



MANUAL



# DTA Manual, Appendix F: Import/Export Tool

August 03, 2023

V1.3



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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	08/17/18	DTMO	Updated URLs to https vs. http Updated for access through DTS Dashboard	Throughout Section 4.1
1.2	05/19/22	DTMO	Reformatted, added new template Added resource links	All Throughout
1.3	08/23/23	DTMO	Reformatted footer Added Travel Resources Added Trip Processing Rules	Throughout Section 1.1 Section 1.2

## Chapter 1: Import/Export Tool

Some DoD Components use systems other than the Defense Travel System (DTS) to create travel orders, but use DTS to take advantage of the reservations and payment processes. We refer to these systems as partner systems. The DTS **Import/Export** module lets the partner system create travel orders, import them into DTS for reservations and payments, and export them back to the partner system for final processing.

### 1.1 Travel Resources

The DTMO website has various travel resources to assist users with processing travel documents. Some of the key links include:

#### [Travel Programs & Services:](#)

- Government Travel Charge Card (GTCC)
- DoD Travel System
- TMC Services
- Commercial Air
- Lodging and the Integrated Lodging Program (ILP)
- Rental Car

#### [Policy & Regulations:](#)

- [Joint Travel Regulations \(JTR\)](#)

#### [Training Resources:](#)

- Information paper: [Introduction to Imported Authorizations for Partner Systems Travelers in DTS](#)
- [DTS Guide 2: Authorizations](#)
- [DTS Guide 3: Voucher](#)
- Information paper: [Cancellation Procedures](#)
- Trifold: [Partner System Traveler Instructions for Completing an Imported Authorization in DTS](#)
- Trifold: [Instructions to Cancel a Trip](#)

### 1.2 Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. Authorization specifications apply to reduce the possible invalid reservation selections (e.g., selections made in the next Fiscal Year (FY) before airlines post flights) and incorrect per diem calculations (e.g., documents crossing multiple FYs and per diem changes). Voucher specifications apply to reduce incorrect per diem calculations resulting in debt. These processing rules include:

- Imported authorizations may not be created greater than 6 months in advance of the trip.
- Authorizations will not have the amend link available 75 days after the last day of travel.
- Imported Authorizations along with vouchers can't exceed the maximum trip length of one year from the trip start date.

## Chapter 2: Partner System and DTS Roles

The following **Import/Export Tool** roles are described in this section:

- Partner System Traveler
- Partner System Subsystem Administrator (SSA)
- DTS System Administrator (SA)

### 2.1 Partner System Travelers

As the name implies, Partner System Travelers (henceforth in this appendix, simply *travelers*) are the people who travel on the orders the partner system creates. Partner system orders generally contain little more than basic itinerary information (e.g., travel dates, TDY location etc.). For this reason, we refer to the imported document as an “authorization shell”. Travelers complete those authorization shells, travel, and submit their vouchers in DTS. **Note:** Travelers should check with the SSA to confirm if they have additional responsibilities.

### 2.2 Partner System Subsystem Administrator

A SSA is an individual who maintains the data that lets a single partner system (and its subsystems, if any) interface with DTS. Additionally, the SSA:

- Adds subsystems (subordinate partner system setups) as needed
- Maintains their system and subsystem settings
- Creates and maintains their organizations’ imported and dynamic routing lists
- Exports files to DTS to create and modify authorization shells
- Views file statuses and summaries

### 2.3 DTS System Administrator

The SA maintains the data that lets all partner systems interface with DTS. They can do anything the SSA can do, but additionally, the SA can:

- Create, edit, and delete partner systems
- Add and manage SSA profiles

### 2.4 DTS Travel Clerk and NDEA

The Travel Clerk is someone who assists the traveler with DTS document preparation. The Travel Clerk can:

- Book reservations
- Add expenses
- Attach records and receipts
- Sign the authorization on behalf of the traveler

The Non-DTS Entry Agent (NDEA) can do the same actions as a Travel Clerk, but also:

- Ensures the traveler completes and signs a *DD 1351-2* for the voucher
- Attaches the *DD 1351-2* and then stamps the voucher T-Entered

## Chapter 3: Partner System Process Overview

Table F-1 describes the Partner System Process.

Table F-1

PARTNER SYSTEM PROCESS OVERVIEW			
Step	System or User	Action	Product
1	SA or SSA	Activates the partner system in DTS. The SA enables basic preferences. The SSA enables others as needed.	Activated partner system
2	Partner System	Sends travel itinerary to DTS.	Authorization shell
3	Partner System	Inserts dynamic routing list elements into routing list or uses imported routing list, if needed.	Routing list
4	Traveler with no DTS profile	Logs into DTS and self-registers.  <i>*Skip to Step 6 if the traveler already has a profile in DTS.</i>	Traveler Personal Profile. <b>Note:</b> If partner system is set to <b>Bypass DTA Approval</b> , the organization automatically receives the traveler.
5	DTS	Notifies DTA that a traveler A) has self-registered OR B) has been assigned to the organization. If A, DTA accepts traveler profile into the DTS organization.	Email notice of New Traveler Assignment.
		Instructs traveler to access DTS and complete the authorization	Email notice of Authority to Travel.
6	Traveler with a DTS profile	Before travel, logs into DTS, verifies profile is travel ready. Then completes and submits authorization. ... After travel, completes and submits voucher with required receipts.	Signed, and ultimately approved, authorization and voucher.

Gray = optional steps

## Chapter 4: Partner System / Subsystem Settings

The following subsections describe how to set up a partner system in DTS. *In this section “you” are the SSA.*

### 4.1 Edit Partner System Preferences

After you submit your **Import/Export Tool** functionality preferences to the SA, the SA creates your partner system's account and selects its settings based on your input. Later, as needs change, either you or the SA can edit the partner system information and settings.

Here's how that works:

1. Beginning on the DTS **Dashboard** (Figure F-1), select **Administration**, then **Partner System Setup** under the **Setup** menu. The **DTS Import/Export Tool Welcome** screen (Figure F-2) opens.

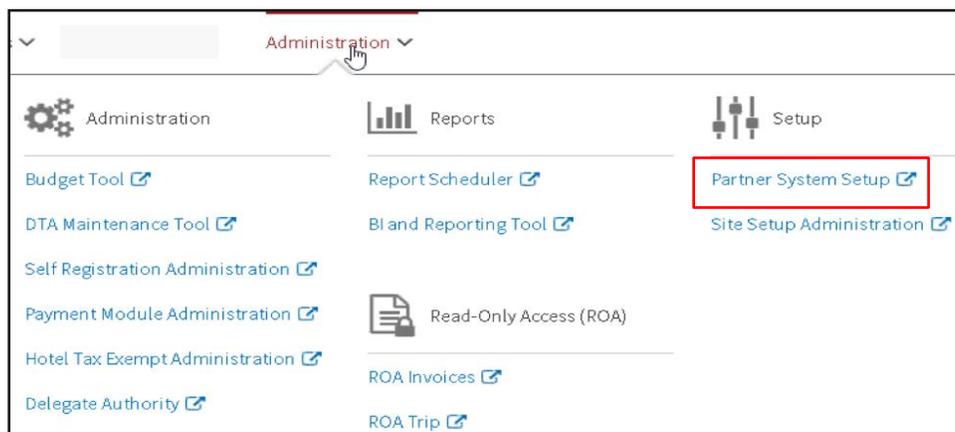


Figure F-1: DTS Welcome Screen

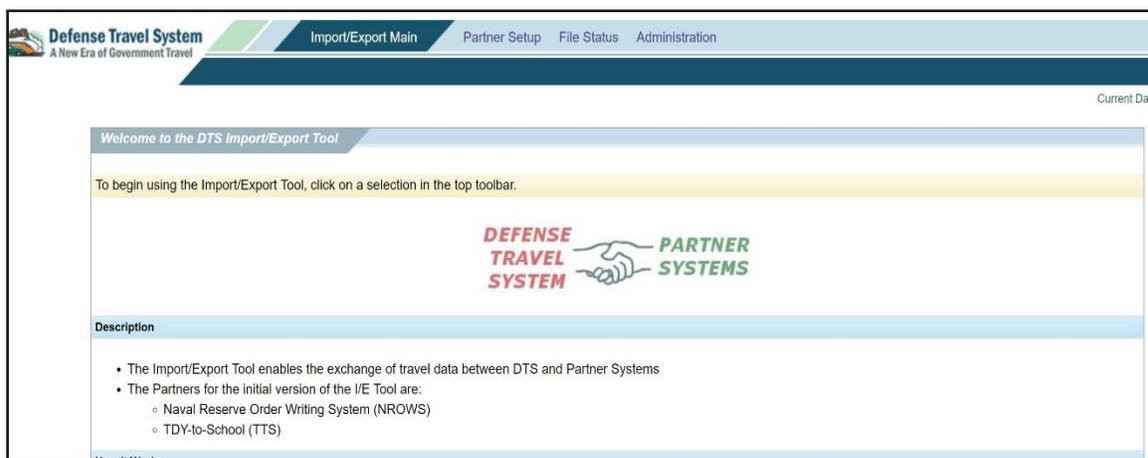


Figure F-2: DTS Import/Export Tool Welcome Screen

2. Select **Partner Setup** on the light blue **Navigation Bar**. The **Welcome to the Partner Setup Function** screen (Figure F-3) opens.

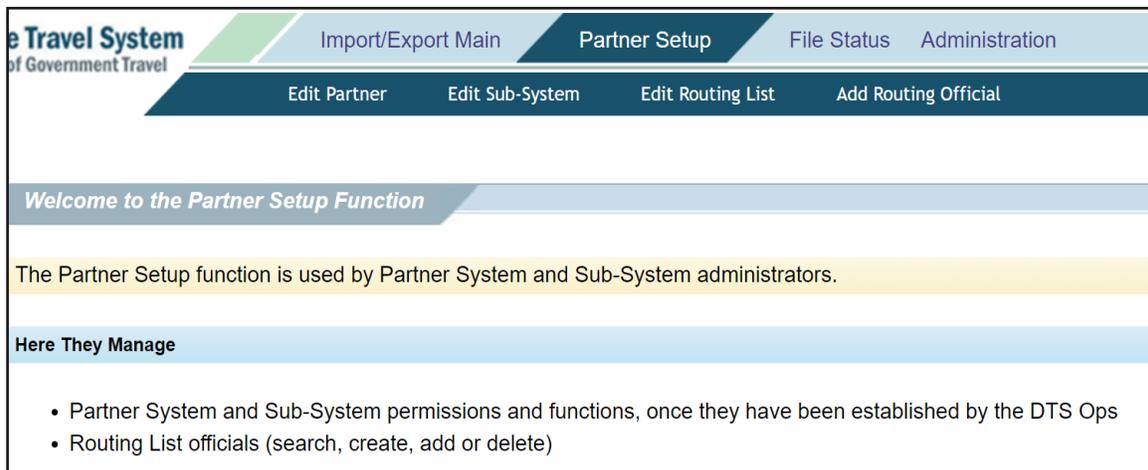


Figure F-3: Welcome to the Partner Setup Function Screen

3. Select **Edit Partner** on the dark blue **Navigation Bar**. The **Edit Partner** screen (Figure F-4) opens.

The screenshot shows the 'Edit Partner' screen. At the top, there is a header 'Edit Partner'. Below it, there are three main sections: 'Edit Partner Setup Information', 'Required Partner System Information', and 'Optional Partner System Information'. The 'Required Partner System Information' section contains four rows of settings: 'Partner System Code' with a text input field containing 'DTMO'; 'Auto Approval' with radio buttons for 'Yes' (selected) and 'No', and a tooltip that says 'This setting will auto approve the document if it passes all audits'; 'Obligation Upon Receipt' with radio buttons for 'Yes' and 'No' (selected), and a tooltip that says 'Indicates that the initial obligation is to be sent when the document is received'; and 'Bypass Budget Edits' with radio buttons for 'Yes' (selected) and 'No', and a tooltip that says 'Indicates that the budget module will be bypassed, requires PMO Approval'. The 'Optional Partner System Information' section at the bottom has a field for 'DTS Organization Name' containing 'DTMOHRA' and a search icon.

Figure F-4: Edit Partner Screen (Top)

4. Select the partner system preferences (most are **Yes** or **No** radio buttons). Table F-2 provides a description of the selections available on this screen.
5. Select **SAVE**.

Table F-2

EDIT PARTNER SCREEN DESCRIPTIONS		
Setting	Purpose or Use	Controlling Authority
Partner System Code	Identifies the partner system and its import and export functional features. The SA can enable or disable each feature. Those settings apply to all files the partner system imports to DTS and the accounting and disbursing systems.	SA
Auto Approval	If <b>Yes</b> , allows automatic approval of authorizations (not vouchers) for recurring travel. This option allows DTS to apply the <b>AUTO APPROVED</b> stamp if no pre-audit flags exist. Default setting is <b>No</b> .	SA
Obligation Upon Receipt	If <b>Yes</b> , lets DTS send an obligation to the accounting system as soon as it receives the authorization. DTS releases adjusting obligations, if any, at <b>APPROVED</b> . Default setting is <b>No</b> .	SA
Bypass Budget Edits	If <b>Yes</b> , lets DTS bypass the <b>Budget</b> module, preventing DTS from validating funds availability and decrementing the budget decrement at <b>APPROVED</b> or <b>AUTO APPROVED</b> . The PMO-DTS requires certification or approval from the partner system budgeting and accounting authority before allowing this action. Default setting is <b>No</b> .	SA
DTS Organization Name	Select the organization that owns the budget, if the traveler's organization is not funding the travel.	SSA
Third Party System	If <b>Yes</b> , the organization that exports the authorization to DTS is not the traveler's assigned organization. Default setting is <b>Yes</b> .	SSA
Create Traveler	If <b>Yes</b> , DTS automatically creates a traveler profile in the Self-Registration module if the traveler does not already have a DTS profile. DTS emails the traveler with instructions on how to complete the Self-Registration process and the travel authorization. If <b>No</b> and the traveler does not have a DTS profile, DTS rejects the authorization. Default setting is <b>No</b> .	SSA
Bypass DTA Approval	If <b>Yes</b> , DTS automatically assigns a self-registered traveler to an organization the partner system designates without requiring a DTA to receive the traveler. If DTS cannot find the designated organization, DTS rejects the self-registration. Default setting is <b>No</b> .	SSA
Overwrite Traveler	If <b>Yes</b> , incoming data will overwrite information currently in the Traveler's DTS profile. Default setting is <b>No</b> .	SSA
Allow Data Modification	If <b>Yes</b> , the traveler can modify imported data before <b>SIGNED</b> . Default setting is <b>No</b> .	SSA

EDIT PARTNER SCREEN DESCRIPTIONS		
Setting	Purpose or Use	Controlling Authority
Notice of User Acknowledgement	If <b>Yes</b> , DTS notifies the Partner System that the traveler has accessed an imported authorization for the first time, has selected <b>Agree</b> or <b>Disagree</b> on the General Comments Acknowledgement screen upon entering the document, or has accepted or rejected the modification comparison message. If <b>No</b> , the partner system will not receive an acknowledgement XML file unless the traveler provides comments and selects <b>Disagree</b> on the General Comments screen. Default setting is <b>No</b> .	SSA
Allow Changes to Non-Duty Days	If <b>Yes</b> , the traveler can adjust the trip start date or end date if the additional days are identified as non-duty (non-per diem) days. Default setting is <b>Yes</b> .	SSA
Bypass Rejection Processing	If <b>Yes</b> , DTA may bypass the accounting system reject process. Generally, DTS rejects a document back to the partner system if the accounting system does not provide a <b>POSACK</b> for obligations or adjusting obligations. When this setting and the <b>Obligation Upon Receipt</b> setting are both <b>Yes</b> , DTS bypasses the obligation or adjustment up to 5 times (determined by the <b>Accounting System Max Reject</b> setting, see below). During this process, DTS holds the adjustment until it receives a <b>POSACK</b> . Default setting is <b>No</b> .	SSA
Accounting System Max Reject	Determines the number of times (up to <b>5</b> ) an obligation is resubmitted before rejecting back to the partner system. Default value is <b>0</b> .	SSA
Disable LOA Edits	If <b>Yes</b> , travelers, NDEAs, and Routing Officials cannot add, delete, or edit a document's LOA data (to include LOAs for travel advances) or allocate funds to multiple LOAs. The partner system must provide changes to LOA by amending the document. Default setting is <b>No</b> .	SSA
Back-To-Back Orders	If <b>Yes</b> , DTS lets a traveler apply "In Place" to receive 100% of M&IE on a trip start or end date, when sent on back-to-back TDYs. Default setting is <b>No</b> .	SSA
Disallow Changes to Reimbursement Method	If <b>Yes</b> , the traveler cannot change the method of reimbursement from a Centrally Billed Account (CBA) to a Government Travel Charge Card (GTCC). Default setting is <b>No</b> .	SSA
Disallow Registration Fees	If <b>Yes</b> , travelers cannot select <b>Registration Fees</b> as a reimbursable expense on an authorization or voucher. Default setting is <b>No</b> .	SSA

EDIT PARTNER SCREEN DESCRIPTIONS		
Setting	Purpose or Use	Controlling Authority
Hard Stop Rental Car	If <b>Yes</b> , the traveler may not request a rental car unless the file imported from the partner system specifically allowed a rental car. DTS also ignores files imported after the trip start date to remove the approval of the rental car. Default setting is <b>No</b> .	SSA
Disallow Edit to Imported LOA (Except by the 3rd-Party Reviewer)	If <b>Yes</b> , DTS prevents anyone (except 3 <sup>rd</sup> -party Routing Officials) from editing or removing an LOA provided by the partner system – though they may add, edit, or delete LOAs provided by the traveler's organization. Default setting is <b>No</b> . <b>Note:</b> When <b>Yes</b> , the <b>Disable LOA Edits</b> setting must be <b>No</b> .	SSA
Disallow Changes to Expense Allocation Method (Except by the 3rd-Party Reviewer)	If <b>Yes</b> , the expense allocations provided by the imported file are only visible to 3 <sup>rd</sup> -Party Reviewing Officials and only 3 <sup>rd</sup> -Party AOs can change them. Default setting is <b>No</b> . <b>Note:</b> When <b>Yes</b> , the <b>Disable LOA Edits</b> setting must be <b>No</b> .	SSA
User Can Cancel Authorizations	If <b>Yes</b> , travelers can cancel authorizations initiated through the import process. If <b>No</b> , travelers can only cancel such authorizations if the partner system has transmitted a cancellation notice to DTS. Default setting is <b>Yes</b> .	SSA
Insert Dynamic Routing List	If <b>Yes</b> , DTS follows the guidance set out in a dynamic routing list (see <i>Section 4.3.2</i> ). Default setting is <b>No</b> .	SSA
Allow Systematic LOA Modification	If <b>Yes</b> , the partner system can send a file to change to the LOAs, Standard Document Number, and allocation methods. The traveler can only accept the modification (even though the message includes a <b>Reject</b> button). Default setting is <b>No</b> .	SSA
Routing Officials	This text box shows which Routing Officials were added to the routing list. This field is read-only.	SSA

## 4.2 Edit Partner Subsystem Preferences

Either you or the SA can create one or more subsystems for each partner system. Having subsystems lets you have different sets of preferences for travelers from different organizations.

Here's how you can update subsystem preferences:

1. On the **Welcome to the Partner Setup Function** screen (Figure F-3), select **Edit Sub-System** on the dark blue navigation bar. The **Partner Sub-System Search** screen (Figure F-5) opens. **Note:** The **Edit Sub-System** option does not display on the dark blue navigation bar if your partner system has no subsystems.

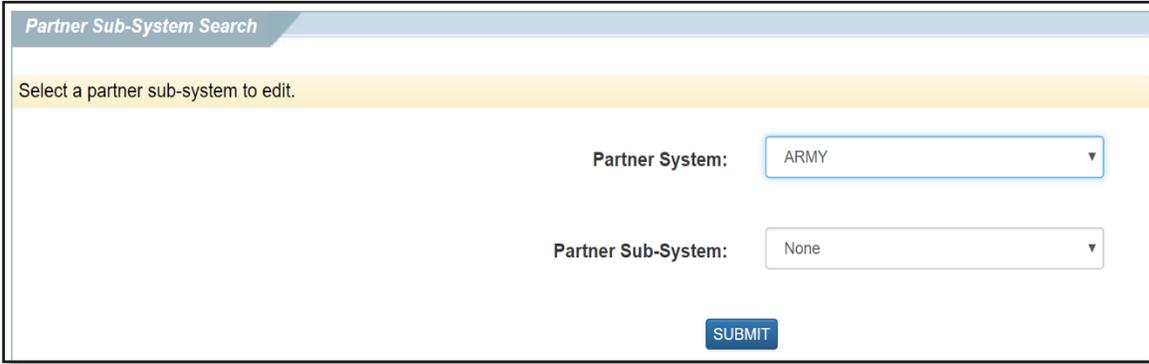


Figure F-5: Partner Sub-System Search Screen

2. Select a **Partner System** (if given the option) and **Partner Sub-System**.
3. Select **SUBMIT**.
4. Select the preferences for the partner subsystem. See Table F-2. The available preferences are essentially the same.
5. Select **SAVE**.

### 4.3 Routing Lists

Unless directed differently, DTS will route travel documents as directed in the traveler's default routing list. However, you do have two choices that are explained below:

- Imported routing list
- Dynamic routing list

#### 4.3.1 Imported Routing Lists

DTS lets a partner system import its own routing list for use with a particular authorization. To import a routing list, you must include the routing list name in the optional element "Routinglistname" of the file you use to import the authorization shell. DTS will use the imported routing list instead of the traveler's default routing list.

A DTA at the partner system may create and maintain more than one routing list for use in imported documents; however only one routing list may be imported with an authorization. For information about building and maintaining routing lists, see the [DTA Manual, Chapter 5](#).

If DTS cannot find an imported routing list in the partner system's organization hierarchy, it will reject the imported document.

#### 4.3.2 Dynamic Routing Lists

A *dynamic routing list* means that a third party is funding a trip and wants to place one or more reviewers on the traveler's routing list. To use a dynamic routing list, you must set the **Insert Dynamic Routing List** radio button to **Yes** on the **Edit Partner** screen.

When a dynamic routing list is in play, all imported authorizations and the vouchers created from them route to one or more specifically named third-party officials.

### 4.3.3 Remove a Routing Official from a Dynamic Routing List

Setting the **Insert Dynamic Routing List** radio button to **Yes** lets the **Edit Routing List** option display on the dark blue **Navigation Bar** of the **Partner Setup Function** (see Figure F-3).

Selecting the **Edit Routing List** lets you remove Routing Officials from a dynamic routing list.

To remove Routing Officials, do the following:

1. Select **Edit Routing List**. The **Partner Search** screen (Figure F-6) opens.

Figure F-6: Partner Search Screen

2. Select a **Partner System** and (if applicable) **Partner Sub-System**.
3. Select **SUBMIT**. The **Routing Officials List** screen opens (Figure F-7).

Name	SSN	Delete
Carson, Kim A	999964101	
Carson, Paul A	999964102	
Carson, Terry A	999964103	

Figure F-7: Routing Officials List Screen

4. Select the **scissors** icon next to the name of a Routing Official. The **Delete a Routing Official** screen (Figure F-8) opens.

