



Cross-Organization Funding

Introduction

Some travelers perform TDY travel, but another organization funds the trip. The process to create the authorization, make reservations, and add expenses is the same. The difference is assigning the Line of Accounting (LOA) to the document. In the Defense Travel System (DTS), the **Cross-Organization (X-Org) Funding** feature allows an organization to release access of a LOA, to make funding available to another organization or to a specific traveler.

**In this information paper, “you” are a Defense Travel Administrator (DTA) who can complete and/or assist with cross-org funding actions. Additionally, covered are document actions by a traveler or anyone who creates trips for a traveler, when the LOA is cross-org’d.*

Cross-Organization LOA

To release LOA access to an organization or traveler outside of your organization hierarchy, follow the steps below:

Beginning on the **DTS Dashboard**, select the **DTA Maintenance Tool** quick link.

1. On the **DTA Maintenance Home** page, select **Lines of Accounting** from the drop-down list (Figure 1).

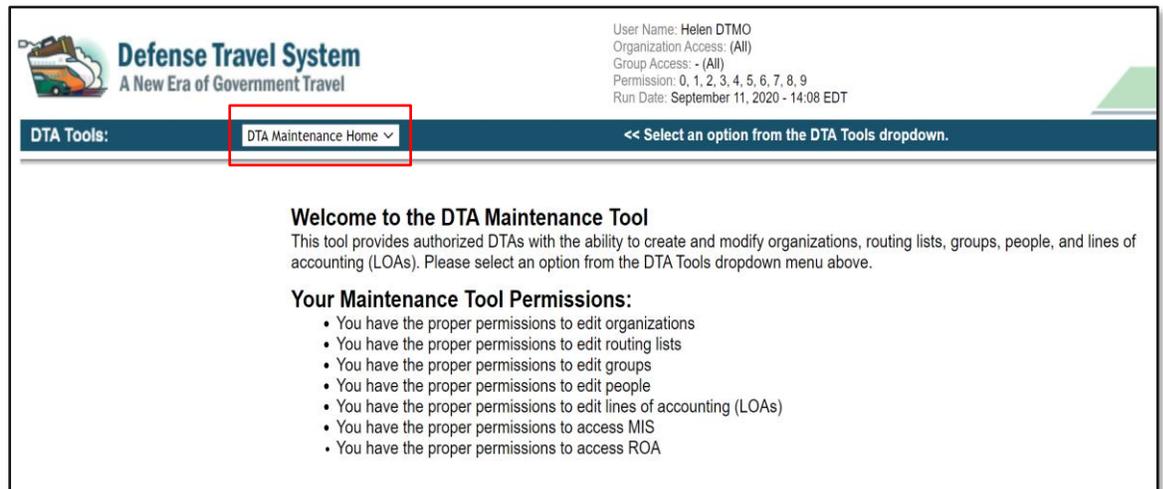


Figure 1: DTA Maintenance Tool Screen

2. The **Search Lines of Accounting** screen opens. The **Organization Name** field pre-populates with your main organization’s name (Figure 2). You may select a different organization name or check the box to **Include Sub-Organizations**.

Cross-Organization LOA
(continued)

Search Lines of Accounting

For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Label: (FY + LOA Name)

Format Map:

Organization Name: --Include Sub-Organizations

Unbudgeted LOA(s) Only:

Figure 2: Search Lines of Accounting Screen

3. Select **Search**. The **Lines of Accounting (Search Results)** screen opens. The available LOAs for the organization and sub-organizations (if checked) display. If you indicate that you drove from your residence, then additional options appear (see examples below). Select whether you normally drive or incur a cost to commute, and the applicable mileage or cost.
4. Select **X-Org Funding** next to the LOA label (Figure 3). The **Search Cross Org** screen opens (Figure 4).

