

### **Booking Hotel Rooms at a Conference Rate**

Introduction	If your TDY is to attend a conference and the lodging has a special conference room rate that isn't available online, you can book your room outside the Defense Travel System (DTS) and enter the room rate manually in the system. You should adhere to the <u>JTR</u> and your organization's local business rules when booking lodging. This information paper provides the steps to manually add daily lodging, lodging taxes (CONUS or non-foreign area OCONUS), comments, and attach a supporting record, but if there are any conflicts, the <u>JTR</u> and your local business rules take precedence. When you book a hotel room at a conference rate you must contact the hotel directly or go to the conference website to obtain the conference room rate. Contact your Conference Coordinator or Defense Travel Administrator (DTA) for conference requirements.
	<b>Note:</b> This info paper is for travelers, document preparers, NDEA, AOs, and DTAs.
	For more information on authorizations, see the <u>DTS Guide 2: Authorizations.</u>
Getting Started	In DTS, the process begins with creating the authorization and completing your trip itinerary (e.g., TDY location, dates). Be sure to reflect the proper <b>Trip Type</b> , <b>Trip Purpose</b> , (Optional) <b>Description</b> , and the appropriate radio button under <b>Conference/Event Name</b> .
Reservations	From the <b>Progress Bar,</b> select <b>Reservations</b> . If your TDY is over 24 hours, DTS assumes you need lodging. After you select all other reservations (based upon your TDY), DTS automatically opens the <b>Select Lodging</b> screen (Figure 1) in the <b>Reservations</b> module.
	Follow the steps below to enter expenses, lodging taxes (CONUS or non-foreign area OCONUS), and the conference room rate into DTS.
	1. On the Select Lodging screen (Figure 1), select Skip booking in the top, right corner. The

Review Reservation Selections screen (Figure 2) opens.

# Reservations (continued)



#### Figure 1: Select Lodging Screen (Top)

	Review Reservation Selections	🖂 Email 🖨 P
rip Authorization Info 🛛 🔺		
oc Name: NATLANTAGA072423_A01	Trip Details: EWATLANTAGA072423_A	01
aveler: Ic West	Trip Type: Temporary Duty Travel (Routine)	
ew Adjustments	Trip Description: Attending the DHRA Financial Management Conference	
Edit Itinerary	Dates: 07/24/2023 - 07/27/2023	
Υ	DTS/TMC Confirmation ID: 03WM5U	
eservations ^	Lodging Cancellation History	
TSA Info		Add to Trip
Flight: IAD - ATL		O Add to hip
Elight: ATL - IAD		
Fight ATE-TAD		
Rental Car (ATLANTA,GA)	▲ July 24, 2023	
Rental Car (ATLANTA,GA)	▲ July 24, 2023	
Rental Car (ATLANTA,GA)  Lodging (ATLANTA,GA)	<ul> <li>▲ July 24, 2023</li> <li>▲ July 27, 2023</li> </ul>	
Rental Car (ATLANTA,GA)	<ul> <li>July 24, 2023</li> <li>July 27, 2023</li> </ul>	
Rental Car (ATLANTA,GA)  Coding (ATLANTA,GA)  Review Reservations  inances	<ul> <li>July 24, 2023</li> <li>July 27, 2023</li> </ul>	
Rental Car (ATLANTA,GA)  Lodging (ATLANTA,GA)  Review Reservations  nances  Expenses	<ul> <li>July 24, 2023</li> <li>July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> </ul>	
Rental Car (ATLANTA,GA)  Lodging (ATLANTA,GA)  Review Reservations  inances  Expenses Per Diem	<ul> <li>July 24, 2023</li> <li>July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> </ul>	Estimated Trip Cost
	<ul> <li>▲ July 24, 2023</li> <li>▲ July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> <li>July 24, 2023</li> <li>S433.22</li> <li>July 24, 2023</li> <li>S433.22</li> </ul>	Estimated Trip Cost
Rental Car (ATLANTA,GA) Content Car (ATLANTA,GA) Review Reservations nances Expenses Per Diem Accounting	<ul> <li>▲ July 24, 2023</li> <li>▲ July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> <li>July 24, 2023</li> <li>S433.22</li> <li>July 27, 2023</li> <li>S114.90</li> </ul>	Estimated Trip Cost \$548.12
Rental Car (ATLANTA,GA) Clogging (ATLANTA,GA) Review Reservations Reservations Per Diem Accounting Review A	<ul> <li>▲ July 24, 2023</li> <li>▲ July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> <li>July 24, 2023 \$433.22</li> <li>July 27, 2023 \$114.90</li> </ul>	Estimated Trip Cost \$548.12 Includes taxes and fee
Rental Car (ATLANTA,GA)       Review Reservations       Inances       Expenses       Per Diem       Accounting       Experve Profile	<ul> <li>✓ July 24, 2023</li> <li>✓ July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> <li>July 24, 2023 \$433.22</li> <li>July 27, 2023 \$114.90</li> </ul>	Estimated Trip Cost \$548.12 Includes taxes and fee
	<ul> <li>✓ July 24, 2023</li> <li>✓ July 27, 2023</li> <li>SUMMARY OF TRIP COSTS</li> <li>July 24, 2023 \$433.22</li> <li>July 27, 2023 \$114.90</li> </ul>	Estimated Trip Cost \$548.12 Includes taxes and fee
	<ul> <li>July 24, 2023</li> <li>July 27, 2023</li> <li>SUMMARY OF TRIP COSTS July 24, 2023 \$433.22 July 27, 2023 \$114.90</li> </ul>	Estimated Trip Cost \$548.12 Includes taxes and fee

Figure 2: Review Reservation Selections Screen

# Reservations (continued)

- Review your selected reservations (e.g., airfare, rental car). Note: The Lodging item on the Progress Bar (Figure 2) does not reflect a green check mark as the lodging reservation will be outside of DTS.
- Select Continue to Expenses at the bottom of the page or from the Progress Bar select Expenses (Figure 2). Note: Documents containing reservations receive a pop-up warning to sign the trip within 24 hours or the system will cancel all the reservations (Figure 3). Select Confirm to proceed.



Figure 3: Auto Cancel Warning Screen

Enter Expenses The **Enter Expenses** screen (Figure 4) provides the single access point to add expenses, mileage allowances, displays one list of all reservations and non-reservation expenses, and supports attaching documents and receipts.

- Select Add to enter estimated expenses (Figure 4) or actuals for a voucher. The Add New window opens (Figure 4). Choose the Select Type drop down to select the Expense Category and then the Expense item or attach a record/receipt. Examples can include:
  - Lodging taxes. Add the taxes and if you want Attach Receipt (to add lodging tax info).
     For more on lodging taxes, see the JTR, Table 2-15. Lodging Reimbursement Rules.



Figure 4: Expenses - Add New Screen

Enter Expenses (continued)

- Baggage fees for flights.
- Rental car fuel.
- 2. Per local policy, attach supporting documents such as a memo for conference attendance, leave form, by selecting Add, Add New, Documents, then choose the appropriate item to attach the record.
- 3. View the Lodging expense entry. It automatically displays (even without a reservation). Select Details (Figure 5, Indicator 1) to review the calendar reflecting your daily TDY lodging costs (Figure 5, Indicator 2), choose to add Notes (Figure 5, Indicator 3), and browse or drag and drop to attach supporting records/receipts (Figure 5, Indicator 4). Note: You can only view the daily Per Diem amount from this screen. Lodging cost changes are made in the Per Diem table, see Edit Per Diem section below.





**Note:** Your AO will need to review your offline conference rate reservation information, so either include it with the lodging entry, under **Attachments** or under **Expenses**, **Add**, **Add New**, **Documents** based on your local policy. For the voucher, you must include the actual lodging receipt to the lodging entry to meet receipt requirements (Figure 5, Indicator 5). **Note:** Per the *JTR*, all lodging requires a valid receipt.

#### Edit Per Diem

On the **Enter Expenses** screen, to the right of the lodging entry, the **options** (3-dots icon) grant quick access to **Edit Per Diem** (e.g., leave, meals, actual lodging), see Figure 5, Indicator 6. To open the **Review Per Diem Amounts** screen (Figure 6), select **Edit Per Diem** or select **Per Diem** from the **Progress Bar**.

1. On the **Review Per Diem Amounts** screen, select the **options** (3-dot icon) to **Edit** (Figure 6, Indicator 1) your per diem on one or more days. **Note:** Another option is to select **Adjust Per** 

Edit Per Diem (continued) **Diem Amounts** (top right; Figure 6, Indicator 2). Either way, the **Adjust Per Diem** screen (Figure 7) opens.

COLLAPSE	Review Per Diem Amounts	<u>Reset all adjus</u>	stments Adjust	t Per Diem Amounts	T
Doc Name: EWATLANTAGA072423_A01	Click "Adjust Per Diem Amounts" to make adjustments based o Tax Exempt List [2] to find out if your lodging costs are exempt	on your travel orders o from state sales tax.	or duty conditions.	See the <u>GSA State</u>	
Eric West	O Group similar days		Exp	and all Collapse all	
View Adjustments	TDY: ATLANTA, GA (4 days)				
Reservations	DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
SA Info	> 07/24/2023 (First Day)	\$163.00	\$163.00	\$55.50	
Flight: IAD - ATL	> 07/25/2023	\$163.00	\$163.00	\$74.00	
Flight: ATL - IAD	> 07/26/2023	\$163.00	\$163.00	\$74.00	
Rental Car (ATLANTA,GA)	> 07/27/2023 (Last Day)	\$0.00	\$0.00	\$55.50	
Lodging (ATLANTA,GA)					
Review Reservations	PER DIEM SUMMARY				
Finances ^	Total Lodging Cost	Total Lodging A	llowed Tota	l M&IE Allowed	
Expenses	\$489.00	\$489.00	\$2	59.00	
s Per Diem					
Es Accounting			< Back	Continue >	

Figure 6: Review per Diem Amounts Screen

COLLAPSE Trip Authorization Doc Name: EWATLATCAG072423, A01 Traveler:	Adjust Per Diem Amounts Select a date or date range to adjust the lodging and M Adjustment Date Range *	M&IE per diem rates for your trip.	× ents	Adjust Per Di	em Amoun 9 <u>GSA State</u>	its
Eric West ① View Adjustments D Edit Itinerary	Image: Market Arrow Control of the second	Hide Options v		Expand all	Collaps	e all
Reservations TSA Info Flight: IAD - ATL Flight: ATL - IAD Rental Car (ATLANTA,GA)	Meals Available at TDY Location  Government Meals Provided at TDY Location  Occasional Meals Required  Special Meal Pare		LDDGING // \$1 \$1	ALLOWED M 63.00 63.00 \$0.00	LIE ALLOWED \$55.50 \$74.00 \$74.00 \$55.50	:
Finances     2       Expenses     2       Per Diem     3       Accounting	LODGING COST (Locality rate: \$163.00) \$ 150.00 Currency Converter	Hide Options ~ &IE COST (Locality rate: \$74.00) 555.50 Currency Converter	ved	Total M&IE \$259.0 Back C	Allowed D	>
Review		Cancel Save Adjustmen	nts			

Figure 7: Adjust Per Diem Amounts Screen

#### Edit Per Diem (continued)

- 2. Enter the **Adjustment Date Range** (Figure 7, Indicator 1) to identify all days reflecting the Lodging Cost. For our example, we used the conference lodging rate of \$150.00 which is below the locality rate (Figure 7, Indicator 2).
- Under Meals indicate if you should Receive Full Meal Rate (default) or whether there will be Government Meals Provided at TDY Location during your trip (for instance, meals cost that were added to the conference fee).
- 4. If the conference's lodging rate is over the locality lodging rate, scroll to the *Other Entitlements* section.

	Dther Entitlements	Hide Options 🗸	
	Specify whether any other entitlements are av	ailable at your TDY location.	
	Allowed Leave (no per diem)		
	Sick Leave (no per diem)		
	Sick Leave		
	Duty Days (no per diem)		
	Non-duty Days (no per diem)		
	Authorized Delay		
	<ul> <li>Actual Lodging Cost (over per diem)</li> </ul>		
	(Note: Actual lodging costs are limited to: \$	624) 🚯	
	OCONUS Incidental Amount (reduced rate)	Ø	
			-
┛║	LODGING COST (Locality rate: \$164.00)	M&IE COST (Locality rate: \$66.00)	
	\$ 175.00 <u>Currency Converter</u>	\$49.50 <u>Currency Converter</u>	

a. Check the Actual Lodging Cost (over per diem) box (Figure 8, Indicator 1).

Figure 8: Adjust Per Diem Amounts Screen (continued)

- b. Enter the daily conference room rate in the Lodging Cost field (Figure 8, Indicator 2).
- c. Select Save Adjustments (Figure 8, Indicator 3).
- 5. When you finish with the **Per Diem** table, select **Continue** to advance.

#### Review the Trip

Select **Review <document>** from the **Progress Bar**. On the **Review Trip <document>** screen, verify that all entries projected for authorization or actuals for the voucher are correct. You can add **Comments to the AO** and if you need to make changes, select the *Go to <module>* link to return to that section. **Note**: If you do make changes (e.g., add an expense), then return to the **Review Trip <document>** screen.

