



Dependent Travel in DTS

Summary

Uniformed member’s dependents and DoD civilian employee’s family members who meet the [Joint Travel Regulations \(JTR\)](#) requirements for *Invitational Travel* can use DTS. Anyone who engages in official travel requires an authorization and voucher. For specific dependent allowances, see the *JTR, Chapter 3 for Invitational Travel* before creating **Dependent Invitational Travel** in DTS.

You* must create an authorization for *every* dependent that will be on official travel for one of the following trip type reasons:

- Dependent Invitational Travel
- Dependent Invitational Travel – Transportation Expenses Only

**In this information paper, “you” refers to a traveler; however, the actions described also apply to anyone who creates documents for you, or your dependents such as a Non-DTS Entry Agent or travel clerk.*

Getting Started

Begin on the DTS **Dashboard**.

To the left is your **My Travel Documents** listing for **Authorizations, Vouchers, Local Vouchers,** and **Group Authorizations**. To the right is **Create New Document**. Select the **Create New Document**, and a drop-down of options display (Figure 1). Select **Routine TDY Trip**.

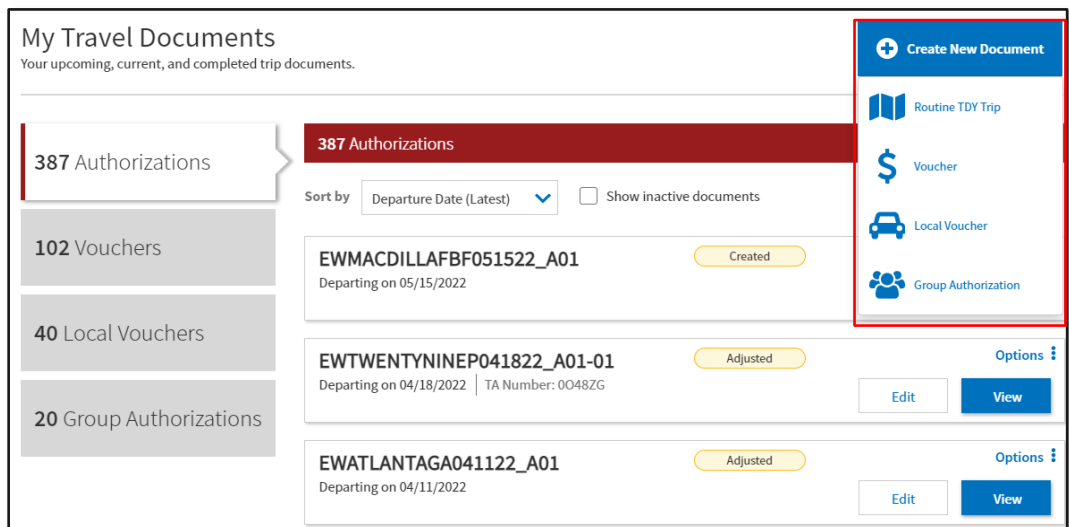


Figure 1: DTS Dashboard – My Travel Documents

Getting Started
(continued)

Note: From the **DTS Dashboard**, Non-DTS Entry Agent or travel clerk who is working on another traveler’s document must select **Trips > Traveler Lookup**, and then search for the traveler whose requires an authorization.

Adding a Dependent to a Document

The **Create Itinerary** screen opens. Starting at the top of the page, enter the travel dates, TDY location, mode of travel, and all other required fields, just as you would for any authorization. Then under *YOUR TRIP DETAILS*, select a (Trip) **Type** that allows dependent travel based upon your allowances. A message immediately appears (Figure 2). Read the information and select **OK**.