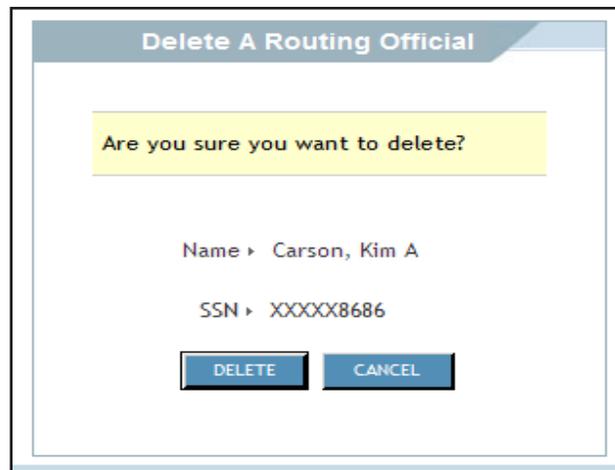


Figure F-8: Delete a Routing Official Screen

5. Select **DELETE** to confirm deletion of the Routing Official.

#### 4.3.4 Add Routing Official to a Dynamic Routing List

**Note:** Setting the **Insert Dynamic Routing List** radio button to **Yes** lets the **Add Routing Official** option display on the dark blue **Navigation Bar** of the **Partner Setup Function** (see Figure F-3).

Selecting the **Add Routing Official** option lets you add Routing Officials to a dynamic routing list. The new **Routing Official** joins the routing list one level before **APPROVED**, with the designation of “Third-Party Reviewer.”

Here’s how to add Routing Officials:

1. Select **Add Routing Official**. The **Create Routing List User** screen (Figure F-9) opens.

Figure F-9: Create Routing List User Screen

2. Enter the Routing Official’s **SSN**.
3. Select **ADD**. The **Add a Routing List Official** screen (Figure F-10) opens.

**Add a Routing List Official**

**The User's Personal Information**

Last Name: West

First Name: Chris

Middle Initial: A

SSN: 999989741

**Document Information**

Document Type: Authorization and Voucher

Document Status: 3rd Party Reviewed

**Partner System Information**

Partner System: DTMO

Partner Sub-System: None

SAVE CANCEL

Figure F-10: Add a Routing List Official Screen

4. Review the Routing Official's information. **Note:** You can't change it; it's view-only.
5. Select the **Partner System** and (if applicable) **Partner Sub-System**.
6. Select **SAVE**.

## 4.4 File Status

**File Status** lets you access information about all files processed via the DTS **Import/Export Tool**. The three links in the tool bar (**Imported Files**, **Exported Files**, and **Summary**) are all presented below.

### 4.4.1 Imported Files

The **Imported Files** section lets you to view details about the *XML* files DTS imported from the partner system. DTS uses imported files to create authorization shells. If the minimum data elements are not included, DTS cannot create an authorization shell, so it rejects the imported file back to the partner system.

To view imported files:

1. Select **File Status** on the light blue **Navigation Bar** from any screen in the **Import/Export** module (see Figure F-2), then **Imported Files** on the dark blue navigation bar. The **Search Imported Trip Files** screen (Figure F-11) opens.

Figure F-11: Search Imported Trip Files Screen

- (Optional) Complete one or more fields to limit the search results. Leave them all blank to display all files. Table F-3 explains the field names.

Table F-3

SEARCH IMPORTED TRIP FILES SCREEN DESCRIPTION	
Field or Object	Action
File Name	Enter to limit results to a single item.
Import Status	Select to limit results to a single status.
Tracking Number	Enter to limit results to a single item. (The partner system provides the tracking number.)
SDN	Enter the Standard Document Number to limit results to a single item.
Date Range	Enter dates in MM/DD/YYYY format – or use the calendar tool to select them – to limit results to documents imported during that range.
Traveler Last Name	Enter full or partial names to reduce the results, possibly to as few as a single item.
Traveler First Name	
Traveler SSN	Enter to limit results to a single item.

<b>Organization</b>	Enter or select to reduce results to documents imported from a single organization.
---------------------	---

3. Select **SEARCH**. The **Trip Import File List** screen opens (Figure F-12).

Trip Import File List			
<p>The following is a list of files imported into DTS. Click on a link in the <i>Details</i> column to view information on the traveler and the associated imported documents.</p> <p>Click on the REJECTED link in the <i>Import Status</i> column to view the reason for a file rejection.</p>			
File Name	Import Status	Date Imported	Details
Rel4_020_cp_verify_cancel_n_O_202_20080903173613.xml	ACCEPTED	2008-09-03	<a href="#">View</a>
Rel4_020_cp_verify_cancel_n_O_202_20080903174454.xml	ACCEPTED	2008-09-03	<a href="#">View</a>
Rel4_020_cp_verify_cancel_n_O_202_20080903180820.xml	ACCEPTED	2008-09-03	<a href="#">View</a>
REL4_007_ASLM_orig_204_20080903192835.xml	ACCEPTED	2008-09-03	<a href="#">View</a>
REL4_007_ASLM_mod_204_20080903193032.xml	ACCEPTED	2008-09-03	<a href="#">View</a>
REL4_007_ASLM_origTEST7_204_20080903194533.xml	ACCEPTED	2008-09-03	<a href="#">View</a>

