as needed.

Beginning on the Group Authorizations/Orders screen, the AO may use the below steps to release a traveler from the GAUTH.

1. From the AO welcome screen select **Official Travel – Others**.

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The AO must be able to access the primary traveler's Group Authorizations/ Travel Orders screen via Official Travel – Others.

2. Select **Group Authorizations / Orders**.

   The Traveler Lookup screen opens (Figure 6-30).

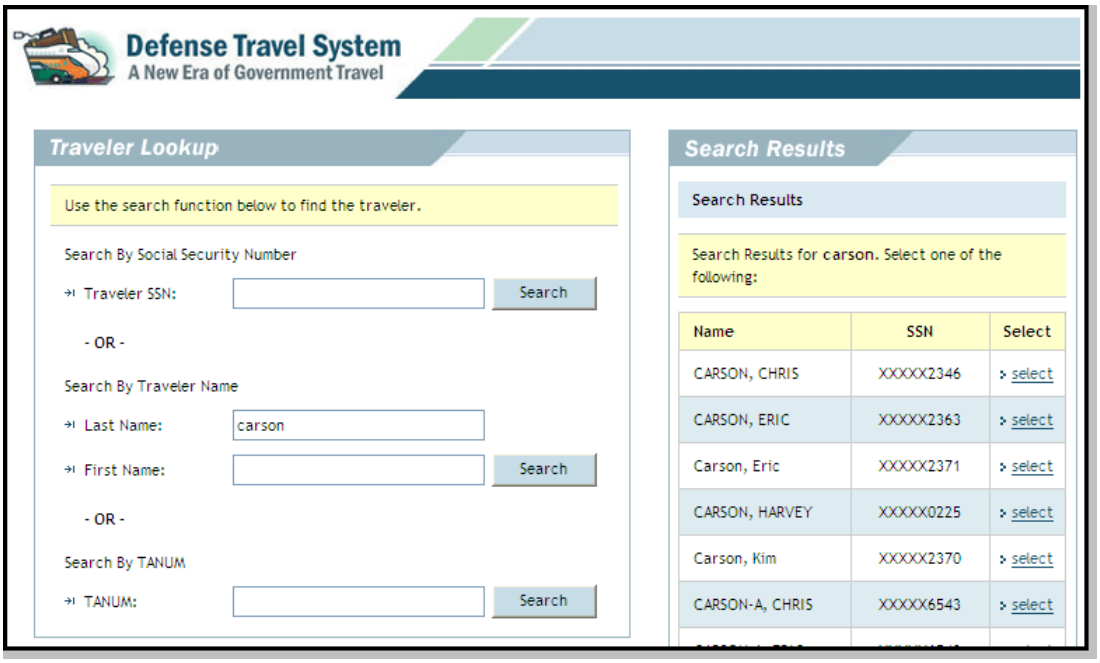

Figure 6-30: Traveler Lookup Screen

3. Enter the **SSN** or **Last name** of the Primary Traveler or TANUM of the GAUTH.

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

The primary traveler's Group Authorization/Travel Orders screen opens (Figure 6-31).

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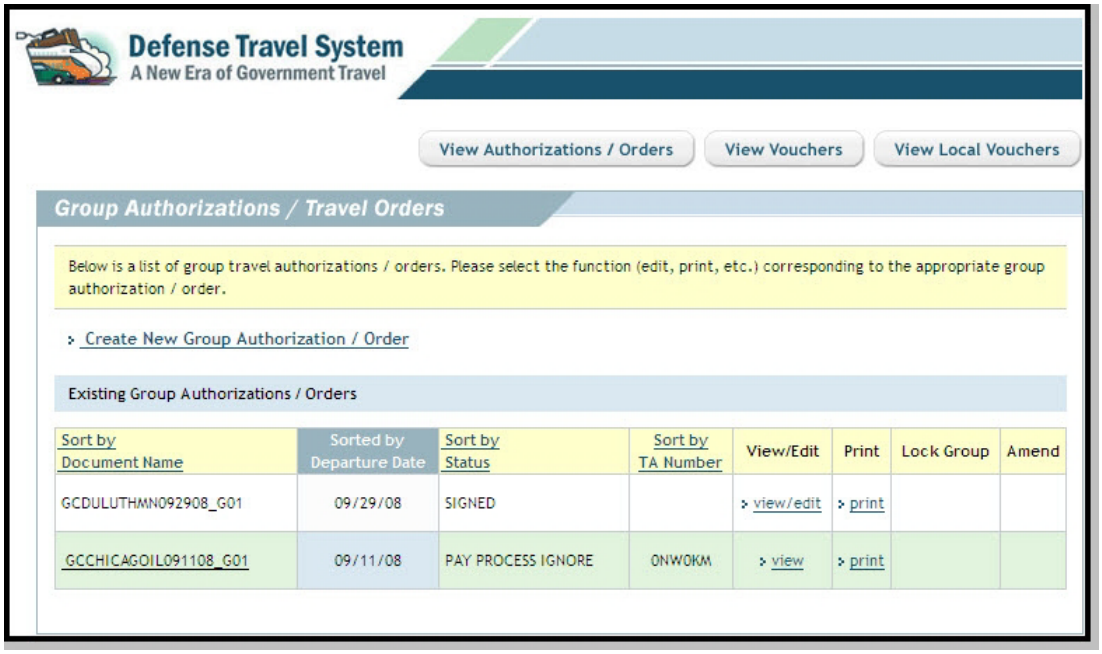

Figure 6-31: Group Authorizations / Travel Orders Screen

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

The Group Authorizations / Group Traveler List screen opens (Figure 6-32).

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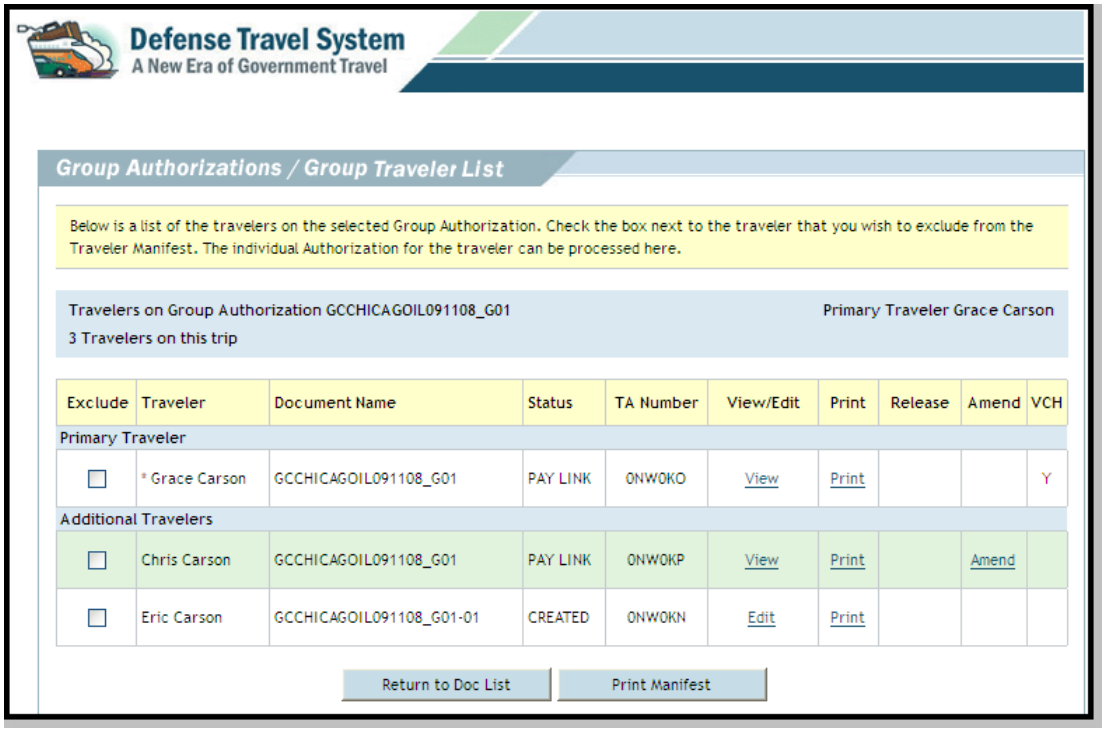

Figure 6-32: Group Authorizations / Group Traveler List

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

Once the IAUTH is released, the Release link in the Release column displays as the word Released with no link.

The traveler will be notified via e-mail that their authorization has been released from the GAUTH. They will also be notified that an IAUTH associated with their name is in the system. The e-mail states that if changes must be made, the traveler will need to amend the IAUTH.

6.6.2 Cancelling a GAUTH

The AO may cancel a GAUTH while it is still unlocked (i.e., each IAUTH is still view-only). The CANCELLED stamp that is applied to the unlocked GAUTH updates each of the IAUTHs. DTS informs each traveler via e-mail that the authorization has been cancelled. **Note:** If expenses have been incurred for any of the IAUTHs, the IAUTH will have to be approved for the traveler to claim reimbursement. This can be accomplished by releasing the traveler.

If the GAUTH must be cancelled after it has been locked (no longer amendable), each of the traveler's IAUTHs will have to be cancelled by the traveler.

The procedures to cancel a GAUTH or IAUTH are the same as the process for canceling an authorization. Instructions for the AO can be found in the *DTS Document Processing Manual,* Chapter 10.

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If the document contains a CTO fee, the CANCELLED stamp will not display in the drop-down list on the Digital Signature screen. Instructions will display at the bottom of the screen stating that the user must amend the authorization to remove all expenses *except* for the below:

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

6.7 Foreign Military Sales

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

An authorization that uses an FMS LOA(s) will be handled in the same way in DTS as any other authorization, 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 e-mail notification about payment delay due to processing associated with the use of FMS funds.
- A DTS pop-up screen alerts the AO about payment delay due to processing associated with the use of FMS funds.
- The Defense Financial Accounting Service (DFAS) will send a Transaction Control Number (TCN) to DTS for paid FMS vouchers.

During the approval process, pop-up screen messages may display. These messages inform the AO of a possible delay in reimbursement for a document containing an FMS LOA.

Use the below steps to approve a document:

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

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

The Digital Signature screen opens (Figure 6-19).

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

3. Select the **Submit this document as** drop-down list arrow and choose **APPROVED**.

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The FMS Notification screen opens (Figure 6-33). This screen displays a message informing the AO that the disbursement may be delayed. This is due to processes involved in the approval and use of FMS funds.

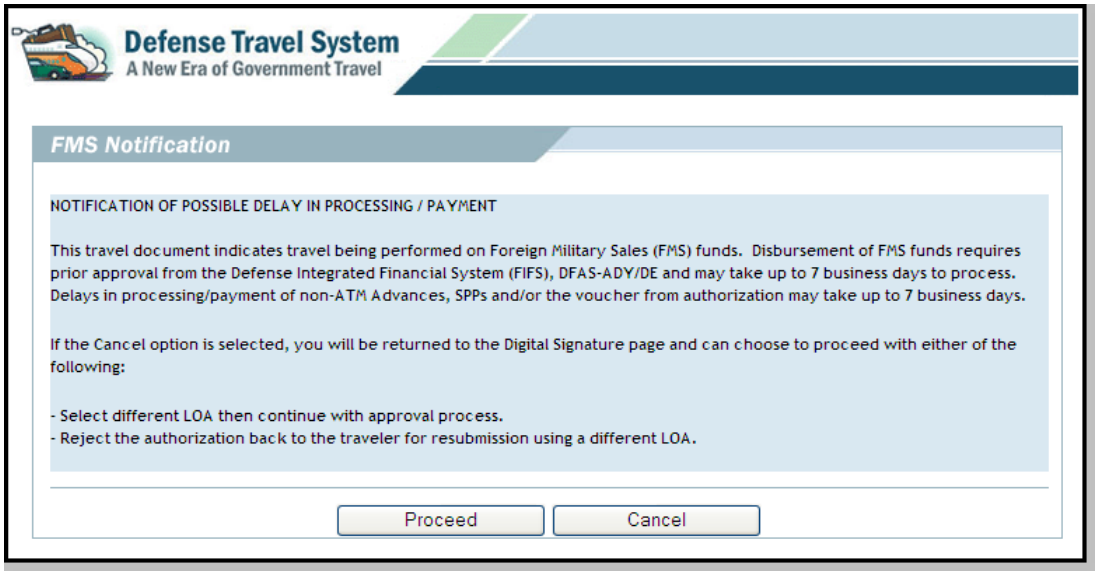

Figure 6-33: FMS Notification

4. Select **Proceed**.

DTS will send an e-mail to the traveler. This notifies the traveler that reimbursement may be delayed. This is due to processes involved in the approval and use of FMS funds (Figure 6-34).

To: Traveler@organization.org.mil
From: Defense Travel System
Date: MM/DD/YYYY
Subject: Possible Delay in Payment

Name of travel document: ECSANDIEGOCOU122008_A01
Travel Authorization Number (TANUM): 0NXPSI
Organization: DTMOCSD

Your authorization ECSANDIEGOCOU122008_A01 indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-JAXBA/IN and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SSP and/or voucher from authorization may take up to 7 business days.
Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

Please do not respond to this email

Figure 6-34: Possible Delay in Payment E-mail (Approved Authorization)

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CHAPTER 7: AMENDMENTS

If the traveler needs to make changes to an authorization or a voucher, and the Authorizing Official (AO) has already approved the document, then the traveler must create an amendment. (An amendment is created *after* a document is approved. An adjustment refers to a document that is modified *before* approval.) Changes to the itinerary, lodging arrangements, accounting codes, and significant additional expenses are examples of reasons to create an amendment.

This chapter covers the following topics:

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7.2.2.1 Cancel a Rail Reservation 7-21
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7.1 Create an Amendment for an Authorization or Voucher

Beginning on the User Welcome screen, follow the below steps to create an amendment for an authorization or a voucher:

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

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

The Authorizations/Orders screen opens (Figure 7-1). This screen displays a list of existing authorizations. View/edit, view, edit, print, remove, trip cancel, and amend are the options that may display for each document.

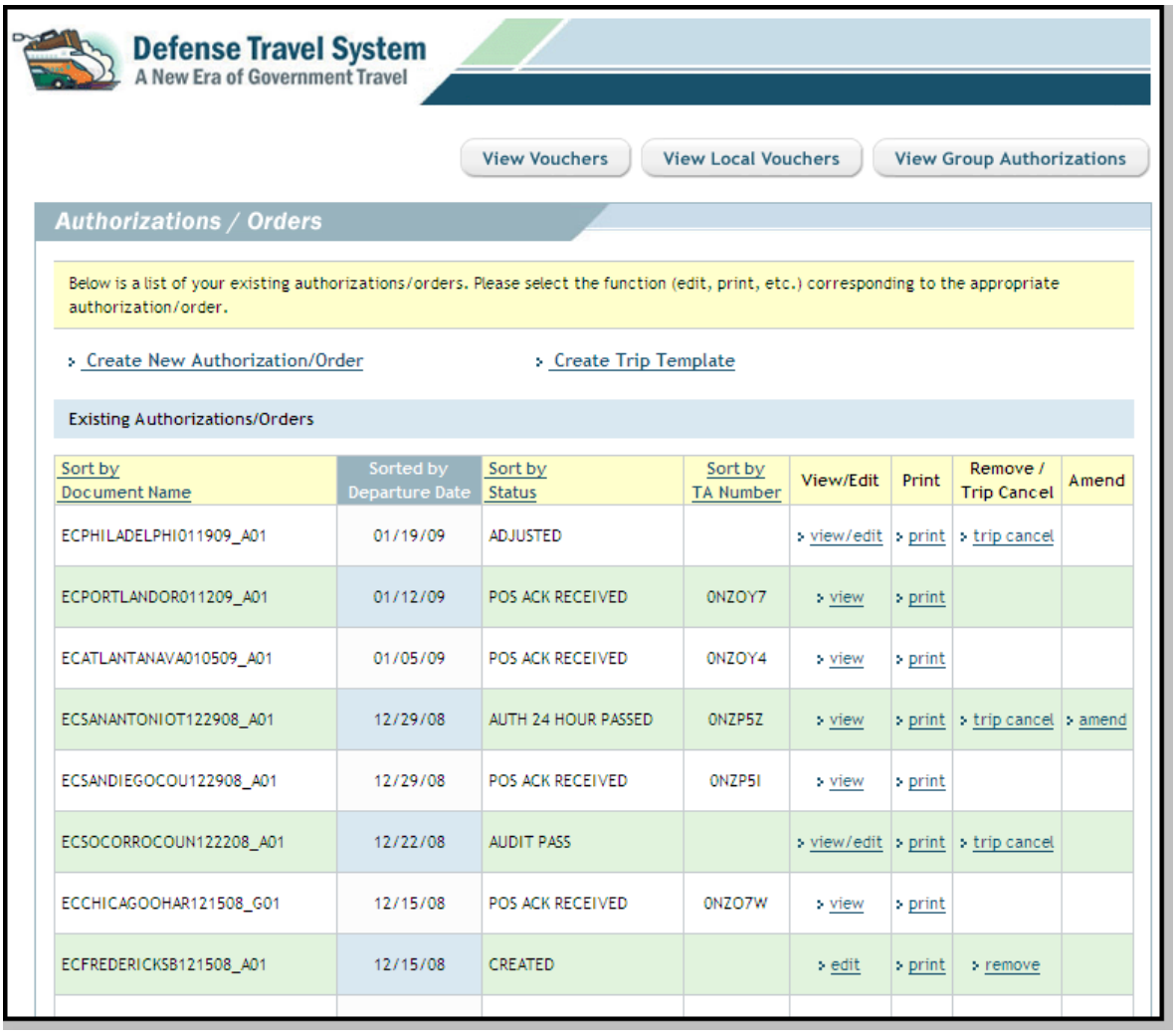

Figure 7-1: Authorizations/Orders Screen

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3. Select **amend** next to the authorization to be amended.

Note: If the selected authorization includes an advance request, the Advance Deschedule Warning window opens (Figure 7-2). It warns that by selecting Continue, the user will deschedule the approved advance. After adding the new advance, the user must sign the document and route it to the AO for approval. If the Amend link was selected in error, select Cancel to retain the previously approved advance. Select **Continue**.

Section 7.5.3 explains how to access the Advances screen.

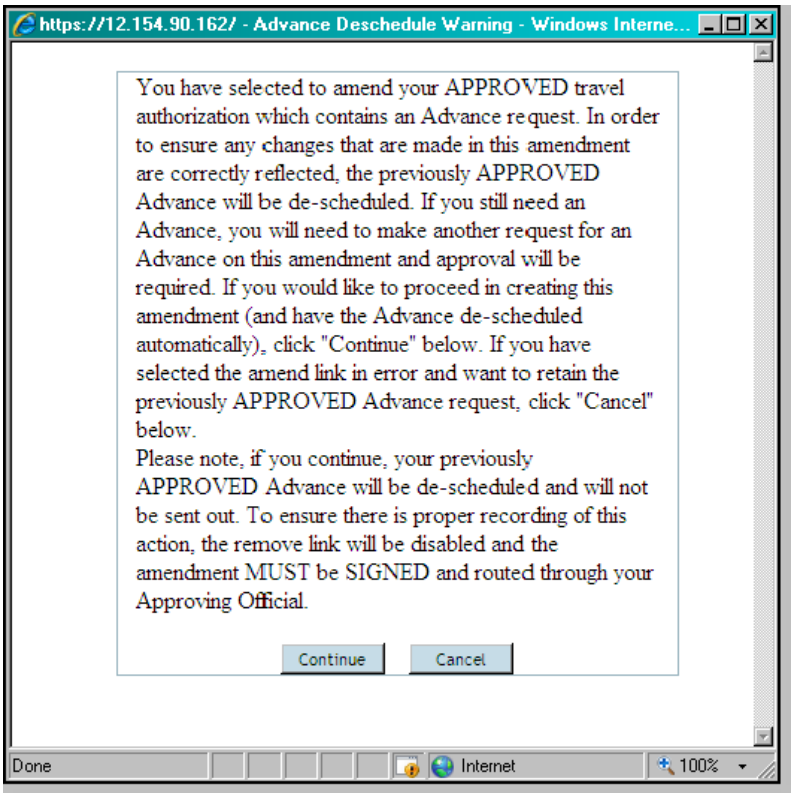

Figure 7-2: Advance Deschedule Warning Pop-up Message

The Create Amendment screen opens (Figure 7-3).

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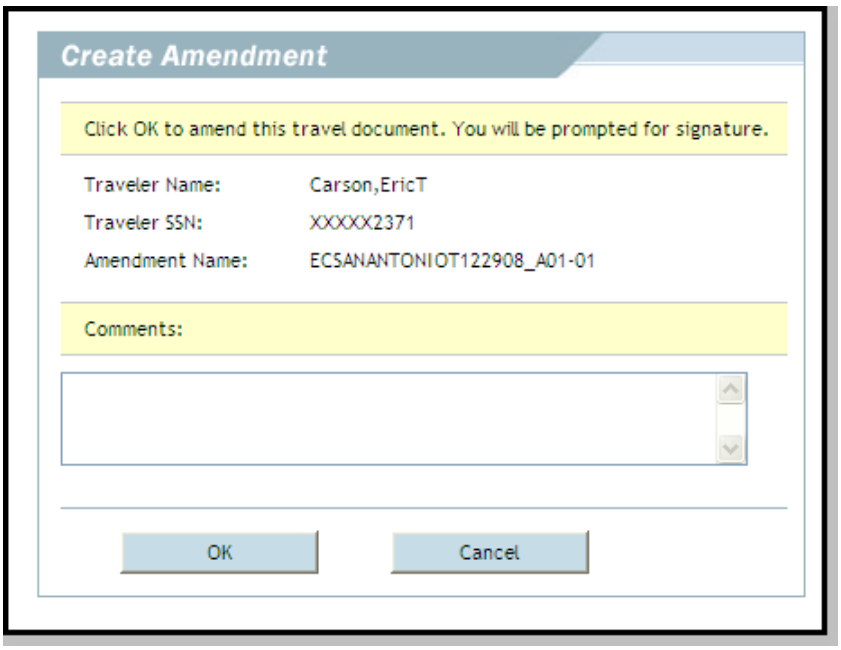

Figure 7-3: Create Amendment Screen

4. Use the **Comments** field to enter a reason for the amendment.

5. Select **OK.**

6. Complete the **PIN** field.

7. Select **OK**.

The Preview Trip screen opens with a message informing the user that if any changes are made to reservations or to the method of reimbursement, the SIGNED stamp must be applied for those changes to take effect (Figure 7-4).

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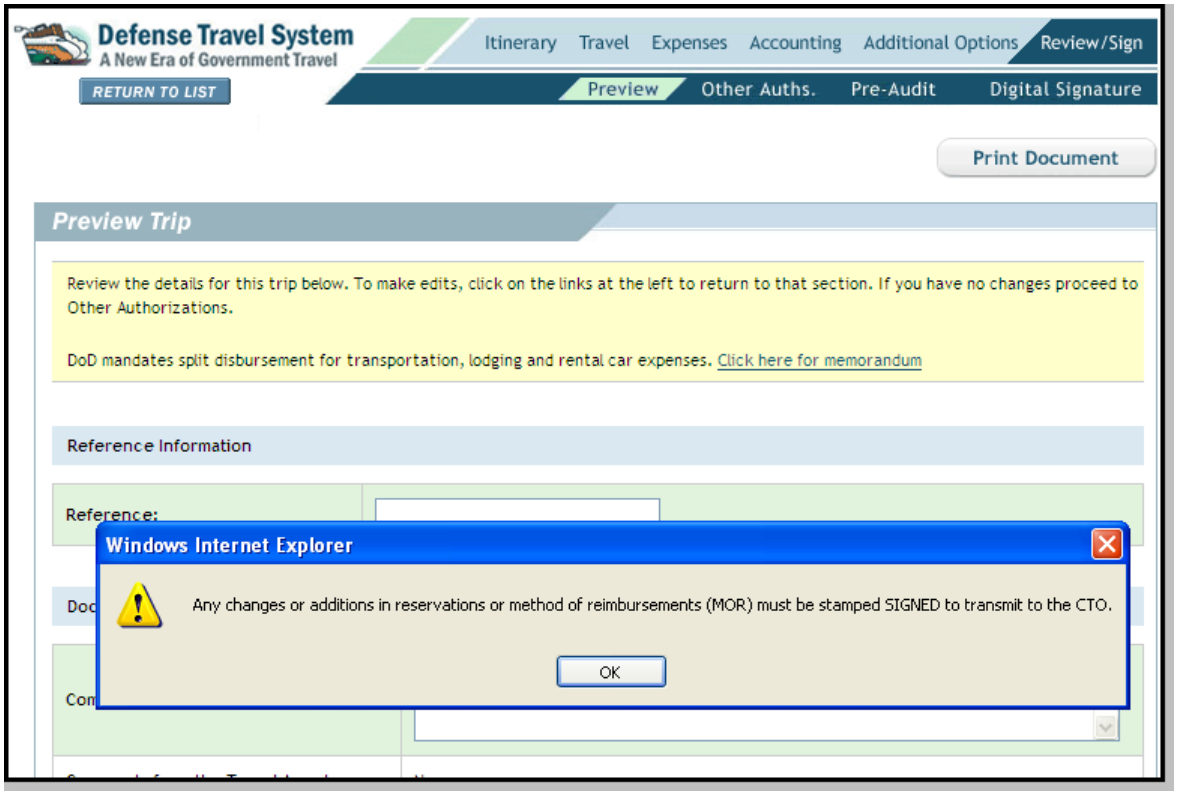

Figure 7-4: Preview Trip Screen

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

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

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7.1.1 Amend Dates on an Itinerary

To amend the date(s) on an itinerary, follow the below steps:

1. Select **Edit** in the Overall Starting Point section or the Overall Ending Point section to change the date(s) for travel (Figure 7-4).

The Trip Overview screen opens (Figure 7-5). The Trip Summary section on the right side of the screen provides the links to edit the authorization.

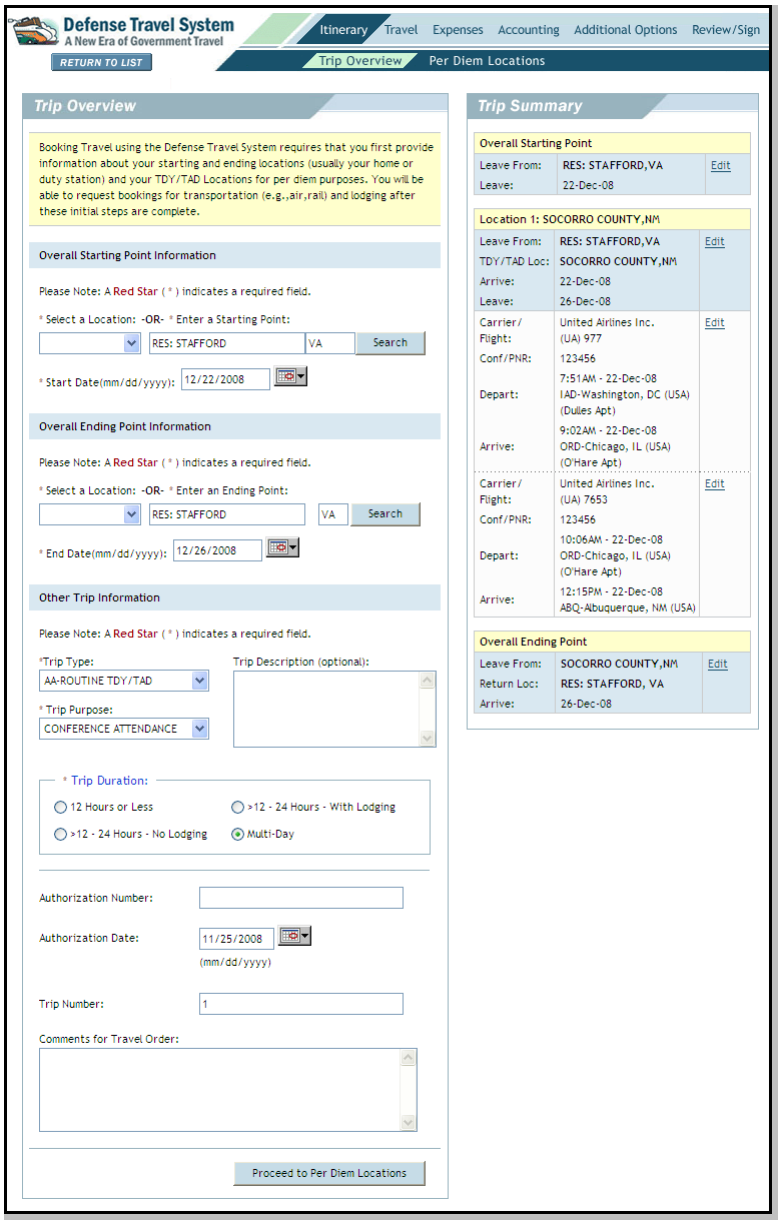

Figure 7-5: Trip Overview Screen

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Note: When making an amendment to itinerary dates, be sure to change the reservations and expense dates.

2. Select the **Start Date calendar** icon in the Trip Overview box (left side of the screen) to select a new starting date for the trip. Select the new **date**.

3. Select the **End Date calendar** icon to select a new ending date for the trip. Select the new **date**.

Important: Do not change the trip type on the amendment. If the trip type is changed, the document will fail the audit process when the AO tries to approve it.

4. (Optional) Complete the **Trip Description** field with details about the trip or the amendment.

5. Select **Proceed to Per Diem Locations**.

A message displays, stating that the per diem entitlements will be updated to reflect the changes in the dates (Figure 7-6).

Figure 7-6: Per Diem Entitlements Will Be Updated Message

6. Select **OK**.

Note: If the start date or the end date of the trip was changed, a message will display with a reminder to change the dates at the per diem locations. Select **OK**.

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The Per Diem Locations screen opens (Figure 7-7). The Per Diem Locations box displays on the left side of the screen. The Trip Summary box again displays on the right side of the screen.

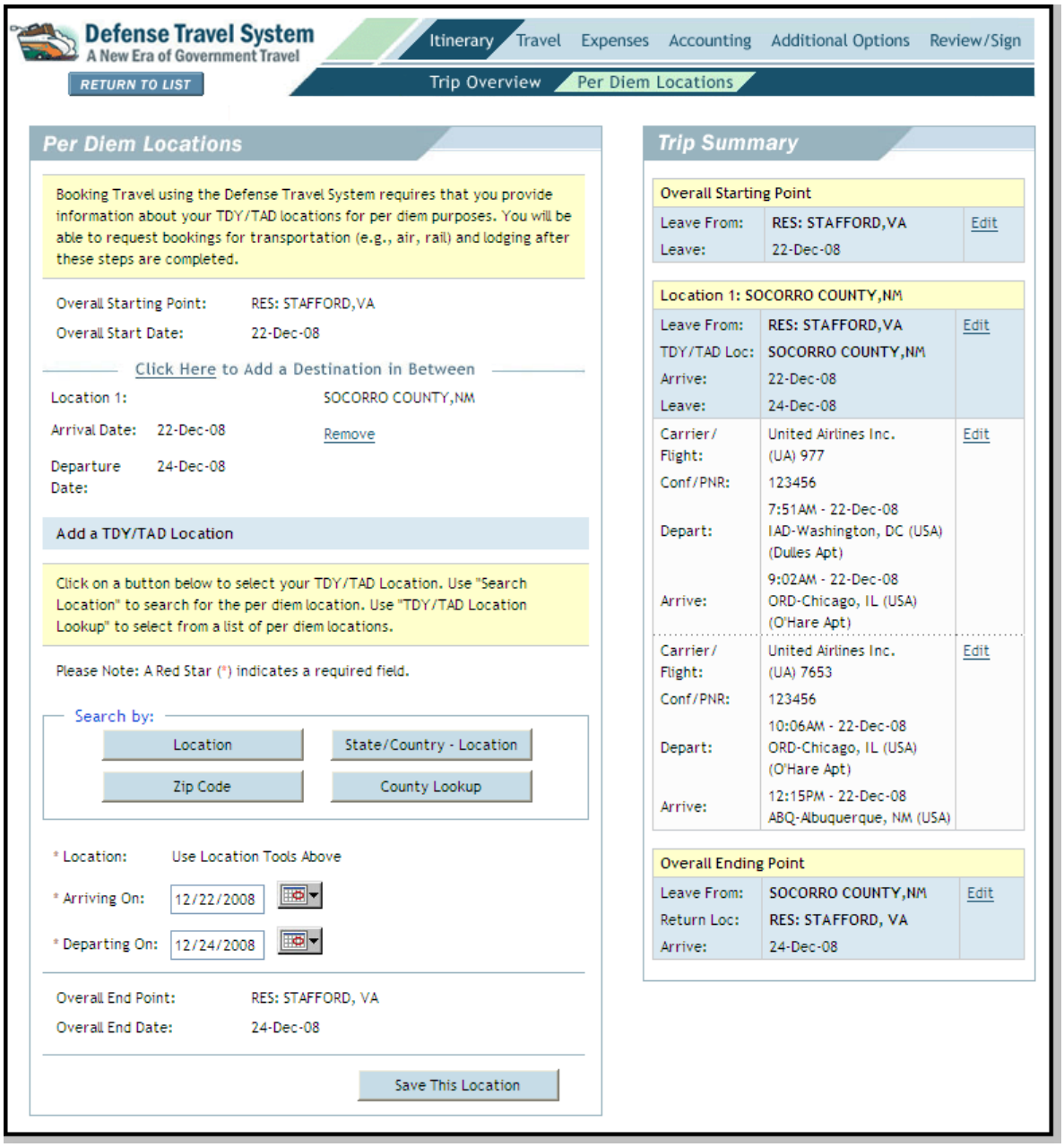

Figure 7-7: Per Diem Locations Screen

7. Select **Edit** for Location 1 in the Trip Summary to change either the arrival or departure date for that location.

Note: If the start date or the end date of the trip was changed, a message will display with a reminder to change the dates at the per diem locations. Select **OK**.

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The Per Diem Locations screen refreshes (Figure 7-8). The left side of the screen displays calendar icons to change the dates associated with the Location 1.

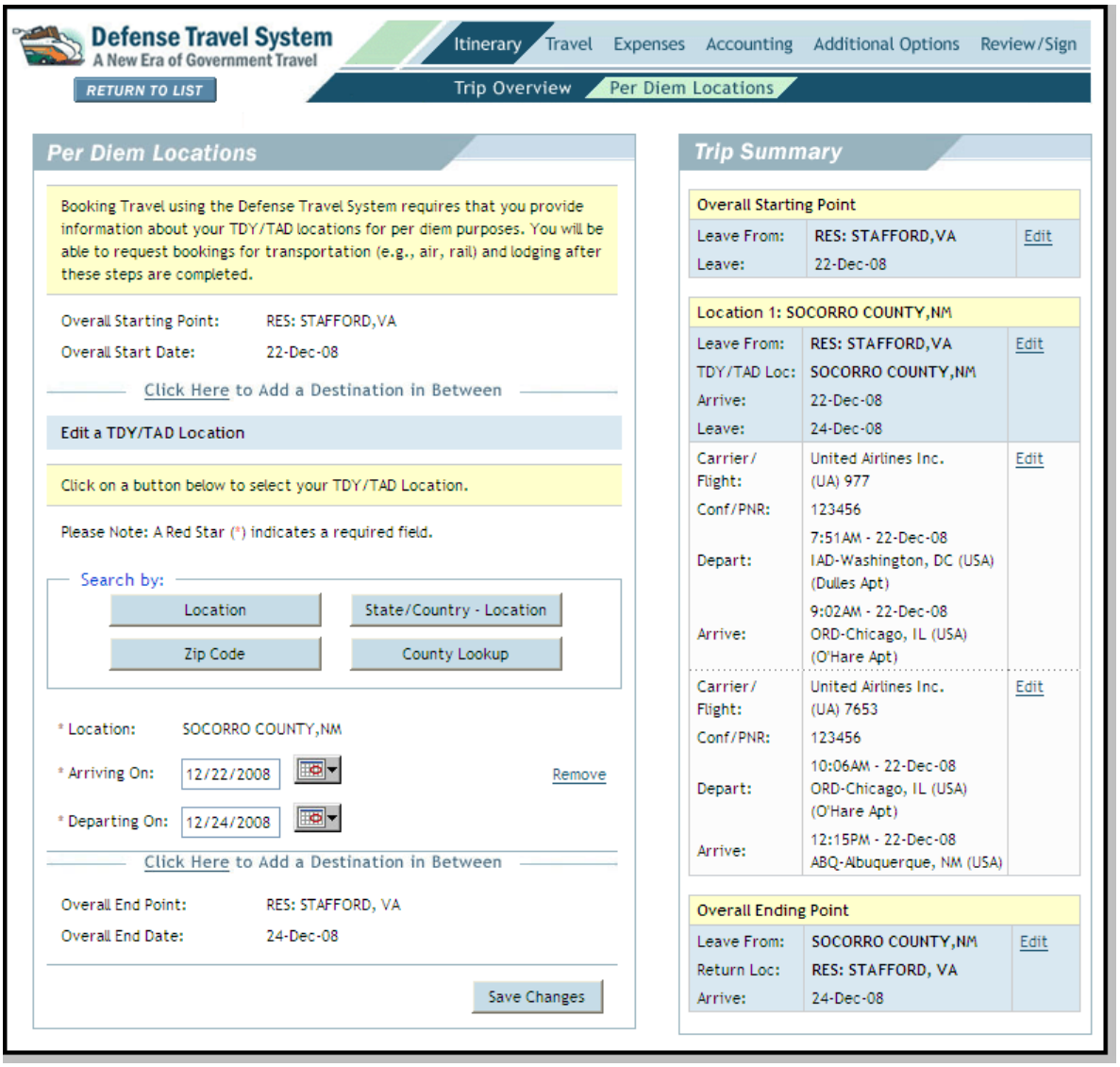

Figure 7-8: Per Diem Locations Screen – Refreshed to Edit

8. Select the **calendar** icon(s) and select the new **Arriving On** and **Departing On** dates, if necessary.

9. Select **Save Changes** at the bottom of the screen.

A message displays, stating that the per diem entitlements have been updated to reflect the changes in the dates.

10. Select **OK**.

11. Select **Edit** for each location in the Trip Summary box (right side of screen) that is affected by the new date(s).

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12. Select the **calendar** icon(s) in the Per Diem Locations box (left side of the screen) and select the new **Arriving On** and **Departing On** date(s) for the selected location (Figure 7-8).

13. Select **Save Changes** at the bottom of the screen.

A message displays, stating that the per diem entitlements have been updated to reflect the changes in the dates.

14. Select **OK**.

The dates in the Trip Summary will update for the location.

7.1.2 Amend Locations

To amend the location(s) for a trip, follow the below steps:

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

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

The Per Diem Locations screen opens (Figure 7-7).

The below screen objects allow the user to change the location:

- *Click Here to Add a Destination in Between*. Use to add a new location to which the traveler will travel before traveling to Location 1.
- *Remove*. Use to remove the location from the itinerary.
- *Location, State/Country – Location, Zip Code, and County Lookup.* Use to add another TDY location to which the traveler will travel after traveling to Location 1. See Chapter 2, Section 2.5.1.1 through Section 2.5.1.4 of this manual.

7.1.2.1 Add a Location

Beginning on the left side of the screen, follow the below steps to add a location to an itinerary:

1. Choose **Click Here** (below the Overall Starting Point information) to add a location before the location listed as Location 1
   -OR-
   Select one of the **Search by:** buttons to add a new destination as Location 2.

Chapter 2 provides instructions for use of the Search by: buttons as listed below:

- Location - Section 2.5.1.1
- State/Country - Location. - Section 2.5.1.2
- Zip Code - Section 2.5.1.3
- County Lookup - Section 2.5.1.4

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2. Select the **Arriving On calendar** icon and select the date when the traveler will arrive at Location 2.

3. Select the **Departing On calendar** icon and select the date when the traveler will leave Location 2.

4. Select **Save This Location**.

A message displays stating that the per diem entitlements have been updated for the document.

5. Select **OK**.

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The Per Diem Locations screen refreshes with the new location (Figure 7-9).

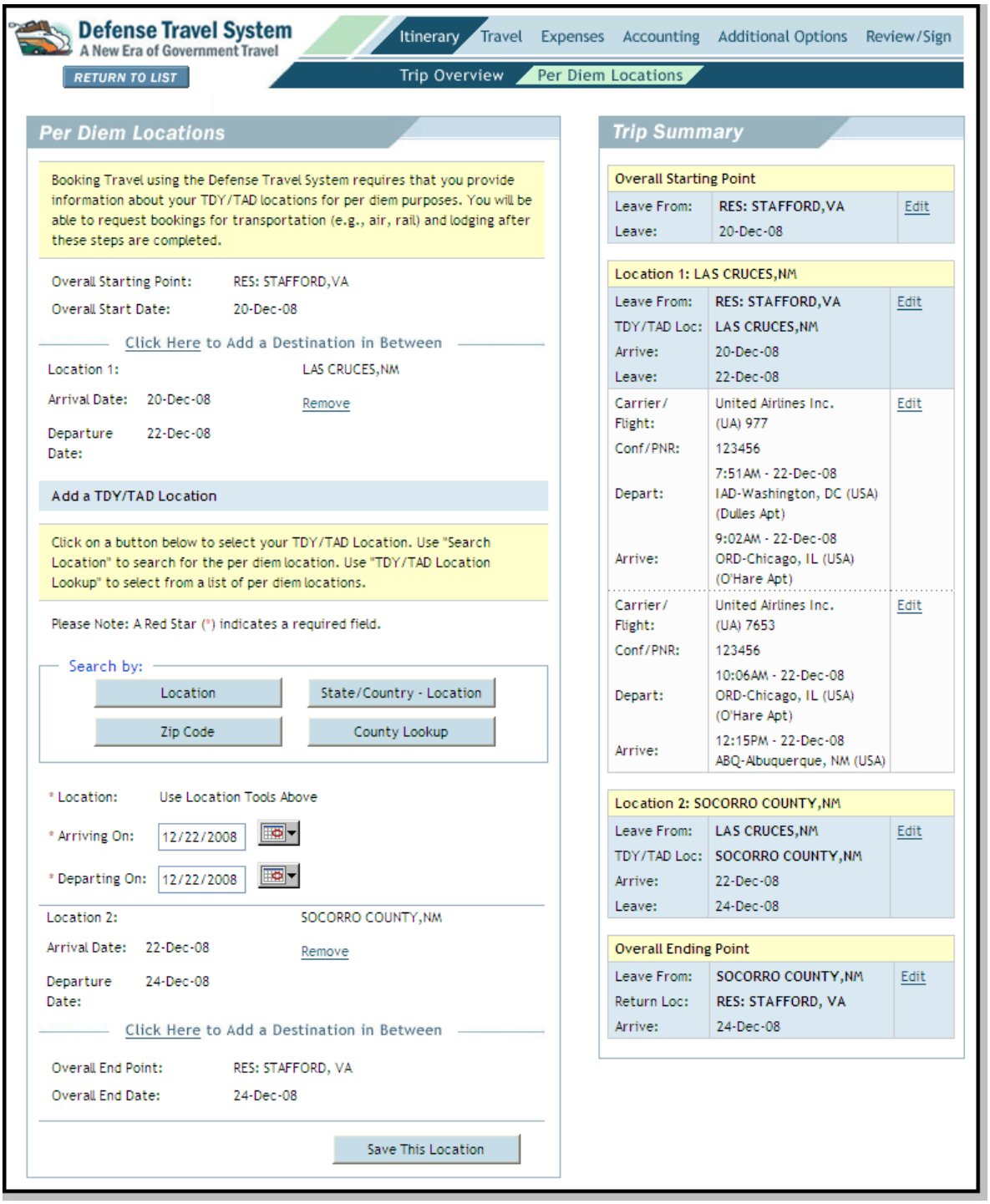

Figure 7-9: Per Diem Locations Screen, Location 2 Added

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7.1.2.2 Change or Remove a Location

Beginning on the left side of the Per Diem Locations screen (Figure 7-9), follow the below steps to change a location:

1. Select **Remove** next to the arrival date.

A message displays asking for confirmation to delete the location.

2. Select **OK**.

A message displays, stating that the per diem entitlements for the trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.

4. Select one of the **Search by:** buttons to add a new location.

5. Select **Save This Location**.

A message displays with a reminder that the per diem entitlements have been updated for the document.

6. Select **OK**.

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The Per Diem Locations screen refreshes with the new location (Figure 7-10). The traveler must also amend any reservations (e.g., air, hotel, car rental).

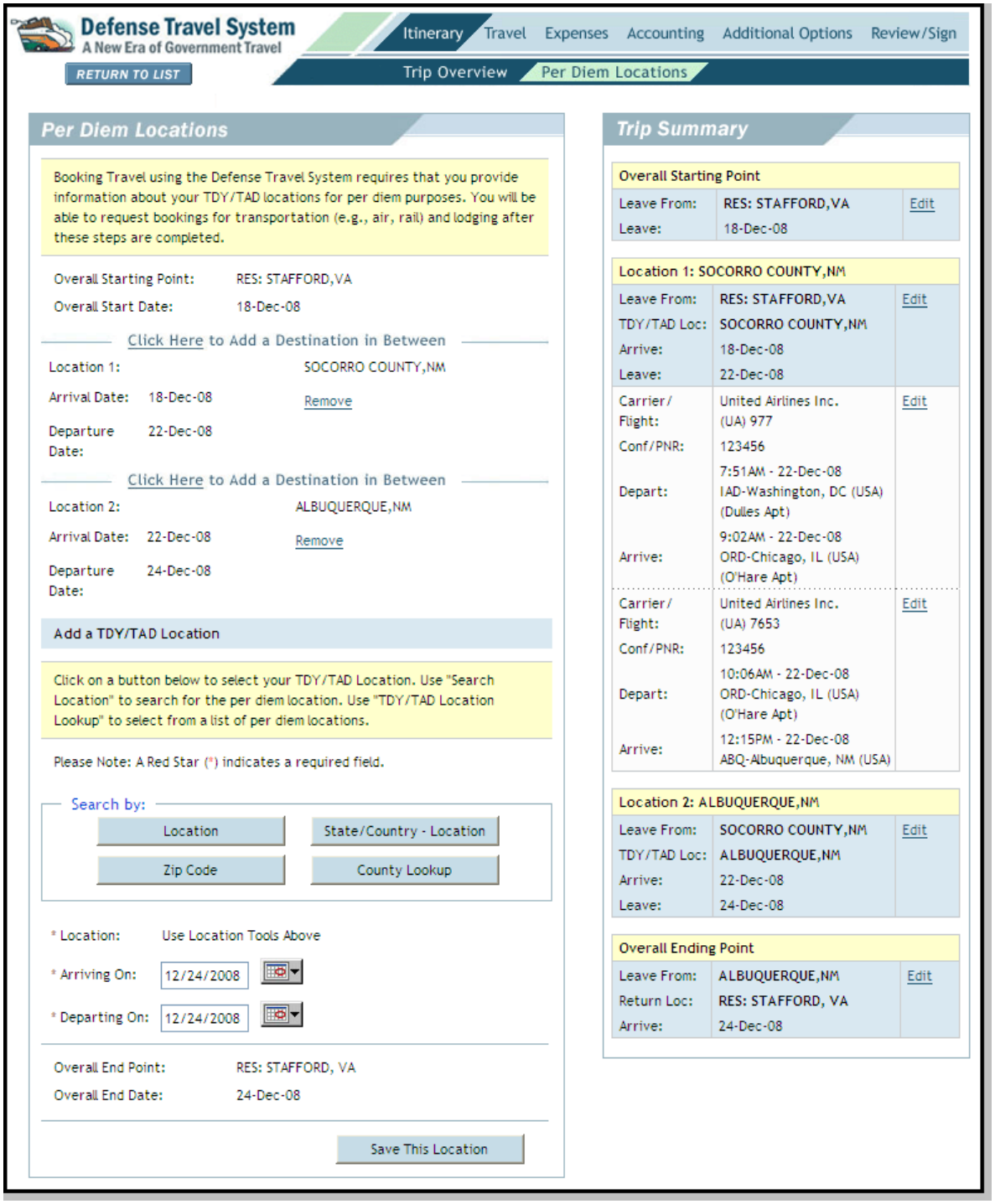

Figure 7-10: Per Diem Locations Screen, Location 1 Changed

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7.2 Travel

The subsequent sections describe how to amend or adjust air, rental car, rail, lodging, and other ticketed transportation. Follow the below steps to amend or adjust reservations in DTS:

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

The Cancel Reservations screen welcomes the user back, if changes have been made to the itinerary outside of the DTS Travel module (Figure 7-11).

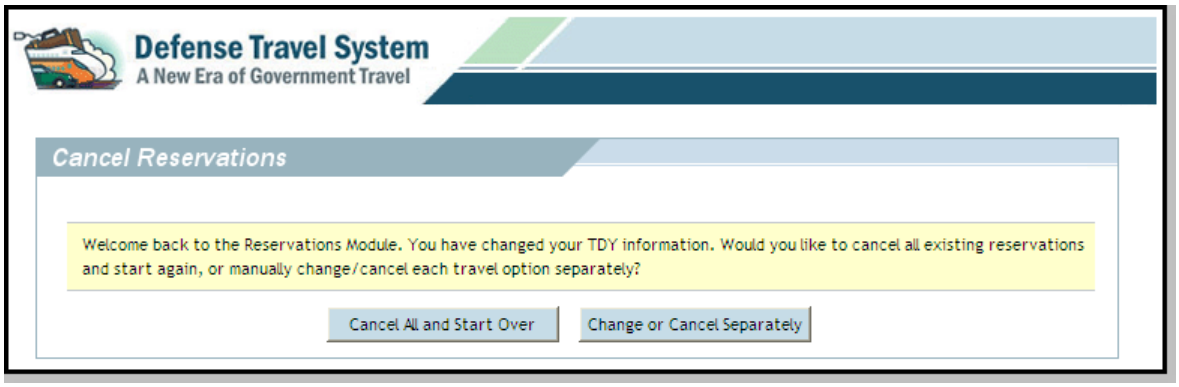

Figure 7-11: Welcome Back to the Reservations Module Screen

2. Select **Cancel All and Start Over** to cancel ALL existing reservations at once and start over.
   -OR-
   Select **Cancel or Edit Separately** to cancel or update each reservation separately.

The Trip Summary screen opens (Figure 7-12 and Figure 7-14). This screen has two tabs: Payment Information and Final Trip Itinerary. See Section 2.6.7 of this manual for a description of the Trip Summary screens.

Note: A TDY location can be changed or added by selecting **Change TDY Location** at the bottom left corner of the Trip Summary Payment Information screen. See Section 7.1.2 for instructions on changing a location in DTS.

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If Cancel All and Start Over was chosen the Trip Summary screen opens with no reservation information (Figure 7-12). Select the link(s) on the right side of the screen to initiate a search for the desired type of reservation.

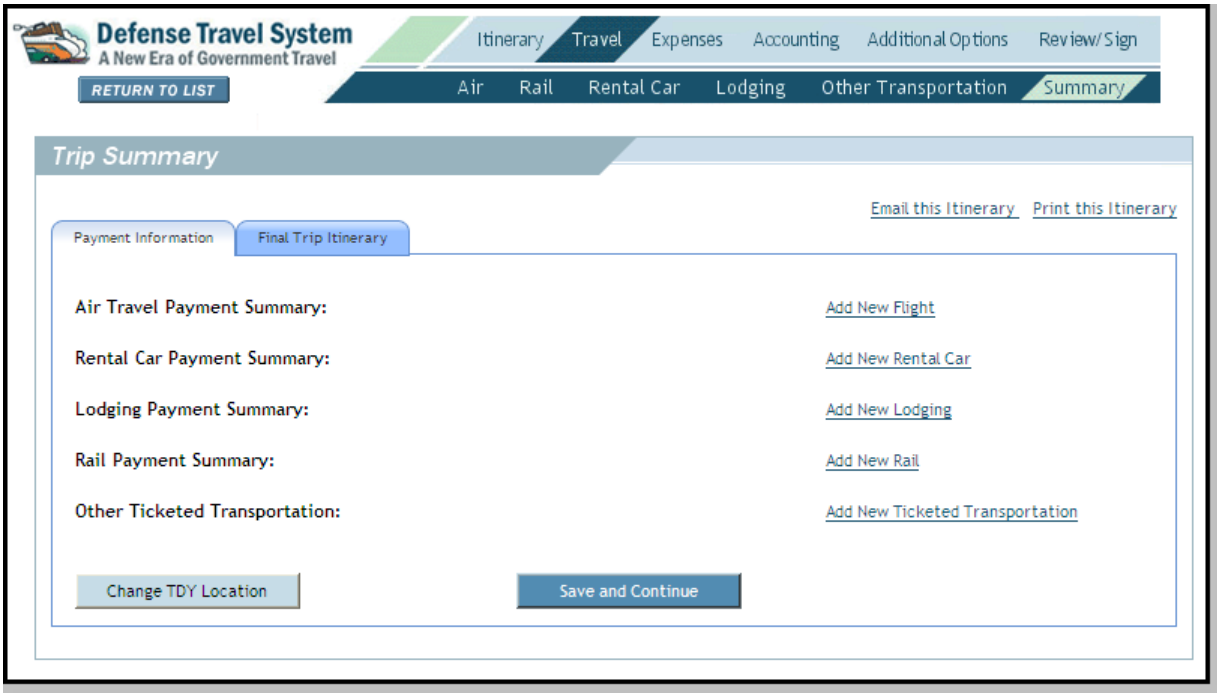

Figure 7-12: Trip Summary Screen – All Reservations Cancelled

Select **Add New <reservation type>** on the right side of the screen to initiate a search for a new reservation.