DTA Tools: Lines of Accounting

Lines of Accounting (Search Results)

Organization Name: DTMOCSD Label: 23
 Include Sub-Organizations: No Unbudgeted LOA(s) Only: No
 Format Map:

| Select to Delete or Rollover | Edit | Organization Name | Label | Shared | Format Map | Link to |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|--------|-----------------|----------------------------|
| <input type="checkbox"/> | <input type="button" value="Update"/> <input type="button" value="Copy"/> <input style="border: 2px solid red;" type="button" value="X-Org Funding"/> | DTMOCSD | 23 TRAINING | No | AF 2, 9/29/2003 | New Budget |
| <input type="button" value="Select All"/> <input type="button" value="Clear All"/> | | | | | | |
| <input type="button" value="Delete Selected(on this page)"/> <input type="button" value="Rollover Selected (on this page)"/> | | | | | | |

1 - 1 of 1

Figure 3: Lines of Accounting (X-Org Funding option)

Cross-Organization LOA (continued)

Search Cross Org:

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 23 EXEC

Funding LOA Org: DTMOCS

[Search](#) [Return List](#)

Selected Organizations and Individuals for Funding:

| Select to Delete | Organization/Traveler |
|---------------------------------|-----------------------|
| Delete Selected | |

Select Routing List:

Document Type: Routing List:

[Save Routing List](#)

Selected Routing List:

| Select to Delete | Document Type/Routing List |
|---------------------------------|----------------------------|
| Delete Selected | |

Figure 4: Search Cross Org Screen

5. Search for the organization or traveler that will use the LOA by completing one of the two text fields:
 - a. **Cross Org For Funding:** Enter a complete DTS organization name to allow *all* travelers who belong to that organization to use the LOA.
 - b. **Search Cross Org By Traveler SSN:** Enter a Social Security number (SSN) to limit use of the LOA to a *specific* traveler.
6. Select **Search**. The **Cross Org** screen displays (Figures 5 and 6) with details.

Cross Org:

Traveler First Name:

Traveler Last Name:

Traveler SSN(last 4 digits):

Cross Org Name: DTMOCS

Cross Org Description: Operations Group

Funding LOA Label: 23 EXEC

Funding LOA Org: DTMOCS

[Save Org](#) [Cancel](#)

Figure 5: Cross Org Screen (Cross Organization for Funding)

Cross-Organization LOA (continued)

Cross Org:

| | |
|------------------------------|------------------|
| Traveler First Name: | Helen |
| Traveler Last Name: | Howard - A |
| Traveler SSN(last 4 digits): | |
| Cross Org Name: | DTMOCS DOPS |
| Cross Org Description: | Operations Group |
| Funding LOA Label: | 23 TRAINING |
| Funding LOA Org: | DTMOCS D |

Figure 6: Cross Org Screen (Cross Organization Search by Traveler SSN)

Select **Save Org** or **Save Selected SSN**, as applicable. The **Search Cross Org** screen opens (Figure 7), showing the saved organizations and/or traveler names in the **Organization/Traveler** box.

Search Cross Org:

| | |
|-----------------------------------|----------------------|
| Cross Org For Funding: | <input type="text"/> |
| Or | |
| Search Cross Org By Traveler SSN: | <input type="text"/> |
| Funding LOA Label: | 23 TRAINING |
| Funding LOA Org: | DTMOCS D |

Selected Organizations and Individuals for Funding:

| Select to Delete | Organization/Traveler |
|------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> | DTMOCS DOPS/Howard - A Helen XXXXX6327 |
| Select All Clear All | |

Select Routing List:

| | | | |
|----------------|-------------------|---------------|-------------------|
| Document Type: | -Select to Add- ▾ | Routing List: | -Select to Add- ▾ |
|----------------|-------------------|---------------|-------------------|

Selected Routing List:

| Select to Delete | Document Type/Routing List |
|------------------|----------------------------|
| | |

Figure 7: Search Cross Org with Results Screen

Designate a Cross-Organization LOA Routing List

Travel documents route based upon the identified routing list associated to the traveler’s assigned organization. Even if another organization funds the trip, typically the usual routing list rules apply. However, DTS does provide the option to associate the cross organization LOA with a specific routing list. This routing list functions as if it were the traveler’s default. In other words, when a traveler selects the cross organization LOA, the associated routing list initially appears on the document, though the traveler can change the routing list. **Note:** Follow your local business rules for using routing lists.