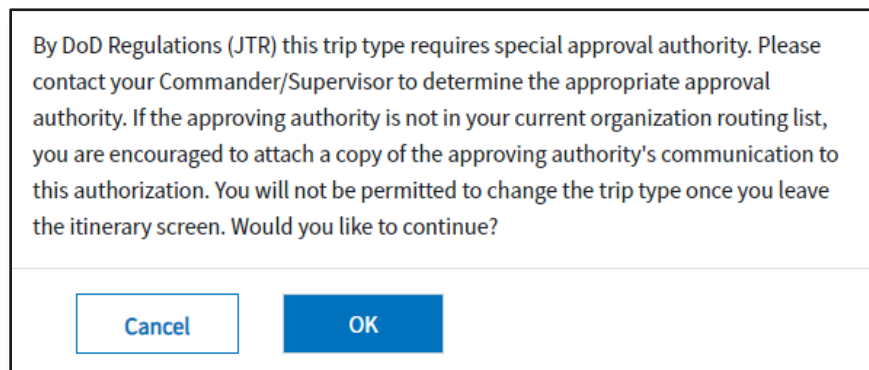


Figure 2: Itinerary Screen – Type Section Pop-Up

The **Add Dependents** link appears (Figure 3). Select the link to include the dependent traveler for the authorization.

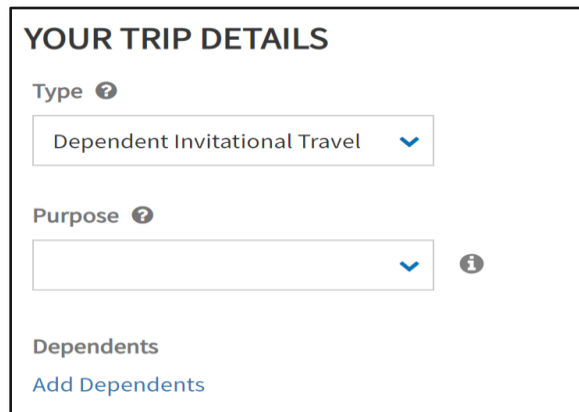


Figure 3: Add Dependents Screen

The **Add Dependents** screen (Figure 4) opens. Within the window you can:

Adding a Dependent to a Document (continued)

- Use the *Create New Dependent* section to add a dependent to the traveler’s profile then select **Create** (Figure 4, Indicator 1). After that, you can add them to the authorization using the instructions below. You must create an authorization for each dependent traveling. Therefore, you can’t add more than one dependent to any authorization.
- Select a **radio button** (Figure 4, Indicator 2) by the dependent’s name then select **Save** (Figure 4, Indicator 3). This adds the selected dependent to the authorization using the displayed information.
- Select the **pencil icon** (Figure 4, Indicator 4) if you need to edit a dependent’s information before you add them to the authorization.

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.

Create New Dependent

Name*

First name* Middle Initial Last name*

Relationship Spouse (dropdown) DOB* MM/DD/YYYY Passport ID Passport ID

Passport Exp Date MM/DD/YYYY TSA KTN Known Traveler Number TSA Redress Number TSA Redress Number

Create

Select An Existing Dependent

Select	Name	Relationship	DOB	Passport ID	KTN	Redress	Actions
<input type="radio"/>	West, Christine	Spouse	03/22/1985				[Pencil] [Trash]
<input type="radio"/>	West, Louisa	Child	07/07/2006				[Pencil] [Trash]
<input type="radio"/>	West, Vance	Child	03/19/1992				[Pencil] [Trash]

Cancel **Save**

Figure 4: Add Dependents Screen

The **Create Itinerary** screen (Figure 5) updates with a link showing the added dependent (Figure 5, Indicator 1).

- Hover over the link to see the dependent’s name and date of birth.
- Select the link to re-open the **Add Dependents** screen and select a different dependent.
- Before leaving the itinerary screen, if you need to remove the dependent from the authorization, select a (Trip) **Type** that does not allow dependent travel such as **Temporary Duty Travel (Routine)**. **Note:** Once you save the itinerary, you can’t remove

Adding a Dependent to a Document
(continued)

or change the trip type. If you select the incorrect trip type, delete the document and create a new authorization.