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The corresponding reservation screen opens with instructions to use the Modify Search area to search for reservations (Figure 7-13). No reservation information displays in the green reservation box because all reservations have been cancelled.

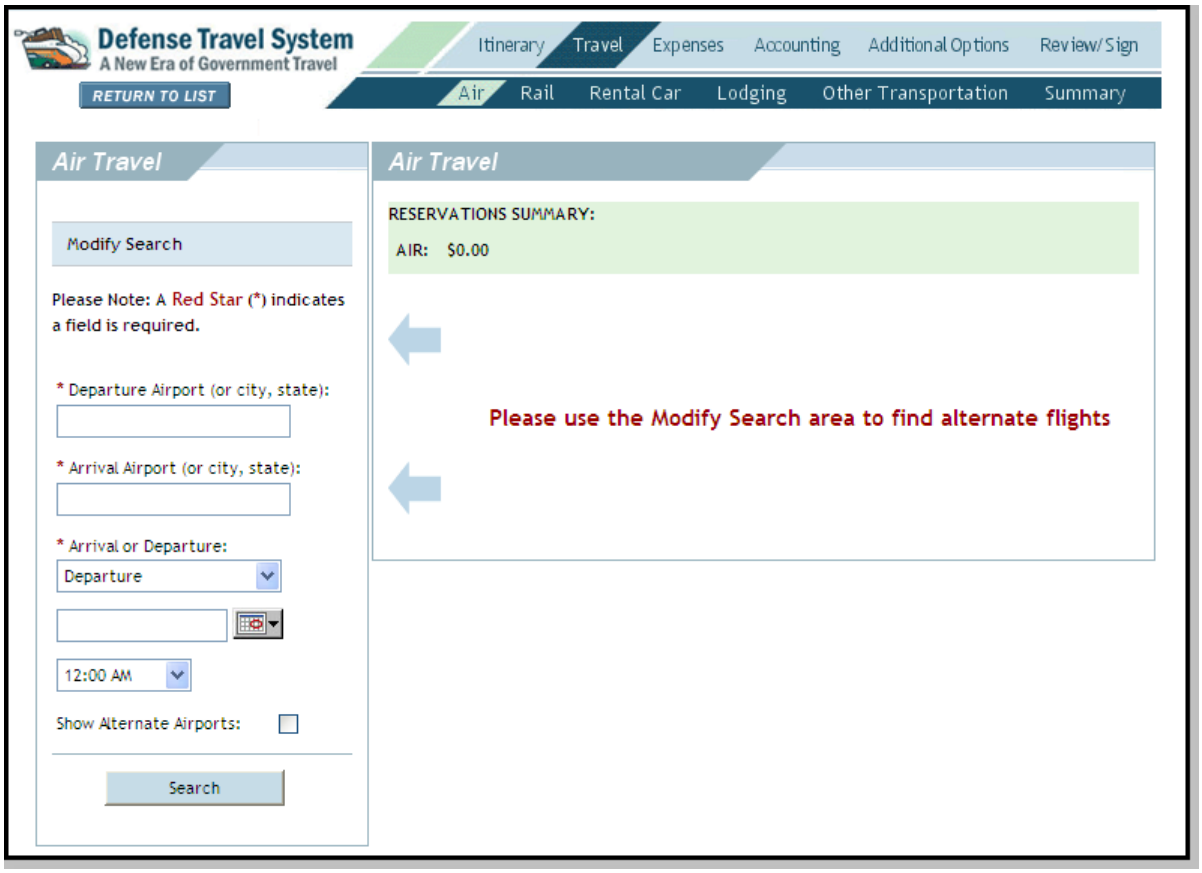

Figure 7-13: Sample Reservation Screen – Modify Search

The below list references the sections of this manual that guide the traveler through the Modify Search process:

- Section 2.6.1.1 - Modify Search for Air Travel
- Section 2.6.2.1 - Modify Search for Rail Travel
- Section 2.6.3.1 - Modify Search for Rental Car
- Section 2.6.4.1 - Modify Search for Lodging
- Section 7.2.5.1 - Add Ticket Information (This is to add information for ticketed travel booked outside of DTS.)

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If Change or Cancel Separately was chosen, the Trip Summary screen opens with all reservations intact (Figure 7-14). The right side of the Payment Information screen displays the **Cancel** and **Change** links that will be used to amend the reservations.

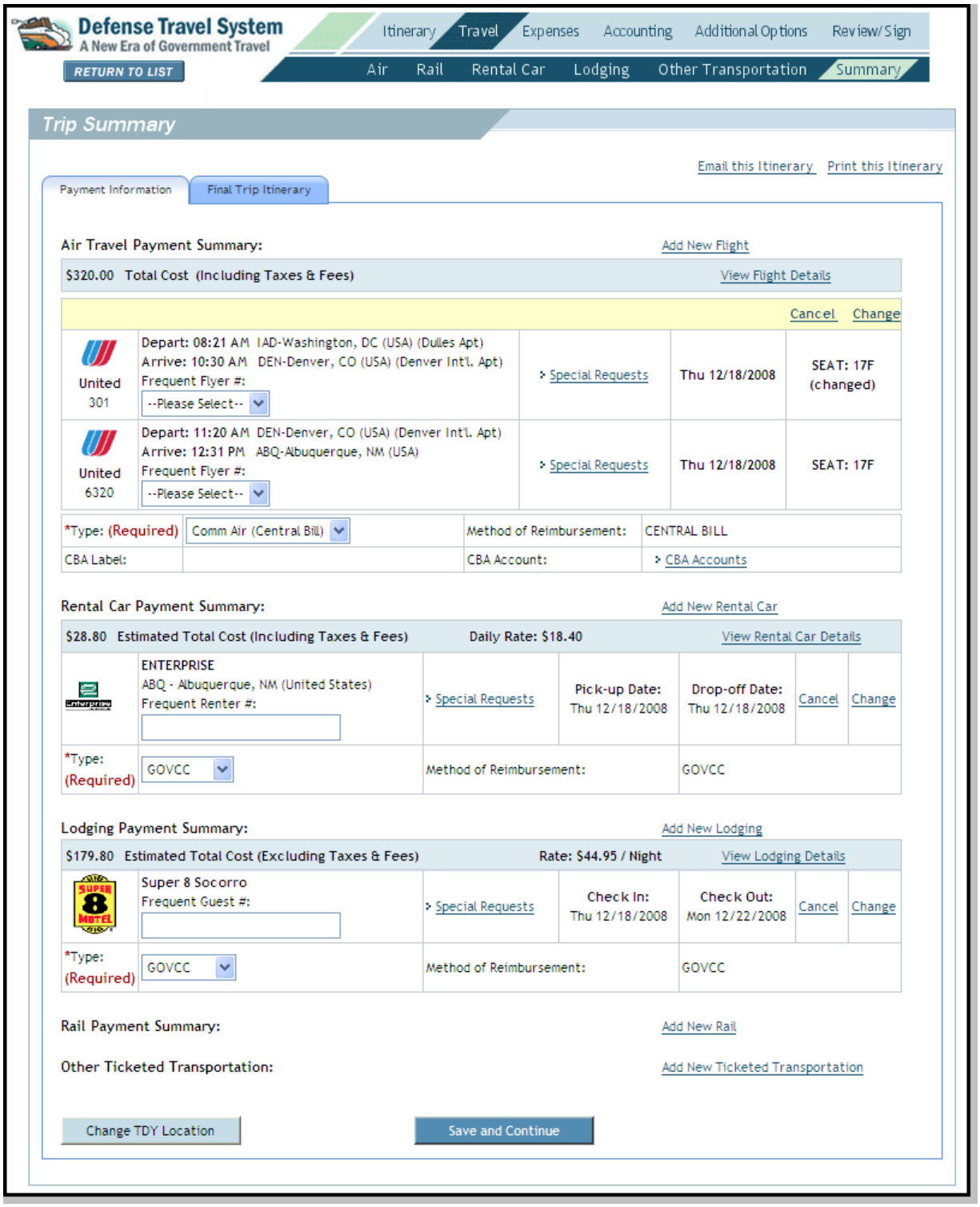

Figure 7-14: Trip Summary Screen

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7.2.1 Amend Air Travel

If the trip has been completed and another ticket was purchased as a result of a change in itinerary, the ticket information can be added on the Other Trans. screen (See Section 7.2.5). If the trip has not yet taken place, the following subsections will assist the traveler in cancelling or changing a flight reservation.

7.2.1.1 Cancel a Flight Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Air Travel Payment Summary, select the flight that is to be removed. Follow the below steps to cancel a flight reservation:

1. Select **Cancel** if no flight is needed for this leg of the trip.

DTS displays a Reservation Cancellation Confirmation prompt (Figure 7-15).

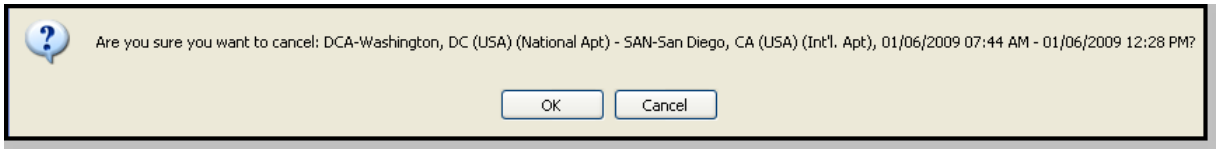

Figure 7-15: Flight Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and the cancelled reservation no longer displays.

7.2.1.2 Change a Flight Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Air Travel Payment Summary, identify the flight that is to be changed. The below steps serve as a guide if the arrival or departure airport, travel dates, or time require changing:

1. Select **Change**.

DTS displays a Reservation Change Confirmation prompt (Figure 7-16).

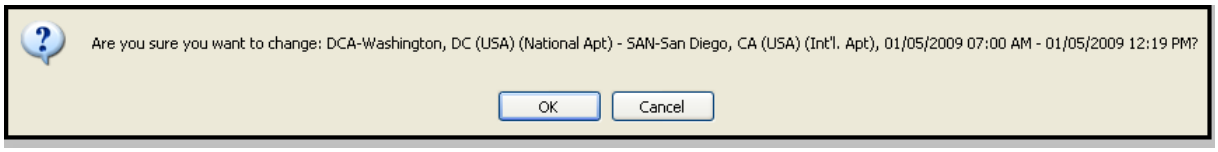

Figure 7-16: Flight Change Confirmation

2. Select **OK** to search for alternate flights.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

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The Air Travel screen displays the flight information in red text in the Reservations Summary box (Figure 7-17). The traveler may select **Keep Original Reservation** to return to the Trip Summary with no changes.

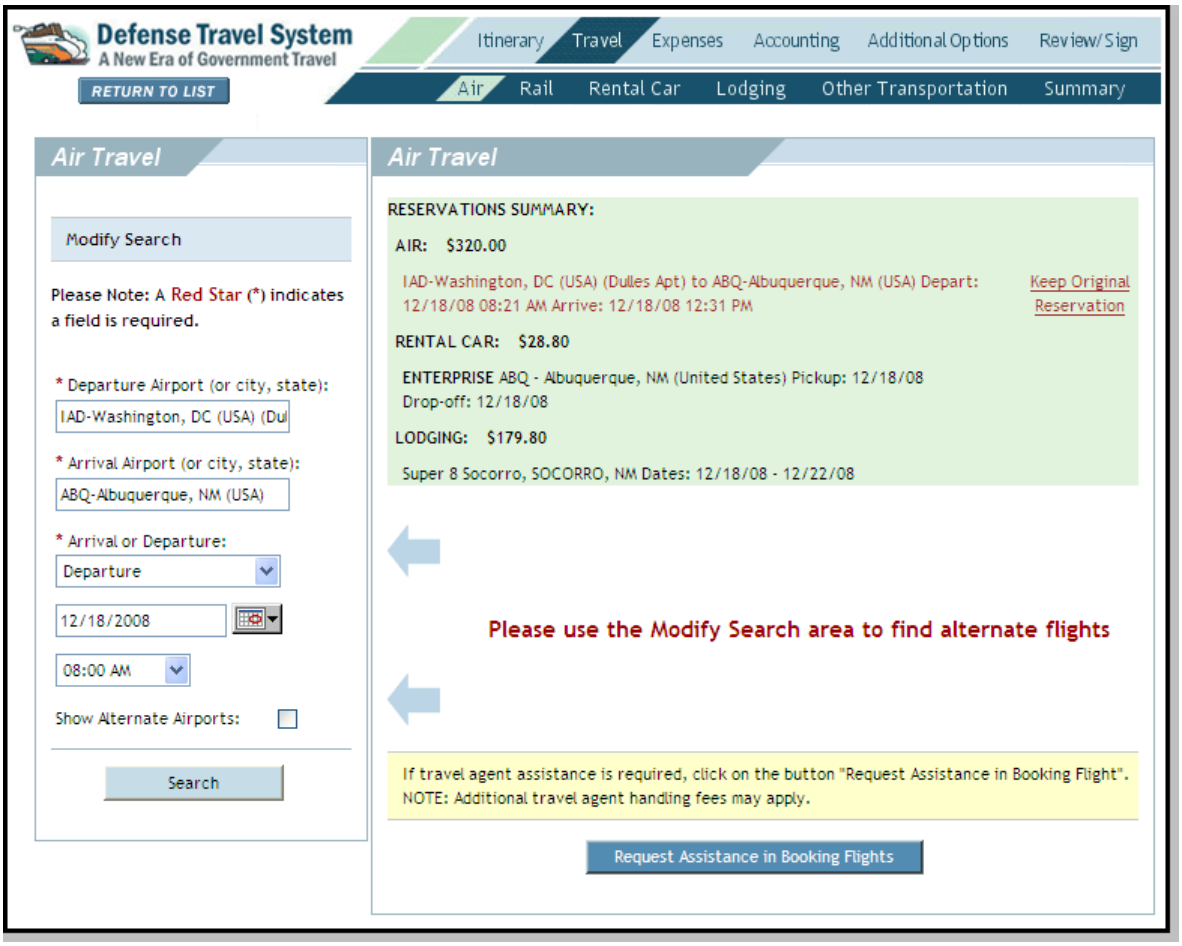

Figure 7-17: Air Travel Screen – Search for a Flight

3. Modify the search criteria on the left side of the screen. See Section 2.6.1.1 of this manual for instructions.

4. Select **Search**.

The Air Travel screen refreshes. Flights are displayed that meet the criteria inserted in the itinerary screen.

5. Select a **flight**. See Section 2.6.1.2 of this manual for information on selecting a flight.

6. The new flight details display on the Trip Summary screen. The authorization must be stamped SIGNED to route to the CTO for confirmation and to the AO for approval.

Note: If a flight cannot be found that meets the traveler's requirements, scroll to the bottom of the screen and select **Request Assistance in Booking this Flight**. Further details may be

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added to the system-generated comment, but it is recommended not to remove any part of the system generated text. To expedite the handling of the requested reservations, it is important to use this button rather than calling the CTO. Additional handling fees will be added to the reservation whether the CTO Assist button is used or the CTO is called. If the CTO is called, the CTO may redirect the user back to DTS to use this button.

7.2.2 Amend Rail

If the trip has been completed and another ticket was purchased as a result of a change in itinerary the ticket information can be added and edited on the Other Trans. screen (See Section 7.2.5).

If the trip has not yet taken place, the below steps serve as a guide for cancelling or changing a rail reservation.

7.2.2.1 Cancel a Rail Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rail Travel Payment Summary, identify the reservation that is to be removed. Follow the below steps to cancel a rail reservation:

1. Select **Cancel** if no train is needed for this leg of the trip.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-18).

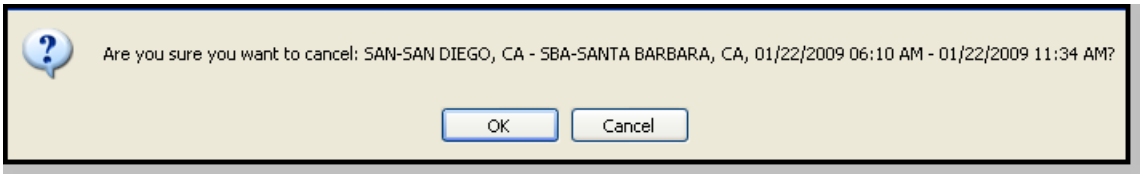

Figure 7-18: Rail Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

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7.2.2.2 Change a Rail Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rail Travel Payment Summary, identify the train reservation that is to be changed. Follow the below steps to change the arrival or departure station, travel dates, or time:

1. Select **Change**.

DTS displays a Reservation Change Confirmation screen (Figure 7-19).

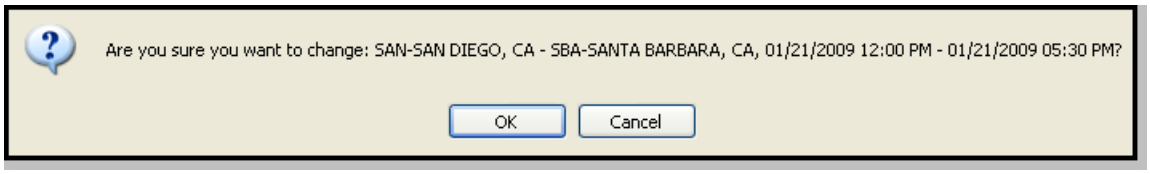

Figure 7-19: Rail Change Confirmation - First

2. Select **OK** to search for alternate trains.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

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The Rail Travel screen displays the reservation information in red text in the Reservation Summary box (Figure 7-20). The traveler may select **Keep Original Reservation** to return to the Trip Summary with no changes.

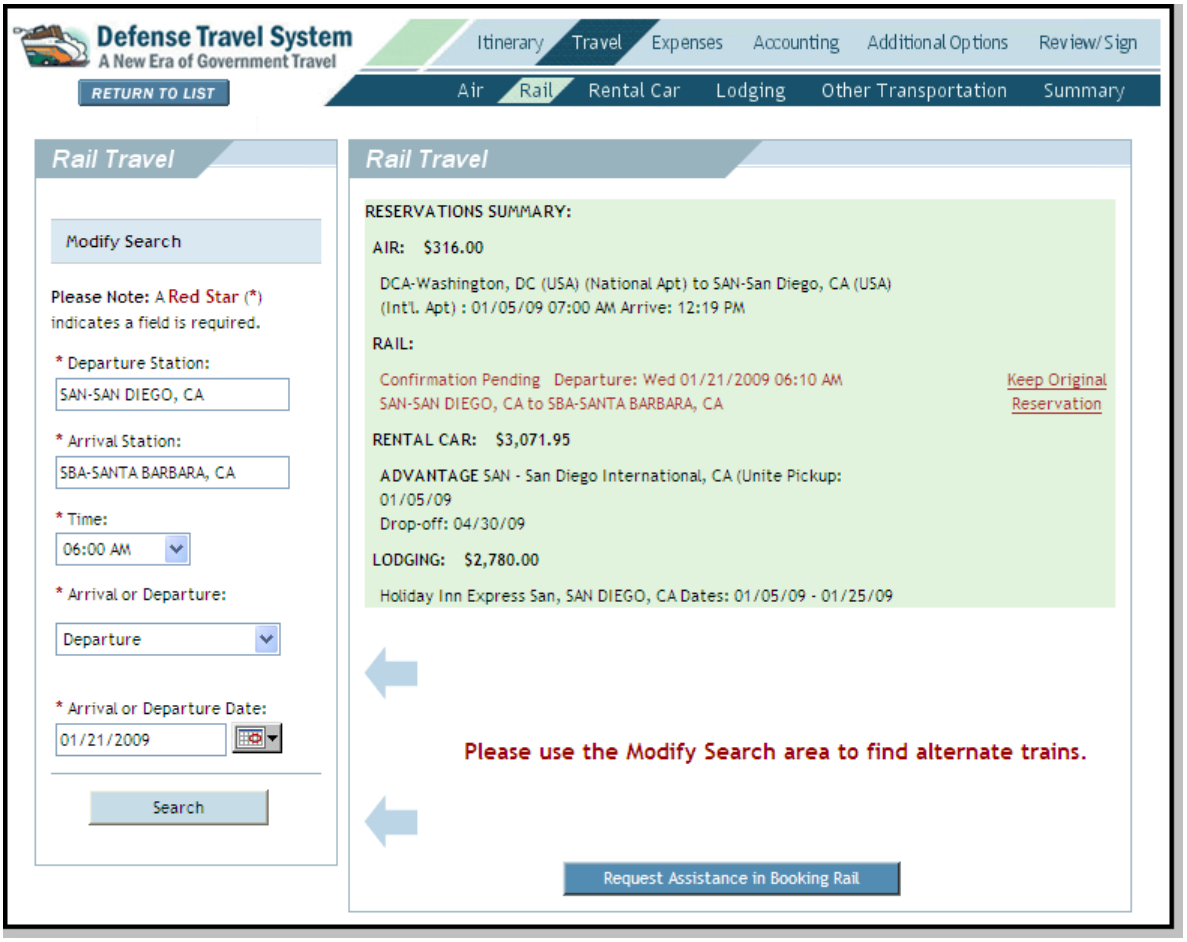

Figure 7-20: Rail Travel Screen – Search for a Train

3. Modify the search criteria on the left side of the screen. See Section 2.6.2.1 of this manual for instructions.

4. Select **Search**.

The Rail Travel screen refreshes. It displays trains that meet the criteria in the Modify Search fields.

5. Select a train. See Section 2.6.2.2 of this manual for information on selecting a train.

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A second confirmation window displays to confirm the cancellation of the original reservation and selection of the new reservation (Figure 7-21).

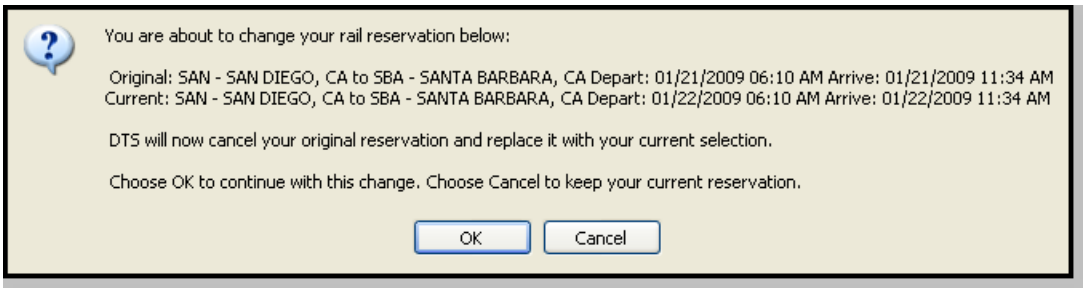

Figure 7-21: Rail Change Confirmation - Second

Note: If no reservation is found that meets the traveler's requirements, scroll to the bottom of the screen and select Request Assistance in Booking Train. Additional information may be added to the system-generated comment, but it is recommended not to delete any part of the system message. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees will be added whether the CTO Assistance button is used or the CTO is contacted. If the CTO is contacted, the office will likely direct the caller back to DTS to use the button.

7.2.3 Amend Rental Car

If the trip has been completed, and a rental car expense needs to be added to the trip, use DTS to add a Commercial Auto expense (See Section 7.3.1). If the trip has not yet taken place, the below steps will serve as a guide for cancelling or changing a rental car reservation.

7.2.3.1 Cancel a Rental Car Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rental Car Payment Summary, identify the rental car that is to be removed. Follow the below steps to cancel a rental car reservation:

1. Select **Cancel** if no rental car is needed.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-22).

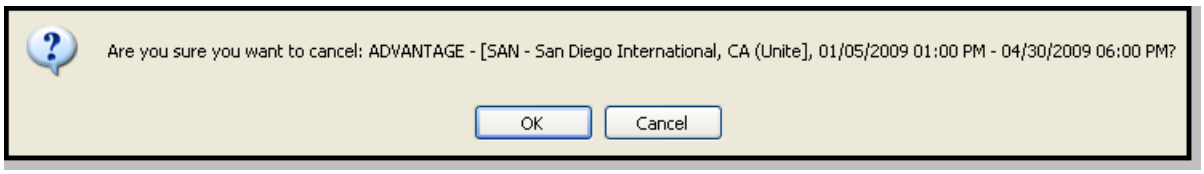

Figure 7-22: Rental Car Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

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7.2.3.2 Change a Rental Car Reservation

Follow the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rental Car Payment Summary, identify the rental car reservation that is to be changed. The below steps will assist in changing the reservation:

1. Select **Change**.

DTS displays a Reservation Change Confirmation screen (Figure 7-23).

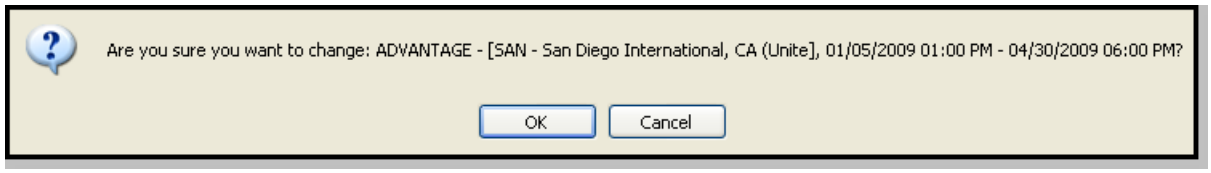

Figure 7-23: Rental Car Change Confirmation - First

2. Select **OK** to search for alternate rental cars.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

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The Rental Car screen displays the rental car information in red text in the Reservations Summary box (Figure 7-24). If the original reservation is going to be kept, select **Keep Original Reservation** to return to the Trip Summary with no changes.

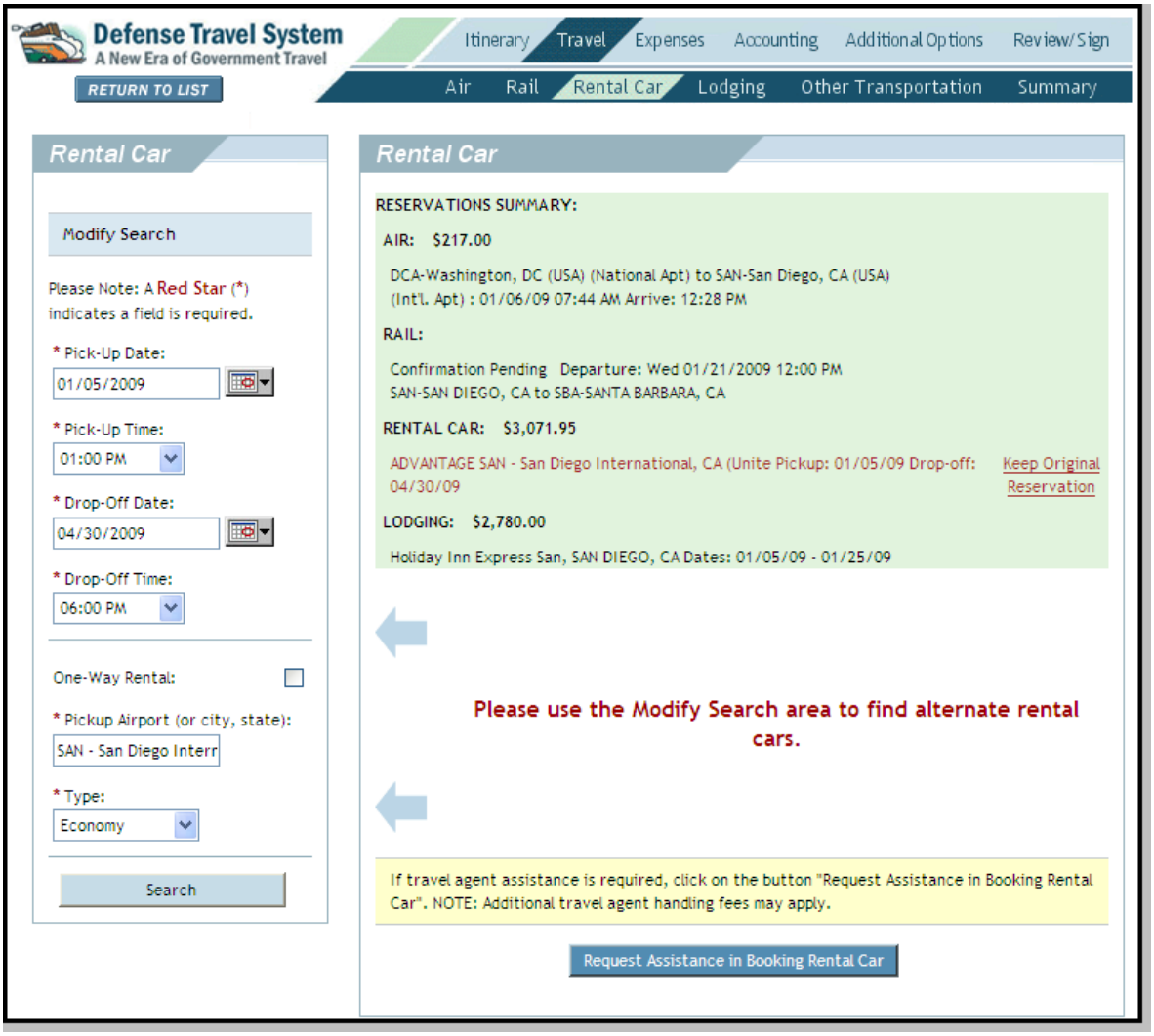

Figure 7-24: Rental Car Screen – Search for a Rental Car

3. Modify the search criteria on the left side of the screen. See Section 2.6.3.1 of this manual for instructions.

4. Select **Search**.

The Rental Car screen refreshes. It displays vehicles that meet the criteria entered in the Modify Search fields.

5. Select the **rental car**. See Section 2.6.3.2 of this manual for instructions.

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A message displays to confirm the cancellation of the original reservation and selection of the new reservation (Figure 7-25).

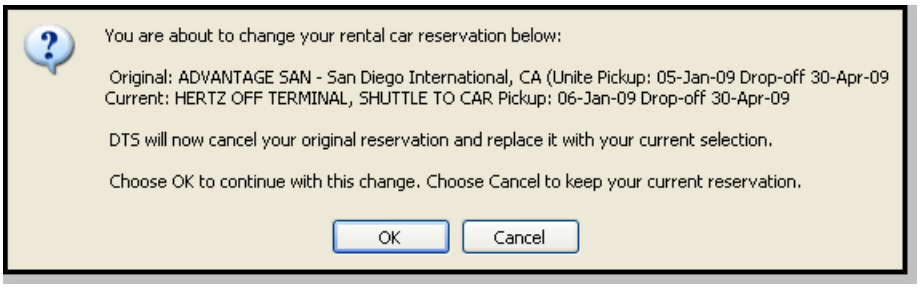

Figure 7-25: Rental Car Change Confirmation - Second

6. Select **OK** to display the Trip Summary with the new reservation.
   -OR-
   Select **Cancel** to return to the Trip Summary with no change.

Note: If no reservation is found that meets the traveler's requirements, scroll to the bottom of the screen and select Request Assistance in Booking Car. Additional information may be added to the system-generated comment, but it is recommended that any part of system message not be deleted. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees will be added whether the CTO Assistance button is used or the CTO is contacted. If the CTO is contacted, the office will likely direct the caller back to DTS to use the button.

7.2.4 Amend Lodging

If the trip has been completed and the actual rates or dates were different from those reserved in DTS, use the Per Diem Entitlements screen in the voucher to update the Lodging Per Diem Rates to reflect the actual dates and rates. (See Section 7.5.2.) If the trip has not yet taken place, the below steps will serve as a guide for cancelling or changing a lodging reservation.

7.2.4.1 Cancel a Lodging Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Lodging Payment Summary, identify the hotel reservation that is to be removed. Follow the below steps to cancel a lodging reservation:

1. Select **Cancel** if lodging is not needed.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-26).

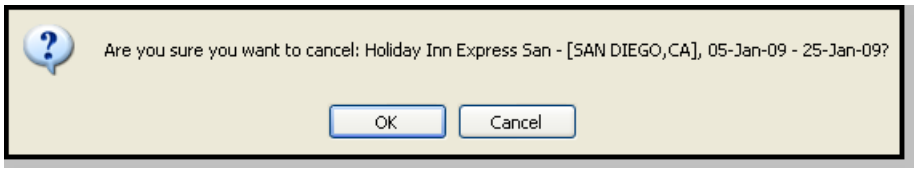

Figure 7-26: Lodging Cancellation Confirmation

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2. Select **OK** to continue with the cancellation.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

7.2.4.2 Change a Lodging Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Lodging Payment Summary, identify the lodging reservation that is to be changed. Follow the below steps to change a reservation:

1. Select **Change**.

DTS displays a Reservation Change Confirmation screen (Figure 7-27).

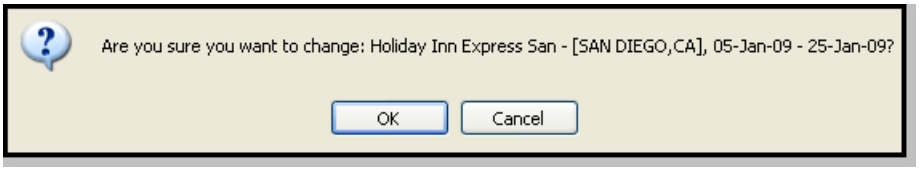

Figure 7-27: Lodging Change Confirmation - First

2. Select **OK** to search for alternate lodging.
   -OR-
   Select **Cancel** to close this window and return to the Trip Summary.

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The Lodging screen displays the hotel reservation information in red text in the Reservations Summary box (Figure 7-28). The traveler may select **Keep Original Reservation** to return to the Trip Summary with no changes.

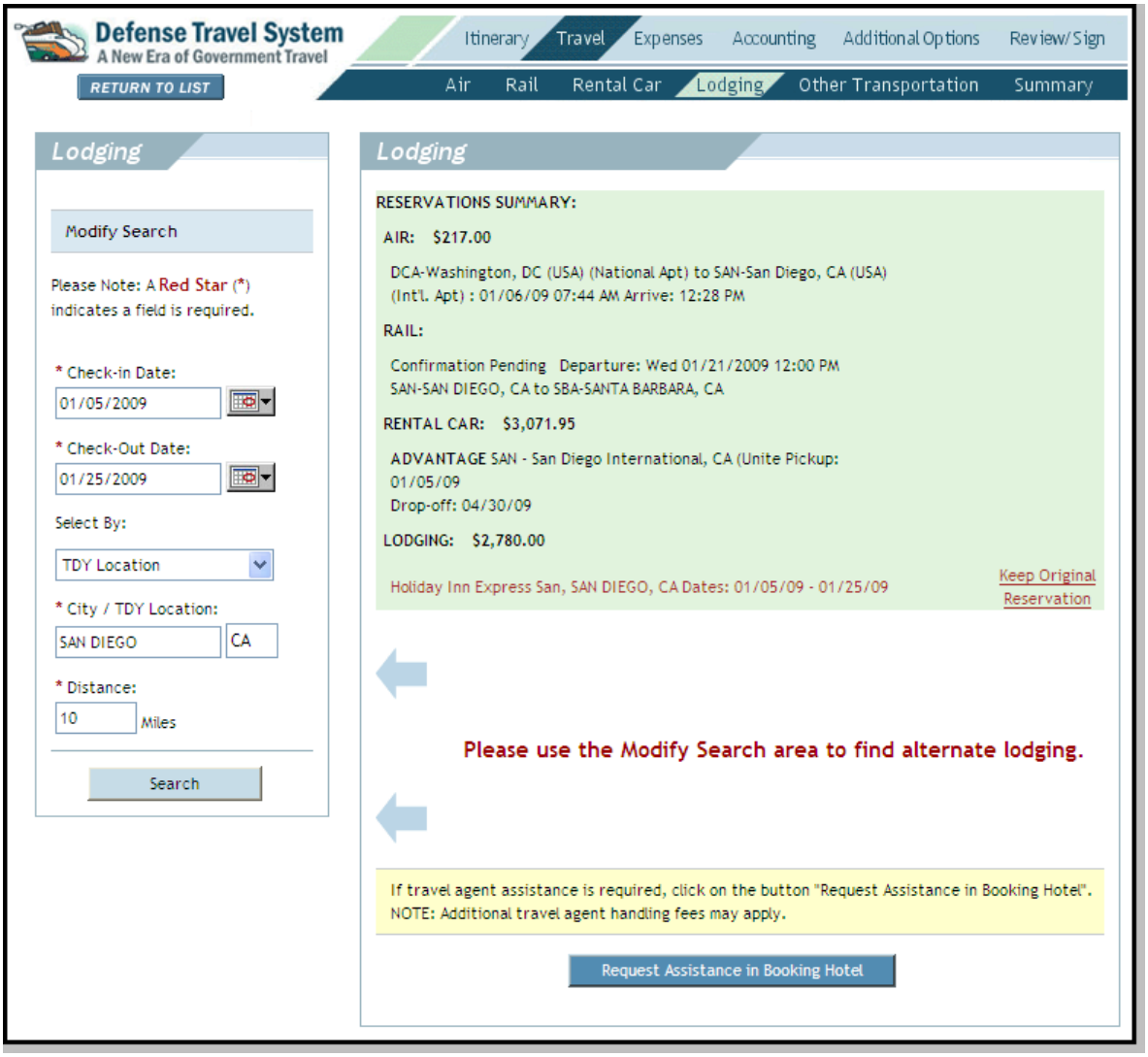

Figure 7-28: Lodging Screen – Search for Lodging

3. Modify the search criteria on the left side of the screen. For example, a different city may be selected, departure or arrival date, or time. See Section 2.6.1.1 of this manual for instructions.

4. Select **Search**.

The Lodging screen refreshes. It displays hotels that meet the criteria entered in the Modify Search fields.

5. Select the **hotel**. For more information, see Section 2.6.4.2 of this manual.

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A second confirmation window displays to confirm the cancellation of the original reservation and selection of the new reservation (Figure 7-29).

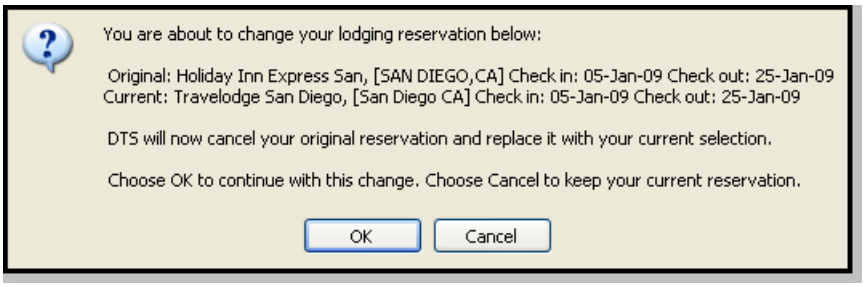

Figure 7-29: Lodging Change Confirmation - Second

6. Select **OK** to display the Trip Summary with the new reservation.
   -OR-
   Select **Cancel** to return to the Trip Summary with no change.

7.2.5 Amend Ticketed Transportation

The Other Trans. screen allows for addition of ticketed transportation that was purchased outside of DTS. The Other Trans. screens allows the traveler to add, edit, or remove the ticket information listed below:

- Type of transportation
- Description
- Ticket number
- Ticket value
- Cost (if different from ticket value)
- Departure date
- Issue date
- Ticket date
- CBA label
- CBA account

7.2.5.1 Add Ticket Information

Follow the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Other Ticketed Transportation Payment Summary, follow the below steps to change the reservation:

1. Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-30).

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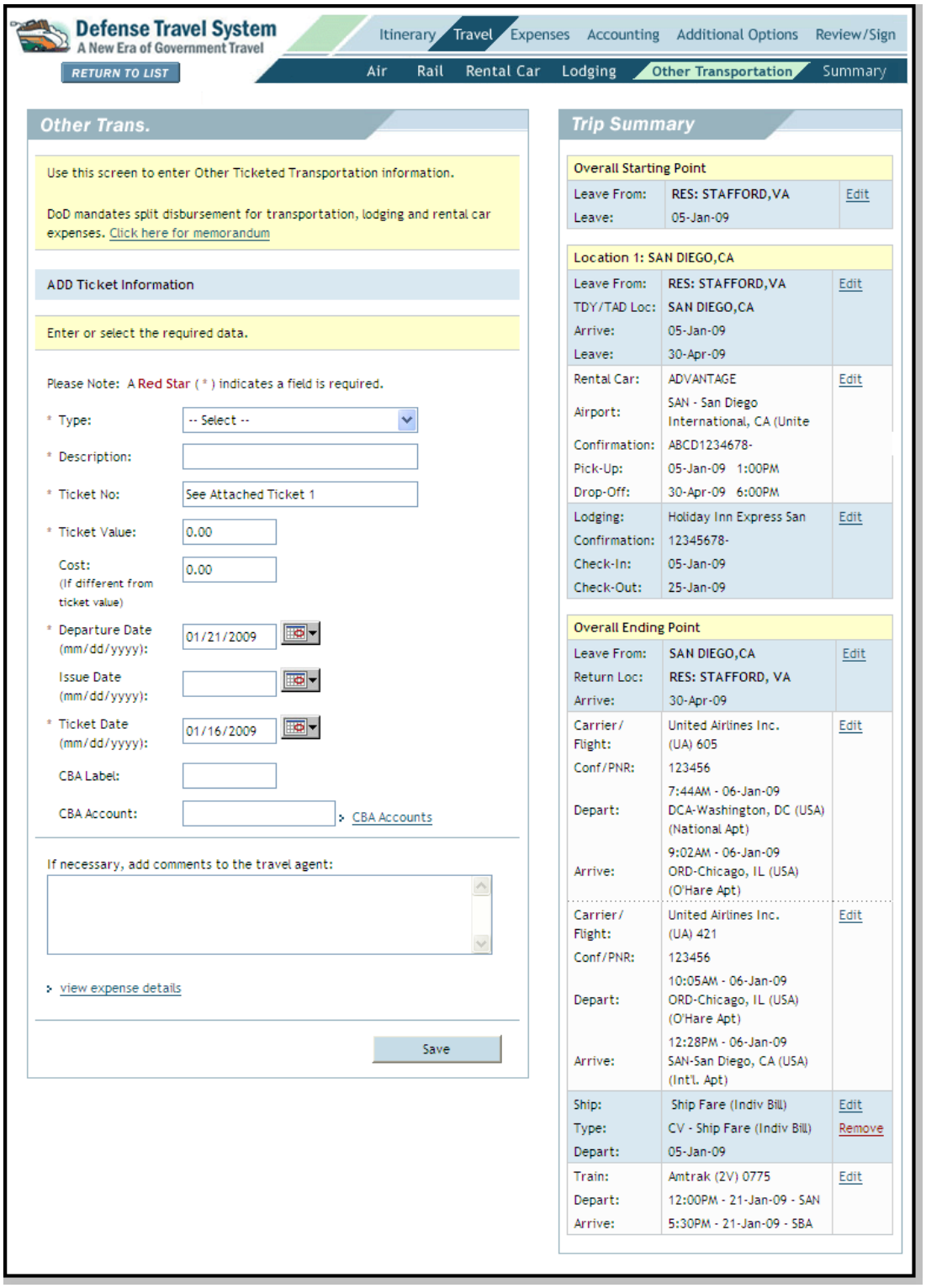

Figure 7-30: Other Trans. Screen

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2. Follow the steps in Section 2.6.6 of this manual to add ticketed transportation.

7.2.5.2 Edit Ticket Information

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-31).

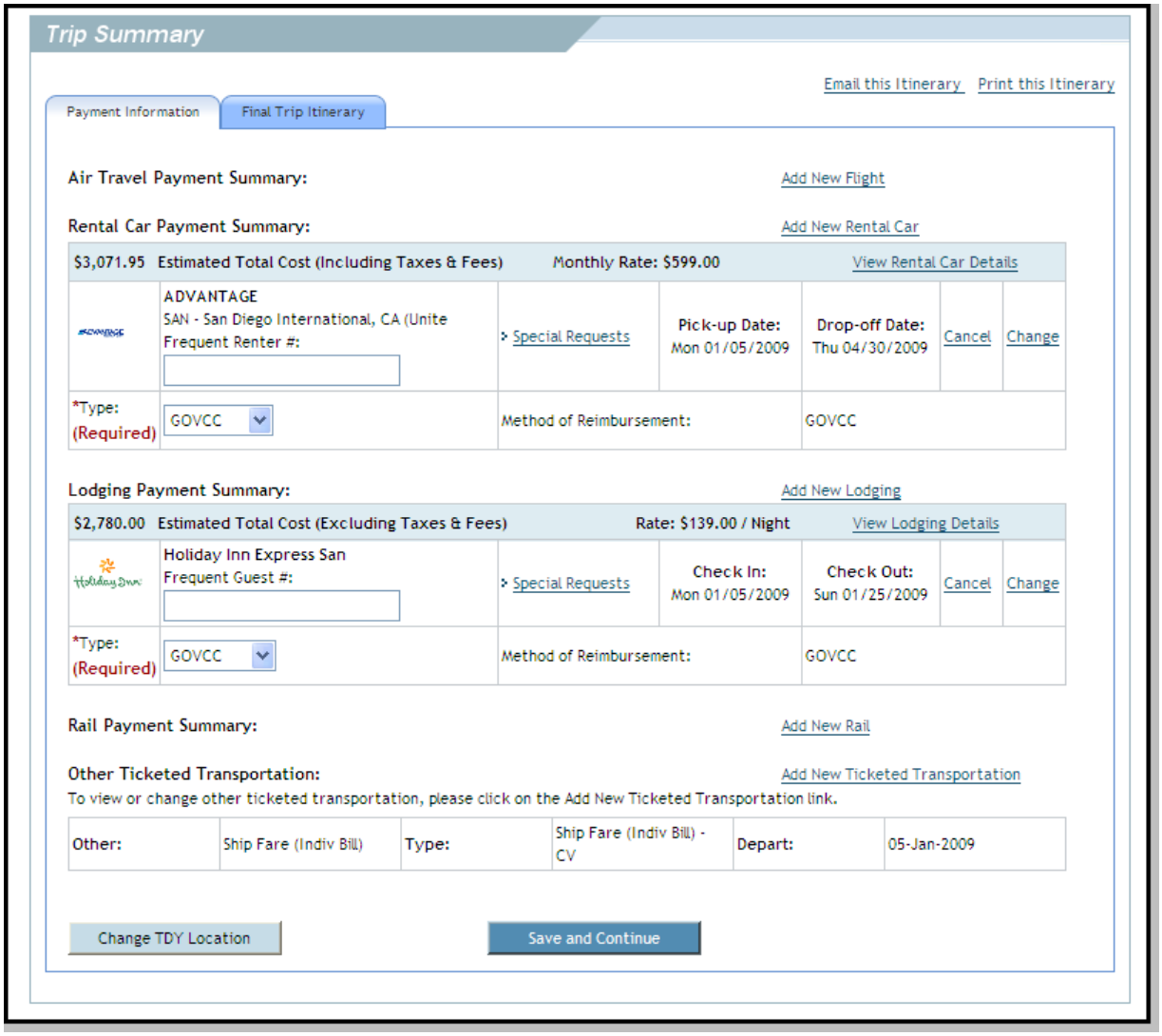

Figure 7-31: Trip Summary Screen – Other Ticketed Transportation

In the Other Ticketed Transportation Summary, identify the reservation that is to be changed. Follow the below steps to change the reservation:

1. Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-30).

2. Select **Edit** next to the Ticketed Transportation on the right side of the screen.

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3. Change the appropriate information in the fields on the left side of the screen.

4. Select **Save**.

7.2.5.3 Remove Ticket Information

If an authorization has a ticketed transportation entry, but no reservations, then the ticket information can be removed. Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-31). In the Other Ticketed Transportation Summary, identify the ticket information that is to be removed. Follow the below steps to remove the information:

1. Select **Add New Ticketed Transportation**.

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The Other Trans. screen opens (Figure 7-32).

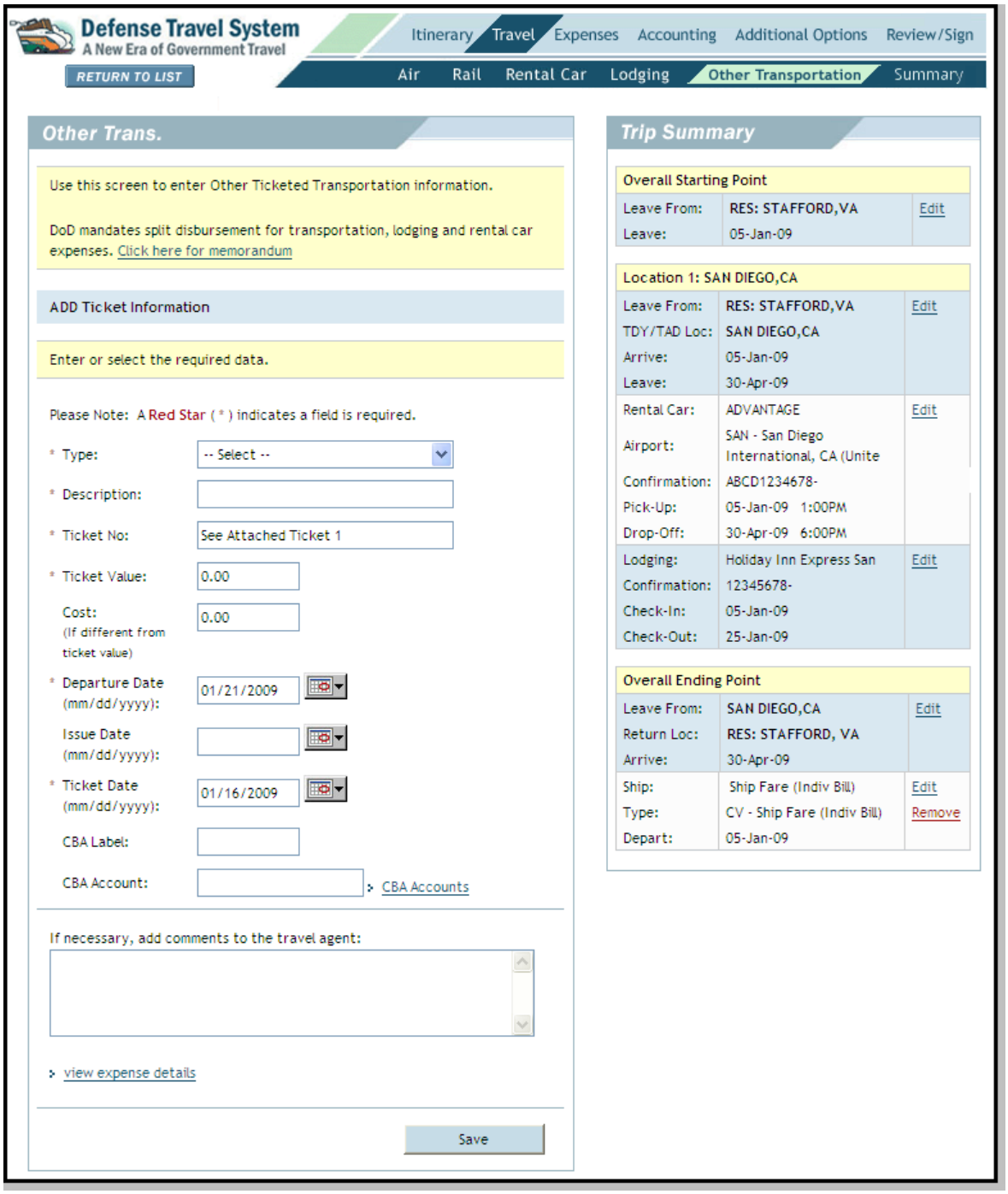

Figure 7-32: Other Trans. Screen – Remove Ticket Information

2. Select **Remove** next to the item on the right side of the screen.

A pop-up message displays to confirm that the user wants to delete this segment.

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3. Select **OK** to remove the ticket information.
   -OR-
   Select **Cancel** to close the message and keep the ticket information on the authorization.

7.3 Expenses

The Expenses feature of DTS allows users to record mileage and non-mileage expenses, as well as edit per diem entitlements. In the non-mileage section, expenses can be selected from a list or entered manually. In the mileage section, different modes of transportation and related mileage can be selected, with the costs calculated automatically. DTS calculates the per diem entitlements based on the allowed amounts for the TDY location.

7.3.1 Amend Non-Mileage Expenses

The below information can be amended on the Non-Mileage Expenses screen:

- Expense type
- Cost
- Date
- Method of reimbursement

Note: See Section 7.5.3 for information on changing the amount of an advance.

Follow the below steps to amend non-mileage expenses:

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

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

The Non-Mileage Expenses screen opens (Figure 7-33).