Designate a Cross-Organization LOA Routing List
(continued)

To associate a routing list to a cross-organization LOA, follow the steps below:

1. From the **Search Cross Org** screen, select the **Document Type** from the drop-down list (Figure 8).

The screenshot shows a web form titled "Select Routing List:". It has two dropdown menus: "Document Type:" and "Routing List:". The "Document Type:" dropdown is open, showing a list of options: "-Select to Add-", "AUTH", "VCH", and "LVCH". The "Routing List:" dropdown is currently set to "-Select to Add-". Below the dropdowns is a "Save Routing List" button. At the bottom of the form, there is a "Selected Routing List:" section with a "Select to Delete" button and a "Delete Selected" button.

Figure 8: Search Cross Org (Document Type Drop-Down List)

2. Select the **Routing List** name from the drop-down list name (Figure 9).

The screenshot shows the same "Select Routing List:" form. The "Document Type:" dropdown is now set to "AUTH". The "Routing List:" dropdown is open, showing a list of options: "-Select to Add-", "DTMO", and "TRAINING". The "TRAINING" option is highlighted. Below the dropdowns is a "Save Routing List" button. At the bottom of the form, there is a "Selected Routing List:" section with a "Select to Delete" button and a "Delete Selected" button.

Figure 9: Search Cross Org (Routing List Drop-Down List)

3. Select **Save Routing List**. The document type and routing list name appear in the **Selected Routing List** box (Figure 10).

The screenshot shows the "Select Routing List:" form with both dropdowns closed. The "Document Type:" dropdown is set to "AUTH" and the "Routing List:" dropdown is set to "TRAINING". Below the dropdowns is a "Save Routing List" button. At the bottom of the form, the "Selected Routing List:" section now contains a table with a "Select to Delete" column and a "Document Type/Routing List" column. The "Document Type/Routing List" column contains the text "AUTH/TRAINING". There are also "Select All" and "Clear All" buttons and a "Delete Selected" button.

Figure 10: Search Cross Org (One Routing List Selected)

Our example shows authorizations that use the “23 Training” LOA use the “Training” routing list as the default, though travelers can change it in their travel document. For more information on **Cross-Organization Funding**, see the [DTA Manual, Chapter 8: LOAs](#).

Adding a Cross-Org'd LOA to a Trip

Before creating the authorization, verify if the funding organization is willing to pay for all travel costs or only certain expenses. **Note:** Normally, the traveler receives a funding document/notification with expected covered expenses and the NTE amount for the trip.

Even when another organization pays for the trip costs, the authorization creation (e.g., itinerary, reservations, and expenses) is standard up to the point of adding the LOA. For more information on document creation, see the [DTS Guide 2: Authorizations](#). The cross org'd LOA doesn't automatically populate into the trip. Instead, the traveler must search for and apply the LOA to the document. Here is how to add the Cross Org LOA.

1. On the **Accounting** screen, look to see if there is a default LOA assigned automatically to the trip (Figure 11). If the traveler's assigned organization is paying for part of the travel cost, ensure the correct LOA appears on the document. Later, allocate the expenses to the appropriate LOAs. However, if the funding organization assumes the full cost of the trip, remove the traveler's default LOA. See remove LOA steps further below.

