



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 by logging into DTS.

1. 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**.
2. Select the **Create New Document**, and a drop-down of options display (Figure 1). Select **Routine TDY Trip**.

My Travel Documents
Your upcoming, current, and completed trip documents.

387 Authorizations

102 Vouchers

40 Local Vouchers

20 Group Authorizations

387 Authorizations

Sort by: Departure Date (Latest) Show inactive documents

EWMACDILLAFBF051522_A01	Created	
EWTWENTYNINEP041822_A01-01	Adjusted	Options
Departing on 04/18/2022 TA Number: 0048ZG		Edit View
EWATLANTAGA041122_A01	Adjusted	Options
Departing on 04/11/2022		Edit View

Create New Document

- Routine TDY Trip
- Voucher
- Local Voucher
- Group Authorization

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

You must establish the trip specifics.

1. On the **Create Itinerary** screen start at the top of the page.
 - a. Enter the travel dates, TDY location, mode of travel, and all other required fields, just as you would for any authorization.
 - b. 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**.

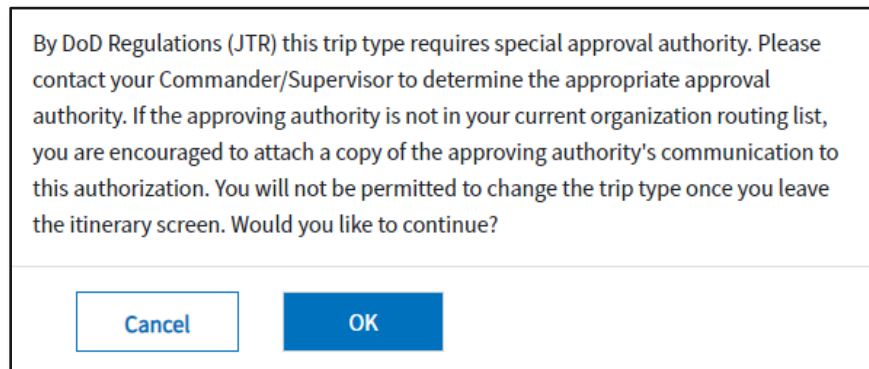


Figure 2: Itinerary Screen – Type Section Pop-Up

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

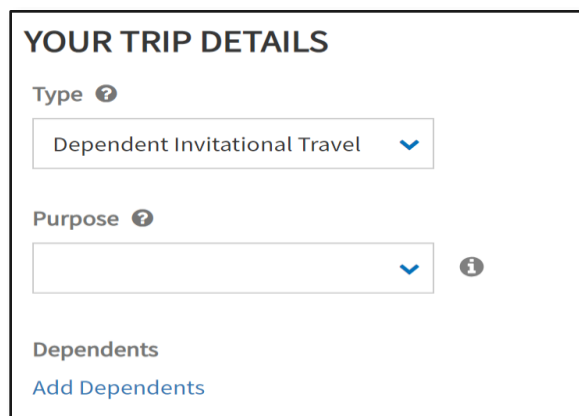


Figure 3: Add Dependents Screen

3. On the **Add Dependents** screen (Figure 4) 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.

The screenshot shows the 'Add Dependents' interface. At the top, there is a text box with instructions: 'All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.' Below this is the 'Create New Dependent' section with form fields for Name (First name, Middle Initial, Last name), Relationship (Spouse), DOB (MM/DD/YYYY), Passport ID, Passport Exp Date, TSA KTN (Known Traveler Number), and TSA Redress Number. A blue 'Create' button is at the bottom right of this section, marked with a red box and the number 1. Below is the 'Select An Existing Dependent' section with a table of existing dependents. The table has columns: Select, Name, Relationship, DOB, Passport ID, KTN, Redress, and Actions. Three rows are visible: West, Christine (Spouse, 03/22/1985), West, Louisa (Child, 07/07/2006), and West, Vance (Child, 03/19/1992). Each row has a radio button in the 'Select' column, marked with a red box and the number 2. The 'Actions' column contains pencil and trash icons for each row, with the pencil icon for the first row marked with a red box and the number 4. At the bottom right of the table area is a blue 'Save' button, marked with a red box and the number 3. A 'Cancel' button is also present at the bottom left of the table area.

Figure 4: Add Dependents Screen

4. 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.

The screenshot shows a form titled "YOUR TRIP DETAILS". It has two dropdown menus: "Type" with "Dependent Invitational Travel" selected, and "Purpose" with "Mission - Operational" selected. Below these is a section for "Dependents" which displays "1 Dependent Selected". A red square highlights the number "1" in the "Dependents" section, with a red arrow pointing to it from the right.

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 you to use 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. On the **Progress Bar**, select **Review Authorization**. The **Review Trip Authorization** page opens, for you to review the entire authorization. You can:
 - a. **Add Comments to the AO** or a **Reference number** regarding the trip (Figure 6).
 - b. Select the **Go To <module>** short cut links if you need to revisit other areas of the document such as reservations or expenses.
 - c. Review the details and then scroll to the bottom of the screen and select **Continue**.

Finalizing the Authorization
(continued)

Review Trip Authorization Print

Trip Details for:
EWATLANTAGA052322_A01 ⓘ

Dependent: Christine West **DOB:** 03/22/1985

Trip Type: Dependent Invitational Travel (MISSION - OPERATIONAL)

Trip Description: N/A

Dates: 05/23/2022 - 05/27/2022

Conference/Event Name: Not Applicable

Reference: [+ Add Reference](#)

Comments to the Approving Official [+ Add Comments](#)

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**.
3. Select **Continue**.

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#) ⓘ

Other Authorizations [+ Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

TRAVEL IS FOR A FAMILY MEMBER

TRAVEL IS FOR A FAMILY MEMBER. Transportation, per diem, and other reimbursable expenses are authorized because the individual (Christine West)'s travel is mission essential and there is a benefit for DOD beyond fulfilling a representational role. Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.

Comments [+ Add Comments](#)

Figure 7: Other Auths and Pre Audits Screen

Finalizing the Authorization (continued)

4. 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. Continue to the **Digital Signature** page, to **Sign and Submit** the voucher 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

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
- Trifold - [Authorizing Official Checklist and Instructions](#):