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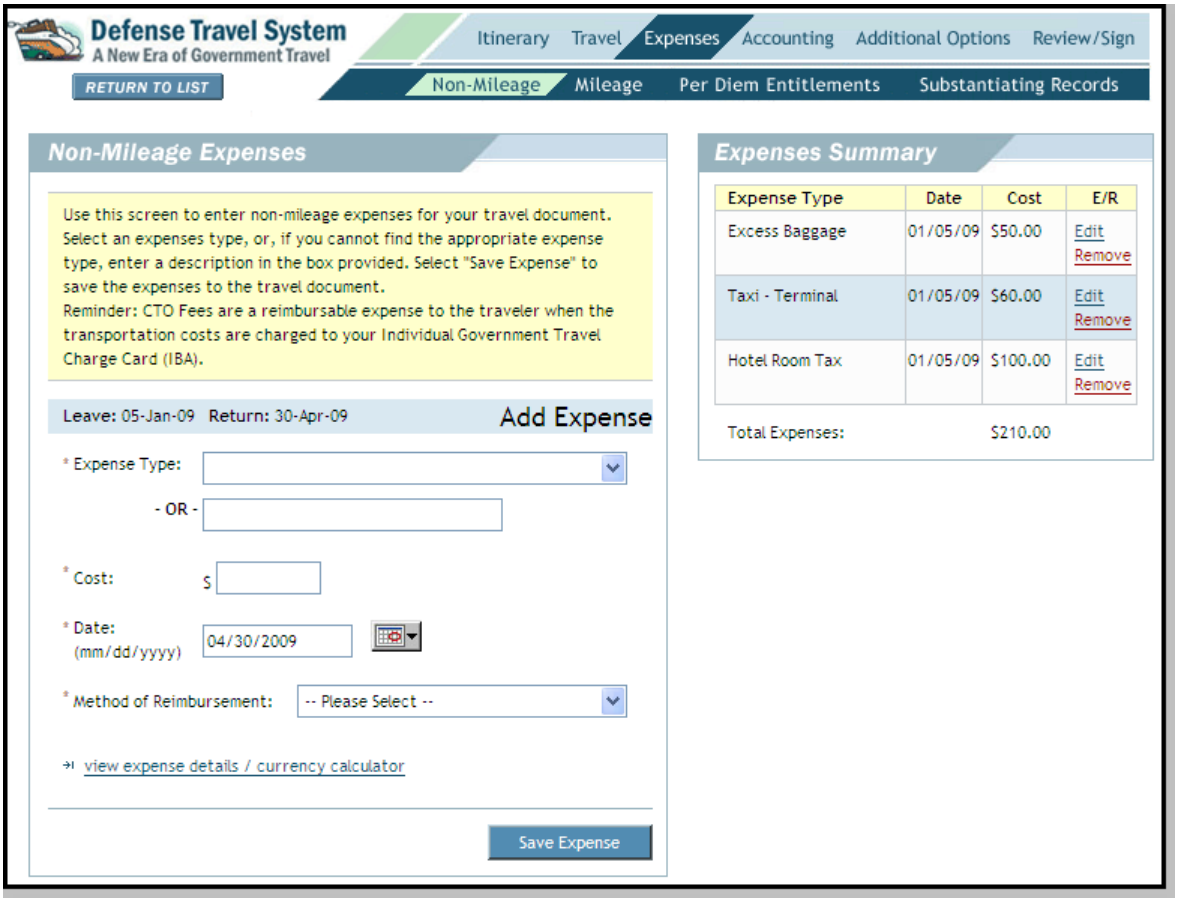

Figure 7-33: Non-Mileage Expenses Screen

3. Update the **fields** as necessary.

4. Select **Save Expense**.

Follow the below steps to delete non-mileage expenses:

1. Select **Remove** in the Expenses Summary next to the unnecessary expense.

2. Select **OK** to the deletion confirmation pop-up message.

Follow the below steps to add non-mileage expenses:

1. Complete the **Expense Type**, **Cost**, **Date**, and **Method of Reimbursement** fields.

2. Select **Save Expense**.

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7.3.2 Amend Mileage Expenses

The below information can be amended on the Mileage Expenses screen:

- Expense type
- Date
- Method of reimbursement

Use the below steps to amend mileage expenses:

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

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

The Mileage Expenses screen opens (Figure 7-34).

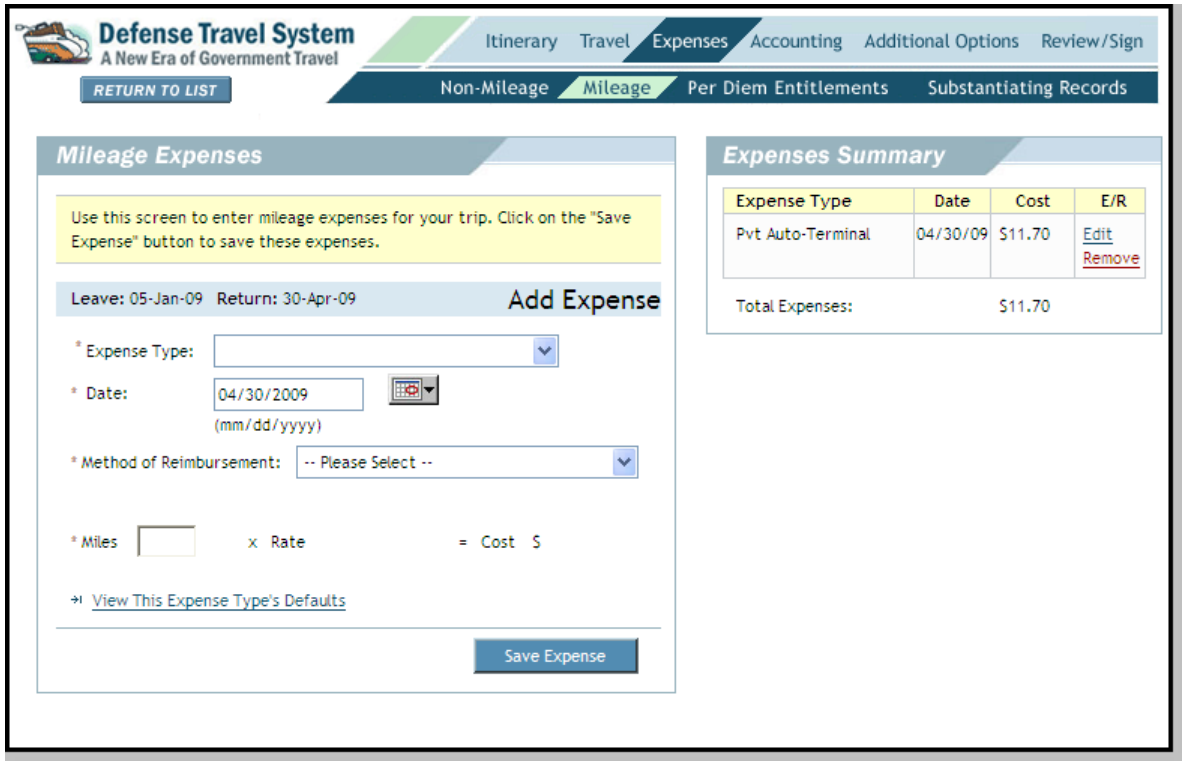

Figure 7-34: Mileage Expenses Screen

3. Update the **fields** as necessary.

4. Select **Save Expense**.

Follow the below steps to delete non-mileage expenses:

1. Select **Remove** in the Expenses Summary next to the unnecessary expense.

2. Select **OK** to the deletion confirmation pop-up message.

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Follow the below steps to add non-mileage expenses:

1. Complete the **Expense Type**, **Date**, **Method of Reimbursement**, and **Miles** fields.

2. Select **Save Expense**.

7.3.3 Amend Per Diem Entitlements

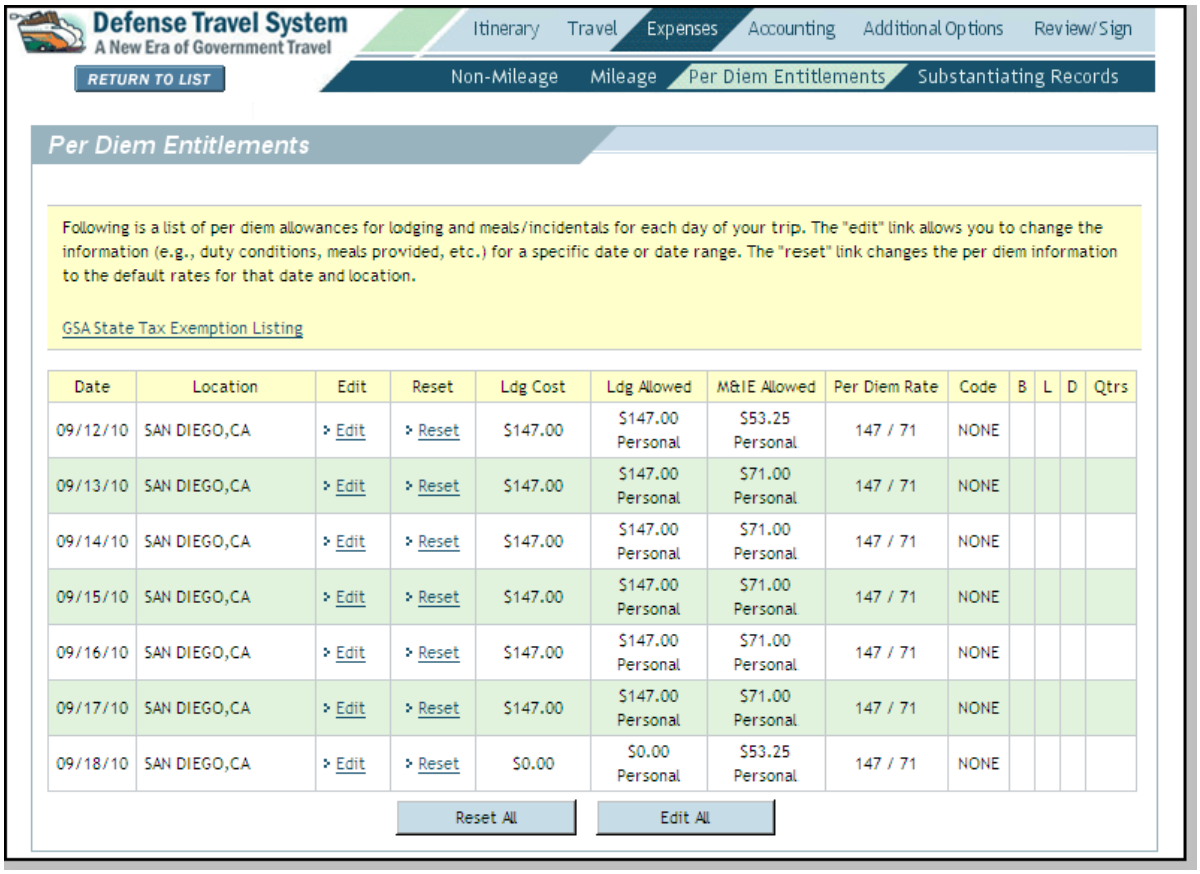
Follow the below steps to update per diem entitlements in DTS:

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

The Non-Mileage Expenses screen opens by default (Figure 7-33).

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

The Per Diem Entitlements screen opens (Figure 7-35).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/12/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$53.25 Personal	147 / 71	NONE				
09/13/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/14/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/15/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/16/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/17/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/18/10	SAN DIEGO,CA	Edit	Reset	$0.00	$0.00 Personal	$53.25 Personal	147 / 71	NONE				

Figure 7-35: Per Diem Entitlements Screen

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3. Select **Edit** for the date that needs to be amended.

   Warning: Only use the **Edit All** function when Meals Available (for a military site) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all other previous edits.

The Per Diem Entitlements screen refreshes, entitlements can be edited for the selected day.

4. Select the appropriate updates.

5. Select **Save these Entitlement**s.

6. Repeat for other trip dates, as necessary.

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7.4 Accounting

If no payment has been made on an LOA, the LOA may be amended. However, the LOA should NEVER be removed or amended if it was used for any payments. For example, if an advance, scheduled partial payment (SPP), or voucher settlement has been paid, then the associated LOA should not be removed or amended. If a change must be made, it will be done manually outside of DTS.

Follow the below steps to make changes to the accounting code(s) on a document:

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

The Accounting Codes screen opens (Figure 7-36).

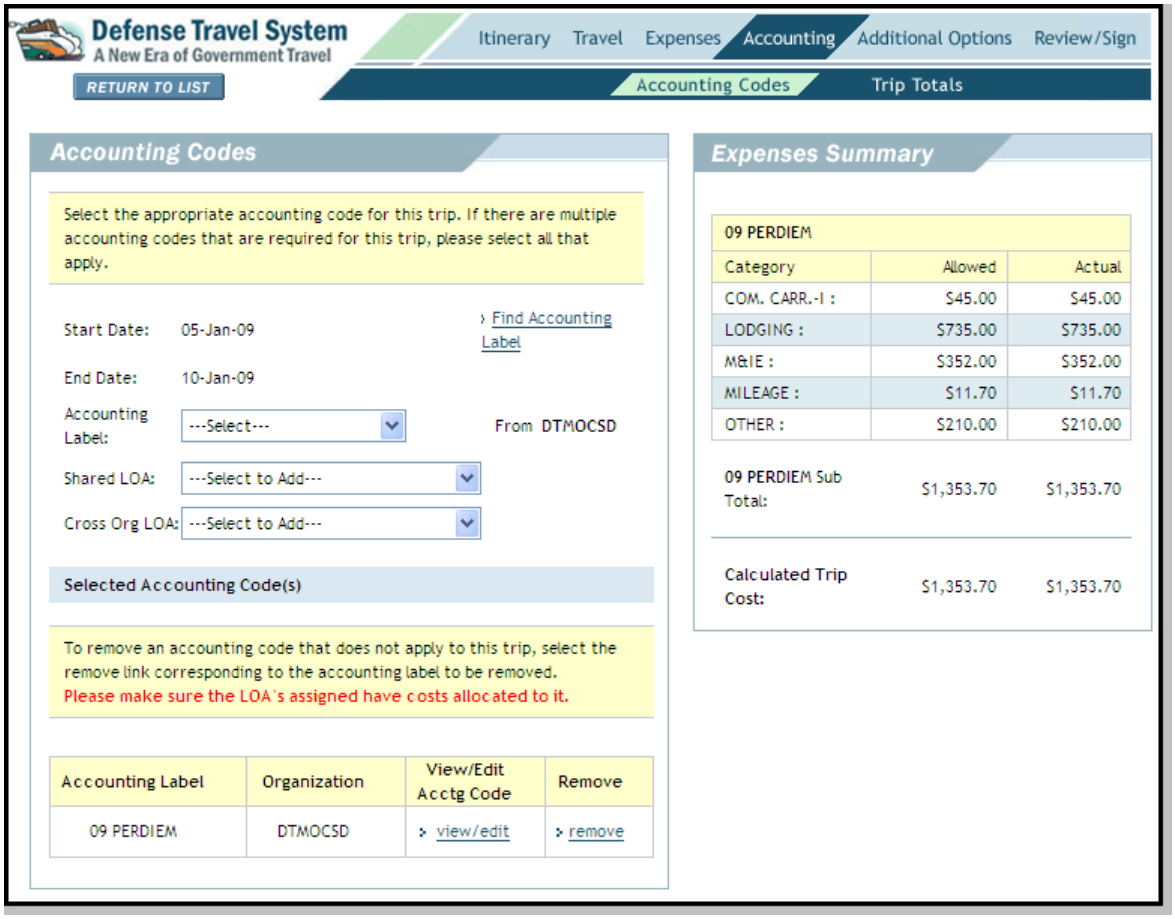

Figure 7-36: Accounting Codes Screen

2. Update the **fields** as necessary.

3. Select **Allocate Expenses** if multiple accounting codes are used for this document.

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7.5 Additional Options

By selecting **Additional Options** from the navigation bar, the below information can be changed:

- Personal profile
- Partial payments
- Advances

Note: Travelers may view and edit their personal profile from their DTS User Welcome screen by selecting Traveler Setup > Update Personal Profile. Changes made using the Traveler Setup feature will not update existing documents.

7.5.1 Amend Personal Profile

Follow the below steps to update a personal profile in DTS:

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

The My Profile screen opens by default (Figure 7-37). The links near the top of the My Profile box provide the user with access to the parts of My Profile listed below:

- *My Profile.* Name, address, and other general information
- *My Preferences*. Travel preferences, rewards programs, and passport information
- *My Additional Information*. Service or agency and duty station information
- *My Account Information.* Accounting code, Electronic Funds Transfer (EFT), and Government Travel Charge Card (GTCC) information
- *My TSA Information.* Secure Flight Passenger Data (SFPD)

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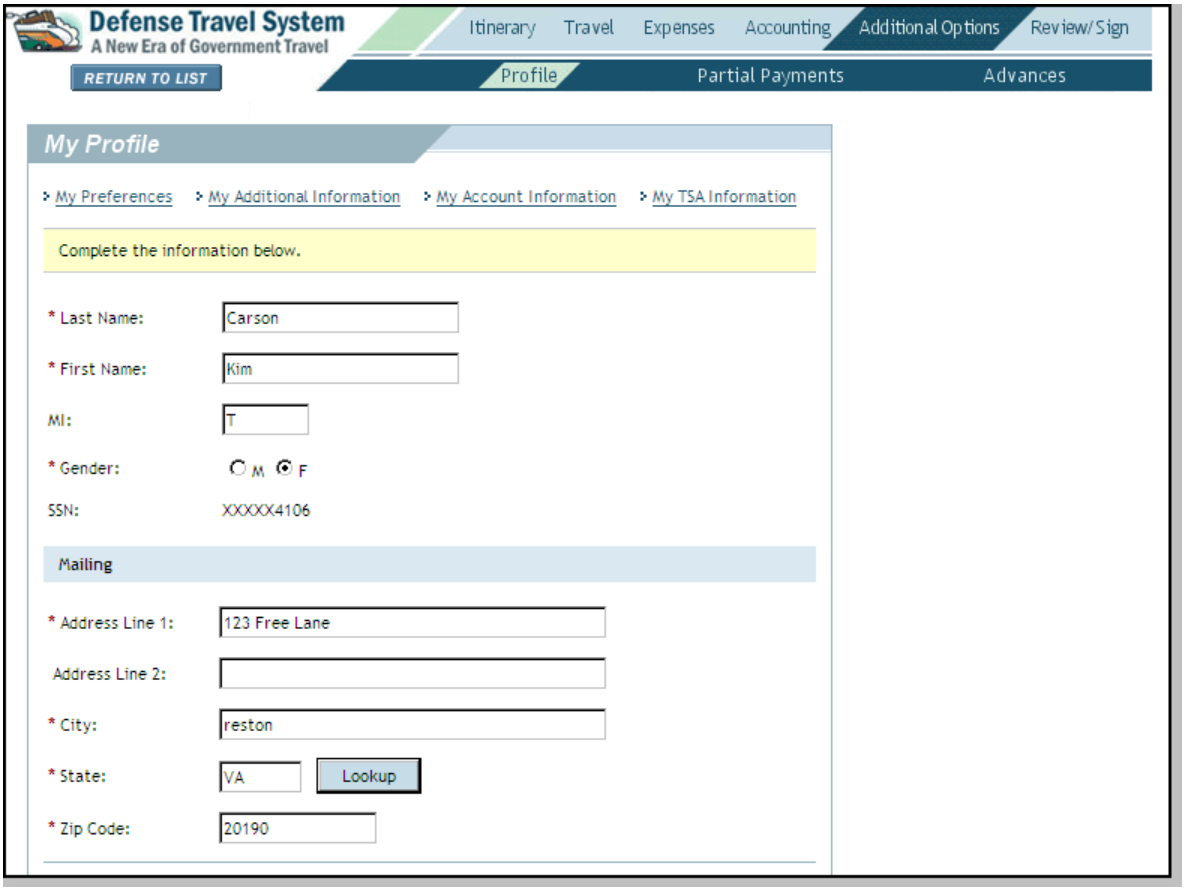

Figure 7-37: My Profile Screen

2. Update **fields** as necessary.
   -OR-
   Select one of the **links** to edit other personal information.

3. Check the **Save changes to permanent traveler information** box *only* to save the changes to the traveler's personal profile for future travel documents. Leave the box unchecked to apply the changes to the current document.

4. Select **Update Personal Information**.

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7.5.2 Amend Partial Payments

Follow the below steps to add SPPs to an amendment:

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

The My Profile screen opens by default (Figure 7-37).

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

The Scheduled Partial Payments screen opens (Figure 7-38).

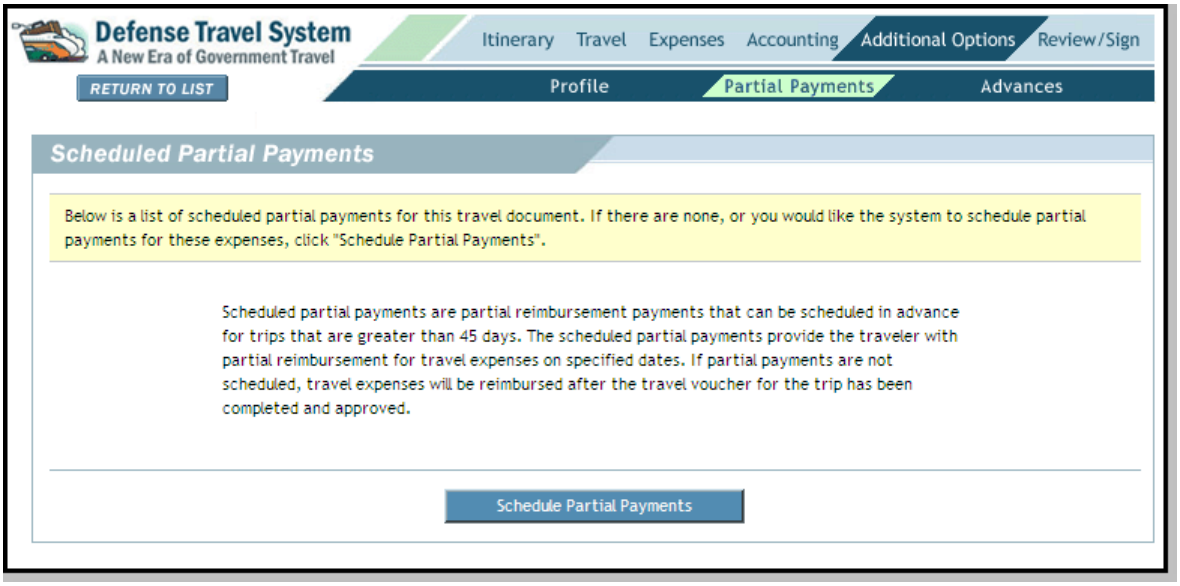

Figure 7-38: Scheduled Partial Payments Screen

3. Select **Schedule Partial Payments**.

The SPPs are now added to the document.

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7.5.3 Change an Advance Amount

After the authorization has been created, a situation may arise when the expenses change from the original advance request. For example, a trip may be extended or shortened. The process for changing the advance amount depends upon whether or not the document has been approved.

The process for each case follows.

If the advance has not yet been approved, follow the below steps:

1. Log on to DTS and make any necessary changes.

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

The My Profile screen opens by default.

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

4. Select the **remove** link to the right of the selected Advance LOA (Figure 7-39).

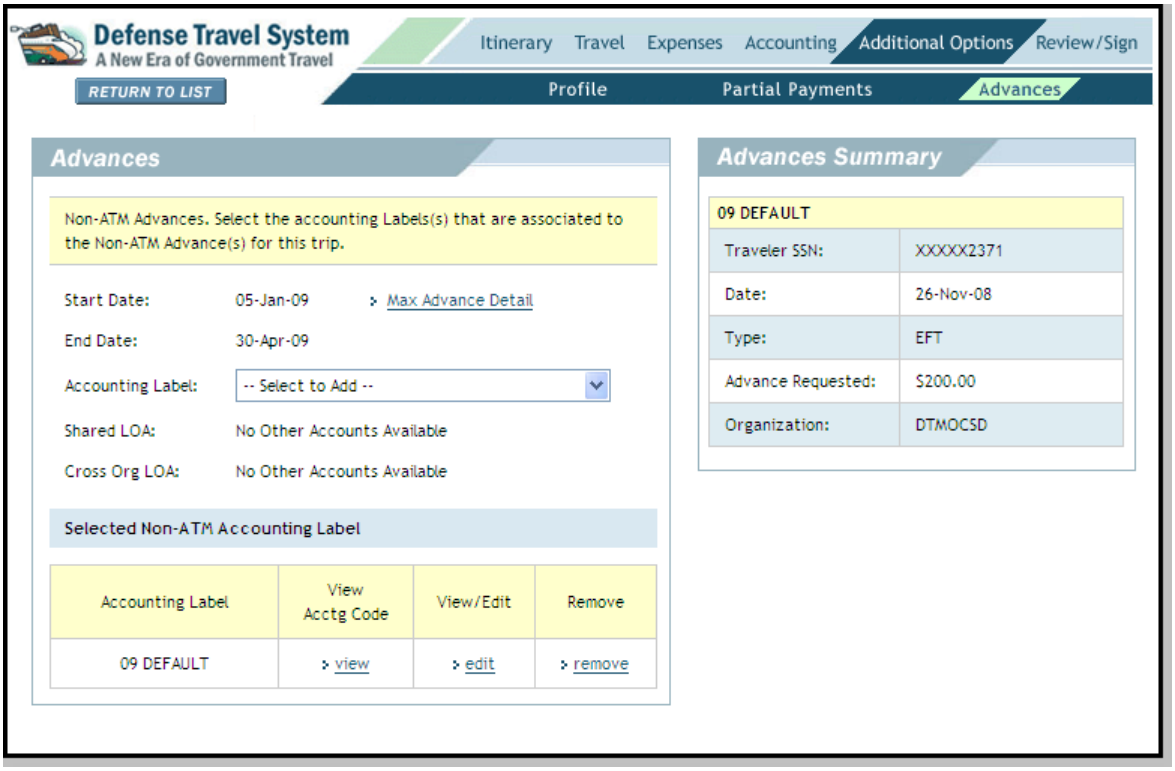

Figure 7-39: Advances Screen

5. Select the **Accounting Label** drop-down list arrow and select the correct **LOA**.

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The screen refreshes. It displays the new advance amount (Figure 7-40).

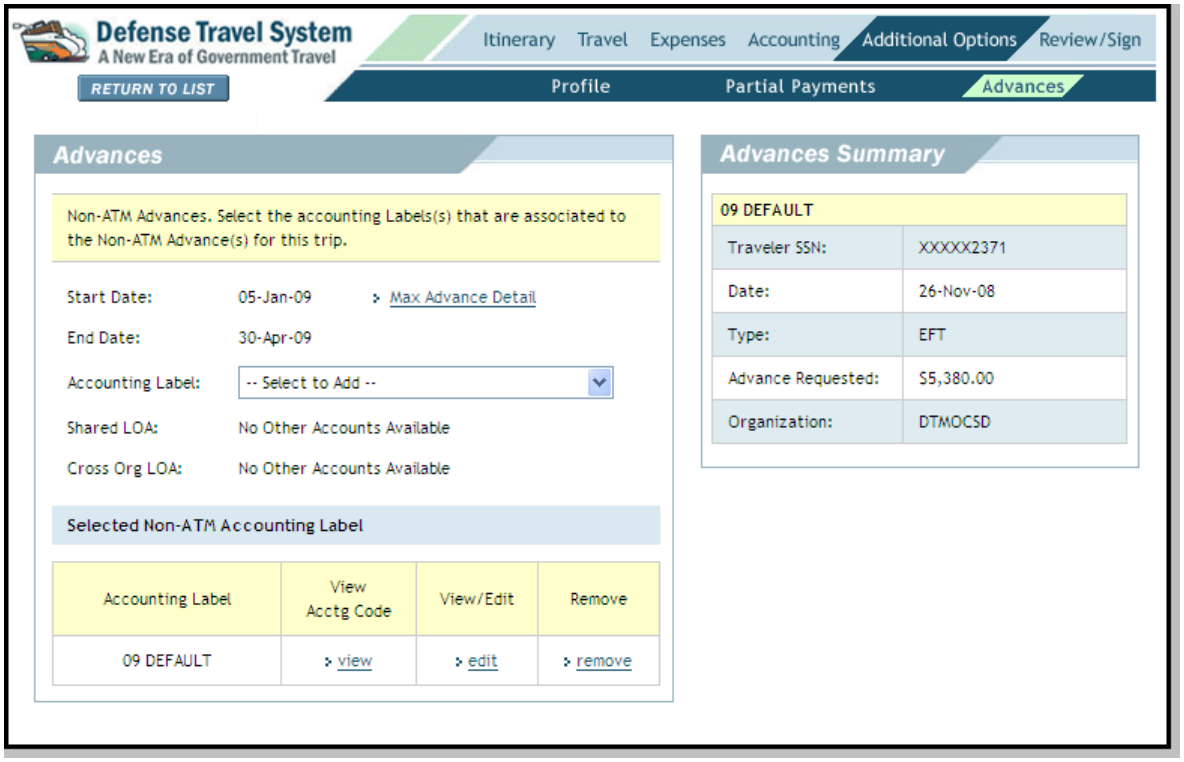

Figure 7-40: Advances Screen

If the advance has been approved, follow the below steps:

1. Make the required changes.

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

The My Profile screen opens by default.

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

4. Select the **Accounting Label** drop-down list arrow and select the correct **LOA**.

The screen refreshes. It displays the new advance amount (Figure 7-40).

7.6 Review/Sign

The final step in creating the amendment is to review and sign the document. Comments may be entered for the AO during this step. Follow the below steps to review and sign the amendment:

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

The Preview Trip screen opens by default. On this page, **Edit** can be selected to edit parts of the trip and comments may be entered for the AO.

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

The Other Authorizations screen opens. Other authorizations may be entered and comments entered for the AO.

3. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit screen opens. If any selections have caused a preaudit flag, the list will be shown on this screen. All preaudit flags require justification before proceeding.

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

The Digital Signature screen opens (Figure 7-41).

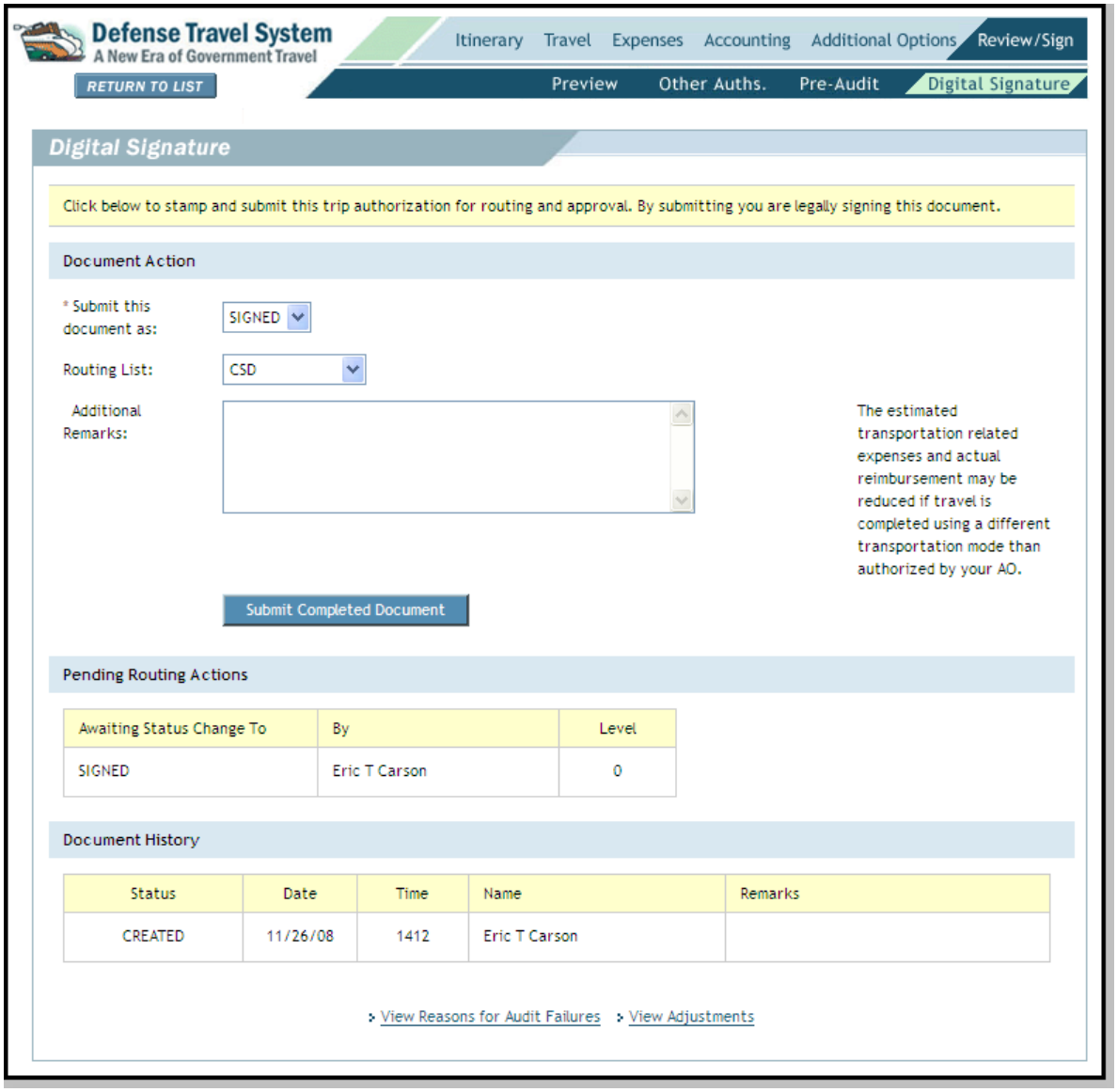

Figure 7-41: Digital Signature Screen

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

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

A message displays, stating that the document must be stamped SIGNED to initiate the new routing list.

7. Select **OK**.

8. Complete the **Additional Remarks** text box with any comments for the AO.

9. Select **Submit Completed Document**.

10. View any audits or adjustments.

11. Complete the **PIN** field.

12. Select **OK.**

There are certain conditions under which an amendment does not require the AO to apply the APPROVED stamp. For example, a CTO amendment will not route to the AO if one of the below is true:

- If the indicator for the organization's threshold for CTO amendments is set to Y, and the cost change is the lesser of $250 or five percent of the cost on the most recently approved version of the document.
- If the indicator for the organization's threshold for CTO amendments is set to N, and the cost change is less than or equal to the amount on the most recently approved version of the document.

A user-created amendment will bypass routing to the AO and automatically be stamped PROCESSED if the change in expenses is less than or equal to the amount on the most recently approved version of the document, and the amendment meets all of the below criteria:

- No increase in reimbursable air, rail, rental car, or lodging costs
- No nonreimbursable CBA cost changes
- No non-ATM advance request or SPPs in the authorization
- No change to the TDY location(s) or dates
- No new additional other authorization items
- No amount increase to any LOA allocation
- Not a group authorization
- Not created from an original Import/Export partner-system document
- Not for a Military Entrance Processing Station (MEPS) trip type
- No increase in mileage and non-mileage costs
- No change to the ticket fare basis
- No change to travel dates (no tickets are waiting (TAW) date change)
- No change to ticketed transportation

If all criteria are not met, the amendment routes normally.

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If all the criteria are met, DTS will display a message to inform the user that the amendment will bypass AO approval (Figure 7-42). The message explains that if travel arrangements have changed, the amendment will be stamped CTO SUBMIT and will route for approval.

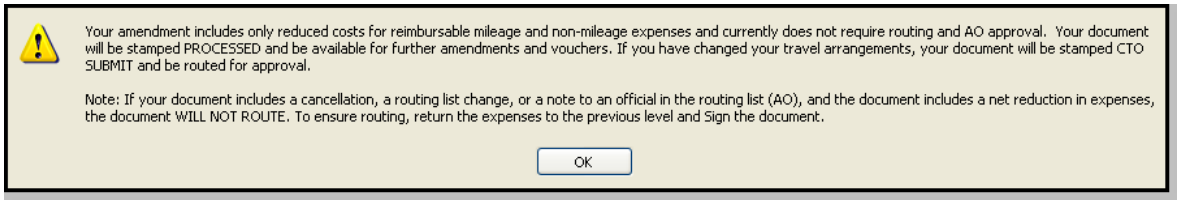

Figure 7-42: No AO Approval Required Message

13. Select **OK**.

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7.7 Amend a Local Voucher

Unlike authorizations and vouchers, an amendment to a local voucher is primarily to correct a rejected local voucher. If a local voucher has been rejected, it must be corrected for the voucher to be processed. If additional expenses need to be added to a local voucher after it has been APPROVED, a new local voucher will need to be created.

Beginning on the Local Vouchers screen, follow the below steps to amend a local voucher that has been stamped APPROVED by the AO:

1. Select **amend**.

A pop-up message displays. It states that the amendment option should only be used to correct local voucher rejects (Figure 7-43).

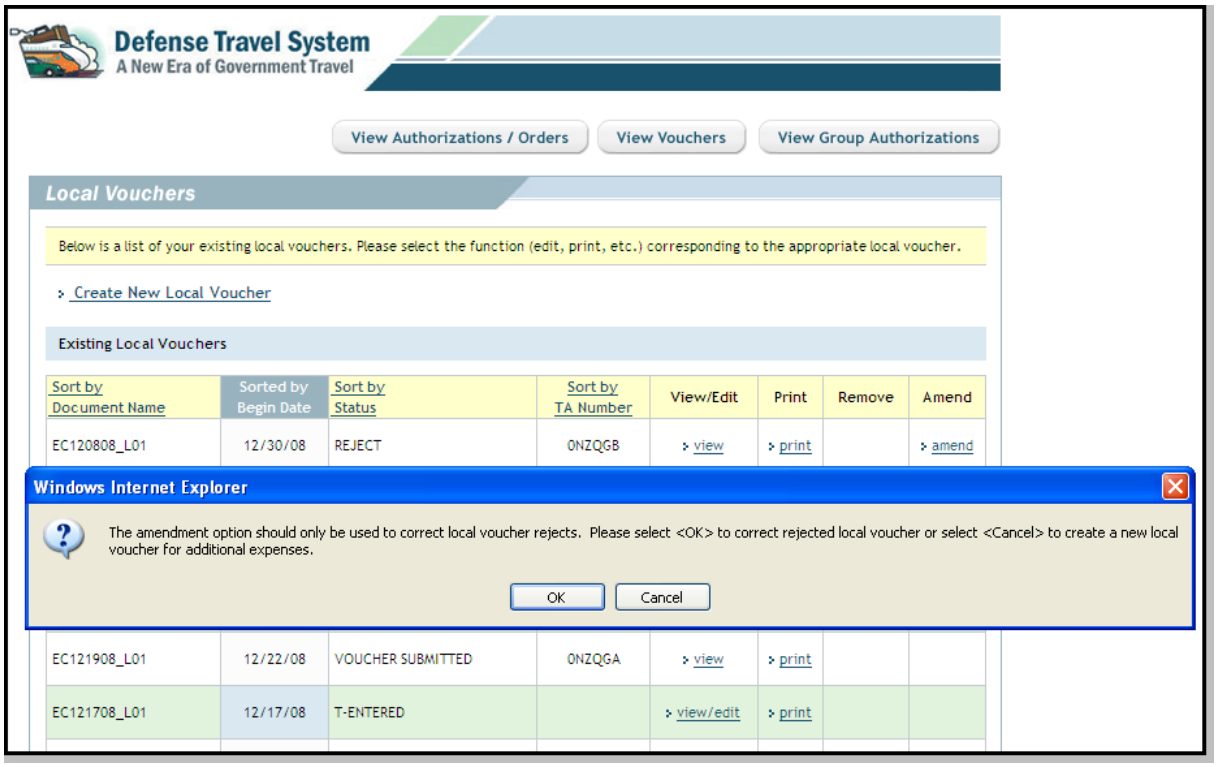

Figure 7-43: Amendment Option Popup Message

2. Select **OK** to correct the rejected local voucher.
   -OR-
   Select **Cancel** to create a new local voucher for additional expenses.

3. Select **Digital Signature** to open the Digital Signature screen.

4. Select **Reasons for Audit Failures**. Make any necessary corrections.

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5. Select **Review/Sign** from the navigation bar. Preview the document and enter comments to the AO, if necessary.

6. Select **Pre-Audit** from the subnavigation bar. Enter any justifications to the AO.

7. Complete the **Additional Remarks** text box with any comments for the AO.

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

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

This reinitiates routing of the local voucher.

10. Complete the **Additional Remarks** text box with any comments for the AO.

11. Select **Submit Completed Document**.

12. View any audits or adjustments.

13. Complete the **PIN** field.

14. Select **OK**.

7.8 Restore a Purged Document

DTS documents are migrated to a secondary storage location (also known as "purged") after a 15 month period of inactivity and other qualifying conditions are met. Documents may need to be restored from the secondary storage location if a traveler needs to access the document to support a travel claim audit, investigation, or complete an amendment. The Restore Purged Documents functionality allows travelers to instantly restore DTS documents that had previously been purged. Once a document has been restored, travelers can access their document as if it had never been purged.

Beginning on the DTS User Welcome screen, follow the below steps to restore a purged document:

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

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2. Select **Restore Purged Documents** (Figure 7-44).

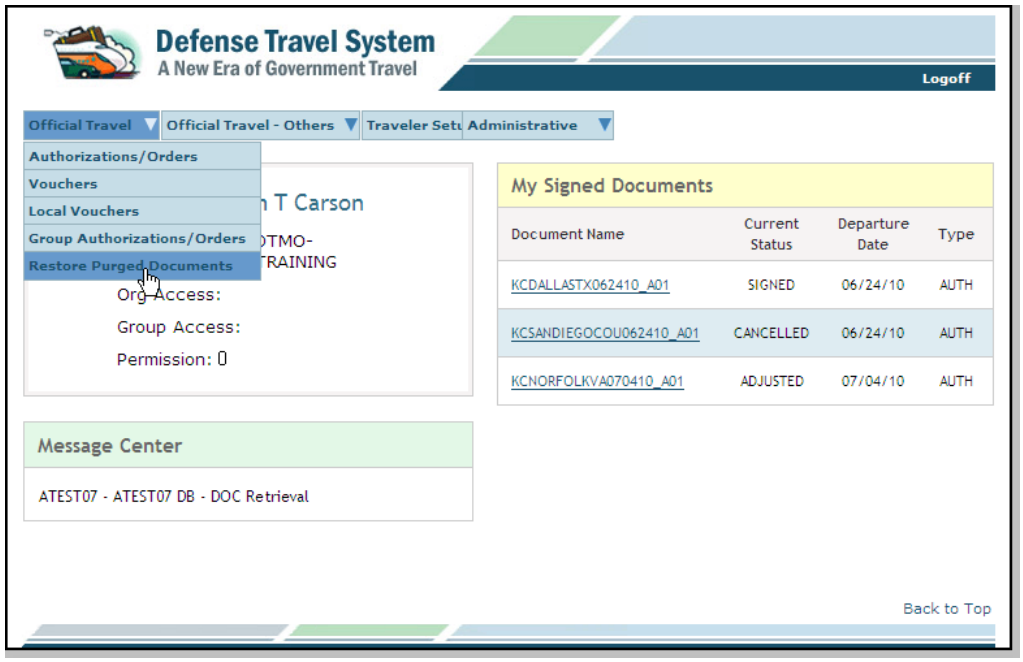

Figure 7-44: Official Travel - Restore Purged Documents Screen

The Purged Trip Documents screen opens.

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3. Select the **restore** link next to the document to be restored (Figure 7-45).

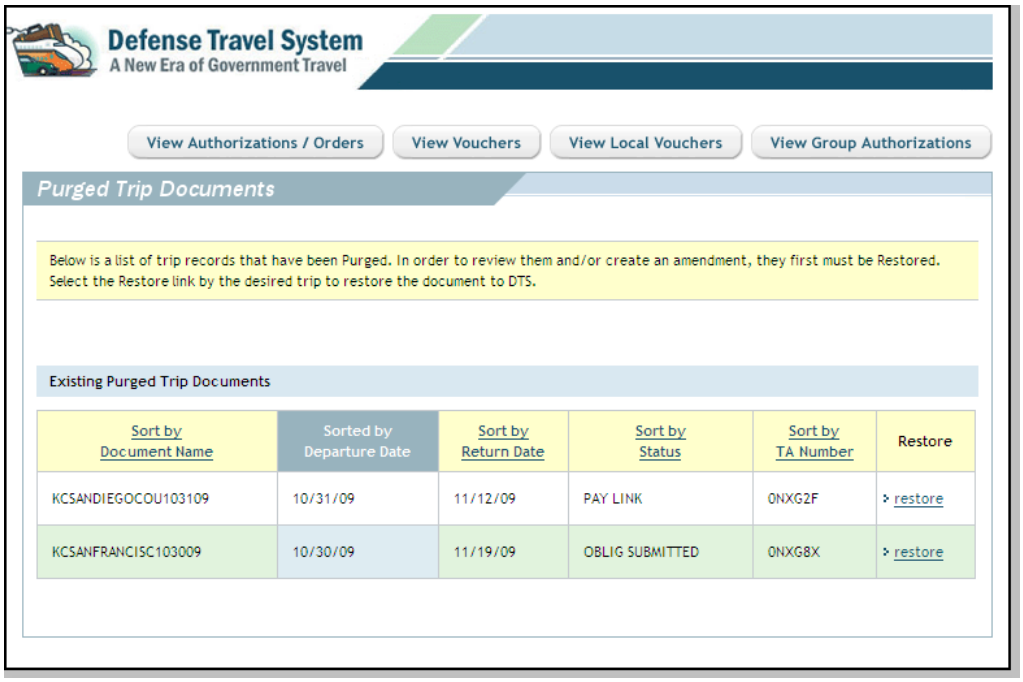

Figure 7-45: Purged Trip Documents Screen

The Restore Trip Document screen refreshes.

4. Select **View Authorization/Orders**, **View Vouchers**, **View Local Vouchers**, or **View Group Authorizations** to access the document.

7.9 Restore a Purged Document for Another Traveler

Users with group access can access and restore another traveler's purged documents.

Beginning on the DTS User Welcome screen, follow the below steps to restore another traveler's purged documents:

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1. Mouse over **Official Travel - Others** on the menu bar (Figure 7-46).

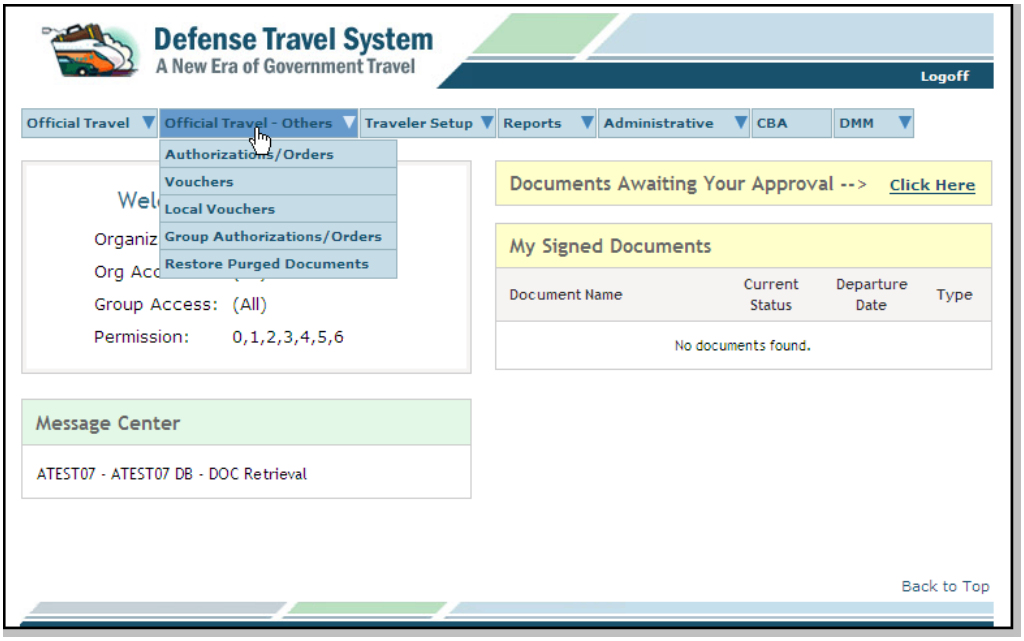

Figure 7-46: Official Travel - Others

2. Select **Restore Purged Documents**.

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The Purged Trip Documents Traveler Lookup screen opens (Figure 7-47).

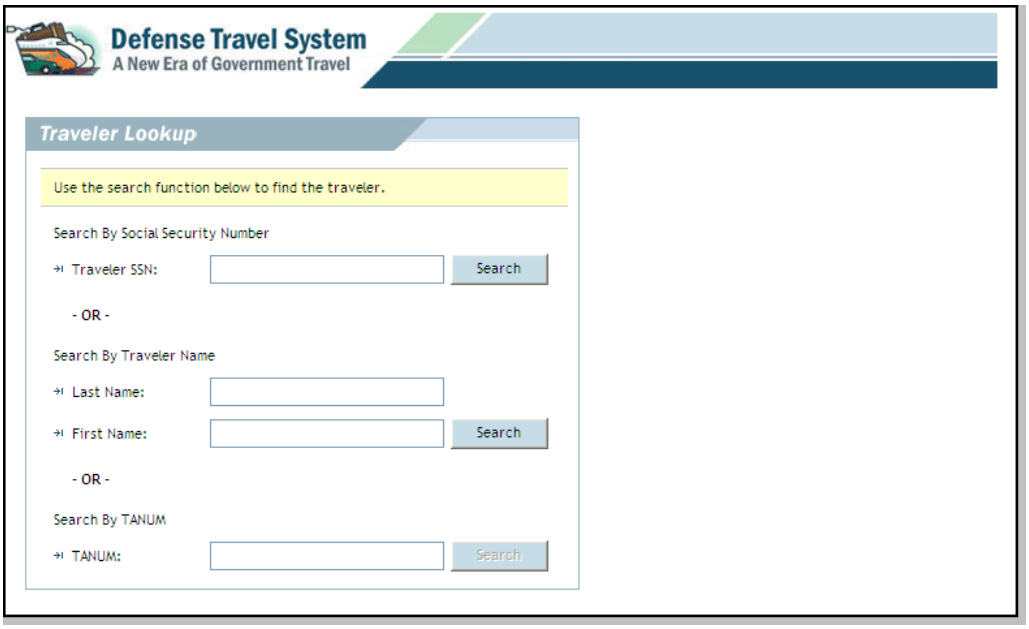

Figure 7-47: Restore Purged Documents - Traveler Lookup Screen

3. Complete the **Traveler SSN**, **Last Name**, or **Last Name** and **First Name** field. (The option to search by TANUM is grayed out and cannot be used at this time.)

4. Select **Search**.

The Traveler Lookup screen refreshes and displays a list of travelers by name and the last four digits of their SSNs.

5. Choose **select** next to the traveler for whom the document is being restored.

The Purged Trip Documents screen opens.

6. Select the **restore** link next to the document to be restored (Figure 7-45).

The Restore Trip Document screen refreshes.

7. Select **View Authorization/Orders**, **View Vouchers**, **View Local Vouchers**, or **View Group Authorizations** to access the traveler's document.

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CHAPTER 8: DEBT MANAGEMENT

Debt Management information has been consolidated into the "Guide to Managing Travel-Incurred Debt". The guide can be found at http://www.defensetravel.dod.mil/Docs/Guide_to_Managing_Travel_Incurred_Debt.pdf.

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CHAPTER 9: CONSTRUCTED TRAVEL

Constructed travel is when a traveler chooses a mode of travel other than the standard or authorized mode. One example is when a traveler drives a privately owned conveyance (POC) or rental car instead of flying. When this occurs, the traveler may be required to provide a cost-comparison to the Authorizing Official (AO). This chapter describes constructed travel and how it is used. This chapter covers the following topics:

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9.1 Overview of Constructed Travel

Government travel should be performed using the most expeditious and cost-effective transportation mode. Typically, this means traveling by one of the following standard transportation modes:

- Commercial Air
- Other Government transportation:
    - Government auto
    - Government bus
    - Government plane
    - Government vehicle

A traveler may prefer to use a travel mode other than the standard. For instance, a traveler may want to drive a POC or a rental car instead of flying. Travelers who wish to use a nonstandard mode must provide the AO a comparison of costs and travel details for both the standard and preferred modes. The traveler enters this information on a constructed travel worksheet.

A constructed travel worksheet helps the AO determine the best way for travel to be performed and whether to limit reimbursement to the costs associated with the standard mode. In addition to limiting the transportation-related costs, it may be necessary to adjust the en route per diem entitlements as part of the constructed travel process. If travel by commercial air is the standard mode, then only one day of allowable travel (and related per diem) per leg of travel is typically authorized when traveling in the continental United States (CONUS). The AO must ensure that per diem entitlements are entered correctly for the excess travel days. If chargeable as leave, the duty condition “Leave” must be selected. If the excess travel days are not chargeable as leave, the duty condition of “Duty Day” or “Non-Duty Day” should be selected.

The AO uses the Cost Comparison screen in the Route and Review module to compare the traveler’s preferred travel costs with the standard travel costs from the worksheet. The AO can then limit reimbursement for travel expenses.

Constructed travel considers only the en route portion of travel. En route travel includes the following travel segments:

- Travel from trip start location to first TDY location
- Travel from one TDY location to another
- Travel from last TDY location to trip end location

The traveler enters the preferred mode(s) of travel on the authorization and enters the standard travel costs on a constructed travel worksheet (Section 9.2.8). This worksheet is then attached to the travel document.

Note: If the AO determines the use of a nonstandard transportation mode is the best way for travel to be performed, the travel is approved, no limited reimbursement applies. Local business rules also may determine the best way for travel to be performed.