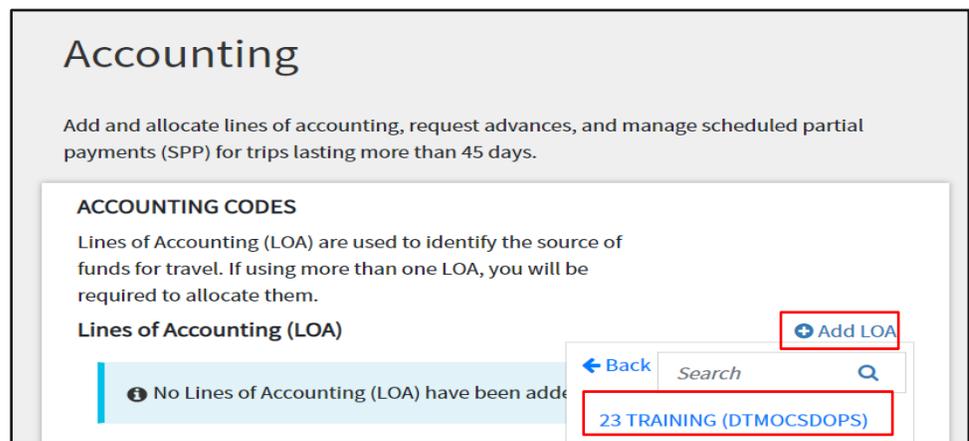


Figure 11: Accounting Screen

2. To add the funding org's LOA, select the **Add LOA** (Figure 11). The window opens with the options.
3. Select **Cross Org LOA**. Choose the LOA label (Figure 12). **Note:** 23 Training LOA, funding org DTMOCS DOPS.

Adding a Cross-Org'd LOA to a Trip (continued)

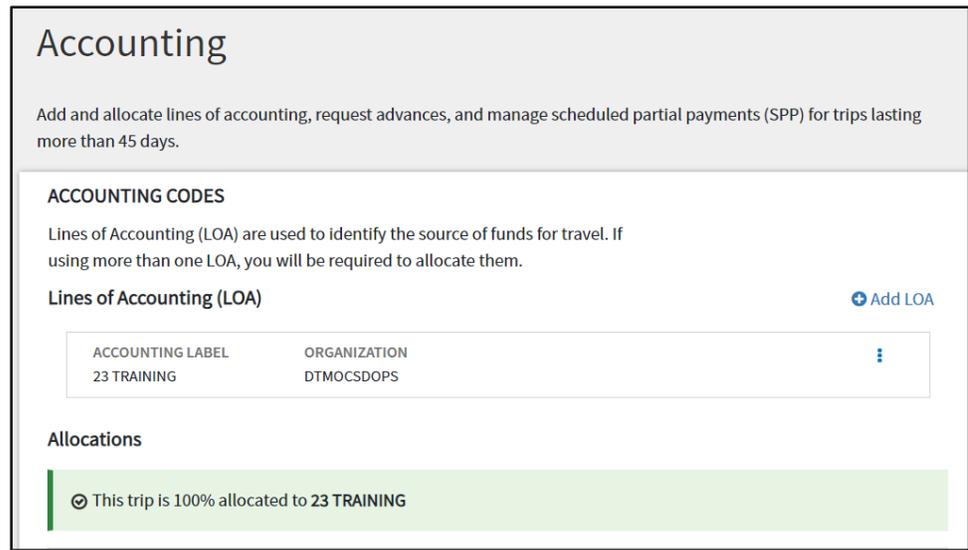


Figure 12: Cross Org LOA - Accounting Screen

4. If the traveler has a default LOA assigned in the profile, then the *Cross-Org LOA* and the *Default LOA* display on the document. Based upon the specific trip determine if one or more LOAs are necessary for travel. If not, remove the *Default LOA* (Figure 13).

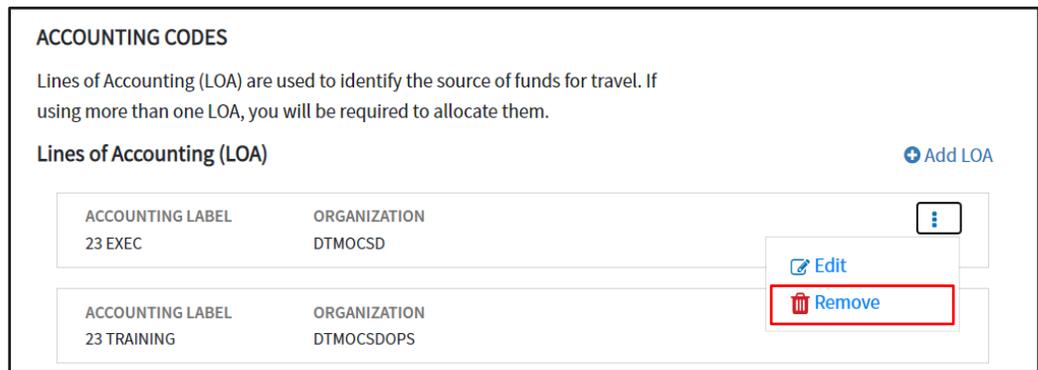


Figure 13: LOAs (Remove)

5. Under **options** (3-dots icon), select **Remove** to delete the traveler's default LOA. A **Confirm** message appears, select **Ok** (Figure 14).