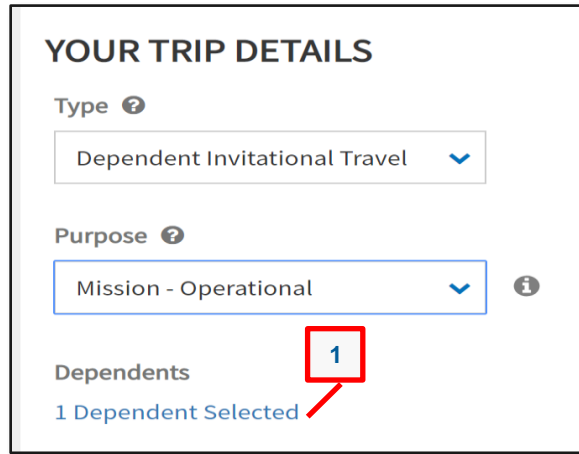


Figure 5: Dependent Added to Itinerary Screen

Finalizing the Authorization

Per the JTR, some Trip Types limit the travel and/or transportation allowances a traveler receives. When you select one of these, DTS blocks access to certain screens. For example, if you select **Dependent Invitational Travel – Transportation Expenses Only** or **Government Funded Leave**, DTS brings the Per Diem allowances to zero, and won't allow scheduling of Scheduled Partial Payments (SPPs). Refer to your Component's Business Rules for additional guidance on using trip types.

Once you create the itinerary and add the dependent, complete the authorization the same way you would complete any other document based upon the JTR allowances. If authorized, add reservations, verify per diem allowances, enter estimated expenses, attach supporting documents, and add the required LOA. To complete the authorization, take the following actions:

1. From the **Progress Bar**, select **Review Authorization**. The **Review Trip Authorization** page opens, for you to review the entire authorization. You can **Add Comments to the AO** or a **Reference number** regarding the trip (Figure 6). You can select the **Go To <module>** short cut links if you need to revisit other areas of the document such as reservations or expenses. If you have no changes, scroll to the bottom of the screen and select **Continue**.

Finalizing the Authorization
(continued)

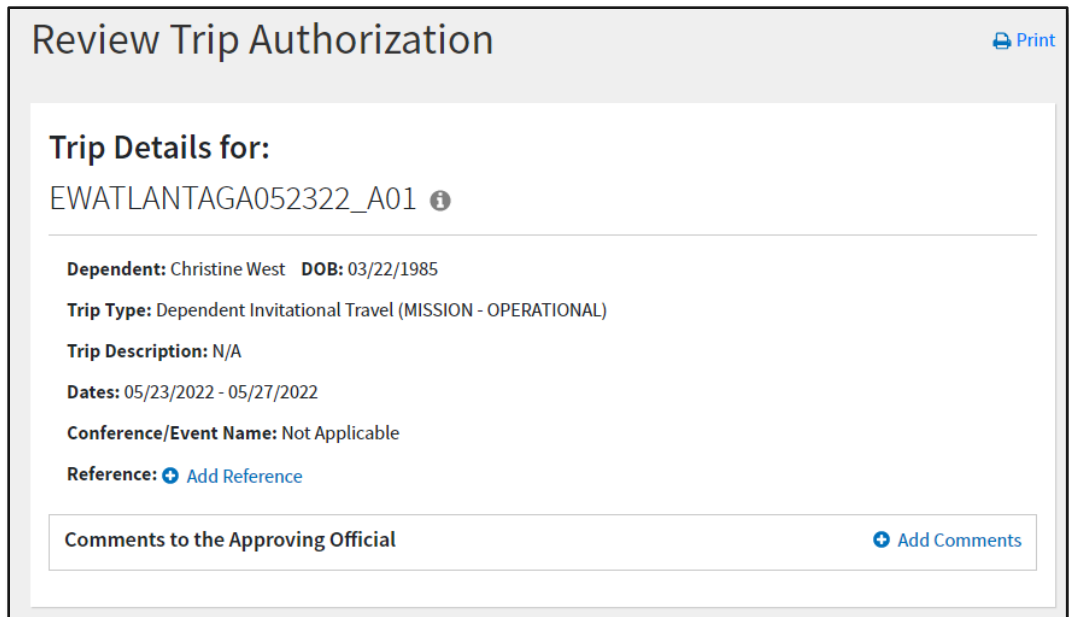


Figure 6: Review Trip Authorization Screen

2. The **Other Auths and Pre Audits** screen opens. DTS automatically flags and provides comments for **Dependent Invitational Travel**. Review the information and you can add additional comments to justify the travel (Figure 7). Be sure to review the page for additional flags, provide justifications, and when necessary add **Reason Codes**. Select **Continue**.