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9.1.1 Determine the Necessity for a Constructed Travel Worksheet

The possibility that the requirement for a constructed travel worksheet is triggered when the traveler selects any of the following travel modes in the authorization or voucher:

- Rental Car (Section 9.2.1)
- Other Transportation (Section 9.2.2)
  - Commercial Rail
  - Commercial Bus
  - Commercial Vessel
- Non-Mileage Expenses (Section 9.2.3)
  - Commercial Auto-TDY/TAD
- Mileage Expenses (Section 9.2.4)
  - Private Auto-TDY/TAD
  - Private Motorcycle-TDY/TAD
  - Private Plane
  - Private Vessel

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Use the following decision process to determine if constructed travel applies to a trip (Figure 9-1).

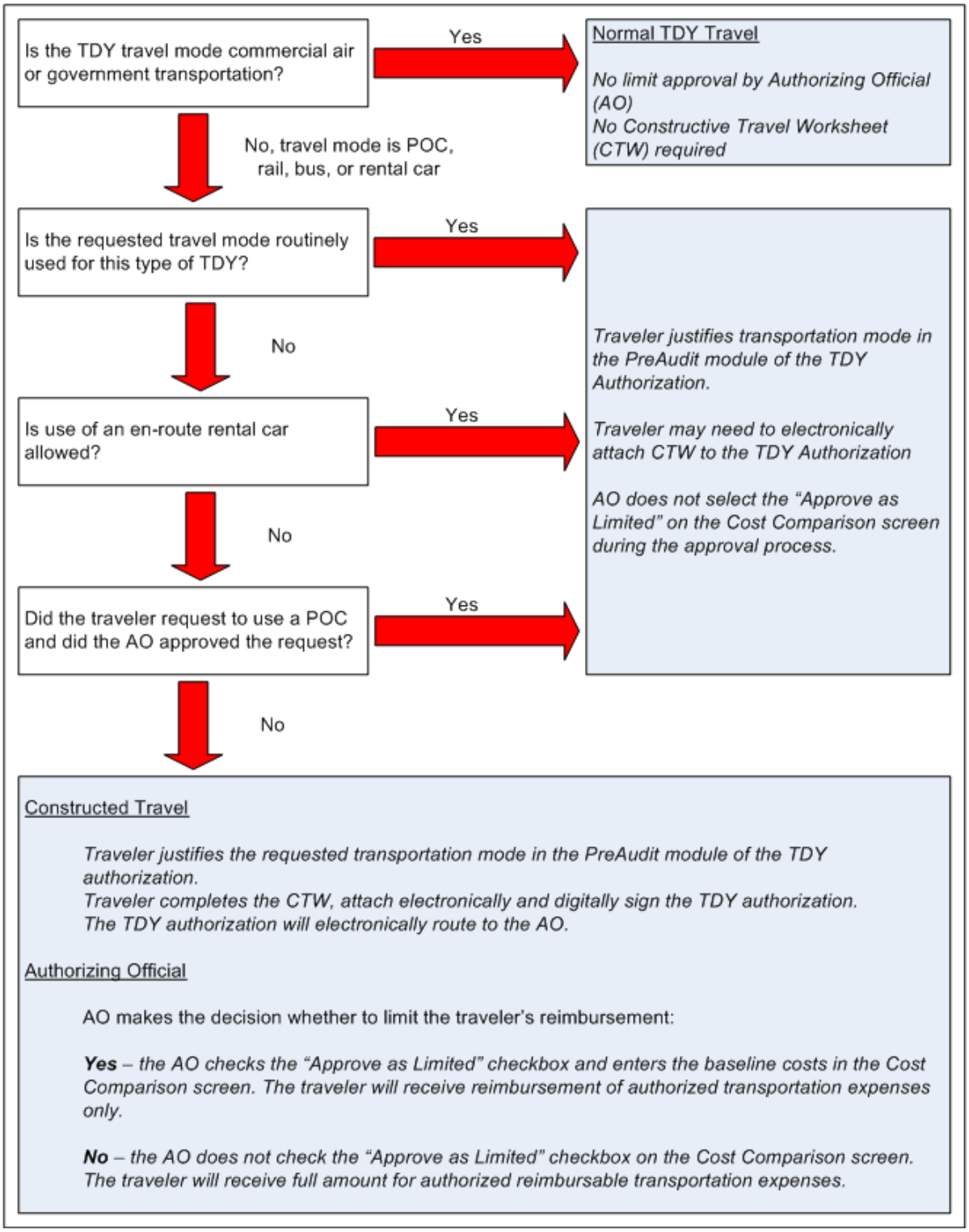

Figure 9-1: Constructed Travel Decision Process

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Use the four scenarios below to determine if constructed travel applies to a trip:

Question. *Does the trip normally require use of commercial air or Government-provided transportation?*

Scenario 1. *NO. The trip does not normally require commercial air or Government transportation to be used.*

Constructed travel does not apply. This scenario indicates the trip is typically taken by POC, rental car, or commercial transportation other than air. For example, the trip is to a location within driving distance, or not serviced by a scheduled airline. The traveler performs the below:

1. During the preaudit process, the traveler provides justification that indicates the trip is normally completed by using the selected transportation mode. No constructed travel worksheet is necessary.

Scenario 2. *YES. The trip normally requires commercial air or Government transportation, but the traveler requests to use a different mode of transportation.*

Constructed travel applies. The traveler CHOOSES to use one of the listed modes of transportation instead of commercial air or Government transportation. The below steps are taken:

1. The traveler completes the authorization using the expenses associated with the preferred mode of travel. See Section 9.2.3.

2. The traveler enters "CTW attached" in the Justification to Approving Official text box on the Pre-Audit Trip screen See Section 9.2.8.

3. The traveler selects the Constructed Travel Worksheet link on the Pre-Audit Trip screen See Section 9.2.8.

4. The traveler completes the constructed travel worksheet and attaches it to the authorization. See Section 9.2.9.

5. The AO reviews the constructed travel worksheet to determine if limited reimbursement rules apply. If the rules apply, the AO enters the reimbursement baseline costs for transportation and related expenses on the Cost Comparison screen See Section 9.3.

6. The AO ensures proper updates of per diem entitlements to reflect any leave, duty days for military members, or nonduty days for civilians See Section 9.2.10.

7. The traveler receives an e-mail stating that reimbursement will be limited to the authorized amount.

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Scenario 3. *YES. The trip normally requires Government transportation, but the AO has approved travel by rental car or a different commercial mode of transportation (except commercial air).*

Constructed travel does not apply. Local business rules may apply in this situation. In this case, the below steps *may* be necessary:

1. The traveler enters "No CTW required" or "CTW attached" (as directed by local business rules) in the Justification to Approving Official text box on the Pre-Audit Trip screen. See Section 9.2.8.

2. Per local business rules, the traveler may need to select the Constructed Travel Worksheet link on the Pre-Audit screen, complete the worksheet, and attach it the authorization. See Section 9.2.9

3. The AO does not check the Approve as Limited box on the Cost Comparison Screen. See Section 9.3.

Scenario 4. *YES. The trip normally requires commercial air or Government transportation, but the traveler CHOOSES to use a POC or rental car, AND the AO agrees this is the best way for travel to be performed.*

Constructed travel does not apply. Local business rules may apply. In this case, the below steps may be necessary:

1. The traveler enters "No CTW required" or "CTW attached" (as directed by local business rules) in the Justification to Approving Official text box on the Pre-Audit Trip screen. See Section 9.2.8.

2. Per local business rules, the traveler may need to select the Constructed Travel Worksheet link on the Pre-Audit screen, complete the worksheet, and attach it the authorization. See Section 9.2.9.

3. The AO does not check the Approve as Limited box on the Cost Comparison 3.screen. See Section 9.3.

9.2 Constructed Travel Functionality

The following sections and screens explain the following:

- How the constructed travel flag is triggered
- How to complete a TDY authorization that requests constructed travel
- How an AO approves a TDY authorization that requests constructed travel

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9.2.1 Rental Car

A traveler who is renting a car to drive to and from the TDY location should check the (ER) En Route box. (Figure 9-2). This box is located in the center of the screen.

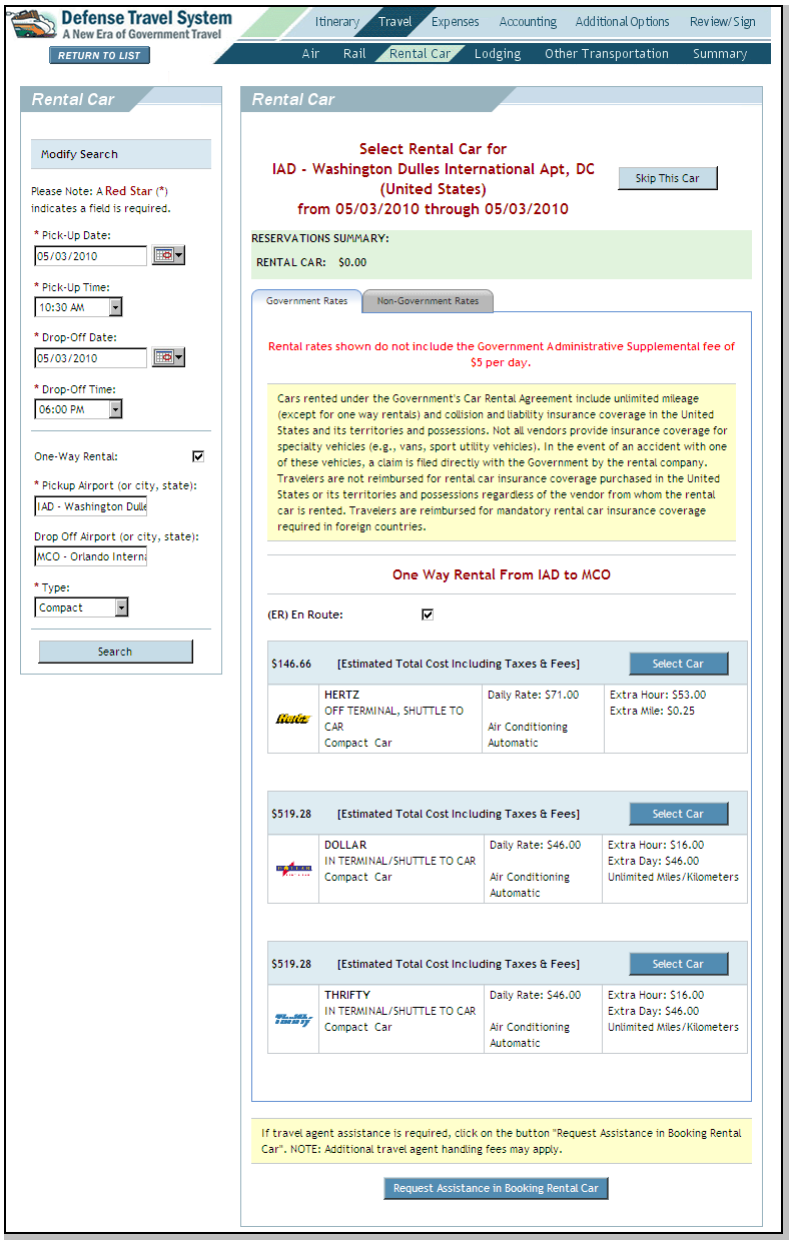

Figure 9-2: Rental Car Screen

This action triggers the constructed travel flag on the Pre-Audit screen. The constructed travel preaudit flag will also trigger if this box is not checked, and rental car is the only mode of transportation used. See Section 9.2.3 for additional information on entering an en route rental car when reserving it by using the Travel module.

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9.2.2 Other Transportation

A traveler who will use another mode of transportation, will access the Other Trans. screen and follow the below steps to add other ticketed transportation to a TDY document (Figure 9-3).

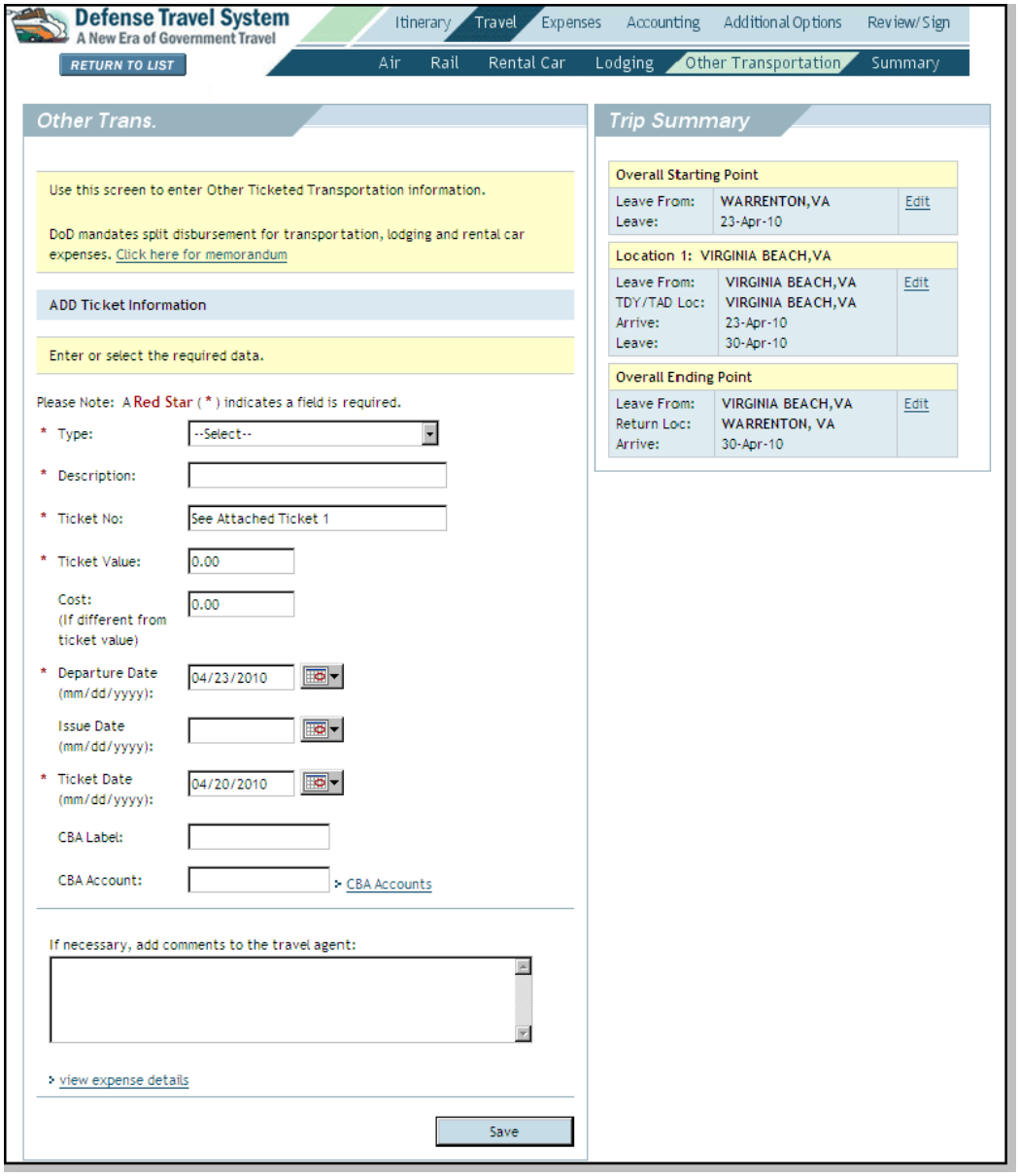

Figure 9-3: Other Transportation Screen

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1. Select the **Type** drop-down list arrow and choose the **correct type of transportation**.

The Description field will fill.

2. Complete the **Ticket No.** field.
3. Complete the **Ticket Value** field.
4. Complete the **Cost** field, if the cost is different from the ticket value.
5. Complete the **Departure Date** field.
6. Complete the **Issue Date** field (if known).
7. Complete the **Ticket Date** field (if not already filled in).
8. Select **view expense details** if the reimbursement method or currency needs to be changed. Make appropriate changes.
9. Select **Save**.
10. Select **Create a New Ticketed Transportation Entry** if another ticketed entry is necessary.
11. Complete the **fields** if any other transportation expense needs to be entered.

9.2.3 Non-Mileage Expenses

The constructed travel flag is triggered if the Commercial Auto - TDY or Private Vessel expense type is selected and saved on the Non-Mileage Expenses screen.

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

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The Non-Mileage Expenses screen opens (Figure 9-4).

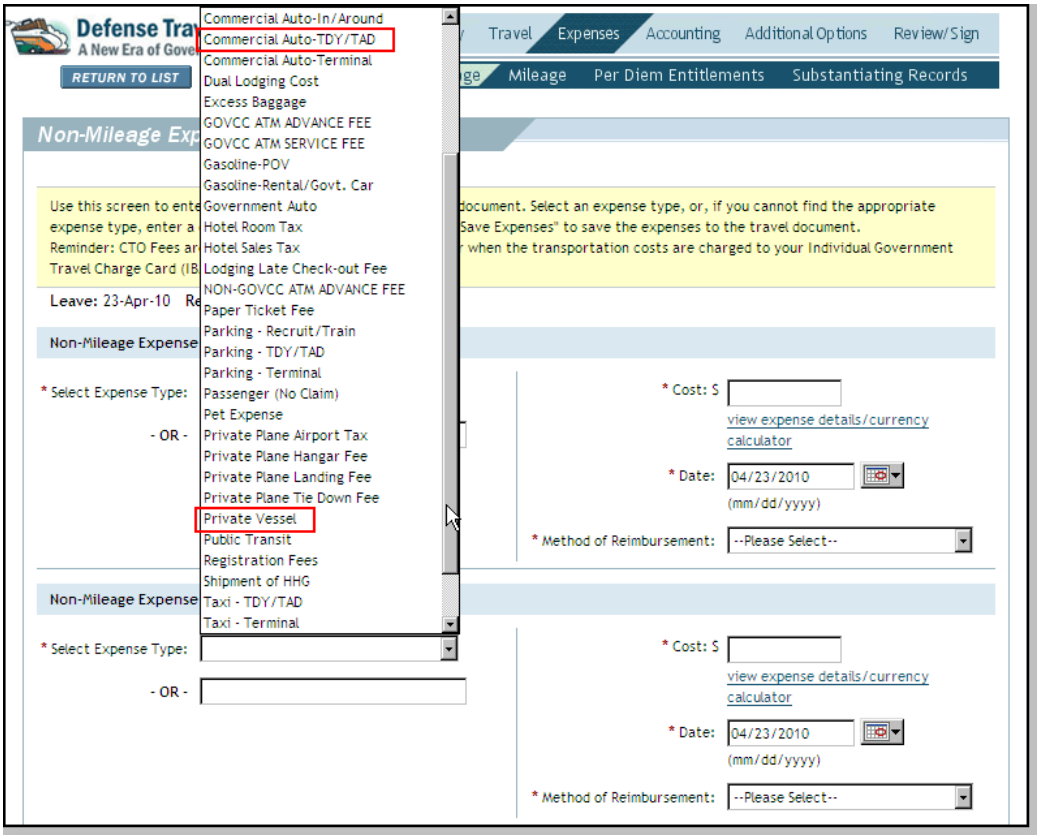

Figure 9-4: Non-Mileage Expenses Drop-Down List

2. Use the **Select Expense Type** drop-down list arrow to select either C**ommercial Auto-TDY/ TAD** or **Private Vessel**.

A pop-up message alerts the traveler that a transportation mode has been selected that may require a constructed travel worksheet to be completed (Figure 9-5). If required, a constructed travel worksheet must be electronically attached to the document via the fax or scan and upload feature. See Section 9.2.5.

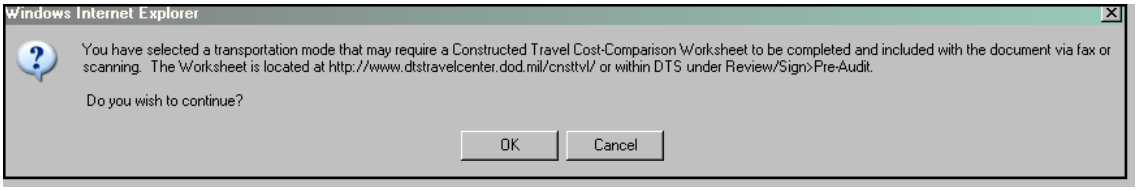

Figure 9-5: Pop-up Message When Certain Modes Are Selected

3. Complete the other fields. See Chapter 2, Section 2.7.1 of this manual for details on how to complete the fields on this screen.

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4. Select **Save Expenses**.

   Note: The user must use the **Justification to Approving Official** text field on the Pre-Audit screen to identify whether the constructed travel worksheet has been attached. The user may access the worksheet via the Constructed Travel Worksheet link.

9.2.4 Mileage Expenses – Privately Owned Conveyance

The constructed travel flag is triggered when Private Auto TDY/TAD, Private Motorcycle TDY/TAD, or Private Plane is selected and saved. A pop-up message alerts the user that a constructed travel worksheet may need to be completed. If a constructed travel worksheet is required, it must be electronically attached to the document.

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

The Non-Mileage expense screen opens by default.

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

The Mileage Expenses screen opens (Figure 9-6).

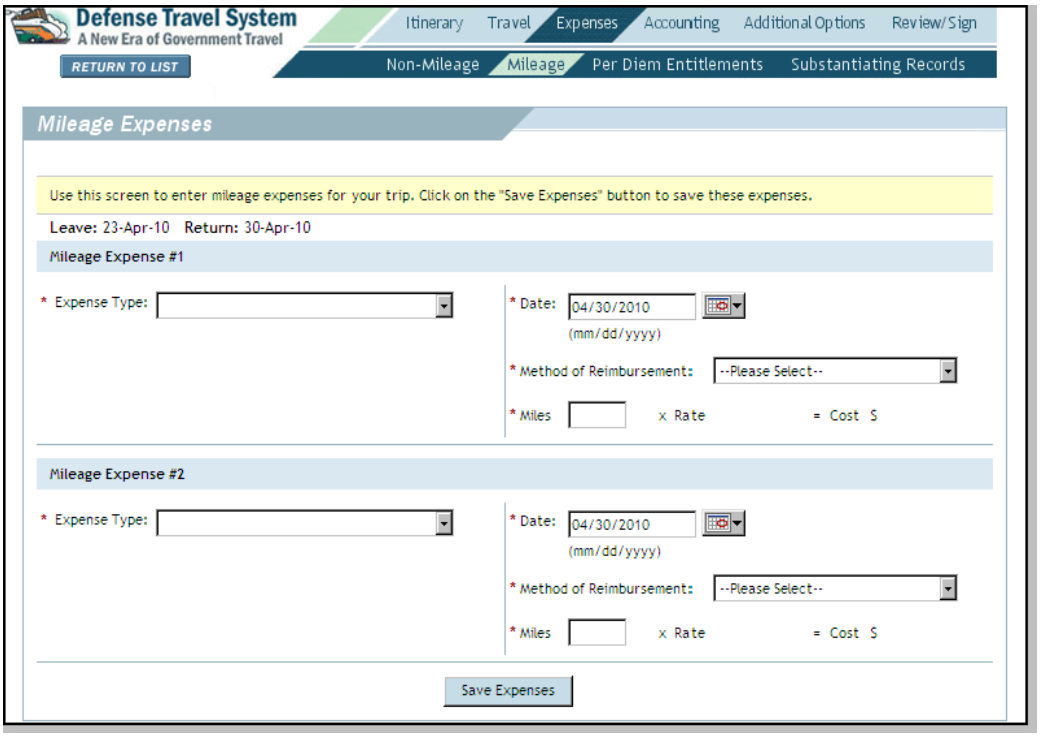

Figure 9-6: Mileage Expenses Screen and DoD Table of Distances

3. Select the **Expense Type** drop-down list arrow and choose **Pvt Auto-TDY, Pvt Motorcycle-TDY,** or **Private Plane**.

4. Select the **DoD Table of Distances** link and enter the Traveling From and Traveling To locations if traveling via a privately-owned auto or motorcycle.

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For travel by privately-owned airplane, enter the official distance as determined by Federal Aviation Administration (FAA) Aeronautical charts and skip Steps 5 and 6.

5. Search for the departure and arrival locations and save the results See Chapter 2, Section 2.7.2 of this manual for details on how to complete the fields on this screen.

6. Select **Save Expenses**. A pop-up message alerts the user that a transportation mode has been selected that may require a constructed travel worksheet be completed (Figure 9-6). If required, a constructed travel worksheet must be electronically attached to the TDY document via the fax or scan and upload feature. See Section 9.2.5.

Note: The user must use the **Justification to Approving Official** text field on the Pre-Audit screen to identify whether the constructed travel worksheet has been attached. The traveler may access the worksheet via the Constructed Travel Worksheet link.

9.2.5 Substantiating Documents

A constructed travel worksheet can be attached to a travel document by way of fax or upload. Follow the directions shown in Chapter 2, Section 2.7.4 to attach the worksheet (via the fax or scan and upload feature) to the travel document.

1. Complete the constructed travel worksheet.

2. Select **Save To File for Upload to DTS**.

3. Select **Click here to Save (as PDF) to Desktop or other Folder**.

4. Fax or upload the PDF file.

5. Once the worksheet is attached, check the box in the **CTW** column (Figure 9-7).

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When checked, this box helps any reviewer and the AO identify the attached record as a constructed travel worksheet. (The user may add a description in the **Notes** text box in addition to checking the box.)

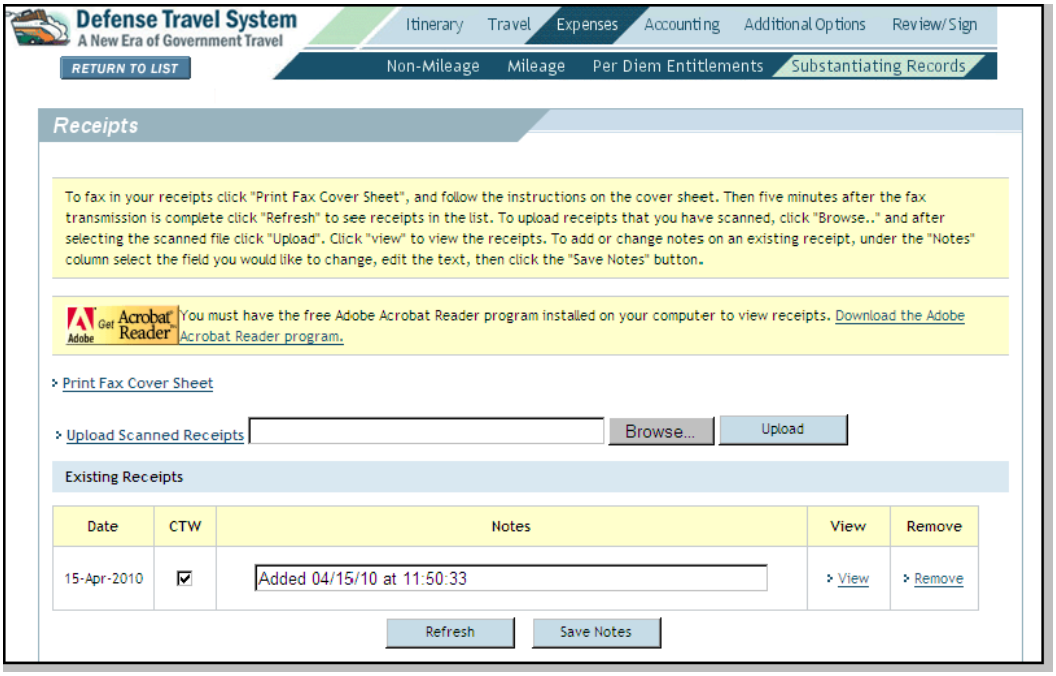

Figure 9-7: Substantiating Records (Receipts) Screen with Constructed Travel Worksheet Attached

6. Select **Save Notes** to save the edited text in the Notes column. Once the CTW box is checked, it cannot be cleared. However, the attachment may be deleted by selecting **Remove** in the Remove column.

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9.2.6 Accounting Codes

The Expenses Summary on the right side of the Accounting Codes screen displays the allowed costs and the actual costs for each expense category. The Actual column shows the costs entered in the document. The Allowed column shows the maximum reimbursement approved by the AO.

- For standard travel, the Allowed and Actual columns will contain the same data on all versions of the document.
- For constructed travel trips, the two columns contain the same data unless the AO uses the Cost Comparison screen to limit reimbursement for transportation.
- If the AO limits reimbursement, the Allowed column will reflect the maximum reimbursement for each expense category.

DTS calculates the Allowed values based on specific cost factors. See Table 9-3 for cost factors. The AO can edit these values when limiting reimbursement. The traveler may view the Allowed Cost limits after approval. See Section 9.4.

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9.2.7 Preview Trip

Follow the below step to access the features on the Preview Trip screen:

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

The Preview Trip screen opens by default (Figure 9-8).

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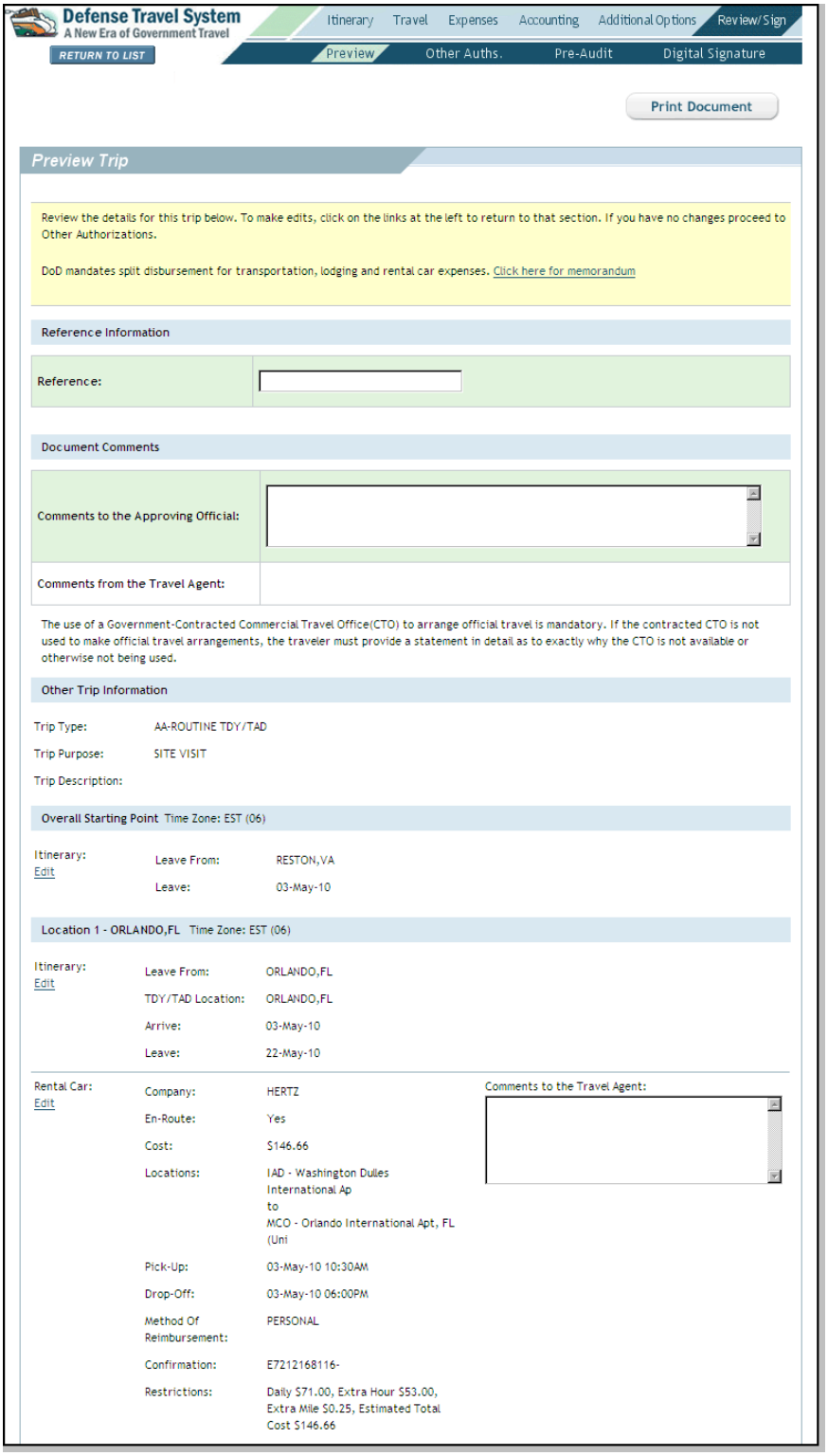

Figure 9-8: Preview Trip Screen

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9.2.7.1 En Route Indicator

If the En Route (ER) box is checked on the Rental Car screen (Figure 9-2), Yes will display in the En Route line in the Rental Car section of the Preview Trip screen (Figure 9-8). This indicates that the traveler will use the rental car as transportation to the TDY location.

9.2.7.2 Actual/Estimate Compared with Allowed

The Actual/Estimate and Allowed Amounts will display as the same amount unless the AO selects the **Approve as Limited** option on the Cost Comparison screen during the approval process. If the AO selects this option, the Allowed and Baseline Trip amounts are updated to reflect the limited cost. See Section 9.4.

9.2.7.3 View Worksheet

If the preaudit flag is triggered, the Preview Trip screen will display a View Worksheet link in the Document Totals section (Figure 9-9).

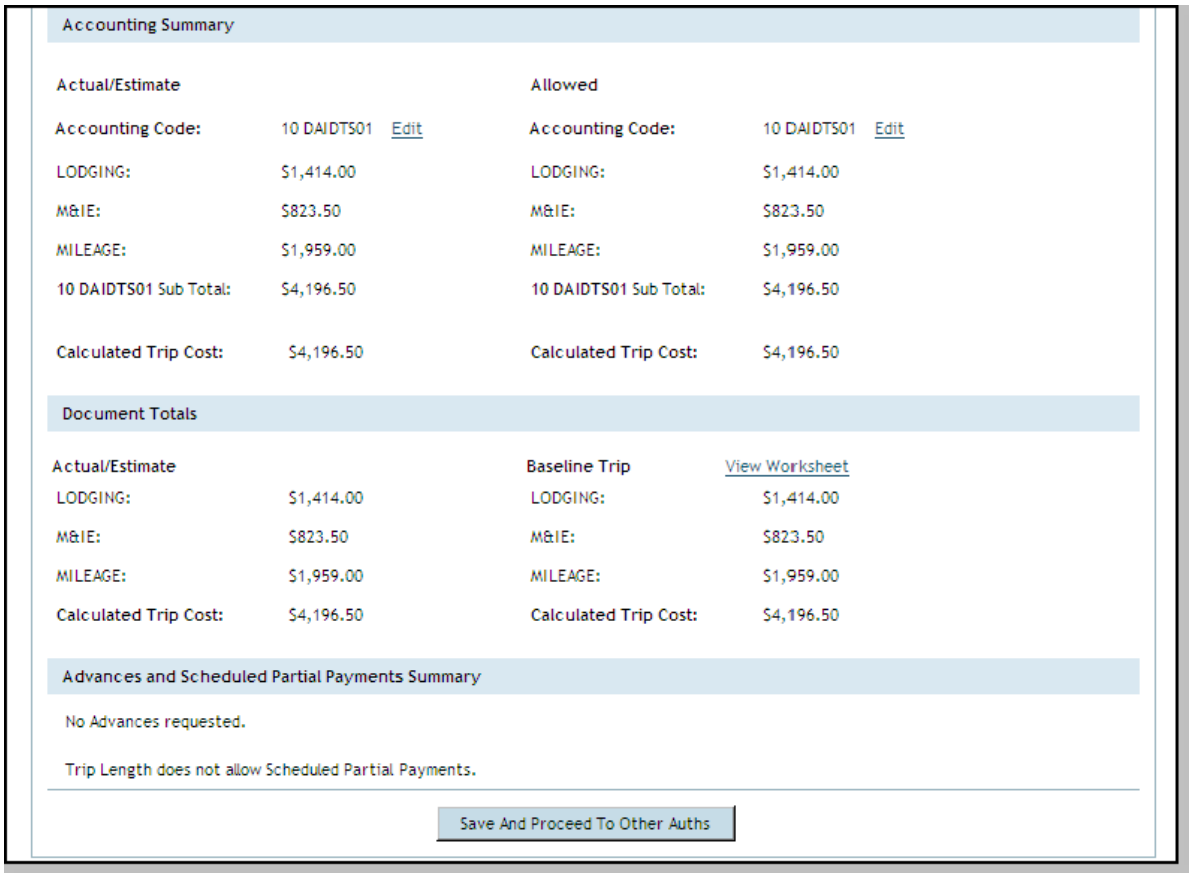

Figure 9-9: Preview Trip - View Worksheet Link

This link opens the Substantiating Records screen. This screen displays a list of the attached receipts and supporting documentation.

If the worksheet was attached to the document, it can be viewed from the document.

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9.2.8 Pre-Audit Flags for Constructed Travel

Pre-audit flags may be triggered, depending on the mode of en route travel selected (Figure 9-10).These flags are described in Table 9-1.

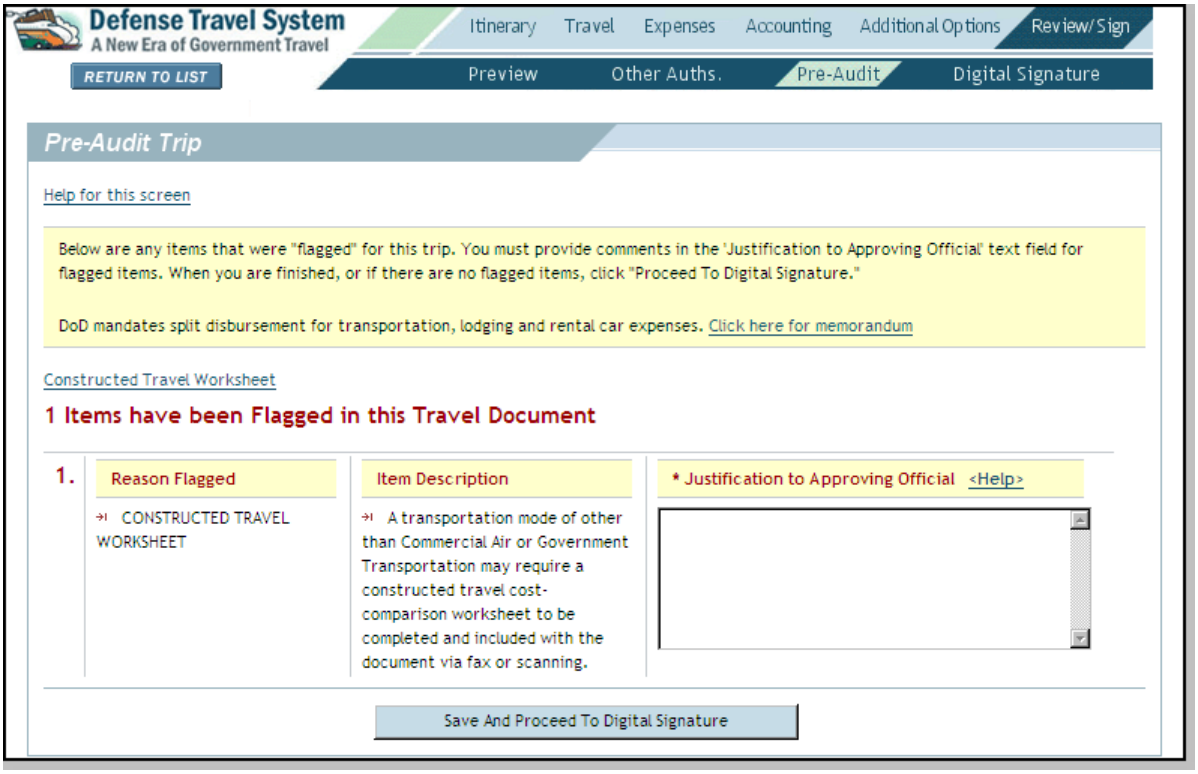

Figure 9-10: Pre-Audit Trip Screen for Constructed Travel - Traveler Justifies

The **Constructed Travel Worksheet** link on the Pre-Audit Trip screen opens the Constructed Travel Worksheets screen. The screen displays links to two constructed travel worksheets: one used for an authorization and one used for a voucher. The user selects the appropriate worksheet to complete.

If a CBA or prepaid transportation mode of travel was selected, a justification automatically populates in the Justification to Approving Official text box.

If a CBA is used, there can be no limitation because the Government is obligated to pay the actual cost or charge against the CBA. If the traveler requests to travel by commercial rail and pay for the tickets using a CBA, the traveler may still be required to compare the rail cost to the air cost. The AO may approve the use of rail or direct travel by air.

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Table 9-1: Constructed Travel Preaudit Flags

CONSTRUCTED TRAVEL PREAUDIT FLAGS		
FLAG	**REASON FOR FLAG**	**DESCRIPTION OR JUSTIFICATION**
Constructed Travel Worksheet	Any of the following en route travel modes exist in the document: •Pvt Auto-TDY/TAD •Pvt Motorcycle-TDY/TAD •Private Plane •Private Vessel •Commercial Auto-TDY/TAD •Rental Car Reservation (only when used for en route travel) •Commercial Rail •Commercial Bus •Commercial Vessel	**Item description on flag:** A transportation mode of other than commercial air or Government transportation may require a constructed travel worksheet to be completed and electronically attached to the document.
Constructed Travel Worksheet	When any of the following en route travel modes exist in combination with any of the above modes: •Commercial Air •Commercial Rail •Prepaid Transportation AND •Pvt Auto-TDY/TAD •Pvt Motorcycle-TDY/TAD •Private Plane •Private Vessel •Commercial Auto-TDY/TAD •Rental Car Reservation (only when used for en route travel) •Commercial Rail •Commercial Bus •Commercial Vessel	**Item Description on flag**: A transportation mode other than commercial air or Government transportation may require a constructed travel worksheet to be completed and electronically attached to the document. **Note**: This occurs when the traveler uses more than one transportation mode to complete the trip. A comparison should be made against the cost to use commercial air for the entire travel. The AO will determine the best way for travel to be performed and whether to approve as limited.
Transportation Mode Changed	Voucher indicates a transportation mode that was not approved on the authorization. May require a constructed travel worksheet to be completed and included with the document.	**Item description on flag**: A transportation mode of other than commercial air or Government transportation may require a constructed travel worksheet to be completed and electronically attached to the document.

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9.2.9 Constructed Travel Worksheet

When the traveler selects an en route mode of transportation other than commercial air or Government transportation, DTS triggers a flag on the Pre-Audit Trip screen. This flag requires the traveler to prepare the worksheet as described in this section.

A link to the constructed travel worksheet displays on the Pre-Audit Trip screen (Figure 9-10). The link is located above the statement regarding the number of items that are flagged in the document.

Beginning on the Pre-Audit Trip screen, follow the below steps to access and complete the constructed travel worksheet:

1. Select the **Constructed Travel Worksheet** link.

   The Constructed Travel Worksheets screen opens (Figure 9-11).

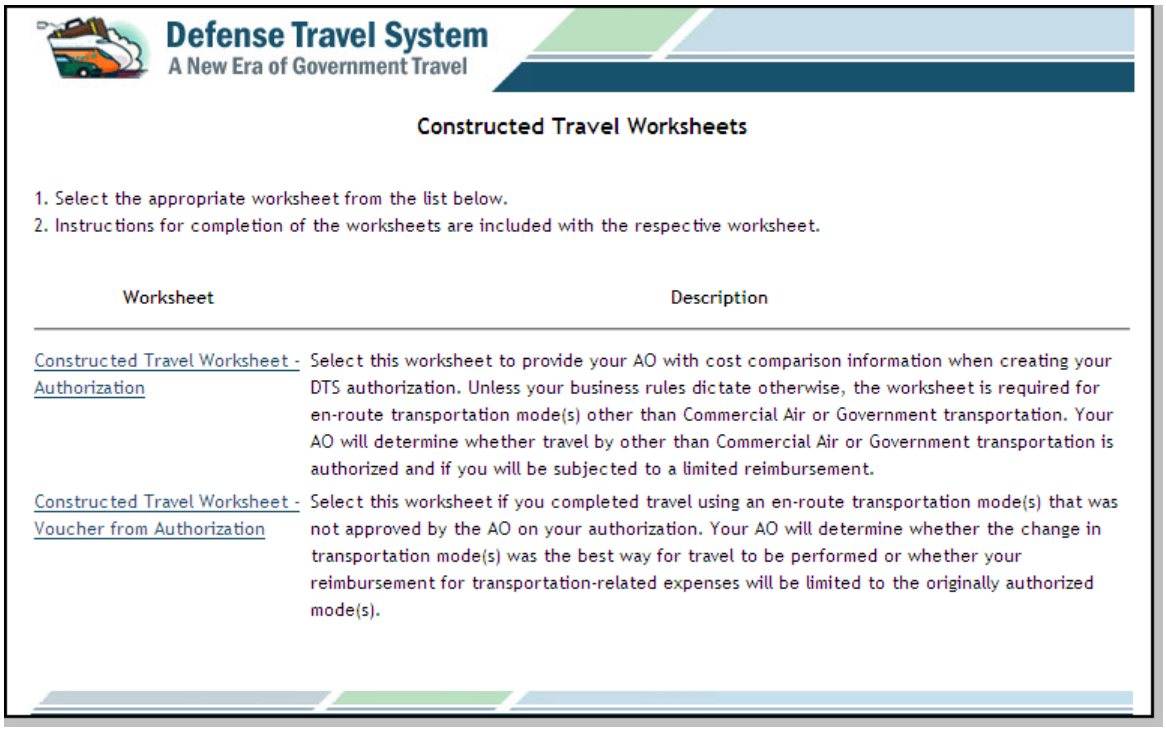

Figure 9-11: Constructed Travel Worksheets Screen

2. Select the **link** for the appropriate **Constructed Travel Worksheet**.

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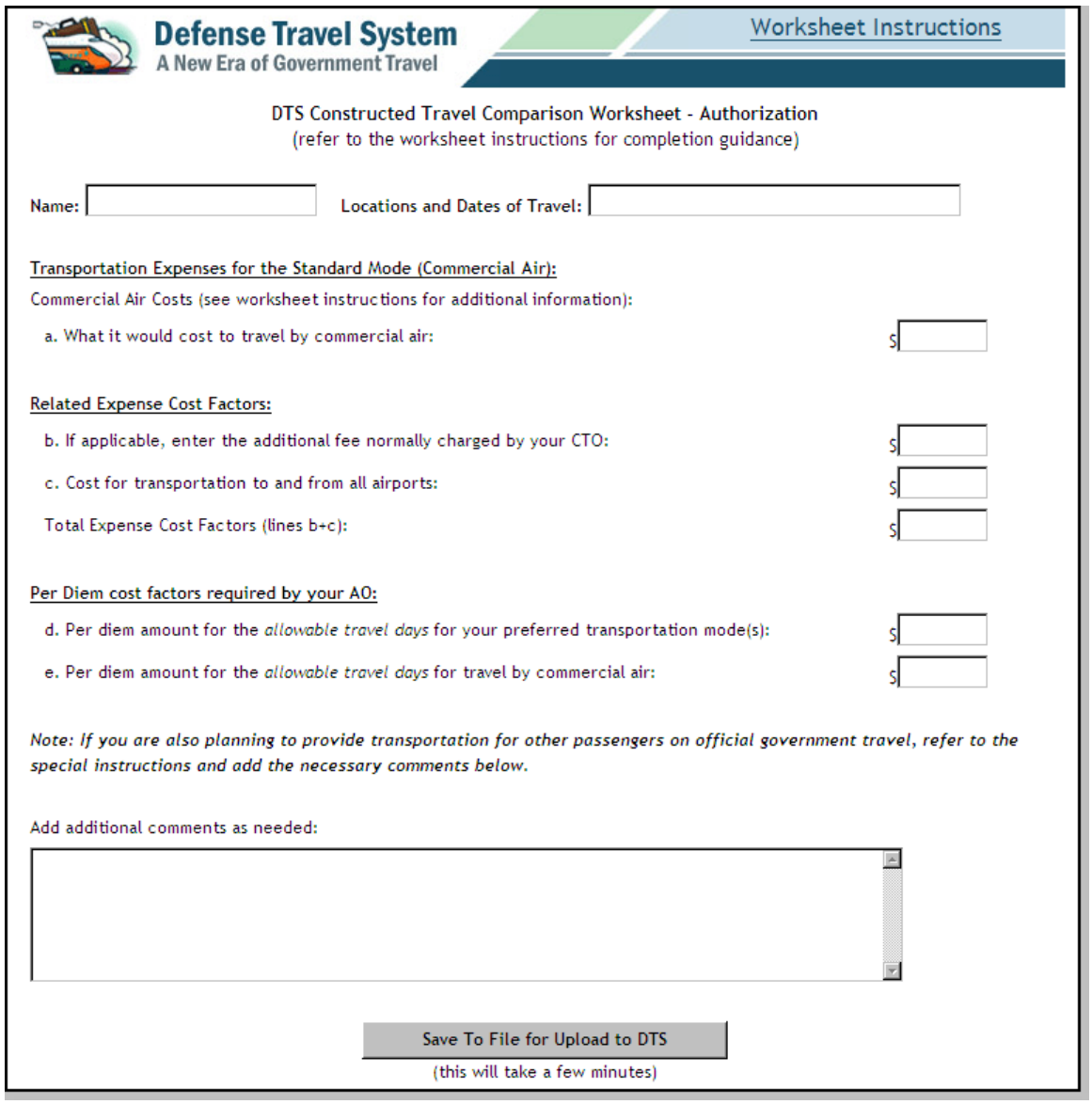
If Constructed Travel Worksheet – Authorization was selected, the Constructed Travel Comparison Worksheet - Authorization opens (Figure 9-12).



Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: $

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: $

c. Cost for transportation to and from all airports: $

Total Expense Cost Factors (lines b+c): $

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): $

e. Per diem amount for the *allowable travel days* for travel by commercial air: $

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

Save To File for Upload to DTS
(this will take a few minutes)

Figure 9-12: Constructed Travel Comparison Worksheet – Authorization

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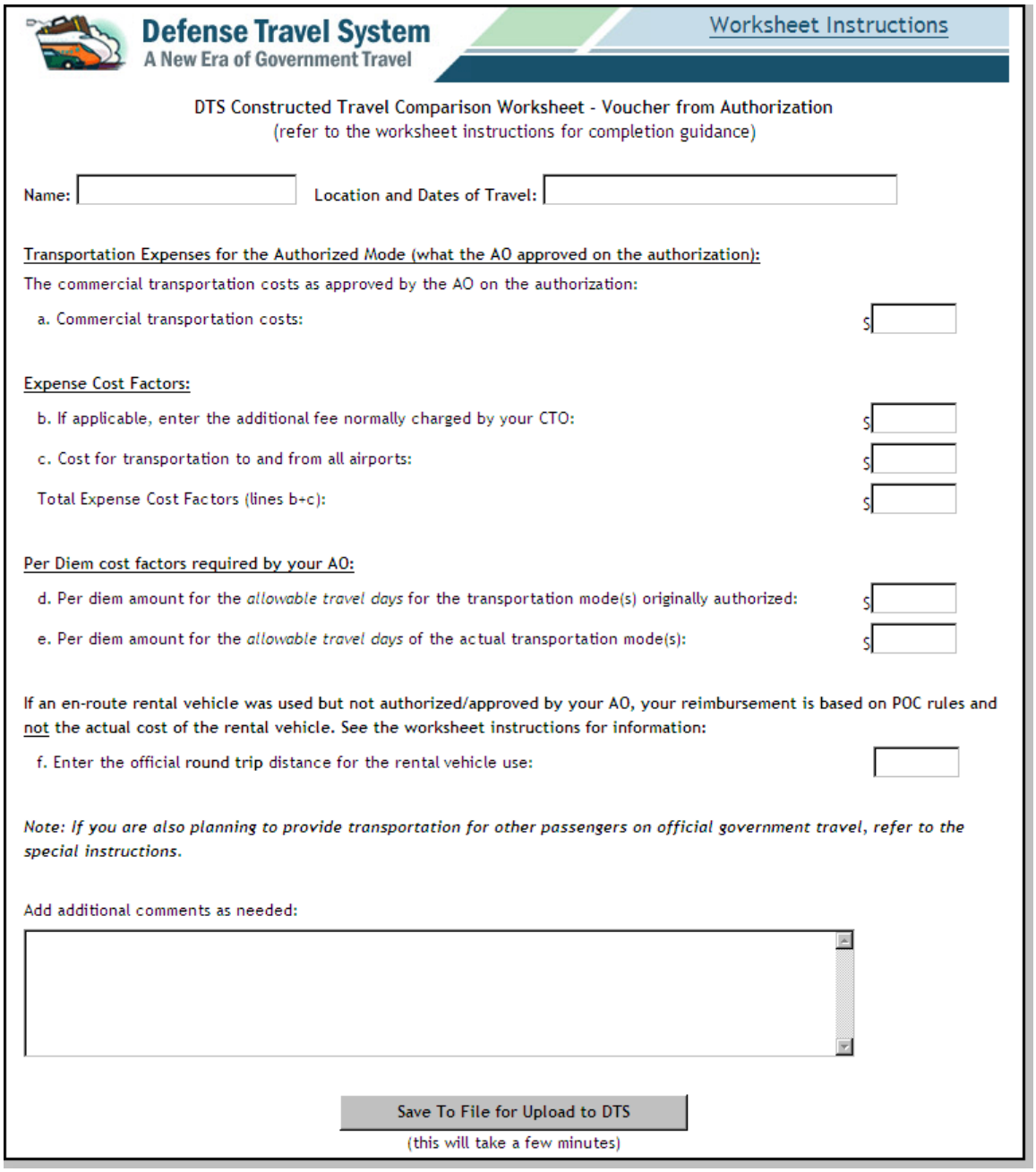
If Constructed Travel Worksheet -Voucher from Authorization was selected, the Constructed Travel Comparison Worksheet - Voucher from Authorization opens (Figure 9-13).



Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Comparison Worksheet - Voucher from Authorization
(refer to the worksheet instructions for completion guidance)

Name: Location and Dates of Travel:

Transportation Expenses for the Authorized Mode (what the AO approved on the authorization):

The commercial transportation costs as approved by the AO on the authorization:

a. Commercial transportation costs: $

Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: $

c. Cost for transportation to and from all airports: $

Total Expense Cost Factors (lines b+c): $

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for the transportation mode(s) originally authorized: $

e. Per diem amount for the *allowable travel days* of the actual transportation mode(s): $

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules and not the actual cost of the rental vehicle. See the worksheet instructions for information:

f. Enter the official round trip distance for the rental vehicle use:

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions.

Add additional comments as needed:

Save To File for Upload to DTS
(this will take a few minutes)

Figure 9-13: Constructed Travel Comparison Worksheet – Voucher from Authorization

3. Complete the **Name** field.

4. Complete the **Locations and Dates of Travel** field.

5. Complete Sections **a** through **e,** as appropriate.

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6. Complete Section **f**, if the worksheet is for a voucher.

For guidance on completing the worksheet, select **Worksheet Instructions** in the top right corner of the screen. A pop-up window displays instructions in a printable, PDF format.

7. (Optional) Complete the **Add additional comments as needed**.

8. Select **Save To File for Upload to DTS**.

A message displays, asking the traveler to wait while the file is being generated. In a few moments, the screen refreshes. A link displays that allows the traveler to save the file on their computer.

9. Save the file.

10. Print the file and fax it to the telephone number on the fax cover sheet.
    -OR-
    Upload the file into the DTS document.

The AO uses the completed worksheet and the Cost Comparison screen to determine the best way for travel to be performed. If approved as limited, the AO enters the cost comparison information provided on the worksheet into the cost comparison screen to limit the traveler's reimbursement.

Note: If the travel consists of more than one leg, the worksheet should reflect the total estimated or actual costs for the entire trip.

The traveler should retain a copy of the completed constructed travel worksheet.

9.2.10 Update Per Diem Entitlements

The traveler may need to update the Per Diem Entitlements screen to reflect a non-per diem status (leave, duty day for military members or nonduty day for civilians) for each extra travel day taken when using constructed travel. For example, if a POC is used for travel and the AO approves it as limited, the traveler is only entitled to en route per diem for the first and last day of travel. The AO must verify that the Per Diem Entitlements screen reflects a non-per diem status for additional travel days. The Per Diem Entitlements screen also provides the traveler or AO with information needed for the en route per diem cost for the constructed travel worksheet.

The Other Per Diem Requirements section of the Per Diem Entitlements screen allows the user to edit the per diem reimbursement. This is based on the non-per diem status selected.

Follow the below steps to edit the other per diem entitlements:

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

The Non-Mileage Expenses screen opens by default.

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

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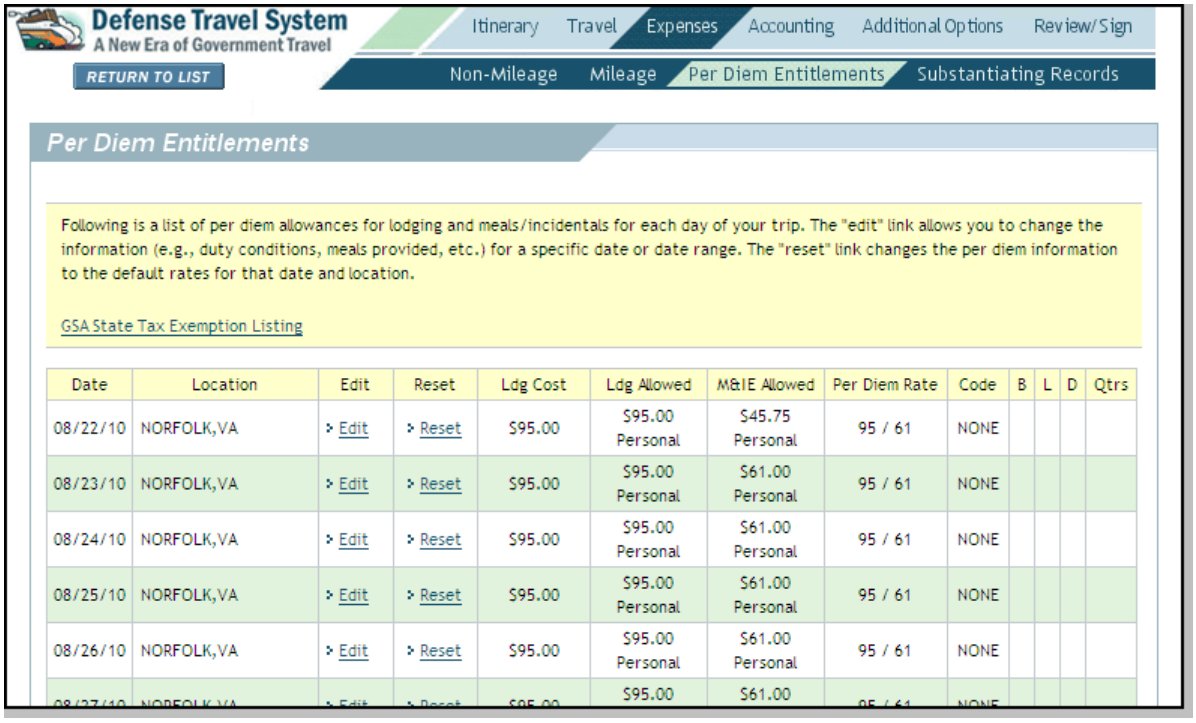
The Per Diem Entitlements screen opens (Figure 9-14).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/22/10	NORFOLK,VA	Edit	Reset	$95.00	$95.00 Personal	$45.75 Personal	95 / 61	NONE				
08/23/10	NORFOLK,VA	Edit	Reset	$95.00	$95.00 Personal	$61.00 Personal	95 / 61	NONE				
08/24/10	NORFOLK,VA	Edit	Reset	$95.00	$95.00 Personal	$61.00 Personal	95 / 61	NONE				
08/25/10	NORFOLK,VA	Edit	Reset	$95.00	$95.00 Personal	$61.00 Personal	95 / 61	NONE				
08/26/10	NORFOLK,VA	Edit	Reset	$95.00	$95.00 Personal	$61.00 Personal	95 / 61	NONE				
08/27/10	NORFOLK,VA	Edit	Reset	$95.00	$95.00	$61.00	95 / 61	NONE				

Figure 9-14: Per Diem Entitlements Screen

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

The Per Diem Entitlements Detail screen opens (Figure 9-15).

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4. Scroll down to the Other Per Diem Entitlements section and select the appropriate radio button. See Table 9-2 for descriptions of the radio buttons.

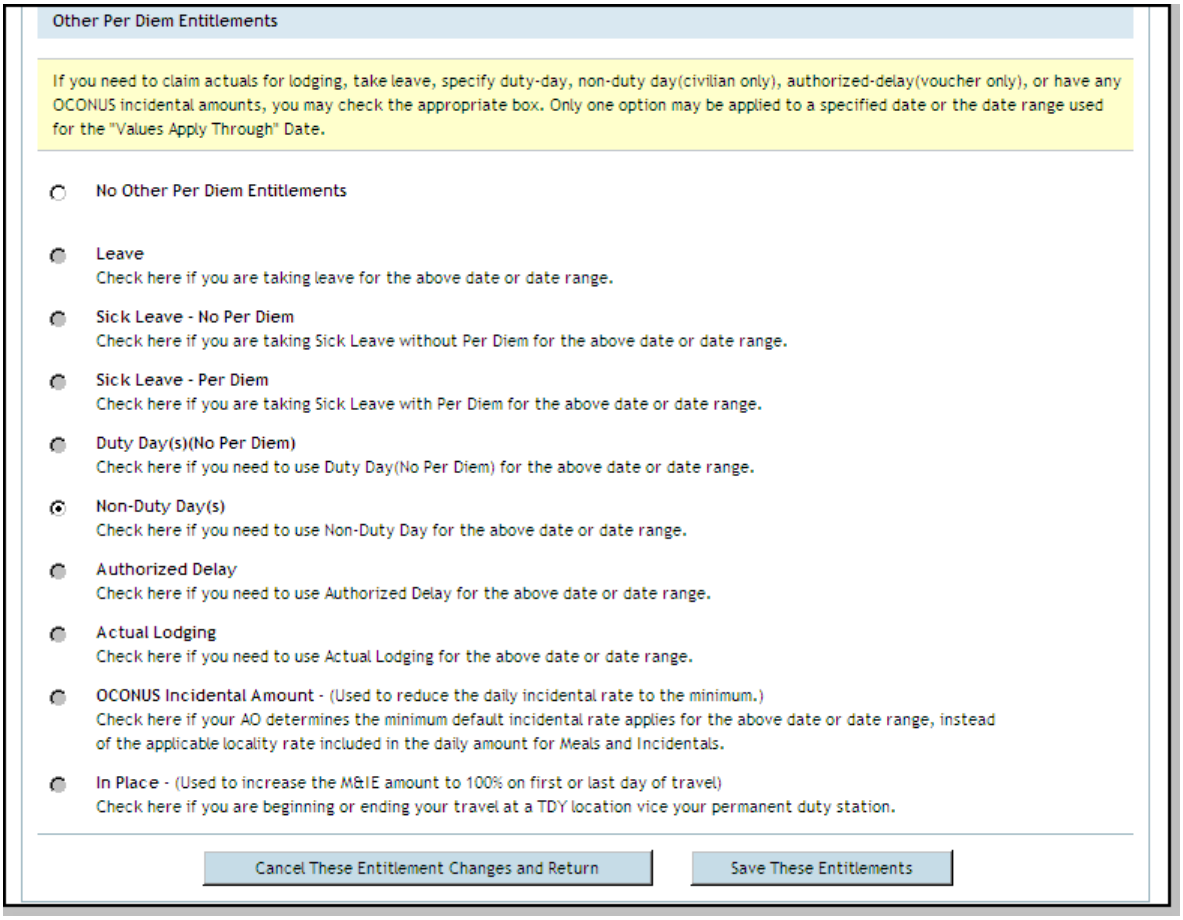

Figure 9-15: Per Diem Entitlements Screen – Other Per Diem Entitlements Section

5. Select **Save These Entitlements**.

Note: Sick Leave options display for civilian employees only.

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Table 9-2: OTHER PER DIEM ENTITLEMENTS DEFINITIONS

OTHER PER DIEM ENTITLEMENTS DEFINITIONS	
OTHER PER DIEM ENTITLEMENTS	**DEFINITION**
No Other Per Diem Entitlements	This radio button is selected by default. If the traveler is not claiming any of the other per diem entitlements, then this radio button remains selected and no entitlements are affected.
Leave	Select if additional time is taken while on TDY and will be charged as leave. Military personnel use **Annual** leave. Government employees choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to take. **Note:** The per diem entitlements will be zeroed out for the selected date range unless a civilian traveler is taking fewer than 8 hours leave.
Duty Day	This option is only used for military personnel. Select if the AO does not approve the excess travel time as official (trip is extended beyond official travel date) but leave should not be charged because the traveler returned on a duty day. No per diem reimbursement is allowed and the day is not charged as leave.
Non-Duty Day	This option is only used for civilian Government employees. Select if the AO does not approve the excess travel time as official, but leave should not be charged because the traveler returned on a nonduty day. No per diem reimbursement is allowed and the day is not charged as leave. Example: The traveler completes mission requirements on Friday and is supposed to return on Saturday, but instead stays until Sunday. 75% reimbursement for travel applies to Saturday and no per diem is paid on Sunday and no leave is taken.

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9.2.11 Digital Signature

The text that displays on the traveler's Digital Signature screen displays regardless of whether constructed travel is triggered. It is a reminder that if the traveler uses a transportation mode that was not authorized, the traveler's reimbursement may be limited to that of the authorized mode (Figure 9-16):

The estimated travel related expenses and actual reimbursement may be reduced. This can occur if the traveler uses a different travel mode than authorized by the AO.

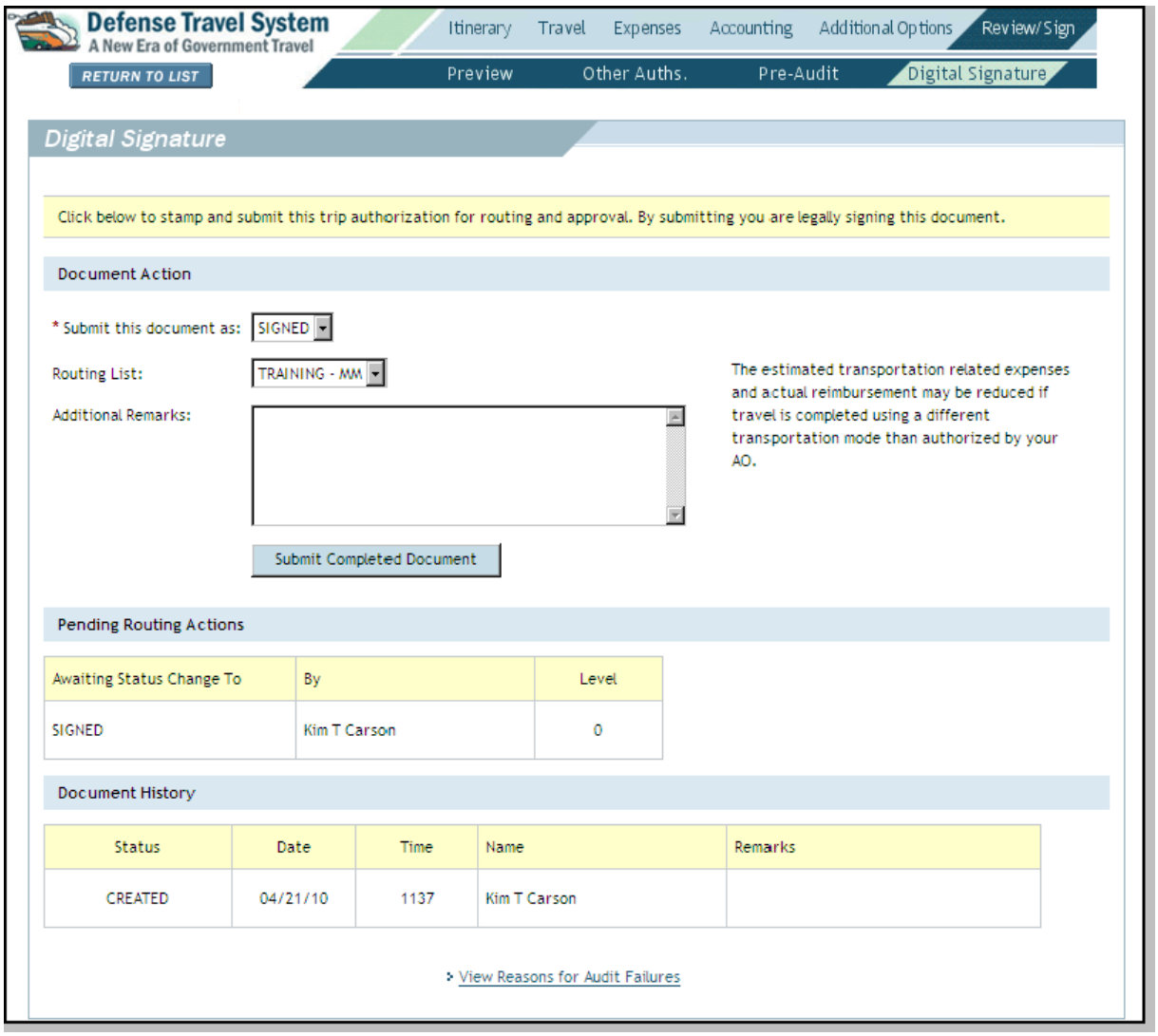

Figure 9-16: Traveler Digital Signature Screen When Constructed Travel Is Triggered

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9.3 Constructed Travel Instructions for AOs

When approving a travel document that has triggered constructed travel, the AO may manually enter the limited baseline costs. This is the amount to which the AO is limiting reimbursement for the trip. It is based on costs from the constructed travel worksheet.

9.3.1 Reviewing the Constructed Travel Worksheet

Beginning on the Preview Trip screen, follow the below steps to review the constructed travel worksheet:

1. Select **Substantiating Records**.

The Receipts screen opens (Figure 9-17).

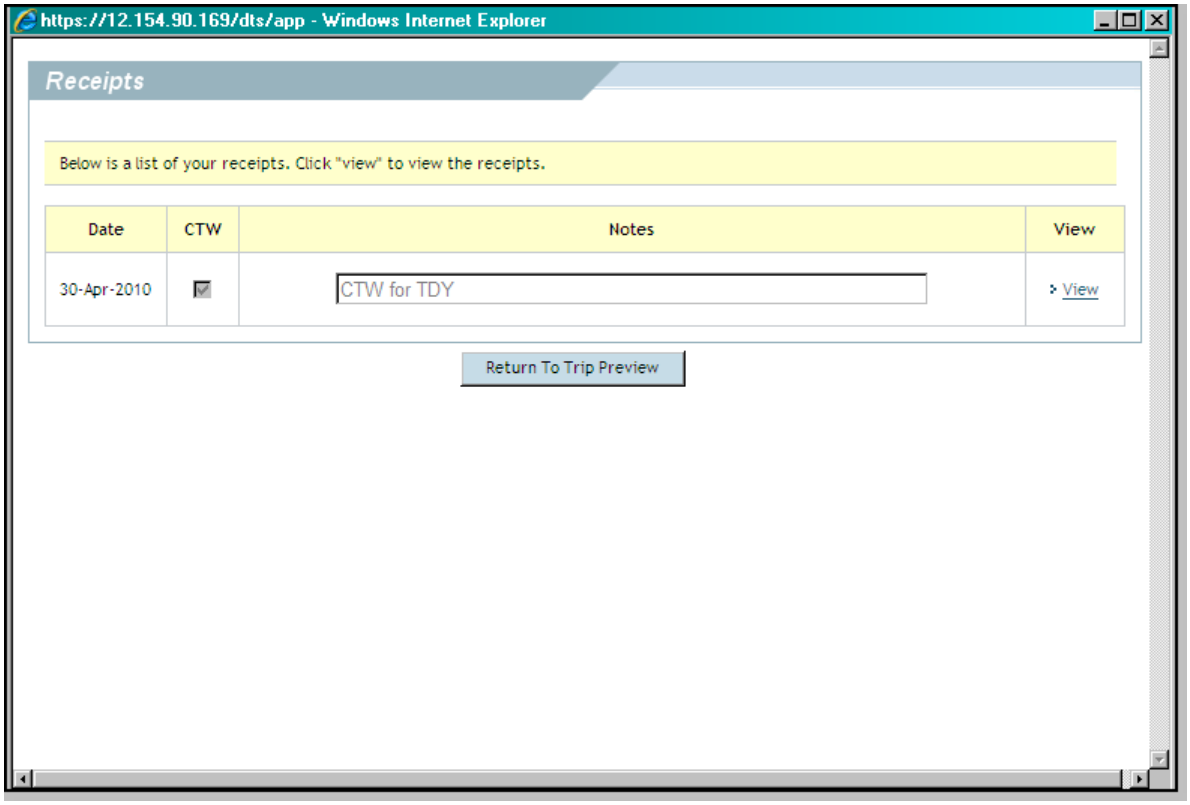

Figure 9-17: Receipts Screen - CTW Box

The CTW box should be checked to indicate the constructed travel worksheet.

2. Select **View** next to the constructed travel worksheet.

The constructed travel worksheet opens.

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3. Review the constructed travel worksheet. Compare the costs to the Document Totals (or Accounting Summary) on the Preview Trip screen as part of the decision whether to approve as limited or to allow full reimbursement for the non-standard mode of travel.

4. Continue approving the document. For more information on approving documents in DTS, see Chapter 6 of this manual.

9.3.2 Reviewing the Cost Comparison Screen

After the AO selects Submit Completed Document, the Cost Comparison screen displays (Follow the below).

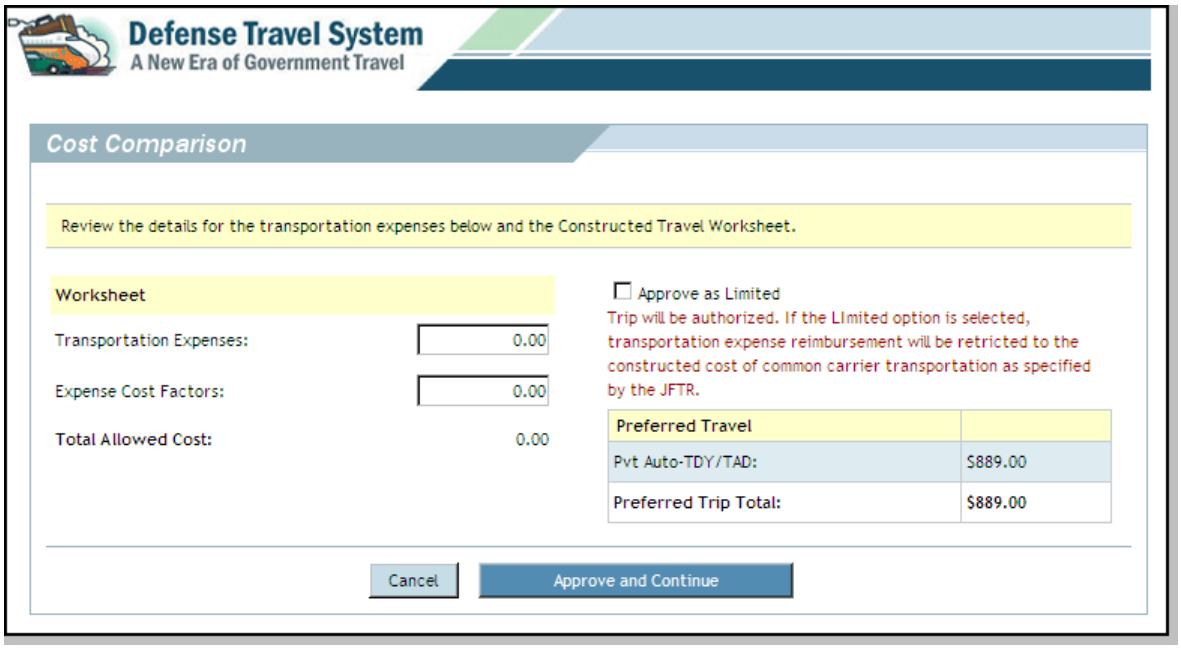

Figure 9-18: Cost Comparison Screen for Travel by Private Auto

This screen is used to approve the traveler's request to use a non-standard transportation mode. See Table 9-3 for an explanation of the screen fields. Follow the below steps to limit the traveler's reimbursement:

1. Check the **Approve as Limited** box.

2. Enter the worksheet cost factors on the left side of the cost comparison screen.

3. Select **Approve and Continue**.

If the AO does not wish to limit the traveler's reimbursement, the Approved as Limited box should not be checked. Instead, select Approve and Continue. Refer to the worksheet instructions for additional information if needed.

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When the traveler uses an en route rental car that was not approved by the AO on the authorization, the rental car is treated as a private auto if the AO does not approve the change from the authorized transportation mode. In this case, the constructed travel worksheet should include the official round-trip mileage.

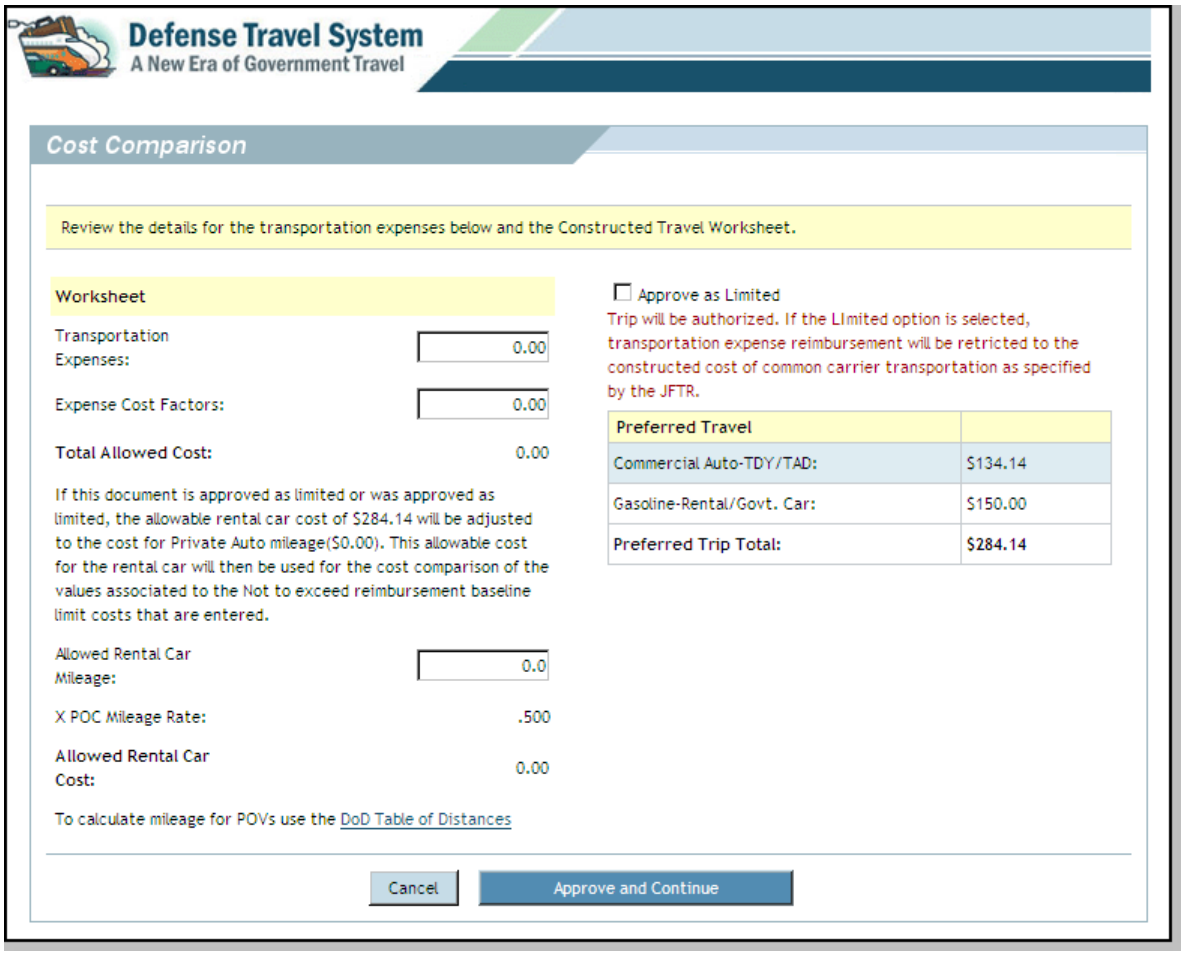

Figure 9-19: Cost Comparison Screen for Travel by Rental Car

The AO must then enter the official round-trip mileage in the Allowed Rental Car Mileage box on the Cost Comparison screen. The cost of fuel for the rental car is not reimbursed, since the cost of fuel is factored into the mileage rates.

Note: When Approved as Limited is selected, reimbursement is based on the official mileage (using the DTOD) and the mileage rate, not the actual costs of the rental car. If the AO wants to allow full reimbursement for the actual costs of the rental car, the Approve as Limited box should not be checked. Refer to the worksheet instructions for additional information.

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Table 9-3 shows the cost factors for each mode of transportation when used for en route travel.

Table 9-3: Cost Factors Associated with Transportation Modes

COST FACTORS ASSOCIATED WITH TRANSPORTATION MODES	
MODE OF TRANSPORTATION (TRANSPORTATION EXPENSE)	**EXPENSES ALLOWED IN EXPENSE COST FACTORS**
Constructed Travel Worksheet – Part 1	
Private Auto Mileage expenses for Pvt Auto – TDY / TAD	Mileage, tolls, ferry fares, en route parking fees, other parking fees
Private Motorcycle Mileage expenses for Pvt Motorcycle – TDY / TAD	Mileage, tolls, ferry fares, en route parking fees
Private Plane Mileage expenses for POC – Pvt Plane – TDY/TAD	Mileage, airport tax, landing fee, tie-down fee, and hangar fee
Private Vessel Non-mileage expenses for Private Vessel	Taxi-terminal, public transit, and private
Rental Car * Cost of rental car when identified as *en route*	Tolls, ferry fares, en route parking fees, taxi-terminal, public transit, and gasoline- rental car
Commercial Rail CR – Rail Fare (GOVCC-I)	Taxi-terminal and public transit
Commercial Bus CB – Bus Fare	Taxi-terminal and public transit
***Note:** If the rental car is approved as limited and treated as a private auto there is no reimbursement for gasoline for the rental car (since the cost is factored into the mileage rate).	
Constructed Travel Worksheet – Part 2	
Commercial Plane (Air) CP – Air Fare	Taxi-terminal and public transit

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9.3.3 Important Information for AOs

Cost Comparison Screen Values Reset When an Amendment Is Created

The limited values will be reset to zero on the Cost Comparison screen if the AO checked the Approved as Limited box on an authorization. This will also occur if the traveler creates an amendment to the authorization. If this occurs, the AO will have to reset the Total Allowed Costs in the Cost Comparison screen before approving 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.

AOs Can Deselect the Approve as Limited Option

After limiting a traveler's reimbursement, the AO can return to the authorization at a later time and deselect the Approve as Limited option. If the AO does so, the allowable costs for the document revert back to the actual/estimate costs for the trip.

DTS Constructed Travel Does Not Limit or Recalculate Per Diem

The AO must ensure that the en route per diem the traveler entered on the constructed travel worksheet reflects the proper duty conditions for travel days. Constructed travel only compares the transportation costs (air travel versus POC or rental car costs). If the trip is approved as limited, en route travel is typically limited to one day for each leg of travel. Any additional days must reflect a non-per diem status.

CBA and Constructed Travel

When the preferred travel mode includes a CBA or prepaid expense, the travel 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, a traveler should still complete a constructed travel worksheet. For example, if a traveler wants to travel by commercial rail, a cost comparison for commercial rail versus commercial air must be provided. If the AO determines that the travel should be conducted by commercial air, the authorization should be returned to the traveler and direct travel by commercial air.

Mixed-Mode Constructed Travel

Mixed-mode constructed travel occurs when travel by more than one en route transportation mode is indicated. For example, travel using both private auto and a commercial carrier. A comparison should be made between the cost of the mixed-mode and the cost of using the standard mode for the entire trip. If mixed-mode travel is approved with full reimbursement, the reimbursement is based on the actual cost of the mixed-mode. If the trip is approved as limited, reimbursement is based on the cost factors associated to travel by the standard mode for the entire trip.

Cost Savings Report

The Cost Savings Report displays the constructed travel cost savings of approved trip requests. It also provides users with the following:

- Information associated with the constructed cost comparisons

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- Limited reimbursement baseline costs

Per diem costs and savings are not included in this report. See Chapter 10 of the *Defense Travel Administrator's (DTA) Manual* for more information on the Cost Savings Report.

9.4 Traveler Views Limits on an Authorization or Voucher

After the AO has approved the authorization or voucher as limited, the traveler can access the document to view the limited reimbursement baseline costs.

Beginning on the DTS User Welcome screen, the traveler uses the below steps to see the approved limited reimbursements:

1. Open the travel document.

The Preview Trip screen opens (Figure 9-20). The screen shows the baseline values entered by the AO.

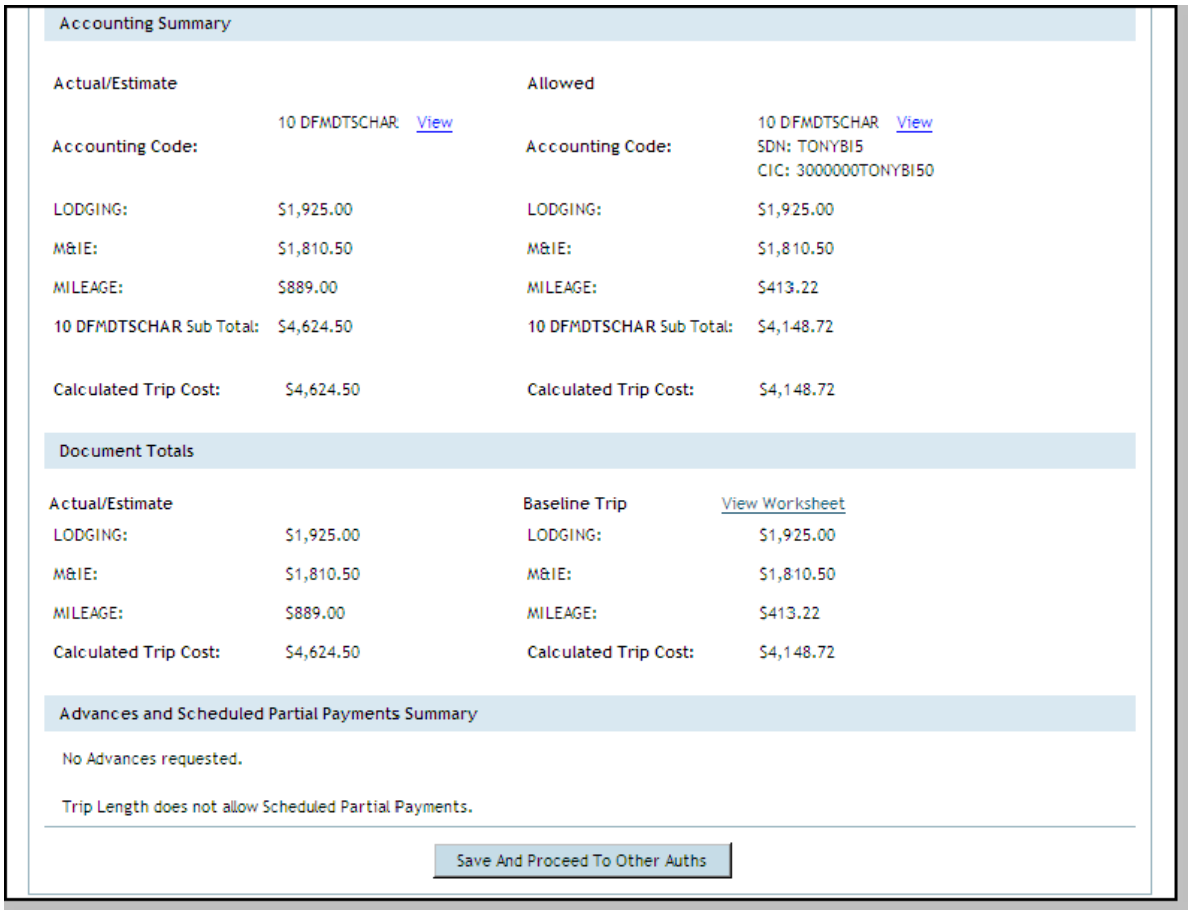

Figure 9-20: Preview Trip Screen - Approved as Limited Baseline Trip Values

2. View the **Document Totals** (or Accounting Summary). Compare the differences in the **Actual/ Estimate** section and the **Baseline Trip** section.

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The Baseline Trip values are the amounts the traveler will be reimbursed.

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

The Digital Signature screen opens (Figure 9-21).

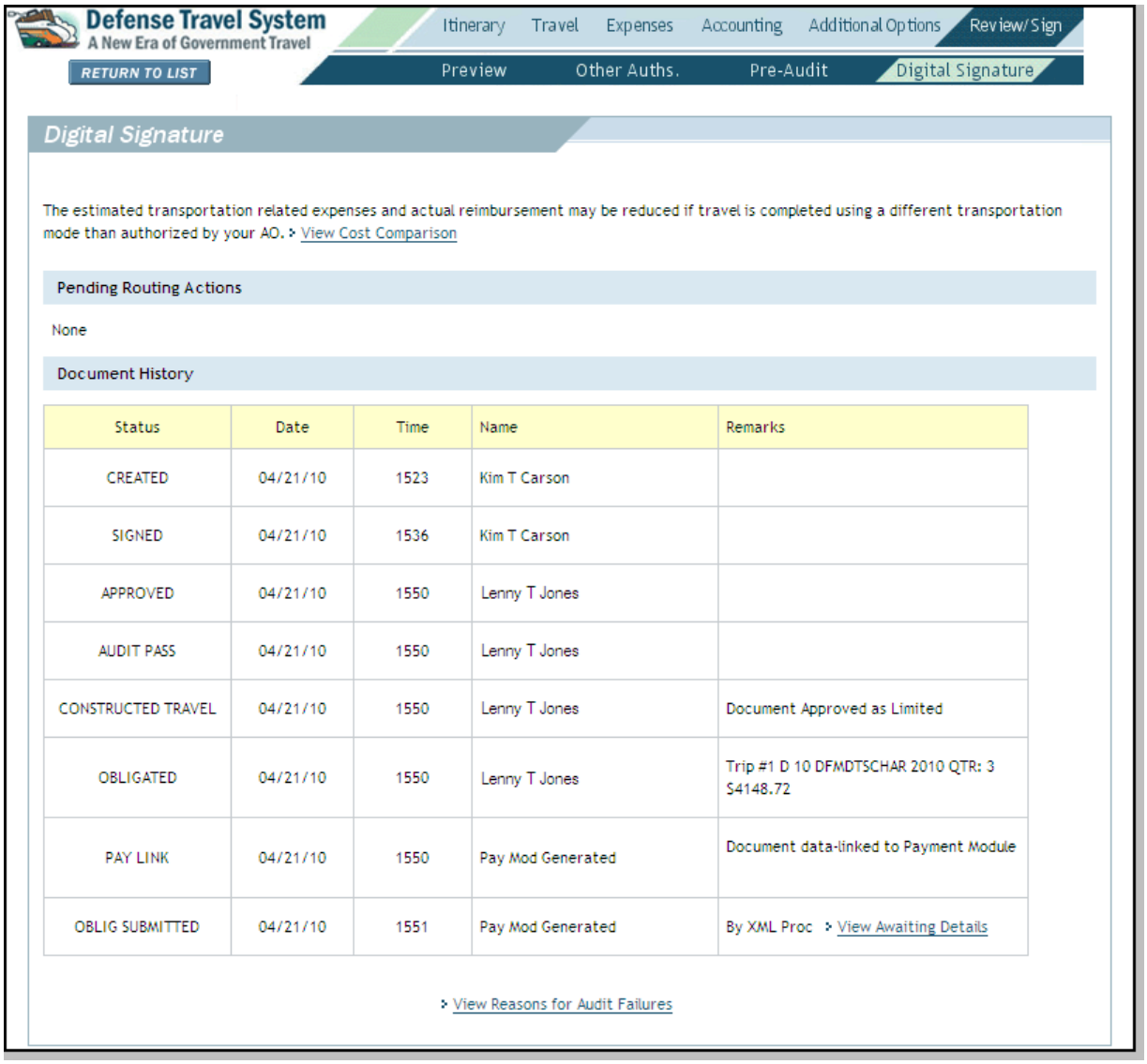

Figure 9-21: Digital Signature Screen After Approved as Limited

4. Select **View Cost Comparison**.

A view-only version of the Cost Comparison screen opens (Figure 9-22). The traveler may see the limits applied to the transportation-related expenses of the travel document.

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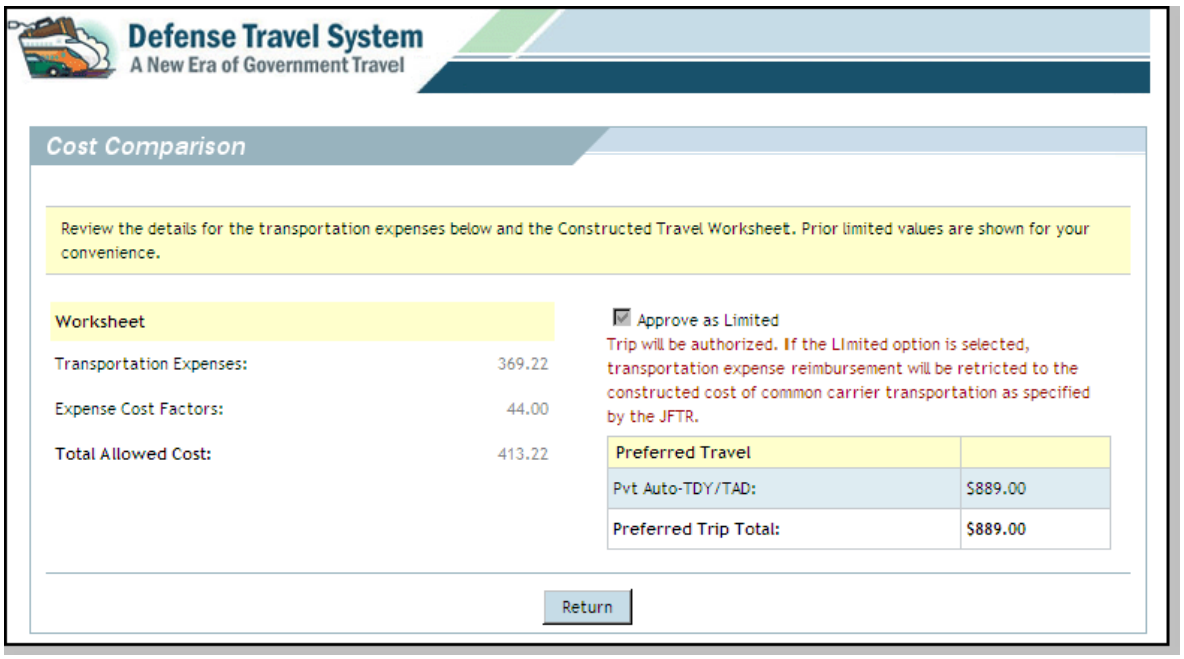

Figure 9-22: Traveler View-Only Cost Comparison Screen

5. Select **Return**.

9.4.1 Creating and Approving a Constructed Travel Voucher

The traveler creates a voucher as shown in the Document Processing Manual, Chapter 4. The edited expenses display in the Actual/Estimated column of the Preview Trip screen. The values in the Allowed and Baseline Trip sections will not change. These allowed amounts will only change if the AO edits the Cost Comparison screen upon approving the voucher.

Typically, the AO's process for approving vouchers is the same, whether or not they contain constructed travel. The AO may occasionally need to approve a voucher when constructed travel was not requested in the authorization or override the decision to limit the traveler's reimbursement. For these circumstances, see the next two sections.

9.4.1.1 Claiming Constructed Travel When Not Requested On the Authorization

A traveler can claim constructed travel on the voucher, even if it was not requested on the authorization. The traveler will simply enter an en route transportation mode that was not selected on the authorization, e.g., the authorization indicated travel by commercial air, but the traveler actually drove their POC. In this scenario, the traveler will follow the same steps as if creating an authorization.

When the preaudit flag is triggered, a constructed travel worksheet and cost-comparison are required. The traveler must complete the worksheet and include it in the voucher. The AO can either approve use of a POC on the voucher or limit the traveler's reimbursement to the cost of the standard mode. This is not necessary if local business rules allow use of a POC. In such a

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case, the traveler enters this explanation in the Justification to Approving Official text field on the Pre-Audit screen.

9.4.1.2 AO Override of Limited Reimbursement Rules

The AO may override a decision to limit the traveler's reimbursement. One example of when the override option may be used is if a non-standard mode was approved as limited, but, due to reasons beyond the traveler's control (e.g., national emergency, airport closure) commercial air could not have been used. In these cases, the AO can use the override option to remove the limited reimbursement and allow the traveler to receive full reimbursement. The override option is rarely used.

To override the decision to limit the traveler’s reimbursement, follow the listed steps:

1. Open the document in an editable form.

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

The Preview Trip screen opens.

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

   The Digital Signature screen opens (Figure 9-23).

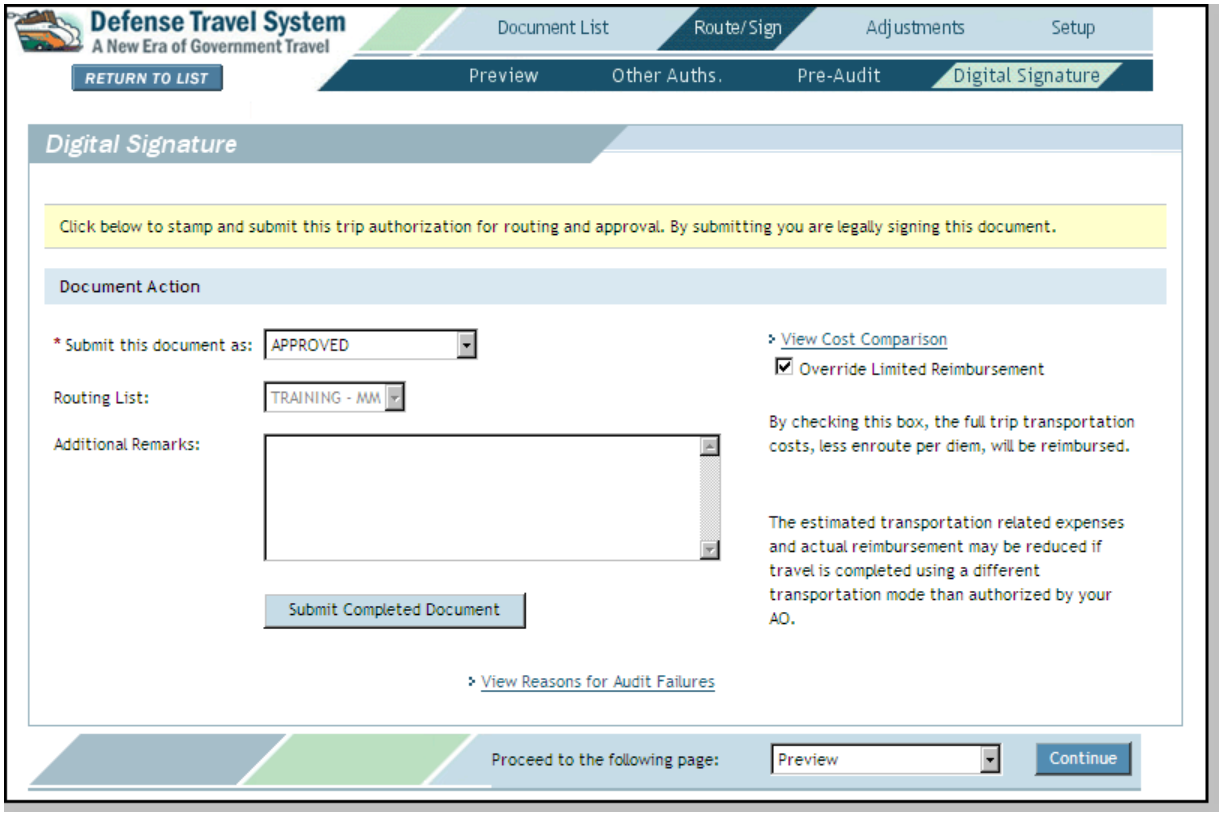

Figure 9-23: Digital Signature Screen - Override Limited Reimbursement

4. Check the **Override Limited Reimbursement** box.

5. Select the **Submit this document as** drop-down arrow and choose **APPROVED**.

6. Select **Submit Completed Document**.

7. Follow the steps to apply the digital signature.

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CHAPTER 10: DTS Trip Cancellation Procedures

The steps required in DTS for trip cancellation depend on the document status and whether or not the authorization contains expenses. The conditions are listed below:

- No expenses were incurred, and the authorization has been signed or approved
- Expenses were incurred by the traveler and/or government, and the authorization has been signed
- Expenses were incurred by the traveler and/or government, or an advance or scheduled partial payment (SPP) was submitted or paid, and the authorization has been approved

CTO-disabled sites should refer to their local business rules to cancel any reservations.

Important: *A hotel cancellation confirmation number must be obtained to ensure that a no-show charge is not incurred. If the Commercial Travel Office (CTO) does not provide a hotel cancellation number, then the traveler has the responsibility to contact the hotel directly to obtain one.*

Note: The Reservation Autocancel feature of DTS does not cancel the *authorization*. This feature only cancels *reservations* made in DTS based on the amount of time that has passed for an unsigned document (Section 10.5).

This chapter covers the following:

10.1 Access the Authorization 10-2
10.2 Signed and Approved, No Expenses Incurred 10-3
10.3 Signed or Approved, Expenses Incurred or an Advance or SPP Received 10-8
10.3.1 Signed Authorization, Expenses Incurred 10-8
10.3.2 Approved Authorization, Expenses Incurred or an Advance or SPP Received 10-11
10.4 Cancellation Procedures for AOs 10-15
10.4.1 AO Cancels an Authorization - No Expenses Incurred 10-15
10.4.2 AO Approves an Authorization - Expenses Incurred 10-18
10.5 DTS Reservation Autocancellation 10-23
10.5.1 Autocancel Warning Messages 10-23
10.5.2 DTS Autocancel Rules 10-24

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10.1 Access the Authorization

To cancel a trip, first access the DTS User Welcome screen (Figure 10-1), and then use the below steps:

Note: Some screens in DTS use the term *Approving Official* to refer to the Authorizing Official (AO) who approves and cancels DTS documents.

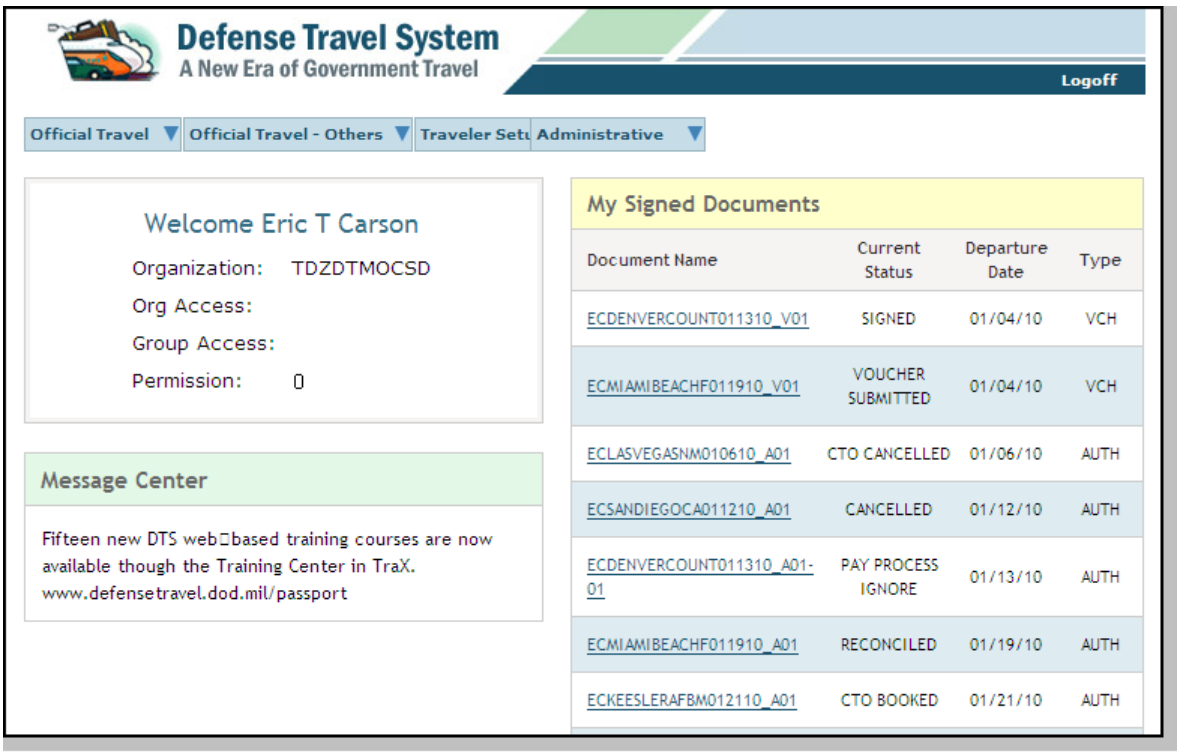

Figure 10-1: DTS User Welcome Screen

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

2. Select **Authorizations/Orders**.

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The Authorizations/Orders screen opens (Figure 10-2).