Adding a Cross-Org'd LOA to a Trip (continued)

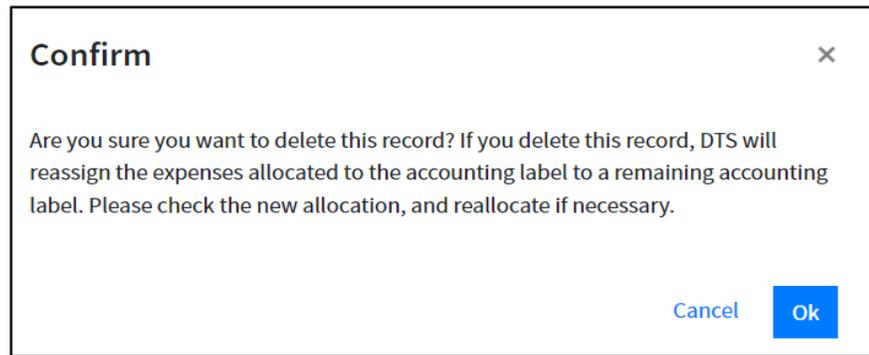


Figure 14: Confirm Message (Delete)

- The **Accounting** screen updates with only the funding org's LOA (Figure 15).

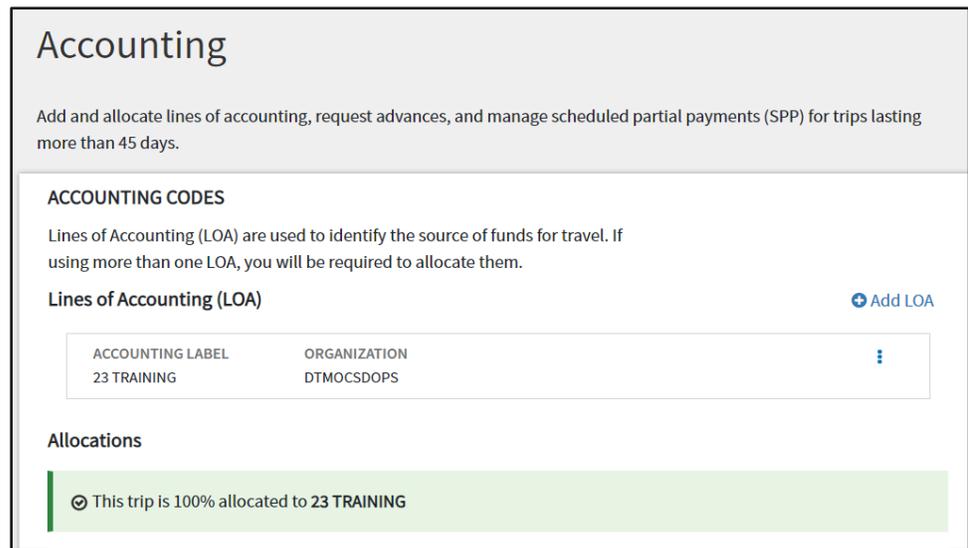


Figure 15: Accounting Screen

- Finalize the document, justify any **Pre-Audit** flags, **Reason Codes**, **Add Comments** (if needed), and sign the document to route for AO approval. Once travel is complete, voucher timely using the standard voucher process.

References

The DTMO website provides several travel resources. To see the full list, go to the main [Training](#) page and search the [Training Search Tool](#). Below are some references.

- DTS Guide 2: https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
- DTS Guide 3: https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF