


11 Per Diem

Select **Per Diem** from the **Progress Bar** to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:

1. Select **Adjust Per Diem Amounts** to change one or more allowances.
2. Enter the **Date Range** you want to adjust.
3. Make all necessary changes, and then select **Save Adjustments**.
4. Repeat steps 1-3 until all allowances are correct.

 Changing allowances updates all displayed allowances (e.g., field duty, leave) for the dates in the selected range, which may override previous entries. If duty conditions differ daily then update the cost individually.

12 Accounting

Note: Follow your local business rules for LOA use.

Select **Accounting** from the **Progress Bar**, then:

If you need to view reimbursable and non-reimbursable expenses, Due US balance, prior payments or update your split disbursement totals, select **Financial Summary** from the **Progress Bar**:

1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you choose multiple LOAs, select **Edit LOA Allocations**, and select the **Allocation Method** of the expenses among the LOAs.
3. Select **Request Advance** to request a travel advance for payment to your bank account. **Note:** This option is only available if you don't have a Government Travel Charge Card (GTCC) or are exempt from using it.
4. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor to prevent your account going delinquent on long trips. **Note:** This option is only available if your trip is greater than 45 days. Regularly track expenses and if needed, amend the authorization to add additional charges to go to the GTCC. Contact your DTA for assistance.

13 Review Authorization

Select **Review Authorization** from the **Progress Bar**, then:

1. (Optional) Enter **Comments** to the Approving Official.

2. Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.
3. When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** from the **Progress Bar**.

14 Other Auths and Pre-Audits

The **Other Authorizations and Pre Audits** screen opens.


1. In the *Other Authorizations* section, add new comments as necessary.
2. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
3. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming fuel for your rental car).
4. Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar**.

15 Sign and Submit

The **Digital Signature** window opens.

1. Ensure you select the correct **Document Status (SIGNED)** and **Routing List**.
2. Check the **I agree to SIGN this document** box.
3. **Add Comments** (optional).
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN** and select **OK**.

Select **Go To Homepage** at the bottom to exit the screen.

 *You must sign the authorization within 24 hours of booking to prevent cancellation of all reservations.*

Note: This trifold is designed for travelers, but the steps described also work for Non-DTS Entry Agents and travel clerks.

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TRI-FOLD

Create an Authorization: Traveler Instructions

A DTS authorization is a document used to generate a cost estimate for official travel outside your local area and obtain approval for the trip. This trifold will help you create a basic authorization in DTS.

For more information, see [DTS Guide 2: Authorizations](#)


Log On to DTS

1. Access the DTS Home page at <https://www.defensetravel.osd.mil>
2. Select **Log In**.
3. Read and Accept the DoD Privacy & Ethics Policy.
4. If prompted, enter your CAC **PIN**, then select **OK**.
5. You should see the activate **DTS Dashboard**.
Note: If you don't see this activate screen or have problems with log in, contact your DTA.

1 Create an Authorization

On the **DTS Dashboard**, select **Create New Document**, then **Routine TDY Trip**. **Note:** If this is your first time using DTS, it's been over 30 days since you last validated your profile, or your GTCC is nearing or past expiration, the **Profile Validation** screen opens first. Confirm or update all information, then select **Update Personal Information**.

2 Create Itinerary

1. On the page, complete the fields to enter your:
 - a. **Arriving** and **Departing** dates, **TDY Location** ( actual location; not a city you fly into), **Trip Type**, **Trip Purpose**, and **Description**.
 - a. Transportation mode (e.g., rail, air, rental car, **Other** - POV) and departure times.
 - b. Conference information (if applicable).

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2. Select **Continue** to save your itinerary.

3 Book Rail Travel

If you indicated Rail for the travel mode, once on the **Select a Train** page, DTS will only display a static list of options.

Note: There is not a direct connect with Amtrak.

1. On the page, enter the city where there is an Amtrak station (**Departing From** and **Arriving At**).
3. Select **Search** to see options. Make a selection.
4. (Optional) Add additional information in the **TMC Comments** box. Don't override system comments.
5. Be sure to provide your TSA data to the TMC.
6. Select the **Send TMC Request** to request the TMC help with the rail booking.
7. Continue making other reservations as needed.