**Note**: If your organization requires you to add a line of accounting **(LOA)** you can select *Go to Accounting* from the **Review Trip Authorization** screen or select **Accounting** from the **Progress**  Review the Trip (continued) **Bar**. If not, you can skip the *Accounting* section. DTS does not require the LOA be on the authorization prior to **SIGNED**. The LOA must be on the trip prior to **APPROVED** by the AO.

To add a LOA:

- a. On the Accounting screen, select Add LOA to choose the funding label.
- b. The screen updates to reflect the LOA label and that the trip is 100% allocated to the LOA label. **Note**: If you add multiple LOAs be sure to allocate the expenses.
- c. Select Continue or Review Trip Authorization to advance.

#### Other Auths and Pre Audits

After the **Review Trip <document>** action, select **Other Auths and Pre-Audits** from the **Progress Bar**. Under the *Pre-Audit* section of the **Other Auths and Pre Audit** screen (Figure 9), you must provide justifications for all flags (e.g., actuals expense, CTW, or leave). In addition, you need to provide a **Reason Code** for **Lodging Not Used**. To do so, select the **Add Justification** and/or **Reason Code** to provide information for your AO to review. When you are done, scroll to the bottom of the page and select **Continue**.

Doc Name:	1	
EWATLANTAGA072423_A01 Traveler:	DoD mandates split disbursement for transportation, lodging and rental ca	rrs expenses by default. View memorandum. 🕕
Eric West	Other Authorizations	Add Other Authorization
Edit Itinerary	The following are the additional authorizations that were selected bas Approving Official below.	sed on the trip details. Enter comments to your
Reservations	0 No Other Authorizations have been added.	
TSA Info	-	
Flight: IAD - ATL	Dre Audit	
Flight: ATL - IAD	Pre-Audit	
Rental Car (ATLANTA,GA)	Constructed Travel Worksheet	e justification to the Approving Official.
Lodging (ATLANTA,GA)		
Review Reservations	I PRE AUDITS	
Finances A	LODGING NOT USED ATLANTA,GA: No lodging reservations exist from 07/24/2023 to 07/2	27/2023.
Expenses     Per Diem	Reason Codes *	Add Reason Code
Accounting	L7 - Conference or Event	🛍 Remove
Review ^	Justification to Approving Official *	C Edit Justification
Review Profile	Booked lodging directly on the Conference website. Lodging rate	e is \$150.00 per night below the per diem rate.
Review Authorization	1	
Other Auths and Pre-Audits	0 ADVISORIES	
Sign and Submit	There are no Advisories.	
		< Back Continue >

Figure 9: Pre-Audit Section

### Signing the Trip

You must access the **Digital Signature** page (Figure 10) after you complete the **Other Auths and Pre Audit** review. If you try and skip the **Other Auths and Pre Audit** screen, DTS will send you back to that page, prior to allowing you to stamp the document **SIGNED**.

	eck document for errors		
9	06/28/2023 02:28PM		
T	NAME		
	Eric T West		
	(Pending) SIGNED		
	DOCUMENT STATUS *	ROUTING LIST *	
	I agree to SIGN this document	CSD	~
	Additional Comments		Add Comments
	NAME	TODAY'S DATE	
	Eric T West	06/28/2023	
	By clicking "Submit" you are legally signing this d	ocument to be submitted for rou	ting and approval.
	The estimated transportation related expenses and a different transportation mode than authorized by you	tual reimbursement may be reduced r AO.	If travel is completed using a
	If your document is not approved or ticketed at least	2 hours prior to departure, your air r	eservations will be cancelled.

Figure 10: Digital Signature Screen

#### On the **Digital Signature** page:

- 1. Under the *Pending* section verify the status which should be **SIGNED** (the next action).
- 2. Under the Document Status section, check the box, I agree to SIGN this document.
- 3. Review the two blue information boxes and then select **Submit Completed Document**.

Monitor your trip for DTS and reservation updates. A few key notes:

- Signing the document initiates the electronic routing process. Documents containing reservations go to the Travel Management Company (TMC) which DTS refers to as Commercial Travel Office (CTO) before DTS routing officials.
- Confirm the Authorizing Official (AO) reviews and approves your trip.

**Note:** If you checked actual lodging, the AO must approve your lodging request before the TDY begins to ensure you receive full reimbursement.