DTA Manual, Appendix K: DTS Tables

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V1.17

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.12	12/11/20	DTMO	Updated Gov't Safety Regulation Non-Compliant, Lodging Pre-audit	Page 93
1.13	05/07/22	DTMO	Updated Other Auths references Updated 1st Checked Bag Routing & Audit Tests – Baggage Excess Updated GTCC reference to include meals as authorized by the JTR Updated Mileage Rate link	Section 7 Table K 4-C Table K-15 Section 5.1.1 and 5.1.4 Section 5.2
1.14	05/31/22	DTMO	Updated due to Rebranding effort	Throughout
1.15	07/21/22	DTMO	Updated to add Military Quarters Not Used Reason Codes	Chapter 6
1.16	08/11/23	DTMO	General review Reformatted JTR abbreviations Reformatted footer Updated Expense Tables Updated Meals Flag	Throughout Throughout Throughout Section 5.1.3 Page 75
1.17	10/20/23	DTMO	Updated EP Audit for Lodging Outside of Trip dates Updated Pre-Audit Advisory for Lodging Outside of Trip Dates	Page 84 Page 100

Chapter 1: Administrative Setup Information

This appendix provides information on items appearing in various DTS drop-down lists within documents. Each selection specifies different parameters providing trip information, allowing or limiting travel allowances, and traveler reimbursements.

Chapter 2: Trip Types

The *Joint Travel Regulations (JTR)* identifies the type of trips allowable for official travel. Table K-1 provides the description of options available in the **DTS Trip Type** drop-down list that appears on a document's **Itinerary**. The **Code** column indicates how DTS calculates per diem allowances for the trip type.

Table K-1A explains what those codes mean. The **Document Type** column shows which documents can include the trip type.

Table K-1B provides the cross walk of *Trip Types Previously Known to the Trip Types Currently Known As* in DTS.

Table K-1

TRIP TYPES				
DTS Trip Type	**Code**	**Document Type**	**Description**	**Reference**
TEMPORARY DUTY TRAVEL (ROUTINE)	TRIP	Authorization, Voucher	This trip type supports a DoD employee (MIL/CIV) traveling to one or more places away from a PDS to perform duties for a period and upon completion of assignment, returns or proceeds to a PDS. This trip type also supports certain family member travel. Authorization and Voucher administered in DTS to process reservations, cost estimate, electronic approval, financial obligations and payments supporting split disbursement (GTCC and personal).	Travel reimbursement based upon JTR, Ch. 3. TDY Travel. See par. 0301 for policy, mission and AO approval required for travel and transportation allowances See JTR, Ch. 5, par. 0550, and sub-sections for RAT Leave eligibility and limitations for employee and family members.

TRIP TYPES				
DTS Trip Type	**Code**	**Document Type**	**Description**	**Reference**
INVITATIONAL TRAVEL	TRIP	Authorization, Voucher	An Invitational Travel Authorization (ITA) uses Government funds to pay for a Non-DoD employee's travel. Certain conditions and additional supporting documentation may apply. A DTA, Travel Clerk, or Document Preparer must assist with document processing in DTS for both the authorization and voucher, as the individual typically has no access to DTS.	Travel reimbursement based upon JTR, Ch. 3. See 030501-A for Non-DoD Travelers requirements. See par. 030501-D for restrictions. See par. 030301-A12 and par. 030502 Spousal Travel by Government Aircraft. See 030501-A1 for DoD-employed consultant's and expert's requirements. Adhere to policy and AO approval required for travel and transportation allowances.
INVITATIONAL TRAVEL - TRANSPORTATION EXPENSES ONLY	TRAN	Authorization, Voucher	For the ITA, certain conditions apply to fund travel for a Non-DoD employee. A DTA, Travel Clerk, or Document Preparer must assist with document processing in DTS for both the authorization and voucher, as the individual typically has no access to DTS.	Travel reimbursement based upon JTR, Ch.3. See par. 030501-A for Non-DoD Travelers requirements. See par. 030501-D for restrictions. See par. 030301-A12 and par. 030502 Spousal Travel by Government Aircraft. See par. 030501-A1 for DoD-employed

TRIP TYPES				
DTS Trip Type	**Code**	**Document Type**	**Description**	**Reference**
				consultant's and expert's requirements. Adhere to policy and AO approval required for travel and transportation allowances.
DEPENDENT INVITATIONAL TRAVEL	TRIP	Authorization, Voucher	For the Dependent ITA, certain conditions apply. Travel authorization /voucher processed for the family member of a DoD employee. The sponsor receives reimbursement for the dependent's transportation and **APPROVED** travel expenses. Either the sponsor or a DTA/Document Preparer will assist with document processing, as the Individual has no access to DTS.	See JTR, par. 030501 traveler may be authorized the standard travel and transportation allowances.
DEPENDENT INVITATIONAL TRAVEL – TRANSPORTATION EXPENSES ONLY	TRAN	Authorization, Voucher	For the Dependent ITA, certain conditions apply. Travel authorization/voucher processed for the family member of a DoD employee. The sponsor receives reimbursement for only the dependent's transportation expenses. Either the Sponsor or a DTA/Document Preparer will assist with document processing, as the Individual has no access to DTS.	Limited travel reimbursement based upon JTR, Ch. 3 See par. 030501 for specific policy and AO approval of transportation allowances
GOVERNMENT FUNDED LEAVE	TRAN	Authorization, Voucher	Specific conditions apply for a DoD Employee to qualify to receive reimbursement for travel expenses.	See JTR Ch. 4 Government Funded Leave. See Travel transportation

TRIP TYPES				
DTS Trip Type	**Code**	**Document Type**	**Description**	**Reference**
			Some leave categories apply to both Service member and Civilian employees and their dependents. Some apply to just Military or Civilian and may apply to family member and dependents. Additional documentation may be required, and verified prior to AO approval.	reimbursement JTR Ch. 2, par. 020101, Ch. 4, par. Par. 040101A and JTR 040101B. See JTR, par. 040401.Funded Environmental and Morale Leave (FEML) See JTR, par. 040201.Emergency Leave See JTR, par. 040301.Emergency Visitation Travel (EVT) See par. 040501.Rest & Recuperation (R & R)

Table K-1A

TRIP TYPES CODE	
Code	**Description**
TRIP	Lodging and M&IE costs automatically calculate based on the number of days at each location, as entered in the itinerary.
TRAN	Allows reimbursement of transportation and travel expenses only.

Table K-1B

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
AA-ROUTINE TDY/TAD	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type used for a DoD Employee (Military or Civilian) who travels to one or more places away from a PDS to

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		perform duties for a period and upon completion of assignment, returns or proceeds to a PDS.
		Travel reimbursement based upon JTR. Ch. 3. TDY Travel
		See par. 0301 policy, mission and obtain AO approval for travel and transportation allowances.
		Trip Type used for both Authorization and Voucher.
AB-OPEN ALLOTMENT	N/A	**Financial Systems no longer support Open Allotment.**
		Previously defined as -
		Only certain financial systems allowed this type of financial processing and DTS supported the Trip Type. Accounting system blocked the Initial and adjusting obligations for TDY authorizations and vouchers. They processed payment transactions for advances, SPPs, and final types of invoices.
ACCESSION TRAVEL – ENT	N/A	**Per the JTR, the Trip Type will no longer exist in DTS.**
		Previously defined as -
		Travel from the traveler's home of record or a Military Entrance Processing Station (MEPS) to a basic training organization. Generally one-way and completed within 12 hours or less.
ACCESSION TRAVEL – NO ENT	N/A	**Per the JTR, the Trip Type will no longer exist in DTS.**
		Previously defined as -
		Travel from the traveler's home of record or MEPS to a basic training organization. Generally one-way and completed within 12 hours or less. Traveler is not eligible for reimbursement or expenses.
AX-ARRANGEMENTS ONLY	N/A	**Per the JTR, the Trip Type will no longer exist in DTS.**
		Previously defined as -
		Authorization created to make reservations. Electronic approval not processed. Print and process in accordance with local business rules. TA will show cost of trip. No voucher. No payment.
B-PERM CHG STA	N/A	**Per the JTR, the Trip Type will no longer exist in DTS.**
		Previously defined as -
		Other than business travel. Permanent Change of Station. Will process TA and erroneously entered TV as no cost (No obligation, no reimbursement). ODTA TV routing list should be null.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
C-PERMISSIVE	N/A	**Per the JTR, the Trip Type will no longer exist in DTS.** *Previously defined as -* No cost to the Government. Selection of a LOA is not allowable for this trip type.
D-HOUSE HUNTING	TEMPORARY DUTY TRAVEL (ROUTINE)	**D- House Hunting trip type will no longer exist in DTS.** *Use Temporary Duty Travel (Routine)* Certain conditions apply to qualify for this discretionary allowance. See JTR, Ch. 5. See par. 054001. Eligibility and Authorization for HHT See A. Eligibility. See B. AO Considerations. See par. 054004. Transportation for an HHT. See par. 054005. Lodging and Per Diem.
E-INVITATIONAL	INVITATIONAL TRAVEL	Trip type is for non-DoD individuals traveling under ITA who are eligible to use DTS under certain conditions. See JTR, Ch. 3. See par. 0305 INVITATION TO TRAVEL An Invitational Travel Authorization (ITA)…. ensure prudent use of Government funds (see Appendix A). See par. 30501. Invitational Travel Allowances See A. Eligibility. See B. Allowances. See C. Restrictions. *Trip Type used for both Authorization and Voucher.*
E1- ITA FAMILY TRANS ONLY	DEPENDENT INVITATIONAL TRAVEL – TRANSPORTATION EXPENSES ONLY	Trip Type for the Dependent ITA, certain conditions apply. Travel authorization/voucher processed for the family member of a DoD employee in DTS by the sponsor or a DTA/Document Preparer. The sponsor receives reimbursement for only the dependent's transportation expenses. Limited travel reimbursement based upon JTR, Ch. 3. See par. 0305 INVITATION TO TRAVEL See par. 030501-A for specific policy requirements and par. 030501-D for restrictions. AO approval essential for transportation related expenses. *Trip Type used for both Authorization and Voucher.*

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
E-2 ITA FAMILY FULL REIMB	DEPENDENT INVITATIONAL TRAVEL	Trip Type for the Dependent ITA, certain conditions apply. Travel authorization/voucher processed for the family member of a DoD employee in DTS by the sponsor or a DTA/Document Preparer. The sponsor receives reimbursement for the dependent's travel and transportation expenses.
		See JTR, Ch. 3.
		See par. 0305 INVITATION TO TRAVEL
		See par. 030501-A for specific policy requirements and par. 030501-D for restrictions. AO approval essential for transportation related expenses.
		Trip Type used for both Authorization and Voucher.
F-6 RENEWAL AGREE LV	TEMPORARY DUTY TRAVEL (ROUTINE) – CIVILIAN EMPLOYEE AND FAMILY MEMBERS	Trip Type authorizes a Civilian Employee for travel due to Renewal Agreement Travel (RAT). Specific conditions required for the employee to qualify for this travel.
		The family member's travel may use this trip type to process travel when allowed by the JTR. Check with your Component's Business Rules on proper processing of this travel for employee and family members in DTS.
		See JTR, par. 0550, and sub-sections for RAT Leave eligibility and limitations.
		Trip Type used for both Authorization and Voucher.
SPECIAL CIRCUMSTANCES (SCT)	N/A	**Per the JTR, DTS retired the Special Circumstance Travel (SCT) Trip Types.**
		Types of travel and applicable allowances identified as Special Circumstances (SCT). Selection of this trip type requires a secondary trip type selection. **Note**: DTS Secondary Trip Types and the Document Processing Manual are retired.
		See DTS Guide 2: Authorizations and DTS Guide 3 Vouchers for document processing information.
SCT AMATEUR SPORTS COMP	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type is for a Service Member participating in Armed Forces, national and international amateur sports competitions.
		See JTR, Ch. 3.
		See par. 0315 ARMED FORCES, NATIONAL, AND INTERNATIONAL
		AMATEUR SPORTS COMPETITION

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		par. 031501. Amateur Athletes Train, Attend, or Compete See A. Eligibility See B. Allowances. See Ch. 2 Travel and Transportation Allowances *Trip Type used for both Authorization and Voucher.*
SCT CADET-MIDSHIPMEN	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip type is for a Service Member on active duty who is ordered to take preliminary, entrance, or final examinations for admission to a Service academy, a Service academy student on TDY, or a new Service academy graduate. See JTR, Ch. 3. See par. 324 CADET OR MIDSHIPMAN par. 032401. Service Academy Applicant, Cadet, Midshipman, or Graduates See A. Eligibility. See B. Allowances. Refer to Table 3-9 for allowances. See par. 032402 See par. 032403 See par. 032404 *Trip Type used for both Authorization and Voucher.*
SCT CONGRESSIONAL TRAVEL	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip type when a Service Member or a DoD Civilian accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC§1108(g). Certain conditions apply. See JTR. par. 0318 TRAVEL WITH A DIGNITARY 031801. Dignitary See A. Eligibility. See B. Allowances. See C. Reimbursement. See JTR, par. 031802. Exceptions for Traveling with a Member of Congress. See A. Eligibility. See B. Allowances. See C. Reimbursement. *Trip Type used for both Authorization and Voucher.*
SCT	TEMPORARY DUTY TRAVEL FOR MIL/CIV	Trip Type for travel of an Escort or Attendant providing necessary assistance to a DoD employee or their

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
ESCORT-ATTEND FULL TDY	OR INVITATIONAL TRAVEL FOR ALL OTHERS	dependent for medical, emergency or other **APPROVED** travel reasons. Specific documentation may be required to fund the travel order for MIL/CIV or ITA for non-DoD employee. See JTR, Ch. 3 based upon situation. See JTR, APPENDIX A: DEFINITIONS & ACRONYMS ESCORT is a Service member, civilian employee, or invitational traveler who accompanies a Service member or employee between authorized locations when the Service member or employee is incapable of traveling alone, and a competent authority has authorized travel. A Service member or civilian employee's commanding officer or AO may appoint an escort. ATTENDANT is a Service member, civilian employee, or invitational traveler who is authorized to accompany a Service member or civilian employee to or from a medical facility for required medical attention that is not available locally. The attendant takes care of and waits upon the Service member or civilian employee patient. The attendant may travel with the patient and is appointed by a medical authority. *Trip Type used for both Authorization and Voucher.*
SCT FAM MEM CIV ILL MIL SPON	TEMPORARY DUTY TRAVEL FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip type for travel of a Civilian Family Member of a Seriously Ill or Injured Uniformed Service Member. See JTR, Ch. 3. See par. 0332 DESIGNATED INDIVIDUAL AND NON-MEDICAL ATTENDANT TRAVELING TO A WOUNDED, ILL, OR INJURED SERVICE MEMBER OR CIVILIAN EMPLOYEE See A. Eligibility. See Table 3-19. Service Members Authorized Visits from Designated Individuals B. Allowances. C. Funding. *Trip Type used for both Authorization and Voucher.*
SCT LABOR ORG RESENTATIVE	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type for travel of an employee serving as a Labor Organization representative attending labor-management meetings that are certified to be in the Government's primary interest.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		See JTR, Ch. 3
		See par. 317 LABOR ORGANIZATION REPRESENTATIVE TRAVEL
		See par. 031701. Labor-Management Meetings
		A. Eligibility.
		B. Allowances.
		C. Documentation.
		See JTR, Ch. 2 Transportation Allowances
		Trip Type used for both Authorization and Voucher.
SCT MEDIC CIV EMP OCONUS	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type for travel when a Civilian Employee at a Foreign OCONUS PDS requires Medical Travel
		See JTR, Ch. 3. Part D Medical Travel
		See par. 0330 VARIOUS TYPES OF MEDICAL TRAVEL
		See par. 033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS
		See B. Allowances.
		See 1. Per Diem.
		See 2. Transportation.
		Trip Type used for both Authorization and Voucher.
SCT MEDIC MIL MEMBER TDY	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type for Transfer of patient to/from medical facility or home under TDY
		See JTR, Ch. 3
		See par. 033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient
		See par. 033005. Transfer to or from a Medical Facility or to Home (Including Insane or Mentally Incompetent Patients)
		A patient who is an active-duty Service Member and is ordered to travel for necessary medical care is eligible for travel and transportation allowances.
		See A. Eligibility.
		See B. Allowances.
		See C. Attendant or Escort.
		Trip Type for both Authorization and Voucher.
SCT NON-FEDERAL HONOR AWARD	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type used for Service Member or Civilian Employee Travel to Receive a Non-Federally Sponsored Honor Award

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		See JTR, Ch. 3
		See par. 030901. Receive Federally or Non-Federally Sponsored Honor Award
		See A. Eligibility. A Service Member or Civilian Employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler's official duties and the Service or Agency's functions or activities (55 Comp. Gen. 1332 (1976)).
		See B. Allowances.
		See C. Reimbursement.
		See D. Guest.
		See E. Attendant.
		F. Allowances for Guests and Attendants.
		Trip Type for both Authorization and Voucher.
SCT PRE-EMPLOYMENT FULL TDY	TEMPORARY DUTY TRAVEL (ROUTINE) FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip type used for Pre-Employment Interview Travel
		The DTA, Travel Clerk or Document Preparer processes the ITA for standard travel and transportation entitlements for non-DoD employees.
		See JTR, Ch. 3.
		See par. 0306 PRE-EMPLOYMENT INTERVIEW WITH DOD FOR CIVILIAN EMPLOYMENT
		See A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment.
		See B. Allowances.
		See C. Reimbursement.
		See D. DoD Component Responsibilities.
		See E. Interviewee Responsibilities.
		Trip Type for both Authorization and Voucher.
SCT RECALL FROM LEAVE	TEMPORARY DUTY TRAVELER (ROUTINE)	Trip Type used for Service Member when Recalled from Leave
		See JTR, Ch. 3
		See par. 033301. Leave or Personal Travel Combined with Official Travel. Based upon the reason for returning to duty, Service Member authorized certain travel and transportation allowances.
		See Table 3-20. Situations Involving Leave and Official Travel

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		See 9 and additional footnote *Trip Type for both Authorization and Voucher.*
SCT SHIP RELOCATED WHEN AWAY	TEMPORARY DUTY TRAVELER (ROUTINE)	Trip Type used for Service Member when Ship Relocated during Authorized Absence See JTR Ch. 3 See par. 033303. Ship Relocated During Authorized Absence See A. Eligibility. A Service Member assigned to a ship who is on leave or liberty when the ship relocates may be eligible for travel allowances if he or she was not notified of the ship's relocation before departing on leave. A Service Member who was on emergency leave when the ship moved follows the policy in Chapter 4. See B. Allowances. *Trip Type for both Authorization and Voucher.*
SCT STUDENT SPEC DODEA EVAL	DEPENDENT INVITATIONAL TRAVEL-TRANSPORTATION EXPENSES ONLY OR TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type used for Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes See JTR, Ch. 3 See par. 030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes. See A. Eligibility. A student with disabilities identified in DoDI 1342.12 (Dependent Early Intervention and Special Education Services) See B. Allowances. For A student, parent, or guardian. *Trip Type for both Authorization and Voucher.*
SCT TDRL DISABLED PHYS EXAM	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type used for a Service Member on the Temporary Disability Retired List (TDRL) - required physical exam See JTR, Ch. 3 See par. 033004. Service Member on the Temporary Disability Retired List (TDRL) Required to Submit to Periodic Physical Examinations. See A. Eligibility - Service Members are eligible for travel allowances. See B. Allowances. See Ch. 2, par. 020101. Transportation and Per Diem Allowance. See C. Attendant or Escort. *Trip Type for both Authorization and Voucher.*

