



MANUAL



# DTA Manual, Appendix E: DTS Emails

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V1.10



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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	08/17/18	DTMO	Update URLs outside emails to "https" vs. "http"	All
1.2	10/26/18	DTMO	Update DTS URL in emails to "https"	All
1.3	12/14/18	DTMO	Minor text updates to several emails; added new emails 136-139	All
1.4	04/05/19	DTMO	Minor text updates; added new emails 140 and 141.	All
1.5	04/30/19	DTMO	Updated DFAS email address	78
1.6	07/23/19	DTMO	Minor text update	10
1.7	12/18/20	DTMO	<p>Changed Table of Contents Added DTS Guides link</p> <p>Wording correction to # 3, #6, #66, #156</p> <p>General review</p>	<p>Page 2 Pages 13-15, Page 18, Page 61, Page 96, Page 101</p> <p>Page 15, Page 18, Page 81</p> <p>All</p>
1.8	05/17/21	DTMO	Added Reject Email with code 32	Page 164
1.9	09/10/21	DTMO	Minor text update # 140	Page 9
1.10	05/20/22	DTMO	Re-formatted, added new template	Throughout

## Chapter 1: DTS Emails

This appendix provides a list of the emails DTS sends to travelers, Authorizing Officials (AOs), Defense Travel Administrators (DTAs), Centrally Billed Accounting Specialists (CBA-Ss), Non-DTS Entry Agents (NDEAs), and Travel Management Companies (TMCs; though DTS still refers to the TMC the “Commercial Travel Office” [CTO]).

To help you find a particular email, review the indexed reference number. You can find each email’s reference number (Ref. No.) in the left column of Table E-1: **DTS EMAIL NOTIFICATIONS**. Organization of emails listed in Table E-1 is by subject matter under the following table headings:

- AUDIT FAILURE
- CANCELLATION
- CENTRALLY BILLED ACCOUNT (CBA)
- COGNOS
- TMC (formerly CTO)
- CONSTRUCTED TRAVEL
- DEBT MANAGEMENT
- DOCUMENT STATUS
- FMS and MEPS
- GROUP AUTHORIZATION
- IMPORT/EXPORT
- MISCELLANEOUS
- REJECT
- REPORT
- ROUTING OFFICIAL
- SCHEDULED PARTIAL PAYMENT (SPPs) & ADVANCE
- SELF-REGISTRATION

Table E-1

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
AUDIT FAILURE			
1	Authorization Audit Failure Notice	Traveler	Sent when an authorization did not pass audit and cannot be completed; lists the specific audit failure(s).
2	Voucher Failed Audit	Traveler	Sent when a voucher did not pass audit; states the audit failure and traveler action needed.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
CANCELLATION			
3	Confirmed Reservations Auto-Cancelled Notification	Traveler, AO	Sent when an authorization is unsigned and reservations cancelled.
4	URGENT! DTS Action Required	Traveler	Sent when an authorization with reservations is un signed. Traveler must sign or DTS will cancel reservations.
5	IMMEDIATE - AUTO PNR CANCELLATION FAILURE ALERT	Help Desk	DTS sends the email only if help desk flag is set. Auto PNR Cancellation failed.
6	URGENT! DTS Action Required!	Traveler, AO, DTA	Sent daily when an authorization with confirmed reservations remains signed but not approved, and the trip start date is within three days. Informs cancelation of reservations if document is unapproved.
7	Defense Travel System Travel Document Cancellation Notice!	Traveler	Sent to notify document cancellation.
8	DTS Overpayment E-MAIL - Canceled trip contains a non-ATM advance	Traveler, AO, DTA	Sent when an AO approves a canceled trip containing a paid or submitted for payment non-ATM advance.
9	Notification to AO Confirmed Reservations Auto-Cancelled	Traveler, AO	Sent when an AO does not approve the authorization with reservations resulting in a cancellation. Informs traveler to adjust/amend the document to add reservations.
10	Cancellation Request for Group Travel Reservations to CTO	TMC, POC	Sent when cancelling group travel reservations using TMC assistance.
139	RETURN-FARE EXPIRED Notice	Traveler	Sent when the AO returns a document using the RETURN-FARE EXPIRED status.
CBA			
11	Auto-approval of CBA Amendment	Traveler, AO	Sent when creating a CBA initiated amendment with a change in cost less than or equal to a system- configurable value.
12	Error Establishing Connection to the Mailbox	System Admin	Sent by CBA when a connection to the vendor mailbox is not established.
13	Invalid User Name and Password	System Admin	Sent by CBA when the user name or password to the vendor mailbox is invalid.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
14	Error Retrieving Invoice File from Mailbox	System Admin	Sent by CBA when retrieving an invoice file from the vendor mailbox failed.
15	CBA Invoice has been Paid - Information to the TO	CBA-S, DTMO	Sent by CBA for the paid invoice.
16	CBA Invoice Rejected by GEX	CBA-S, System Admin, Help Desk, PMO on second reject	Sent by CBA when GEX rejects the invoice.
17	CBA Invoice Returned to Unmatched	CBA-S, System Admin	Sent by CBA when the invoice is out of balance.
18	CBA Invoice Rejected by Archive/MIS	System Admin	Sent by CBA when Archive/MIS rejects the invoice.
19	Invoice Response Status from Archive/MIS is Missing	System Admin	Sent by CBA when the invoice response status is missing.
20	CBA Account Deleted	PMO	Sent by CBA for a deleted account.
21	Duplicate CCV Invoice	CCV recipient	Sent by CBA when it encounters a duplicate invoice.
22	Error Parsing Invoice File	CCV recipient	Sent by CBA when the invoice can't be parsed.
23	Invoice Not PPA Compliant	CCV recipient	Sent by CBA when the invoice is not PPA Compliant.
24	Invoice Total Mismatch	CCV recipient	Sent by CBA when the invoice line items do not match the total.
25	Unknown CBA Account	CCV recipient	Sent by CBA when the account is unknown.
26	Duplicate Line Item	CCV recipient	Sent by CBA when the invoice contains a duplicate line item.
27	Unreconcilable CBA Account	PMO	Sent by CBA when the account flagged as not reconcilable for the given invoice.
28	CBA Invoice is Reconciled	CBA-S	Sent by CBA when the invoice is reconciled and ready for review.
29	CBA Invoice is Ready for Acknowledgement / Certification	CBA-S	Sent by CBA when the invoice is ready for acknowledgement or certification.
30	Invoice Not Ready for Reconciliation	PMO, CBA-S	Sent by CBA when the previous month invoice has not been certified or locked.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
31	Duplicate Transaction (Line Item)	CBA-S	Sent by CBA when identifying a duplicate transaction for the invoice based on previously reconciled and paid transactions.
32	CBA Invoice Rejected by Vendor Pay System	CBA-S, System Admin, Help Desk	Sent by CBA when the Vendor Pay System rejects the invoice.
33	Invalid DTS CBA Account	CCV recipient	Sent by CBA when the account is invalid.
34	Notice of Delinquent CBA Invoice E-mail	CBA-S	Sent when a CBA invoice hasn't received a positive Acknowledgement from DADS after certain interval.
35	CBA Amendment Requires Additional Funding	AO, CBA-S	Sent when it is not possible to systematically approve a CBA initiated amendment due to lack of funds in the Budget or because the Budget Item does not exist for the corresponding LOA in the amendment.
36	Unrecognized CBA Account number	PMO, Traveler, AO, CBA-S, DTA ID	Sent when a swept PNR has a CBA account that is not in the CBA Module.
136	CBA Event	AO	Sent after creation of a CBA amendment created.
137	Defense Travel System Correspondence	Traveler, AO	Sent when an amendment generated by the CBA module is stamped RETURNED.
COGNOS			
37	DTS Cognos Connection - User Added	Traveler	Sent when the creation of a Cognos user succeeds.
38	DTS Cognos DTS - User Deleted	Traveler	Sent when the deletion of a Cognos user succeeds.
39	DTS Cognos DTS - Add User Failed	Organization Admin	Sent when the creation of a Cognos user fails.
40	DTS Cognos DTS - Delete User Failed	Organization Admin	Sent when the deletion of a Cognos user fails.
CONSTRUCTED TRAVEL			
41	Authorization Approved as 'Limited'	Traveler	Sent when an AO approved a document with Limited Transportation Costs, but no associated costs changed.
42	Authorization Approved as 'Limited' Supplemental	Traveler	Sent when an AO has approved a document with Limited Transportation Costs. Traveler should review changes.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
43	Voucher from Authorization Approved as 'Limited'	Traveler	Sent the AO limits the reimbursement for transportation costs within a voucher and cost will not exceed the limits provided by the AO.
44	Voucher from Authorization Approved with DTS Override	Traveler	Sent when the AO permitted full reimbursement of the original costs, after initially limiting transportation costs in a voucher.
45	Voucher from Authorization Approved with AO Override	Traveler	Sent when the AO limited transportation costs in a voucher, but permitted full reimbursement because costs were due to mission reasons or circumstances beyond the traveler's control.
TMC (Formerly CTO)			
46	CTO BOOKED Notification	Traveler (or NDEA), AO	Sent when the TMC books the reservations. Informs traveler of the reservation itinerary and that TMC has processed the authorization.
47	CTO TICKETED Notification	Traveler, AO, RO, TO, NDEA	Sent when TMC tickets the reservations. Informed the traveler of the departing / arrival airports, flight numbers, carriers, dates, and times.
48	CTO CANCELLED Notification	Traveler	Sent when a document is stamped CTO CANCELLED.
49	Form of Payment Changed on PNR	AO, TO, DTA, Traveler	Sent when a change in the Form of Payment (FOP) is detected at sweeping
50	Form of Payment Changed to GOVCC when Traveler is not a card holder	Traveler, AO	Sent when the Form of Payment on a Ticketed PNR is GOVCC, but traveler does not have a GTCC in their profile.
51	Ignored PNR E-mail	Traveler, AO	Sent after travel when DTS receives a PNR update for a voucher, but the authorization is unsigned after adding or modifying reservations.
52	Notice of Reservation Error	Traveler, DTA	Sent when the AO approves an authorization that contains a pre-audit identifying a GTCC problem in the commercial reservation system. Informs traveler that the GTCC in their profile does not match the card provided to the TMC.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
53	Notice of Reservation Error	Cardholder, DTA	Sent when an approved authorization containing a pre-audit notification identifies an issue with the GTCC data in the commercial reservation system. Informs the cardholder when another traveler uses his or her GTCC for reservations.
DEBT MANAGEMENT			
54	DTS Due U.S. Notification (Cancel) Previously titled Balance Due U.S. Notification - Signed by NDEA	Traveler	Sent when voucher or local voucher is Due US and when a duration of 12 hours or less is present on the trip. The trip is then canceled
55	DTS Due U.S. Notification (Final)	Traveler	Sent when voucher or local voucher is proceeding with a status of Due US
56	DTS Advice of Payment Rejection Notification	DTA	Sent by the Payment Module when Advice of Payment received from DEBX does not match the voucher amount submitted.
57	AOP Amount Does Not Match the Voucher Amount	DTA	Sent when the Advice of Payment amount does not match the voucher amount requested.
58	Notice of Over Collection of Due US	Traveler, AO, DTA	Sent by the Payment Module if Advice of Payment(s) are received from DEBX when traveler has overpaid.
59	Satisfactory Repayment of a Debt	Traveler, AO, DMM	Sent by the Payment Module when the debt is paid.
60	Notice of Collection Action E-mail	Traveler, DTA, AO	Sent by the Payment Module after collection submittal to recoup the debt outstanding from the referenced travel document.
61	Notice to Initiate Collection	Traveler, DTA, AO	Sent by the Payment Module after the submission of an email request to establish the collection.
62	Reminder of Waiver Request Status	Traveler, DTA, DMM	Sent by the Payment Module to DTA when disposition on waiver/appeal request is not recorded within 60 days.
63	Duplicate AOC Rejection Notification	DTA, DMM	Sent by the Payment Module when Advice of Collections rejected to DEBX due to duplication.
64	DTS Notification of Debt (Non-FACTS)	Traveler, AO, DMM	Sent after Positive Acknowledgment on all A/R transactions and traveler is DUE US.