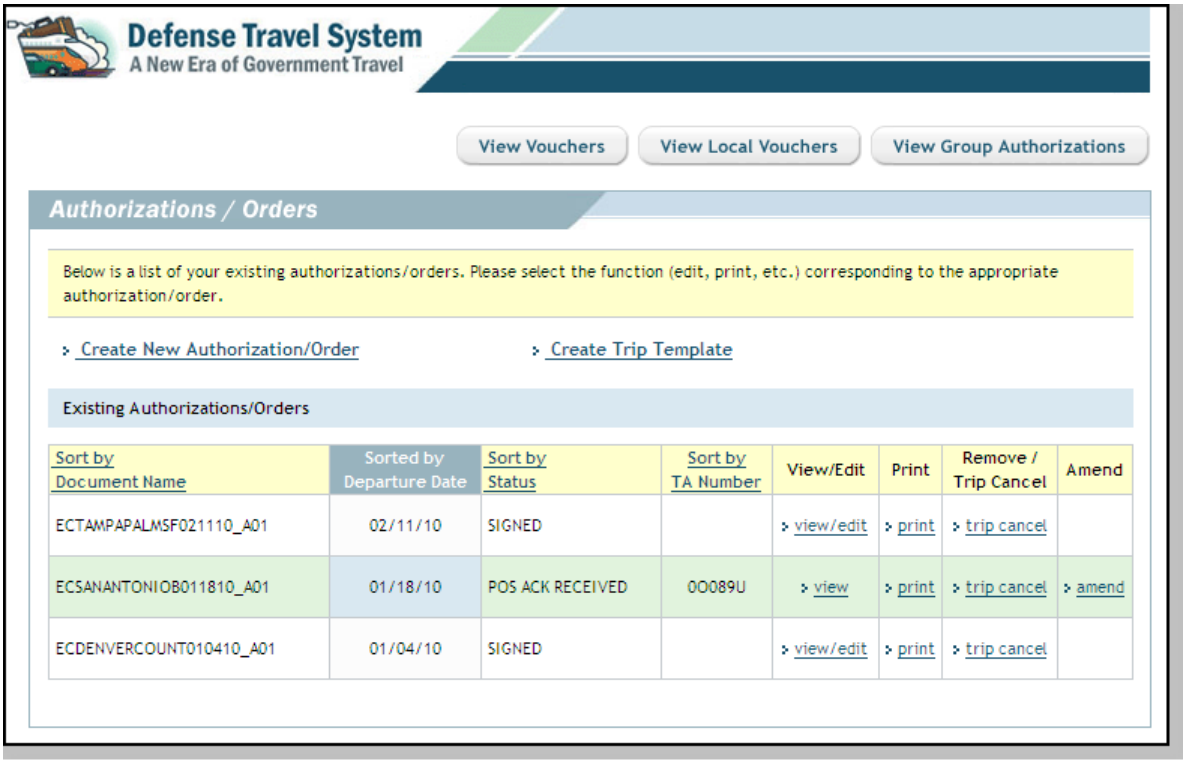

Figure 10-2: Authorizations/Orders Screen

10.2 Signed and Approved, No Expenses Incurred

This section explains the steps for trip cancellation when no expenses have been incurred. Follow the below steps if an authorization has been signed and/or approved.

Beginning on the Authorizations/Orders screen (Figure 10-2):

1. Select **trip cancel** next to the document to be cancelled.

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The Trip Cancellation screen opens (Figure 10-3).

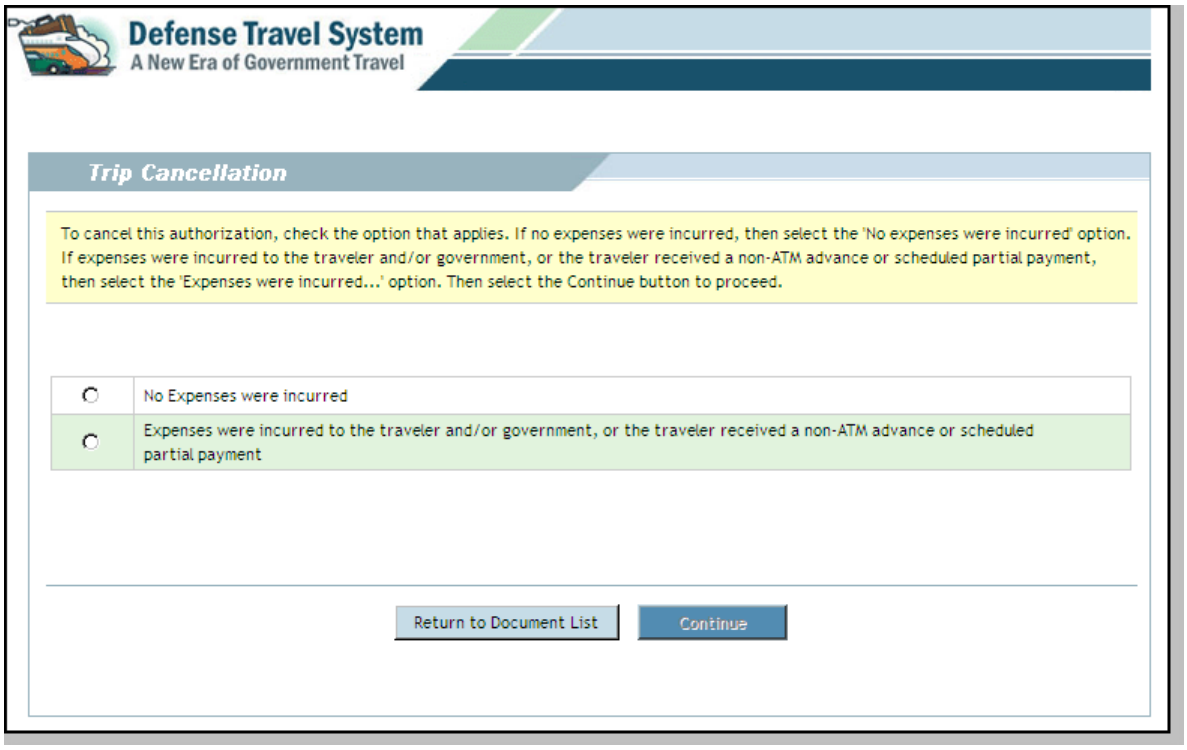

Figure 10-3: Trip Cancellation Screen

2. Select the **No Expenses were incurred** radio button.

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A pop-up message appears informing the traveler that this action is non-reversible. The traveler may select the **Return to Document List** if they wish to exit this process (Figure 10-4).

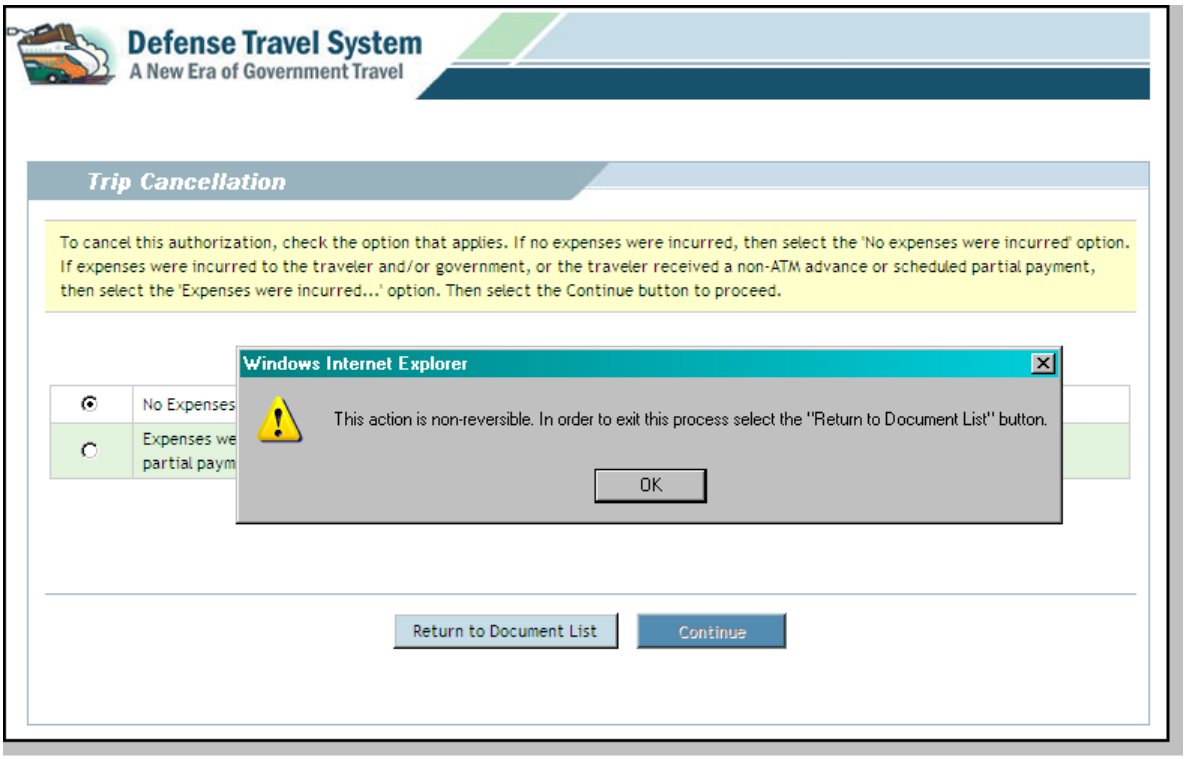

Figure 10-4: No Expenses Were Incurred Pop-Up Message

Note: The No Expenses were incurred button is not available if DTS detects any incurred expenses. DTS determines that expenses were incurred based on the following conditions:

- A scheduled partial payment or advance has been submitted for payment or has been paid
- Centrally Billed Account (CBA) tickets are on or within the tickets are waiting (TAW) date
- The document has been stamped CTO TICKETED
- A CTO fee (either Individually Billed Account [IBA] or CBA) exists on the authorization
- One or more CBA tickets has a status of “Matched” in the CBA Module

3. Select **OK**.

4. Select **Continue**.

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The Digital Signature screen opens (Figure 10-5).

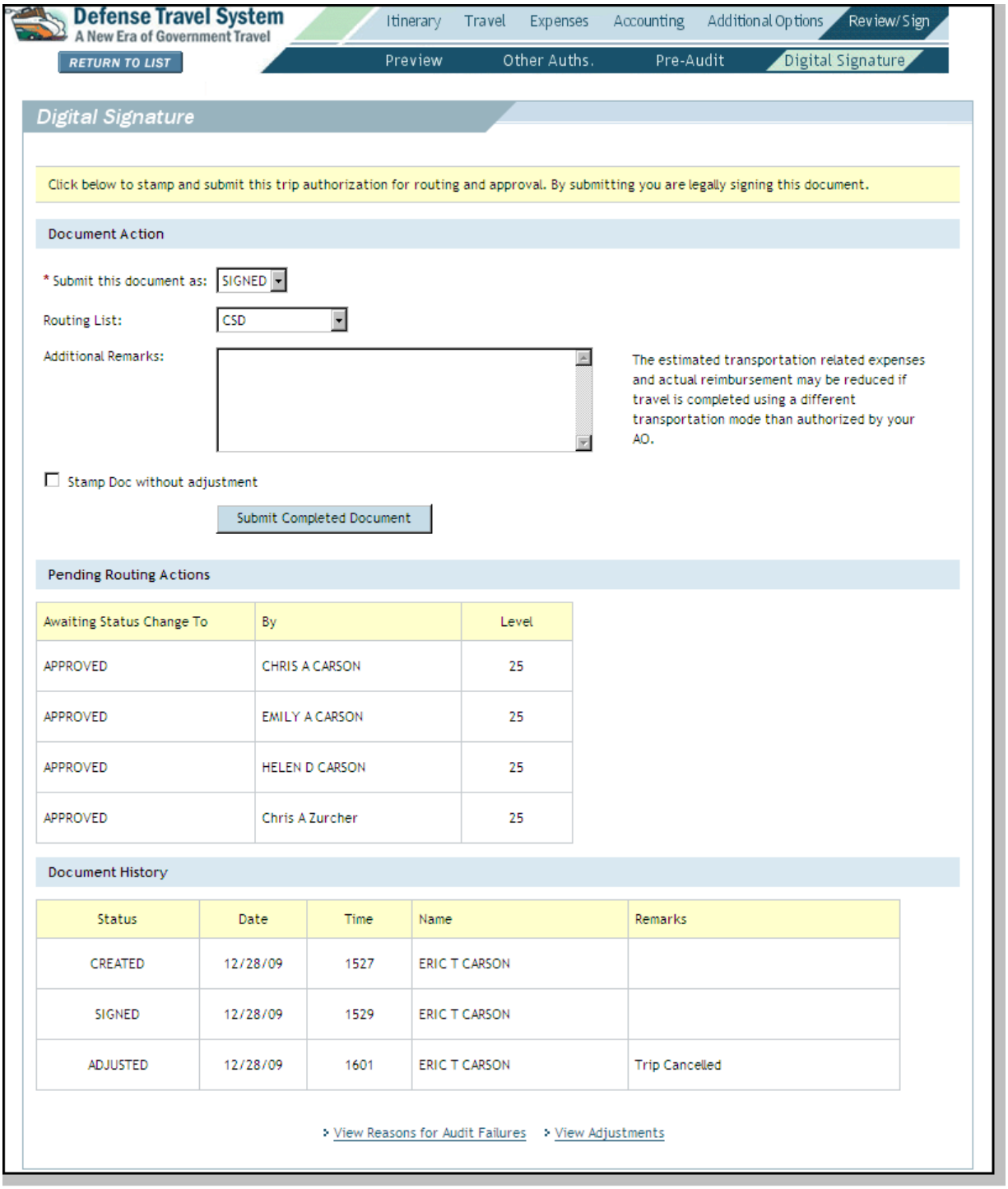

Figure 10-5: Digital Signature Screen

5. Select **Other Auths.** from the subnavigation menu.

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The Other Authorizations screen opens (Figure 10-6).

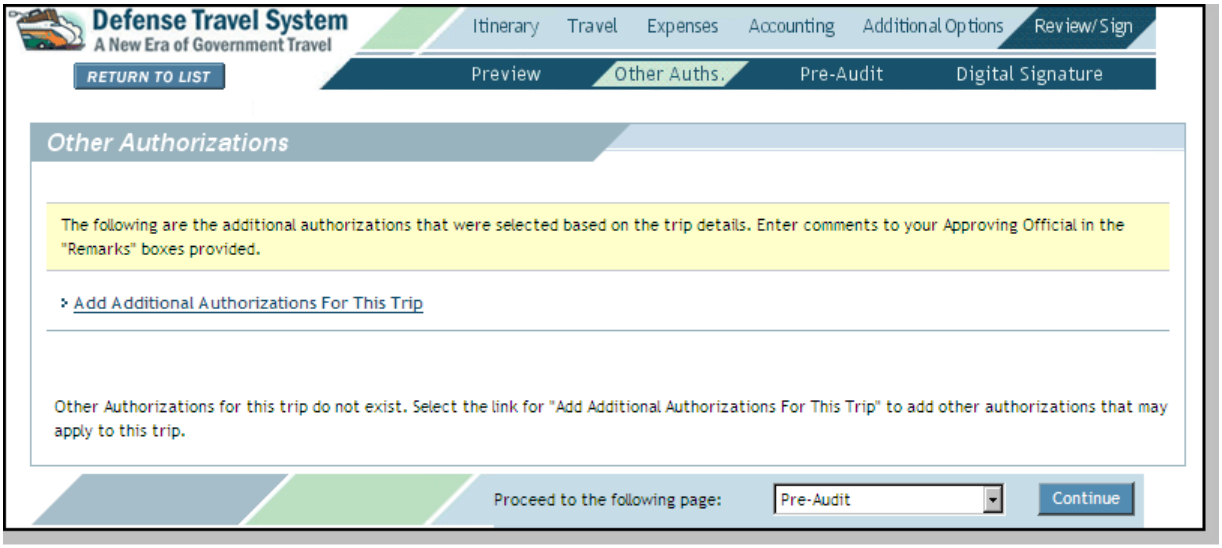

Figure 10-6: Other Authorizations Screen

6. Select **Continue**.

The Pre-Audit Trip screen opens (Figure 10-7).

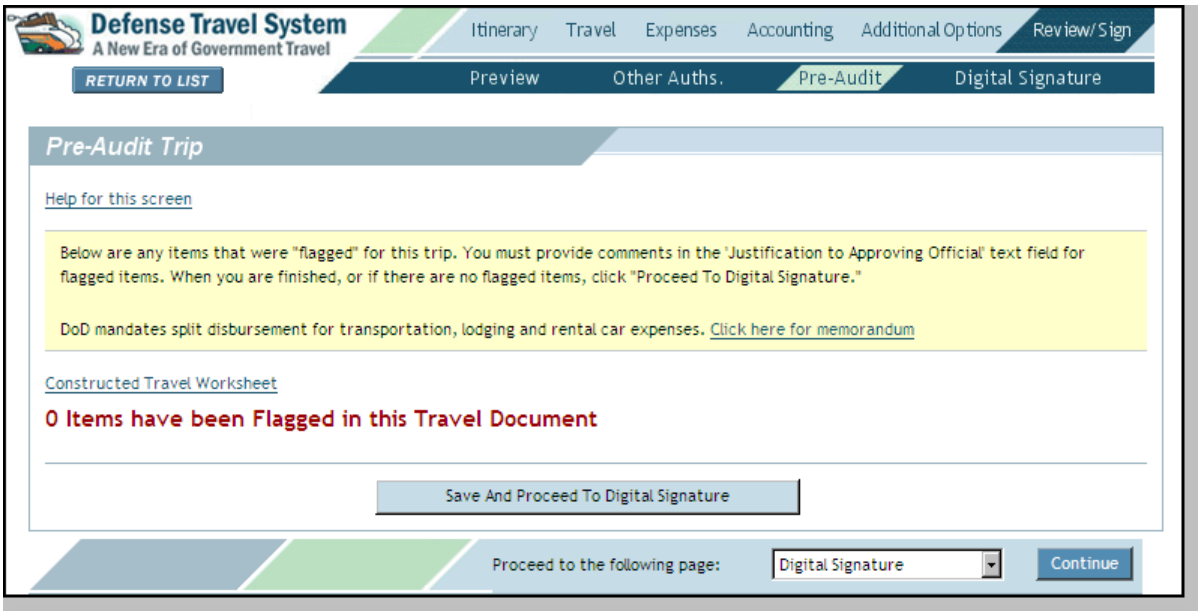

Figure 10-7: Pre-Audit Screen

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

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The Digital Signature screen opens (Figure 10-5).

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

A message displays to inform the traveler that the document must be stamped SIGNED to initiate the new routing list. Select **OK**.

9. Select the **Submit this document as** drop-down list and choose SIGNED.

10. (Optional) Complete the **Additional Remarks** field.

11. Select **Submit Completed Document**.

12. Enter the PIN in the **PIN** field.

13. Select **OK**.

The document will route to the AO for the appropriate action.

10.3 Signed or Approved, Expenses Incurred or an Advance or SPP Received

This section explains how to cancel a trip when there are incurred expenses or if the traveler received an advance or SPP. See the appropriate section of the chapter as listed below:

- Section 10.3.1 - Signed Authorization, Expenses Incurred
- Section 10.3.2 - Approved Authorization, Expenses Incurred or an Advance or SPP Received

10.3.1 Signed Authorization, Expenses Incurred

This section explains how to cancel a signed authorization that contains incurred expenses.

Beginning on the Authorizations/Orders screen (Figure 10-2), follow the below steps to cancel a trip:

1. Select **trip cancel** next to the document to be cancelled.

The Trip Cancellation screen opens (Figure 10-3).

2. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.

A pop-up message appears. It informs the traveler that this action is non-reversible and any reservations will be cancelled once signed by the traveler or NDEA (Figure 10-8).

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Note: Reservations will be cancelled once the traveler or NDEA selects continue (Step 4).

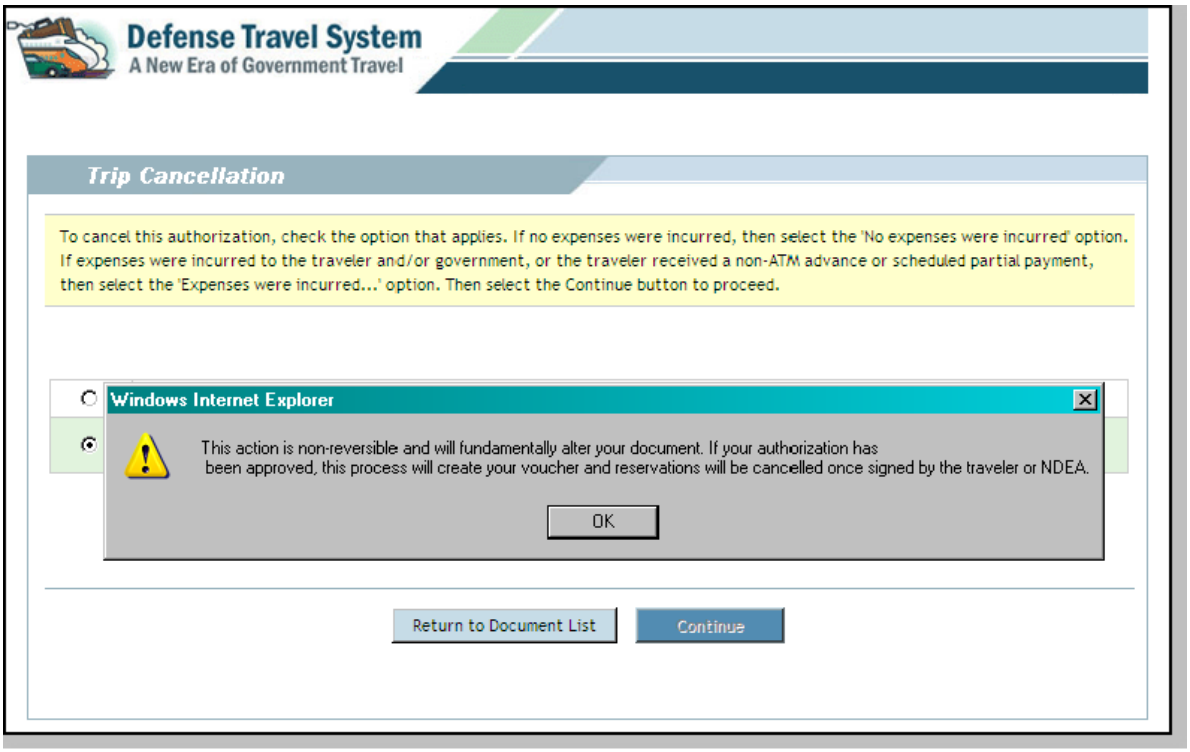

Figure 10-8: Expenses Incurred Pop-Up Message

3. Select **OK**.

4. Select **Continue**.

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A pop-up message appears. It informs the traveler that once the authorization is approved, a voucher will need to be created and incurred expenses added to receive reimbursement (Figure 10-9).

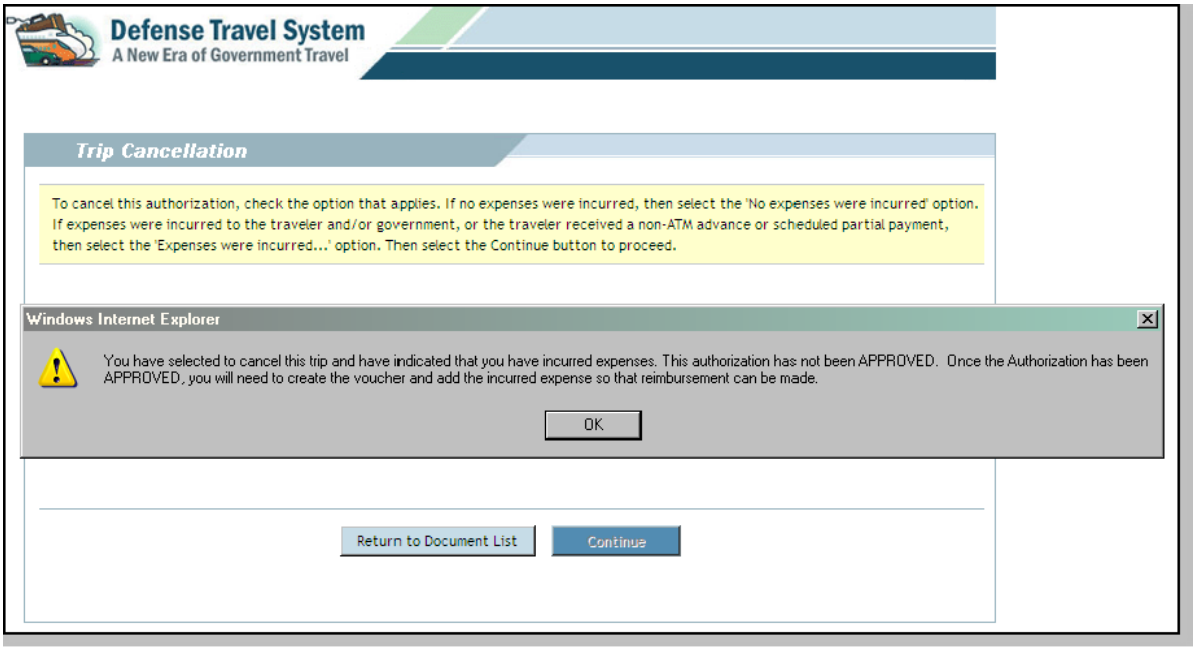

Figure 10-9: Voucher Reminder Pop-Up Message

5. Select **OK**.

The Digital Signature screen opens (Figure 10-5).

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

The Other Authorizations screen opens (Figure 10-6).

7. Select **Continue**.

The Pre-Audit Trip screen opens (Figure 10-7).

8. Complete the **Justification to Approving Official** text boxes for any flagged items.

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

The Digital Signature screen opens (Figure 10-5).

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

A message displays to inform the traveler that the document must be stamped SIGNED to initiate the new routing list. Select **OK**.

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

12. Complete the Additional Remarks field (optional).

13. Select **Submit Completed Document**.

The Digital Signature Login window opens.

14. Enter the PIN in the **PIN** field.

15. Select **OK**.

DTS routes the authorization to the AO. The AO approves the authorization, and DTS notifies the traveler by e-mail. The traveler then creates a voucher and includes the expenses to receive reimbursement. See Chapter 4 of this manual for information about creating a voucher.

10.3.2 Approved Authorization, Expenses Incurred or an Advance or SPP Received

This section explains how to cancel an approved authorization that incurred expenses, or if an SPP or advance was paid.

Beginning on the Authorizations/Orders screen (Figure 10-2), use the below steps to cancel a trip:

1. Select **trip cancel** next to the document to be cancelled.

The Trip Cancellation screen opens (Figure 10-3).

2. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.

A pop-up message appears. It informs the traveler that this action is non-reversible. This process will create a voucher and any reservations will be cancelled once the traveler or NDEA selects continue (Figure 10-8).

3. Select **OK**.

4. Select **Continue**.

DTS automatically creates the voucher. The Non-Mileage Expenses screen opens (Figure 10-10). All expenses on the voucher are set to $0 cost, except for CTO fees and any expenses charged to a CBA that are in a matched status.

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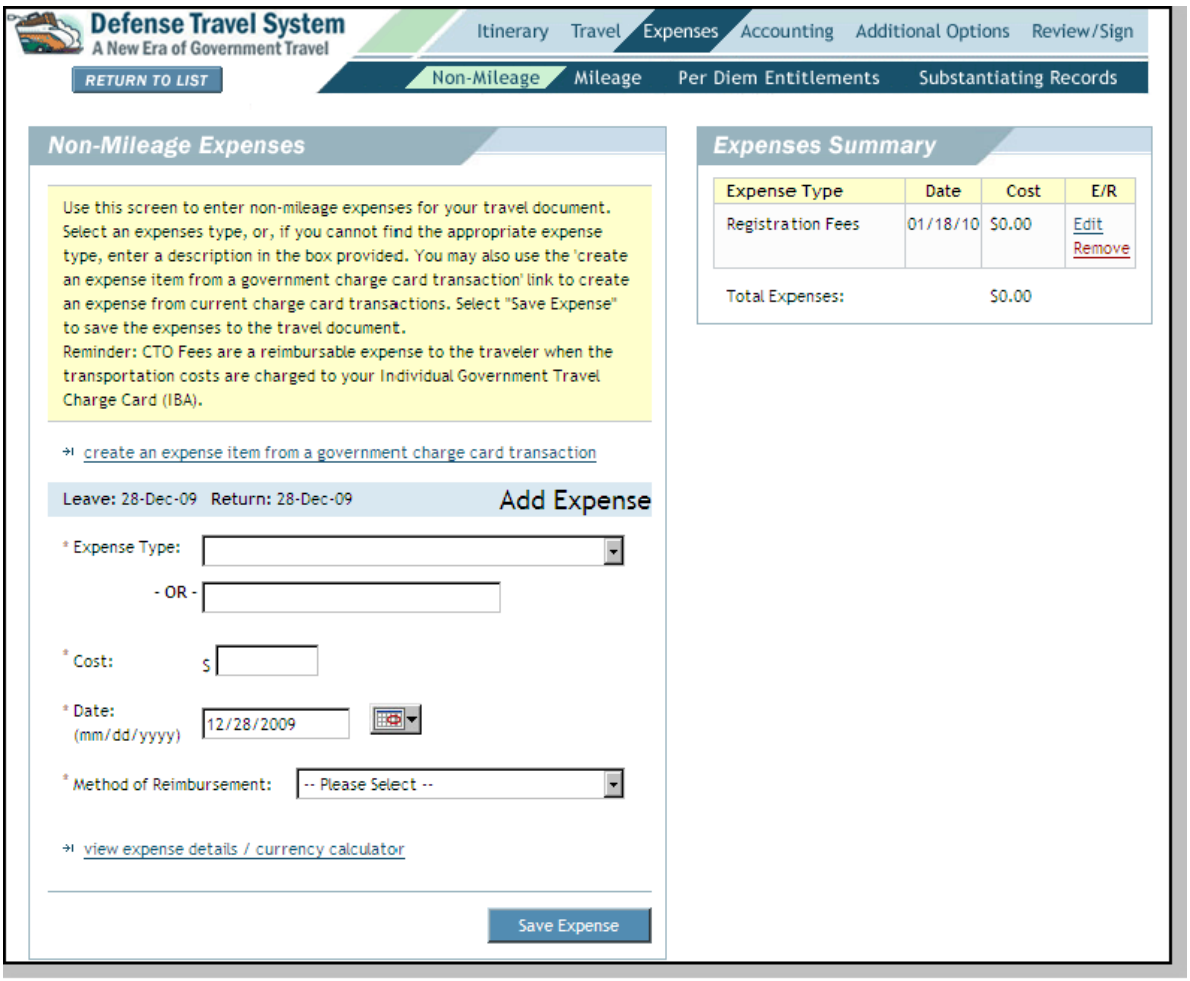

Figure 10-10: Non-Mileage Expenses Screen

5. Add or edit any incurred expenses and select **Save Expenses** at the bottom of the screen.

6. Select **Mileage** from the subnavigation bar if any mileage expenses were incurred. Add or edit the mileage expenses, then select Save Expenses at the bottom of the screen.

7. If necessary, select **Substantiating Records** from the subnavigation bar and attach receipts for lodging or any expenses of $75 and greater. Either fax the receipts to DTS, or scan and upload them to the document. For more information, see Chapter 2, Section 2.7.4 of this manual.

8. Select the **Review/Sign** tab on the navigation bar.

The Preview Trip screen opens (Figure 10-11).

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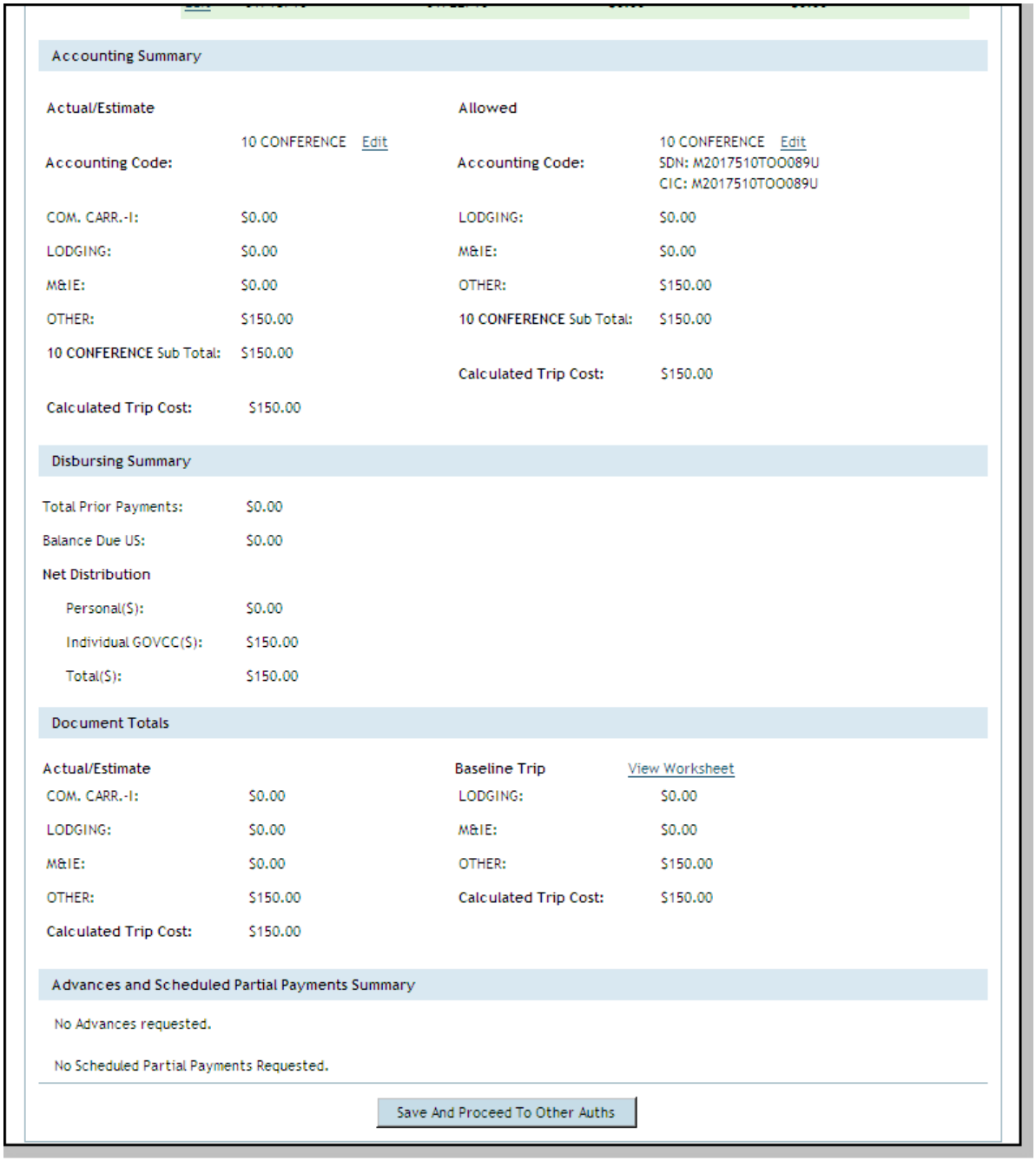

Accounting Summary

Actual/Estimate		Allowed	
Accounting Code:	10 CONFERENCE Edit	Accounting Code:	10 CONFERENCE Edit SDN: M2017510TOO089U CIC: M2017510TOO089U
COM. CARR.-I:	$0.00	LODGING:	$0.00
LODGING:	$0.00	M&IE:	$0.00
M&IE:	$0.00	OTHER:	$150.00
OTHER:	$150.00	10 CONFERENCE Sub Total:	$150.00
10 CONFERENCE Sub Total:	$150.00	Calculated Trip Cost:	$150.00
Calculated Trip Cost:	$150.00		

Disbursing Summary

Total Prior Payments:	$0.00
Balance Due US:	$0.00
Net Distribution	
Personal($):	$0.00
Individual GOVCC($):	$150.00
Total($):	$150.00

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
COM. CARR.-I:	$0.00	LODGING:	$0.00
LODGING:	$0.00	M&IE:	$0.00
M&IE:	$0.00	OTHER:	$150.00
OTHER:	$150.00	Calculated Trip Cost:	$150.00
Calculated Trip Cost:	$150.00		

Advances and Scheduled Partial Payments Summary

No Advances requested.

No Scheduled Partial Payments Requested.

Save And Proceed To Other Auths

Figure 10-11: Preview Trip Screen - Calculated Trip Cost/Balance Due US

9. Scroll down to the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. In cases where SPPs or advances were received, verify that the **Balance Due US** is equal to payment minus any incurred expenses.

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

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The Other Authorization screen opens (Figure 10-6).

11. If necessary, edit or add any **Remarks**.

12. Select **Continue**.

The Pre-Audit Trip screen opens (Figure 10-12).

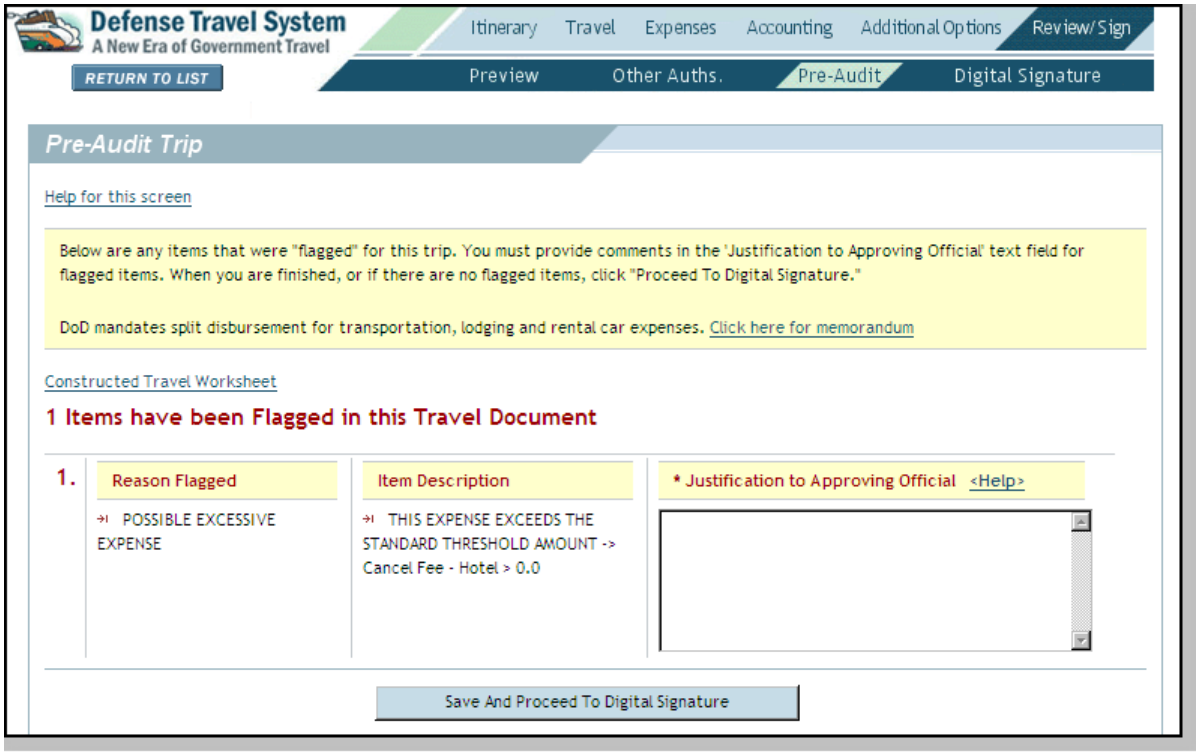

Figure 10-12: Pre-Audit Screen

13. Complete the **Justification to Approving Official** text boxes for any flagged items.

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

The Digital Signature screen opens (Figure 10-5).

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

A message displays to inform the traveler that the document must be stamped SIGNED to initiate the new routing list. Select **OK**.

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

17. (Optional) Complete the **Additional Remarks** field.

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18. Select **Submit Completed Document**.

Note: If the traveler received an advance or SPP, a pop-up message will appear. It informs the traveler of the debt. Select **Save and Continue**.

The Digital Signature Login window opens.

19. Enter the PIN in the **PIN** field.

20. Select **OK**.

The Stamp Process screen opens.

21. Select **Save and Continue**.

The voucher is routed to the AO for approval.

10.4 Cancellation Procedures for AOs

The authorization routes to the AO after the traveler or NDEA completes the trip cancellation procedures and applies the SIGNED stamp. The traveler or NDEA must complete the trip cancellation procedures before the AO can proceed.

10.4.1 AO Cancels an Authorization - No Expenses Incurred

Beginning on the DTS User Welcome screen, follow the below steps to cancel a signed or approved authorization on which no expenses have been incurred:

1. Select **Click Here** next to Documents Awaiting Your Approval.

The Documents in Routing screen opens (Figure 10-13).

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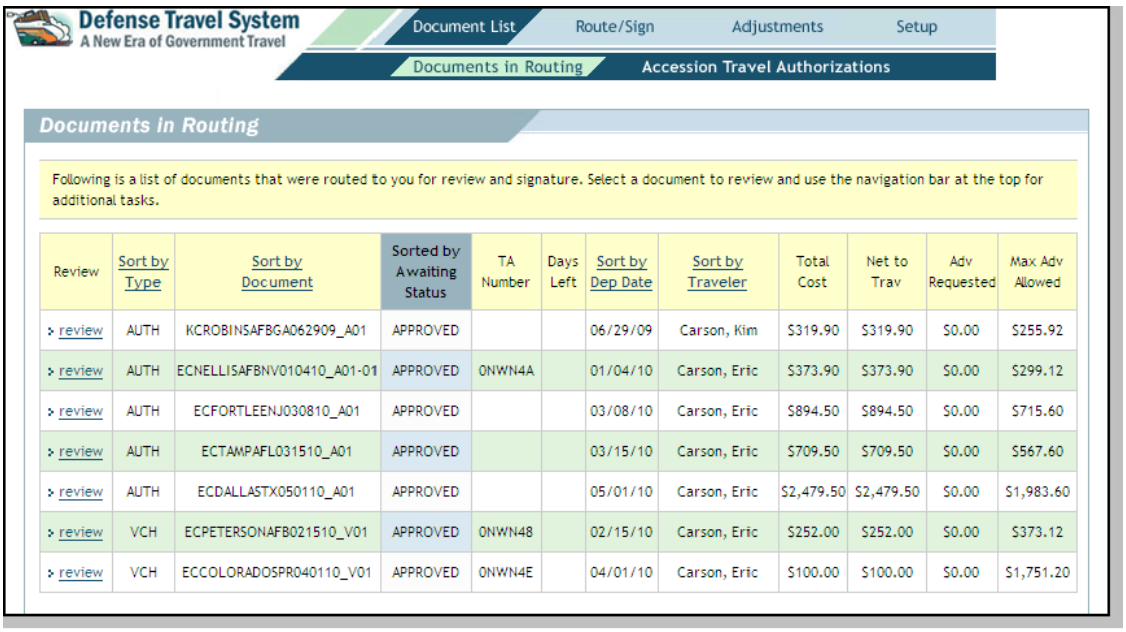

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
review	AUTH	KCROBINSAFBGA062909_A01	APPROVED			06/29/09	Carson, Kim	$319.90	$319.90	$0.00	$255.92
review	AUTH	ECNELLISAFBNV010410_A01-01	APPROVED	0NWN4A		01/04/10	Carson, Eric	$373.90	$373.90	$0.00	$299.12
review	AUTH	ECFORTLEENJ030810_A01	APPROVED			03/08/10	Carson, Eric	$894.50	$894.50	$0.00	$715.60
review	AUTH	ECTAMPAFL031510_A01	APPROVED			03/15/10	Carson, Eric	$709.50	$709.50	$0.00	$567.60
review	AUTH	ECDALLASTX050110_A01	APPROVED			05/01/10	Carson, Eric	$2,479.50	$2,479.50	$0.00	$1,983.60
review	VCH	ECPETERSONAFB021510_V01	APPROVED	0NWN48		02/15/10	Carson, Eric	$252.00	$252.00	$0.00	$373.12
review	VCH	ECCOLORADOSPR040110_V01	APPROVED	0NWN4E		04/01/10	Carson, Eric	$100.00	$100.00	$0.00	$1,751.20

Figure 10-13: Documents in Routing Screen

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

The Preview Trip screen opens (Figure 10-14).

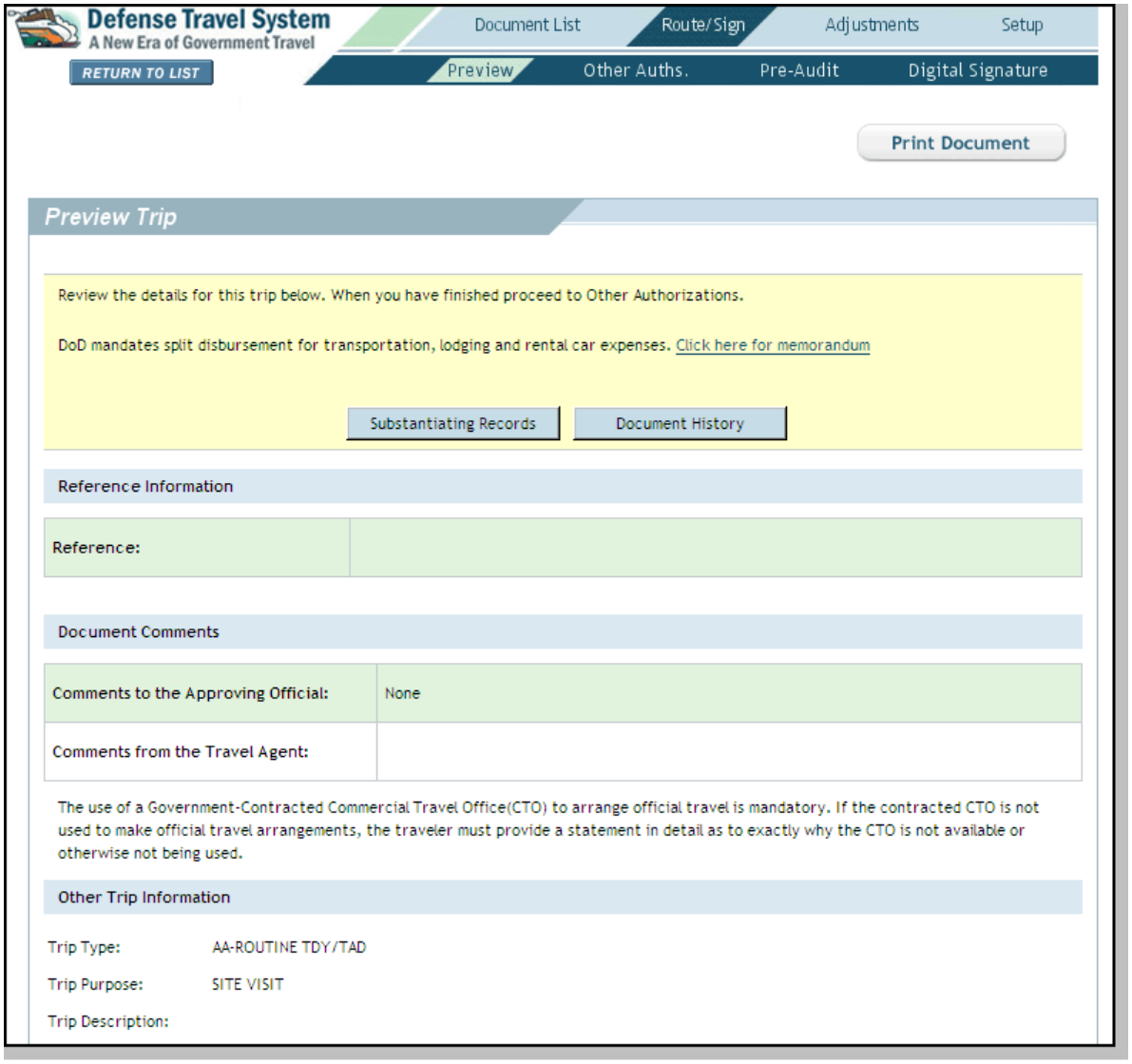

Figure 10-14: Preview Trip Screen - AO Screen

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

The Other Authorizations screen opens (Figure 10-6).

4. Select **Continue**.

The Pre-Audit Trip screen opens (Figure 10-7).

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

6. Select the **Submit this Document as:** drop-down list arrow and select **CANCELLED**.
   -OR-
   Select **RETURNED** to send the document back to the traveler for correction.

7. Select **Submit Completed Document**.

The Digital Signature Login window opens.

8. Enter the PIN in the **PIN** field.

10.4.2 AO Approves an Authorization - Expenses Incurred

Follow the below steps to cancel an authorization on which expenses have been incurred or an advance or SPP was received:

1. Select **Click Here** next to Documents Awaiting Your Approval.

The Documents in Routing screen opens (Figure 10-13).

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

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The Preview Trip screen opens (Figure 10-15).

Overall End Point Time Zone: EST (06)

Itinerary:

Leave From:	SAN ANTONIO, TX
Return Location:	WOODBRIDGE, VA
Arrive:	05-Feb-10

Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement
1.	Cancel Fee - Hotel	01/30/10	$50.00	GOVCC-Individual
		Total:	$50.00	

Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement	Miles
		Total:	$0.00		

Per Diem Entitlements

Figure 10-15: Preview Trip Screen - Expenses

3. Review the Expenses section to verify that no expenses have been claimed that have not been incurred.

4. If necessary, select **Substantiating Records** to view receipts for lodging or expenses of $75 or more. Select **Return to Trip Preview** to continue.

5. Scroll down and select **Proceed To Other Auths**.

The Other Authorizations screen opens.

6. Review any remarks and select **Continue**.

The Pre-Audit Trip screen opens (Figure 10-12).

7. Review any justifications and select **Proceed to Digital Signature**.

The Digital Signature screen opens (Figure 10-5).

8. Select the ***Submit this Document as:** drop-down list arrow and select **APPROVED**.
   -OR-
   Select **RETURNED** to send the document back to the traveler for correction.

9. Select **Submit Completed Document**.

The Digital Signature Login window opens.

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10. Enter the PIN in the **PIN** field.

11. Select **OK**.

The Stamp Process screen opens (Figure 10-16).

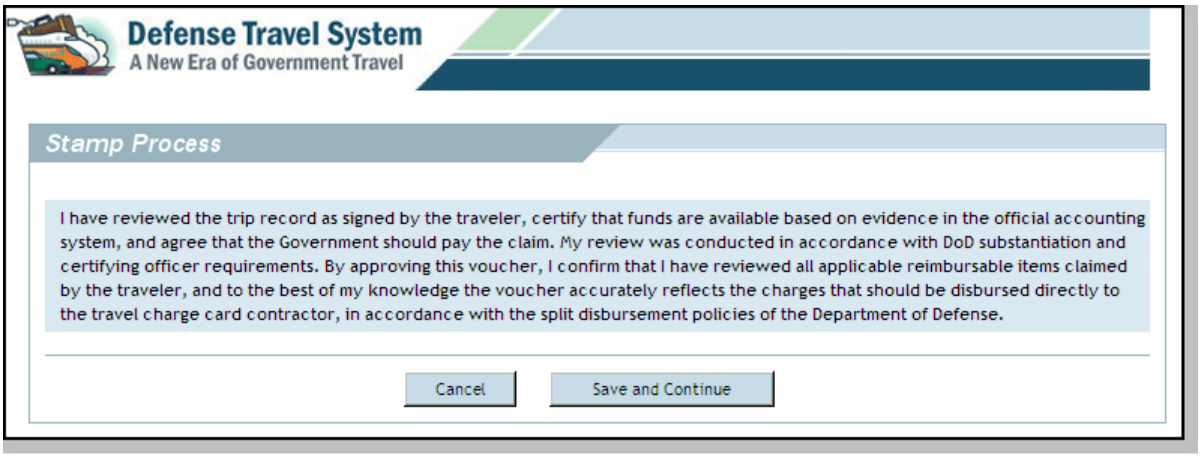

Figure 10-16: Stamp Process Screen

12. Select **Save and Continue**.

Note: If the traveler received an advance or SPP, a pop-up message appears. It informs the AO that they must notify the traveler of the debt. Select **Save and Continue.**

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The Fund Voucher screen opens. It shows the amount of the adjustment to the DTS budget and to the accounting system, if the accounting system interfaces with DTS (Figure 10-17).

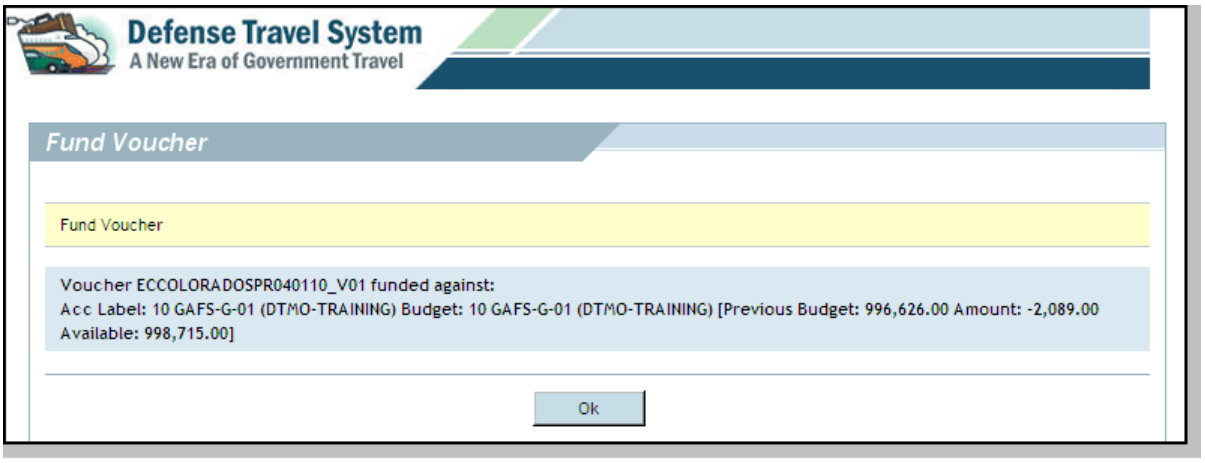

Figure 10-17: Stamping Result Screen

13. Select **OK**.

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The Stamping Result screen opens (Figure 10-18). It displays the desired stamping action and the actual stamping status. The Desired Stamping Action should be APPROVED, and the Actual Stamping Status should show PASS - Document was stamped APPROVED.