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
SCT UN PEACEKEEPING TDY	Temporary Duty Travel (Routine)	Trip Type used for Service Members assigned TDY as observers to UN Peacekeeping Organizations See JTR, Ch. 3 See par. 0316 OBSERVER TO UNITED NATIONS (UN) PEACEKEEPING ORGANIZATION A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (the UN's name for a mission-specific per diem) is also authorized to receive the DoD's per diem allowances for TDY travel up to a combined total of no more than the State Department's locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see Chapter 5). See DOD's per diem allowances for TDY travel. *Trip Type for both Authorization and Voucher.*
SCT DISIPLINARY ACTION	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type used for Member Travel and Transportation Incident to Disciplinary Action See JTR, Ch. 3 See par. 030706. Travel for Military Justice Proceedings See A. Eligibility. A Service Member who is not in confinement and required to travel away from the PDS area. See B. Allowances. *Trip Type for both Authorization and Voucher.*
SCT EMERGENCY LEAVE	GOVERNMENT FUNDED LEAVE	Trip type used for Military or their dependent's transportation in Personal Emergencies. See JTR Ch. 4. See par. 401 APPLICABLE ALLOWANCES FOR GOVERNMENTFUNDED LEAVE TRAVEL 040101. Standard Transportation and Reimbursement See A. Standard Transportation. See Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel See par. 040201. Transportation in Personal Emergencies

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		A. Eligibility. Criteria for a Service Member or dependent to receive emergency leave transportation appear in Table 4-3. The personal emergency must be evaluated in accordance with DoDI 1327.06 (Leave and Liberty). See Table 4-3. Eligible Traveler for Personal Emergency Leave See B. Allowances. See C. Authorized Locations. *Trip Type for both Authorization and Voucher.*
SCT EMERGENCY VISIT TRVL EVT	GOVERNMENT FUNDED LEAVE	Trip Type for Civilian employees and their dependents for Emergency Visitation Travel (EVT). See JTR, Ch. 4. See par. 0401 APPLICABLE ALLOWANCES FOR GOVERNMENTFUNDED LEAVE TRAVEL See par. 040101. Standard Transportation and Reimbursement A. Standard Transportation. Certain requirements to meet eligibility. Travelers must use Government transportation for Government-funded leave, when available. See Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel. See par. 0403 EMERGENCY VISITATION TRAVEL (EVT) See A. Eligibility. See a. Medical. Table 4-5 summarizes what a traveler may be authorized. *Trip Type for both Authorization and Voucher.*
SCT ESCORT ATTEND EMP RETURN	TEMPORARY DUTY TRAVEL FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type used for an Attendant or Escort for Civilian Employee on TDY who Becomes Ill or Injured. See JTR, Ch. 3. See par. 0332 DESIGNATED INDIVIDUAL AND NON-MEDICAL ATTENDANT TRAVELING TO A WOUNDED, ILL, OR INJURED SERVICE MEMBER OR CIVILIAN EMPLOYEE Certain conditions and supporting documentation required for attendant or escort funded by the Government. See A. Eligibility.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		See B. Allowances.
		See C. Funding.
		See JTR Appendix A, Definition for an Attendant.
		See JTR Appendix A, Definition for an Escort.
		Trip Type for both Authorization and Voucher.
SCT FEML-FUND ENVIRO&MORALE	GOVERNMENT FUNDED LEAVE	Trip Type is for Employee Funded Environmental and Moral Leave (FEML). FEML applies to the Service Member or dependent and a Civilian Employee or family member.
		See JTR Ch. 4.
		See par. 0404 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML).
		The FEML policy is established for a Service Member in DoDI 1327.06 (Leave and Liberty). This policy is adopted and used for civilian employees.
		See par. 040401. FEML Transportation
		A. Eligibility.
		See 1 -5 and Table 4-11.
		B. Allowances.
		See Funded Environmental and Morale Leave (FEML) Locations and Destinations. This site also specifies the authorities designated to certify a place as a FEML location or destination.
		Trip Type for both Authorization and Voucher.
SCT FVT-FAM VISIT TRAVEL	GOVERNMENT FUNDED LEAVE	Trip Type is for Family Visitation Travel (FVT)
		See JTR, Ch. 4
		See par. 0403 EMERGENCY VISITATION TRAVEL (EVT).
		See A. Eligibility. A Civilian Employee or dependent residing with the Civilian Employee at a foreign PDS OCONUS.
		See 1. The Civilian Employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee's "actual residence" (see Appendix A).
		See a. Medical. Table 4-5 summarizes what a traveler may be authorized.
		See (1) EVT is to visit an immediate family member who is seriously ill or injured, such that death is likely to occur.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		(See 2) The AO must validate that the family member's condition meets the requirements for EVT. *Trip Type for both Authorization and Voucher*
SCT MEDIC CONVALESCENT LEAVE	GOVERNMENT FUNDED LEAVE	Trip Type is for travel for Convalescent Leave Transportation See JTR, Ch. 3 See par. 033003. Convalescent Leave Transportation See A. Eligibility. A Service Member traveling due to illness or injury See B. Allowances. A Service member is authorized transportation from the place of medical treatment in the continental United States (CONUS) to a place that he or she selects, and that is authorized or **APPROVED** through the Secretarial Process, and from that location to any medical treatment location. Authorized the standard transportation allowances in Chapter 2. Per diem and reimbursable expenses are not authorized. *Trip Type for both Authorization and Voucher.*
SCT MEDIC FAM ATTEND OVR 100 MI	TEMPORARY DUTY TRAVEL (ROUTINE) FOR MIL/CIV INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type is for Attendant's Travel for Specialty Care over 100 Miles Supporting documentation is required for this type of travel. The DTA or Document Preparer processes the ITA for a non-DoD employee. See JTR, Ch. 3. See par. 033007. Medical Specialty Care Travel of More Than 100 Miles This item does not apply to a dependent outside of the continental United States (OCONUS) authorized travel in par. 033101 or to an active-duty Service Member who is authorized medical travel. See A. Eligibility. See B. Allowances. See 1. Transportation. See 2. Personally Procured Commercial Transportation. See 3 POV. See 2. Lodging and Meals. *Trip Type for both Authorization and Voucher*

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
SCT PRE EMPLOY PER DIEM ONLY	*Invitational Travel*	Trip Type is for Pre-Employment Interview Travel – Per Diem The DTA or Document Preparer processes the ITA for Per Diem Only. See JTR, Ch. 3. See par. 0306 PRE-EMPLOYMENT INTERVIEW WITH DOD FOR CIVILIAN EMPLOYMENT See A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment. See B. Allowances. See C. Reimbursement. See D. DoD Component Responsibilities. See E. Interviewee Responsibilities. *Trip Type for both Authorization and Voucher.*
SCT PRE EMPLOY TRANS ONLY	INVITATIONAL TRAVEL – TRANSPORTATION ONLY	Trip Type is for Pre-Employment Interview Travel The DTA, Travel Clerk, or Document Preparer processes the ITA for Transportation expenses only. See JTR, Ch. 3 See par. 0306 PRE-EMPLOYMENT INTERVIEW WITH DOD FOR CIVILIAN EMPLOYMENT See A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment. See B. Allowances. See C. Reimbursement. See D. DoD Component Responsibilities. See E. Interviewee Responsibilities. *Trip Type for both Authorization and Voucher.*
SCT R AND SPECIAL R	GOVERNMENT FUNDED LEAVE	Trip Type is for Rest and Recuperation for Service Members and Civilian employees. See JTR Ch. 4. See par. 0405 TRAVEL FOR REST AND RECUPERATION (R&R) LEAVE, Regular R&R leave and Special R&R (SR&R) leave policy is established in DoDI 1327.06 (Leave and Liberty). This policy is adopted and used for civilian employees. See par. 040501. R&R Leave See A. Eligibility. A Service Member or a Civilian

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		Employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to an authorized location OCONUS. See Rest and Recuperation (R&R) Locations and Destinations. See B. Combined Leave and Travel. See C. Allowances. See Table 4-12. Tours of Duty that Receive R&R Transportation. *Trip Type for both Authorization and Voucher.*
SCT STUDENT DODEA ACADEM C&C	DEPENDENT INVITATIONAL TRAVEL-TRANSPORTATION EXPENSES ONLY	Trip Type if for Travel of DoDEA Dependent Students for Academic Competitions and Co-Curricular Activities See JTR, Ch. 3. See par. 030804. DoDEA Academic Competitions and Co-Curricular Activities See A. Eligibility. A dependent student of either a Service Member or Civilian Employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities (20 U.S.C. §921-§932). See B. Responsibilities. See C. Allowances. *Trip Type for both Authorization and Voucher.*
SCT STUDENT OF CIV US SCHOOL	DEPENDENT INVITATIONAL TRAVEL	Trip Type if for travel of Civilian Employee's Dependent Student Travel to Attend School in the US See JTR, Ch. 5 See par. 053806. Dependent Student Travel See DoDI 1400.25, Vol. 1250 (Civilian Employee Overseas Allowances and Differentials) Authorizes educational travel, as specified in the DSSR §280, for a dependent student of a DoD Civilian Employee assigned in a foreign area for travel to and from a school offering a full-time course of secondary or postsecondary education. *Trip Type for both Authorization and Voucher.*
SCT STUDENT OF MIL US SCHOOL	DEPENDENT INVITATIONAL TRAVEL	Trip Type for Service Member's Dependent Student Transportation to a School in the U.S. See JTR, Ch. 5 See par. 050816. Dependent Student Travel See A. Definitions.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		There are specific requirements, which a Service Member must meet to qualify for their Dependent's Student Travel.
		See B. Eligibility.
		See Table 5-26. Eligibility for Dependent Student Travel
		See 1. Eligible.
		See 2. Ineligible.
		See C. Allowances.
		See 1. Transportation.
		See D. Dependent Student Transportation to a School in the United States.
		Trip Type for both Authorization and Voucher.
EMERGENCY WHILE TDY	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type for Personal Emergencies for a Service Member on TDY
		Use the same travel authorization to bring the traveler home.
		See JTR, Ch. 3
		See par. 0334 PERSONAL EMERGENCIES WHILE ON TDY AWAY FROM THE PDS
		See DoDI 1327.06 (Leave and Liberty) and Service regulations for specifics on situations that warrant emergency leave. For emergency leave travel associated with medical situations, see Chapter 4.
		See par. 033401. Service Member Personal Emergency Travel While on TDY
		See A. Eligibility.
		See B. Allowances.
		Trip Type for both Authorization and Voucher.
FAM MEM ILL CIV SPONSOR	TEMPORARY DUTY TRAVEL (ROUTINE) FOR MIL/CIV INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type for a Civilian Family Member of a Seriously Ill or Injured Civilian Employee
		If the person traveling is Military or Civilian, then process a travel order. If the person is a non-DoD employee, then process an ITA.
		See JTR, Ch. 3.
		See par. 033203. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Civilian Employee
		See A. Eligibility. A Civilian Employee who becomes critically ill or is seriously wounded while on official

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		duty at an unaccompanied duty station and is subsequently medevac'd to another medical facility may be eligible for a Designated Individual (10 U.S.C. §1599b; 22 U.S.C. §4081).
		See B. Allowances.
		See 1. Transportation.
		See 2. Per Diem.
		See 3. Reimbursable Expenses.
		Trip Type for both Authorization and Voucher.
FAM MEM ILL MIL SPONSOR	TEMPORARY DUTY TRAVEL FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type for a Designated Individual and Non-Medical Attendant Traveling to a Wounded, Ill or Injured Service Member or Civilian employee. If the person traveling is Military or Civilian, then process a travel order. If the person is a non-DoD employee, then process an ITA.
		See the JTR, Ch. 3.
		See par. 0332
		See par. 033201. Travel of a Designated Individual for the Health and Welfare of a Wounded or Ill Service Member
		See A. Eligibility. An active-duty Service Member, an RC member on active duty, a Service Academy cadet or midshipman may have up to three Designated Individuals visit him or her at a medical facility.
		See Table 3-19. Service Members Authorized Visits from Designated Individuals
		See B. Allowances.
		See C. Funding.
		See par. 033203. Travel of a "Designated Individual" for the Health and Welfare of a Wounded or Ill Civilian Employee
		See A. Eligibility.
		See B. Allowances.
		See 1. Transportation.
		See 2. Per Diem.
		See 3. Reimbursable Expenses.
		See C. Funding.
		Trip Type for both Authorization and Voucher.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
MEDIC EXP FOR SPEC NEEDS	TEMPORARY DUTY TRAVEL FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type for travel when there are Additional Expenses Incurred by an Employee with a Disability or Special Need See JTR, Ch. 2. See par. 020207. Reimbursement for Commercial Transportation See D. Miscellaneous Reimbursable Expenses for Travelers with Medical or Special Needs. A traveler with medical or special needs may receive reimbursement for the following additional transportation-related miscellaneous costs: See 1. Specialized service transportation. See 2. The cost of renting or transporting specialized equipment, such as a wheelchair, needed in transit or at the TDY location. See 3. Baggage check-in fee at curbside. See 4. Baggage handling tips for a traveler with a disability. See par. 020206. Airplane, Train, Ship, and Bus Transportation K. Medical and Special Needs. *Trip Type for both Authorization and Voucher.*
MEDIC FAM MEM CIV OCONUS	TEMPORARY DUTY TRAVEL FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type for Dependent Medical Travel and Transportation Allowances When a Civilian Employee's assignment to a Foreign OCONUS PDS. See JTR, Ch. 3. See par. 033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS See A. Eligibility. An eligible Civilian Employee assigned to a foreign PDS OCONUS, or the civilian employee's dependent, may be authorized travel and transportation to another location when the local medical facilities (military or civilian) cannot accommodate his or her medical or dental needs. The Secretarial Process determines when the local medical facilities cannot accommodate. See 1. Eligible individuals include: See 2. Eligibility factors include: See B. Allowances.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
		See 1. Transportation.
		See 3. Per Diem.
		Trip Type for both Authorization and Voucher.
MEDIC FAM MEM MIL CONUS	TEMPORARY DUTY TRAVEL (ROUTINE)	Trip Type to Travel to Specialty Care Over 100 Miles
		See JTR, Ch. 3.
		See par. 0330 VARIOUS TYPES OF MEDICAL TRAVEL
		See par. 033007. Medical Specialty Care Travel of More Than 100 Miles
		A. Eligibility. A patient who requires non-emergency specialty care located more than 100 miles from the primary care manager's (PCM) office may be eligible for travel allowances if certain conditions are meet.
		See B. Allowances.
		See 1. Transportation.
		See 2. Lodging and Meals.
		Trip Type for both Authorization and Voucher.
MEDIC FAM MEM MIL OCONUS	DEPENDENT INVITATIONAL TRAVEL OR TEMPORARY DUTY TRAVEL	Trip Type for Dependent Travel and Transportation OCONUS for Medical Care. If dependent is a DoD employee, then process a travel order. If dependent is a non-DoD, then Dependent ITA required.
		Supporting document required for AO approval.
		See JTR, Ch. 3.
		See par. 0331 MEDICAL TRAVEL WHEN STATIONED OCONUS
		See par. 033101. Dependent Medical Care Travel OCONUS
		A. Eligibility. A medical authority must determine the dependent's medical or dental care is necessary. If a medical authority is unavailable, then reference this paragraph (see par. 033101-C).
		See B. Allowances.
		See 1. Transportation.
		See 2. Lodging and Meals.
		Trip Type for both Authorization and Voucher.
TRAVEL AT NO EXPENSE	N/A	**Travel at no expense to the Government or Trip Type C-PERMISSIVE are no longer in DTS**.
		There are no allowances for members or employees incurring travel expenses under this travel Trip Type.

TRIP TYPES CROSSWALK		
DTS Trip Type Formally Known As	**DTS Trip Type Currently Known As**	**Reference**
WITNESS TRAVEL	TEMPORARY DUTY TRAVEL FOR MIL/CIV OR INVITATIONAL TRAVEL FOR ALL OTHERS	Trip Type for Travel of Witnesses/ Witness Travel for Military or Civilian employees See JTR, Ch. 3. Conditions and qualifications See JTR - par. 0307 JUSTICE AND CRIMINAL MATTERS. See par. 030701. Service Member or Civilian Employee Who Serves as a Witness See A. Eligibility. The presiding hearing officer determines if travel is necessary when a witness's testimony is substantial, material, and necessary for proper case disposition and an affidavit cannot adequately accomplish the same objective. See B. Allowances. See Table 3-2 for the breakdown of Witness for specific government offices or non-government entities. *Trip Type for both Authorization and Voucher.*

Chapter 3: Trip Purposes

When creating a trip, a traveler needs to identify the reason for official travel. Table K-2 contains the options available in the **DTS Trip Purpose** drop-down list that displays on the **Itinerary** or **Review Document** screen. The codes provide trip data analysis.

Table K-2A provides the cross walk of *Trip Purposes Previously Known As to Currently Known As* in DTS.

Table K-2

TRIP PURPOSES		
DTS Trip Purpose	**Description**	**Reference**
MISSION - OPERATIONAL	Travel to a particular site to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.	Travel performed in connection with day-to-day operational or managerial activities. For more information, refer to 41 C.F.R. Ch. 301, App. C.
CONFERENCE - NON-TRAINING	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training below). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.	Travel performed in connection with a pre-arranged retreat, convention, seminar, or symposium. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). For more information, refer to 41 C.F.R. Ch. 301, App. C.
EMERGENCY - PERSONAL	Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in §300-3.1 or §301-30.2), or catastrophic occurrence or impending disaster that directly affects the employee's home. Emergency travel also	Travel performed in connection with an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly, and requires immediate action/attention. For

TRIP PURPOSES		
DTS Trip Purpose	**Description**	**Reference**
	includes - travel for medical care while employee is TDY away from the official station (Part 301-30), death of an employee/immediate family member when performing official duties away from the official station or home of record (Part 303-70), medical attendant transportation (Part 301-30), assistance travel for an employee with special needs (Part 301-13), as well as travel for threatened law enforcement/investigative employees (Part 301-31).	more information, refer to 41 C.F.R. Ch. 301, App. C.
SPECIAL AGENCY MISSION	Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.	Travel performed in connection with a task that is unique/distinctive and outside the agency's normal course of day-to-day business activities. Special missions are defined by the head of an agency and are normally not programmed in the agency's annual funding authorization. For more information, refer to 41 C.F.R. Ch. 301, App. C.
TRAINING	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that "'training' means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals." The term "conference" may also apply to training activities that are considered to be conferences under 5 CFR 410.404,	Travel performed in connection with educational activities. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference). For more information, refer to 41 C.F.R. Ch. 301, App. C.

TRIP PURPOSES		
DTS Trip Purpose	**Description**	**Reference**
	which states that "agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code; (c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee's attendance." Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other Than Training above). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.	

Table K-2A

TRIP PURPOSES			
DTS Trip Purpose Formally Known As	**DTS Trip Purpose Currently Known As**	**Description**	**Reference**
N/A	MISSION - OPERATIONAL	Travel to a particular site to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting,	Travel performed in connection with day-to-day operational or managerial activities. For more information, refer to 41 C.F.R. Ch. 301, App. C

		TRIP PURPOSES	
DTS Trip Purpose Formally Known As	**DTS Trip Purpose Currently Known As**	**Description**	**Reference**
		inspections, audits, investigations, and examinations.	
CONFERENCE ATTENDANCE	CONFERENCE - NON-TRAINING	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training below). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.	Travel performed in connection with a pre-arranged retreat, convention, seminar, or symposium. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). For more information, refer to 41 C.F.R. Ch. 301, App. C.
EMERGENCY TRAVEL	EMERGENCY - PERSONAL	Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in §300-3.1 or §301-30.2), or catastrophic occurrence or impending disaster that directly affects the employee's home. Emergency travel also includes travel for medical care while employee is TDY away from the official station (Part 301-30), death of an employee/immediate family member when performing official duties away from the official station or home of record (Part 303-70), medical attendant transportation (Part 301-30), assistance travel for an employee with special needs (Part 301-13), as well as travel for threatened law enforcement/investigative employees (Part 301-31).	Travel performed in connection with an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly, and requires immediate action/attention. For more information, refer to 41 C.F.R. Ch. 301, App. C.
INFORMATION MEETING	MISSION - OPERATIONAL	*Previously defined as –*	Travel performed in connection with day-

TRIP PURPOSES			
DTS Trip Purpose Formally Known As	**DTS Trip Purpose Currently Known As**	**Description**	**Reference**
		Meetings allowing you to meet professionals, gather career information, seek advice on career development, and obtain referrals to other individuals for similar purposes. *Currently defined for Mission – Operational as -* Travel to a particular site to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.	to-day operational or managerial activities. For more information, refer to 41 C.F.R. Ch. 301, App. C.
OTHER TRAVEL	N/A	*Previously defined as -* All travel performed for purposes not shown in one of the other categories listed above. Even though stated as other travel, the travel authorization must also detail the specific purpose. **Trip Purpose is no longer in DTS.**	N/A
RELOCATION	N/A	*Previously defined as –* Transfer from one PDS to another (same as a PCS move.) This includes new appointees and persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. **Trip Purpose is no longer in DTS.**	N/A
SITE VISIT	MISSION - OPERATIONAL	*Previously defined as –* Personally perform operational managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity;	Travel performed in connection with day-to-day operational or managerial activities. For more information,

		TRIP PURPOSES	
DTS Trip Purpose Formally Known As	**DTS Trip Purpose Currently Known As**	**Description**	**Reference**
		conduct negotiations; provide technical assistance) at a particular location. *Currently defined for Mission – Operational as -* Travel to a particular site to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.	refer to 41 C.F.R. Ch. 301, App. C.
SPECIAL MISSION TRAVEL	SPECIAL AGENCY MISSION	*Previously defined as –* Carry out a special mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by federal beneficiaries and other non-employees. *Currently defined for Special Agency Mission as -* Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.	Travel performed in connection with a task that is unique/distinctive and outside the agency's normal course of day-to-day business activities. Special missions are defined by the head of an agency and are normally not programmed in the agency's annual funding authorization. For more information, refer to 41 C.F.R. Ch. 301, App. C.
SPEECH OR PRESENTATION	MISSION - OPERATIONAL	*Previously defined as –*	Travel performed in connection with day-

TRIP PURPOSES			
DTS Trip Purpose Formally Known As	**DTS Trip Purpose Currently Known As**	**Description**	**Reference**
		Make a speech or a presentation, deliver a paper, or take part in a formal program other than a training course. *Currently defined for Mission – Operational as -* Travel to a particular site to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.	to-day operational or managerial activities. For more information, refer to 41 C.F.R. Ch. 301, App. C.
TRAINING ATTENDANCE	TRAINING	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that "'training' means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals." The term "conference" may also apply to training activities that are conferences under 5 CFR 410.404, which states that "agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional;	Travel performed in connection with educational activities. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference). For more information, refer to 41 C.F.R. Ch. 301, App. C.

TRIP PURPOSES			
DTS Trip Purpose Formally Known As	**DTS Trip Purpose Currently Known As**	**Description**	**Reference**
		(b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code;	
		(c) The content of the conference is germane to improving individual and/or organizational performance, and	
		(d) Development benefits will be derived through the employee's attendance." Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other Than Training above). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.	
BETWEEN TOURS TRAVEL	MISSION - OPERATIONAL	*Previously defined as –* Travel authorizations for which an employee, uniformed member, and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel. This travel is usually performed in conjunction with travel resulting from a PCS or renewal of a tour of duty at OCONUS duty stations. *See Mission - Operational for Description*	Travel performed in connection with day-to-day operational or managerial activities. For more information, refer to 41 C.F.R. Ch. 301, App. C

Chapter 4: Transportation Type and Modes

A transportation mode identifies the type of transportation a traveler will use for travel. Not all **Transportation Types** listed in Table K-3 maybe selectable for making reservations, such as a **Bus Ticket** in DTS. However, you can add transportation expenses manually under **Mileage Expenses**, **Transportation Expenses**, or **Ticketed Expenses** on the **Enter Expenses** page.

Table K-3 equates each transportation type with its code. This code shows up in various locations, such as pre-audit flags and routing lists. (For more about routing lists, see the *DTA Manual, Chapter 5*.)

For the **Transportation Types** listed below, the thresholds are set to **None**. This means selecting one of these items should not trigger the pre-audits in Table K-17.

Table K-3

TRANSPORATION TYPES AND MODES		
Transportation Type	**Mode**	**Expense Category**
TMC fee (CBA)	CF-C	COM.CARR.-C
TMC fee (IBA)	CF	COM. CARR.-I
Rental Car	CA	RENTAL CAR
Bus (CBA)	CB-C	COM. CARR.-C
Bus (IBA)	CB	COM. CARR.-I
Airline Ticket (CBA)	CP-C	COM. CARR.-C
Airline Ticket (IBA)	CP	COM. CARR.-I
Train Ticket (CBA)	CR-C	COM. CARR.-C
Train Ticket (IBA)	CR	COM. CARR.-I
Private Vehicle - GOV Auth & Avail	DGV	MILEAGE
Private Auto - At TDY Area	PA	MILEAGE
Private Auto - In/Around Local Area	PAL	MILEAGE
Private Auto - To/From Terminal	PAT	MILEAGE
Private Auto - To/From TDY	PA	MILEAGE
Private Motorcycle - In/Around Local Area	PML	MILEAGE
Private Motorcycle - At TDY Area	PM	MILEAGE
Private Motorcycle - To/From TDY	PM	MILEAGE

TRANSPORATION TYPES AND MODES		
Transportation Type	**Mode**	**Expense Category**
Private Motorcycle - To/From Terminal	PMT	MILEAGE
Private plane	PP	MILEAGE

Chapter 5: Expenses and Allowances

The *JTR* implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense (DoD) civilian travelers. The *JTR, Ch. 2* states, "Standard allowances are the core set of rules used to compensate a traveler for normal expenses incurred while in a travel status under official travel."

5.1 Reimbursable Expenses

The *JTR, par. 010205* states, "DoD travelers and AOs must use the DTS to process travel authorizations and vouchers for TDY travel and local travel." DTS allows travelers to process their travel needs end-to-end (e.g., reservations, expenses, per diem [lodging, M&IE], and more) and quickly receive reimbursement. An AO determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the valid expenses, to maintain *Travel Compliance.*

The next sections discuss the available **Expense Types** in DTS to support official travel.

5.1.1 Transportation Expenses in Authorizations and Vouchers

The **Expense Types** in Table K-4 are available on the **Enter Expenses** page, when you choose **Add** > Transportation Expenses from the **Add New** drop-down list in an authorization or voucher. The default *Method of Reimbursement (MOR)* is the Government Travel Charge Card (GTCC) for each expense type. DTS does allow you to switch the MOR to personal for some expenses such as **Tolls**. However, there are certain ones where the only reimbursement is to the GTCC. You should not claim a **TMC Fee - Not in Air Amount** as personal, since the TMC charges the ticketing fee to the GTCC - individually or centrally billed account. **Note**: The *DoDI 5154.31, Vol. 4, DoD Government Travel Charge Card* policy requires cardholders to use the travel card for all official travel expenses including meals as authorized by the *JTR*, unless an exemption under *Section 0406 of the GTCC Regulations* applies.

For the **Expense Types (Transportation)** listed below, the thresholds are set to **None**. This means selecting one of these types should not trigger the pre-audits in Table K-17.

Table K-4

TRANSPORATION EXPENSES (AUTHORIZATION & VOUCHER)
Expense Type
Aero Club - Rental and Fees
Airfare - Cancellation Fee
Government Vehicle - Fuel/Oil
Parking - At the Terminal
Parking - TDY Area
Private Plane - Fees
Public Transit - Shuttle

TRANSPORATION EXPENSES (AUTHORIZATION & VOUCHER)
Expense Type
Public Transit - TDY Area
Public Transit - Terminal
Rental Car - At TDY Area
Rental Car - Fuel
Rental Car - Terminal
Rental Car - To/From TDY
Taxi - TDY Area
Taxi - To/From Terminal
TMC Fee - Not in Air Amount
Tolls/Ferry Fees

5.1.2 Ticketed Expenses in Authorizations and Vouchers

The items in Table K-4A are available on the **Enter Expenses** page, when you choose **Add > Ticketed Expenses** from the **Add New** drop-down list in an authorization or voucher. The TMC Fee and travel ticket charges apply to the *GTCC - individually or centrally billed* account.

For the **Expense Types (Ticketed)** listed below, the thresholds are set to **None**. This means selecting one of these types should not trigger the pre-audits in Table K-17.

Table K-4A

TICKETED EXPENSES (AUTHORIZATION & VOUCHER)
Expense Type
TMC Fee (CBA)
TMC Fee (IBA)
Airline Ticket (CBA)
Airline Ticket (IBA)
Bus Ticket (CBA)
Bus Ticket (IBA)
Train Ticket (CBA)
Train Ticket (CBA)

5.1.3 International Travel, Lodging & Other Expenses in Authorizations and Vouchers

The items in table K-4B are available on the **Enter Expenses** page, when you choose **Add** to access the **Expense Categories** from the **Add New** drop-down list in an authorization or voucher. The expense types are selectable under the **International Travel, Lodging and Other Expenses** categories. The default *Method of Reimbursement* (MOR) is the GTCC for each expense type. DTS does allow you to switch the MOR to personal for some expenses.

Most thresholds for expenses are set to **None**. Meaning no flag will trigger requiring a justification or comment. However, for those expenses set to flag, exceeding the threshold does trigger one of the pre-audits in Table K-17. If a flag triggers, you are required to provide a justification, comment, and sometimes even a **Reason Code** explaining travel actions or selections.

Table K-4B

INTERNATIONAL TRAVEL, LODGING, & OTHER EXPENSES (AUTHORIZATION & VOUCHER)		
Expense Type	**Expense Category**	**Single Threshold**
Baggage - 1st Checked Bag	Other	None
Baggage - Excess	Other	None
Baggage - Unaccompanied (Civilian Only)	Other	200
Conference Registration	Other	500
Dual Lodging	Lodging	700
Foreign Currency Conv Fees	International Travel	None
Immunizations/Inoculations	Other	None
International Drivers Permit Fees	International Travel	None
International Entry/Exit Fees	International Travel	None
International GTCC Transaction Fee	International Travel	None
International Guide Services/Driver	International Travel	None
Passport/Visa Fees	International Travel	None
Internet - In Flight	Other	None
Internet at Lodging Facility	Other	None
Lodging Cancellation Fee	Lodging	200
Lodging Early Check-In Fee	Lodging	None
Lodging Late Check-out Fee	Lodging	None
Lodging Resort Fees	Lodging	None

INTERNATIONAL TRAVEL, LODGING, & OTHER EXPENSES (AUTHORIZATION & VOUCHER)		
Expense Type	**Expense Category**	**Single Threshold**
Lodging Retained on Leave	Lodging	700
Lodging Taxes (CONUS and Non-foreign)	Lodging	None
Military Working Dog - Airfare	Other	None
Military Working Dog - Kennel Handle Fee	Other	None
Military Working Dog - Lodging Fee	Other	None
Other - Create Your Own	Other	None

5.1.4 International Travel, Transportation & Other Expenses in Local Vouchers

The items in table K-4C are available on the **Enter Expenses** page when you select **Add** to access the **Expense Categories** from the **Add New** drop-down list in local voucher. The default *Method of Reimbursement (MOR)* is the GTCC for most expense types except for ****Returned Payment**, which the MOR must be personal. **Note**: The *DoDI 5154.31, Volume 4, DoD Government Travel Charge Card* policy requires cardholders to use the travel card for all official travel expenses including meals as authorized by the *JTR*, unless an exemption under *Section 0406* of the GTCC Regulations applies.

Most thresholds for expenses are set to **None**. Meaning no flag will trigger requiring a justification or comment. However, for those expenses set to flag, exceeding the threshold does trigger one of the pre-audits in Table K-17. If a flag triggers, you are required to provide a justification, comment, and sometimes even a **Reason Code** explaining travel actions or selections.

Table K-4C

INTERNATIONAL TRAVEL, LODGING, & OTHER EXPENSES (LOCAL VOUCHER)		
Expense Type	**Expense Category**	**Single Threshold**
Foreign Currency Conv Fees	International Travel	None
Parking	Transportation	None
Government Vehicle - Fuel/Oil	Transportation	None
Public Transportation	Transportation	None
Recruiter - Parking	Other	255
Recruiter - Snack	Other	76
Rental Car	Transportation	None
Rental Car - Fuel	Transportation	None

INTERNATIONAL TRAVEL, LODGING, & OTHER EXPENSES (LOCAL VOUCHER)		
Expense Type	**Expense Category**	**Single Threshold**
**Returned Payment *(MOR is personal)*	Other	76
Other – Create Your Own	Other	None
Taxi	Transportation	None
Tolls / Ferry Fees	Transportation	None

5.2 Mileage Allowances

The reimbursement amount for mileage varies based upon the travel mode – private auto, private motorcycle, GOV, and private plane. To look up current mileage rates, go to the DTS **Dashboard**, select **Travel Tools** > **Mileage Rate Table**. To view current and prior year mileage rates, go to the DTMO website, Travel and Transportation Rates > Mileage Rates.

Table K-5 provides the mileage rates available to pay travelers using a privately owned or Government-owned vehicle. When traveling from the **PDS/Residence** to the TDY location and back to **PDS/Residence**, select the **Expense Type**, **Private Auto/ Motorcycle – To/From TDY** for the official mileage calculation using the *Defense Table of Distances (DTOD)*. All other mileage calculations use the odometer except for private plane.

On the **Enter Expenses** page, when you select **Add > Mileage Expenses** from the **Add New** drop-down list in an authorization, voucher, or local voucher. The *Method of Reimbursement (MOR)* defaults to personal.

For the **Expense Types (Mileage)** listed below, the thresholds are set to **None**. This means selecting one of these types should not trigger the pre-audits in Table K-17 for cost. However, DTS may flag for a constructive cost comparison when using a POV as mode of transportation to/from the TDY location.

Table K-5

MILEAGE RATES			
Code	**Expense Type**	**Calculation Method**	**Document Type**
1POC	Private Auto - At TDY Area	Odometer	Authorization, Voucher
2POC	Private Auto - To/From TDY	DTOD	Authorization, Voucher
3POC	Private Auto - To/From Terminal	Odometer	Authorization, Voucher
4POC	Private Vehicle - GOV Auth & Avail	Odometer	Authorization, Voucher, Local Voucher
5POC	Private Motorcycle - At TDY Area	Odometer	Authorization, Voucher
6POC	Private Motorcycle - To/From TDY	DTOD	Authorization, Voucher

MILEAGE RATES				
Code	**Expense Type**		**Calculation Method**	**Document Type**
7POC	Private Motorcycle - To/From Terminal		Odometer	Authorization, Voucher
8POC	Private Auto - Local Area	Duty Station to Alternate Location	Odometer	Local Voucher
		Residence to Alternate Location minus the daily commuting miles/costs		
9POC	Private Motorcycle - Local Area	Duty Station to Alternate Location	Odometer	Local Voucher
		Residence to Alternate Location minus the daily commuting miles/costs		
10POC	Private Plane		Aeronautical Charts	Authorization, Voucher

5.2.1 Mileage Allowances in Authorizations and Vouchers

Table K-6 provides the available **Vehicle Expense Type** labels and an explanation for use when processing DTS authorizations and vouchers. Review the *JTR, Ch. 2, par. 020210*, regarding private vehicle use, allowances, and reimbursement policy.

On the **Enter Expenses** page, when you choose **Add > Mileage Expenses** from the **Add New** drop-down list in an authorization, voucher, or local voucher, the *Method of Reimbursement (MOR)* defaults to personal.

For the **Expense Types (Mileage)** listed below, the thresholds are set to **None**. This means selecting one of these types should not trigger the pre-audits in Table K-17 for cost. However, DTS may flag for a **CONSTRUCTED TRAVEL WORKSHEET** for constructed travel when using a POV as mode of transportation to/from the TDY location. The **Pre-Travel** and **Post-Travel** worksheets along with their guides are available on the DTMO website at https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/

Table K-6

VEHICLE TYPES AVAILABLE (AUTHORIZATION & VOUCHER)	
Expense Type	**Used When the Travel Will or Did …**
Private Auto - At TDY Area	Drive their own car at the TDY location. Traveler should confirm mileage reimbursement (within the TDY area for certain locations) with the AO. See JTR, Ch. 2, par. 020210.
Private Auto - To/From TDY	Drive their own car to, from, or between TDY locations. The expense identifies the official travel mode; use

VEHICLE TYPES AVAILABLE (AUTHORIZATION & VOUCHER)	
Expense Type	**Used When the Travel Will or Did …**
	DTOD to calculate mileage. Full mileage reimbursement, if the AO determines using the vehicle is more advantageous to the Government than other modes of transportation (air or government vehicle). The AO can also limit reimbursement when it's not cost advantageous to use private auto. See JTR, Ch. 2, Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles.
Private Auto - To/From Terminal	Drive their own car to or from a transportation terminal such as an airport or train and back to Residence/PDS. See JTR, Chapter 2.
Private Vehicle - GOV Auth & Avail	Use a POV instead of a GOV that was available for use. Reimbursement depends upon if the AO authorized GOV use or directed use to the traveler and the traveler opted to use POV. See JTR, Ch. 2, Table 2-9. General Rules when Using a POV.
Private Motorcycle - At TDY Area	Ride their own motorcycle at the TDY location. Traveler should confirm mileage reimbursement (within the TDY area for certain locations) with the AO. See JTR, Ch. 2, A. Reimbursement for Privately Owned Automobiles or Motorcycles and Table 2-10.
Private Motorcycle - To/From TDY	Ride their own motorcycle to, from, or between TDY locations. The expense identifies the official travel mode; use DTOD to calculate mileage. Reimbursement amount is based upon AO determination as cost advantageous to the Government than other modes of transportation. See JTR, Ch. 2.
Private Motorcycle - To/From Terminal	Ride their own motorcycle to or from a transportation terminal such as an airport or train and back to Residence/PDS.
Private Plane	Fly their own airplane to the TDY location. Mileage rate for plane is not the same as for auto and motorcycle. For specific rules, see JTR, Ch. 2, par. 020210-B. Reimbursement for Privately Owned Airplanes.

5.2.2 Mileage Allowances in Local Vouchers

Table K-6A provides the available **Vehicle Expense Type** labels and an explanation for use in DTS local vouchers.

Table K-6A

VEHICLE TYPES AVAILABLE (LOCAL VOUCHER)	
Expense Type	**Used When the Travel Will or Did …**
Private Auto - Local Area	Drive their own car from their Duty Station to alternate work location and back to Duty Station. Use the odometer to calculate the miles. See JTR, Ch. 2, par. 0206 TRAVEL IN AND AROUND THE PDS.
	Drive their own car from their residence to alternate Location minus the normal daily commuting miles/costs to the Duty Station. See JTR, Table 2-27. Per Diem within the Local Area.
Private Motorcycle - Local Area	Ride their own motorcycle from their Duty Station to alternate work location and back to Duty Station. Use the odometer to calculate the miles. See JTR, Ch. 2, par. 0206 TRAVEL IN AND AROUND THE PDS.
	Ride their own motorcycle their residence to alternate Location minus the normal daily commuting miles/costs to the Duty Station. See JTR, Table 2-27. Per Diem within the Local Area.
Private Vehicle - GOV Auth & Avail	Use a POV instead of a GOV that was available for use to travel to an alternate work location. Reimbursement depends upon if the AO authorized GOV use or directed use to the traveler and the traveler opted to use POV. See JTR, Ch. 2, Table 2-9. General Rules when Using a POV.

Chapter 6: Reason Codes

In DTS, a **Reason Code** identifies the deviation from policy. Typically, a traveler will need to select a **Reason Code** when choosing airfare, lodging, or rental car reservations not consistent with the *JTR* or other guidance such as the GSA City Pair Program (CPP). Other selections within a trip may also prompt the traveler to distinguish a deviation from policy for instance, creating an authorization after the start of the trip date.

The next few sections discuss the different DTS **Reason Codes** in detail.

6.1 Reason Codes for Non-Government Airfares

The *JTR, par. 020206, M-1*, explains the Contract City Pair (CPP) Program and travel requirements for using those fares. The *JTR par. 020206, M-2*, outlines Restricted Airfares, "The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs." Even though restricted fares are typically cheaper than unrestricted fares, using them is not feasible for all trips.

If you choose a non-government airfare, you must select a reason code on the **Pre-Audit** screen. Table K-7 lists the **Reason Codes** you can use when you select a non-government airfare. If DTS provides a restricted fare, but you use an unrestricted fare instead, you need to provide a justification. Table K-7A lists the **Reason Codes** you can use when the **Pre-Audit** flags a **Lower Fare Available** and you selected a higher fare.

Table K-7

REASON CODES FOR NON-CONTRACT AIRFARE	
Reason Code	**Description**
C1	**Does not meet mission requirements** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf, http://www.dtic.mil/perdiem/jftr.pdf* Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip. Space on scheduled flights (including a confirmed pet space (see **Note**) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the cost of the trip. *****Note:** When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.
C2	**Outside normal working hours** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf, http://www.dtic.mil/perdiem/jftr.pdf* The contractor's flight schedule is inconsistent with explicit policies of individual Federal department and agencies where applicable to schedule travel during normal working hours. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.
C3	**Lower non-contract fare available to the general public** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf, http://www.dtic.mil/perdiem/jftr.pdf*
C4	**Seat not available on contract air carrier**

REASON CODES FOR NON-CONTRACT AIRFARE	
Reason Code	Description
	http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf
C5	**Used contract fare for portion of trip, but not entire trip** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf*
C6	**Lower non-contract fare used on contract carrier** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf*
C7	**Traveler refused contract fare because:** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf* (a) Airport Specified (b) Carrier Specified (c) Routing Specified (d) Time Specified (e) Personal Reasons
C8	**No cost ticket (e.g., Frequent Flyer)** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf*
C9	**Foreign Military Service (FMS)** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf*
C10	**Rail service available and cost effective** *http://www.transcom.mil/j5/pt/dtr-part-i-app_a-h.pdf, http://www.dtic.mil/perdiem/jftr.pdf* Rail service is available and that service is cost effective and consistent with mission requirements

Table K-7A

REASON CODES FOR NON-CONTRACT AIRFARE	
Reason Code	Description
X1	Trip dates are not firm and the change or cancellation fees would increase the cost.
X2	The available restricted fare departure or arrival times do not meet Mission requirements.
X3	I am traveling to multiple TDY locations.
X4	The restricted flight cannot accommodate my medical or special need.
X5	The restricted fare had to be ticketed and my AO was not available to approve.
X6	Originally selected restricted flight no longer available due to approval delay.
X7	The cost of the restricted ticket is not advantageous to the Government.

6.2 Reason Codes for Lodging Not Used

If you decline to use available lodging that the *JTR* requires, DTS triggers a **Pre-Audit** flag. You must select a **Reason Code** and provide a written justification for not using the required lodging.

The **Pre-Audit** flags requiring a **Reasons Code** are:

- AVAIL DOD LDG NOT USED

- AVAIL PREFERRED LDG NOT USED

- LODGING NOT USED

Table K-8 lists the **Reasons Codes** that apply when the above flags appear on the **Pre-Audit** screen.

Table K-8

REASON CODES FOR LODGING NOT USED	
Reason Code	**Description**
L1 - Too far away	*Joint Travel Regulations* Available properties are too far away from TDY work location. Provide the name and address of the property where you stayed in the comments field if you made reservations outside of DTS.
L2 - Mission requirements	*Joint Travel Regulations* Available properties do not meet mission requirements. Cite your reason AND provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L3 - Lower rate available	*Joint Travel Regulations* A lower hotel rate was available at another property. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L4 - Personal choice/ limited reimbursement	*Joint Travel Regulations* In accordance with the JTR, the reimbursement for a traveler that declines available government or preferred commercial lodging is limited to the rate that the government would have paid if used. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L5 - Military Lodging	*Joint Travel Regulations* Military lodging was NOT booked in DTS. Military lodging includes, but is not limited to, government lodging, military barracks, and medical treatment facilities (DoD, VA, or Fisher House). You must adjust the cost on the Per Diem Entitlements screen to reflect the amount you actually paid for the room.
L6 - Lodging with family or friends	*Joint Travel Regulations* In accordance with the JTR, a military traveler staying with family or friends is not authorized lodging reimbursement. Civilian travelers are only authorized reimbursement for documented extra costs incurred by the host. You must

REASON CODES FOR LODGING NOT USED	
Reason Code	**Description**
	adjust the authorized lodging rate on the Per Diem Entitlements screen to zero or the documented extra costs incurred by the host.
L7 - Conference or Event	*Joint Travel Regulations* Attending a conference or event with specified lodging. You must provide the conference or event name in the comments field if you selected 'Other' or 'N/A' for conference attendance when you created the authorization. Also, provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L8 - Contract Lodging	*Joint Travel Regulations* Lodging has been contracted by a government organization. Costs will be billed to that office and you will not be reimbursed. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L9 - Rental Housing	*Joint Travel Regulations* Reimbursable rental/leased housing was used. You must adjust the cost paid on the Per Diem Entitlements screen to the amount you actually paid. Monthly payments must be prorated per day. DO NOT enter rental-housing costs as a non-mileage expense. Provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L10 - Not required, in accordance with JTR	*Joint Travel Regulations* You must cite the applicable JTR reference AND provide the name and address of the property where you stayed in the comments field if you confirmed reservations outside of DTS.
L11 - CTO lodging assistance requested	*Joint Travel Regulations* You asked the CTO to find appropriate lodging.
L12 - Group lodging required	*Joint Travel Regulations* Requires the group to be lodged together to maintain group integrity (e.g., aircrews, schools, and teams). Provide the name and address of property where you stayed in the comments field, if you confirmed reservations outside of DTS.

6.2 Reason Codes for Military Quarters Not Used

When TDY to a military location with **Quarters Available**, and you don't not use the lodging that the *JTR* requires, DTS triggers a **Pre-Audit** flag. You must select a **Reason Code** and provide a written justification for not using the required lodging.

The **Pre-Audit** flag requiring a **Reasons Code** is:

- MIL QTRS NOT USED

Table K-9 lists the **Reasons Codes** that apply when the above flag appears on the **Pre-Audit** screen.

REASON CODES FOR MILITARY QUARTERS NOT USED	
Reason Code	**Description**
R1	Military lodging facility has issued an appropriate statement of non-availability. The reference number is provided in the justification.
R2	Adverse Effects exist that meet requirements for the use of commercial lodging in lieu of the military lodging facility. The AO has approved use of commercial lodging regardless of availability. Other Authorization 'Adverse Effect' should be selected.
R3	Commercial lodging used instead of the military lodging facility. Traveler voluntarily accepts reimbursement at the military lodging facility 'on base rate' which must be entered into the justification.

6.3 Reason Codes for Verbal Orders

If you sign or the AO approves an authorization after the trip start date, DTS triggers a **Pre-Audit** flag. You must select a reason code and provide a written justification for completing a backdated authorization on the **Other Auths and Pre-Audit** screen in a travel document.

Table K-10 lists the **Reasons Codes** when verbal orders apply.

Table K-10

REASON CODES FOR LODGING NOT USED	
Reason Code	**Description**
OO1 - Emergency Leave / Emergency Visitation Travel	Swift and sensitive action is required in emergency leave situations and due to this, the traveler was not able to complete their travel authorization in DTS prior to commencing travel. Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).
OO2 - Uniformed Service Member Evacuation	Uniformed service member resides in an area that was ordered to evacuate. A Service member who is ordered to depart an area being evacuated must be put in a temporary duty (TDY) or permanent change of station (PCS) status. Evacuation notice must be provided in the substantiating records.
	Dependents of Service members, civilian employees, and dependents of civilian employees must not use DTS for reimbursement related to Evacuation / Safe Haven and should follow local business rules for seeking reimbursement.

REASON CODES FOR LODGING NOT USED	
Reason Code	**Description**
OO3 - Bedside / Casualty Affairs (Invitational)	For bedside travel, a military medical officer has made the determination that bedside travel was warranted. Due to the nature and urgency of service member's medical condition, the traveler initiated travel prior to obtaining authorization. Traveler is only authorized to be reimbursed for personally procured travel not to exceed GSA City Pair rate.
	For funeral and memorial travel, in accordance with 37 USC 481F, Travel and Transportation Allowances: Transportation of Survivors of Deceased Member to Attend Member's Burial Ceremonies, by law, traveler is eligible relative in accordance with paragraph (C). Traveler is only authorized to be reimbursed for personally procured travel not to exceed GSA City Pair rate.
	Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders). Redact any information protected by HIPAA privacy rules.
OO4 - Previous AUTH or VCH Manually Abandoned	Previous Authorization or Voucher had to be manually abandoned by the Defense Travel Management Office (DTMO) Travel Assistance Center (TAC). Provide DTMO TAC help desk ticket number, and if applicable, the TANUM and date of approval of manually abandoned TANUM in the remarks. If the abandoned authorization was not **APPROVED** prior to being manually abandoned, provide evidence that command **APPROVED** travel prior to traveler departing.
OO5 - Mission Critical - Other	Unusual and urgent mission requirements (e.g., response to downed aircraft, response to fire aboard ship, response to natural disaster, etc.) prevented the traveler from completing a DTS authorization prior to commencing TDY.
	Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).
OO6 - Routing Delay	Authorization was created prior to the start of trip, but routing delay resulted in the Approving Official not being able to apply the **APPROVED** stamp prior to the traveler's departure. Routing delays can be caused by the Travel Management Company (TMC) in processing requests and travelers not signing a returned document or routing/Approving Officials not stamping documents prior to departure.
OO7 - Cancelled Trip	The traveler's authorization was inadvertently cancelled and a new authorization was generated to allow the traveler to complete the vouchering process. Provide TANUM of the **CANCELLED** authorization and name of approver and date **APPROVED**.
	Original authorization was **CANCELLED** with no expenses incurred; however expenses were incurred and a replacement authorization is being generated to seek reimbursement. Provide TANUM of the **CANCELLED** authorization. In instances of **CANCELLED** trips, the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid. Per JTR 020303-A.2. A traveler is responsible for canceling a room reservation within the

REASON CODES FOR LODGING NOT USED	
Reason Code	**Description**
	established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.
OO8 - DTS unavailable	Non-availability of DTS prevented approval of Authorization prior to or on trip start date. Provide conditions of non-availability of DTS and Defense Travel Management Office (DTMO) Travel Assistance Center (TAC) help desk ticket number(s) (if applicable).
OO9 - Import/Export or Partner System Delay	The traveler's authorization import was delayed due partner system issues or import interfaces issues. Upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).
OO10 - Other	Circumstances of oral or verbal approval do not meet criteria of above reason codes. Describe conditions preventing approval in DTS prior to trip start and upload documentation indicating oral or verbal approval was granted (i.e., confirmatory orders).

Chapter 7: Other Authorizations

Other Authorizations signal to the Authorizing Official of an unusual condition in a document. Under the **Other Auths and Pre-Audits** screen within the *Other Authorizations* area displays items based upon certain document selections (e.g., **Expenses**, **Other - Create Your Own**) or manual additions from the **Add Other Authorization** listing (e.g., **Variations Authorized**).

Table K-11 lists all the available **Other Authorizations** and the DTS **Default Remarks**, if any.

Table K-11

OTHER AUTHORIZATIONS	
Other Authorization	**Default Remarks**
ALTERNATE/DESIGNATED LOCATION	None
ATM ADVANCE AUTHORIZED	None
ANNUAL LEAVE OR NON-DUTY DAYS	None
ANNUAL TRAINING	None
BAGGAGE - EXCESS	EXCESS BAGGAGE
CREATE YOUR OWN EXPENSE	Reimbursement claimed for manually entered expense(s): [Expense Name]. Authorizing Official has specifically **APPROVED** reimbursement for the manually entered expenses(s). **Note**: a pre-audit flag triggers for POSSIBLE EXCESSIVE EXPENSE. THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> <item > $0.00
CTO FULL ASSISTANCE REQUEST	None
DEPENDENT TRAVEL	Name: <Name>, Date of Birth: <DOB>, Passport number: <#>, Dependent of: <Name>, <Rank or Pay Grade>, XXX-XX<last 4 of SSN>, is permitted travel on or about: <date> by military aircraft on a space available basis, from: <LOCATION> to <LOCATION> and return to <LOCATION> on: <date>. Transportation is authorized only on travel days. No per diem authorized for <name>.
E-INVITATIONAL	E-INVITATIONAL
ESSENTIAL UNIT MESSING	None
EXTRA AIR OR RAIL FARE	EXTRA AIR OR RAIL FARE
FIELD CONDITIONS	None

OTHER AUTHORIZATIONS	
Other Authorization	**Default Remarks**
FISCAL YEAR FUNDS	These funds are issued in anticipation of and contingent upon the enactment of a Continuing Resolution or Defense Appropriation Act, whichever comes first.
GOVERNMENT FUNDED LEAVE CIV	All family members must travel by military airfare, if reasonably available. Use Of commercial airfare must be authorized by your approving official. Expense reimbursement is limited to transportation only. All other expenses must be justified separately. For more information, visit the DTMO website.
GOVERNMENT FUNDED LEAVE DEP	All family members must travel by military airfare, if reasonably available. Use of commercial airfare must be authorized by your approving official. Expense reimbursement is limited to transportation only. All other expenses must be justified separately. For more information, visit the DTMO website
GOVT-OWNED VEHICLE AVAILABLE	GOVT-OWNED VEHICLE AVAILABLE
GROUP AUTHORIZATION	None
GROUP TRAVEL	None
HOSPITAL STAY	None
IN PLACE	None
INACTIVE DUTY TRAINING	None
INCORRECT USE OF CBA	This trip currently uses a Centrally Billed Account (CBA) as the form of payment for Air or Rail tickets. The traveler is a Non- Exempt cardholder and must use their Individually Billed Account (IBA) - GTCC. The AO must personally ensure that any use of a CBA by this traveler is authorized by local business rules and / or Service / Agency policy. The AO approval of this non-standard use of a department CBA account will be recorded in the archive. Removal of the Other Auth can only occur, if the CBA form of payment is changed.
MANUALLY ENTERED EXPENSE(S)	Reimbursement claimed for manually entered expense(s):<expense>. Authorizing Official has specifically **APPROVED** reimbursement for the manually entered expenses(s).
MEALS PROVIDED	MEALS PROVIDED
NON-ATM ADVANCE AUTHORIZED	Non-ATM Advance Authorized
NON COMPACT CAR AUTHORIZED	NON COMPACT CAR AUTHORIZED The traveler chose a different class of car other than Compact. The AO must ensure that the traveler has received approval for that class of rental vehicle.

OTHER AUTHORIZATIONS	
Other Authorization	**Default Remarks**
NON-CONTRACT AIR FARE	NON-CONTRACT AIR FARE
NON-GOV'T FUNDED PERMISSIVE TDY	Permissive TDY – is not a selectable Trip Type in DTS. *Previously used as –* Attendance is in the DoD's interest, but travel is at no expense to the Government and authorized per diem or other reimbursements. Travel is at the employee's request and no accounting information is placed on the travel authorization The employee may choose not to perform the travel without penalty.
OCCASIONAL MEALS	None
OFFICIAL TMC NOT USED	OFFICIAL CTO NOT USED
OTHER (See remarks below)	OTHER (See remarks below)
OTHER PRIVATELY-OWNED VEHICLE	None
PER DIEM LOCATION FOOTNOTES	PER DIEM LOCATION FOOTNOTES
PERMISSIVE TDY	None
PERSONAL DEVIATION - ITINERARY/ TRANS MODE	PERSONAL DEVIATION - ITINERARY/ TRANS MODE
PERSTEMPO CODE A (Operation)	PERSTEMPO CODE A (Operation)
PERSTEMPO CODE B (Exercise)	PERSTEMPO CODE B (Exercise)
PERSTEMPO CODE C (Unit Trng)	PERSTEMPO CODE C (Unit Trng)
PERSTEMPO CODE D (Mission Support TDY)	PERSTEMPO CODE D (Mission Support TDY)
OTHER PRIVATELY-OWNED VEHICLE	None
PERSTEMPO CODE E (Individual Trng)	PERSTEMPO CODE E (Individual Trng)
PERSTEMPO CODE F (Home Station Trng)	PERSTEMPO CODE F (Home Station Trng)
PERSTEMPO CODE G (Duty in Garrison)	PERSTEMPO CODE G (Duty in Garrison)

OTHER AUTHORIZATIONS	
Other Authorization	**Default Remarks**
PERSTEMPO CODE H (Hosp in area of PDS)	PERSTEMPO CODE H (Hosp in area of PDS)
PERSTEMPO CODE I (Disciplinary Event)	PERSTEMPO CODE I (Disciplinary Event)
PERSTEMPO CODE J (Inactive Duty Trng)	PERSTEMPO CODE J (Inactive Duty Trng)
PERSTEMPO CODE K (Muster Duty)	PERSTEMPO CODE K (Muster Duty)
PERSTEMPO CODE L (Funeral Honors Duty)	PERSTEMPO CODE L (Funeral Honors Duty)
PERSTEMPO CODE Z (Unknown)	PERSTEMPO CODE Z (Unknown)
POV USE NOT ADVANTAGEOUS TO GOVERNMENT	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
SICK LEAVE (NO PER DIEM)	Sick Leave is indicated on the travel document. The AO must ensure accomplishment of proper time reporting. Electronically attach substantiating documentation to this travel order and voucher as appropriate, and in accordance with local business rules for the traveler's organization.
SICK LEAVE (PER DIEM)	Sick Leave with per diem reimbursement is indicated on the travel document. This is only allowed in accordance with the JTR 'Emergency Travel and Transportation of Employee Due to Illness or Injury or a Personal Emergency while TDY' for periods up to 14 day's duration unless **APPROVED** by the DOD component. The AO must ensure compliance with the JTR, provide adequate justification on the travel document and ensure proper accomplishment of time reporting. Electronic attachment in substantiating documentation to this travel order and voucher as appropriate, and in accordance with local business rules for the traveler's organization.
TRAVEL IS FOR FAMILY MEMBER	Transportation, per diem, and other reimbursable expenses are authorized because the individual (dependent name)'s travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role. **Note**: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.
TRAVEL IS FOR FAMILY MEMBER (TRANS)	This travel authorization authorizes the dependent <name> to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowance for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization should be **CANCELLED**.

OTHER AUTHORIZATIONS	
Other Authorization	**Default Remarks**
	Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.
VARIATIONS AUTHORIZED	VARIATIONS AUTHORIZED

Chapter 8: DTS Status Stamps

DTS uses **Status Stamps** (also called **Status Codes** or simply stamps) to track electronic processing functions such as:

- To identify the steps of document routing
- To select documents to be processed (**SIGNED** documents are processed for reservations when stamped **CTO SUBMIT**)
- To use as selection criteria for travel reports

After working with (e.g., creating, reviewing, approving) a document, a person stamps it to attach their electronic signature. This has the same effect on the electronic document as a written signature on a paper form. In addition, DTS and other systems attach **Status Stamps** to show the completion of other steps in the electronic process. The following sections show commonly available stamps and the order in which they are usually occur.

8.1 Possible Status Stamps (Alphabetical)

Table K-12 lists the most common stamps that DTS applies to travel documents.

Table K-12

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
3rd PARTY REVIEWED		MANUAL	Used only by Import/Export partner systems. Indicates that a partner system's dynamic routing officials (ROs) have been inserted into the document routing list.
ADJUSTED		SYSTEM	Applied when editing a document in the view/edit mode.
ADJUSTED OBLIGATION		SYSTEM	Applied when the DTS funding action has adjusted budget item(s) after applying the **APPROVED** stamp to an amended authorization, amended voucher, or amended local voucher.
ADVANCE EFT RETURN		SYSTEM	DTS Payment Module (PM) receives an Advice of Collection (AOC) transaction indicating an EFT (Electronic Funds Transfer) return from the financial institution has occurred on an authorization advance.
ADVANCE PAID		SYSTEM	DTS PM receives the Advice of Payment (AOP) for an **Advance Submitted**.
ADVANCE REJECT		SYSTEM	DTS PM receives the Disbursing Reject for an **Advance Submitted**.

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
ADVANCE SUBMITTED		SYSTEM	DTS PM has prepared and sent the advance XML file to GEX- Disbursing for an advance payment requested in the authorization.
APPEAL DISAPPROVED		SYSTEM	The Debt Management Monitor (DMM) enters a disapproval result for a waiver appeal request on a **DUE US** travel document. Use the stamp to record rejection of a waiver appeal request.
APPEAL REQ APPROVED		SYSTEM	The DMM enters a waiver appeal request on a **DUE US** document. Use the stamp to record approval of an appeal request.
APPEAL REQ SUBMIT		SYSTEM	The DMM enters a waiver appeal request on a **DUE US** document. Use the stamp to record the submission of an appeal. **APPEAL REQ SUBMIT** stamp activates (or resets) the waiver/appeal flag on the travel record and sends an email to the traveler and AO.
APPROVED	TANUM, LTANUM, FUND, VFUND, LFUND, COMPLETE, ASIG	MANUAL	Assigned to AO. For use in routing lists to signify that an AO has **APPROVED** the travel expense. The following text displays on authorizations: I have **REVIEWED** the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds. The following text displays on vouchers and local vouchers: I have reviewed the trip record as signed by the traveler and agree that the Government should pay the claim. My review was conducted in accordance with DoD substantiation and certifying officer requirements. By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge, the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.
A/R SUBMITTED		SYSTEM	DTS PM has received a **PAID POS ACK** on an **APPROVED DUE US** voucher and has prepared and sent the accounts receivable to the GEX-DADS.

	TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS		
Status Stamp	**Action**	**System Or Manual**	**Description**
ARCHIVE ACCEPTED		SYSTEM	The Defense Manpower Data Center (DMDC) **MIS/ARCHIVE** has received the document and has accepted it for archiving.
ARCHIVE REJECTED		SYSTEM	The DMDC MIS/ARCHIVE has rejected the trip file sent by DTS, based on the PAID stamp or **CANCELLED** stamp on an **APPROVED** authorization. The traveler nor DTA have any action.
ARCHIVE SUBMITTED		SYSTEM	DTS Full - **ARCHIVE SUBMITTED** is stamped when the document has been sent to DMDC **MIS/ARCHIVE** to be archived after a voucher is PAID or each supplemental is PAID.DTS Tailored (less DADS) - Applied 7 days after **APPROVED**.
APPROVAL FAILED		SYSTEM	The document has failed one of the audit tests.
APPROVED		SYSTEM	The document has passed all the audit tests.
AUTH 24 HOUR PASSED		SYSTEM	DTS Full - Financial Transactions blocked for trip type (see Appendix K-1). DTS Tailored (less DADS) - Applied to all authorizations at **APPROVED**; allows creation of a voucher.
AUTHORIZED		MANUAL	For use in routing lists to signify that the Routing Official has authorized the expense. No action taken by DTS, other than to continue routing.
AUTO APPROVED	TANUM, LTANUM, FUND, VFUND, LFUND, COMPLETE, ASIG, PNRTICKET	MANUAL	Indicates that a partner system has used auto-approval functionality.
CANCELLED	CANCEL, UNFUND, CHKBOAOFF, EMAILTRAV	MANUAL	Only AOs may apply the **CANCELLED** stamp; it is only used for authorizations. You cannot cancel a signed voucher. AOs must follow the cancellation procedures posted on the DTMO website. **CANCELLED** triggers the following actions: Credits the appropriate budget item (i.e., BUDGET ADJUSTED) if the authorization was previously stamped BUDGET ADJUSTED at approval. Sends an email to the traveler indicating that the authorization is **CANCELLED**. Deletes the reservations (only in cases where

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
			the trip cancel feature was not used) and notifies the TMC. Makes the document "read only" so the data cannot be modified. This is non-reversible and final.
CBA ADJUSTMENT		SYSTEM	Applied by the DTS CBA module to an authorization prior to approval. Occurs when the TO initiates an adjustment that automatically updates the ticket cost on the authorization to the correct amount billed by the CCV and routes the document to the first official on the routing list.
CBA AMENDMENT		SYSTEM	Applied by the DTS CBA module to an **APPROVED** authorization. Occurs when the TO initiates an amendment that automatically updates the ticket cost on the authorization to the correct amount billed by the CCV and routes the document to the first official on the routing list.
CBA REFUND AMENDMENT		SYSTEM	Applied by the DTS CBA module after creating an amendment to refund all or part of the flight cost.
CERTIFIED	CFUND, CVFUND, CLFUND	MANUAL	Use in the routing list to indicate that a Routing Official has performed an off-line certification of funds.
COMB OBLIG SUBMITTED		SYSTEM	DTS PM receives a **POS ACK** response for a pending **OBLIG SUBMITTED**, and more than one amendment is queued in the PM for transmission to GEX. The PM combines the obligation transactions into one transaction. One **POS ACK** is received for each LOA and only one **POS ACK** stamp is applied to the history of the current version of the document.
CONSTRUCTED TRAVEL		SYSTEM	System-applied stamp that designates a limit on reimbursement. Triggered when AO checks the **Approve as Limited** check box.
CREATED		SYSTEM	**CREATED** is stamped on all documents when the document is created.
CTO AMENDMENT		SYSTEM	System stamp that is applied when the TMC sends a PNR for a ticketed response to DTS after the authorization has been **APPROVED**. This causes an automatic amendment to the

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	Action	System Or Manual	Description
			authorization. Also used when the TMC sends a PNR and there is no document in process.
CTO BOOKED	EMAILTRAV	SYSTEM	**CTO BOOKED** is stamped on documents after the TMC has booked and confirmed the reservations. Document is now editable.
CTO CANCELLED		SYSTEM	System stamp that is applied when one of the following occurs: • The AO has stamped the document **CANCELLED**, and the TMC is returning confirmation of cancellation. • The TMC has voided tickets, and reservations cancelled. The AO did not stamp the document **CANCELLED**.
CTO SUBMIT		SYSTEM	**CTO SUBMIT** is stamped on documents that require TMC action for booking. Document is view only.
CTO TICKETED		SYSTEM	**CTO TICKETED** is stamped on the document after the TMC has ticketed air or rail segments. The PNR contains the ticket number; DTS displays the PNR.
DEBT LESS THAN $10		SYSTEM	The system stamp is added to the document history when the AO accepts the debt less than $10. The expense item appears on the document.
DEBT SATISFIED		MANUAL	DTS PM receives an AOC transaction from GEX Disbursing that fully satisfies the debt. DTS PM receives an **APPROVED** document from which an adjusting Accounts Receivable (A/R) transaction will be produced, which fully satisfies the debt. This can occur when adding additional expenses or an approval waiver to the document. The Debt Management Monitor (DMM) performs the manual entry of a collection that fully satisfies the debt. The Remarks section displays the collection amount, collection interest amount, and the CCV number.
DEBT TRANSFER REQ APPROVED		MANUAL	If the debt transfer is accepted, the DMM will have the ability to record the event.

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
DEBT TRANSFER REQ REJECTED		MANUAL	If the debt transfer rejects the DMM will have the ability to record the event.
DE- OBLIGATED		SYSTEM	Applied to the document when the following conditions occur:-DTS funding action has adjusted the budget item(s) after a **CANCELLED** stamp has been applied-The document has previously been **APPROVED**
DUE PROCESSS SERVED		MANUAL	DMM applies the stamp to indicate the traveler received information about a travel-incurred debt, and options for repaying that debt.
DUE US		SYSTEM	DTS PM receives an **APPROVED** document that is **DUE US**. It indicates the date the traveler was notified and activates the 30-day clock during which time the traveler may repay the debt before action is taken to have the appropriate pay system automatically deduct the debt from future paycheck(s). XML produced for the purpose of creating an 821 for adjusting obligations, if any, the settlement voucher (810), and an 821-R0 transaction to establish A/ R at DADS.
EFT RETURN		SYSTEM	DTS PM receives an AOC transaction indicating an EFT return from the financial institution has occurred on a settlement voucher or supplemental voucher.
FINAL ADJ OB REJECT		SYSTEM	DTS applies when an accounting system rejects a final adjusting obligation.
MANUAL ABANDON		MANUAL	Applied by the System Administrator to documents identified as stuck and inaccessible. The document is locked permanently to prevent further action. The **Remarks** section displays the TAC ticket number for reference.
OBLIGATED		SYSTEM	DTS will apply the **OBLIGATED** stamp when DTS funding action has adjusted the budget item(s) after an initial authorization, group authorization, or local voucher is stamped **APPROVED**.
OBLIG SUBMITTED		SYSTEM	DTS PM receives an **APPROVED** authorization and submits an obligation transaction to DADS - Accounting. DTS is awaiting a response.

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
PAID		SYSTEM	The accounting system (e.g., DADS-DFAS) has accepted the voucher and has paid the amount. The **Remarks** section displays the total payment amount, amount paid to traveler, amount paid to GOVCC, interest paid to the traveler, and interest paid to the GOVCC.
PARTIAL COLLECTION		SYSTEM	DTS PM receives an AOC for a debt from Disbursing, but the amount is less than the balance due the government. DTS will generate a **PARTIAL COLLECTION** stamp for each collection transaction received if a balance due remains after the collection is applied to the document. The DMM performs the manual entry of a collection but the amount is less than the balance due the government. The Remarks section displays the collection amount, collection interest amount, and the CCV number.
PAY COLLECT APPROVED		MANUAL	Payroll collection has been reported and **APPROVED**. The DMM uses this step to record the approval.
PAY COLLECT REJECTED		MANUAL	Typically applied to a debt if the traveler has left DoD employment.
PAY COLLECT REQUESTED		MANUAL	DMM uses this stamp to submit a debt for approval for payroll collection.
PAY LINK		SYSTEM	The document has been processed through the Electronic Processing (EP) module and has been sent to the Payment Module (PM), which has accepted it.
PAY PROCESS IGNORE		SYSTEM	For an **APPROVED** authorization: No DADS transactions are required. For a voucher: All processing has stopped and there is a problem.
PENDING		SYSTEM	Applied when an SPP is pending payment.
POS ACK RECEIVED		SYSTEM	DTS PM receives a **POS ACK** for each of the obligations associated with a document. The document history is stamped **POS ACK RECEIVED** one time.

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
PROCESSED		SYSTEM	Applied to a user-created amendment to indicate that it will bypass routing to the AO if all of the following are true: • Amendment contains reservation change(s) • Amendment is stamped **CTO BOOKED** • No increase in reimbursable air, rail, rental car, or lodging costs • No non-reimbursable CBA cost changes • No non-ATM advance request or SPPs in the authorization • No change to the TDY location(s) or dates • No new additional **Other Authorization** items • No amount increase to any LOA allocation • Not a group authorization • Not created from an original an Import-Export partner document • Not for a MEPS trip type • No increase in mileage and non-mileage costs • No change to the ticket fare basis • No change to travel dates (no TAW date change) • No change to ticketed transportation
RECONCILED		SYSTEM	Applied to the authorization when an **APPROVED** voucher and budget reconciles with the previously funded amount.
REJECT	RETURN	SYSTEM	Applied when reject notice from GEX-DADS system has been received for an Obligation Submitted or a Voucher Submitted.
RETURN FARE EXPIRED		MANUAL	Applied by the AO when the ticketing time limit for a restricted airfare expired before **APPROVED**. Sends the document back to the traveler for action.
RETURNED	RETURN, EMAILTRAV	MANUAL	Sends the document back to the traveler. Applied by a Routing Official when a document requires changes before it may move forward.
REVIEWED		MANUAL	For use in routing lists.

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
REVIEWED1		MANUAL	For use in conditional routing. Check local business rules for usage.
REVIEWED2		MANUAL	For use in conditional routing. Check local business rules for usage.
REVIEWED3		MANUAL	For use in conditional routing. Check local business rules for usage.
REVIEWED GROUP AUTH		MANUAL	Same purpose as **REVIEWED**, but for group authorizations.
SHIP-HHG		SYSTEM	Available for routing lists; companion conditional routing test not used in DTS.
SIGNED	SIGN	MANUAL	First digital signature action for all documents that initiates routing. **PNR Build** sends the reservation request to the TMC. The following text appears on all documents: This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729).
SIGNED MANIFEST		MANUAL	Applied by the Transportation Officer (TO) for group travel. Applied after distributing all expenses (if necessary) or identifying a previously unidentified traveler.
SPP EFT RETURN		SYSTEM	DTS PM receives an AOC transaction indicating an EFT return from a financial institution has occurred on an authorized SPP.
SPP PAID		SYSTEM	DTS PM receives the AOP for an SPP.
SPP REJECT		SYSTEM	DTS PM receives the Disbursing Reject for an SPP.
SPP SUBMITTED		SYSTEM	DTS PM prepares and sends the SPP transaction to GEX - Disbursing.
T-ENTERED	SIGN, PNR BUILD	MANUAL	Used by Non-DTS Entry Agent (NDEA) to digitally sign a claim for the traveler. Used for vouchers and local vouchers only.
TO REVIEWED FORN TVL		MANUAL	TO has **REVIEWED** an authorization that contains foreign travel. Determine the use or non-use of CAT B flights.

TYPICAL STATUS STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
Status Stamp	**Action**	**System Or Manual**	**Description**
TO REVIEWED GP AUTH		MANUAL	TO has **REVIEWED** and processed GAUTH.
VOUCHER SUBMITTED		SYSTEM	DTS Full - **POS ACK** received for all Obligations Submitted and the payment sent to disbursing. DTS-Tailored (less DADS) - Applied 7 days after **APPROVED** along with A**RCHIVE SUBMITTED**. Allows supplemental voucher creation.
WAIVER DIS-APPROVED		SYSTEM	The DMM enters the disapproved result for a waiver request on a **DUE US** document. Use the stamp to record the disapproval of a waiver request.
WAIVER REQ APPROVED		SYSTEM	The DMM enters an approval for a waiver request on a **DUE US** document. Use the stamp to record the full or partial approval of a waiver request.
WAIVER REQ SUBMIT		SYSTEM	The DMM enters a waiver request on a **DUE US** document. **WAIVER REQ SUBMIT** records the submission of a request for waiver remission, activates (or resets) the waiver-appeal flag on the travel record, and sends an email to the traveler and AO.

8.2 CBA Status Stamps (Alphabetical)

The **DTS CBA Tool** also uses manual and system applied stamps. Table K-12A displays the CBA stamps.

Table K-12A

STATUS STAMPS APPLIED BY THE CBA RECONCILIATION MODULE			
Status Stamp	**Action**	**System Or Manual**	**Description**
ADVANCED CREDIT	TRANSACTION	SYSTEM	Debit transaction received from a CCV for a **CANCELLED** ticket.
AMENDMENT PENDING	TRANSACTION	SYSTEM	CBA Specialist has initiated a CBA amendment that has yet to be **APPROVED**, or the CBA Specialist has initiated a CBA amendment that has yet to be **APPROVED** or adjusted.
AMENDMENT RETURNED	TRANSACTION	SYSTEM	RO has returned a CBA Amendment.

STATUS STAMPS APPLIED BY THE CBA RECONCILIATION MODULE			
Status Stamp	**Action**	**System Or Manual**	**Description**
ARCHIVE ACCEPTED	INVOICE	SYSTEM	Positive response received from DMDC indicating the invoice has been archived.
ARCHIVE REJECTED	INVOICE	SYSTEM	Negative response received from DMDC indicating the invoice rejected and did not post for archiving.
ARCHIVE REJECTION FAILURE	INVOICE	SYSTEM	Failure response received from DMDC indicating a translation failure.
ARCHIVE SUBMITTED	INVOICE	SYSTEM	The invoice sent to DMDC for archiving.
AUTO RECONCILED	INVOICE	SYSTEM	The CBA automatic reconciliation process has reconciled all the transactions on the CCV invoice.
CARRIED OVER	INVOICE	SYSTEM	The invoice has a negative balance has been carried over to an invoice with positive balance.
DADS PAID	INVOICE	SYSTEM	Positive response received from DADS indicating the CBA invoice paid.
DADS REJECTED	INVOICE	SYSTEM	Negative response received from DADS indicating DADS rejected the CBA invoice for payment.
GEX POSITIVE ACKNOWLEDGE MENT	INVOICE	SYSTEM	CBA received a positive acknowledgment of the invoice from GEX.
GEX TRANSLATION FAILURE	INVOICE	SYSTEM	Response received from GEX indicating a translation failure.
DISPUTED CREDIT	TRANSACTION	MANUAL	Credit transaction that has been removed from its invoice because the TO could not validate it for a particular CBA.
DISPUTED DEBIT	TRANSACTION	MANUAL	Debit transaction that has been removed from its invoice because the TO could not validate it for a particular CBA.
DMDC REGENERATE UDF	INVOICE	MANUAL	UDF is manually generated. DTS CBA does not support this stamp.
DUPLICATE DISPUTE	TRANSACTION	SYSTEM	Applied by the CBA Specialist to mark a duplicate transaction as not valid for the DTS CBA charged.
DUPLICATE TRANSACTION	TRANSACTION	SYSTEM	A transaction is a duplicate of another transaction if the values are the same for the following fields: ticket number, TANUM, ticket cost, and transaction type.

STATUS STAMPS APPLIED BY THE CBA RECONCILIATION MODULE			
Status Stamp	Action	System Or Manual	Description
FEE CREDIT	TRANSACTION	SYSTEM	A refund issued for a TMC fee.
INVOICE CERTIFIED	INVOICE	SYSTEM	Status of a CBA invoice once the CBA Specialist certifies it for payment.
LOCKED	INVOICE	SYSTEM	Status of an invoice when its net billing amount has a negative balance after all transactions on the invoice have been matched, suspended, or disputed.
MANUAL ADVANCE CREDIT	TRANSACTION	MANUAL	A CBA debit transaction, but only for that part of the amount reflected in the DTS trip record. The trip was **APPROVED** and ticketed, and a matching DTS trip record exist.
MANUAL PREVIOUSLY APPLIED CREDIT	TRANSACTION	MANUAL	Associated credit transaction was not received on the same invoice with the debit. A CBA credit transaction exists, but only for that part of the amount reflected in the DTS trip record. The ticket has an associated Manual Advanced Credit in CBA, and matching DTS trip records exist.
MATCHED CREDIT	TRANSACTION	SYSTEM	Status of a credit transaction when its corresponding charge was paid and then the ticket was **CANCELLED**.
MATCHED DEBIT	TRANSACTION	SYSTEM	Status of a debit transaction when it is matched with an authorized DTS trip document based on one of the following conditions: ticket number, account number, billing date, and cost; traveler name, billing date, and cost; or TANUM and cost.
MATCHED FEE	TRANSACTION	SYSTEM	Transaction when DTS reconciles a TMC fee transaction with a ticket record.
MATCHED REFUND	TRANSACTION	SYSTEM	The value of the ticket on the current adjustment level of the DTS trip records equals the net value of the consolidated transaction group and the CBA transaction.
NETTED DEBIT	TRANSACTION	SYSTEM	There is a net balance due for matched debit and a credit transaction received on the same invoice.
PAID CREDIT	TRANSACTION	SYSTEM	Credit that received *Advice of Payment (AOP)*.
PAID DEBIT	TRANSACTION	SYSTEM	Debit that received AOP.

STATUS STAMPS APPLIED BY THE CBA RECONCILIATION MODULE			
Status Stamp	**Action**	**System Or Manual**	**Description**
PAID FEE	TRANSACTION	SYSTEM	TMC fee that received AOP.
PAID FEE CREDIT	TRANSACTION	SYSTEM	TMC fee credit that received AOP.
PAID MANUAL ADVANCE CREDIT	TRANSACTION	SYSTEM	Manual Advance Credit that received AOP.
PAID NETTED DEBIT	TRANSACTION	SYSTEM	Netted Debit that received AOP.
PAID REFUND	TRANSACTION	SYSTEM	Refund that received AOP.
PENDING FEE CREDIT	TRANSACTION	SYSTEM	TMC fee credit is received on a CCV invoice prior to a corresponding TMC fee debit having been reconciled and paid.
PENDING REFUND	TRANSACTION	SYSTEM	Status of a credit transaction when its corresponding charge has not been paid.
PPA INTEREST	TRANSACTION	SYSTEM	Interest that begins to accrue after the due date on the unpaid balance of a CCV invoice. This is in accordance with the *Prompt Payment Act (PPA)* of 1982 that requires federal agencies to make payments in a timely manner.
PREVIOUSLY APPLIED CREDIT	TRANSACTION	SYSTEM	Credit transaction received from the CCV for a **CANCELLED** ticket. The credit was processed as an advance credit.
READY FOR ACKNOWLEDGE MENT	INVOICE	SYSTEM	All items are resolved (matched, suspended, held, or disputed). The invoice is ready for acknowledgment.
READY FOR CERTIFICATION	INVOICE	SYSTEM	The invoice is ready for certification.
RECEIPT FROM CCV	INVOICE	SYSTEM	Initial status before automatic reconciliation process runs.
RECEIPT FROM CCV	TRANSACTION	SYSTEM	Initial status before automatic reconciliation process runs.
RECONCILIATIO N COMPLETE	INVOICE	SYSTEM	Invoice status when all transactions on the CBA invoice are resolved in a matched, suspended, held, or disputed status.
SENT TO GEX	INVOICE	SYSTEM	Invoice status when the CBA invoice has been sent to GEX- DADS for payment.
TO ACKNOWLEDGE MENT COMPLETED	INVOICE	SYSTEM	No certification is needed for the invoice. The invoice will be sent to DMDC directly because the invoice contains no certifiable transactions.

STATUS STAMPS APPLIED BY THE CBA RECONCILIATION MODULE			
Status Stamp	**Action**	**System Or Manual**	**Description**
			CBA Specialist applies this stamp when a disputed transaction has been closed.
TRANSACTION CLOSED	TRANSACTION	MANUAL	Applied by the CBA Specialist to mark a transaction for temporary removal from CBA invoice processing.
TRANSACTION HELD	TRANSACTION	MANUAL	Status of a credit transaction when it does not match any authorized DTS trip document.
UNMATCHED CREDIT	TRANSACTION	SYSTEM	Status of a credit transaction that cannot be matched to a DTS ticket record that was **APPROVED** and paid and then **CANCELLED**.
UNMATCHED DEBIT	TRANSACTION	SYSTEM	Status of a debit transaction when it does not match any DTS document based on one of the following conditions: ticket number and cost; traveler name, billing date, and cost; TANUM and cost. The CBA Specialist must research the cause of the mismatch and update the invoice or the DTS record (or both) to bring them into conformity with each other.
UNMATCHED FEE	TRANSACTION	SYSTEM	DTS is unable to reconcile a TMC Fee transaction with a ticket record. For **Reason Codes**, see the *DTS CBA Reconciliation Manual*.
UNMATCHED REFUND	TRANSACTION	SYSTEM	Net value of the consolidated transaction group does not equal the ticket amount on the current adjustment level of the DTS document and the transaction is a credit. For **Reason Codes**, see the *DTS CBA Reconciliation Manual.*
WASH CREDIT	TRANSACTION	SYSTEM	A debit and credit transaction for the same ticket number appear on the same invoice for a matching ticket record that has been **CANCELLED** or removed after ticketing, and the debit and credit result in a zero balance.
WASH DEBIT	TRANSACTION	SYSTEM	A debit and credit transaction for the same ticket number appear on the same invoice for a matching ticket record that has been **CANCELLED** or removed after ticketing, and the debit and credit result in a zero balance.

8.3 Typical Stamping Order

Table K-12B lists the standard stamping sequence for travel documents.

Table K-12B

STATUS STAMPS IN SEQUENCE FOR TRAVEL DOCUMENTS		
Document Type	**Standard Stamping Sequence**	**Other Common Stamps** *(in sequence)*
Authorization and Group Authorization	**CREATED**	
	SIGNED	
	CTO SUBMIT	
	CTO BOOKED	
		ADJUSTED
		CTO CANCELLED *(may occur later)*
		REVIEWED
		CERTIFIED
	APPROVAL FAILED *(stops routing process)*	
	APPROVED	
	BUDGET ADJUSTED	
	PAY LINK	
	OBLIG SUBMITTED *(No financial transaction required)*	
	POSACK RECEIVED or **REJECTED** (**REJECTED** *stops routing process until amendment is* **APPROVED**)	
	APPROVAL FAILED (stops routing process)	
		AUTH 24 HOUR PASSED *(replaces* **POSACK RECIEVED** *in Permissive Travel authorizations)*
		ADVANCE SUBMITTED
		ADVANCE PAID
		ADVANCE REJECT
		ADVANCE EFT RETURN
		SPP SUBMITTED
		SPP PAID
		SPP REJECT

STATUS STAMPS IN SEQUENCE FOR TRAVEL DOCUMENTS		
Document Type	**Standard Stamping Sequence**	**Other Common Stamps** *(in sequence)*
		SPP EFT RETURN
		CANCELLED
		DE-OBLIGATED
	CTO AMENDMENT/CTO TICKETED	
	RECONCIILED *(after voucher is APPROVED)*	
	ARCHIVE SUBMIT	
	ARCHIVE ACCEPTTED or **ARCHIVED REJECTED**	
	ARCHIVE READY	
Voucher and Local Voucher	**CREATED**	
	SIGNED or **T-ENTERED** *(NDEA)*	
		ADJUSTED
		REVIEWED *(optional)*
		CERTIFIED *(optional)*
		AUTHORIZED (optional)
	APPROVAL FAILED *(stops routing process)*	
	APPROVED	
	BUDGET ADJUSTED	
	PAY LINK	
	OBLIG SUBMITTED	
	POS ACK RECEIVED or **REJECTED** *(**REJECTED** stops routing process until amendment is **APPROVED**)*	
	VOUCHER SUBMITTED	
	PAID or **REJECTED**	

STATUS STAMPS IN SEQUENCE FOR TRAVEL DOCUMENTS		
Document Type	**Standard Stamping Sequence**	**Other Common Stamps** *(in sequence)*
	ARCHIVE SUBMIT	
	ARCHIVE ACCEPTED or **ARCHIVE REJECTED** **ARCHIVE READY**	
	EFT RETURNED	

Chapter 9: Methods of Reimbursement

Each travel mode and expense item include a *Method of Reimbursement (MOR)*. In some instances, you may see the MOR called the payment method or form of payment, but whatever term you see, the MOR determines the following:

- The amount of travel advance that is allowed.
- Amounts split disbursed to the GTCC vendor and traveler on the voucher.

At the highest level, the MOR tells DTS if the expense is Government (EXCL) or traveler (INCL). If an expense has an INCL code, DTS will pay or reimburse the traveler. If an expense has an EXCL code, then the MOR is to the GTCC individually or centrally billed accounts and DTS records the expense as part of the total trip cost.

Table K-13 shows which MORs the government or traveler receives reimbursement.

Table K-13

METHODS OF REIMBURSEMENT	
MOR	**Reimbursement Rule**
Central Bill	Government
GTR	Government
GTCC - Individual	Traveler
AMC BILL	Government
Personal	Traveler
Govt Funded/Contract	Government

Chapter 10: Expense Categories

DTS uses **Expense Categories** to identify the amount the traveler spent on each type of travel expense and provides subtotals for each category on the travel document.

Table K-14 shows the available **Expense Categories**, along with their internal DTS **Code** and MOR, and the dollar values an expense in that category must exceed to require a receipt or trigger a **Pre-Audit** flag (Threshold).

Note: In a DTS document, the subtotals for the expense categories broken out by LOA and totaled in:

- In the **Accounting** module's **Allocations** area.
- In the **Review Trip Authorization's** screen, **Accounting Codes** area.

Table K-14

METHODS OF REIMBURSEMENT					
Expense Category	**Code**	**Expense Type (Examples)**	**MOR**	**Receipts**	**Threshold**
COM. CARR.-C	CBA	Airfare Ticket CBA	CENTRAL BILL	75	None
COM. CARR.-G	AMC	Other - Create Your Own Expense	AMC BILL	0	None
COM. CARR.-I	PD	Ticket IBA	GTCC	75	None
COM. CARR.-T	GTR	Other - Create Your Own Expense	GTR	0	None
DEBT	PD	N/A	PERSONAL	0	None
GOVT FUNDING	AMC	Other - Create Your Own Expense	GOV FUND	0	None
LODGING	PD	Dual Lodging	GTCC	75	700
		Lodging Retained/Leave			700
MI&E	PD	N/A - calculates based upon per diem location	PERSONAL	0	None
MILEAGE	PD	Private Auto, Private Motorcycle, GOV - Avail & Auth	PERSONAL	0	None
OTHER	PD	Other - Create Your Own Expense	PERSONAL	75	0
REG. FEES	PD	Conference Registration	GTCC	75	500
RENTAL CAR	PD	Rental Car	GTCC	75	0
SHIP-HHG	GBL	TDY Household Goods - Military	GOV FUND GTCC	0	200
TRANSPORT	PD	Rental Car - Fuel	PERSONAL	75	None

Chapter 11: Travel Advances

The amount a traveler may receive as a travel advance depends on some variables: the trip length, whether they are a GTCC holder, and the estimated expense costs, to name a few.

Regarding the trip length, advances are limited to an amount necessary to cover:

- For trips up to 45 days: the full trip length

- For trips greater than 45 days: the first 30 days (scheduled partial payments cover the remaining time)

Table K-15 shows several other factors in determining allowed travel advance limit.

Table K-15

ADVANCE TYPES		
Description	**Rule**	**Percent* Reimbursable**
ADVANCE AUTH	DISCOUNT	80
CARD HOLDER	DISALLOW	0
FULL ADVANCE	FULL	100
NO ADVANCE	DISALLOW	0

*That is the percent of the traveler's estimated expenses that the traveler may receive as an advance.

Note: The drop-down you use to select the items listed under **Description** in Table K-15 is in the traveler's DTS profile.

DTS uses all the above information to calculate the authorized advance limit and displays that amount on the **Edit Advances** screen. You can reach that screen by choosing the **Edit** option from the **Accounting's** module, **Advances** section.

The amount requested displays in the **Amount** column in the **Accounting's** module **Advances** screen.

Chapter 12: Conditional Routing and Pre-Audits

DTS checks for specific conditions in a document. These checks are used to:

- Conditionally route documents
- Trigger **Pre-Audit** flags

Table K-16 shows the tests DTS performs on travel documents, the document types it tests, and the conditions it looks for.

Table K-16

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
ABOVE MTMC RATE (chk/nmtmc.p)	AUTH VCH	AUTH VCH			
ACCT CODES AUTHRZED (chkaccta.p)	VCH	VCH			Verifies submission of the voucher has the same accounting code(s) as the authorization.
ACCT CODES EXIST (chkacct.p)		AUTH VCH LVCH			Verifies that accounting codes exist in the document and the accounting codes entered are valid codes in the master list of accounting codes in the Budget module. The audit fails if a valid accounting code is not in the Accounting screen.
ACCT CODES INVALID (chkacct.p)	AUTH LVCH VCH	AUTH LVCH VCH			
ACCTG SYSTEM (chk/ckactsys.p)		AUTH LVCH VCH	AUTH LVCH VCH		
ACTUAL MULTIPLIER (actmult.p)		VCH			If claiming actual expenses on the voucher, checks that the amount claimed did not exceed the limit set in Calculation Defaults-

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
					Actual Lodging Multiplier and Actual M&IE Multiplier.
ACTUALS AUTHORIZED (actauth.p)		VCH			If claiming actual expenses, verifies that they were on the authorization.
ACTUALS EXIST (actuals.p)					
ACTUALS EXPENSE (actuals.p)		AUTH VCH			If selecting actual expenses in advance for lodging and M&IE in a high-cost area. The audit check fails if Actual Lodging was not selected in the Other per Diem Entitlements section of the Per Diem Entitlements screen.
ADVANCE AUTHORIZED (advpay.p)	AUTH VCH	AUTH VCH			Verifies the amount of the advance requested. The audit fails if the amount entered exceeds the automatically computed advance for the trip. If the traveler's profile states the traveler holds a GTCC, the audit will also fail.
ADVANCE EXCEEDED (advpay.p)		AUTH			
ADVANCE UNMATCHED (advapl.p)	AUTH	AUTH			
AFTER CTO (afterctо.p)	VCH				
ALLOCATE EXPENSES (chkasn.p)		AUTH VCH LVCH	AUTH VCH LVCH		

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
Amount Paid GOVCC by Traveler (govcc-trav.p)	VCH				
APPLIED ADVANCE-(advapl.p)		VCH			Looks for voucher documents where the total advance(s) for this authorization has been applied to the voucher.
APPROVAL BY TRAVELER (selfaprv.p)	AUTH	AUTH VCH LVCH	AUTH VCH LVCH	APPROVED	Checks to see if the traveler stamped the document with the parameter document status code. If so, the document fails the audit. For example, if the parameter is set to **APPROVED**, when the audit is run, the routing history is checked for the existence of a stamp of **APPROVED** by the traveler.
APPROVER (approver.p)					
AUTHORIZATION EXIST (authxst.p)		VCH			Looks for the existence of an authorization that has the corresponding authorization number on the voucher.
AUTOROUTE (autorte.p)	AUTH VCH LVCH	AUTH VCH LVCH			Checks the document status code history for the **SYSTEM ADVANCED** stamp. The document will fail the audit if it has been stamped **SYSTEM ADVANCED**.
AWAITING CTO (awaitcto.p)	AUTH	AUTH			Checks to see if the document's reservation

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
					status code matches the parameter.
BACK TO BACK (b2border.p)	VCH	VCH			
BYPASS PNR (bypnr.p)	AUTH				Determines if document routing through the PNRG to the GDS is necessary.
CAR RENTAL (rentalcar.p)	AUTH VCH	AUTH VCH			
CHANGED FORM OF PMT AIR/RAIL (transfopflip.p)					
COMMENTS (comment.p)		AUTH VCH LVCH			Checks for any comments in the comments area. This flags documents that may contain special circumstances.
COST COMPARISON (costcomp.p)		VCH		15	Compares voucher trip total (sum of all reimbursable and non-reimbursable costs) against the total estimated cost on the corresponding authorization using a percentage parameter (i.e., determines if the voucher cost is greater than the specified parameter percentage of the authorization estimate).
COST LESS COM. CARR (costnocc.p)	AUTH VCH	AUTH VCH			Sums all expense categories except those that begin "COM" and compares them to the parameter dollar amount. If this audit fails, it sends an e- mail to the traveler (Receipt.ltr).

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
CUR STAT (curstat.p)					
CUSTOM LOCATION USED (custloc.p)	AUTH VCH	AUTH VCH			Checks the document per diem locations for a custom location.
DAILY EXPENSE THRESH (dailyexp.p)	AUTH VCH	AUTH VCH			Compares transportation expense amounts against the Daily Threshold value in the Travel Modes table and non- transportation expenses against the Daily Threshold value in the **Expense List** table.
DFLT PMT METHOD USED (dfpaymth.p)	AUTH VCH	AUTH VCH			Checks the document to see if a form of payment other than the default payment method is used.
DUAL LODGING COSTS (dualldg.p)	AUTH VCH	AUTH VCH			Refers to trips that have nested TDY locations. For example, you go to Dallas for 4 days, then to Chicago for 2 days, then back to Dallas for 3 days but maintain lodging in Dallas while in Chicago. Ensures that the dual lodging expense does not exceed the lodging allowed at the TDY location where the dual lodging exists. The document passes the audit if the dual lodging expense is less than or equal to lodging allowed for the previous TDY location in the itinerary. It fails the audit if the dual lodging expense exceeds lodging

Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
					allowed at the previous location in the itinerary.
DUTY CONDITION	AUTH VCH	AUTH VCH			
EMPTY GOVCC ACCOUNT (nogovcc.p)	AUTH LVCH	AUTH LVCH	AUTH VCH		
EXP CAT $ VARIANCE (excvardl.p)		VCH			Compares the voucher trip expense categories (using the Maximum Variance value in the Expense Categories table) against the expense categories on the authorization Verifies that the voucher expense category amounts are within a specified dollar amount of the authorization expense category amounts).
EXP CAT % VARIANCE (excvarpt.p)		VCH			Compares the voucher trip expense categories (using the Percent Variance value in the Expense Categories table) against the expense categories on the corresponding authorization (i.e., determines if the voucher expense category amounts are within a specified percent of the authorization expense category amounts).
EXP CATEGORY USED (ckexpcat.p)	AUTH VCH LVCH	AUTH VCH LVCH			Checks the document for the existence of the Expense Category parameter specified. For example, if the parameter

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
					is Tax, the document fails the audit if any expenses that are associated with the expense category Tax exist.
EXPENSE $ VARIANCE (expvardl.p)		VCH			Verifies only those expenses, which require authorization (if the Authorization Required field is enabled in the Travel Modes table and the Expense List table). It compares voucher trip expenses against the estimated expenses on the corresponding authorization (using the Maximum Variance value from the corresponding table); (i.e., determines if the voucher expenses are within a specified dollar amount of the authorization expenses).
EXPENSE % VARIANCE (expvarpt.p)		VCH			Verifies only expenses that require authorization (using the Authorization Required value in the **Travel Modes** table and the Expense List table). It compares voucher trip expenses against the estimated expenses on the authorization (using the Percent Variance from the corresponding table); (i.e., determines if the voucher expenses are within a specified percent of the authorization expenses).