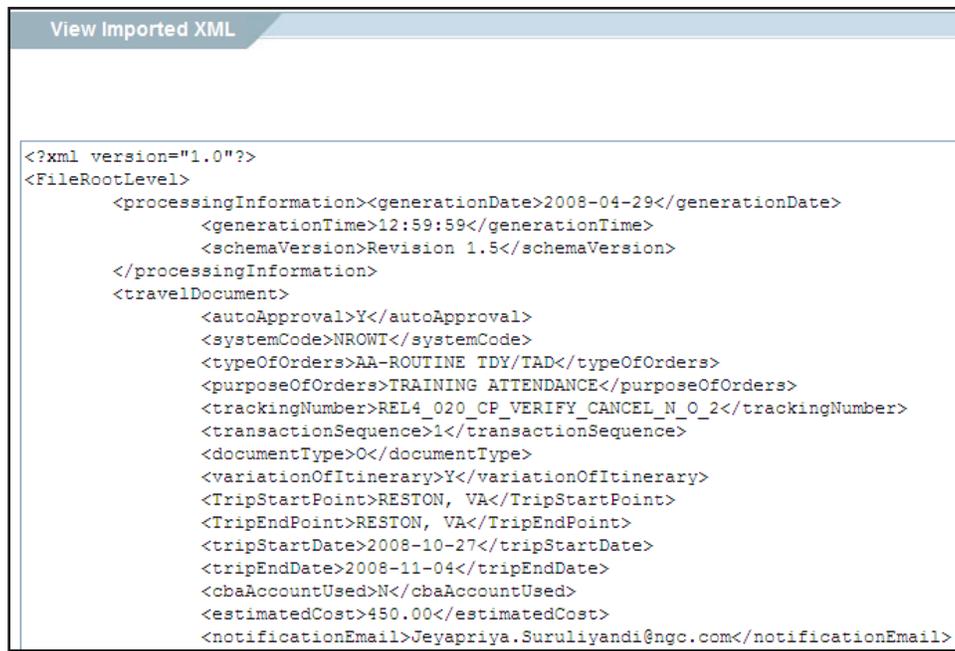
Figure F-12: Trip Import File List Screen

4. Select the **View** link to see the details of a trip file. The **Imported Trip Status** screen (Figure F-13) opens.

Imported Trip Status								
<p>The following is the trip in the imported file.</p> <p>Partner System &gt; NROWT</p> <p>Partner Sub-System &gt;</p> <p>File Name &gt; Rel4_020_cp_verify_cancel_n_O_202_20080903173613.xml</p> <p>Date/Time Imported &gt; 2008-09-03</p>								
<p>Traveler: Depp, Janice</p> <p>Details: <a href="#">View XML</a></p>								
Tracking No.	Sequence No.	Type	Purpose of Orders	Import Status	Date Auth Applied	Document Name	Document Status	Auth Accessed
REL4_020_CP_VERIFY_CANCEL_N_O_2	1	ORIGINAL	TRAINING ATTENDANCE	ACCEPTED		JDDALLASTX102708_A01	OBLIG SUBMITTED	2008-09-03

Figure F-13: Imported Trip Status Screen

5. Select **View XML** on the left side of the screen to view the **XML** code used to import the file. The **View Imported XML** screen (Figure F-14) opens.



```

<?xml version="1.0"?>
<FileRootLevel>
  <processingInformation><generationDate>2008-04-29</generationDate>
    <generationTime>12:59:59</generationTime>
    <schemaVersion>Revision 1.5</schemaVersion>
  </processingInformation>
  <travelDocument>
    <autoApproval>Y</autoApproval>
    <systemCode>NROWI</systemCode>
    <typeOfOrders>AA-ROUTINE TDY/TAD</typeOfOrders>
    <purposeOfOrders>TRAINING ATTENDANCE</purposeOfOrders>
    <trackingNumber>REL4_020_CP_VERIFY_CANCEL_N_O_2</trackingNumber>
    <transactionSequence>1</transactionSequence>
    <documentType>O</documentType>
    <variationOfItinerary>Y</variationOfItinerary>
    <TripStartPoint>RESTON, VA</TripStartPoint>
    <TripEndPoint>RESTON, VA</TripEndPoint>
    <tripStartDate>2008-10-27</tripStartDate>
    <tripEndDate>2008-11-04</tripEndDate>
    <cbaAccountUsed>N</cbaAccountUsed>
    <estimatedCost>450.00</estimatedCost>
    <notificationEmail>Jeyapriya.Suruliyandi@ngc.com</notificationEmail>
  </travelDocument>
</FileRootLevel>

```

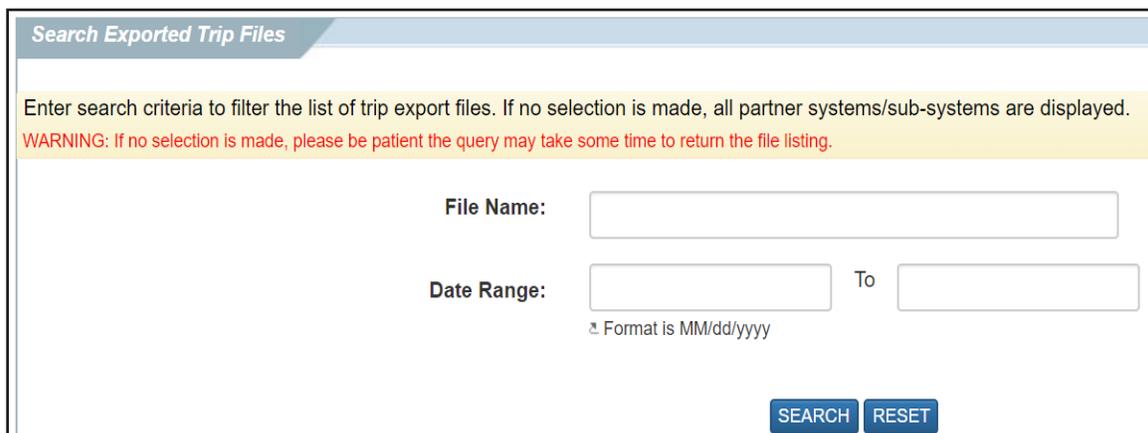
Figure F-14: View Imported XML Screen (Top)

#### 4.4.2 Exported Files

The **Exported Files** section lets you to view details about the XML files DTS exported back to the partner system.

To view exported files:

1. Select **File Status** on the light blue navigation bar from any screen in the **Import/Export** module (see Figure F-2), then **Exported Files** on the dark blue **Navigation Bar**. The **Search Exported Trip Files** screen (Figure F-15) opens.



**Search Exported Trip Files**

Enter search criteria to filter the list of trip export files. If no selection is made, all partner systems/sub-systems are displayed.