Note: After CTO Booked, verify DTS updates with the reservation data. Attach supporting documentation.

4 Enter TSA Information

If you need air reservations, DTS prompts the **TSA Information** screen.

1. Verify or correct your **TSA Secure Flight Information**.
2. Select **Continue to Booking**.

5 Book Air Travel

If your itinerary reflects air reservations, the **Flight** screen displays. If not, select **Add to Trip>Add new flight** on the **Review Reservation Selections** screen (see Section 4 **Enter TSA Information**).

1. Available flights display in a list, but you can search for different flights. Select an available flight.
2. Select a seat or seat type and **Confirm**.
3. Select **Book flight**. Repeat steps 1-2 for other flights.
4. Repeat steps 1-3 for all remaining flights.

6 Book Rental Car

If your itinerary reflects a rental car, the **Rental Car** screen displays. If not, select **Add to Trip > Add new Rental car** on the **Review Reservation Selections** screen. Vendors participating in the Government Rental Car program display.

1. Review the list. To change search criteria, use **Advanced Options**.
2. Choose **Select Car**.
3. Select **Book Car** to confirm your selection.

Note: Select **Request TMC Assistance** when there are no government rate rentals listed.

7 Book Lodging

The **Lodging** screen always displays last. You can select **Add to Trip > Add new lodging** on **Review Reservation Selections** screen. DTS displays the most appropriate lodging type, but you can search for different hotels.

1. To see lodging locations, use **View Map** or **Filters**.
2. Choose **Select** for an available hotel.
3. Choose **Select** for an available room.
4. Select **Book** to confirm your selection.



Key Notes:

- Follow the JTR for Government Quarters use and rules for a certificate of non-availability (CNA) number.
- Justify when using other than the recommended lodging type. **Note:** You may receive a reduced lodging reimbursement.
- Choosing **Select** (for a room) multiple times may result in multiple bookings, but they may not all reflect on your itinerary. Carefully check the itineraries on the DTS and the TMC emails.
- For cancelled lodging, verify the provider received your cancellation request and provided a cancellation confirmation number.

8 Review Your Reservations

Make all your reservations, then go to **Review Reservation Selections** screen. **Note:** You have anytime access by selecting **Review Reservations** from the **Progress Bar**.

1. Review and update all reservation information, then select **Continue to Expenses**.
2. A pop-up message alerts you that DTS will cancel your reservations in 24 hours, if you haven't signed the authorization. Acknowledge the warning.

9 Enter Expenses

Select **Expenses** from the **Progress Bar** to display all your projected expenses and mileage allowances.

The **Lodging** entry displays. This feature provides a quick view of lodging per diem for TDY dates.

The reservation expenses appear in a single list as the booked reservations in DTS. **Note:** You can only view reservations in the **Expenses** module.

The rest of your expenses and mileage allowances appear in the same single list as the booked reservations on the **Enter Expenses** screen. To enter an expense or mileage allowance:

1. At the top of the page, select **Add**.
2. In the **Add New** window, use the drop-down menu to select the **Expense** category and type.
3. On the **Add New** screen, enter required fields, and select **Add**.
4. Repeat to enter expenses and mileage allowances.

Note: When entering POV mileage, use the correct expense type. See DTS Guide 2 for more information.

To duplicate an expense:

1. For a re-occurring expense, you can select the options (3-dots icon). The **Duplicate Expense** window opens.
2. Add the date range for the replication.
3. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

10 Receipts and Documents

Attach each finished image to an expense or attach it to **Documents** option in the **Add New** screen for items meeting the receipt requirement (see the JTR).



Key Notes:

- Select (expense) **Details** to add **Notes** and attach a receipt directly to the expense using **Browse** and upload, dragging them from another location or selecting the +sign (**Add**) to attach receipts.
- Use the **Import a PDF** function to search for and **Attach to Existing** (expense) or **Create New** (expense) and attach files.