<b>DTS EMAILS</b>			
<b>Ref. No.</b>	<b>Email Subject</b>	<b>Email Sent To</b>	<b>Email Description</b>
65	DTS Notification of Debt (FACTS)	Traveler, AO, DMM	Sent after Positive Acknowledgment on all A/R transactions and traveler is DUE US.
66	Supplemental Debt Notification (FACTS only)	Traveler, AO, DMM	Sent after Positive Acknowledgment on all A/R transactions, trip length less than 12 hours and traveler DUE US.
67	DTS Final Adjusting Obligation Transaction Reject Notice	Traveler, AO, DMM	Sent by the Payment Module Debt Notification Email.
68	DTS Notification of Payroll Collection (MCTFS)	Traveler, AO, DMM	Sent by DTS when a Marine has not submitted a waiver request and still has an outstanding debt after 27 days.
69	Due US Waiver/Appeal of Debt (Non-FACTS)	Traveler	Sent after recording a request for a waiver/remission of debt (or appeal request) in DTS.
70	Due US Waiver/Appeal of Debt (FACTS)	Traveler	Sent after recording a request for a waiver/remission of debt (or appeal request) in DTS.
71	Notification of Disposition of Waiver/Appeal Decision (Non- FACTS)	Traveler, AO, DMM	Sent after reviewing a request for a waiver/remission of debt or appeal and the disposition of the request recorded.
72	Notification of Disposition of Waiver/Appeal Decision (FACTS)	Traveler, AO, DMM	Sent after reviewing a request for a waiver/remission of debt or appeal and the disposition of the request recorded
73	Notice of Collection Fail E-mail	DMM, DTA	Sent after receiving a reject on the referenced travel document.
<b>DOCUMENT STATUS</b>			
74	Defense Travel System Correspondence	Traveler	Sent when submitting an amendment voucher to the payment module with the previous voucher ignored.
75	DTS Warning E-MAIL – DEBX Acknowledgement Has Not Been Received	DTA	Sent when DTS has not received acknowledgment from the accounting system for a transaction.
76	DTS Warning E-MAIL – DEBX Acknowledgement Has Not Been Received	DTA	Sent when DEBX has not acknowledged an obligation, a voucher or an A/R has not been after one calendar day from the date initial DTS Warning Email was sent. One email per organization.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
77	Payment Notice	Traveler	Sent by the Payment Module when Advice of Payments received from DEBX for vouchers, SPPs, or Non-ATM Advances.
78	Notice of Payment Return for Invalid EFT Account Information	Traveler, DTA, AO	Sent by the Payment Module when an EFT Return is received from DEBX on a submitted voucher or local voucher.
79	Negative Paid to Personal Account E-mail	Traveler, DTA	Sent by the Payment Module when amount paid to traveler's personal account is negative.
80	Negative Paid to Amex E-mail	Traveler, DTA	Sent when amount paid to AMEX is negative.
81	No GOVCC Account E-mail	Traveler, DTA	Sent by the Payment Module if GOVCC account field is blank and the document has allocated expenses to the GOVCC.
82	Signed T-ENTERED Notice	Traveler	Sent when a NDEA stamps a voucher on the traveler's behalf. NDEA uses the T-ENTERED stamp to sign a voucher.
83	Document Returned Notice	Traveler	Sent when a Routing Official stamps a document RETURNED. Informs the traveler to review the Routing Official's remarks and adjust the document in DTS.
84	Travel Document Approval Notification	Traveler	Sent when a voucher is just stamped APPROVED. FMS and MEPS NOTIFICATIONS.
85	Defense Travel System Correspondence	Traveler	Sent when a voucher contains the status code "E-MAILTRAV"
86	Defense Travel System Correspondence	Traveler	Sent to inform traveler that the document's status has changed.
87	OCONUS Trip Notification	AO	Sent when a traveler signs an authorization containing foreign travel.
88	Voucher Number + "TRIPITINERARY"	Traveler	Contains all of the details of the trip.
89	Send Voucher Split Adjusted Notification E-mail	Traveler, DTA	Send Voucher Split Adjusted Notification E-mail.
90	Document Edit Lock Removed	User	Sent when a DTA unlocks a document via the Document Lock Admin module. Informs the user that the document they were currently editing has been unlocked so that another user can edit the document.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
140	ACTION REQUIRED - Unsubmitted Voucher Notification	Traveler, NDEA	Sent when a travel order or amended order has no approved voucher. Informs the user to access DTS and promptly file a voucher.
FMS and MEPS			
91	FMS Rejected Disbursement	Traveler, AO	Sent by the Payment Module when DEBX rejects FM disbursement.
92	FMS Funds Approved Notice	Traveler	Sent when document indicates use of FMS funds. States that processing and payment may take up to 7 business days.
93	Possible Delay in Payment Due to FMS	Traveler	Sent when a NDEA signs a FMS voucher on traveler's behalf by an NDEA.
94	MEPS Seat Blocking Request	Traveler, AO	Sent when there is a MEPS Seat Blocking Request.
95	Notice of Inbound Recruit Travelers	ODTA	Sent when an AO approves a document with document type of "Accession Travel - No Entitlements".
138	Possible Delay in Payment	Traveler	Sent when an AO approves an FMS authorization.
GROUP AUTHORIZATION			
96	Individual Authorization Unlocked from Group Authorization	Traveler	Sent when a Group Authorization is unlocked and individual may then cancel, amend, or create vouchers from their authorizations.
97	Notification of Release from a Group Authorization	Traveler	Sent when releasing a traveler from a GAUTH. Any changes made to the Group Authorization no longer apply to the released documents.
98	DTS Request for Group Travel Reservations	TMC, POC	Sent when the primary traveler sends preferred travel arrangements to the TMC for assistance in booking group travel reservations. "REVISED" displays in the Subject line when sent more than once.
99	Request Ticketing of Group Travel Reservations	TMC, Primary Traveler, POC	Sent to the TMC when the AO approves a group authorization.
IMPORT/EXPORT (I/E)			
100	Authority to Travel	Traveler	Sent when an I/E document is available for edit in DTS.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
101	Cancellation of Authority to Travel	Traveler	Sent when an I/E partner system revokes the authority traveler to travel and the user has not edited the DTS document.
102	Cancellation of Authority to Travel After Access	Traveler	Sent when an I/E partner system revokes the travel, and traveler has already edited the DTS document.
103	Notice of New Traveler Assignment	DTA	Sent when an I/E traveler has been authorized for travel by the partner system.
104	Cancel before IE Traveler Access	Traveler	Sent when the partner system cancels the trip and DTS electronically cancels the document. No action needed by traveler.
105	Modification After IE Traveler Access	Traveler	Sent when the partner system changes the I/E AUTH and states the change made. Traveler needs to adjust document according to stated changes.
106	Modification Before IE Traveler Access	Traveler	Sent when traveler has not yet entered the document. The new data replaces the Original AUTH.
107	Modification Before IE Traveler Signed	Traveler	Sent when change from the partner system has changed data. Traveler needs to re-enter to update removed travel details.
108	LOA Modifications Applied	Traveler	Sent when the partner system changes the LOA(s).
MISCELLANEOUS			
109	Government Travel Charge Card Will Expire Soon	Traveler	Sent when traveler's charge card will expire within 30 days.
110	Cross Organizational Funding LOA	Cross Org DTA	Sent when user creates new Cross Org for funding in DTA Maintenance.
REJECT			
111	DEBX Reject E-mail	Traveler, DTA, AO	Sent by the Payment module when a reject is received from DEBX for vouchers, SPPs, or Non-ATM Advances or local vouchers.
112	DEBX Reject E-mail for Manual Intervention	Traveler, AO, DTA	Sent when a reject is received from DEBX that maps to multiple authorizations.
113	Accounts Receivable Reject Notice	AO, DMM	Sent by the Payment module when a reject is received from DEBX on a submitted A/R transaction.

DTS EMAILS			
Ref. No.	Email Subject	Email Sent To	Email Description
114	Accounts Receivable Reject Reminder Notice	AO, DMM	Sent by the Payment module when a reject is received from DEBX on a submitted accounts receivable transaction for more than 30 days.
115	Payment Rejected	Traveler, DTA, AO	Sent by the Payment module when a reject is received from DEBX.
116	Archive Reject E-mail	Archive	Sent by the Payment module when a reject is received from DEBX that maps to multiple authorizations.
141	DTS Payment Rejected	Traveler, AO, DTA	Sent by the Payment module when a reject is received from DEBX. Note: 201 Exact Error Message: reject only occurs on the voucher or local voucher. Specialized Action required for resolving the reject.
142	DTS Payment Rejected	Traveler, AO, DTA	Sent by the Payment module when a rejects is received from DEBX. Note: Reject Code(s): 032 Reject Description(s): Missing/Invalid Project/Sub Project Reject.
REPORT			
117	Notify User of MIS Report Generated	User	Sent when a MIS Report is created and available for download through: Budget Reports menu > Download menu bar.
118	Completion Notification for the Target Adjustment or Budget Balance Report	User	Sent when a Target Adjustment or Budget Balance report is created and is available for download through Budget Reports menu > Download menu bar.
119	Completion Notification for the Total Obligations Report	User	Sent after creation of the Total Obligations Report request and the report is available for download through: Budget Reports menu > Download menu bar.
120	DTS Report Unable to Complete	Traveler	Sent when a report has failed.
121	Transaction Report Ready Notification	User	Sent when Transaction Report is ready for user to review.
122	Adjustment Report Ready Notification	User	Sent when Adjustment Report is ready for user to review.
ROUTING OFFICIAL			

<b>DTS EMAILS</b>			
<b>Ref. No.</b>	<b>Email Subject</b>	<b>Email Sent To</b>	<b>Email Description</b>
123	Travel Document(s) Are Ready for Your Review	Routing Officials	Sent when one or more travel documents is/are awaiting review.
124	Voucher Awaiting Attention	Routing Officials	Sent when a voucher is awaiting the stamp of a routing official in a routing list.
<b>SCHEDULED PARTIAL PAYMENT (SPP) and ADVANCE</b>			
125	DTS Scheduled Partial Payment (SPP) De-Scheduled	Traveler, DTA, AO	Sent by the Payment module when the corresponding obligation received a negative acknowledgment.
126	DTS SPP Submission Delay Notice	Traveler, DTA, AO	Sent by the Payment module when there is no acknowledgment of the corresponding obligation and 24 hours has passed since the de-scheduled date.
127	Notice of Partial Payment Return for Invalid EFT Account Information	Traveler, DTA, AO	Sent by the Payment module when an EFT Return is received from DEBX on a submitted SPP transaction.
128	Notice of Travel Advance Payment Return for Invalid EFT Account Information	Traveler, DTA, AO	Sent by the Payment module when an EFT Return is received from DEBX on a submitted ADV transaction.
129	Non-ATM Advance Submission Delay Notice	Traveler, DTA, AO	Sent by the Payment module when there is no acknowledgment of the corresponding obligation and 24 hours has passed since the de-scheduled date.
130	Advance Descheduled Due to NegAck	Traveler, AO, DTA	Sent when the corresponding obligation received a NegAck.
131	DTS Acknowledgement Reject Notice	Traveler, AO, DTA	Sent when a NegAck is received for an obligation, voucher, or A/R.
132	Advance Account Mismatch E-mail	Traveler	Sent by the Payment module when account on an advance does not match the system account information.
<b>SELF-REGISTRATION</b>			
133	Self-Registration Rejected Notification	New Traveler	Sent when a self-registration request is not accepted. Email includes actions required for acceptance.
134	Traveler Self Registration Request	DTA	Sent when a traveler submits a request for self-registration. The DTA should review it and accept or reject it.
135	Self-Registration Accept Notification	New Traveler	Sent when a DTA accepts the Self-Registration traveler profile into DTS.

**Note:** The email texts included do not attempt to duplicate the formatting DTS uses. Instead, it strives to inform you about DTS messages. In doing so, the following color-code items appear (assuming you view the page in color):

- Black text is text that always appears as written.
- **Yellow highlighted text** shows variable text that DTS will fill in. It is preceded or enclosed by machine code (i.e., < >, \$, ~, %, > that does not appear in the actual email.
- **Green highlighted text** indicates options that DTS will select from, depending on the specific situation, or that only appear if certain conditions exist.



**GENERAL DISCLAIMER:** When URLs change, DTS may not immediately reflect the updated URL. When this happens, we allow this document to continue to reflect the actual text of the email DTS sends, but we also add a note similar this one beneath the email text, to show the correct URL. **Note:** There may be more than one incorrect link in an email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 1. DTS Authorization Audit Failure Notice

SUBJECT: Defense Travel System Authorization Audit Failure Notice!

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Dear <Traveler Name>,

Your <Document Type> was stamped <Status> by <Status Name> Travel authorization number <TANUM> did not pass audit, and cannot be completed. Audit failure of your Travel Authorization was due to:

<AuditBlk>

TRAVELER ACTIONS NEEDED:

Review the comments listed above regarding your <Document Type> document <Voucher Number>.

Log into DTS and make any necessary changes to the document.

NOTE: Documents stamped Audit Fail can be amended or adjusted by selecting the amend link located next to <Document Type> document <Voucher Number>.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 2. Voucher Failed Audit

SUBJECT: Defense Travel System Voucher Audit Failure Notice!

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Dear <Traveler Name>,

Your <Document Type> was stamped <Status> by <Status Name>. Travel authorization number <TANUM> did not pass audit and cannot be completed. Audit failure of your Travel Voucher was due to:

<AuditBlk>

TRAVELER ACTIONS NEEDED:

Review the comments listed above regarding your <Document Type> document <Voucher Number>.

Log into DTS and make any necessary changes to the document.

NOTE: Documents stamped Audit Fail can be amended or adjusted by selecting the amend link located next to <Document Type> document <Voucher Number>.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

### 3. Confirmed Reservations Auto-Cancelled Notification

SUBJECT: Confirmed Reservations Cancelled

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Your authorization named <document name> contained new or changed commercial reservations that have been cancelled due to the lack of the SIGNED stamp on the authorization. Only the new or changed reservations in this document were cancelled. Reservations previously selected, stamped SIGNED, and that remain in this document were not auto-cancelled. If you still need to travel on the unsigned and cancelled reservations, please adjust/amend the document and re-select the commercial reservations, Government Privatized, and/or Government DoD lodging reservations and create a new reservation. If your TDY was cancelled, follow the appropriate cancellation procedure. Please visit the DoD Travel Training and Resource Center at <http://www.defensetravel.dod.mil/site/training.cfm> and view the Document Processing Manual for help with either procedure.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not reply to this email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use  
<https://www.travel.dod.mil/Training/> and search for the document you need.

#### 4. Sign Document to Prevent Auto-Cancel Notification

SUBJECT: URGENT! DTS Action Required

---

You have made new or changed travel reservations, but not signed your DTS Authorization named \$VCHNUM.

Please log into DTS at <https://www.defensetravel.osd.mil> to sign your authorization immediately or your new or changed travel reservations will be cancelled.

Any reservations that were previously selected, stamped SIGNED and remain in this document will not be auto-cancelled.

Please do not reply to this email.

## 5. IMMEDIATE - AUTO PNR CANCELLATION FAILURE ALERT

SUBJECT: IMMEDIATE - AUTO PNR CANCELLATION FAILURE ALERT

---

Traveler: \$FullName / SSN: \$SSN / Document: \$DocName / Org: \$Org / GDS: \$GDS / CTO: \$CTO / PCC: \$PCC / \$failedPnrs

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 6. Urgent! DTS Action Required

SUBJECT: URGENT! DTS Action Required

---

The Authorization / Amendment for <traveler name> named <document name>, document number <TANUM> has not been approved. Immediate Action is required to APPROVE the authorization or any new or changed reservations will be cancelled. Only the new or changed reservations in this document will be cancelled. Any reservations that were previously selected, stamped SIGNED and remain in the document will not be auto-cancelled.

Please do not reply to this email.

## 7. Defense Travel System Travel Document Cancellation Notice

SUBJECT: Document Cancellation Notice

---

Dear \$NAME,

Your \$DOCTYPE named \$DOCNAME with authorization number \$TANUM was stamped CANCELLED by \$STATNAME.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For assistance with DTA processes, policies and procedures, please refer to the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 8. DTS Overpayment E-MAIL - Canceled Trip Contains a Non-ATM Advance

SUBJECT: DTS Overpayment E-MAIL - Canceled Trip Contains a Non-ATM Advance

---

Dear \$NAME,

Your \$DOCTYPE named \$VCHNUM with authorization number \$TANUM was stamped CANCELLED by \$STATNAME.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For assistance with DTA processes, policies and procedures, please refer to the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 9. Notification to AO Confirmed Reservations Auto-Cancelled

SUBJECT: Notification to AO Confirmed Reservations Auto-Cancelled

---

Your Authorization / Amendment named \$**VCHNUM** contained new or changed commercial reservations that have been cancelled due to lack of approval by the AO. Only the new or changed reservations in this document have been cancelled. Any reservations that were previously approved and remain in the document were not auto-cancelled. If you still need to travel on the new or changed reservations, please adjust/amend the document and re-select the commercial reservations. Approval is necessary. If your TDY has been cancelled, please follow the appropriate cancellation procedure. Please visit the DTS Travel Center at <https://www.dtstravelcenter.dod.mil> and view the Document Processing Manual for help with either procedure.

Please do not reply to this email.

## 10. Cancellation Request for Group Travel Reservations to CTO

SUBJECT: Request Cancellation of Group Travel ID: <GroupID>

---

--

Request CTO assistance in canceling group travel reservations. The travel arrangements were previously booked under CTO Group ID &CTO-ID&. The travelers are listed below. If there are any questions or additional information is needed, please contact the POC below.

POC: &POC& Phone: &POC-PHONE& E-mail: &POC-EMAIL&

Primary Traveler: &TRAVELERNAME& Phone: &PTRAV-PHONE& E-mail: &PTRAV-EMAIL&

Document: &DOCUMENTNAME&

Travelers: &NUMTRAV&

DTS Group ID: &GROUPID&

Start Location: &START-LOC& &START-DATE&

Location 1: &LOC1& &LOC1-DATE&

Remarks: &REMARK1& &REMARK2&

Travel Group:

NAME SSN SEATING SMOKE

&TRAV-GRP&

Preferred transportation and lodging arrangements: &TRANSP-LODGING&

Please do not reply to this email.

## 11. Auto-approval of CBA Amendment

SUBJECT: Auto-approval of CBA Amendment

---

The Transportation Officer has initiated a CBA Amendment for <traveler last name, traveler first name> on <DTS document name> for <dollar amount> based on receipt of the CBA invoice from the charge card vendor. The amendment is necessary to account for a cost difference on a previously approved ticketing action.