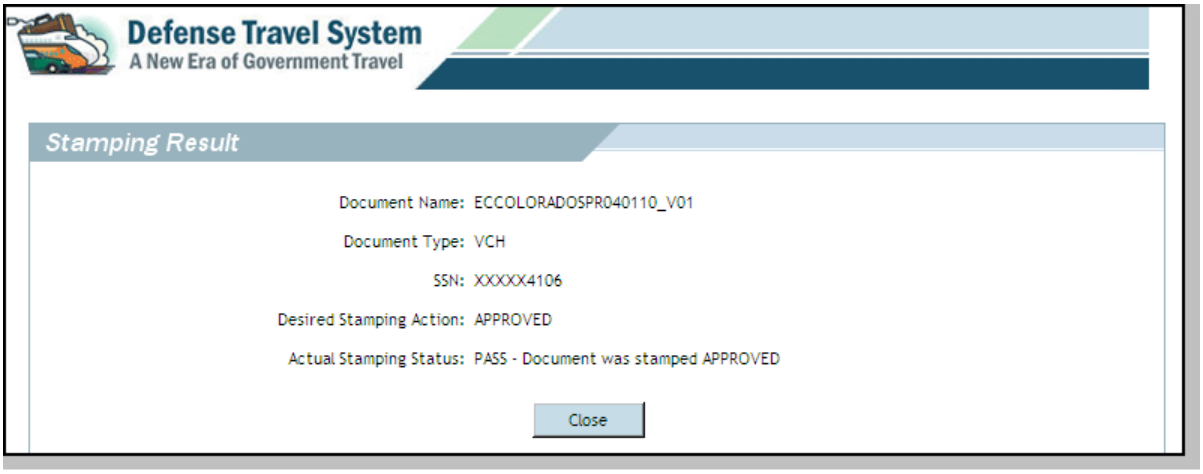

Figure 10-18: Stamping Result Screen

14. Select **Close**.

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10.5 DTS Reservation Autocancellation

This section explains how DTS may automatically cancel (autocancel) reservations if the authorization is not signed and approved in a timely manner. This section does not explain how to cancel an authorization in DTS if the trip was cancelled. See the preceding sections of this chapter for instructions on cancelling an authorization in DTS when TDY travel has been cancelled.

DTS uses a *Book-as-You-Go* process to hold commercial travel reservations when the traveler is making selections. If the authorization is not signed and approved in a timely manner, DTS will autocancel the reservations so that the flight, hotel room, and other reservations become available for other travelers. Autocancel also applies to booking or changing reservations on an adjustment or an amendment. The traveler should sign the authorization when making or changing reservations in case they are unable to return to the authorization within the specified timeframe.

DTS applies rules that determine when reservations will autocancel. The rules depend on time frames related to when the **reservation** was booked, as well as time frames related to departure. Section 10.5.2 outlines the six rules for autocancel and circumstances under which the actions may be triggered.

Note: The DTS Reservation Autocancellation feature is currently turned off for *unapproved* authorizations. DTS autocancel rules do not apply at this time and reservations may remain active when the authorization is not approved in a timely manner. This feature may be reinstated in the future, therefore it is recommended to approve authorizations within the specified timeframe (See Section 10.5.2.2).

10.5.1 Autocancel Warning Messages

Prior to autocancel, DTS warns the traveler, DTA, and AO when a document has not been signed. DTS also warns when a signed document is not approved. Autocancel never occurs without warning. There are two types of autocancel warnings: pop-up messages and e-mails.

Reservation creation time or trip departure time drives the rules that trigger autocancel. These warnings are to ensure that the user is aware of the need to promptly sign the authorization to initiate routing for CTO action and approval. When DTS autocancels reservations, it removes them from the authorization.

Pop-up warnings in the DTS document. When a user has made initial reservations or changes to reservations and then leaves the Travel module, a pop-up message is displayed stating that cancellation will occur if the authorization remains unsigned after 24 hours. If travel is the same day of departure or within a day, a pop-up message is displayed stating that cancellation will occur if the authorization remains unsigned after two hours.

Warning e-mails. Depending upon the time remaining until departure, DTS will send e-mails if the user delays digitally signing the authorization SIGNED. Warning e-mails are also sent to the traveler (and the creator or adjustor if not the traveler), if they make reservations in the original authorization or if they change arrangements in an adjustment or amendment, and then delay digitally signing the authorization.

Notification of autocancel e-mail. If the user does not sign the authorization after receiving the warning e-mails, DTS cancels any reservations made on the unsigned authorization and sends a final e-mail. This final e-mail is a notification that the reservations were cancelled. The following actions are

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not considered reservation activities when the signing of an authorization is delayed, and will not trigger autocancel or warning e-mails in DTS:

- Request to change a seat
- Request assistance comments
- Change rental car pickup time
- Change the form of payment (FOP) from Government Travel Charge Card (GTCC) to CBA or vice versa

10.5.2 DTS Autocancel Rules

The six autocancel rules are applied under the following circumstances:

Rule #1: Reservations are booked four or more days prior to departure and the authorization remains unsigned.

Rule #2: Reservations are booked three days prior to departure and the authorization remains unsigned.

Rule #3: Reservations are booked two days prior to departure and the authorization remains unsigned.

Rule #4: Reservations are booked one day prior to departure and the authorization remains unsigned.
-OR-
Reservations are booked on the day of departure, but more than six hours before departure and the authorization remains unsigned.

Rule #5: Reservations are booked and the authorization is signed but unapproved.

Rule #6: Reservations are booked and signed less than six hours before departure; warning will not trigger and autocancel will not occur.

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10.5.2.1 RULES 1 THROUGH 4: AUTOCANCEL E-MAIL FORMULAS

Table 10-1 explains the sequence of automated actions that occur if an authorization is not stamped SIGNED. This table represents Rules 1 through 4 of the DTS autocancel feature. Rules 5 and 6 are explained in the subsections below the table.

Table 10-1: Autocancel E-mail Schedule For Rules 1 Through 4

<table>
<tr><th colspan="6">AUTOCANCEL E-MAIL SCHEDULE FOR RULES 1 THROUGH 4</th></tr>
<tr><th colspan="6">WHEN THE RESERVATIONS ARE ADDED OR CHANGED</th></tr>
<tr><td rowspan="2"></td><td>4+ days before departure</td><td>3 days before departure (TAW date)</td><td>2 days before departure</td><td colspan="2">1 day before departure or less, but more than 6 hours before departure</td></tr>
<tr><td>RULE 1</td><td>RULE 2</td><td>RULE 3</td><td colspan="2">RULE 4</td></tr>
<tr><th colspan="6">WHEN DTS SENDS AUTOCANCEL E-MAIL</th></tr>
<tr><td>E-mail Warning #1</td><td>4 hours after last adding or changing a reservation.</td><td>24 hours after last adding or changing a reservation.</td><td>12 hours after last adding or changing a reservation.</td><td colspan="2">N/A</td></tr>
<tr><td>E-mail Warning #2</td><td>12 hours after last adding or changing a reservation.</td><td>36 hours after last adding or changing a reservation.</td><td>24 hours after last adding or changing a reservation.</td><td colspan="2">N/A</td></tr>
<tr><td rowspan="3">E-mail Notice of Autocancelled Reservations</td><td rowspan="3">24 hours after last adding or changing a reservation.</td><td>With air reservations, then 24 hours before flight departure time.</td><td>With air reservations, then 12 hours before flight departure time.</td><td colspan="2" rowspan="3">2 hours after last adding or changing a reservation.</td></tr>
<tr><td>With no air reservations, then 24 hours prior to rental car pick-up time.</td><td>With no air reservations, then 12 hours prior to rental car pick-up time.</td></tr>
<tr><td>With no rental car, then at 00:01 hours on the day prior to the hotel check-in day.</td><td>With no rental car, then at 12:01 hours on the day prior to the hotel check-in day.</td></tr>
<tr><td colspan="6">*Any addition of a reservation or change to a reservation resets the clock for all reservations with the exception of those previously signed or approved.</td></tr>
</table>

Note: All times are based on or about current Eastern Standard Time. All hours are elapsed clock hours for any day of the week.

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Autocancel for Added Reservations

Cancellation of unsigned reservations only applies to reservations added after the previous signed authorization (adjustment) or approved authorization (amendment). All reservations are cancelled when they are removed from the DTS authorization.

Reservations remaining in the current version of an authorization, that were booked in an earlier version that was stamped SIGNED or APPROVED, will not be cancelled.

For example, if a signed and approved authorization contains flight reservations, and the traveler amends it to include a hotel reservation but does not sign the amendment in time, DTS will autocancel the hotel reservation. The approved flight reservations will remain.

Hotel No-Show Charges After Autocancel

When a hotel is selected, the reservation is confirmed and guaranteed for late arrival if the traveler has a GTCC or provides a personal credit card number. Each hotel or hotel chain has its own no-show policy. Travelers must ensure that hotel reservations are removed from the authorization before the cancellation deadline to avoid paying a no-show charge. The traveler should also obtain the cancellation confirmation number from the hotel or the reservation system Web site.

10.5.2.2 RULE 5: RESERVATIONS SIGNED BUT NOT APPROVED

AOs must approve authorizations promptly after they are received to prevent autocancel from occurring. If an authorization with reservations is signed, but not approved, DTS will automatically send an e-mail to each AO in the routing list, the traveler, the DTS user who created the authorization, and the DTA ID e-mail address for the organization.

DTS will send Rule 5 e-mails for unapproved authorizations that have a TAW date two business days prior to departure. The same e-mail is sent for the next two business days if the document is not approved in that time period. If the authorization remains unapproved, DTS autocancels the reservations and sends the notification e-mail.

Cancellation of unapproved reservations applies only to those reservations added after the previous approval. Any reservations remaining in the current version of the authorization from a previous APPROVED stamping action will not be cancelled. Any previous reservations removed from an authorization are cancelled in the PNR.

Below is an exception to Rule 5:

- Departure is six or fewer hours from the time of reservation (See Rule 6, the 6-Hour Rule).
- The AO is not available to approve the authorization.

10.5.2.3 RULE 6: THE 6-HOUR RULE

Reservations will not be cancelled when they are selected and stamped SIGNED less than six hours prior to departure. The system considers this last minute travel. The expectation is that the traveler will pay for the tickets at the airline counter. The traveler is expected to understand the cancellation policies of any hotels selected.

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10.5.2.4 Additional Workarounds

Additional workarounds may be done when an AO is unavailable to approve a signed authorization or verbal approval is allowed.

AO Not Available

If reservations are made and the AO is not available to approve the signed authorization, the traveler may lose reservations because of Rule 5. There are three workarounds to prevent Autocancel:

If reservations are added within six to eight hours prior to departure, but not SIGNED then Rule 4 applies. This will result in placement of a two-hour hold on all the unsigned and unapproved reservations or additions or changes. This deactivates Rule 5 for two hours. This is a result of Rule 4, which holds reservations selected but not signed for two hours.

- If a reservation is added between departure time and six hours prior to departure and the expiration of the 2 hour window, the authorization is SIGNED; then the reservation falls into Rule 6 and will not be cancelled prior to departure. This is to account for situations where the AO is not available or is unable to approve the trip 6 hours prior to departure. The traveler will not lose the reservation.
- If the traveler adds or changes a reservation within six to eight hours prior to departure, but does not sign the authorization until less than six hours prior to departure, but within two hours of making the change, the reservation will not be cancelled. The traveler is liable for any no-show charges.

Note: The above workaround is applicable to trips with ticketed transportation or those with only rental car and/or hotel.

Table 10-2 illustrates the workarounds to prevent autocancel:

Table 10-2: Workarounds To Prevent Autocancel When The AO Is Not Available

WORKAROUNDS TO PREVENT AUTOCANCEL WHEN THE AO IS NOT AVAILABLE		
When The Reservation Is Added or Changed	**Authorization Status**	**Workaround**
6 to 8 hours before departure	NOT SIGNED	Rule 4 applies. A 2-hour hold goes into effect.
	SIGNED within 2 hours of adding the reservation and less than 6 hours before departure	DTS will not autocancel the reservation. The traveler is liable for any no-show charges.
Up to 6 hours prior to departure	SIGNED	Rule 6 applies. DTS will not autocancel the reservation.

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Verbal Approval

In certain situations, sites may have local rules that allow an official to provide verbal approval to the CTO to enable last minute travel. This typically occurs with little notice of travel with an imminent or weekend departure that requires tickets to be issued. The organization recognizes that the AO may not be available to approve the trip.

To support this local process, the CTO must return the ticketed Passenger Name Record (PNR) to the DTS polling queue to ensure that DTS stamps the authorization CTO TICKETED. CTO TICKETED overrides Rule 5.

If any authorization is not stamped CTO TICKETED (or APPROVED), DTS will autocancel any reservations not approved six hours prior to departure (See Rule 5).

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CHAPTER 11: Special Circumstances Travel

Some types of travel and their applicable entitlements are identified in the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR) as Travel Under Special Circumstances or Categories. These are also known as Special Circumstances Travel (SCT).

This chapter identifies the trip types that are included in SCT. It provides guidance for creating an authorization in the Defense Travel System (DTS) using any of the SCT trip types. This chapter assumes the user is familiar with authorization creation procedures in DTS. The information provided here only shows the ways in which the SCT trip types change the process for creating authorizations. For more information on creating an authorization in DTS, see Chapter 2.

Check local business rules to ensure that all substantiating documents are attached and travel is done in accordance with the requirements of the traveler's organization.

This chapter covers the following:

11.1 SCT Secondary Trip Types 11-2
11.2 Travel Authorization Process for Special Circumstances Travel 11-20
    11.2.1 Selecting a Trip Type 11-20
    11.2.2 Information Only Trip Types 11-24
    11.2.3 Preview Trip Screen 11-27
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11.1 SCT Secondary Trip Types

The SCT secondary trip types facilitate the reporting of certain travel that was not previously allowed by the JFTR/JTR, Appendix O. Eligibility for routine travel is typically determined by the Authorizing Official (AO), whereas eligibility for SCT is determined by personnel, medical or other authorities. Conditional routing for SCT may be used to route documents to the appropriate approving authority. Each trip type includes a printable information page to ensure that the traveler and AO are aware of the special circumstances for the trip.

Many SCT secondary trip types will trigger Other Authorizations. The Other Authorizations cannot be removed manually. They can only be removed when the triggering condition is no longer present. The Other Authorizations remarks are not editable but may be appended.

Some of the SCT trip types use DTS functionality for travel, transportation, and per diem to record fully reimbursable travel. The below list identifies examples of travel for which these trip types are available:

Some of the SCT trip types use DTS functionality for travel, transportation, and per diem to record fully reimbursable travel. The below list identifies examples of travel for which these trip types are available:

- Family member travel
- Patient travel
- Escort and attendant travel
- Interview travel
- Travel when recalled from leave or when a ship has relocated

See Table 11-2 for a list of these trip types and their use.

Some of the trip types have regulatory restrictions on reimbursement for transportation and/or per diem. In accordance with existing regulations, DTS enforces required restrictions on allowable per diem, transportation expense reimbursement, use of military air, and travel to alternate locations. These travel situations are listed below:

- Emergency Leave
- Rest and Recuperation (R&R)/Special R&R Leave
- Emergency Visitation Travel (EVT)
- Family Visitation Travel (FVT)
- Funded Environmental and Morale Leave (FEML)
- Convalescent Leave
- Military Dependent School Travel
- Outside Continental United States (OCONUS) Department of Defense Education Activity (DoDEA)
- Student Travel
- Disciplinary Travel

See Table 11-3 for a list of these trip types and their use.

In addition to the preceding SCT trip types, some trip types provide information only on common travel. These trip types are typically accomplished using Routine, Invitational, or Permissive Travel capabilities in DTS. See Table 11-4 for a list of these trip types and their use.

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The Secondary Selection drop-down list on the Trip Overview screen displays only the secondary trip types that the traveler is eligible to use, based on the traveler's profile. For instance, LABOR ORG REPRESENTATIVE does not appear for military members. Likewise, AMATEUR SPORTS COMP does not appear for civilian employees. CADET-MIDSHIPMEN will only appear for military members with a rank of MC-00.

Note: If directed to travel using military aircraft, contact the local administrative representative for instructions on acquiring a reservation and seat on available military aircraft.

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Table 11-1 provides definitions for the terms used in this chapter.

Table 11-1: DEFINITIONS

DEFINITIONS	
TERM	**DEFINITION**
Attendant	A member, employee or other person who accompanies a member or employee authorized to travel to/from a medical facility for required medical attention that is not available locally, takes care and waits upon the member or employee patient in response to the patient's needs. May travel with the patient and attend to the patient's needs at the destination medical facility and is appointed by competent medical authority.
Civilian Employee (Employee)	A person whose salary is currently being paid by the Department of Defense (DoD).
Dependent	Given the right conditions, a spouse, child, sibling, or parent of a member or employee. Could include a person with a similar relationship.
Escort	A member, employee, or other person who accompanies a member or employee patient between authorized locations when patient travel is authorized by competent medical authority and the patient is incapable of traveling alone. May be appointed by the member's commanding officer/AO or the employee's AO.
Government Employee	A non-DoD federal employee whose travel is being paid by DoD.
Military Member (Member)	A person commissioned or enlisted in the U. S. Army, Navy, Air Force or Marine Corps.
Sponsor	A member or employee with at least one dependent.

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable

DTS FUNCTIONALITY FOR SCT TRIP TYPES - FULLY REIMBURSABLE		
TRIP TYPE	**JFTR/JTR DESCRIP-TION**	**ALLOWANCES**
AMATEUR SPORTS COMP	Members authorized to train for, attend, and participate in the Armed Forces, National, and International amateur sports competitions	A member of the Armed Forces who has been authorized to attend, train for, and/or participate in the Pan American Games, Olympic Games, Armed Forces and other national or international competitions in amateur sports (in accordance with 10 USC §717, 37 USC §420, and DoD Directive 1330.4) is authorized the same travel and transportation allowances as being on temporary duty. For more information see JFTR, Chapter 7, Part V.
CADET-MIDSHIPMEN	Cadets and Midshipmen on Temporary Duty Travel	A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exception: 1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning the day after the arrival day and ending on the day before the departure day (See Section 11.9, Cadet Shipman). For more information see JFTR, Chapter 7, par. U7001.
ESCORT-ATTEND FULL TDY	Escort and Attendant Travel	Certain members, employees, or dependents incapable of traveling alone require an attendant or escort. An attendant/escort may be a member, U.S. Government civilian employee, or any other person. A member as an attendant/escort is authorized TDY travel and transportation allowances. A U.S. Government civilian employee is authorized the travel and transportation allowances in the JTR. Any other person designated to travel as an attendant/escort is authorized the same travel and transportation allowances as a civilian employee. Non-concurrent attendant travel may be authorized when the need for an attendant arises during treatment or there is a need for an attendant only during a portion of the patient's travel. For more information see JFTR, Chapter 7, par. U7250 (escort/attendant of member traveling in connection with physical examination or illness); JFTR, Chapter 7, pars. U7550-7555 (travel of escorts and attendants of member's dependents); JFTR, Chapter 5, par. U5951 (an escort accompanying the remains of a deceased member); JTR, Chapter 5, par. C5880 (escort(s) for employee remains); JTR, Chapter 7, par. C7100 (escort for uniformed service member's dependents); JTR, Chapter 7, par. C7105 (attendant for uniformed service member's dependents); JTR, Chapter 7, par. C7110 (attendant/escort for a uniformed service member, on the TDRL, required to submit to periodic physical examinations); JTR, Chapter 7, par. C7115 (attendant/escort for a uniformed service member patient); and JTR, Chapter 7, par. C7530 (attendant/escort for an employee patient).

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	**JFTR/JTR DESCRIP-TION**	**ALLOWANCES**
FAM MEM CIV ILL MIL SPON	Civilian Family Member of a Seriously Ill or Injured Uniformed Service Member	Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246 and JTR Chapter 7, par. C7800 (Civilian employee family members).
LABOR ORG REPRESENTATIVE	Travel of an Employee serving as a Labor Organization representative	DoD employees serving as labor organization representatives are authorized normal TDY travel and transportation Allowances when traveling to attend labor-management meetings that are certified to be in the Government's primary interest. A labor organization representative is a DoD employee specifically designated by a labor organization to represent the organization in dealing with management. For more information see JTR, Chapter 4, par. C4978.
MEDIC CIV EMP OCONUS	Employee Medical Travel	When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care. If possible, medical travel should be scheduled with other non-medical travel to avoid separate medical travel. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. When authorized medical travel, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care. For more information see JTR, Chapter 7, Part K.
MEDIC MIL MEMBER TDY	Transfer of patient to/ from medical facility or home under TDY	An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 7, par. U7252.

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	**JFTR/JTR DESCRIP-TION**	**ALLOWANCES**
NON-FEDERAL HONOR AWARD	Travel to Receive a Non-Federally Sponsored Honor Award	A member or employee may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the traveler's official duties and the functions and activities of the traveler's Service/Agency. Travel and transportation allowances are the same as those prescribed for TDY. When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award. For more information see JFTR, Chapter 7, par. U7325 (travel of military members) and JTR, Chapter 4, par. C4979 (travel of civilian employees).
PRE EMPLOYMENT FULL TDY	Pre-Employment Interview Travel	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Unless otherwise stated in the JTR, Chapter 7, Part D, allowances for an interviewee are the same as those available to a DoD employee traveling on official Government business. However, a DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount authorized for a DoD employee, except that the interviewee may not be paid for communications services for purposes other than communication directly related to travel arrangements for the Government interview and hire of a room used for official business. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
RECALL FROM LEAVE	Recall from Leave	A member en route to or at a leave location who is ordered to return to a duty station for duty must bear the cost of returning unless the recall is for operational reasons. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel: 1. Beginning the day of departure from the leave location or place the member receives an order cancelling leave, and ending on the arrival day at the duty station; and 2. If authorized to resume leave, beginning the day the member departs from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place the member received the order canceling leave. For more information see JFTR, Chapter 7, par. U7220.
SHIP RELOCATED WHEN AWAY	Ship Relocated during Authorized Absence	If a member's assigned ship relocates during an absence on authorized leave or liberty (pass), the member is authorized travel and transportation allowances for the additional cost, if any, to return to the ship's new location over that required to return to its old location. If the member is not notified of the relocation before departure on leave or liberty, the member is authorized these allowances. A member who departed the ship on emergency leave while the ship was in its home port is authorized these allowances even if the member knew of the ship's relocation before departing on emergency leave. Travel and transportation allowances are the same as if traveling on TDY. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use. For more information see JFTR, Chapter 7, par. U7215.

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Table 11-2: DTS Functionality for SCT Trip Types - Fully Reimbursable (continued)

CURRENT DTS FUNCTIONALITY USED; FULLY REIMBURSABLE		
TRIP TYPE	**JFTR/JTR DESCRIP-TION**	**ALLOWANCES**
STUDENT SPEC DODEA EVAL	Travel of Handicapped DoDea Student for Diagnostic and Evaluation Purposes	An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 5, par. U5243-C (student dependent of a military member) and JTR, Chapter 5, par. C5123 (student dependent of a civilian employee).
TDRL DISABLED PHYS EXAM	A Member on the Temporary Disability Retired List (TDRL) required to submit to periodic physical exam	A member being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for a physical disability, is authorized TDY travel and transportation allowances to, from, and during a hearing, when ordered to appear before a PEB outside the corporate limits of the member's home. A TDRL member is authorized TDY travel and transportation allowances to and from a medical facility outside the corporate limits of the member's home for required periodic physical examinations. The day after arrival at the medical facility through the day before departure, the member is authorized per diem equal to the actual daily charges paid for meals if admitted as an inpatient or for TDY if an outpatient (See Section 11.8, TDRL Actual Meals). When the member's home and the medical facility or PEB are within the same corporate city limits, a member on the TDRL undergoing a required periodic physical examination or being reevaluated by a PEB is authorized local travel transportation expense reimbursement. For more information see JFTR, Chapter 7, par. U7251.
UN PEACEKEEPING TDY	Members assigned TDY as observers to UN Peacekeeping Organizations	A member assigned TDY as an observer to a UN peace-keeping organization, which receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. In no event does JFTR, Chapter 7, par. U7140 authorize a reduction in the UN per diem allowance.

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Table 11-3: Per Diem and Transportation Restrictions

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
CONGRESSIONAL TRAVEL	Travel and Transportation Allowances when Accompanying Members of Congress and Congressional Staff	A member of the armed forces or a DoD civilian accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. For more information see JFTR, Chapter 7, Part U (military members) and JTR, Chapter 7, Part I (civilian employees) for travel authorized under the authority in 31 USC §1108(g).
DISIPLINARY ACTION	Member Travel and Transportation Incident to Disciplinary Action	When a member is ordered to travel for disciplinary action: A Government conveyance should be used, if available; or 1. If a Government conveyance is not available, the member must be directed to use Government-procured transportation; 2. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or 3. If a personally owned conveyance is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. Payment of mileage is not authorized. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the maximum rate per meal listed in JFTR, par. Chapter 1, U1500-C. For more information see JFTR, Chapter 7, par. U7450.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
EMERGENCY LEAVE	Transportation in Personal Emergencies	An eligible member on emergency leave (as determined under DoD Instruction 1327.6 (Leave and Liberty Procedures)) and eligible dependents with personal emergencies are authorized transportation between authorized locations. Eligible members/dependents are those on permanent duty OCONUS. A member stationed in the CONUS must have a domicile OCONUS to authorized emergency leave for self/dependents. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel incident to the burial of a deceased member if not authorized burial travel under JFTR, Chapter 5, par. U5242-A. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations. Reimbursement is only authorized for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/ destination and the airport is not authorized. Travel across CONUS is at Government expense if the traveler must transit the CONUS to reach the OCONUS emergency leave point. A cadet/midshipman is not eligible for this transportation. For eligibility requirements, transportation requirements, and authorized locations, refer to JFTR, Chapter 7, par. U7205.
EMERGENCY VISIT TRVL EVT	Emergency Visitation Travel (EVT)	Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. Air transportation costs only (no per diem, excess baggage/ unaccompanied baggage charge or ground transportation between the PDS/home/destination and airport) are authorized if space-required Government air transportation is not reasonably available. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see, JTR, Chapter 7, Part M.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
ESCORT ATTEND EMP RETURN	Attendant or Escort for Civilian Employee on TDY who Becomes Ill or Injured	Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or injured. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate. For more information see JTR, Chapter 7, par. C7370-B2.
FEML-FUND ENVIRO MORALE	Funded Environmental and Moral Leave (FEML) Transportation	A member or employee is eligible for FEML if stationed at an authorized FEML PDS (see JFTR/JTR, Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more. The dependent of a uniformed member serving an accompanied tour is eligible for FEML if command sponsored and resides with the member at the FEML PDS. The dependent of an employee is eligible for FEML if the employee is authorized to have dependents at the PDS and the dependent resides with the employee at the FEML PDS. Per diem, meal tickets, and reimbursement for meals or lodging are not authorized. For more information see JFTR, Chapter 7, par. U7207 (Military members and command-sponsored dependents); JTR, Chapter 7, par. C7700 (Civilian employees and authorized dependents); and DoD Instruction 1327.6 (Leave and Liberty Procedures).
FAM VISIT TRAVEL (FVT)	Family Visitation Travel (FVT)	The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at Government expense to the CONUS, non-foreign OCONUS or other location to visit immediate family members evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an authorized allowance. FVT is not authorized for travel within the foreign area/country of assignment. A DoD component may pay, or an eligible employee may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return, and airport taxes and transportation between airports. Reimbursement for ground transportation between the PDS or home (or destination) and airport is not authorized. Per diem and excess accompanied or unaccompanied baggage charges are not payable or reimbursable. For more information see JTR, Chapter 7, par. C7550.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
MEDIC CONVALESCENT LEAVE	Convalescent Leave Transportation	A member is authorized transportation allowances (no per diem, meal tickets, meals or lodging) for one trip when traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay under 37 USC §310 from the CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial process, and the member-selected place to any medical treatment place. A member may select transportation-in-kind, commercial transportation cost reimbursement when traveling at personal expense, or the TDY mileage rate for the official distance. Government/Government-procured transportation must be furnished and used to the maximum extent practicable. It is mandatory policy that a member uses an available government-contracted Commercial Travel Office to arrange official travel except when authorized under JFTR, Chapter 3, par. U3110. For more information see JFTR, Chapter 7, par. 7210.
MEDIC FAM ATTEND OVR 100 MI	Attendant's Travel for Specialty Care over 100 Miles	If a patient meets the JFTR, Chapter 7, par. U7960-A travel requirements, round-trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family. A member (who is a family member) as an attendant is authorized TDY travel and transportation allowances. A civilian employee/ member (who is a family member) as an attendant is authorized the travel and transportation allowances in the JTR/JFTR. Another person who is at least 21 years old and a family member designated to travel as an attendant is authorized reimbursement of reasonable travel expenses listed in JFTR, Chapter 7, pars. U7960-C and U7960-D. For more information see JFTR, Chapter 7, par. U7961.
PRE EMPLOY PERDIEM ONLY	Pre-Employment Interview Travel - Per Diem Only	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem must pay the full amount authorized for a DoD employee (See Section 11.6, Per Diem Only Restriction). An individual government travel charge card may not be used. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
PRE EMPLOY TRANS ONLY	Pre-Employment Interview Travel (Transportation Only)	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only common carrier transportation costs must pay the full amount authorized for a DoD employee. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.
R R AND SPECIAL R R	Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave Transportation	A member or employee assigned at a location listed in JFTR/ JTR, Appendix U is eligible for R&R leave transportation from the R&R location to the R&R destination listed in Appendix U. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel. For more information see JFTR, Chapter 7, pars. U7300 (Funded rest and recuperation (R&R) leave for members) and U7305 (Special R&R (SR&R) absence for members in connection with tour extension); JTR, Chapter 7, pars. C7750 (R&R leave for DoD civilian employees) and C7751 (Iraq and Afghanistan); and DoD Instruction 1327.6.
STUDENT DODEA ACADEM CC	Travel of DoDEA Dependent Students for Academic competitions and Co-Curricular Activities	Transportation only for travel of a DODEA student to academic competitions and co-curricular activities. Payment of per diem, and reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY are not authorized. For more information see JFTR, Chapter 5, par. U5243-E (dependents of military members) and JTR, Chapter 5, par. C5120-B (dependents of civilian employees).
STUDENT OF CIV US SCHOOL	Employee's Dependent Student Travel to Attend School	A dependent student of a DoD civilian employee assigned in an OCONUS/ foreign area is authorized educational travel to and from a school offering a full-time course of secondary education (in lieu of an education allowance) or post-secondary education. The dependent student is authorized per diem while to and from school when actual travel time in each direction exceeds 12 hours (See Section 11.7, Per Diem Only On Travel Days). Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel. For more information see JTR, Chapter 5, par. C5120, Department of State Standardized Regulations, section 280, and DoD 1400.25-M, Subchapter 1250.

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Table 11-3: Per Diem and Transportation Restrictions (continued)

PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
STUDENT OF MIL US SCHOOL	Member's Dependent Student Transportation to a School in the U.S.	A member permanently assigned OCONUS and accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent student is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location. For additional information on definitions of formal education, dependent eligibility, authorized transportation, and baggage restrictions see JFTR, Chapter 5, par. U5260-D.

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Table 11-4: Information Only Trip Types

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
EMERGENCY WHILE TDY	Personal Emergencies for a Member on TDY or Away from Home Port	A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip travel and transportation allowances and per diem (while in a travel status) between the TDY/unit location or ship and the PDS, Home port, or other location if authorized emergency leave. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport. For additional information on allowable transportation expenses, cost construction and city-pair airfare use, see JFTR, Chapter 7, par. U7206. Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.
FAM MEM ILL CIV SPONSOR	Civilian Family Member of a Seriously Ill or Injured Member	Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation.For more information see JFTR, Chapter 5, par. U5246 and JTR, Chapter 7, par. C7800 (Civilian employee family members). Trip Type E-INVITATIONAL should be used for this type of travel.
FAM MEM ILL MIL SPONSOR	Transportation and Per Diem of Family Members of an Ill or Injured Member	Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, pars. U5246. Trip Type E-INVITATIONAL should be used for this type of travel.

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Table 11-4: Information Only Trip Types (continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
MEDIC EXP FORSPEC NEEDS	Additional Expenses Incurred by an Employee with a Disability or Special Need	Payment is authorized for additional travel expenses that are incurred by an employee with a disability/ special need in the performance of official travel. Note: An employee with a special need is treated the same as an employee with a disability. For additional information regarding definitions and allowance expenses, as well as employment of personal assistants see JTR, Chapter 7, Part J, pars. C7450-C7470. Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.
MEDIC FAM MEM CIV OCONUS	Dependant Medical Travel and Transportation Allowances When an Employee is Assigned to a Foreign OCONUS PDS	When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, (does not include non-foreign OCONUS locations such as Alaska, Hawaii, Guam & Puerto Rico), are not able to accommodate a civilian employee's dependent's needs, transportation to another location may be authorized for medical and dental care. If possible, medical travel should be scheduled with other non-medical travel however; required medical treatment that cannot be postponed should be authorized. For additional information on eligibility, administration, transportation and per diem allowances, see JTR, Chapter 5, pars. C5134-C5148. Trip Type E-INVITATIONAL should be used for this type of travel.
MEDIC FAM MEM MIL CONUS	Travel to Specialty Care Over 100 Miles	When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Provider. The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM determines if the specialty care is more than 100 miles from the PCM. For applicability, transportation and meal and lodging reimbursement see JFTR, Chapter 7, par. U7960. Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.

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Table 11-4: Information Only Trip Types (continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
MEDIC FAM MEM MIL OCONUS	Dependant Travel and Transportation OCONUS for Medical Care	Dependents located OCONUS who have an active duty sponsor and who have been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement, may be authorized travel and transportation allowances to the nearest appropriate medical/dental facility where adequate care is available. This provision is allowed when the member has been on active duty for more than 30 days and when care is not available in the member's OCONUS PDS area. For exceptions, transportation/ meal and lodging reimbursement and authorization see JFTR, Chapter 5, par. U5240-C. Trip Type E-INVITATIONAL should be used for this type of travel.
TRAVEL AT NO EXPENSE	Travel at no expense to the government	There are no allowances for members or employees who incur travel expenses under these categories. For more information see JFTR, Chapter 7, par. U7650 (Travel Under Permissive Orders), JFTR, Chapter 7, par. U7651 (Travel Under Orders but not on Public Business), JFTR, Chapter 7, par. U7652 (Return From Leave to Duty Abroad), JFTR, Chapter 7, par. U7653 (Attendance at Public Ceremonies), JTR, and Chapter 7, par. C7200 (General). Trip Type C-PERMISSIVE should be used for this type of travel.

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Table 11-4: Information Only Trip Types (continued)

INFORMATION ONLY TRIP TYPES		
TRIP TYPE	**JFTR/JTR DESCRIPTION**	**ALLOWANCES**
WITNESS TRAVEL	Travel of Witnesses/ Witness Travel	An active duty member who serves as a witness on behalf of the United States in any cases involving a Service receives TDY travel and transportation allowances, payable from the requesting Service's funds. In cases involving the United States but not the Services, the member receives travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice. In cases of local, State, the District of Columbia, or U.S. Territory or possession Government in a criminal or civil case and the trial is directly related to a Service or to a member and the Service has a particularly strong compelling and genuine interest the active duty member may receive TDY travel and transportation allowances if competent authority determines that travel is required. A member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel subsistence expense payments with the individual or agency desiring testimony. For more information see JFTR, Chapter 7, Part E. Trip Type AA-Routine should be used for this type of travel.

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11.2 Travel Authorization Process for Special Circumstances Travel

This section describes how to create an authorization using SCT trip types. It assumes that the user is familiar with the typical process for creating an authorization in DTS. This chapter only covers the differences that apply to an authorization when the Special Circumstances trip type and a secondary trip type are chosen.

For more information on creating an authorization/order in DTS, see Chapter 2 of this manual.

11.2.1 Selecting a Trip Type

When beginning to complete an SCT travel authorization in DTS, the fields and process are the same as typical DTS authorizations until the user selects Special Circumstances from the Trip Type drop-down list (Figure 11-1).

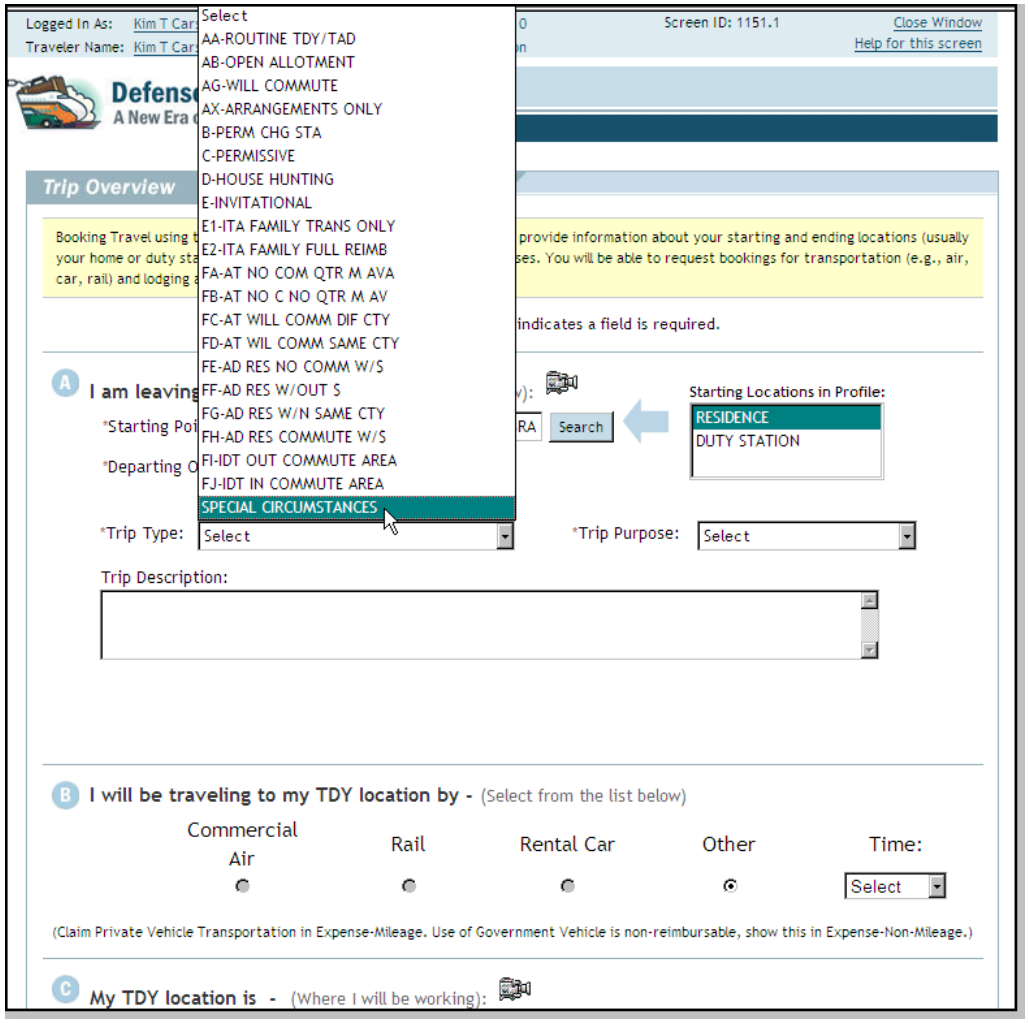

Figure 11-1: Special Circumstances Drop-Down List

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This selection causes the Secondary Selection drop-down list to appear (Figure 11-2: Secondary Selection List). The user must also make a selection from this list.

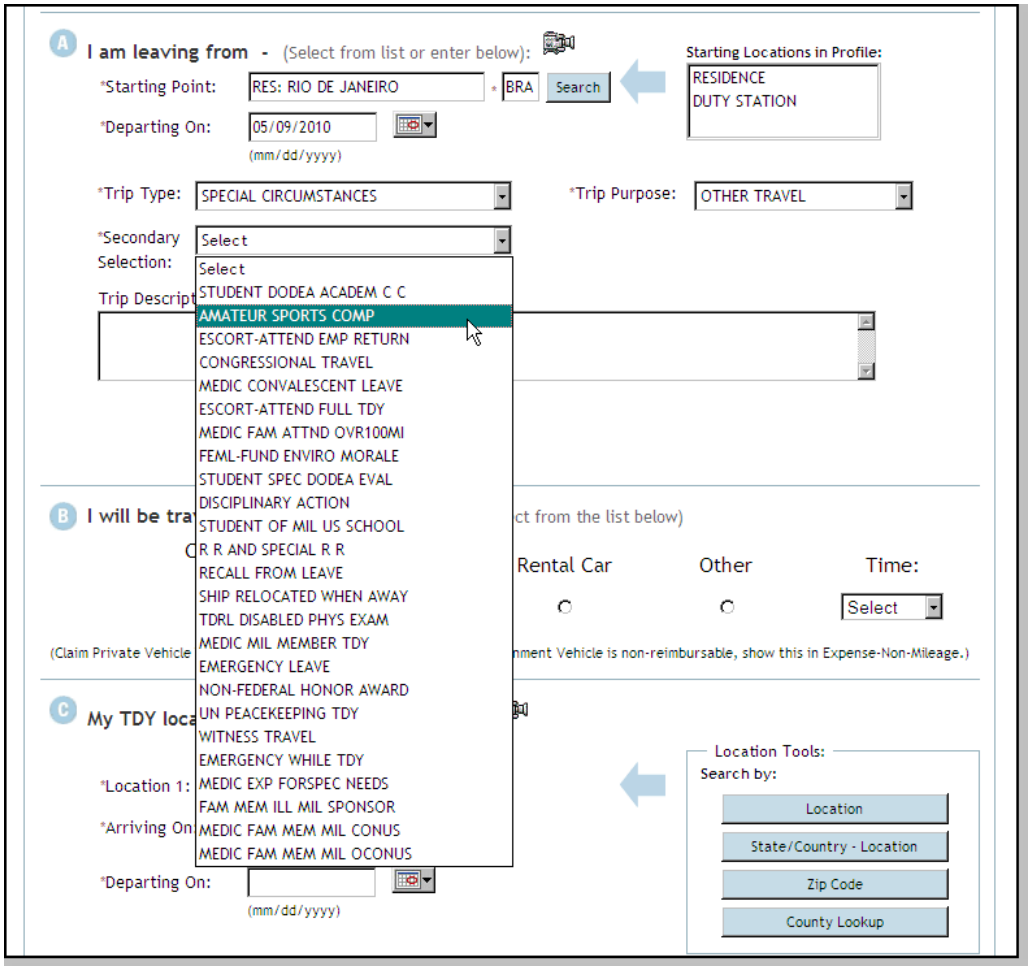

Figure 11-2: Secondary Selection List

Note: The Secondary Selection drop-down list shown in Figure 11-2 is for a military member assigned to an OCONUS PDS. The options on the list will vary according to the type of traveler.

In most cases, the selected secondary trip type determines the entitlements that DTS will allow the traveler to select. For Information Only trip types, see Section 11.2.2.

Follow the below steps to select the Special Circumstances trip type and a secondary SCT trip type:

1. Select the **Trip Type** drop-down list arrow.

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2. Select the **Special Circumstances** trip type from the drop-down list (Figure 11-1).

The screen refreshes, and a Secondary Selection drop-down arrow appears below the Trip Type list.

3. Select the **secondary trip type** from the Secondary Selection list (Figure 11-2). For a list of the SCT secondary trip types and their definitions, see Tables 11-2 and 11-3.

A pop-up window opens informing the user of the eligibility requirements for the selected SCT secondary trip type (Figure 11-3).

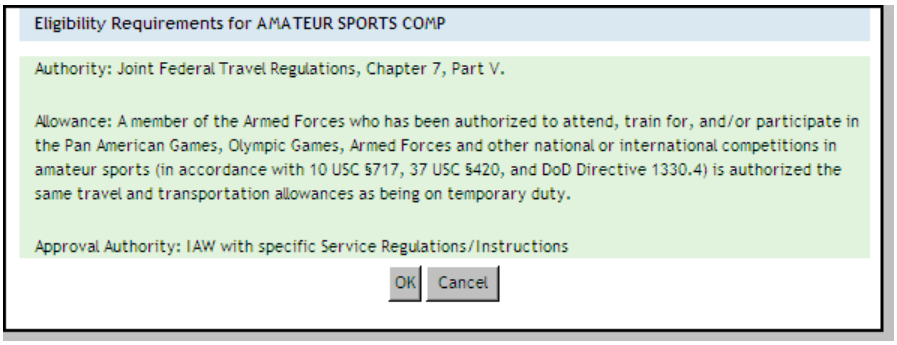

Figure 11-3: Sample Eligibility Requirements Pop-Up Window

4. Select **OK** to continue.
   -OR-
   Select **CANCEL** to return to the screen to select another secondary trip type.

The user/traveler should read the eligibility requirements to ensure that they are selecting the correct secondary trip type. Once OK is selected, the Secondary Selection drop-down list no longer displays.

The Trip Type now shows the SCT secondary trip type as the trip type. It cannot be changed. The Trip Purpose defaults to OTHER TRAVEL (Figure 11-4). (If an SCT trip types <Emergency Travel trip type> was chosen, the Trip Purpose defaults to EMERGENCY).

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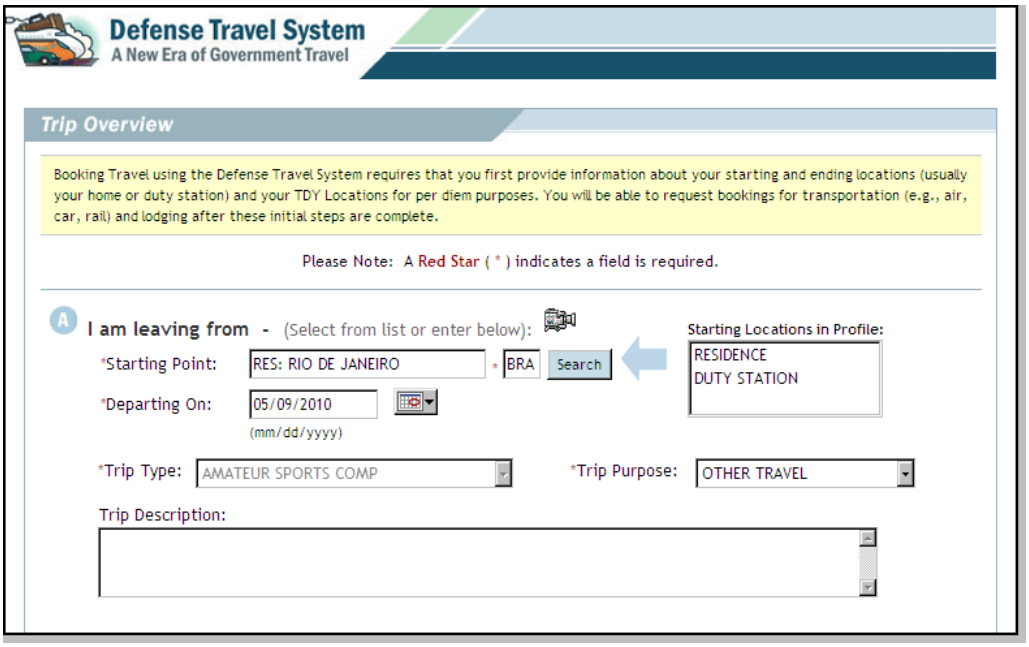

Figure 11-4: Trip Overview Screen - SCT Trip Type Selected

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11.2.2 Information Only Trip Types

The secondary trip types listed below are for information only. These are calculated in the same manner as travel that is normally accomplished using Routine, Permissive, or Invitational trip types:

- EMERGENCY WHILE TDY
- FAM MEM ILL CIV SPONSOR
- FAM MEM ILL MIL SPONSOR
- MEDIC EXP FORSPEC NEEDS
- MEDIC FAM MEM CIV OCONUS
- MEDIC FAM MEM MIL CONUS
- MEDIC FAM MEM MIL OCONUS
- TRAVEL AT NO EXPENSE
- WITNESS TRAVEL

The below steps explain how to complete a Special Circumstances Information Only authorization.

1. Select the **Trip Type** drop-down list arrow.

2. Select **Special Circumstances** trip type from the drop-down list.

The screen refreshes, and the Secondary Selection drop-down arrow appears below the Trip Type list.

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3. Select the secondary trip type from the **Secondary Selection** list (Figure 11-5). For a list of the SCT Information Only trip types and the eligibility requirements, see Table 11-4.

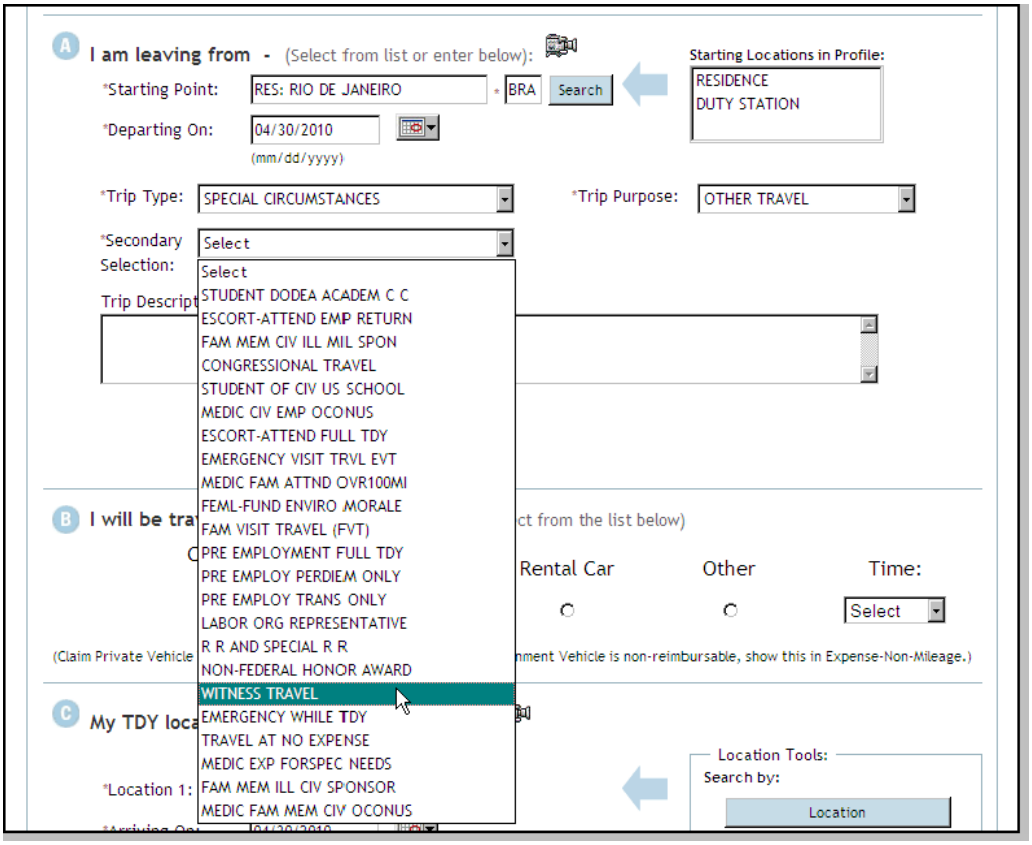

Figure 11-5: Secondary Selection List

Note: The Secondary Selection list shown in Figure 11-5 is for a civilian employee assigned to an OCONUS PDS. The options on the list will vary according to the type of traveler.

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A pop-up window opens with the eligibility requirements for the selected secondary trip type (Figure 11-6).

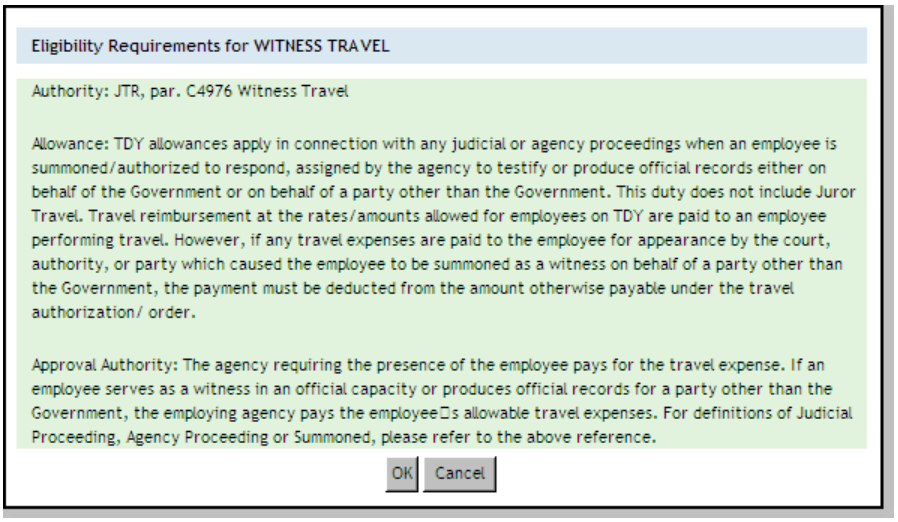

Figure 11-6: Sample Eligibility Requirements Pop-Up Window

4. Read the eligibility requirements and select **OK**. Since this trip type is for information purposes only, DTS prompts the traveler to select a new trip type.
   -OR-
   Select **CANCEL**. The Document List screen opens and DTS removes the created authorization.