**WARNING:** If no selection is made, please be patient the query may take some time to return the file listing.

**File Name:**

**Date Range:**  To

Format is MM/dd/yyyy

**SEARCH** **RESET**

Figure F-15: Search Exported Trip Files Screen

2. (Optional) Enter a **File Name** and/or **Date Range** to limit the search results. Leave them both blank to display all files.
3. Select **SEARCH**. The **Trip Export File List** screen (Figure F-16) opens.

Trip Export File List			
The following is a list of files exported from DTS. Under the <b>Details</b> column, click on the link to view the documents exported (the link will not be displayed until the document has actually been exported).			
Show <input type="text" value="10"/> entries			
File Name	Export Status	Date Exported	Details
EHBARSTOWCA032618_V01-01_226_20120614155201355_Export.xml	TRANSMIT READY	2018-02-14 11:44:10	N/A
MHPHOENIXAZ042018_A01_226_20180305213946854_Export.xml	TRANSMIT READY	2018-03-05 16:31:54	N/A

Figure F-16: Trip Exported File List Screen

- Select **View XML File** in the **Details** column (not visible in screenshot) to view the *XML* code used to export the file. The **View Exported XML** screen (Figure F-17) opens.

```

View Exported XML

<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<FileRootLevel>
  <FileInfo>
    <RecordDate>2008-09-12+00:00</RecordDate>
    <RecordTime>14:25:22.508+00:00</RecordTime>
  </FileInfo>
  <ExportTrans>
    <DocInfo>
      <DocumentType>AUTH</DocumentType>
      <DocumentName>JDMANHATTANNY102808_A01-01</DocumentName>
      <TANUM>ONWOLW</TANUM>
      <TripStartPoint>RESTON, VA</TripStartPoint>
      <TripEndPoint>RESTON, VA</TripEndPoint>
      <TripStartDate>2008-10-28</TripStartDate>
      <TripEndDate>2008-11-05</TripEndDate>
      <TotalAmount>625.6</TotalAmount>
      <TrackingNumber>Regression testing_O_ST</TrackingNumber>
      <BookNumber>1498</BookNumber>
      <TransactionType>AMENDMENT</TransactionType>
      <TransactionID>1</TransactionID>
      <LimitedFlag>>false</LimitedFlag>
      <OverrideFlag>>false</OverrideFlag>
    </DocInfo>
  </ExportTrans>
</FileRootLevel>

```

Figure F-17: View Exported XML Screen

#### 4.4.3 Summary

The **Summary** section shows the number and type of files that the **Import/Export Tool** processed for your partner system and any subsystems. Details are available by selecting the links within the listing.

To view the summary:

- Select **File Status** on the light blue navigation bar from any screen in the **Import/Export** module (see Figure F-2), then **Summary** on the dark blue navigation bar. The **Import/Exported Status** screen (Figure F-18) opens.

**Import/Export Status**

The following is a list of partner systems/sub-systems that import and/or export to and from DTS. Under the **Total Files Imported** column, click on the link to view the traveler files imported into DTS. Under the **Total Files Exported** column, click on the link to view the trip files exported from DTS.

Show  entries Search:

System	Sub-System	Total Files Imported	Last File Imported	Total Files Exported	Last File Exported
DTMO		<a href="#">13</a>	05-Mar-18 16:40:56	<a href="#">12</a>	24-Mar-18 11:44:10

Showing 1 to 1 of 1 entries Previous **1** Next

*Figure F-18: Partner Systems Import/Export Status Screen*

2. Select the number link in the **Total Files Imported** or **Total Files Exported** column. The **Trip Import File List** screen (Figure F-12) or the **Trip Export File List** screen (Figure F-16) opens, as appropriate.

## Chapter 5: Determining Per Diem Allowances

SSAs for Reserve and Active Duty partner systems use the following tables when assigning duty conditions and determining per diem allowances for military travelers.

### 5.1 Duty Conditions Used by Reserve Partner Systems

When the file imported from a partner system contains duty conditions affecting the per diem allowances, those conditions override the default quarters and meals allowances for a military member TDY to a U.S. installation.

Table F-4 explains those duty conditions.

Table F-4

DUTY CONDITIONS FOR LODGING AND M&IE					
XML in Import File	Duty Condition	Per Diem, Messing Available	Per Diem Allowance	Lodging Rate	M&IE Rate
ADQM	Active Duty Training (Quarters and Meals Available)	All meals available	<ul style="list-style-type: none"> <li>Duty Condition ADQM – selected</li> <li>Qtrs Available– selected</li> <li>Meals Avail – selected</li> <li>B, L, D – all selected</li> </ul>	Military Lodging Rate	All meals available (GMR + IE)
		Some meals available + proportional meals	<ul style="list-style-type: none"> <li>Duty Condition ADQM– selected</li> <li>Qtrs Available – selected</li> <li>Meals Avail – selected</li> <li>B, L, D – some (not all) selected</li> </ul>	Military Lodging Rate	Proportional Meals (PMR+ IE)
		No meals available	<ul style="list-style-type: none"> <li>Duty Condition ADQM– selected</li> <li>Qtrs Available – selected</li> <li>Meals Avail – selected B, L, D – all Selected</li> </ul>	Military Lodging Rate	All meals available (GMR + IE)
ADTQ	Active Duty Training (Quarters Available / Meals Not Available)	N/A	<ul style="list-style-type: none"> <li>Duty Condition ADTQ– selected</li> <li>Qtrs Available – selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Military Lodging Rate	Up to 100% based on location and dates.