In order to allow timely payment of the CBA invoice, this amendment action will be systematically approved unless you take action to Return the travel document within <system-configurable number of hours> hours of the date and time of this e-mail.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 12. Error Establishing Connection to the Mailbox

SUBJECT: Error Establishing Connection to the Mailbox

---

Date/Time: <date/time>

Mailbox Name: <mailbox name>

DTS was not able to establish a connection to the mailbox. Please take the necessary action to correct the problem and retransmit.

### 13. Invalid User Name and Password

SUBJECT: Invalid User Name and Password

---

Date/Time: <date/time>

Mailbox Name: <mailbox name>

CBA received a message indicating that an invalid user name and password combination was used while logging in to the CCV mailbox. Contact the CCV help desk at <phone number> to request the correct password.

## 14. Error Retrieving Invoice from Mailbox

SUBJECT: Error Retrieving Invoice File from Mailbox

---

Date/Time: <date/time>

Mailbox Name: <mailbox name>

DTS was not able to retrieve invoice file <filename> from the mailbox. Please take the necessary action to correct the problem and retransmit.

## 15. CBA Invoice has been Paid

SUBJECT: CBA Invoice has been Paid - Information to

---

DTS has received notification that the below reference CBA invoice has been paid.

Account Number: <account number>

Date of Payment: <date of payment>

CCV Invoice Number: <CCV invoice number>

Optional Action: N/A

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

Help: Access the DTS Centrally Billed Account (CBA) Reconciliation User's Manual at [http://www.defensetravel.dod.mil/Sections/RL\\_DocLib.cfm](http://www.defensetravel.dod.mil/Sections/RL_DocLib.cfm).

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For [http://www.defensetravel.osd.mil/Sections/RL\\_DocLib.cfm](http://www.defensetravel.osd.mil/Sections/RL_DocLib.cfm) use

<https://www.travel.dod.mil/Training/> and search for CBA User's Manual

[https://media.defense.gov/2022/May/11/2002995243/-1/-1/0/CBA\\_USERS\\_MANUAL.PDF](https://media.defense.gov/2022/May/11/2002995243/-1/-1/0/CBA_USERS_MANUAL.PDF)

## 16. CBA Invoice Rejected by GEX

SUBJECT: CBA Invoice Rejected by GEX

---

Account Number: <account number>

Date Certified: <date certified>

Date Rejected: <date rejected>

Invoice Number: <invoice number>

XML File Name: <XML file name>

The GEX rejected the above referenced CBA invoice. Please take corrective action and retransmit the invoice.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 17. CBA Invoice Returned to Unmatched

SUBJECT: CBA Invoice Returned to Unmatched

---

Account Number: <account number>

Date Returned: <date returned>

Invoice Number: <invoice number>

XML File Name: <XML file name>

DTS has determined that the certified CBA invoice file indicated above is out of balance (details records do not equal total record). The invoice has been returned to your unmatched invoices section for correction and re-certification.

Please contact the DTS Tier-3 Help Desk to resolve the problem before attempting to re-certify the invoice. A copy of this reject e-mail should be included with your communication with the Help Desk. To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 18. CBA Invoice Rejected by Archive/MIS

SUBJECT: CBA Invoice Rejected by Archive/MIS

---

Account Number: <account number>

Date Rejected: <date rejected>

Invoice Number: <invoice number>

XML File Name: <XML file name>

The Archive/MIS rejected the above reference XML file. Please regenerate the file.

## 19. Invoice Response Status from Archive/MIS is Missing

SUBJECT: Invoice Response Status from Archive/MIS is Missing

---

Account Number: <account number>

Date Rejected: <date rejected>

Invoice Number: <invoice number>

XML File Name: <XML file name>

The Archive/MIS invoice response status is missing.

## 20. CBA Account Deleted

SUBJECT: CBA Account Deleted

---

The CBA account <account number> was deleted from the DTS CBA Module on <date> by <user name>.

The following remarks were entered prior to deletion:

<deletion comments>

## 21. Duplicate CCV Invoice

SUBJECT: Duplicate CCV Invoice

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

XML File Name: <XML file name>

DTS has received the above referenced invoice. DTS examined the invoice number and has determined that this invoice is a duplicate.

## 22. Error Parsing Invoice File

SUBJECT: Error Parsing Invoice File

---

Date/Time: <date/time>

Mailbox Name: <mailbox name>

File Name: <file name>

DTS has determined that the above invoice file was not in TMC format. Please take the necessary action to correct the problem and retransmit.

### 23. Invoice Not PPA Compliant

SUBJECT: Invoice Not PPA Compliant

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

File Name: <file name>

DTS has determined that the above referenced invoice does not contain the following PPA data elements:

<missing elements>

Please take corrective action and retransmit the invoice.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 24. Invoice Total Mismatch

SUBJECT: Invoice Total Mismatch

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

File Name: <file name>

DTS has determined that the total amount billed does not equal the sum of the line items in the above referenced invoice.

Total Amount Billed: <amount billed>

Sum of Line Items: <sum of line items>

Please correct the problem and retransmit.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 25. Unknown CBA Account

SUBJECT: Unknown CBA Account

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

DTS has received a CBA invoice for the above referenced account. No such account exists in DTS. Please determine if the account is valid. If the account is valid, create the account and restage the invoice for reconciliation. If the account is not valid, reject the invoice back to the CCV.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 26. Duplicate Line Item

SUBJECT: Duplicate Line Item

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

File Name: <file name>

DTS has rejected the invoice because a duplicate line item with reference number <reference number> was found in the above referenced invoice. Please review and revise the invoice as necessary and resubmit the invoice to DTS for payment processing.

## 27. Unreconcilable CBA Account

SUBJECT: Unreconcilable CBA Account

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

DTS Reconciliation Status Flag: <status flag>

Date Status Flag Set: <date flag set>

DTS has received an invoice for the referenced CBA account. The account number is valid, but the reconciliation flag on DTS indicates the account is not reconcilable by DTS. Please validate that the reconciliation flag is set correctly for the CBA account, reset the reconciliation flag if it not set correctly, and restage the invoice for reconciliation. If the account is not reconcilable by DTS, reject the invoice back to the CCV and/or delete the invoice from the CBA module.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 28. CBA Invoice is Reconciled

SUBJECT: CBA Invoice is Reconciled

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

The above referenced CBA invoice is reconciled and ready for your review. To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 29. CBA Invoice is Ready for Acknowledgement/Certification

SUBJECT: CBA Invoice is Ready For Acknowledgement / Certification

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

The above referenced CBA invoice is system reconciled and ready for your review. To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

### 30. Invoice Not Ready for Reconciliation

SUBJECT: Invoice Not Ready For Reconciliation

---

Account Number: <account number>

Date Received: <date received>

The above referenced CBA invoice is held for reconciliation because the previous month invoice has not been certified or locked.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

### 31. Duplicate Transaction (Line Item)

SUBJECT: Duplicate Transaction (Line Item)

---

Duplicate Transaction (Line Item) Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

A duplicate transaction was found for the CBA Invoice based on previously reconciled and paid transactions. This transaction is Unmatched with a duplicate classification. Please review and take the appropriate actions.

### 32. CBA Invoice Rejected by Vendor Pay System

SUBJECT: CBA Invoice Rejected by Vendor Pay System

---

<OSH Record status remarks>

### 33. Invalid DTS CBA Account

SUBJECT: Invalid DTS CBA Account

---

Account Number: <account number>

Date Received: <date received>

Invoice Number: <invoice number>

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

### 34. Notice of Delinquent CBA Invoice E-mail

SUBJECT: DTS Acknowledgement Delay Notice

---

DTS has not received acknowledgement from the Vendor Pay system for the following invoice:

CBA Account Number: <CbaAccNo>

Certification Date: <CertDate>

CBA Invoice Number: <InvNo>

PPA Start Date: <PpaStartDate>

Invoice Amount: <TotalAmt>

Date and Time of Invoice Submittal: <StatusDate>

An acknowledgement from DEBX/Vendor Pay is still outstanding. To ensure compliance with the Prompt Pay Act, please take action to contact Vendor Pay to validate that the submitted invoice was received and processed.

Please do not respond to this e-mail.

### 35. CBA Amendment Requires Additional Funding

SUBJECT: CBA Amendment Requires Additional Funding

---

An amendment initiated by the DTS CBA Transportation Officer for <traveler last name, traveler first name> for <travel document name> has failed auto-approval due to insufficient funds in the Budget Item(s) or because there was no budget item(s) for the associated LOA.

Please contact your FDTA for additional funds and apply the 'Approved' stamp as required.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil> Please do not reply to this email.

### 36. Unrecognized CBA Account Number

SUBJECT: Defense Travel System (DTS) Unrecognized CBA Account Number

---

DTS has identified a CBA form of payment in the PNR returned from the CTO that does not exist in the DTS CBA module.

Traveler: <traveler name>

Organization: <organization>

Document Name: <document name>

TANUM: <TANUM>

PNR Record Locator: <PNR locator>

FOP/CBA Account Nbr: <Masked credit card number>

Stamp: <cto status stamp>

The PNR from the CTO contains a CBA account number (identified above) for air or rail reservations that is not in the DTS CBA module. The travel document cannot be approved unless the account number is added in CBA and available to the traveler's organization.

A separate e-mail has been sent to the traveler, AO, TO, and DTA ID to notify them of the issue. To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

Please do not reply to this email.

### 37. DTS Cognos Connection - User Added

SUBJECT: DTS Cognos DTS Add User Notification

---

\$TravelerName, Welcome to DTS Cognos. Your profile has been changed so that you now have access to the DTS Cognos reporting tool. You can access this tool from your personal home page at the Reports tab. Your Cognos user account is number <account number>. This will display as your user name in the Cognos displays. You are not required to use or enter this number; it is for display purposes only.

Your account was created because your DTS profile was just changed and meets the Cognos access criteria: "Cognos Access" Indicator is Yes in your DTS profile. If this access criteria is changed to No or your DTS profile was removed from DTS, you will receive another notice.

### 38. DTS Cognos DTS - User Deleted

SUBJECT: DTS Cognos DTS Delete User Notification

---

\$TravelerName,

Your profile has been changed so that you no longer have access to the DTS Cognos reporting tool.

Your account was removed because your DTS profile was just changed and no longer meets the Cognos access criteria: "Cognos Access" Indicator must be Yes in your DTS profile. You should contact your DTA if there is an issue with this action. If your DTS profile is changed such that it meets this access criteria, you will receive another notice.

### 39. DTS Cognos DTS - Add User Failed

SUBJECT: DTS Cognos DTS Add User Failed Notification

---

Failed to add user account \$PasswdId for DTS user \$TravelerName.

Cognos Record ID: \$CognosUserQueueId

#### 40. DTS Cognos DTS - Delete User Failed

SUBJECT: DTS Cognos DTS Delete User Failed Notification

---

Failed to delete user account \$PasswdId for DTS user \$TravelerName.

Cognos Record ID: \$CognosUserQueueId

## 41. Authorization Approved as 'Limited'

SUBJECT: Authorization Approved as 'Limited'

---

Dear \$NAME,

Your \$DOCTYPE was stamped \$STATUS by \$STATNAME. Travel authorization number \$TANUM. The \$DOCTYPE was \$STATUS as "Limited".

Therefore, reimbursement of transportation related expenses and associated per diem will be adjusted to not exceed the limits provided by the Authorizing Official.

If your document contained Advances or Scheduled Partial Payments, this change did not affect any of the associated costs.

Please review your document for any changes related to the "allowed" costs for your trip.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 42. Authorization Approved as 'Limited' Supplemental

SUBJECT: Authorization Approved as 'Limited'

---

Dear \$NAME,

Your \$DOCTYPE was stamped \$STATUS by \$STATNAME. Travel authorization number \$ANUM.

The \$DOCTYPE was \$STATUS as "Limited". Therefore, reimbursement of transportation related expenses and associated per diem will be adjusted to not exceed the limits provided by the Authorizing Official.

If your document contained Advances or Scheduled Partial Payments, you will need to review the document for these cost changes.

Please review your document for any changes related to the "allowed" costs for your trip.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

### 43. Voucher from Authorization Approved as “Limited”

SUBJECT: Voucher from Authorization Approved as 'limited'

---

Dear \$NAME,

Your \$DOCTYPE was stamped \$STATUS by AO \$STATNAME. Travel authorization number \$ANUM.

The \$DOCTYPE was \$STATUS as “Limited.” Therefore, reimbursement of transportation related expenses and associated per diem will be adjusted to not exceed the limits provided by the Authorizing Official.

Please review your document for any changes related to the “allowed” costs for your trip.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

#### 44. Voucher from Authorization Approved with DTS Override

SUBJECT: Voucher from Authorization Approved with DTS Override

---

DATE: &TODAY&

FROM: Defense Travel System TO: &D-EMAIL&

Dear &NAME&,

Your &DOCTYPE& was stamped &STATUS& by AO &STATNAME&. Travel authorization number &TANUM1&.

The &DOCTYPE& was &STATUS& with a DTS Over Ride of the Limited Reimbursement Baseline Costs. Because transportation costs are non-reimbursable, the Authorizing Official's option to limit reimbursement does not apply and adjustments were made to your document for the reimbursement costs.

Please review your document for any changes related to the "allowed" costs for your trip.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

#### 45. Voucher from Authorization Approved with AO Override

SUBJECT: Voucher from Authorization Approved with AO Override

---

DATE: &TODAY&

FROM: Defense Travel System TO: &D-EMAIL&

Dear &NAME&,

Your &DOCTYPE& was stamped &STATUS& by &STATNAME&. Travel authorization number &TANUM1&.

The &DOCTYPE& was &STATUS& with an Over Ride of the Limited Reimbursement Baseline Costs due to mission reasons or circumstances beyond the travelers control. The Limited Reimbursement no longer applies and adjustments were made to your document for the reimbursement costs.

Please review your document for any changes related to the “allowed” costs for your trip.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg>.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 46. CTO BOOKED Notification

SUBJECT: Defense Travel System (DTS): Commercial Travel Office (CTO) Status Notification – CTO BOOKED

---

Dear <traveler name>,

Your travel authorization named <document name> has been processed by the Commercial Travel Office (CTO) and forwarded to your authorization official (AO). An electronic ticket will be issued three (3) business days before departure from the originating airport. If you require your ticket earlier than the standard 3 business days, please notify the CTO after you receive approval from your AO.

//Note: There are two similar emails. The one you receive may have a somewhat longer version of the above text, though it essentially says the same thing.//

The CTO booked segment(s) are listed below.

### AIR TRANSPORTATION

DATE	TIME	FLIGHT NUMBER	ORINATION/DESTINATION
<depdate>	<deptime>	<flight num>	<dep airport>/<arr airport>

### RENTAL CAR

DATE	LOCATION	COMPANY	TYPE VEHICLE
<pickup>	<location>	<rental agency>	<vehicle type>

### LODGING

DATES	LOCATION	COMPANY
<checkin>	<checkout>	<airport abbr> <hotel name>

Please review the above authorization information for accuracy. If the information is not correct, contact your CTO and AO immediately.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 47. CTO TICKETED Notification

SUBJECT: Defense Travel System (DTS): Commercial Travel Office (CTO) Status Notification - CTO TICKETED

-----

Dear <traveler name>,

The Commercial Ticket Office (CTO) has ticketed your travel authorization <document name>. Normally this is an electronic ticket unless the Airlines require a paper ticket to be used. In that case, the Commercial Travel Office will provide you the ticket. If you want a paper ticket, please notify your Authorizing Official (AO), as optional paper tickets will result in additional processing fees.

The CTO TICKETED segment(s) are listed below.

DATE	TIME	FLIGHT NUMBER	ORIGINATION/DESTINATION
<date>	<time>	<flight number>	<orig airport>/<dest airport>

COMMENTS FROM THE CTO:

RENTAL CAR COMMENTS: <rental car comments>

LODGING COMMENTS: <lodging comments>

RAIL COMMENTS: <rail comments>

Please review the above authorization information for accuracy. If the information is not correct, contact your CTO and AO immediately.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site Defense Travel Administrator for questions.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 48. CTO CANCELLED Notification

SUBJECT: Defense Travel System (DTS): Commercial Travel Office (CTO) Status Notification - CTO CANCELLED

---

Dear <traveler name>,

Your travel authorization <document name> has been cancelled. If you were issued a ticket, be aware that it has a monetary value, which belongs to the Government. Electronic tickets are processed for refund by the CTO at time of cancellation. If you were issued a paper ticket, you must return it to the CTO to begin the refund process.

Please review the above authorization information for accuracy. If the information is not correct, contact your CTO and AO immediately.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site Defense Travel Administrator for questions.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 49. Form of Payment Changed on PNR

SUBJECT: Defense Travel System (DTS) Form of Payment Has Changed

---

DTS has identified a change in the form of payment for the air or rail reservation in the PNR returned from the CTO for the document below:

Traveler: <traveler name>

Organization: <organization>

Document Name: <document Name>

TANUM: <TANUM>

PNR Record Locator: <PNR locator>

Stamp: CTO TICKETED

The booked or ticketed information returned from the CTO indicates a different method of payment (account number) than submitted. The request was submitted as <previous pay method> and the booked or ticketed information indicates <new pay method>.

Please verify the method of payment charged by the CTO and ensure the travel document correctly reflects the actual method of payment prior to voucher signing and approval. Failure to indicate the correct method of payment could lead to an error in reimbursement and a DUE US condition.

In addition, the CTO Fee should be verified as it should always have the same method of reimbursement as the air or rail reservations. For example, if the air or rail is CBA, the CTO Fee should also be CBA; if the air or rail is GOVCC, the CTO Fee should be GOVCC.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Replies to this message are undeliverable. Please do not reply.

## 50. Form of Payment Changed to GOVCC when Traveler is not a card holder

SUBJECT: Defense Travel System (DTS) Form of Payment Needs Verification

---

Please verify the form of payment for <traveler name> in travel document <document name>, <TANUM>. If the form of payment is incorrect, ensure your GOVCC is loaded in your profile. If your profile does not have the GOVCC loaded, you may need to contact your DTA to have your profile/ document updated to reflect your GOVCC for use as the form of payment. You may also need to contact the CTO if the form of payment should be different than what is in the document.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. REPLIES TO THIS MESSAGE ARE UNDELIVERABLE. PLEASE DO NOT REPLY.

## 51. Ignored PNR E-mail

SUBJECT: Defense Travel System (DTS) Unexpected PNR Received (<PNR locator>)

---

<if document has been vouchered> The CTO (commercial travel office) has returned a copy of the reservations to DTS after a voucher has been created for the trip below:

<if document is in CTO SUBMIT Status> The CTO (commercial travel office) has returned a copy of the reservations to DTS, but the authorization has not been signed after reservations were added or modified for the trip below:

<if travel is complete> The CTO (commercial travel office) has returned a copy of the reservations to DTS after travel has been completed for the trip below:

Traveler: <traveler name>

SSN: <masked SSN>

Organization: <organization>

Document Name: <document name>

TANUM: <TANUM>

PNR Record Locator: <PNR locator>

DTS has compared the arrangements in the PNR and has detected one or more changes but cannot automatically post changes to the authorization. You may want to contact the CTO to determine the reason for returning the reservations to DTS. You will need the PNR (passenger name record) locator listed above when you contact them.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. REPLIES TO THIS MESSAGE ARE UNDELIVERABLE. PLEASE DO NOT REPLY.

## 52. Notice of Reservation Error

SUBJECT: Notice of Reservation Error

---

This email has been sent by the Defense Travel System after detection of a possible error in use of the Government Travel Charge Card. The Government Travel Charge Card in your profile does not match the card provided to the CTO for reservations on the following DTS Travel Document

<Document Name>. Please contact the TAC immediately at (888) 435-7146 for further assistance.

DTA:

You have been included on this message for informational purposes. The DTS Travel document: <Document Name> is for <traveler's name> in your organization.

Your assistance may be required by your Traveler to confirm the Government Travel Charge Card used to book travel is correct.

TRAVELER'S DTA CONTACT INFO: <Traveler's DTA contact info>

If additional information is required, contact the DTS Travel Assistance Center (TAC) at (888) 435-7146.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Replies to this message are undeliverable. Please do not reply.

### 53. Notice of Reservation Error

SUBJECT: Notice of Reservation Error

---

This email has been sent by the Defense Travel System after detection of a possible error in use of <Cardholder's Name> Government Travel Charge Card.

<Cardholder's Name>:

The Government Travel Charge Card in your DTS profile has been used for reservations for a traveler, whose name does not match yours. Please refer to document: <Document Name>. Please contact the TAC immediately at (888) 435-7146 for further assistance.

DTA:

You have been included on this message for informational purposes. Your assistance may be required by <Cardholder's Name> to confirm the valid use of their Government Travel Charge Card.

CARDHOLDER'S DTA CONTACT INFO: <Cardholder's DTA contact info>

If additional information is required, contact the DTS Travel Assistance Center (TAC) at (888) 435-7146.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Replies to this message are undeliverable. Please do not reply.

**54. DTS Due U.S. Notification (Cancel)**SUBJECT: DTS Due U.S. Notification (Cancel)  

---

Your voucher, signed by the Non-DTS Entry Agent, indicates a debt may be owed to the Government if approved as submitted.

Name of traveler: \$TRAVELERNAME

Name of travel document: \$DOCUMENTNAME TANUM: \$TANUM

Organization: \$ORGANIZATION

Potential Amount Due Government: \$AMTDUEGOV

After the Authorizing Official approves your voucher, you will receive an electronic notification indicating the amount of your debt, if any. If you are a civilian traveler and your debt is due to a Non- ATM Advance, you must repay this debt immediately. If the debt is not repaid within 15 days, payroll collection action will be taken. If you are a military traveler, this debt must be paid in 30 days or payroll collection action will be taken. As the receipt of a non-ATM advance generated your potential debt amount, you cannot submit a request for waiver, remission, or cancellation of the debt.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 55. DTS Due U.S. Notification (Final)

Subject: DTS Due U.S. Notification (Final)

---

Your voucher, signed by the Non-DTS Entry Agent, indicates a debt may be owed to the Government if approved as submitted.

Name of traveler: \$TRAVELERNAME

Name of Travel Document: \$DOCUMENTNAME TANUM: \$TANUM

Organization: \$ORGANIZATION

Potential Amount Due Government: \$AMTDUEGOV

After the Authorizing Official approves your voucher, you will receive an electronic notification indicating the amount of your debt, if any. If your voucher is approved with an amount owed to the Government, you will have 30 days from the date of the electronic notification to make payment or submit a for waiver, remission, or cancellation of the debt.

Please contact your Debt Management Monitor for instructions on how to make payment or how to request a waiver.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 56. DTS Advice of Payment Rejection Notification

SUBJECT: DTS Advice of Payment Rejection Notification

---

Travel Authorization Number: ~TANUM

Document Name: ~DocumentName

Traveler: ~TravelerName

Advice of Payment

Voucher Number: ~VoucherNumber

Rejection Error: ~RejectionError

Paid Amount: ~AmountPaid

Voucher Amount: ~VoucherAmount

Received Date: ~Date

---

The Advice of Payment received for the referenced voucher, was rejected because the amount of the payment did not equal the voucher invoice.

Please contact your help desk for assistance. Please do not respond to this e-mail.

## 57. AOP Amount Does Not Match the Voucher Amount

SUBJECT: DTS Advice of Payment Rejection Notification

---

An Advice of Payment received for the referenced voucher was rejected because the total principal amount of the payment did not equal the Net-to-Traveler amount on the voucher invoice.

Advice of Payment

Voucher Number: ~InvoiceNumber

Received Date: ~TransactionDate

TANUM: ~TANUM

Name of Travel Document: ~Vchnum

Total Advice of Payment Principle Amount: ~TotalPrincipalAmounts

Net to Traveler Voucher Amount: ~Net\_to\_Traveler\_Amount

Please contact your DTS help desk for assistance. PLEASE DO NOT RESPONSE TO THIS E-MAIL.

**58. Notice of Over Collection of Due U.S.**SUBJECT: DTS Notice of Over Collection of Due U.S.  

---

Name of Traveler: ~TravelerName

Name of Travel Document: ~DocumentName

TANUM: ~TANUM

Organization: ~Organization

Voucher Approval Date: ~VouchAppDate

Original Amount Due Government: ~Amount

Total Amount Remitted: ~AmountRemitted

Amount Overpaid and Due Traveler: ~AmountDueTraveler  

---

An Advice of Collection has been received that includes a collection amount that exceeds the balance of the outstanding debt that was owed.

Due to an over collection of the amount owed to the Government, you have a balance due you. In order to be reimbursed for the balance, create and sign an amendment to your voucher.

No change to the voucher is necessary on your part, DTS will automatically compute the balance owed to you based on the over-collection. You can confirm the balance on the Payment Totals page under Additional Options.

Check with your DMM if additional help is required in order to complete this action. To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

PLEASE DO NOT RESPOND TO THIS E-MAIL.

## 59. Satisfactory Repayment of a Debt

SUBJECT: Satisfactory Repayment of a Debt

---

Traveler Name: ~TravelerName

Travel Document Name: ~Vchnum

TANUM: ~TANUM

Organization: ~Organization

Voucher Approval Date: ~VoucherApprovalDate

Amount Due Government: ~DueUSAmount

Total Amount Remitted: ~TotalAmountRemitted

Date Debt Paid in Full: ~DebtSatisfiedDate

---

Current documentation history indicates that the original debt amount for this travel document has been reduced to zero.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 60. Notice of Collection Action E-mail

SUBJECT: Notice of Collection Action E-mail

---

Travel Authorization Number: ~TANUM

Document Name: ~DocumentName

Traveler: ~TravelerName

Organization: ~Organization

Voucher Approved Date: ~VoucherAppDate

Collection Notice Amount: ~CancelAmount

Collection Notice Submit Date: ~CancelDate

Net Amount Due Government: ~Amount

---

A notice for collection has been submitted to the pay system to collect the debt outstanding from the referenced travel document.

If you choose to repay the debt, please contact your disbursing office and your DTA to arrange re-payment. If the debt is repaid, the collection action for the outstanding debt will be cancelled.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 61. Notice to Initiate Collection

SUBJECT: DTS Notice to Initiate Collection.

---

Travel Authorization Number: ~TANUM

Document Name: ~DocumentName

Traveler: ~TravelerName

Transmittal Number: ~TransNum

Last Name: ~LName

First Name: ~FName

Middle Initial: ~MidInitial

SSN: ~SSNum

Organization: ~Oranization

Action Code: ~Code

Transaction ID: ~TransID

Amount: ~Amount

Amount Per Pay Period: ~AmountPPP

LOA: ~LOA

Standard Doc Number: ~SDN

Collection Authorizing Officials Name: ~CAName

Authorizing Officials Phone: ~AuthOfficialPhone

Authorizing Officials E-mail: ~AuthOfficialEmail

---

A collection action is requested for the following individual to recoup payment(s) made to a traveler that exceeded trip expenses.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 62. Reminder of Waiver Request Status

SUBJECT: DTS Reminder of Waiver Request Status

---

Traveler Name: ~FName ~LName

Travel Document Name: ~Vchnum

Organization: ~Organization

TANUM: ~TANUM

LOA(s)/Due U.S. Amount(s): ~LOA

Voucher Approval Date: ~ApprovalDate

Total Net Amount Due Government: ~DueUSAmount

Waiver Request Amount: ~WaAmount

Waiver Request Submission Date: ~WaStatusDate

Current Waiver Status: ~WaStatus

A Waiver Request has been recorded in DTS for the above document and has not been updated in excess of 60 days. Action to collect the debt or adjust the amount of the debt cannot be initiated until the waiver process has been completed. Please contact the appropriate individual to check the status of the waiver and update the travel document as necessary.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this email.

### 63. Duplicate AOC Rejection Notification

SUBJECT: DTS Advice of Collection Rejection Notification

---

The Advice of Collection (AOC) received for the referenced travel document was rejected because the AOC included duplicate transaction ID and cash collection voucher number data previously received and processed by DTS.

TANUM: ~TANUM

Name of Travel Document: ~Vchnum

Cash Collection Voucher Number (recorded in DTS): ~PrevInvNumber

Received Date (recorded in DTS): ~PrevTransDate

Cash Collection Voucher Number (subsequent occurrence): ~CurrInvoiceNumber

Received Date (subsequent occurrence): ~CurrTransDate

Please contact your DTS Help Desk for assistance. Please do not respond to this e-mail.

## 64. Debt Notification (Non-FACTS)

SUBJECT: DTS Notification of Debt

---

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a balance due to the Government based on the following information:

Name of Traveler: <First MI Last>

Due U.S. Amount(s): \$<Amount>

9-Digit Transaction ID: <Trans ID>

Total Amount due to Government: \$<Amount>

You have 30 days from the date of this notification to make your payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll deduction.

Should you have any questions regarding this debt, please check with your organization's Debt Management Monitor (DMM). Refer to <http://www.defensetravel.dod.mil/site/go.cfm?con> to locate your Local Level Support Contacts.

Methods to Pay your Debt:

Pay Electronically:

Click <https://www.pay.gov/public/form/start/64632045>. You can submit your payment(s) from your bank account, debit card, or credit card. Read more by visiting the [www.pay.gov](http://www.pay.gov) website!

Payroll Deduction: For instructions on how to request voluntary payroll deduction or a waiver/ remission or cancellation of the debt, contact your Debt Management Monitor and/or Authorizing Official (AO), which can be located via the Travel Assistance Center.

Pay by Mail: To mail your payment, make your check or money order payable to: "U.S. Treasury, DSSN 3801". Be sure to include your 9-digit transaction ID (provided above) on the memo line! Then, send your payment to:

Disbursing Operations

ATTN: 3801 DTS Remittance

8899 E 56th STREET

Indianapolis, IN 46249

If you have any questions regarding a payment already made, you can contact the Disbursing Operations Directorate via email at

[dfas.indianapolis-in.jfd.mbx.dtsdebtpaygovinquiry@mail.mil](mailto:dfas.indianapolis-in.jfd.mbx.dtsdebtpaygovinquiry@mail.mil).

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not reply to this email.

---

Name of Travel Document: <DTS travel document name>

---

Travel Authorization Number: <TANUM>

LOA: <Due U.S. LOA elements>

Due U.S. Amount(s): \$<Amount>

Accounts Receivable Transaction ID: <Trans ID>

Total Amount due to Government: \$<Amount>

Organization: <Organization>

Voucher Approval Date: <MM/DD/YYYY>

## 65. Debt Notification (FACTS)

SUBJECT: DTS Notification of Debt

---

The Financial Accounting and Corporate Tracking System has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Traveler Name: <Traveler Name>

SSN: <Masked SSN>

Organization: <Organization>

TANUM: <TANUM>

Travel Document Name: <Document Name>

Voucher Approved Date: <Approved Date>

Total Amount Due Government: <Amount>

Accounting Information

Due U.S. LOA: <LOA>

Due U.S. Amount \$<Amount>

Initial Accounts Receivable Transaction ID: <Trans ID>

You have 30 days from the date of this notification to make payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll deduction. If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSSN 6944, and send your payment, along with a copy of this email, to:

Finance and Accounting Office

9800 Savage Road

Attn: Disbursing, Suite 6858

Ft. Meade, MD 20755-6858

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored\_\_\_\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact your DIA Debt Management Monitor or email [DTSDebtCollection@dodiis.mil](mailto:DTSDebtCollection@dodiis.mil). For instructions on how to request voluntary payroll deduction or a waiver/remission or cancellation of the debt, you should contact your DIA Debt Management Monitor and/or Authorizing Official (AO).

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this email.

## 66. Supplemental Debt Notification (FACTS)

SUBJECT: Supplemental Debt Notification

---

Recently, you were sent a debt notification indicating that another notice would be sent with additional information. The previous notification should be discarded. You should now include this notification in any payments made against this debt.

The Financial Accounting and Corporate Tracking System has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: <Traveler Name>

SSN (of Traveler): <Masked SSN>

Organization: <Organization>

TANUM: <TANUM>

Travel Document Name: <Document Name>

Voucher Approved Date: <Approved Date>

Total Amount Due Government \$<Amount>

Accounting Information: <Accounting Detail>

Due U.S. LOA: <LOA>

Due U.S. Amount: \$<Amount>

Initial Accounts Receivable Transaction ID: <Trans ID>

In the notice sent to you earlier, you were advised that your debt was due to a Non-ATM Advance, and that you must repay the debt immediately. Additionally, you were advised that payroll collection action would be taken if the debt were not repaid within 15 days of the Voucher Approval Date (shown above) unless you are a military traveler. If you are a military traveler, this debt must be paid 30 days from the Voucher Approval Date (shown above) to avoid payroll collection. As the receipt of a non-ATM advance generated your debt amount, you cannot submit a request for waiver, remission, or cancellation of the debt.

If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSSN 6994, and send your payment, along with a copy of this e-mail, to:

Finance and Accounting Office

9800 Savage Road

Attn: Disbursing, Suite 6858

Ft. Meade, MD 20755-6858

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored\_\_\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact your DIA Debt Management Monitor or e-mail [DTSDebtCollection@dodiis.mil](mailto:DTSDebtCollection@dodiis.mil).

For instructions on how to request voluntary payroll deduction or a waiver/remission or cancellation of the debt, you should contact your DIA Debt Management Monitor and/or Authorizing Official (AO).

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

Please do not respond to this e-mail.

## 67. DTS Final Adjusting Obligation Transaction Reject Notice

SUBJECT: DTS Final Adjusting Obligation Transaction Reject Notice

---

DTS has received a reject from the accounting system for the following transaction:

Name of Traveler: ~TravelerName

SSN (of Traveler): ~MaskedSSN

Name of Travel Document: ~DocumentName

Travel Authorization Number: ~TANUM

LOA Labels: ~LoaLabel

Organization: ~OrgName

Date of submission: ~SubmissionDate

Type of transaction Rejected

Final Adjusting Obligation Error Message(s): ~RejectError

~ Address

The transaction associated with the referenced travel document has been rejected by the DoD accounting system. Please contact your accounting system to inform them of the failed posting of the final adjusting obligation and the necessity for the accounting system to post the transaction manually.

If accounting indicates that the final adjusting obligation can be posted, contact the Travel Assistance Center for assistance.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 68. DTS Notification of Payroll Collection (MCTFS)

SUBJECT: DTS Notification of Payroll Collection

---

Due Process was served on this document 27 days ago for the debt listed below. DTS shows that no action has been taken on the debt since that time.

If no action is taken in the next five days, this debt will be automatically referred to payroll for collection.

Name of Traveler: <Traveler Name>

Name of Travel Document: <Document Name>

Travel Authorization Number: <TANUM>

LOA: <LOA>

Transaction ID: <Transaction ID>

SDN: <SDN>

Amount: <Amount>

Organization: <Organization Name>

DUE PROCESS Served Date: <Date for due process served>

Total Amount Due Government: <Amount>

---

Your Debt Management Monitor (DMM) has the ability to delay this collection action if necessary. If DTS receives notification that a collection was received in full in the next five days, this debt will not be referred to payroll. If you have any questions, please consult your DMM or refer to the Debt Management Monitor Roles and Responsibilities, located on the Defense Travel website at [http://www.defensetravel.dod.mil/Sections/DTS\\_FDTA.cfm#DMM](http://www.defensetravel.dod.mil/Sections/DTS_FDTA.cfm#DMM).

For direct remittance, make your check or money order payable to: U.S. Treasury DSSN ~DSSN. Send your payment, along with a copy of this email to:

Disbursing Operations ATTN: 3801 DTS Remittance 8899 E 56TH STREET

Indianapolis, IN 46249

Please do not respond to this email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For [http://www.defensetravel.osd.mil/Sections/DTS\\_FDTA.cfm#DMM](http://www.defensetravel.osd.mil/Sections/DTS_FDTA.cfm#DMM), use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 69. Due U.S. Waiver/Appeal of Debt (Non-FACTS)

SUBJECT: Due U.S. Waiver/Appeal of Debt

---

Your request for a waiver/remission of debt (or appeal request) has been recorded in DTS.

Traveler Name: ~FName ~LName

Organization: ~Organization

TANUM: ~TANUM

Travel Document Name: ~Vchnum

Voucher Approval Date: ~CurrDate

Total Amount Due Government: ~AmtDueGov

Waiver/Appeal Request Amount: ~WaiverAmt

Waiver/Appeal Request Submission Date: ~WaiverDate

Accounting Information

Due U.S. LOA: ~LOA

Due U.S. Amount: ~Amount

Initial Accounts Receivable Transaction ID: ~ID

While your request is being reviewed no collection action will be taken. You will be notified of the result of your waiver/remission request or appeal and this data must be provided to the Debt Management Monitor so that the DTS record can be updated.

If your request is denied or partially approved, you must pay the amount of the debt within 30 days of receipt of the denied waiver request to prevent automatic collection through payroll deduction.

For direct remittance, make your check or money order payable to: U.S. Treasury, DSSN 3801. Send your payment, along with a copy of this email to:

Disbursing Operations ATTN: 3801 DTS Remittance 8899 E 56th STREET Indianapolis, IN 46249

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact DFAS-ATDT/DEDE via email, [checkremittanceinquiry-de@dfas.mil](mailto:checkremittanceinquiry-de@dfas.mil).

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 70. Due U.S. Waiver/Appeal of Debt (FACTS)

SUBJECT: Due U.S. Waiver/Appeal of Debt

---

Your request for a waiver/remission of debt (or appeal request) has been recorded in DTS.

Traveler Name: ~FName ~LName

SSN (of Traveler): ~Masked SSN

Organization: ~Organization

TANUM: ~TANUM

Travel Document Name: ~Vchnum

Voucher Approval Date: ~CurrDate

Total Amount Due Government: ~AmtDueGov

Waiver/Appeal Request Amount: ~WaiverAmt

Waiver/Appeal Request Submission Date: ~WaiverDate

Accounting Information

Due U.S. LOA: ~LOA

Due U.S. Amount: ~Amount

Initial Accounts Receivable Transaction ID: ~ID

While your request is being reviewed no collection action will be taken. You will be notified of the result of your waiver/remission request or appeal and this data must be provided to the Debt Management Monitor so that the DTS record can be updated.

If your request is denied or partially approved, you must pay the amount of the debt within 30 days of receipt of the denied waiver request to prevent automatic collection through payroll deduction.

For direct remittance, make your check or money order payable to: U.S. Treasury, DSSN 6944. Send your payment, along with a copy of this email to:

Finance and Accounting Office 9800 Savage Road

Attn: Disbursing, Suite 6858 Ft. Meade, MD 20755-6858

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored\_\_\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact your DIA Debt Management Monitor or email [DTSDebtCollection@dodiis.mil](mailto:DTSDebtCollection@dodiis.mil).

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this email.

## 71. Notification of Disposition of Waiver/Appeal Decision (Non-FACTS)

SUBJECT: DTS Notification of Disposition of Waiver/Appeal Decision

---

Your request for a waiver/remission of debt or appeal has been reviewed and the disposition of your request recorded.

Name of Traveler: ~FName ~LName

TANUM: ~TANUM

Name of Travel Document: ~Vchnum

LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID: ~LOA

Voucher Approval Date: ~CurrDate

Original Amount of Debt: \$~OriginalAmt

Waiver Request Amount: \$~RequestAmt

Waiver Request Submission Date: ~RequestDate

Waiver Request Status: ~RequestStatus

Waiver Resolution Date: ~ApprovedDate

Waiver Amount Approved: \$~ApprovedAmt

Total Net Amount Due Government: \$~Amount

If the net amount due the Government is greater than zero, you have 30 days from the date of this notification to make payment. Action will automatically be taken after 30 days to collect the debt via payroll deduction.

For direct remittance, make your check or money order payable to: U.S. Treasury, DSSN 3801. Send your payment, along with a copy of this email to:

Disbursing Operations ATTN: 3801 DTS Remittance 8899 E 56TH STREET

Indianapolis, IN 46249

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored\_\_\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact DFAS-ATDT/DEDE via email, [checkremittanceinquiry-de@dfas.mil](mailto:checkremittanceinquiry-de@dfas.mil).

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this email.

## 72. Notification of Disposition of Waiver/Appeal Decision (FACTS)

SUBJECT: DTS Notification of Disposition of Waiver/Appeal Decision

---

Your request for a waiver/remission of debt or appeal has been reviewed and the disposition of your request recorded.

Name of Traveler: ~FName ~LName

SSN (of Traveler): ~Masked SSN TANUM: ~TANUM

Name of Travel Document: ~Vchnum

LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID: ~LOA

Voucher Approval Date: ~CurrDate

Original Amount of Debt: \$~OriginalAmt

Waiver Request Amount: \$~RequestAmt

Waiver Request Submission Date: ~RequestDate

Waiver Request Status: ~RequestStatus

Waiver Resolution Date: ~ApprovedDate

Waiver Amount Approved: \$~ApprovedAmt

Total Net Amount Due Government: \$~Amount

If the net amount due the Government is greater than zero, you have 30 days from the date of this notification to make payment. Action will automatically be taken after 30 days to collect the debt via payroll deduction.

For direct remittance, make your check or money order payable to: U.S. Treasury, DSSN 6944. Send your payment, along with a copy of this e-mail to:

Finance and Accounting Office 9800 Savage Road

Attn: Disbursing, Suite 6858 Ft. Meade, MD 20755-6858

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored\_\_\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact your DIA Debt Management Monitor or email [DTSDebtCollection@dodiis.mil](mailto:DTSDebtCollection@dodiis.mil).

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this email.

### 73. Notice of Collection Fail E-mail

SUBJECT: Action Required DTS Payroll Collection Reject ~TravName

---

Issue/Action: A reject has been received on the referenced travel document

Resolution/Next Step: Please refer to Appendix B of the Debt Management Monitor Roles and Responsibilities for guidance on the appropriate next step. The DMM Roles and Responsibilities can be found on the Defense Travel web site at [http://www.defensetravel.dod.mil/Sections/DTS\\_FDTA.cfm#DMM](http://www.defensetravel.dod.mil/Sections/DTS_FDTA.cfm#DMM).

Details: ~Details

Name of Traveler: ~TravName

Name of Travel Document: ~DocumentName

TANUM: ~TANUM

Total Amount Due Government: \$~Amount

Organization: ~OrgName

Payroll System: MCTFS

Error Message(s): ~RejectError

Please do not respond to this e-mail.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>

Help: If you need assistance or have questions regarding this e-mail, please contact your FDTA or DTA. Privacy Act Notice:

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized access may result in both civil and criminal penalties. This e-mail communication contains information subject to the provisions of the Privacy Act (P.L. 93-579). This personal data is intended only for the use of the individual(s) addressed above and is to be treated in a confidential manner. If you have received this e-mail in error, please notify your organization's Defense Travel Administrator or local help desk.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 74. Defense Travel System Correspondence

SUBJECT: Defense Travel System Correspondence

---

Voucher ~vchnum for trip ~TANUM for ~TravelerName has been ignored, since a previous voucher was stamped 'PAY PROCESS IGNORE'.

Please do not respond to this e-mail.

## 75. DEBX Acknowledgement Has Not Been Received

SUBJECT: DTS Acknowledgement Delinquency Notice

---

DTS has not received acknowledgement from the accounting system for the following transaction:

~ Vchnum

~TravelerName

~Organization

~Doctype

~TransactionDate

~UASN

~TransactionAmount

~TransactionID

Proper document processing depends on acknowledgement of these transaction(s). Please take action to contact the appropriate authority to investigate this transaction.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 76. DTS Acknowledgement Delinquency Notice By Org

SUBJECT: DTS Acknowledgement Delinquency Notice By Org

---

DTS has not received acknowledgement from the accounting system for the following transactions:

DocumentName	Traveler	Org	DocType
~Vchnum	~TravelerName	~Organization	~Doctype
TranstationDate	UASN	Amount	TransactionID
~TransactionDate	~UASN	~TransactionAmount	~TransactionID

Proper document processing depends on acknowledgement of these transaction(s). Please take action to contact the appropriate authority to investigate these transaction(s). Please do not respond to this e-mail

## 77. Payment Notice

SUBJECT: Defense Travel System: Payment Notice

---

Dear <Traveler Name>,

Your document <DocumentName> has just been stamped <Stamp Type> in DTS.

PAYMENT INFORMATION:

TANUM: <TANUM>

Disbursing Office Voucher Number (DOV): <DOV Number>

Disbursing Station Symbol Number (DSSN): <Station Number>

Effective Payment Date: <Response Status Date>

Total Amount Paid: <Total Amt>

Amount Paid to Traveler: <EFT Amt>

Payment Type: **Electronic Funds Transfer (EFT) or Check\***

Account Type: **Checking or Savings**

EFT Trace Number: <Trace Number>

Amount Paid to the GOVCC: <Amt to CreditCardPayee>

The amount paid to the GOVCC was sent directly to the GOVCC vendor.

\*Fields and wording vary slightly if result is "Check"

If you have questions regarding any of the above information, please contact your DTA. If you need to make changes to your EFT Bank Account or GOVCC data, please update your traveler profile.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at:

<http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please do not respond to this email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 78. Payment Return for Invalid EFT Account Information

SUBJECT: Notice of Payment Return for Invalid EFT Account Information

---

On <Date>, we received notice from the Disbursing System that your request for payment in the amount of <EFT Return Amount> was returned because of invalid Electronic Funds Transfer (EFT) account information.

In your voucher you requested a split disbursement in the amount of <\$Amount> be sent to the Charge Card Vendor. That payment was made and is not affected by this notice.

DTS will resubmit your request for payment to your EFT account after your Approving Official has approved your amended voucher.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil> and login using your Public Key Infrastructure (PKI) certificate and password. Select <Document Name> from your list of vouchers and view your EFT account information (routing number and account number). Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS. Use the following information to locate your voucher in DTS:

- Travel Authorization Number: <TANUM>
- Document Name: <Document Name>
- Travel Dates: <TDY start date> to <TDY end date>

If you are unfamiliar with how to amend your voucher, instructions can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create A Voucher from Authorization" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, "Adjusting/ Amending Documents". During the signature process, please insert a comment to your Approving Official that your amendment is generated to receive payment due to an EFT return. If you need assistance or have questions regarding this e-mail, contact your Commander/Supervisor.