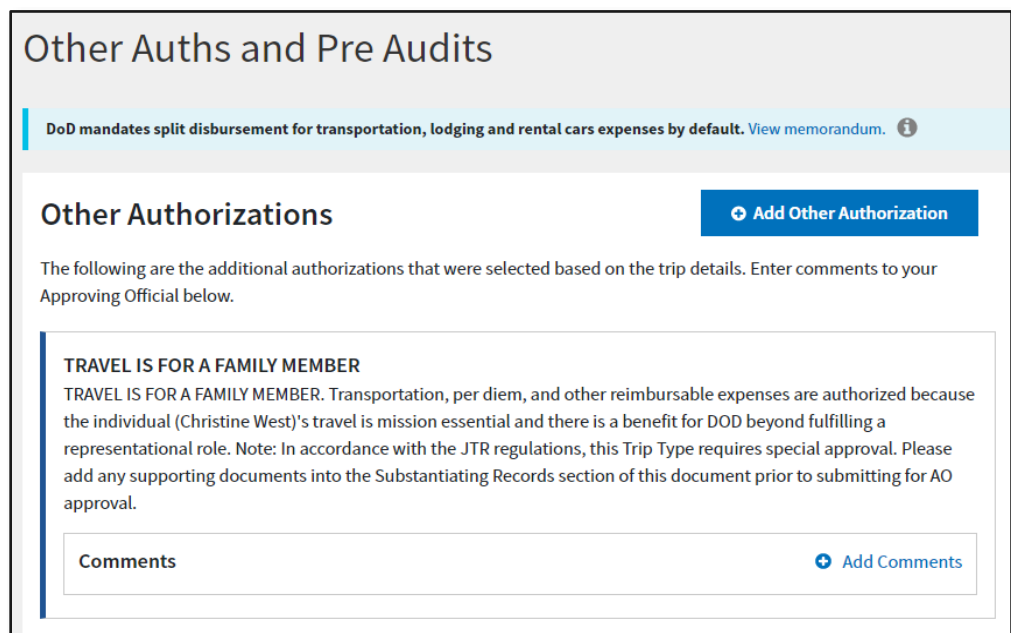


Figure 7: Other Auths and Pre Audits Screen

Finalizing the Authorization (continued)

3. The **Digital Signature** page opens. Sign the authorization to route to the Authorizing Official (AO) for review and approval. For more information on processing documents, see [DTS Guide 2: Authorizations](#).

Completing the Voucher

After completing the trip, use the standard voucher process to create the voucher, update incurred expenses, attach required receipts and any other supporting documentation. Just like the authorization, only claim items on your voucher allowable by the *JTR*. **Note:** All lodging and any expense \$75.00 or more require valid receipts per the *JTR*. DTS flags items meeting receipt requirements with a triangle icon.

After finalizing expenses, attaching receipts and documentation, complete the final review. Proceed to **Other Auths and Pre Audits** justifying any flags and adding comments where needed. The last step is **Sign and Submit** the voucher to initiate routing to the Authorizing Official (AO) for review and approval. For more details on processing vouchers, see [DTS Guide 3: Vouchers](#).

Note: On a voucher, a NDEA may stamp the document (T-Entered) on behalf of a traveler. However, policy dictates a completed *DD 1351-2* signed by the traveler must be included as supporting documentation in the voucher. DTS enforces the policy requirement with a hard stop preventing signing and approving when the *DD 1351-2* indicator is missing. The missing receipt or *DD 1351-2* data appears as an audit fail on the **Digital Signature** page.

References

Table 1 provides resources on the standard processes mentioned in this information paper.

Table 1

Document	Reference Link
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
The JTR Chapter 3, Part 0305 and sub-sets explains Invitational Travel	https://travel.dod.mil/JTR