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
EXPENSE CATEGORIES (expcat.p)	AUTH VCH LVCH	AUTH VCH LVCH		EXCESS BAGGAGE	Verifies that the expense category exists.
FOREIGN TRAVEL (foreign.p)	AUTH VCH	AUTH VCH			Checks for any travel outside the U.S.
HIGHER RENTAL CAR RATE CHOSEN	AUTH VCH	AUTH VCH			If not selecting the lowest cost rental car, then this audit box will appear and an explanation why the lowest cost rental car was not selected is required.
GOVT ADVANCE PAID (govadv_paid.p)	AUTH	AUTH			
GOVT QTRS/ MEALS NOT USED (qtrmlovr.p)	AUTH VCH	AUTH VCH			
GROUP AUTHORIZATION (group.p)	AUTH	AUTH			Checks to see if the document is a Group Authorization.
GRP TRV OVERLAP (grpovrlp.p)		AUTH			
LEAVE AUTHORIZED (lvauth.p)		VCH			Determines if leave days were indicated as part of the voucher and verifies that the leave was requested on the authorization.
LEAVE EXISTS (leave.p)	AUTH VCH	AUTH VCH			Checks the document for the existence of annual or non-duty leave.
LEAVE UNAPPROVED (lvauth.p)	VCH	VCH			

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
LOCAL TRAVEL EXPENSE (travemode.p)		LVCH			Verifies that all expenses entered on the document match a valid entry in the Local Travel Expenses table.
LODGE OVER PERDIEM (perdiemldg.p)	AUTH VCH	AUTH VCH			
LODGING CBA/ GTR (payldg.p)	AUTH VCH	AUTH VCH			
LODGING OUTSIDE TRIP DATES	AUTH	AUTH	AUTH	SIGNED, T-ENTERED, APPROVED	Verifies the lodging reservation dates and TDY dates match. If the lodging reservation dates are outside the trip dates, triggers an Audit Fail preventing signing and approving.
MEAL EXPENSE (meal.p)		LVCH			
MEALS AVAILABLE (mealsavl.p)	AUTH VCH	AUTH VCH			Checks the per diem locations on the document to see if meals are available.
MISSING FROM/ TO LOCATION (pov.p)		LVCH			
MISSING HARD COPY VOUCHER (1351-2)	VCH	VCH		APPROVED, T-ENTERED	Triggers when original voucher is missing a hard copy 1351-2 and T-Enter applied or Approved.
MISSING HARD COPY LOCAL VOUCHER (1164)	LVCH	LVCH		APPROVED, T-ENTERED	Triggers when original local voucher is missing a hard copy 1164 and T-Enter applied or Approved. Triggers when an amended local voucher is missing a hard copy 1164, the cost

			ROUTING AND AUDIT TESTS		
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
					increases, and T-Enter applied or Approved.
MISSING MEAL LOCATION (mealloc.p)		LVCH			
MISSING RECEIPT (EpAuditService.p)	LVCH VCH	LVCH VCH	LVCH	SIGNED, T-ENTERED, APPROVED	Triggers when expense is missing a receipt and the expense is not for CBA: • A lodging expense that is greater than $0. • Lodging per diem. • Cancel - Hotel. • Lodging Late Check - out Fee. • Dual Lodging Cost. • An expense that is not mileage and is $75 or greater.
MULTIPLE RESIDENCE ON DATE (multres.p)		LVCH			
NDEA (ndea.p)	LVCH VCH	LVCH VCH	LVCH VCH	T-ENTERED	Triggers when the document is missing the hard copy voucher (Form 1351-2) and NDEA tries to stamp the document T-Entered.
NO EXPENSE EXISTS (noexp.p)		LVCH	LVCH		
NO TRIP TYPE (cktrty.p)		AUTH VCH	AUTH VCH		Checks to see if a trip type is used and that it matches

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
					one found in the trip type table.
NO VCH (novch.p)					
NON COMPL VEHICLE (ncomplcar.p)	AUTH VCH	AUTH VCH			
NON CONTRACT FARE (nconfare.p)	AUTH VCH	AUTH VCH			Checks for use of non-contract fare.
NON FEMA APPROVED (nfema.p)	AUTH VCH	AUTH VCH			
NON-GOVERNMENT FARE (ngovfare.p)	AUTH VCH	AUTH VCH			
OCONUS/CONUS (ocon-con.p)	AUTH				
OTHER AUTH USED (othaxst.p)	AUTH	AUTH VCH			Checks the document for the Other Authorization parameter specified. For example, if the parameter is Annual Leave or Non-Duty Days, the document fails the audit if the Other Authorization Annual Leave or Non-Duty day exists.
OTHER AUTHORIZA-TIONS (othauth.p)		AUTH			Verifies that any Other Authorization Codes on the document also appear in the Other Authorizations table.
OTHER EXPENSES (othexp.p)		AUTH VCH			Verifies that each expense does not exceed the Single Threshold value set for the expense in the Expense List table.

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
OTHER/INVALID AUTHORIZATIONS (othauth.p)	AUTH	AUTH			
OVERRIDE (override.p)		AUTH VCH			Checks the document to see if overrides exist for M&IE.
PAPER TICKET EXPENSE (papertkt.p)	AUTH VCH	AUTH VCH			
PER DIEM DFLT RATES (pdmrate.p)	AUTH VCH	AUTH VCH			
PER DIEM LOC AUTH (pdmauth.p)		VCH			Checks corresponding authorization for per diem locations.
PER DIEM LOC MISMATCH (pdmauth.p)	VCH	VCH			
PERDIEM RATES (pdmrate.p)		AUTH VCH			Verifies that the per diem rate used to calculate the document is the most current rate for the TDY location in the per diem table.
PERSONAL INFO– ALL (perall.p)		AUTH VCH LVCH			Verifies that all the traveler information entered in the document is the same as in the Traveler Information table.
PERSONAL INFO- KEY MISMATCH (percomp.p)	AUTH VCH LVCH	AUTH VCH LVCH			Verifies that the First Name, Last Name, Middle Initial, Charge Card, Work Hours, and Routing List in the traveler information entered in the document is the same as in the Traveler Information table.

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
PERSONAL INFO-MISMATCH (perall.p)		AUTH VCH LVCH		PERSONAL INFO-MISMATCH (perall.p)	
PMT METH AUTHORIZED (paymeth.p)		VCH			
PMT METH MISMATCH (paymeth.p)	VCH	VCH			
POV AND GASOLINE EXPENSE (povgas.p)		LVCH	LVCH		
PREMIUM CLASS FARE (premiumcls.p)	AUTH	AUTH			
QTRS/MEALS OVERRIDE (qtrmlovr.p)		AUTH VCH			Checks the per diem locations on the document to see if meals and/or quarters are available. If they are, then the audit checks for any differences between what is available and what is used for lodging and meals.
RECRUITER EXPENSE EXIST (recruit.p)		LVCH			
REVIEWER (reviewer.p)					
SELF AO (selfao.p)					
SIGNATURE VERIFY (chksig.p)	AUTH VCH LVCH	AUTH VCH LVCH	AUTH VCH LVCH		Checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Verifies that the document has not

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	Routing Test for Doc Type	Pre-Audit for Doc Type	EP Audit for Doc Type Set to Fail	Parameter	Description
					been adjusted since it was signed.
SIGNED (signed.p)					
SIGNER (signer.p)					
SPECIAL CIRCUM-STANCES	AUTH VCH				Checks to see if a special circumstances trip type was used. Note: This Audit Test should be disabled.
SPECIAL MEAL RATE (specrate.p)	AUTH VCH	AUTH VCH			
SPLIT DISB REDUCED (splitdisb.p)		VCH			
SPP PAID (spppaid.p)	AUTH	AUTH			
TRAVEL DATE OVERLAP (tmovrlp.p)		VCH			Checks all the travel documents for a given traveler to see if more than one voucher has been submitted for the same period.
TRAVEL EXPENSES (travmode.p)	LVCH	LVCH			
TRAVEL MODE MISMATCH (tvmdauth.p)	VCH	VCH			
TRAVEL MODE ROUTE (nu-travmode.p)	AUTH LVCH VCH		AUTH LVCH VCH		
TRAVEL MODES (travmode.p)	AUTH VCH	AUTH VCH			Verifies that all travel modes entered on the document match a valid entry in the Travel Modes table and verifies that each travel mode does not exceed the Single

ROUTING AND AUDIT TESTS					
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
					Threshold value set for the travel mode in the Travel Modes table.
TRAVEL MODES AUTHRZD (tvmdauth.p)		VCH			Verifies that the travel modes used on the voucher are the same ones listed on the authorization.
TRAVELER NUMBER (numgrp.p)	AUTH				
TRIP DATES & LOCS (chkdate.p)	VCH	VCH			Determines whether the traveler went to unauthorized locations that were not part of the authorization. This audit also checks to make sure the dates are valid within the number of days specified as the parameter. For example, if the parameter is 5 then the audit makes sure the voucher departure and return dates are within 5 days of the authorization's departure and return dates.
TRIP DURATION (duration.p)	AUTH VCH	VCH		180	
TRIP DURATION 45 (duration.p)		AUTH VCH		45	Verifies the trip duration. If the trip duration is greater than the parameter entered, the document will fail the audit. For example, if the parameter is 60 and the trip duration is 61 days, the audit will fail.
TRIP DURATION 180 (duration.p)		AUTH VCH		180	Verifies the trip duration. If the trip duration is greater

	ROUTING AND AUDIT TESTS				
Procedure (filename.p)	**Routing Test for Doc Type**	**Pre-Audit for Doc Type**	**EP Audit for Doc Type Set to Fail**	**Parameter**	**Description**
					than the parameter entered, the document will fail the audit. For example, if the parameter is 60 and the trip duration is 61 days, the audit will fail.
TRIP PURPOSE USED (purpused.p)	AUTH VCH	AUTH VCH			
TRIP PURPOSES (trippurp.p)	AUTH VCH	AUTH VCH			
TRIP TYPES (authtype.p) (triptype.p)	AUTH VCH	AUTH VCH			Verifies that the trip type information entered in the document matches a valid entry in the Trip Type table (by the traveler's organization).
VARIATIONS AUTH (varauth.p)		AUTH			
VESSEL TRAVEL (vessel.p)		AUTH VCH			If Aboard US Vessel is selected in the Update Lodging and M&IE screen and the itinerary indicates only one TDY location, the audit fails. When vessel travel is selected, two TDY locations are required for the itinerary (for embarkation and debarkation locations).

Chapter 13: Pre-Audit Messages and Advisory Notices

DTS triggers a **Pre-Audit** messages and **Advisory** notices when certain conditions exist in a travel document. **Pre-Audit** messages require a justification, but **Advisory Notices** do not.

Table K-17 provides information about both. The **Additional Information** column offers more details about the message/notice.

Table K-17

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Message / Notice	**Description**	**Additional Information**
ACCT CODES AUTHRZED	Accounting code not authorized Trip.	Triggers if the line of accounting (LOA) used on the voucher is not the same LOA used on the authorization. User should explain the reason for using a different LOA for the voucher from the LOA previously approved for processing the trip.
ACCT CODES INVALID	Account code(s) entered not valid in master list.	Triggers if the LOA used on the document is not valid in accordance with the master list in **DTA Maintenance Tool.**
ACCT NUMBER CHANGED BY CTO	Account number submitted by CTO document differs from account number on PNR.	Triggers if the TMC returns a charge account number as the form of payment for air or rail ticketed transportation that is different from the account number in the PNR. The charge account number at **CTO SUBMIT** is different from the number provided at **CTO BOOKED** or **CTO TICKETED**.
ACTUAL MULTIPLIER	System preference multiplier value for Lodging and M&IE was changed between the previous and the current adjustment level of the document.	Triggers if the DTS defined **Multiplier for Lodging** (currently set at 300%) or M&IE (currently set at 100%) has changed between the previous and the current adjustment levels on the document. A change in the multiplier may or may not cause other pre-audits to trigger, depending on the change.
ACTUALS AUTHORIZED	Actuals not authorized.	Triggers if the actual lodging claimed on the voucher differs from the actual lodging authorized for each day in the approved authorization. User should explain the reasons for the difference.
ACTUALS EXPENSE	Actual expense allowance requested.	Triggers on the authorization or voucher when the traveler requests per diem entitlements for one or more days of actual lodging expense. The AO can approve up to 300% of the per diem rate for the location.

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		The user should explain the need for the lodging cost more than the locality rate.
ADD GOVCC-INDIVIDUAL AMOUNT	Amount paid GOVCC by traveler.	Triggers in a voucher if a user modifies the split disbursement in the Adjust Disbursements screen to specify a different amount of the disbursed directly to the GTCC. **Note**: DTS may refer to the GTCC as GOVCC. The user has entered an amount in the **Add'l Payment to the GTCC**. This will increase the payment to the GTCC and reduce the payment to the traveler's personal bank account.
ADJ LODGING AMT EXCEEDS BOOKED AMT	The lodging cost is greater than the original cost when booked.	Triggers if the traveler books a hotel in DTS and then adjusts the lodging amount and the lodging amount is greater than the amount they initially booked.
ADVANCE EXCEEDED	Requested or paid advance amount exceeds reimbursable expenses claimed on the authorization.	Triggers if the travel document with a previously paid or requested travel advance is amended and the amendment reduces reimbursable expenses below the requested or paid advance amount.
ADVANCE UNMATCHED	Blank authorization number on Trip 1 (unable to find authorization) ---- no authorization found:<TANUM> --- adv applied less/ greater than adv requested.	Triggers if a travel advance is requested and one of the following conditions exist: • Trip exists, but no TANUM is assigned. • No matching authorization trip record found. • Advance amount applied does not equal amount requested on authorization.
ALLOCATE EXPENSES TO ASN	All expenses claimed on a travel document must be allocated to an LOA before the travel document can be approved.	Triggers if an expense claimed on a travel document has not been allocated to an LOA.
AMOUNT PAID GOVCC BY TRAVELER	Amount paid GOVCC by traveler.	Triggers when entering an amount in the **Overpaid GTCC** field of the Adjust Disbursement screen. This action reduces the disbursement to GTCCC. DTS compares amount due the GTCC with the amount in the Entitlement Summary section of the Financial Summary screen, based on methods of reimbursement. This flag also

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		triggers a Split Disbursement Reduction audit message.
APPROVAL AFTER TRIP START DATE	Approval of Travelers AUTH is after trip start date. Traveler must provide name of AO and the date the AO provided oral approval to proceed on travel (or supporting documentation indicating date and person who provided approval)	Triggers if the traveler signs or the AO approves an authorization after the trip start date.
AUTHORIZED DELAY REQUESTED	Constructed Travel (CT) - Allowable travel time exceeded and per diem entitlement "Authorized Delay" selected on the per diem entitlement screen.	Triggers if the per diem entitlement condition **Authorized Delay** is selected for any of the itinerary days of the DTS trip document for a voucher from authorization or voucher amendment.
AVAIL DOD LODGING NOT USED	Displays when DoD lodging is available but was not used	Triggers if a traveler declines to use available, required DoD lodging. DoD travelers are required to book DoD lodging if TDY to a U.S. Installation unless a JTR exemption applies. The user must perform the following: • Select the link above the justification boxes. • Select a preformatted reason code. • Enter additional justification manually.
AVAIL PREFERRED LDG NOT USED	Preferred lodging was available but was not used.	Triggers if a traveler declines to use available required Preferred commercial lodging. DoD travelers are required to book Preferred commercial lodging if TDY to a DoD Integrated Lodging Program location unless a JTR exemption applies. The user must perform the following: • Select the link above the justification box. • Select a pre-formatted reason code. • Enter additional justification manually.
BACK TO BACK	Back-to-Back order encountered on imported document.	Triggers if traveler selected Back-to-Back Order check box on an imported authorization.

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CANNOT VOUCHER TRIP TYPE	The Trip Type you have selected cannot be vouchered from in DTS. If this was not your intent, please return to the itinerary screen and review your trip type.	Triggers if DTS is not able to create a voucher for the trip type selected. If the trip type was unintentionally selected, you can't change the trip type. Add a comment to the AO, regarding the wrong trip type selection. **Advisory Notice** only; justification not required.
CAR RENTAL	Import / Export (IE) - Rental car not authorized on imported document.	Triggers if the authorization is imported and contains a request for a rental car reservation.
CAR RENTAL CBA/GTR	Centrally Billed Account (CBA) or Government Transportation Request (GTR) is invalid payment method for car rental in DTS.	Triggers if selecting CBA or GTR method of reimbursement for rental or commercial auto expense.
CERTIFICATION OF MEALS UPDATE	Directed meals allowance changed.	Triggers when a traveler changes the default for meals available when TDY at a ILP location to full meal allowance. On the Pre-Audit page, DTS provides an Advisory message, CERTIFICATION OF MEALS UPDATE. Traveler has certified that previously directed meals were not available.
CHANGED FORM OF PMT AIR/RAIL	Notification of form of payment change.	Triggers if DTS detects change in form of payment for air or rail transportation. Advisory notice only; justification not required.
CONSTRUCTED TRAVEL WORKSHEET	A transportation mode of other than commercial air or government transportation may require a Constructed Travel cost- comparison worksheet to be completed and included with the document.	Triggers when selecting a transportation mode other than Commercial Air or Government Transportation. Traveler enters comment in justification text box. May require traveler to complete a Constructed Travel cost-comparison worksheet and submit it with the document using the Substantiating Documents screen. If the traveler uses more than one transportation modes to complete the trip, a comparison should be made against the cost of using commercial air for the entire trip. The AO will determine the best way to perform the travel and whether to approve the trip as limited. The Justification text box

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		is pre-populated if CBA or Prepaid Transportation is entered.
COST COMPARISON	Voucher cost over authorization estimated cost. -or- Voucher cost is not within 15% of estimated cost.	Triggers if the voucher cost exceeds the approved estimate on the authorization by 15%. DTS checks the sum of the account totals in the voucher against the estimated cost in the authorization. The user should briefly explain the increase in costs from the approved authorization.
CTO FEE ACCOUNT MISMATCH	Form of payment of the ticketed transportation differs from CTO Fee document.	Triggers when the TMC Fee on the document has a form of payment different from the corresponding air or rail ticketed transportation. Verify the ticketed entries on the Other Trans screen and the TMC Fee accessed from **Trip Preview** screen. Confirm the charges and accounts used; contact the TMC if needed for verification.
CTO FEE DATA UPDATED	Any change to the CTO Fee data.	Triggers when there is an edited system-generated ticket or fee information. Requires justification to the AO.
DFLT PMT METHOD NOT SELECTED	<Expense> ON <Date> HAS PAYMENT METHOD OF <Payment Method> - NOT USING DEFAULT PAYMENT METHOD - <Payment Method>.	Triggers if the user manually changed the default payment method or method of reimbursement if default is other than Personal for any expenses on the document. The user should explain the change. The exception to the rule is when a non-exempt cardholder selects CBA as payment method (overriding default of IBA) for flight / rail on the Review Reservation Selections screen. In this case an **Other Auth** is triggered.
DOD LODGING NOT AVAILABLE	No DoD lodging is available.	Triggers when no DoD lodging is available at the TDY location* for the selected dates. The lodging provider sends a non-availability confirmation number to DTS. DTS converts it into a certificate of non-availability (CNA), and puts the CNA into the advisory notice.
DOD LODGING CONNECTION ERROR	A transmission error prevented DTS from communicating with the lodging facility	Triggered by a DLS transmission error that prevented DTS from communicating with the DoD lodging facility.
DUAL LODGING COSTS	**Dual Lodging** costs<amount> on <date> are greater than	Triggers when selecting **Dual Lodging**, but the amount entered exceeds lodging allowed for the location in the itinerary.

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	lodging allowed <amount> on trip<trip number>.	User should justify the reimbursement for dual lodging as entered in per diem entitlements an as separate lodging expense. **Dual Lodging** is sometimes allowed when the traveler is making a "trip within a trip." For example, a traveler is on a lengthy TDY to one location, and it is more advantageous to the government for the traveler to retain the original lodging arrangements while making a trip to another location.
DUTY CONDITIONS (LEAVE) CHANGED	IE - Imported orders days do not match imported **ALVE** or **NLVE**.	Triggers when DTS has detected a change in the per diem entitlements for the following day(s) authorized as leave by the imported authorization (order-issuing authority).
EMPTY GOVCC ACCOUNT	GOVCC (GTCC) information must be populated in the traveler's personal profile if GTCC is selected on the travel document for the method of reimbursement (MOR).	Triggers if the selected MOR on the travel document is GTCC, and the GOVCC (GTCC) field is not populated in the traveler's profile.
EMPTY GOVCC ACCOUNT - Individual Account	The Government Travel Charge Card - IBA information must be populated on the traveler's personal profile if IBA is selected on the travel document for the MOR.	Triggers if the selected method of reimbursement is IBA (individually billed) on the travel document and the IBA information is not populated on the traveler's profile.
EXPENSE TYPE EXPIRED	An expired expense, <expense type>, exists on the document. The expense is not authorized as of <date> in the JTR.	Triggers when adding an expired expense to a document prior to implementation of release 1.7.3.24. If the document was signed, the AO must determine if the expense should be removed prior to approval. Advisory notice only, justification not required.
FISCAL YEAR ALLOCATION	The travel document covers a single FY, but contains a LOA for a different FY. -or- The travel document covers multiple FYs, but at least one FY has no attached LOA.	Triggers if the travel document contains a single LOA, but it doesn't match travel date and LOA fiscal years don't match. Also identifies the FYs involved. Triggers if the travel document contains multiple LOAs, but at least one fiscal year has no attached LOA. Also identifies the FYs involved.