Please do not respond to this e-mail.

## 79. Negative Paid to Personal Account E-mail

SUBJECT: Defense Travel System Correspondence

---

Voucher ~vchnum for traveler ~TravelerName with Authorization Number ~tanum implies a negative disbursement to the traveler's personal account. This is not possible. (Funds cannot be withdrawn from the account through DTS.) Disbursement to the personal account for this voucher has been adjusted to zero, and ~Net\_To\_Traveler will be paid to the traveler's government charge card account.

Please do not respond to this e-mail.

## 80. Negative Paid to AMEX E-mail

SUBJECT: Defense Travel System Correspondence

---

Voucher ~vchnum for traveler ~TravelerName Authorization Number ~tanum implies a negative disbursement to the traveler's government charge card account. This is not possible. (Funds cannot be withdrawn from the account through DTS.) Disbursement to the government charge card account for this voucher has been adjusted to zero, and ~Net will be paid to the traveler's personal account.

Please do not respond to this e-mail.

## 81. No GOVCC Account E-mail

SUBJECT: Defense Travel System Correspondence

---

Voucher ~Vchnum for traveler ~TravelerName has no government charge card information in the traveler profile.

Payments in voucher (Authorization Number ~TANUM and Document Name ~Vchnum) that had been allocated to GOVCC have been reallocated to ~account.

Please do not respond to this e-mail.

## 82. Signed T-ENTERED Notice

SUBJECT: Defense Travel System (DTS): Official Travel Document

---

An official travel document \$VCHNUM was created and stamped \$STATUS on your behalf by your Non Defense Travel System Entry Agent (NDEA). Please log into DTS to make any necessary adjustments if the document has not been stamped APPROVED or create an amendment if the document has already been stamped APPROVED.

### TRAVELER ACTION NEEDED

- Review travel document \$VCHNUM by logging into DTS.
- Create any necessary adjustments if the document has not been stamped APPROVED or create an amendment if the document has already been stamped APPROVED.
- Your NDEA has created the Travel Voucher on your behalf and signed the voucher "T-ENTERED" to route the document for approval. You must provide a signed paper voucher to the NDEA for audit purposes.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site DTA for questions concerning your documents. Please do not respond to this e-mail.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

### 83. Document Returned Notice

SUBJECT: Defense Travel System Travel Document Returned Notice!

---

Dear \$NAME,

Your \$DOCTYPE was stamped RETURNED by \$NAME.

Travel authorization number \$TANUM cannot be completed because:

\$comments from AO

Returned Authorization and Traveler Voucher documents can be amended by selecting the Amend link associated with the rejected document within DTS. Local Vouchers cannot be amended. A new Local Voucher must be created using DTS.

#### TRAVELER ACTION(S) NEEDED

- Returned Authorization, Voucher, and Local Voucher documents can be adjusted by selecting the View/Edit link associated with the document within DTS. Un-check the View Only checkbox and change the document as needed. Then Sign (or NDEAs can T-Enter Vouchers) the document.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site DTA for question concerning your travel documents.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 84. Travel Document Approval Notification

SUBJECT: Defense Travel System Travel Document Approval Notification

---

This notification was generated to inform you that a Defense Travel System &DOCTYPE& named &VCHNUM& for &NAME& with authorization number of %TANUM% was just stamped APPROVED by &NAME&.

There is no action required in response to this notification.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

Please do not respond to this e-mail.

## 85. Defense Travel System Correspondence

SUBJECT: Defense Travel System Correspondence

---

\$TODAY

\$NAME

\$ORG

\$ADDRESS1

\$ADDRESS2

\$CITY, \$STATE \$ZIP

\$DEMAIL

This letter is to notify you that your Defense Travel System

\$DOCTYPE named \$VCHNUM was just stamped \$STATUS by \$STATNAME.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 86. Defense Travel System Correspondence

SUBJECT: Defense Travel System Correspondence

---

**\$TODAY**

This letter was generated to inform you that a Defense Travel System **\$DOCTYPE** named **\$VCHNUM** for **\$NAME** with authorization number of **\$TANUM** was just stamped **\$STATUS** by **\$STATNAME** and is awaiting your attention.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 87. OCONUS Trip Notification

SUBJECT: Defense Travel Systems (DTS) OCONUS Trip Notification!

---

This letter is to notify you that ~TravelerName Defense Travel System Authorization ~DocumentName has a trip with Foreign Travel in its Itinerary. Please access this document for further details by logging into Defense Travel System (DTS) at <https://www.defensetravel.osd.mil>.

For assistance with approving processes, policies, and procedures, please refer the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

**Note:** The email that DTS sends (above) contains an incorrect link; until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp> use <https://www.travel.dod.mil/Training/> and search for the document you need.

**88. VoucherNumber + “TRIP ITINERARY”**

SUBJECT: VoucherNumber + “TRIP ITINERARY”

-----  
Comments: \$!comments

DTS Detailed Travel Itinerary for \$!name

DTS Document Name \$!vchnum

DTS / CTO Confirmation: \$!pnr (Please reference this number when contacting the CTO.)

Travel / TDY Information:

Trip Type: \$!trip.tripType

Trip Purpose: \$!trip.tripPurpose

Trip Description: \$!trip.tripDescription

Overall Starting Point Time Zone: \$!trip.tripStartTimeZone

Leave From: \$!trip.startLocation.city, \$!trip.startLocation.state

Leave: \$!trip.startDate

(\$!tripLocation in \$!trip.tripLocations)

Location \$!velocityCount - \$!tripLocation.location.city, \$!tripLocation.location.state

Time Zone: \$!tripLocation.arrivalTripItem.timeZone

Leave From: \$!tripLocation.departureFrom.city, \$!tripLocation.departureFrom.state

TDY Location: \$!tripLocation.location.city, \$!tripLocation.location.state

Arrive: \$!tripLocation.formattedStartDate

Leave: \$!tripLocation.formattedEndDate

Overall End Point Time Zone: \$!trip.tripEndTimeZone

Return Location: \$!trip.endLocation.city, \$!trip.endLocation.state

Arrive: \$!trip.endDate

&lt;If Air Reservations Exist&gt;

\$!TDYReservationStatus in \$!reservationSummary.orderedItinerary

\$!TDYReservationStatus.transportationMode == \$!airMode

\$!airReservation = \$!TDYReservationStatus

\$!airReservation.displayDateFlag

-----  
\$!airReservation.departureDateAsString

\*\*\* Air \*\*\*

**<For Each Air Reservation>**

\$DTSAirAvailLeg in \$airReservation.selectedSeg.legs  
 \$leg = \$DTSAirAvailLeg \$velocityCount)  
 \$!leg.carrier  
 Flight: \$!leg.flightNumber  
 \$!leg.departureTimeAsString \$!leg.departureAirport \$!leg.departureAirportDesc  
 \$!leg.arrivalTimeAsString \$!leg.arrivalAirport \$!leg.arrivalAirportDesc  
 Depart: \$!leg.departureDateAsString  
 Arrive: \$!leg.arrivalDateAsString  
 Elapsed Travel Time: \$!leg.travelTime  
 Seat: \$!airReservation.findSeatNumber(\$!leg)  
 Air Confirmation: \$!leg.confirmationNumber  
 Frequent Flyer:  
 Special Requests:

**<If Lodging Reservations Exist>**

\$TDYReservationStatus.transportationMode == \$hotelMode  
 \$hotelReservation = \$TDYReservationStatus  
 \$hotelReservation.displayDateFlag  
 -----  
 \$!hotelReservation.checkinDateAsString  
 \*\*\* Lodging \*\*\*

**<For Each Lodging Reservation>**

\$!hotelReservation.hotelName  
 #foreach(\$FreeTextLine in \$hotelReservation.address)  
 Check In: \$!hotelReservation.checkinDateAsString  
 Check Out: \$!hotelReservation.checkoutDateAsString  
 Hotel Confirmation: \$!hotelReservation.confirmationNumber  
 Frequent Guest:  
 Special Requests:  
 Room: \$GenericString in \$hotelReservation.roomInfoList  
 Hotel Policies:

Cancellations not received according to hotel policy may result in

financial obligations such as cancellation penalties. For the hotel cancellation policy, view “Additional Hotel Information” or the property web site.

<If Rental Car Reservations Exist>

\$TDYReservationStatus.transportationMode == \$carMode

\$carReservation = \$TDYReservationStatus

\$carReservation.displayDateFlag

-----  
 \$!carReservation.pickupDateAsString

\*\*\* Car \*\*\*

<For Each Rental Car Reservation>

\$!carReservation.providerName

\$!carReservation.pickupLocationCode -

\$!carReservation.pickupLocation.city,\$!carReservation.pickupLocation.state

\$!carReservation.counterLocationValue

Pickup: \$!carReservation.pickupDateAsString

Time: \$!carReservation.pickupTimeAsString

Drop-off: \$!carReservation.dropoffDateAsString

Time: \$!carReservation.dropOffTimeAsString

Class: \$!carReservation.vehClassSizeValue

Car Confirmation: \$!carReservation.confirmationNumber

Frequent Renter:

Special Request:

## 89. Send Voucher Split Adjusted Notification E-mail

SUBJECT: Defense Travel System Correspondence

---

The document ~vchnum for traveler ~TravelerName with Authorization Number ~TANUM contained a split disbursement payment that has been changed. This payment could be from a Voucher, Local Voucher or Scheduled Partial Payment (SPP). The amount approved for payment to the Government Travel Charge Card (GTCC) account could not be made and the \$~Net was made to the traveler's bank account. This EFT/personal payment was necessary due to the timing of the payment and the transition to the new GTCC vendor.

The traveler must ensure that the funds sent to their personal account are used to make a direct payment to the appropriate GTCC vendor.

For web payments to the Bank of America, use [myeasypayment.com](https://myeasypayment.com). For web payments to Citi, follow the Electronic Access System On-Line System instructions.

The traveler's Defense Travel Administrator (DTA) should forward this e-mail to the local GTCC Account Program Coordinator (APC).

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 90. Document Edit Lock Removed

SUBJECT: Document Edit Lock Removed

---

The travel document ~DocumentName that you were currently editing has been unlocked by ~DTAName so that another user can edit the document. Any changes that were not saved prior to the document being unlocked were not applied to the document.

Please contact your site Defense Travel Administrator or the above-mentioned individual who unlocked your document with questions.

## 91. FMS Rejected Disbursement

SUBJECT: FMS Rejected Disbursement

---

Name of travel document: <doc name>

Travel Authorization Number (TANUM): <TANUM>

Travel Authorization Approved Date: <MM/DD/YY>

Disbursement Reject Code:

Disbursement Reject Description:

Type of transaction Rejected (SPP, Advance, Voucher)

---

Your voucher identified above was rejected due to reason indicated. Contact your Finance Defense Travel Administrator (FDTA) or Authorizing Official (AO) to obtain instructions for submitting an amendment to your voucher.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 92. FMS Funds Approved Notice

SUBJECT: FMS Funds Approved Notice

---

Name of travel document: \$DOCUMENTNAME

Travel Authorization Number (TANUM): \$TANUM

Organization: \$ORGANIZATION

Your authorization \$DOCUMENTNAME indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SSP and/or voucher from authorization may take up to 7 business days.

Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

### 93. Possible Delay in Payment Due to FMS

SUBJECT: Possible Delay in Payment

---

Dear \$NAME,

An official travel document \$VCHNUM was created and stamped \$STATUS on your behalf by your Non Defense Travel System Entry Agent (NDEA).

The voucher indicates travel performed on Foreign Military Sales (FMS) funds. Use of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and requires additional processing time. Processing/payment of your voucher from authorization may take up to 7 business days.

Please log into DTS to make any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if the document has already been stamped APPROVED.

#### TRAVELER ACTION NEEDED

- Review travel document \$VCHNUM by logging into DTS.
- Create any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if changes are required and the document has already been stamped APPROVED.

Your NDEA has created the Travel Voucher on your behalf and signed the voucher "T-ENTERED" to route the document for approval. You must provide a signed paper voucher to the NDEA for audit purposes.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing training, please refer to the Document Processing Manual in the Training Materials Module, which is located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site DTA for questions concerning your documents.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 94. MEPS Seat Blocking Request

SUBJECT: MEPS Seat Blocking Request

---

Contact Name: &LOGINNAME&

Contact E-mail: &ECONTACT&

Start Location: &STARTLOC&

End Location: &ENDLOC&

Trip Start Date: &TRIPSTART&

Trip End Date: &TRIPEND&

&NUMTRAV&

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 95. Notice of Inbound Recruit Travelers

SUBJECT: Defense Travel System Notice of Inbound Recruit Travelers

---

Dear ODTA,

The Authorizing official of &DETACHORG& has approved an accession travel authorization that identifies your Destination Training Organization as the destination. When the detaching organization has detached the traveler record in DTS, you will be able to receive the traveler(s) into your organization. To receive these recruit traveler records into your organization, please access the maintenance tool within DTS, by selecting the web address <https://www.defensetravel.osd.mil> or by copying and pasting this address to your web browser.

The list below identifies the recruit traveler records inbound to your organization:

<For each inbound traveler>

&TRAVELERNAME& &SSN& &DEPARTDATE&

For assistance with receiving recruit traveler records into your organization, refer to your DTA User's Manual from the Training Materials module of the DTS web site.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 96. Individual Authorization Unlocked from Group Authorization

SUBJECT: Individual Authorization Unlocked from Group Authorization

---

Dear &NAME&,

Your individual authorization, document number &TANUM1&, has now been unlocked from the Group Authorization &VCHNUM&. You may cancel, make amendments to your authorization, or create a voucher as necessary.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg>.

Please contact your site Defense Travel Administrator for questions regarding your travel document. Please do not reply to this email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 97. Notification of Release from a Group Authorization

SUBJECT: Notification of Release from a Group Authorization

---

Dear \$NAME,

You have been released from Group Authorization \$VCHNUM and are no longer part of the Group Travel document. An individual authorization now exists, document number \$TANUM.

Please note that any changes to the Group Authorization will no longer apply to your travel document. You may cancel, make amendments to your authorization, or create a voucher as necessary.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site Defense Travel Administrator for questions regarding your travel document. Please do not reply to this email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 98. DTS Request for Group Travel Reservations

SUBJECT: DTS Request for Group Travel Reservations

---

This is a request for CTO assistance in booking group travel reservations. The preferred travel arrangements are listed below, as well as the list of travelers. The CTO Group ID is &CTO-ID&. If there are any questions or additional information is needed, please contact the POC below.

POC: <POC-Name > Phone: <POC-Phone> E-mail: <POC-Email>

Primary Traveler: <PTrav-Name> Phone: <PTrav-Phone> E-Mail: <PTrav-Email>

Document: <document name>

Travelers: <number of travelers>

DTS Group ID: <DTS Group ID>

Start Location: <start location from itinerary start date>

Location 1: <first location from itinerary location 1 arrival date>

Remarks: <comments to the CTO from email submission>

Travel Group:

NAME SEATING SMOKE

<For each group traveler>

<name> <seating pref> <smoking pref>

Preferred transportation and lodging arrangements:

<For each TDY location>

Location - <Location information>

Itinerary: <Itinerary information>

Air Travel <flight reservation information>

Rail Travel <rail reservation information >

Lodging <lodging reservation information >

Rental Car<rental car reservation information >

Not Associated to a TDY Stop

<For each non-TDY location>

Air Travel <flight reservation information>

Rail Travel <rail reservation information >

Lodging <lodging reservation information >

Rental Car <rental car reservation information >

Please do not reply to this email.