5. If **OK** was selected, choose a new trip type that is applicable for the trip purpose. See Table 11-4 for guidance on which trip type to use.

6. Complete the Trip Overview screen and continue creating the authorization.

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11.2.3 Preview Trip Screen

The eligibility requirements may be viewed or printed from the Preview Trip Screen at any time by following the below steps:

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

The Preview Trip screen opens.

2. Select **Click here for eligibility** (Figure 11-7).

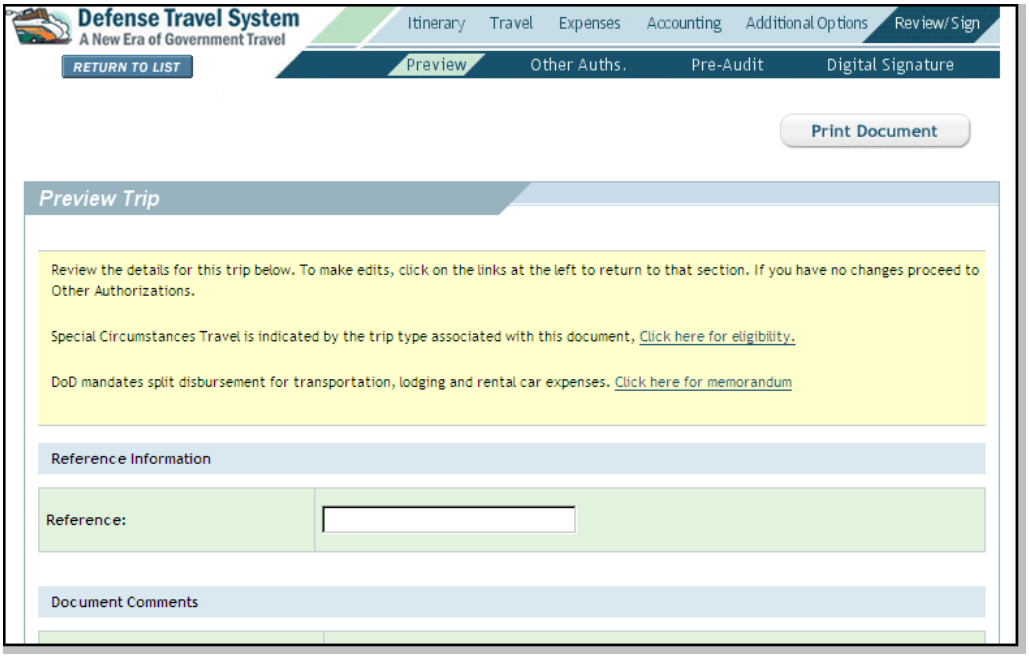

Figure 11-7: Preview Trip Screen Eligibility

The eligibility requirements for the applicable SCT type display.

3. Choose **OK** to return to the Preview Trip screen.
   - OR -
   Choose **Print** to print a copy of the eligibility requirements.

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11.3 Dependent Travel

Several SCT secondary trip types may be used for dependent travel. Dependents of the traveler may be added to the authorization for the secondary trip types listed below. This is similar to the Invitational Family Member - Full or Limited Reimbursement trip types are used.

- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FAM MEM CIV ILL MILL SPON
- *FAM MEM ILL CIV SPONSOR
- *FAM MEM ILL MIL SPONSOR
- FEML-FUND ENVIRO MORALE
- MEDIC CIV EMP OCONUS
- MEDIC FAM ATTND OVR 100MI
- STUDENT DODEA ACADEM C C
- STUDENT OF CIV US SCHOOL
- STUDENT OF MIL US SCHOOL
- STUDENT SPEC DODEA EVAL

*Information Only trip types. See Section 11.2.2 and Table 11-4 for guidance on these trip types.

Note: DTS requires a separate authorization for each dependant.

When any of the above Special Circumstances trip types are selected, the Dependent Travel box appears in Section A of the Trip Overview screen (Figure 11-8).

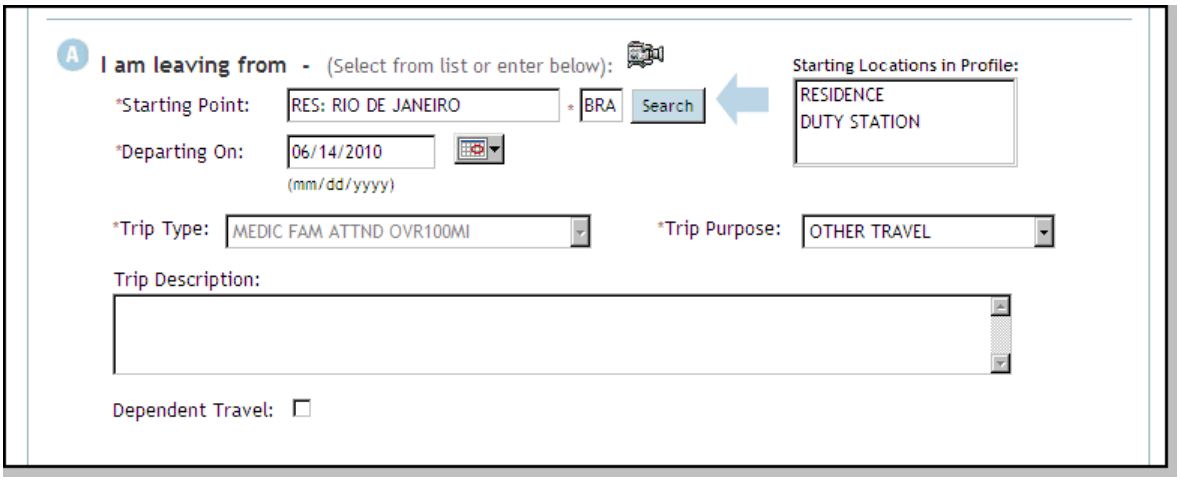

Figure 11-8: Trip Overview Screen -Dependent Travel Box

To indicate that the authorization is for the dependent, the traveler must check the Dependent Traveler box while creating an authorization using the traveler's profile. The DTS traveler is known as the sponsor to the dependent. The steps shown below are given to assist when preparing dependent travel:

1. Check the **Dependent Travel** box.

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A pop-up message displays information about reimbursements and any restrictions for the dependent's travel (Figure 11-9).

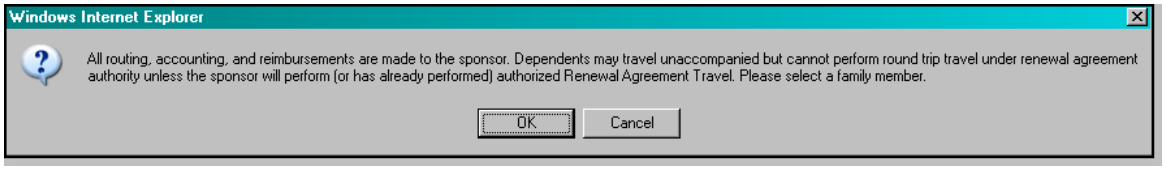

Figure 11-9: Dependent Travel Pop-Up Message

2. Choose **OK** to continue creating the authorization for a dependent.
   -OR-
   Choose **Cancel** to return to the Trip Overview screen. This clears the Dependent Travel box.

If **OK** was selected, the Dependent Search screen opens. This screen lists all dependents in the traveler's profile (Figure 11-10).

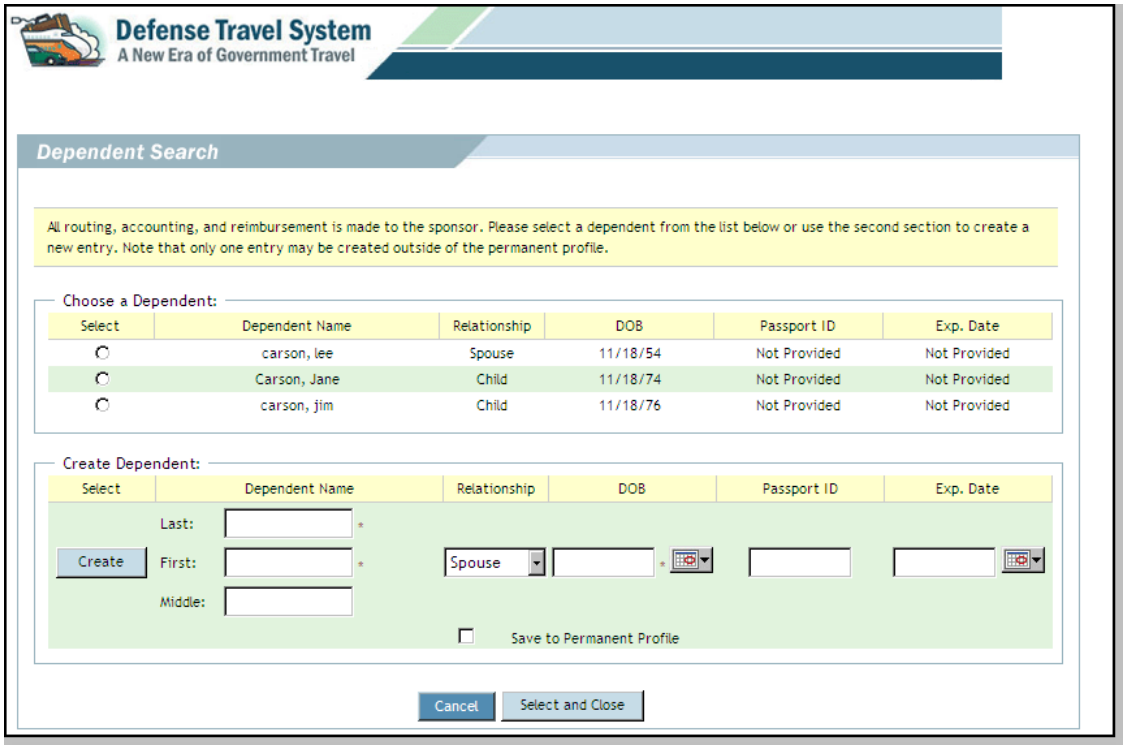

Figure 11-10: Dependent Search Screen

3. Select the **radio button** to the left of the dependent to be named on the authorization.

If the dependent's name is not listed, use the steps shown below:

   a) Complete the fields in the **Create Dependent** section.

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b) To add the dependent to the sponsor's profile, check the **Save to Permanent Profile** box, and then select **Create**.

The screen refreshes and the dependent appears in the **Choose a Dependent** section.

c) Select the **radio button** to the left of the dependent to be named on the authorization.

4. Choose **Select and Close**.
   -OR-
   Choose the **Cancel** button to return to the Trip Overview screen without selecting a dependent.

The Trip Overview screen refreshes. The Dependent Information displays on the screen (Figure 11-11).

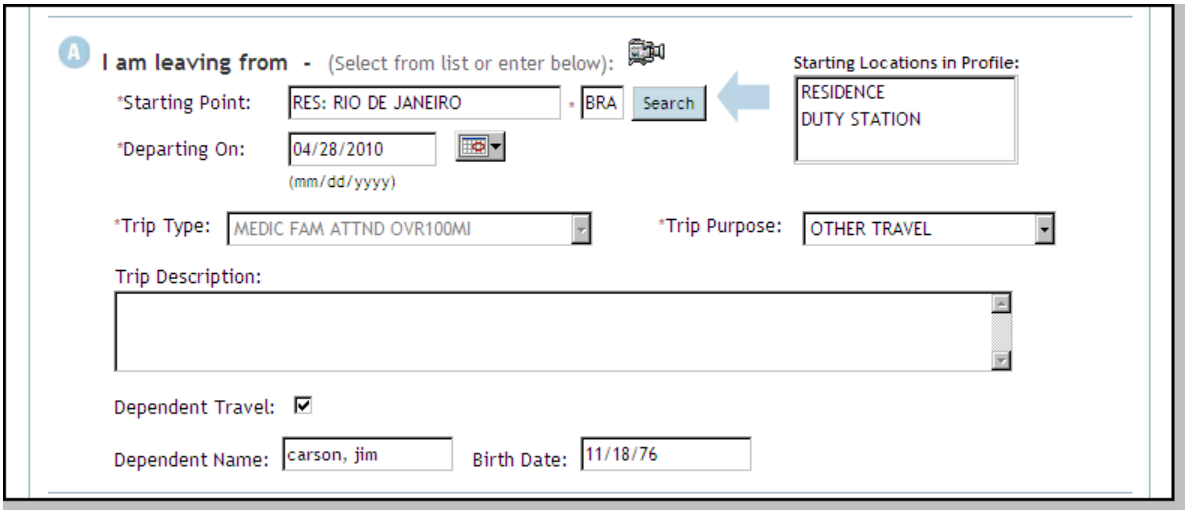

Figure 11-11: Trip Overview Dependent Information

5. Complete the Trip Overview screen and complete the authorization.

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11.4 Alternate Location Travel

The option to enter and travel to an alternate location or airport instead of the designated location or airport appears if one of the SCT trip types below is chosen:

- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- R R AND SPECIAL R R
- STUDENT OF MIL US SCHOOL

Selecting one of these trip types will change the name of the *My TDY Location* field in Section C of the Trip Overview screen to *My Designated Location*.

The user must select a designated location and specify a designated airport. Choosing an alternate location is optional. Travel to either location is authorized; the traveler will be limited to the General Services Administration (GSA) City-Pair fare for the designated location in cases where the alternate location is more costly. Refer to the applicable JFTR/JTR reference displayed in the Eligibility Requirements window for more information.

Beginning in Section C of the Trip Overview screen, follow the below steps to add an alternate location:

1. Use the **location tools** to select the designated location.

After the location has been selected, DTS completes the airport field with the code of the closest airport.

The screen refreshes and the **My Alternate Location is (Optional)** field appears (Figure 11-12).

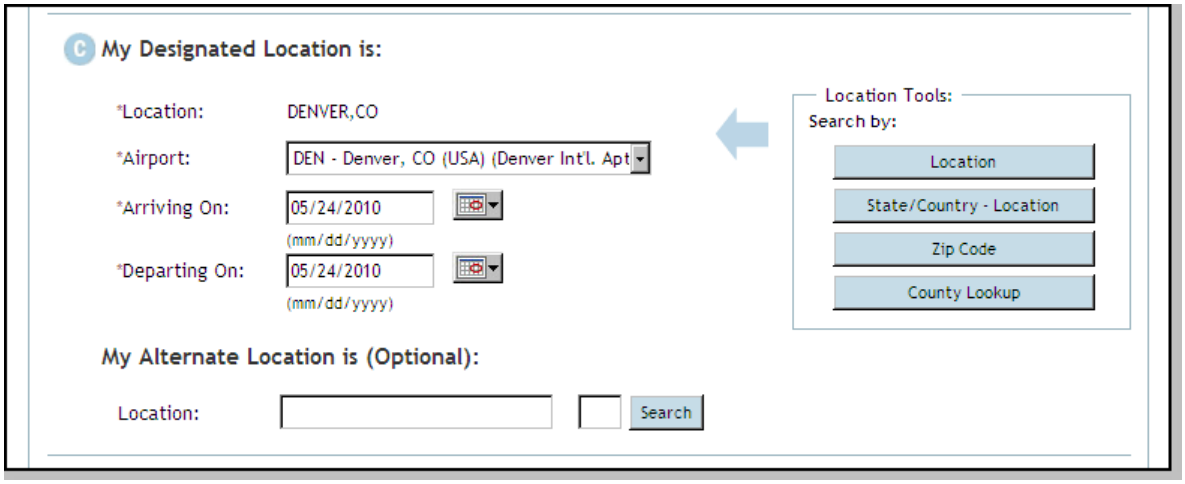

Figure 11-12: Trip Overview Alternate Location Field

2. Complete the **My Alternate Location is (Optional)** location field. This is optional.

3. Complete the Trip Overview screen.

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4. Select **Save and Proceed**.

If the alternate GSA City-Pair fares is less than or equal to the designated GSA City-Pair fares, then the traveler may continue.

A pop-up message displays the combined GSA City-Pair fares for the designated location and the alternate location (Figure 11-13).

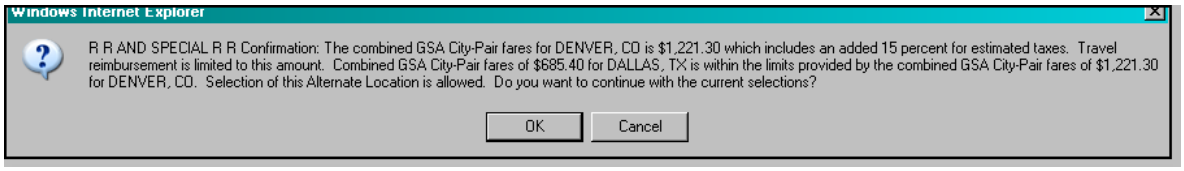

Figure 11-13: GSA City Pairs Pop-Up Message

5. Choose **OK** to proceed.
   -OR-
   Choose **Cancel** to enter a new alternate location.

6. Proceed with selecting air reservations and creating the rest of the authorization.

If the cost of the GSA City-Pair fares to the alternate location exceeds the cost of the GSA City Pair fares to the designated location, a pop-up message displays the combined GSA City-Pair fares (Figure 11-14). Select **OK** to proceed. The Trip Overview screen opens. Select a new **alternate location**.

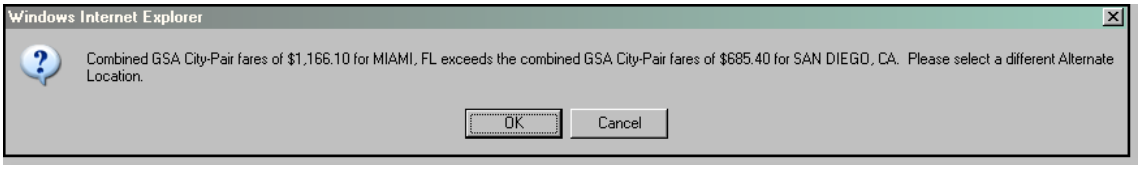

Figure 11-14: GSA Exceeds Designated GSA Pop-Up Screen

If no airport is found for the designated location, the traveler is prompted to select another location (Figure 11-15). Select **OK** to proceed.

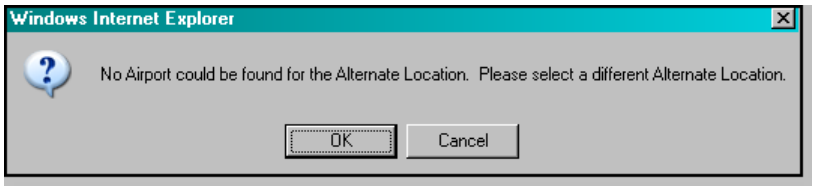

Figure 11-15: No Airport Found Pop-Up Screen

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When no GSA City-Pair fare exists for a designated location, the traveler may continue (Figure 11-16). The CTO and AO must ensure that expenses do not exceed the cost of travel to the designated location.

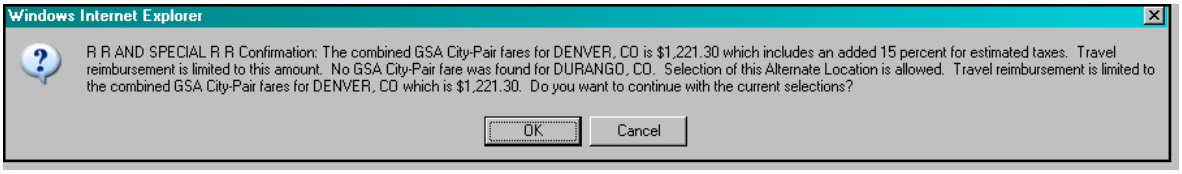

Figure 11-16: No GSA City Pair Fare Pop-Up Screen

11.5 Transportation Only Trip Types

The below secondary trip types shown below allow transportation reimbursement only:

- DISIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY TRANS ONLY
- R R AND SPECIAL R R
- STUDENT DODEA ACADEM C C
- STUDENT OF MIL US SCHOOL

Depending on the secondary trip type, the following may be authorized:

- Government transportation
- Government procured transportation
- Commercial travel
- Privately owned conveyance (POC)
- Reimbursement is set to the requirements in the JFTR/JTR

If Government transportation is used, no reimbursement will be authorized. However, a voucher from authorization is required.

DTS blocks non-mileage expenses that are not transportation-related.

If the user attempts to enter lodging costs or other per diem expenses, a message informs the user that per diem expenses are not allowed for this trip type (Figure 11-17). The user must select **Return** to complete the authorization.

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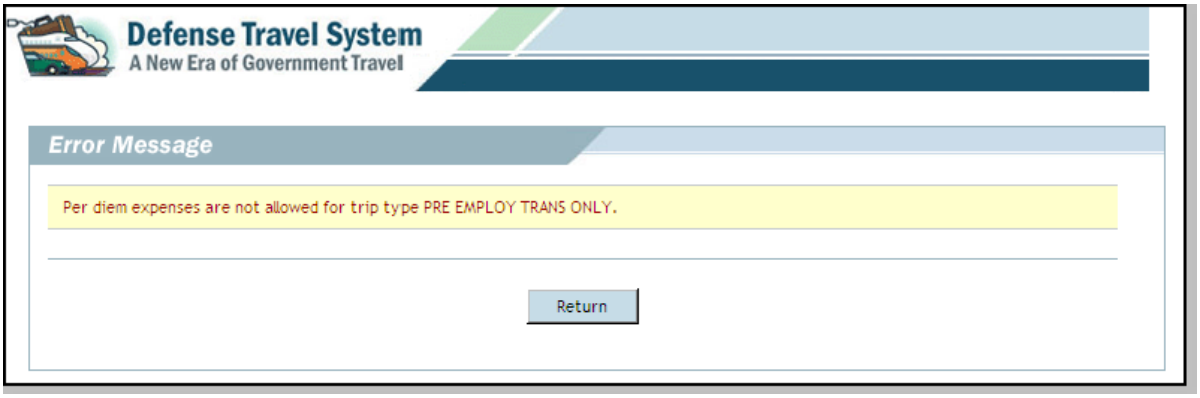

Figure 11-17: Per Diem Expenses Not Allowed

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11.6 Per Diem Only Restriction

The secondary trip type shown below allows reimbursement for per diem only:

- PRE EMPLOY PERDIEM ONLY

On the Trip Overview screen, Section B, I will be traveling to my TDY location by, defaults to "Other." This selection cannot be changed (Figure 11-18).

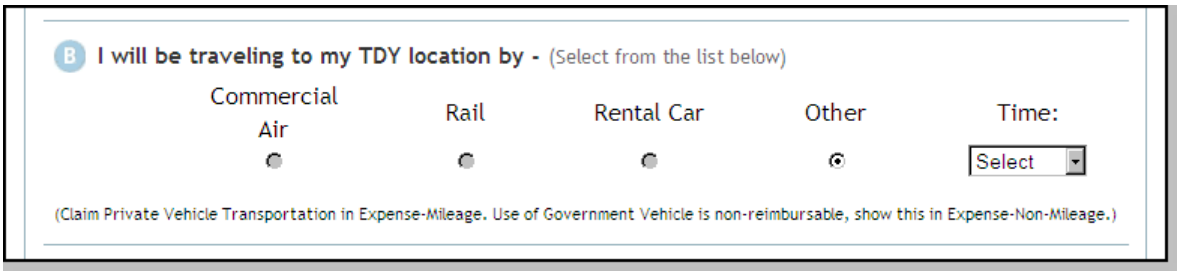

Figure 11-18: Trip Overview Screen - Transportation Mode "Other"

After the Trip Overview screen is completed and refreshes, Section D, I will be returning from my TDY by, defaults to "Other." This cannot be changed.

If the user/traveler selects **Save and Proceed** on the Trip Overview screen, DTS displays the Preview Trip screen to complete the authorization.

If the user/traveler attempts to enter reservations or other ticketed transportation, a message displays. It explains that reservations are not permitted for authorizations using this trip type (Figure 11-19).

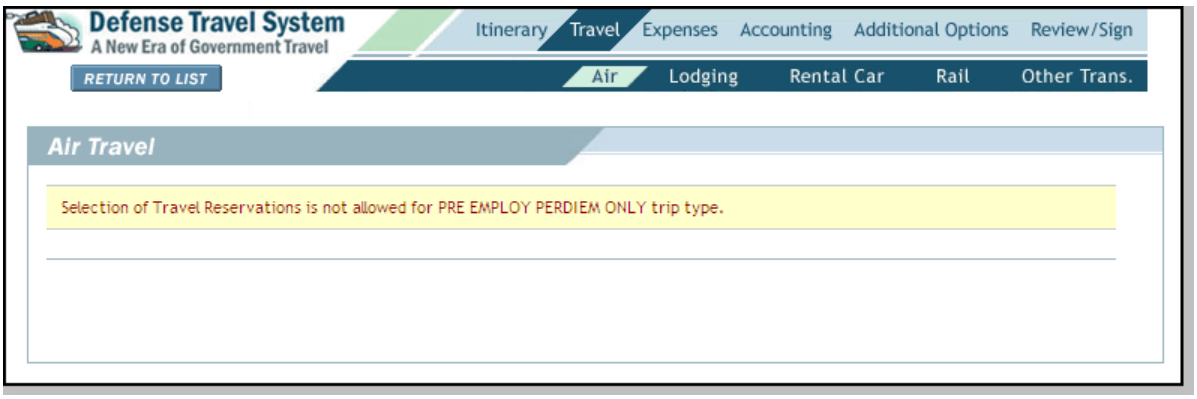

Figure 11-19: Travel Reservations Not Allowed Message

If **Non-Mileage** is selected in the Expenses module, a message explains that non-mileage expenses are not permitted for authorizations using this trip type.

If **Mileage** is selected in the Expenses module, a message explains that mileage expenses are not permitted for authorizations using this trip type.

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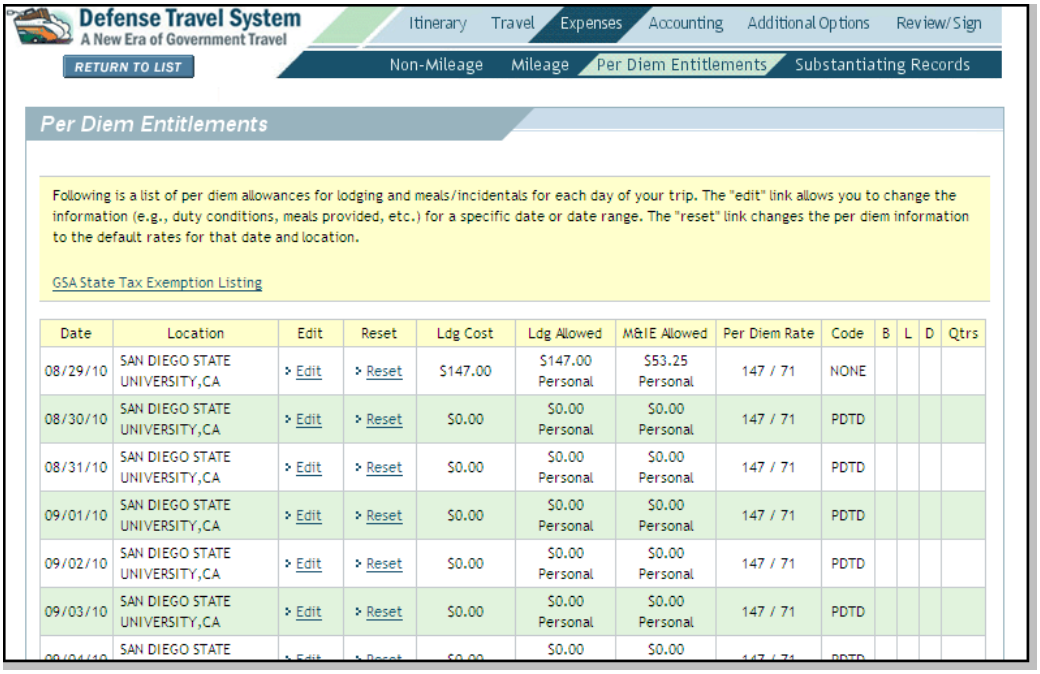
11.7 Per Diem Only On Travel Days

The secondary trip type shown below permits per diem on travel days only:

- STUDENT OF CIV US SCHOOL

The dependent student is authorized per diem while traveling to and from school when the actual travel time in each direction exceeds 12 hours. Per diem entitlements for non-travel days will be read-only and zeroed out (Figure 11-20).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/29/10	SAN DIEGO STATE UNIVERSITY,CA	Edit	Reset	$147.00	$147.00 Personal	$53.25 Personal	147 / 71	NONE				
08/30/10	SAN DIEGO STATE UNIVERSITY,CA	Edit	Reset	$0.00	$0.00 Personal	$0.00 Personal	147 / 71	PDTD				
08/31/10	SAN DIEGO STATE UNIVERSITY,CA	Edit	Reset	$0.00	$0.00 Personal	$0.00 Personal	147 / 71	PDTD				
09/01/10	SAN DIEGO STATE UNIVERSITY,CA	Edit	Reset	$0.00	$0.00 Personal	$0.00 Personal	147 / 71	PDTD				
09/02/10	SAN DIEGO STATE UNIVERSITY,CA	Edit	Reset	$0.00	$0.00 Personal	$0.00 Personal	147 / 71	PDTD				
09/03/10	SAN DIEGO STATE UNIVERSITY,CA	Edit	Reset	$0.00	$0.00 Personal	$0.00 Personal	147 / 71	PDTD				
09/04/10	SAN DIEGO STATE	Edit	Reset	$0.00	$0.00	$0.00	147 / 71	PDTD				

Figure 11-20: Per Diem Entitlements Screen

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11.8 TDRL Actual Meals

The secondary trip type shown below is for reimbursement of actual meal charges while an individual is a patient at a medical facility:

- TDRL DISABLD PHYSICAL EX

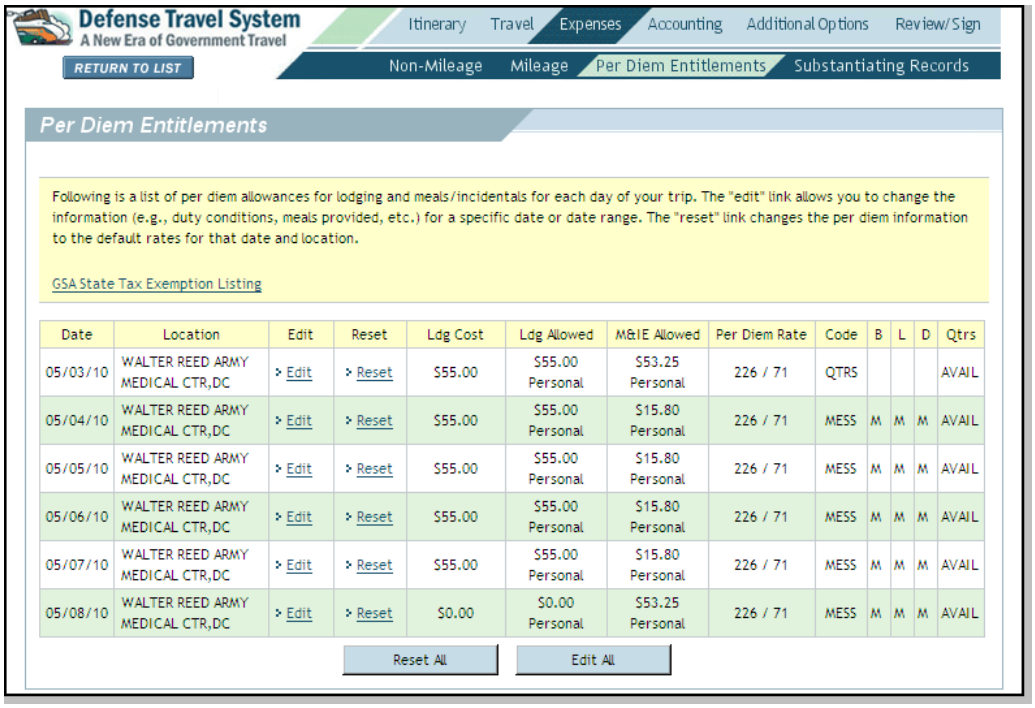
A military member admitted to a medical facility is authorized per diem equal to the actual daily charges paid for the day after arrival at the medical facility through the day before departure.

Follow the below steps to claim actual meals:

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

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

The Per Diem Entitlements screen opens (Figure 11-21).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/03/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	$55.00	$55.00 Personal	$53.25 Personal	226 / 71	QTRS				AVAIL
05/04/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	$55.00	$55.00 Personal	$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/05/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	$55.00	$55.00 Personal	$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/06/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	$55.00	$55.00 Personal	$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/07/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	$55.00	$55.00 Personal	$15.80 Personal	226 / 71	MESS	M	M	M	AVAIL
05/08/10	WALTER REED ARMY MEDICAL CTR,DC	Edit	Reset	$0.00	$0.00 Personal	$53.25 Personal	226 / 71	MESS	M	M	M	AVAIL

Figure 11-21: Per Diem Entitlements Screen

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

The Per Diem Entitlements Detail screen opens.

4. Select **Hospital Stay** in the Duty Conditions section (Figure 11-22).

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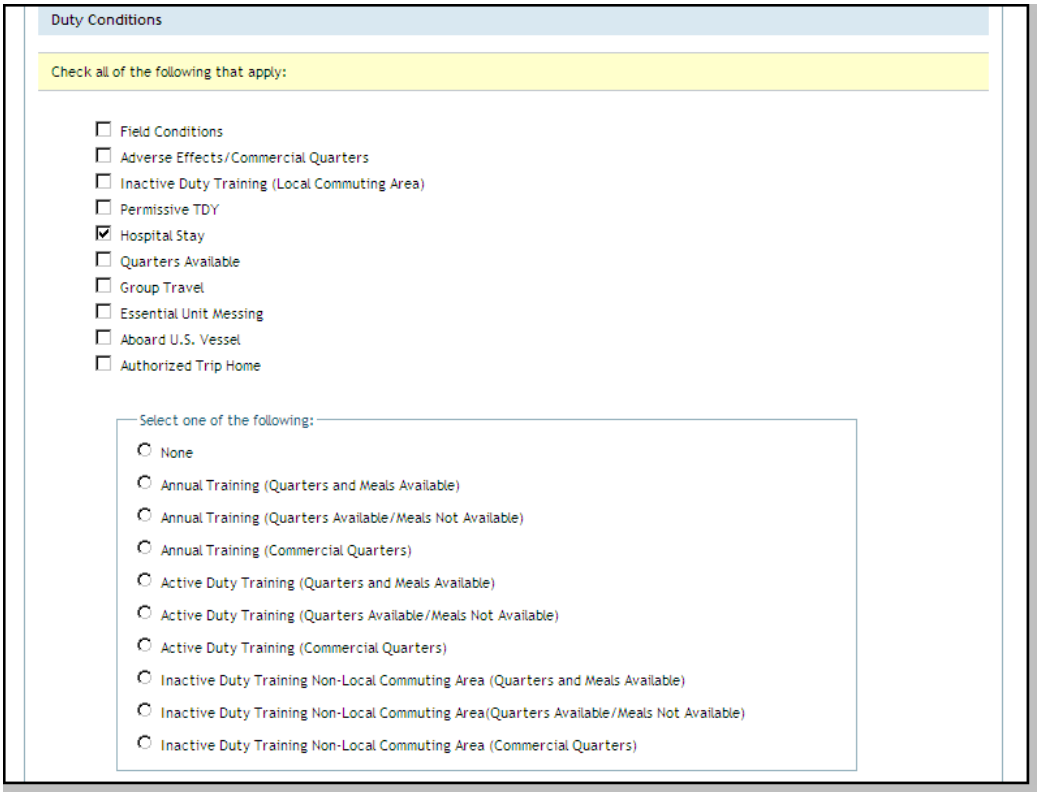

Figure 11-22: Per Diem Entitlements Detail - Duty Conditions Section

5. Select **Special Rate** in the Meals section (Figure 11-23).

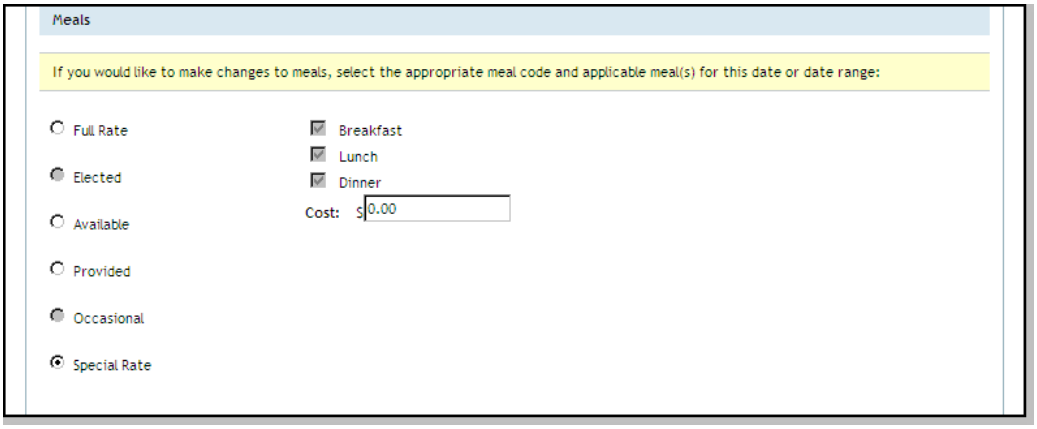

Figure 11-23: Per Diem Entitlements Detail - Meals Section

6. Enter the actual charges paid for meals that day in the **Cost** field.

7. Select **Save These Entitlements**.

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8. Repeat Steps 3-6 as needed to claim reimbursement for meals on other days.

9. Complete the remainder of the authorization.

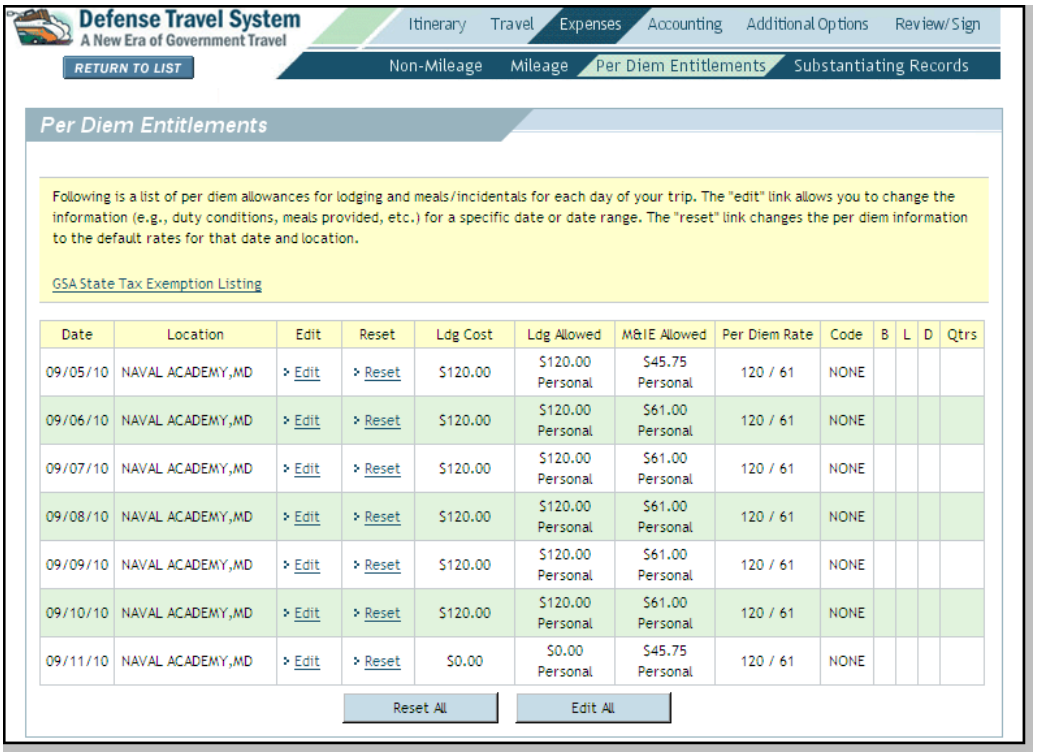
11.9 Cadets and Midshipmen

TDY allowances are the same as for military officers with one exception. No per diem is permitted on TDY days to another service academy when Government quarters and a Government dining facility are available.

When this exception applies, the below steps serve as a guide to zero out per diem:

1. Select P**er Diem Entitlements** under the **Expenses** tab.

The Per Diem Entitlements screen opens (Figure 11-24).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/05/10	NAVAL ACADEMY,MD	Edit	Reset	$120.00	$120.00 Personal	$45.75 Personal	120 / 61	NONE				
09/06/10	NAVAL ACADEMY,MD	Edit	Reset	$120.00	$120.00 Personal	$61.00 Personal	120 / 61	NONE				
09/07/10	NAVAL ACADEMY,MD	Edit	Reset	$120.00	$120.00 Personal	$61.00 Personal	120 / 61	NONE				
09/08/10	NAVAL ACADEMY,MD	Edit	Reset	$120.00	$120.00 Personal	$61.00 Personal	120 / 61	NONE				
09/09/10	NAVAL ACADEMY,MD	Edit	Reset	$120.00	$120.00 Personal	$61.00 Personal	120 / 61	NONE				
09/10/10	NAVAL ACADEMY,MD	Edit	Reset	$120.00	$120.00 Personal	$61.00 Personal	120 / 61	NONE				
09/11/10	NAVAL ACADEMY,MD	Edit	Reset	$0.00	$0.00 Personal	$45.75 Personal	120 / 61	NONE				

Figure 11-24: Per Diem Entitlements Screen

2. Select **Edit All**.

The Per Diem Entitlements Details screen opens.

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3. Select **TDY To Academy** in the *Duty Conditions* section (Figure 11-25).

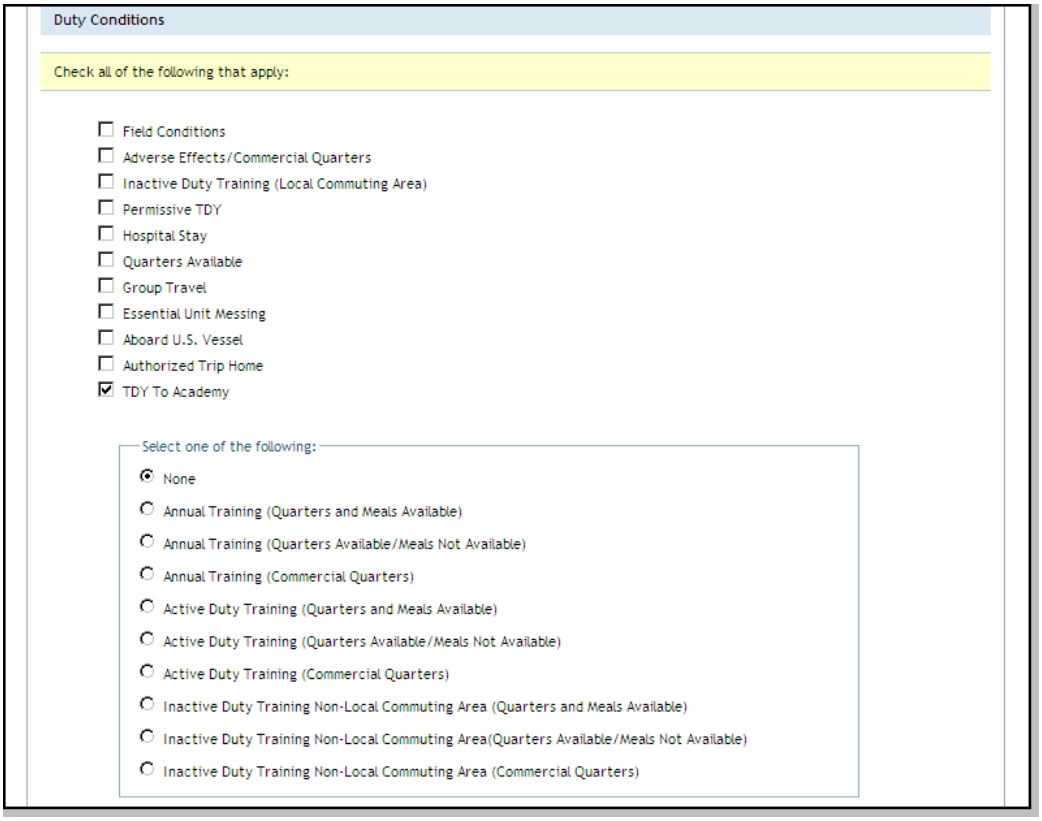

Figure 11-25: Per Diem Entitlements Detail - Duty Conditions Section

4. Select **Save These Entitlements**.

5. Complete the authorization and submit.

11.10 Congressional Travel

This SCT trip type allows for Congressional Travel:

- CONGRESSIONAL TRAVEL

Congressional Travel must be authorized by the Secretary of Defense or the Service Secretary.

A service member or a DoD civilian employee accompanying a member of Congress or a Congressional employee on official travel is authorized reimbursement for travel and transportation expenses. See JFTR, Chapter 7, Part U (military members) and JTR, Part 1 (civilian employees).

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11.11 Blocked Scheduled Partial Payments

The SCT trip types listed below do not allow for scheduled partial payments (SPPs):

- DISCIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- ESCORT-ATTEND EMP RETURN
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- RECALL FROM LEAVE
- R R AND SPECIAL R R
- STUDENT OF CIV US SCHOOL
- STUDENT DODEA ACADEM C C
- STUDENT OF MIL US SCHOOL

If **Partial Payments** is selected under Additional Options, a pop-up message explains that SPPs are not allowed (Figure 11-26).

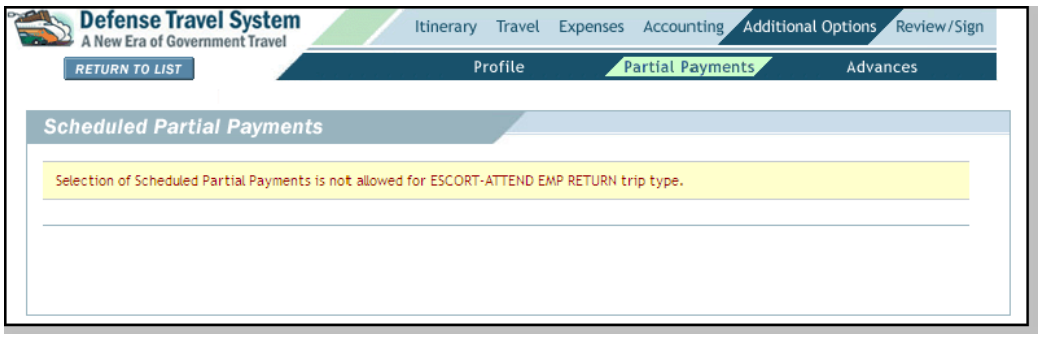

Figure 11-26: Scheduled Partial Payments Not Allowed Message

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11.12 Blocked Advances

The SCT trip types listed below do not permit advances:

- DISCIPLINARY ACTION
- EMERGENCY LEAVE
- EMERGENCY VISIT TRVL EVT
- FEML-FUND ENVIRO MORALE
- FAM VISIT TRAVEL (FVT)
- MEDIC CONVALESCENT LEAVE
- PRE EMPLOY PERDIEM ONLY
- PRE EMPLOY TRANS ONLY
- PRE EMPLOYMENT FULL TDY
- R R AND SPECIAL R R
- STUDENT OF CIV US SCHOOL

If Advances is selected under Additional Options, a pop-up message explains that advances are not (Figure 11-27).

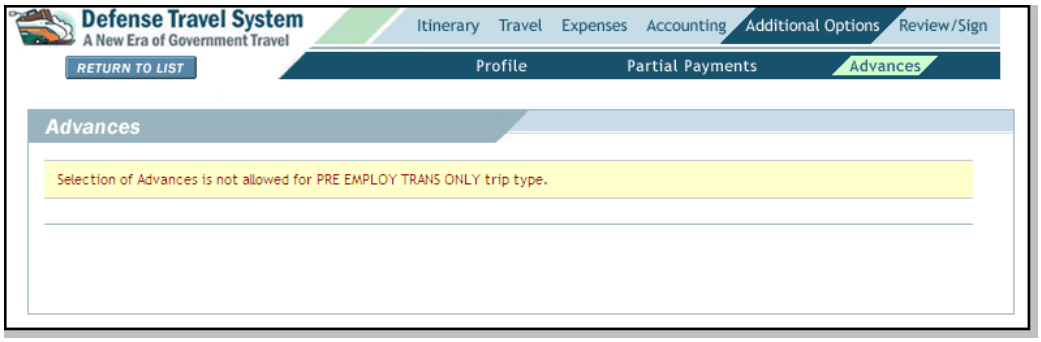

Figure 11-27: Advances Not Allowed Message

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11.13 Limited Terminal Entitlements

The SCT trip types listed below do not allow transportation expenses to a transportation terminal at the PDS, home or destination, and the airport:

- EMERGENCY VISIT TRVL EVT
- FAM VISIT TRAVEL (FVT)

A pop-up message will display if the below expenses are selected from the drop-down list and saved (Figure 11-28). Additionally, an Other Authorization is triggered that must be justified and cannot be removed unless the expense is removed.

Figure 11-28: Terminal Expenses Not Authorized Pop-Up Message

The following non-mileage expenses will not be reimbursed:

- Commercial Auto - Terminal
- Taxi - Terminal

The following mileage expenses will not be reimbursed:

- Pvt Auto - Terminal
- Pvt Motorcycle - Terminal

11.14 Excess Baggage Limitations

The SCT trip types listed below do not authorize reimbursement for excess accompanied or unaccompanied baggage charges:

- EMERGENCY VISIT TRVL EVT
- FAM VISIT TRAVEL (FVT)

The Excess Baggage expense will not be available in the Non-Mileage drop-down list.

11.15 Review and Approval of SCT Authorizations

Many of the SCT trip types must be approved by specific personnel, medical, or other authorities. In such cases, a conditional routing list may be needed to ensure that the document is routed to the appropriate officials. A specific routing list may be created for multiple or individual SCT trip types. See the *Defense Travel Administrator's (DTA) Manual,* Chapter 5 for more information.

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During the document approval process, DTS displays information for SCT trips regarding eligibility, authority, and related entitlements (Figure 11-29). Routing Officials and AOs should review this information and select **OK** to proceed or **PRINT** to print a copy of the eligibility requirements.

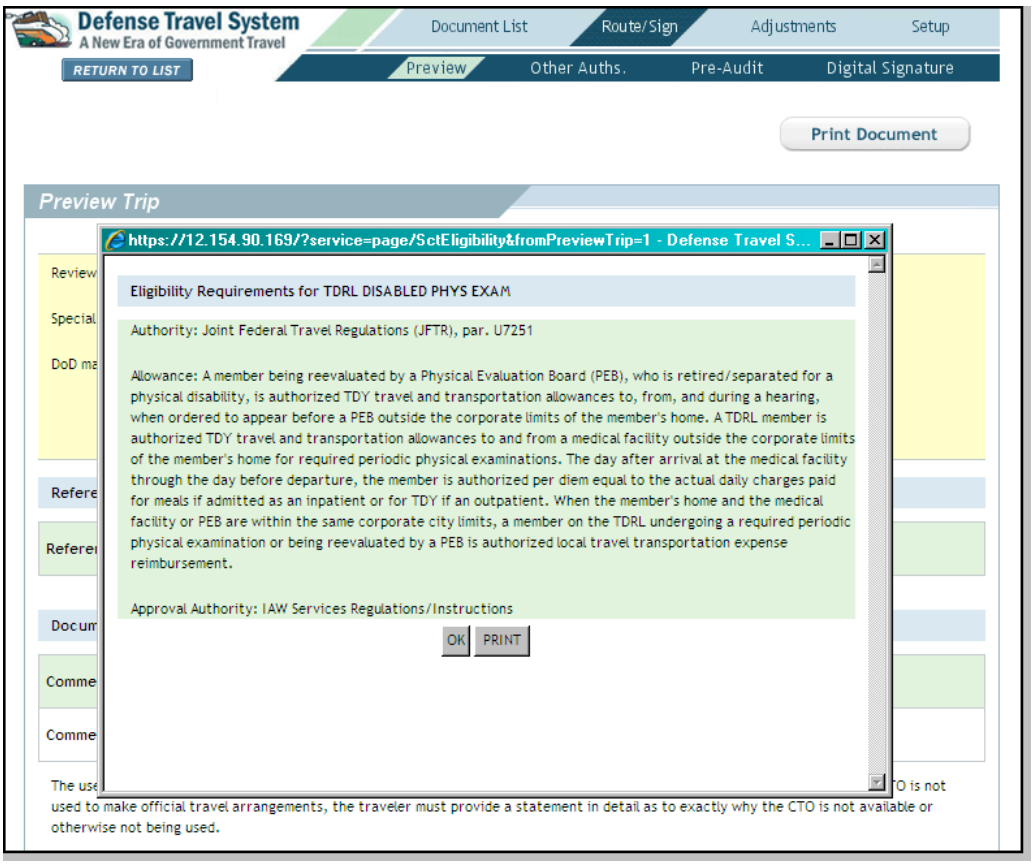

Figure 11-29: Sample Eligibility Screen

Note: All users except for the traveler must view the Eligibility Requirements screen once per session when accessing the Trip Preview screen.

All users may view or print eligibility requirements from the Preview Trip screen. See Section 11.2.3.

The AO must ensure that all substantiating documentation is attached to the document and is in accordance with local business rules.

For information on approving documents in DTS, see Chapter 6 of this manual.

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