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FLY AMERICA	<Carrier name> is a non-US flag carrier for flight<flight number, airport, date, and time>	Triggers when selecting a non-US carrier for the trip. Use of anon-US carrier may be a violation of the **Fly America Act**. The traveler must justify the reason for selecting a non-US carrier.
FOREIGN TRAVEL	Foreign travel doc. See Defense Travel Administrator (DTA) personnel for special processing requirements.	Triggers if the document includes a TDY location on the OCONUS list. Reminds user to accomplish any local requirements that exist for foreign travel, e.g., passport, country clearance, security briefings, and other items. **Note**: Alaska, Hawaii, and US territories are listed in DTS as OCONUS locations. **Advisory Notice** only, justification not required.
GOV FUNDED LEAVE TRIP TYPE	Travelers and AOs should reference the Joint Travel Regulations for leave travel requirements and allowances.	Triggers if **Government Funded Leave** trip type selected in an authorization. The trip type only appears for travelers stationed OCONUS and their profile reflects an overseas address.
GOVT SAFETY REG NON-COMPLIANT	Chose lodging that is not FEMA/DoD-Approved	Triggers if the traveler selected lodging from the **Other Published Rates**. Traveler must provide a justification for lodging choice.
GRP TRV OVERLAP	Traveler with <lastname>, last 4 of SSN<xxx> has an overlapping trip on a document name<doc name> with document type of<doctype>.	Triggers if the current group authorization has dates that overlap with dates on another travel document. The user should explain the nature of the overlapping trips. Typically, a traveler should not be allowed to have travel orders to more than one location for the same dates.
HIGHER RENTAL CAR RATE CHOSEN	The rental car rate selected is higher than the lowest available rental car rate.	Triggers when the traveler selects any rental car, but the least expensive one. Also provides the cost of the least expensive rental car, the cost of the selected rental car, the cost difference, and some rental details.
IDL IN PER DIEM	Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel.	Triggers when the itinerary indicates travel across the International Date. Line (IDL), and this is reflected in the dates recorded for per diem entitlements. If the starting point is in the western hemisphere, and the destination in the eastern hemisphere, and no stopover point is entered, DTS will assume the travel direction is westward

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		across the Pacific Ocean and thus cross the IDL. DTS will calculate per diem accordingly.
		Consequently, eastward travel from western to eastern hemisphere (such as from North America to Asia across the Atlantic Ocean and Europe) will incorrectly trigger IDL reimbursement. **Note**: If IDL is indicated in per diem, and travel did not cross the IDL, please add an En Route stopover location in the itinerary.
INCORRECT FISCAL YEAR ALLOCATION	This travel document covers fiscal year(s) <FY> and <FYY> but no line of accounting was specified for fiscal year(s) <FY>.	Triggers when travel occurs over different fiscal years and each fiscal year does not have an LOA to allocate expenses.
INVALID TRANS EXPENSE	Invalid travel expense for invitational travel.	Triggers when a transportation expense exists on the document for a day other than the designated travel days (i.e., the first and last day of the trip or departure and arrival day for multiple location trips), and the trip type on an authorization or a voucher is **Invitational Travel - Transportation Expenses Only**, **Dependent Invitational Travel – Transportation Expenses Only**, or **Government Funded Leave**.
LEAVE REQUESTED	The traveler has selected leave time during the trip dates.	Triggers to remind the traveler and the AO that the trip includes leave and to follow their local procedures. Advisory notice only, justification not required.
LEAVE UNAPPROVED	Leave not authorized on<mm/dd/yy>.	Triggers if the leave indicated in the voucher is not the same as the leave approved in the authorization. The user should provide an explanation in accordance with local business practices.
LOCAL TRAVEL EXPENSE	"Expense Type" Exceeds Threshold "Dollar Amount."	Triggers if any of the following are true: • A user manually entered an expense. • The amount entered for an expense selected from the drop-down list exceeds the threshold. • The total amount for multiple uses of the same expense exceeds the threshold.

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		See the *Expense Thresholds* table for more information.
LODGING CBA/ GTR	CBA or GTR is invalid payment method for lodging in DTS.	Triggers if a user selects a CBA or GTR MOR for lodging.
LODGING NOT USED	No available lodging was selected.	Triggers if lodging was available but not selected. The user must perform the following: • Select the link above the justification box. • Select a pre-formatted reason code. • Enter additional justification manually.
LODGING OUTIDE OF TRIP DATES	Lodging reservation dates < > for hotel < > are outside of the trip dates. Return to the Reservations module and book lodging within the trip dates.	An **Advisory** triggers when the lodging reservation dates don't match the trip dates. The **EP Audit Fail** flags the document and prevents applying the Signed, T-Entered and Approved stamps. Once the lodging date correction occurs, the **Advisory** is removed and the document can be processed. The **EP Audit Fail** flag remains in the document history.
LODGING OVER PER DIEM	Hotel rate exceeded per diem allowed. Actual Lodging must be selected on the per diem entitlements screen for the traveler to be reimbursed the full amount.	Triggers if the lodging cost for 1 or more days of the trip exceeds the per diem rate allowed. Select **Actual Lodging** on the **Per Diem Entitlements** screen for the traveler to receive full reimbursement. **Note**: This only triggers once in a document, regardless of the number of days that the lodging costs exceed per diem. **Advisory Notice** only; justification not required.
LODGING WITH NO HOTEL TAX	Lodging is claimed on the voucher but hotel tax is not.	Triggers if the voucher has lodging expenses, does not include a Hotel Tax expense, and the per diem location does not indicate **Quarters Available**. **Advisory Notice** only; justification not required.
LOWER RESTRICTED FARE ADVANCE	The requested advance on this authorization is less than the allowed amount. You will not be able to make changes to	Triggers if you select one or more restricted airfares, then request a travel advance for less than the total cost of those fares.

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	this value after the authorization has been approved.	
MEAL EXPENSE	Meal expense claimed.	Triggers on a local voucher when a military member selects the **Meal** expense. Reimbursement for a meal on a local voucher is limited, and the AO should consult local business rules before approving the voucher. **Note**: The **Meal** expense is not authorized for civilian employees.
MIL QTRS NOT USED	<MILITARY LOCATION>has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	Triggers when a traveler removes the check mark for **Quarters Available** at a military location with military quarters available. Traveler must justify non-use of the military quarters.
MSSING EFT INFORMATION	The document includes a request for payment does not contain any Electronic Funds Transfer (EFT) account information. Payment by EFT is mandatory per the DoD Financial Management Regulation. The only exception is when the traveler does not have access to an account at a financial institution that can receive EFT transmissions.	Triggers if traveler does not have EFT account information in the travel profile. If Mandatory EFT Payment radio button is Yes with no EFT account data, the document cannot be signed, and the user will be returned to this screen. The No radio button is only an option if the traveler does not have access to an account or financial institution that can receive EFT transmissions. Traveler must enter a justification.
MISSING FROM / TO LOCATION	Local voucher requires that mileage expenses claimed on a local voucher include a From and a To location.	Triggers if mileage expense is claimed on a local voucher and the From or To location has not been identified.
MISSING MEAL LOCATION	Local voucher requires that meal expenses be correlated with a location.	Triggers if a meal expense is included on a local voucher, but the location has not been entered.
MULTIPLE RESIDENCE ON DATE	Must justify multiple local travel to and from residence on same day.	Triggers on a local voucher if a traveler selects **Mileage** expense for a private auto and has indicated two or more trips on the same day with the origin or destination as residence. The user must complete the

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		From and **To** fields for each trip. Typically, the traveler will be reimbursed for only 1 round trip per day from and to traveler's residence. The traveler is not normally allowed reimbursement for multiple trips from and to home on the same day. The AO should consult local business rules before approving the voucher.
NO ACCT CODE ASSIGNED	No line of accounting (LOA) has been selected on this document. This document cannot be approved until at least one LOA has been selected and all expenses have been allocated to an LOA.	Triggers if there is no LOA on a document before initial approval. The document must contain a LOA or an audit failure will result. **Advisory Notice** only; justification not required.
NO EXPENSE EXIST	Must indicate at least one expense item with cost.	Triggers if a local voucher does not have at least one expense with a cost that is greater than $0.
NO GAS FOR RENTAL CAR	Reminder to claim expense for gasoline if a rental car was used.	Triggers on a voucher to alert that there is a **Rental Car** expense, but no corresponding Gasoline expense has been entered. Advisory notice only; justification not required.
NO TRIP TYPE	Selection of the trip type is mandatory before the travel document can be approved.	Triggers there is no **Trip Type** for the travel document.
NON CONTRACT FARE	Non Contract Fare used "Flight Details."	Triggers if a user selects a flight that is not a GSA City Pair flight, and a GSA City Pair flight is available for selection. DoD travelers are required to use the GSA City Pair flight unless otherwise justified. The user must perform the following: • Select the link above the justification box. • Select a preformatted reason code. • Enter additional justification manually, if necessary.
NON GOVERNMENT FARE	Non Government Fare used "Flight Details."	Triggers for each selected flight in the Review Reservation Selections screen that is neither a GSA City- Pair flight nor a "Me Too" fare. These flights match the GSA City-Pair conditions for government employee

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		use, and are indicated by a fare ending in xDG. DoD travelers are required to use the GSA City-Pair flight, if available. If a GSA City- Pair flight is not available, travelers should use a Me-Too fare, which is designated as "Government Fare" in DTS.
OTHER / INVALID AUTHORIZATIONS	Invalid other authorizations exist.	Triggers if an **Other Authorization** that is not included in the **Other Authorization** selection list exists on the authorization.
PAPER TICKET EXPENSE	Reimbursement for a paper ticket fee is not authorized for personal convenience and therefore must be justified.	Triggers if a paper ticket is requested. The travel industry primarily uses e-tickets. TMCs typically issue paper tickets only upon request. Although there are certain situations that require paper ticket, DTS users must justify each claim of a TMC Fee for issuing a paper ticket. The fee is usually listed on the itinerary or TMC invoice that shows the charges in support of the specific trip.
PER DIEM LOC MISMATCH	"Per Diem Location" not authorized.	Triggers if the TDY location on the voucher differs from the TDY location on the authorization for the trip. The user should explain the changes for the routing officials and the AO.
PERSONAL INFO HAS CHANGED	Personal profile Information has changed from what is in the permanent profile. Please ensure all information is correct. <Changed Information>.	Triggers to inform the user to verify that key personal information in the document does not match the information entered in the traveler's personal profile in **DTA Maintenance Tool > People**. **Advisory Notice** only; justification not required.
PMT METH MISMATCH	<EXPENSE TYPE> on<DATE> has pmt method if (method) - Does not match auth payment method, <method>.	Triggers to signal that a method of payment of reimbursement (MOR) for an expense on a voucher is different from that on the approved authorization. The pre-audit flags any changes to the MORs for air fares (for example, from CBA to GOVCC (GTCC) or vice versa). The pre-audit also triggers if the traveler changes the MOR from GTCC to personal on the voucher to adjust a split disbursement. e.g., to increase the electronic funds transfer payment. The user should provide the routing officials and the

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		AO with an explanation of the changes in accordance with local business rules.
POSSIBLE DUPLICATE EXPENSE	POSSIBLE DUPLICATE<EXPENSE> <AMOUNT>	Triggers on voucher on occurrence of at least one **Non-Mileage** expense, which matches by dollar, amount an existing expense under Travel. Traveler must enter a justification.
POSSIBLE EXCESSIVE EXPENSE	The traveler has selected an expense from the drop- down list and has entered an amount that exceeds the threshold for that expense.	Triggers if the amount entered for an expense exceeds the threshold amount. Traveler must enter a justification.
POV AND GASOLINE EXPENSE	AO must determine actual cost or mileage reimbursement, not both.	**Gasoline/Oil - Private Vehicle expense type removed from DTS.** *Previously triggered on documents:* Triggered on a local voucher when reimbursement was claimed for both the Mileage expense and the Gasoline Private Vehicle expense. Reimbursement can only be approved for one of these expenses; the other must be removed before submitting. Note: Selection of Gasoline Private Vehicle will also trigger the Local Voucher Expense pre-audit for exceeding the threshold, which is set at $0. The *Expense Thresholds* table for more information.
PREFERRED LODGING NOT AVAIL	No Preferred commercial lodging is available.	Triggers when no Preferred commercial lodging is available at the TDY location* for the selected dates. *Only applies if Preferred commercial lodging is the required lodging type.
PRIVATIZED LODGING NOT AVAIL	No Privatized DoD lodging is available.	Triggers when no Privatized DoD lodging is available at the TDY location* for the selected dates. *Only applies if Privatized DoD lodging is the required lodging type.
PREMIUM CLASS FARE	Air travel reservation(s) contains the following premium class fare basis code: (fare class).	Triggers if the airline reservations contain premium class fare. DTS does not normally enable travelers to select premium air fares. Infrequent situations may occur that

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		contribute to an authorization having a premium air fare, such as the following: • Coach fare may be such that the airline provides an automatic upgrade (a YUP fare). • GSA City-Pair fares may be available for business class on some overseas routes. • Airline fare structure change may confuse the DTS booking engine and cause a premium fare to be allowed. To ensure that routing officials and AOs are aware of potential premium fares, this pre-audit will trigger. The user should enter an explanation. **Note**: Typically, this **Pre-Audit** triggers after the TMC has booked; the traveler may not be aware of the premium fare.
RECEIPT IMAGES REQUIRED	<Expense Type> on <Date(s)> in the amount of <Cost>: Required receipt image(s) missing. Receipts are required for any lodging expense (regardless of amount) and for any other expense greater than or equal to $75.00.	Triggers when there is a receipt requirement but it is missing from the voucher. **Note**: Wording of description varies slightly based on the type of expense for which a receipt is missing.
RECRUITER EXPENSE EXISTS	Recruiter expense can only be claimed by military recruiter.	Triggers when claiming reimbursement for **Recruiter - Parking**. This expense is only valid for recruiters. **Note**: Use of this expense may also trigger the **Local Voucher Expense Pre-Audit** for exceeding the threshold, which is set at $255.00 See the *Expense Thresholds* table for more information.
RENEWAL AGREEMENT TRAVEL	*Previously used for*: **Renewal Agreement Travel Leave** taken in conjunction with Permanent Duty Travel must be claimed on the PDT voucher outside of DTS. No per diem will be paid on a voucher created from this authorization. Please provide justification for continuing with this authorization.	**Per JTR changes, RENEWAL AGREEMENT TRAVEL trip type removed from DTS**. U*se Government Funded Leave trip type instead.* *Previously triggered on documents*: When selecting the trip type F6 - **Renewal Agreement LV for OCONUS** travel or selecting trip type **F6 - Renewal Agreement LV** in conjunction with **Permanent Duty Travel**. User must acknowledge no payment

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		for per diem on a voucher created from this authorization.
RENEWAL AGREEMENT TRAVEL	*Previously used for*: GSA City – Pair unavailable for the designated location<LOCATION, traveler must use the lowest available unrestricted coach fare to the designated location as the travel limit. Please provide justification for continuing with authorization.	**Per JTR changes, RENEWAL AGREEMENT TRAVEL trip type removed from DTS**. *Use Government Funded Leave trip type instead.* *Previously triggered on documents:* If DTS could not find a GSA City-Pair flight and traveler selected a non-GSA City Pair flight. Traveler would enter a justification.
RENEWAL AGREEMENT TRAVEL	*Previously used for*: **Renewal Agreement Travel** to a foreign OCONUS location was only authorized if the employee's permanent residence was in that country. I hereby certify that this travel is to the country of permanent residence.	**Per JTR changes, RENEWAL AGREEMENT TRAVEL trip type removed from DTS**. *Use Government Funded Leave trip type instead.* *Previously triggered on documents*: If travel was to an OCONUS location. The user would confirm that their permanent residence was OCONUS.
RENTAL CAR OUTSIDE TRIP DATES	Rental car drop-off or pickup must occur inside the trip start and end dates	Triggers if a rental car reservation contains a pick-up date before the trip start date or the drop-off date is after the trip end date.
RESERVATION ERROR 001	This **Pre-Audit** is a notification identifying an issue with the government travel charge card data in the commercial reservation system. The charge card number to be charged by the commercial reservation system does not match the traveler's profile. Please contact Travel Assistance Center (TAC) at (888) 435-7146, IMMEDIATELY, for instructions on how to proceed with correcting the government travel charge card data. Do not approve the document or justify the pre-audit until the TAC has been contacted for assistance.	Triggers when a Form of Payment (FOP) check performed during the approval point of an authorization detects that the GTCC data used to book air reservations does not match the GTCC data in the traveler's permanent profile. Contac the TAC for guidance on how to proceed prior to approval. An email notification generates to the traveler, cardholder, and their respective DTAs if the authorization is approved with the pre-audit present.

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Message / Notice	**Description**	**Additional Information**
	Approving the document could result in an erroneous charge.	
RESTRICTED FARE SELECTED	Provides a warning to Routing Officials of the need to expedite approval.	Triggers when the traveler selects a restricted airfare. Provides the ticketing time limit (i.e., the date and time ticket availability expire) and recommends **IMMEDIATE** document approval.
SIGNATURE VERIFY	Digital signature verification.	Triggers if any of the following conditions are found during digital signing: • Document modified (signature OK). DTS cannot find trip document. DTS cannot find a person record. • Status code could not be found in vch_stat. • No distinguished name found in password table. • Non-traveler signature (NDEA-signed). It also triggers if, upon approval, the signer's cert has changed since initial stamp. Document not signed upon review or approval.
SPLIT DISB REDUCED	Pre-calculated split disbursement amount to GOVCC was reduced.	Triggers on a voucher to compare the amount due GTCC to the amount on the Financial Summary screen, based on method of reimbursement. Under **Adjust Disbursement**, if an amount is entered in

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Message / Notice	**Description**	**Additional Information**
		the **Overpaid GTCC** field, the split disbursement to GTCC is reduced.
TRANSPORTATION MODE CHANGE	A transportation mode of other than commercial air or government transportation may require a Constructed Travel cost - comparison worksheet to be completed and included with the document.	Triggers if the voucher contains a transportation mode that was not approved on the authorization. Traveler must enter justification and may have to complete a **Post-Travel** worksheet to do the cost comparison and attach it using the **Substantiating Documents** option.
TRAVEL MODE MISMATCH	Mode not authorized "Mode of Travel." "**MODE NOT ON APPROVED AUTHORIZATION: CAL**"	Triggers if the travel mode identified on the voucher differs from the travel mode identified on the authorization. This is a major change to the itinerary. The travel arrangements display for a trip in the **Review Trip Voucher** screen. The user should explain the deviation from the authorization. Triggers if manually adding a **Rental Car - at TDY Area** expense on the voucher that didn't exist on the authorization. The user should explain the addition of the rental car expense.
TRIP DATES & LOCS MISMATCH	"Per Diem Location" Not Authorized. Second Pre- Audit Trip "Start/End" date Not Authorized.	Triggers if the voucher shows any changes to the trip dates and the TDY locations from those approved on the authorization. This identifies any major changes to the itinerary for the trip. The user should explain the deviation from the approved authorization.
TRIP DURATION EXCEEDS 45 DAYS	The trip length exceeds 45 days. Partial payments should be scheduled.	Triggers to remind the traveler, ROs, and AOs that trips exceeding 45 days are eligible for the use of Scheduled Partial Payments (SPPs). Local business rules may dictate other explanations. This notice will trigger only if SPPs have *NOT* been requested. **Advisory Notice** only; justification not required.
TRIP DURATION EXCEEDS 180 DAYS	TDY exceeds 180 DAYS and may require higher - level approval.	Triggers to alert the user that the trip exceeds 180 days and may require higher-level approval in accordance with service or agency regulations. **Advisory Notice** only; justification not required.

Chapter 14: The DTA Manual: Contents & Links

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

DTA MANUAL APPENDIX: TOPIC	URL
Appendix A: Self-Registration	https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF

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