## 99. Request Ticketing of Group Travel Reservations

SUBJECT: Request Ticketing of Group Travel Reservations - <vGroupID>

---

Request CTO assistance in ticketing group travel reservations. The travel arrangements were previously booked under CTO Group ID &CTO-ID&. The travelers are listed below. If there are any questions or additional information is needed, please contact the POC below.

POC: &POC-NAME& Phone: &POC-PHONE& E-mail: &POC-EMAIL&

Primary Traveler: &PTRAV-NAME& Phone: &PTRAV-PHONE& E-mail: &PTRAV-EMAIL&

Document: &DOCUMENTNAME&

Travelers: &NUMTRAV&

DTS Group ID: &GROUPID&

Start Location: &START-LOC& &START-DATE&

Location 1: &LOC1& &LOC1-DATE&

Remarks: &REMARK1& &REMARK2&

Travel Group:

NAME SSN SEATING SMOKE

&TRAV-GRP&

Preferred transportation and lodging arrangements: &TRANSP-LODGING&

Please do not reply to this email.

## 100. Authority to Travel

SUBJECT: Authority to Travel

-----

We have received notice from \$PARTNER that authorizes \$NAME to travel to:

\$TDYLOCATIONS during the period \$TRIPSTART to \$TRIPEND.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, and login using your Public Key Infrastructure (PKI) certificate and password to review, create travel arrangements and reservations, and complete the travel authorization for \$VCHNUM.

If this is your first time using the Defense Travel System, you will be guided through a self-registration process that must be completed before you can access your travel document.

Instructions for completing this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create an Authorization/Order" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette).

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

**101. Cancellation of Authority to Travel**

SUBJECT: Cancellation of Authority to Travel

-----

We have received notice from \$PARTNER that the original authority for \$NAME to travel to: \$TDYLOCATIONS during the period \$TRIPSTART to \$TRIPEND is revoked.

Based on this cancellation notice, DTS has deleted the original travel authorization. It is not necessary for you to take any further action.

If you have questions regarding the cancellation of this travel authorization, contact your Commander/Supervisor.

Please do not respond to this e-mail.

## 102. Cancellation of Authority to Travel After Access

SUBJECT: Cancellation of Authority to Travel After Access

---

We have received notice from \$PARTNER that the original authority for \$NAME to travel to: \$TDYLOCATIONS during the period \$TRIPSTART to \$TRIPEND is revoked.

Actions have been performed against this document that prevent DTS from electronically canceling the authorization and require your action.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, and login using your Public Key Infrastructure (PKI) certificate and password to review the notice and cancel the travel arrangements and reservations for the travel authorization, \$VCHNUM.

Instructions for canceling this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select either "Traveler Cancellation Procedures | With CTO" or "Traveler Cancellation Procedures | With NO CTO" as appropriate.

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

### 103. Notice of New Traveler Assignment

SUBJECT: Notice of New Traveler Assignment

---

We have received notice from <partner system> that authorizes <traveler name> to travel to:

<list of TDY locations>

during the period <from date> to <end date> and establishes a traveler profile.

Based on the information provided, we assigned <traveler name> to your organization. Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, login using your Public Key Infrastructure (PKI) certificate and password, and, using the DTA Maintenance Tool, review the Traveler's profile.

If you are no longer assigned as the DTA for this traveler, please notify the Site Tier II Help Desk.

Please do not respond to this e-mail.

**104. Cancel Before IE Traveler Access**

SUBJECT: Cancel Before IE Traveler Access

-----

We have received notice from \$PARTNER that the original authority for \$NAME to travel to: \$TDYLOCATIONS during the period \$TRIPSTART to \$TRIPEND is revoked.

Based on this cancellation notice, DTS has cancelled the original travel authorization. It is not necessary for you to take any further action.

If you have questions regarding the cancellation of this travel authorization, contact your Commander/Supervisor.

Please do not respond to this e-mail.

## 105. Modification After IE Traveler Access

SUBJECT: Modification After IE Traveler Access

---

We have received notice from \$PARTNER that modifies the content of the original authority for \$NAME to travel to:

\$TDYLOCATIONS

during the period \$TRIPSTART to \$TRIPEND.

The data that has changed from the original authorization is: \$IXMODSBLK

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, and login using your Public Key Infrastructure (PKI) certificate and password to review these changes, and adjust the travel authorization, \$VCHNUM, as necessary.

Once logged into DTS, select "Authorizations/Orders" from the navigation bar and select \$VCHNUM from the list of "Existing Authorizations/Orders."

Instructions for adjusting this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create an Authorization/Order" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, "Adjusting/Amending Documents."

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 106. Modification Before IE Traveler Access

SUBJECT: Modification Before IE Traveler Access

---

We have received notice from \$PARTNER that modifies the content of the original authority for \$NAME to travel to:

\$TDYLOCATIONS

during the period \$TRIPSTART to \$TRIPEND.

We have not detected that anyone has accessed \$VCHNUM and have replaced the original data with the new (modified) data.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, and login using your Public Key Infrastructure (PKI) certificate and password to review, create travel arrangements and reservations, and complete the travel authorization for \$VCHNUM.

Once logged into DTS, select "Authorizations/Orders" from the navigation bar and select \$VCHNUM from the list of "Existing Authorizations/Orders."

Instructions for completing this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create an Authorization/Order" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette).

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 107. Modification Before IE Traveler Signed

SUBJECT: Modification Before IE Traveler Signed

---

We have received notice from \$PARTNER that modifies the content of the original authority for \$NAME to travel to:

\$TDYLOCATIONS

during the period \$TRIPSTART to \$TRIPEND.

Per the instructions of your order-issuing activity, we have replaced the original data

with the new (modified) data and have removed any information you may have entered, to include itinerary, reservations, and expenses.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, and login using your Public Key Infrastructure (PKI) certificate and password to review, create travel arrangements and reservations, and complete the travel authorization for \$VCHNUM.

Once logged into DTS, select "Authorizations/Orders" from the navigation bar and select

\$VCHNUM from the list of "Existing Authorizations/Orders."

Instructions for completing this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create an Authorization/Order" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette).

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 108. LOA Modifications Applied

SUBJECT: LOA Modifications Applied

---

The original authority for &NAME& to travel to: &TDYLOCATIONS& during the period &TRIPSTART& to &TRIPEND& contained changes to Lines of Accounting (LOA). The LOA information on the travel authorization, &VCHNUM& was modified and existing expenses were re-allocated. Itinerary changes need to be manually made.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil>, and login using your Public Key Infrastructure (PKI) certificate and password to review these changes, and adjust the travel authorization, &VCHNUM&, as necessary.

Once logged into DTS, select "Authorizations/Orders" from the navigation bar and select &VCHNUM& from the list of "Existing Authorizations/Orders." Instructions for adjusting this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create an Authorization/Order" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, "Adjusting/Amending Documents."

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

**109. Government Travel Charge Card will Expire Soon**

SUBJECT: Government Travel Charge Card will expire soon

-----  
Traveler: <traveler name>

Organization: &lt;organization&gt;

Document Name: &lt;document name&gt;

Your profile indicates that your individual Government Travel Charge Card will expire within 30 days. If the expiration date of your existing charge card was extended or a new charge card has been issued, you can update this information in your document profile. To log into DTS, select the following link:

<https://www.defensetravel.osd.mil>.

Please do not respond to this e-mail.

## 110. Cross Organizational Funding LOA

SUBJECT: Cross Organizational Funding LOA

---

The following LOA, <LOA> has been attached to your organization <org> for use in an upcoming TDY. When the order is built you will be able to add this LOA, <LOA>, using the XORG FUNDING drop down on the Lines of Accounting screen. Please adhere to the funding organization's limitations and guidance while using this fund cite.

If you have any questions please contact <audit\_user\_name> <dta\_email> of <dta\_org>.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

**111. DEBX Reject E-mail**

SUBJECT: DTS Scheduled Partial Payment (SPP) was Rejected

---

Name of Traveler: ~TravelerName

Name of Travel Document: ~DocumentName

TANUM: ~TANUM

Organization: ~Organization

SPP Schedule Date: ~Date

Disbursing System: ~GS03

Detailed information about error codes received from the Accounting System: ~ErrorDetails

---

The referenced scheduled partial payment request has been rejected due to the rejection reason(s) listed above. Please take the appropriate actions to correct the errors in the travel document and reschedule the SPP payments on the DTS SPP screen to have the disbursement re-submitted for payment.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

**112. DEBX Reject E-mail for Manual Intervention**

SUBJECT: DTS Accounts Receivable Reject Notice

-----  
Traveler Name: ~TravelerName

Traveler Document Name: ~DocumentName

Tanum: ~TANUM

Organization: ~Organization

Type of transaction Rejected: Accounts Receivable

Date of first submission: ~SubmitDate

Error Message(s): ~ErrorMsg  
-----

The accounts receivable transaction associated with the referenced travel document has been rejected by the DoD accounting system. Please contact your accounting system DMM to inform them of the failed posting of the accounts receivable transaction. When accounting indicates that the A/R can be posted, contact the DTS Tier3 Help Desk to have DTS System Administrator re-submit the A/R manually.

Please do not respond to this e-mail.

**113. Accounts Receivable Reject Notice**

SUBJECT: DTS Accounts Receivable Reject Notice

---

DTS has received an acknowledgement reject from the accounting system for the following transaction:

Name of Traveler: ~TravelerName

Name of Travel Document: ~DocumentName

TANUM: ~TANUM

LOA Label: ~LOA

Organization: ~Organization

Type of transaction Rejected: Accounts Receivable

Date of first submission: ~SubmitDate

Error Message(s): ~ErrorMsg

---

The accounts receivable transaction associated with the referenced travel document has been rejected by the DoD accounting system. Please contact your accounting system to inform them of the failed posting of the accounts receivable transaction. When accounting indicates that the A/R can be posted, generate a supplemental voucher (w/0 dollars) to re-schedule the accounts receivable transaction to GEX/Accounting.

Please do not respond to this e-mail.

## 114. Accounts Receivable Reject Reminder Notice

SUBJECT: DTS Accounts Receivable Reject Reminder Notice

---

It has been more than 30 days since DTS received a rejection notification for the accounts receivable transaction for the following travel document:

Name of Traveler: ~TravelerName

Name of Travel Document: ~DocumentName

TANUM: ~TANUM

LOA Label: ~LOA

Organization: ~Organization

Type of transaction Rejected: Accounts Receivable

Date of first reject notice receivable: ~RejectDate

Current Document Status: ~CurDocStatus

Length of Time the Document has Been in Current Status(days): ~CurStatusTime

Error Code(s): ~Code

Error Message(s): ~ErrorMsg

---

There has been no activity on the referenced travel document since the rejection notice was received. It is necessary to have the error condition corrected in the travel document to enable the accounts receivable action to be posted in the DoD accounting system. Please take the necessary action to amend the travel document modified to correct to allow the accounts receivable transaction to be resubmitted to the accounting system.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

## 115. Payment Rejected

SUBJECT: DTS Payment Rejected

---

Name of Traveler: ~TravelerName

Name of Travel Document: ~vchnum

TANUM: ~TANUM

Organization: ~Organization

Disbursement Type: ~Doctype

Disbursing System: ~GS03

Detailed information about error codes received from the Accounting System: ~ErrorDetails

---

The referenced voucher, local voucher or non-ATM advance request has been rejected due to the rejection reason(s) listed above. Please take the appropriate actions to correct the errors in the travel document to have the disbursement resubmitted for payment.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not reply to this e-mail.

## 116. Archive Reject E-mail

SUBJECT: Defense Travel System Correspondence

---

The document voucher ~vchnum for ~TANUM has just been marked ARCHIVE REJECTED because:

~Remarks.

Please do not respond to this e-mail.

**117. Notify User of MIS Report Generated**

SUBJECT: DTS Report Available for Viewing

-----  
Report Title: \$ReportTitle

Date Requested: \$RequestDate

Report Run Date: \$CompletedDate

The above report requested on the referenced date has been created and can be viewed and downloaded through the Report Scheduler option on the Reports menu. The report has been created in a format that will allow it to be opened in a spreadsheet application.

If you have any difficulty accessing or downloading the report, please contact your help desk for assistance. The report will be available for 7 days after the Report Run Date.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

**118. Completion Notification for the Target Adjustment or Budget Balance Report**

SUBJECT: Completion Notification for Budget Balance Report

-----  
Report Title: \$ReportTitle

Requested Date for Report: \$RequestedDate

Report Run Date: \$ReportRunDate  
-----

The Budget Balance Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.

**119. Completion Notification for the Total Obligations Report**

SUBJECT: Completion Notification for the Total Obligations Report

-----  
Report Title: \$ReportTitle

Requested Date for Report: \$RequestedDate

Report Run Date: \$ReportRunDate  
-----

The Total Obligations Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.

## 120. DTS Report Unable to Complete

SUBJECT: DTS Report Unable to Complete

---

Report Title: \$ReportTitle

Date Requested: \$RequestDate

The above report requested on the referenced date has failed to complete after three attempts.

It is now marked for RESUBMIT. If you still need the report, please return to DTS Report Scheduler where you normally download reports, and select the RESUBMIT link.

If you receive this e-mail a second time for the same report, please contact your local help desk with both e-mails and they should escalate the issue to the Tier 3 Help Desk for a potential system wide issue.

If the report is not needed, no further action is required.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 121. Transaction Report Ready Notification

SUBJECT: Completion Notification for Budget Item Transaction Report

---

Report Title: \$ReportTitle

Requested Date for Report: \$RequestedDate

Report Run Date: \$ReportRunDate

---

The Budget Item Transaction Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.

## 122. Adjustment Report Ready Notification

SUBJECT: Completion Notification for Adjustment Report

---

Report Title: \$ReportTitle

Requested Date for Report: \$RequestedDate

Report Run Date: \$ReportRunDate

---

The Budget Adjustment Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.

### 123. Travel Document(s) Are Ready for Your Review

SUBJECT: Defense Travel System (DTS): Travel Document(s) Are Ready for Your Review

---

Dear &NAME&,

There are one or more travel document(s) in your DTS account awaiting your review. The following is a list of documents that are available for review in your Defense Travel System.

&RTSTATBLK&

TRAVELER ACTIONS NEEDED:

- Review travel documents and make any necessary updates by logging onto DTS.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For assistance with DTA processes, policies and procedures, please refer to the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 124. Voucher Awaiting Attention

SUBJECT: Defense Travel System Correspondence

---

<today's date>

This letter was generated to inform you that a Defense Travel System <document type> named <document name> for <traveler name> with authorization number of <TANUM> was just stamped <status> by <userid of stamper> and is awaiting your attention.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

## 125. DTS Scheduled Partial Payment and Advances

SUBJECT: DTS Scheduled Partial Payment (SPP) De-Scheduled

---

DTS has removed an SPP(s) from the payment submission schedule due to a rejection received from DoD Accounting, for the corresponding obligation transaction. Once your travel document has been amended to correct the rejection error, please re-schedule your SPP(s) through the DTS Scheduled Partial Payment screens to re-initiate the SPP request(s).

Name of Traveler: ~TravelerName

Name of Travel Document: ~Vchnum

TANUM: ~TANUM

Organization: ~Organization

Date the Transaction was De-Scheduled: ~TransDate

Amount of the De-Scheduled Transaction: ~Amount

Accounting System: ~GS03

Detailed information about error codes received from the Accounting System: ~ErrorDetails

---

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil>.

**126. DTS SPP Submission Delay Notice**

SUBJECT: DTS SPP Submission Delay Notice

---

DTS is currently holding an SPP that is scheduled for payment because

DTS has not received an acknowledgement from the accounting system for the following transaction:

Traveler Name: ~TravelerName

Document Name: ~Vchnum

TANUM: ~TANUM

Organization: ~Organization

Document Type: ~Doctype

XML Transaction Type: ~XMLTransType

Date Sent: ~DateSent

Transaction ID: ~TransactionID

Transaction Amount: ~TransactionAmount

Submission of the SPP for payment depends on acknowledgement of this transaction. Please take action to contact the appropriate authority to investigate this transaction.

Please do not respond to this e-mail.

## 127. Notice of Partial Payment Return for Invalid EFT Account Information

SUBJECT: Notice of Partial Payment Return for Invalid EFT Account Information

---

On <Date>, we received notice from the Disbursing System that your request for payment in the amount of <EFT Return Amount> was returned because of invalid Electronic Funds Transfer (EFT) account information.

In your partial payment you requested a split disbursement in the amount of <\$Amount>. That payment was made and is not affected by this notice.

DTS will resubmit your request for payment to your EFT account after your Approving Official has approved your amended authorization. If you do not amend your authorization, remaining partial payments, if any, will not include an amount for this EFT return.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil> and login using your Public Key Infrastructure (PKI) certificate and password. Select <Document Name> from your list of vouchers and view your EFT account information (routing number and account number). Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS.

Use the following information to locate your voucher in DTS:

- Travel Authorization Number: <TANUM>
- Document Name: <Document Name>
- Travel Dates: <TDY start date> to <TDY end date>

If you are unfamiliar with how to amend your voucher, instructions can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create An Authorization" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, "Adjusting/Amending Documents".

While amending the authorization, you must select "Additional Options" followed by "Partial Payments" to review the new schedule of partial payments.

If your travel is complete, DTS cannot resubmit your request for a partial payment. Rather, submit your voucher to receive prompt reimbursement of your travel expenses.

If you need assistance or have questions regarding this email, contact your Commander/Supervisor.

Please do not respond to this e-mail.

## 128. Notice of Travel Advance Payment Return for Invalid EFT Account Information

SUBJECT: Notice of Travel Advance Payment Return for Invalid EFT Account Information

---

On <Date>, we received notice from the Disbursing System that your request for payment of a travel advance, in the amount of <EFT Return Amount>, was returned because of invalid Electronic Funds Transfer (EFT) account information.

Unless your travel is completed, DTS will resubmit your request for payment of a travel advance to your EFT account after your Approving Official has approved your amended authorization.

Please visit the Defense Travel System web site: <https://www.defensetravel.osd.mil> and login using your Public Key Infrastructure (PKI) certificate and password. Select <Document Name> from your list of authorizations and view your EFT account information (routing number and account number). Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS.

Use the following information to locate your voucher in DTS:

- Travel Authorization Number: <TANUM>
- Document Name: <Document Name>
- Travel Dates: <TDY start date> to <TDY end date>

If you are unfamiliar with how to amend your authorization, instructions can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System web site. Within "Quick References" select "Create An Authorization" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, "Adjusting/Amending Documents".

While amending the authorization, you must select "Additional Options?" followed by "Advances" to review the new amount of your additional travel advance. If a travel advance is longer required, do not amend your authorization.

If your travel is complete, DTS cannot resubmit your request for a travel advance. Rather, submit your voucher to receive prompt reimbursement of your travel expenses.

If you need assistance or have questions regarding this mail, contact your Commander/Supervisor.

Please do not respond to this e-mail.

**129. Non-ATM Advance Submission Delay Notice**

SUBJECT: DTS non-ATM Advance Submission Delay Notice

-----

DTS is currently holding a non-ATM Advance that is scheduled for payment because DTS has not received an acknowledgement from the accounting system for the following transaction:

Traveler Name: ~TravelerName

Document Name: ~Vchnum

TANUM: ~TANUM

Organization: ~Organization

Document Type: ~Doctype

XML Transaction Type: ~XMLTransType

Date Sent: ~DateSent

Transaction ID: ~TransactionID

Transaction Amount: ~TransactionAmount

Submission of the non-ATM advance for payment depends on acknowledgement of this transaction. Please take action to contact the appropriate authority to investigate this transaction.

To log onto DTS, select the following link: <https://www.defensetravel.osd.mil> Please do not respond to this e-mail.

### 130. Advance Descheduled Due to NegAck

SUBJECT: DTS non-ATM Advance De-Scheduled

---

DTS has removed a non-ATM advance request from the payment submission schedule due to a rejection of the corresponding obligation transaction received from DoD Accounting. Once your travel document has been amended to correct the rejection error, DTS will reschedule the non-ATM advance for payment when the amended travel document is approved.

Name of Traveler: ~TravelerName

Name of Travel Document: ~Vchnum

TANUM: ~TANUM

Organization: ~Organization

Date the Transaction was Descheduled: ~Date

Amount of Descheduled Transaction: ~Amount

Accounting System: ~GS03

Detailed information about error codes received from the Accounting System: ~ErrorDetails

---

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>. Please do not respond to this e-mail.

### 131. Rejection Received from Any Accounting System

SUBJECT: DTS Acknowledgement Reject Notice

---

DTS has received an acknowledgement reject from the accounting system for an obligation transaction associated with a travel document:

~TravelerName

~Name of Travel Document

~TANUM

~Organization

~Accounting System

Detailed information about error codes received from the Accounting System: (May include reject codes and descriptions, as well as corrective actions when available.)

Proper document processing depends on acknowledgement of this transaction. Please take action to correct the error by amending the document to resubmit the document for processing.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

Please do not reply to this email.

**132. Advance Account Mismatch E-mail**

SUBJECT: Defense Travel System Correspondence

---

The account information on the advance does not match the system account information.

### 133. Self-Registration Rejected Notification

SUBJECT: Defense Travel System Self-Registration Rejected Notification

---

Dear <Traveler>,

Your self-registration request cannot be completed because: TRAVELER ACTION REQUIRED

You may try resubmitting your self-registration request in Defense Travel System (DTS).

If you are rejected a second time contact your Defense Travel Administrator (DTA) for further assistance.

To log in to DTS, select the following link: <https://www.defensetravel.osd.mil>

### 134. Traveler Self Registration Request

SUBJECT: Defense Travel System Traveler Self Registration Request

---

Dear ODTA,

Traveler <Traveler> has submitted a request for self-registration into the Defense Travel System (DTS). Please access the maintenance tool within DTS, by selecting the web address <<https://www.defensetravel.osd.mil>> or copying and pasting this address to your web browser, to review this request.

ODTA ACTIONS NEEDED: "Review the traveler's self-registration request for accuracy by accessing the maintenance tool in DTS." Apply the necessary accept/reject stamp to the traveler's self- registration request.

NOTE: A stamp-dependent automated e-mail will be generated by the system and sent to the traveler once the appropriate stamp is applied to the request document.

For assistance with Self-Registration requests, please refer to your DTA Users Manual from the Training Materials Module from the DTS web site.

To log in to DTS, select the following link: <https://www.defensetravel.osd.mil>.

For assistance with DTA processes, policies, and procedures, please refer the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

### 135. Self-Registration Accept Notification

SUBJECT: Greetings New DTS User!

---

Greetings New DTS User!

Congratulations! You have successfully registered to use the Defense Travel System (DTS).

DTS is the Department of Defense' temporary duty (TDY) web-based travel tool. You have access to DTS anywhere by NIPRNET or Internet, and your sensitive data will remain protected by DoD compliant security features.

DTS will give you greater convenience and choice in selecting your travel arrangements to meet mission requirements and your own travel preferences by letting you view and select from all the options that are available to you.

DTS will save you time and effort by automating the three DoD travel processes - authorization, reservation, and voucher filing. DTS eliminates repetitive, duplicate entry of data by remembering your personal information and trip data. It saves time by routing planned trips (authorizations) electronically for approval. And after your travel is completed, DTS simplifies and expedites the travel claim (voucher) process by recalling all your saved data to speed up voucher preparation, submission, and electronic payment.

Check it out! Mouse-around the DTS web site and the on-line training module. You'll find DTS provides you much more than online booking for airlines, car rentals and hotels. It automates the entire travel process - it estimates travel costs, provides per diem rates for accurate entitlements, checks for compliance with travel policy, routes your travel authorization for supervisor approval and electronically sends transactions to your DoD financial system. When your travel is complete, you simply update your approved authorization data online to show actual expenses. DTS routes your travel voucher for approval and sends the electronic transaction to your financial system requesting payment directly to your bank account. It will even pay your government charge card bill.

Welcome to the online Travel World of DTS. Just Log on and Go!

To log in to DTS, select the following link: <https://www.defensetravel.osd.mil>

**136. CBA Amendment Notification**

SUBJECT: Travel Manager Correspondence – CBA Event

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This letter is to inform you that a CBA Amendment (or CBA Adjustment) has been created for <traveler last name, first name> on <document name> and requires your immediate review or approval to allow the Transportation Officer to reconcile the CBA invoice for payment.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>

### 137. Defense Travel System Correspondence

SUBJECT: Defense Travel System Correspondence

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This letter was generated to inform you that a Defense Travel System &DOCTYPE& named &VCHNUM& for &NAME& with authorization number &TANUM& was just stamped "RETURNED" by <Approver or Reviewer Name> and was returned to the traveler for the following reason(s):

&REMARKS&

This document has a system generated amendment. The amendment was generated by the DTS CBA reconciliation module to capture ticket cost and/or ticket number differences between the travel document and the invoice received from the charge card vendor.

Contact the Authorizing Official <Approver or Reviewer Name> for further information, if necessary.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

Please do not respond to this email.

### 138. Possible Delay in Payment

SUBJECT: Possible Delay in Payment

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Name of travel document: <doc name>

Travel Authorization Number (TANUM): <TANUM>

Organization: <org name>

Your authorization <doc name> indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-JAXBA/IN and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SPP, and/or voucher from authorization may take up to 7 business days. Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

Please do not respond to this email

### 139. RETURN-FARE EXPIRED NOTICE

SUBJECT: URGENT! Defense Travel System Return-Fare Expired Notice!

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Dear <traveler name>

Your <document type> was stamped "RETURN – FARE EXPIRED" by <name>.

Travel authorization number <document name> cannot be completed because of the following reason:

<comments from the AO>

The document contains restricted airfare that has been returned due to an elapsed ticketing date. You will need to trip cancel your Authorization and create a new Authorization. Please login to DTS and trip cancel the Authorization. You may also contact the TMC for assistance with your flight reservations.

To log into DTS, select the following link: <https://www.defensetravel.osd.mil>.

For DTS document processing assistance, please refer the Document Processing Manual in the Training Materials Module, which can be located at <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site DTA for questions concerning your travel documents.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## 140. UNSUBMITTED VOUCHER NOTIFICATION

SUBJECT: ACTION REQUIRED - Unsubmitted Voucher Notification

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Issue: A review of the Defense Travel System (DTS) indicates a voucher has not been submitted for the following:

- Traveler Name: <Traveler Name>
- TANUM: <Traveler Authorization Number>
- Document Name: <Document Name>
- Organization: <Organization Name>

Resolution: Please file a voucher promptly in DTS, <https://www.defensetravel.osd.mil>.

If you need assistance or have questions, please contact your Defense Travel Administrator (DTA): <reject email address>.

Please do not respond to this email.

**141. DTS Payment Rejected**

SUBJECT: DTS Payment Rejected

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Name of Traveler: <Traveler Name>

Name of Travel Document: &lt;Document Name&gt;

TANUM: &lt;Traveler Authorization Number&gt;

Organization: &lt;Organization Name&gt;

Disbursement Type: &lt;VCH or LOCAL VCH&gt;

Disbursing System: &lt;disbursing system&gt;

Detailed information about error codes received from the Accounting System:  
-----<Accounting/Disbursing System Error Code: 201 Exact Error Message: Treasury  
Level Line of Accounting Edits Failed>  
-----

The referenced voucher, local voucher or non-ATM advance request has been rejected due to the rejection reason(s) listed above. Please take the appropriate actions to correct the errors in the travel document to have the disbursement resubmitted for payment.

To log onto DTS, select the following link:

<https://www.defensetravel.osd.mil>.

Please do not reply to this email.

Note: The 201 reject occurs on vouchers and local vouchers requiring specialized assistance for resolution.

## 142. DTS Obligation Rejected

SUBJECT: DTS Acknowledgement Reject Notice

DTS has received an acknowledgement reject from the accounting system for an obligation transaction associated with a travel document.

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Name of Traveler: <Traveler Name>

Name of Travel Document: <Document Name>

TANUM: <Traveler Authorization Number>

Organization: <Organization Name>

Accounting System: <accounting system>

Detailed information about error codes received from the Accounting System:

-----  
<Accounting/Disbursing System Error Code(s): 032 Missing/Invalid Project/Sub Project Reject>

-----  
Reject Description(s): Missing/Invalid Project/Sub Project Reject. Description(s): A financial transaction for the document indicated above has been rejected by the Accounting or Disbursing System. Your Defense Travel Administrator (DTA) and Authorizing Official (AO) have also received a copy of this email. They should contact you if your assistance is required to make the corrections.

Corrective Action(s):

For the Finance DTA responsible for Lines of Accounting (LOAs): This error code is used by several systems for different purposes. Please refer to DTA Manual, Appendix G: DTS & GEX Error Codes, for additional information. [https://www.defensetravel.dod.mil/Docs/Training/DTA\\_App\\_G.pdf](https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf)

To log onto DTS, select the following link:

<https://www.defensetravel.osd.mil>.

Please do not reply to this email.

**Note:** The email that DTS sends (above) contains one or more incorrect links. Until the email is updated in DTS, use the following instead:

For <http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>, use <https://www.travel.dod.mil/Training/> and search for the document you need.

## Chapter 2: The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	<a href="https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF">https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF</a>
Chapter 2: DTS Access	<a href="https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF">https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF</a>
Chapter 3: DTS Site Setup	<a href="https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF">https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF</a>
Chapter 4: Organizations	<a href="https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF">https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF</a>
Chapter 5: Routing Lists	<a href="https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF">https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF</a>
Chapter 6: Groups	<a href="https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF">https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF</a>
Chapter 7: People	<a href="https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF">https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF</a>
Chapter 8: LOAs	<a href="https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF">https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF</a>
Chapter 9: Budgets	<a href="https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF">https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF</a>
Chapter 10: Reports	<a href="https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF">https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF</a>
Chapter 11: MIS Administration	<a href="https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF">https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF</a>
Chapter 12: ROA Administration	<a href="https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF">https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF</a>

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	<a href="https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF">https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF</a>

Appendix B: Acronyms	<a href="https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF">https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF</a>
Appendix C: Definitions	<a href="https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF">https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF</a>
Appendix E: Emails	<a href="https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF">https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF</a>
Appendix F: Import / Export Module	<a href="https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF">https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF</a>
Appendix G: Error Codes	<a href="https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF">https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF</a>
Appendix J: Help Process	<a href="https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF">https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF</a>
Appendix K: DTS Tables	<a href="https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF">https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF</a>
Appendix L: Reorganizations	<a href="https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF">https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF</a>
Appendix M: Ranks and Grades	<a href="https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF">https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF</a>
Appendix N: Country Codes	<a href="https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF">https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF</a>
Appendix Q: Org Naming Sequence	<a href="https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF">https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF</a>
Appendix R: LOA Formats	<a href="https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF">https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF</a>