DUTY CONDITIONS FOR LODGING AND M&IE					
XML in Import File	Duty Condition	Per Diem, Messing Available	Per Diem Allowance	Lodging Rate	M&IE Rate
ADT	Active Duty Training (Commercial Quarters)	N/A	<ul style="list-style-type: none"> <li>Duty Condition ADT –selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Up to 100% based on location and dates.	Up to 100% based on location and dates.
IDQM	Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)	All meals	<ul style="list-style-type: none"> <li>Duty Condition IDQM– selected</li> <li>Qtrs Available – selected</li> <li>Meals Avail – selected</li> <li>B, L, D – all selected</li> </ul>	Military Lodging Rate	All meals available (GMR + IE)
		Some meals available + proportional meals	<ul style="list-style-type: none"> <li>Duty Condition IDQM– selected</li> <li>Qtrs Available – selected</li> <li>Meals Avail – selected</li> <li>B, L, D - some (not all) selected</li> </ul>	Military Lodging Rate	Proportional Meals (PMR+ IE)
		No meals available	<ul style="list-style-type: none"> <li>Duty Condition IDQM– selected</li> <li>Qtrs Available – selected</li> <li>Meals Avail – selected</li> <li>B, L, D – all selected</li> </ul>	Military Lodging Rate	All meals available (GMR + IE)
IDTQ	Inactive Duty Training Non-Local Commuting Area (Quarters Available / Meals Not Available)	N/A	<ul style="list-style-type: none"> <li>Duty Condition IDTQ– selected</li> <li>Qtrs Available – selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Military Lodging Rate	Up to 100% based on location and dates.

DUTY CONDITIONS FOR LODGING AND M&IE					
XML in Import File	Duty Condition	Per Diem, Messing Available	Per Diem Allowance	Lodging Rate	M&IE Rate
IDTN	Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)	N/A	<ul style="list-style-type: none"> <li>Duty Condition IDTN– selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Up to 100% based on location and dates.	Up to 100% based on location and dates.
INDT	Inactive Duty Training (Local Commuting Area)	N/A	<ul style="list-style-type: none"> <li>Duty Condition INDT– selected</li> </ul>	NONE	NONE
AT	Annual Training (Quarters and Meals Available)	N/A	<ul style="list-style-type: none"> <li>Duty Condition AT – selected</li> <li>Qtrs Available – selected</li> <li>Meals Avail – selected</li> <li>B, L, D – all selected</li> </ul>	Military Lodging Rate if at installation; otherwise, locality rate	NONE
ATQP	Annual Training (Quarters Available / Meals Not Available)	N/A	<ul style="list-style-type: none"> <li>Duty Condition ATQP– selected</li> <li>Qtrs Available – selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Military Lodging Rate	Up to 100% based on location and dates.
ATCQ	Annual Training (Commercial Quarters)	N/A	<ul style="list-style-type: none"> <li>Duty Condition ATCQ– selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Up to 100% based on location and dates.	Up to 100% based on location and dates.
FLDC	Field Conditions	N/A	<ul style="list-style-type: none"> <li>Duty Condition FLDC– selected</li> </ul>	NONE	NONE
ADEF	Adverse Effects / Commercial Quarters	N/A	<ul style="list-style-type: none"> <li>Duty Condition ADEF– selected</li> <li>Full Rate (Meals Section) – selected</li> </ul>	Up to 100% based on location and dates.	Up to 100% based on location and dates.
VSSL	Aboard a U.S. Vessel	N/A	<ul style="list-style-type: none"> <li>Duty Condition VSSL– selected</li> </ul>	NONE	NONE
HOME	Authorized Trip Home	N/A	<ul style="list-style-type: none"> <li>Duty Condition HOME– selected</li> </ul>	NONE	NONE

DUTY CONDITIONS FOR LODGING AND M&IE					
XML in Import File	Duty Condition	Per Diem, Messing Available	Per Diem Allowance	Lodging Rate	M&IE Rate
EUM	Essential Unit Messing	N/A	<ul style="list-style-type: none"> <li>Duty Condition EUM –selected</li> </ul>	NONE	NONE

## 5.2 Quarters and Meals Availability Options

Table F-5 summarizes the per diem allowances an import document can use to identify a traveler’s lodging and meals availability.

Table F-5

XML TAGS FOR GOV'T QUARTERS AND MEALS		
XML Tag	Duty Condition	Business Rules for Meals
A for “all”	All Meals	All meals are Available or Provided. If QTRS tag is <b>Y</b> , meals are Available and meal rate is GMR + IE. Otherwise, meals are Provided and Meal rate is IE only.
P for “proportional”	Proportional	Some, but not all, meals are Available or Provided. Regardless of QTRS setting, meal rate is PMR + IE.
F for “full”	Full	No meals are Available or Provided. Regardless of QTRS setting, meal rate is FMR + IE.
Y for “yes”	Quarters Available	Gov’t quarters are available. If TDY location is military installation, DTS determines meals are Available.
N for “no”	Quarters Not Available	No Gov’t quarters are available. If TDY location is military installation, DTS determines meals are Provided.
NULL	Use DTS	DTS determines both QTRS availability and meal type based on TDY location.

**Note:** DTS rejects import files if either of the following occur:

- Government QTRS tag value is not **Y**, **N**, or **NULL**.
- MEALS tag value is not **A**, **P**, **F**, or **NULL**.

### 5.2.1 Gov’t Quarters Available vs. Available Meals Availability

DTS identifies military TDY locations, calculates the per diem, and reflects the rates in the Per Diem table. **Note:** The *JTR, par. 020303-C, Table 2-14*, breaks down the Government quarters policy for Service members and civilian employees.

In Table F-6 (below) it summarizes the per diem allowances DTS assigns when the import document identifies Government lodging as available, based on the availability of available meals.

**Note:** If QTRS is **Y**, but the TDY location has no military installation, DTS assumes QTRS should be **N** and meals should be **Null**. If that happens, DTS shows lodging as “**Adverse Effects/Commercial Quarters**” and meals as “Full Rate.”

Table F-6

GOV'T QUARTERS AVAILABLE vs. AVAILABLE MEALS AVAILABILITY					
XML for QTRS Flag	XML FOR Meals Flag	Availability of Lodging and Meals in DTS	Items Preselected on DTS Per Diem Entitlement Details Screen	Lodging Rate Allowed	M&IE Rate Allowed
Y	A	Uses partner system setting from Import file, if valid military location.	<ul style="list-style-type: none"> <li>Quarters – available</li> <li>Available meals – B, L, D</li> </ul>	Military Lodging Rate	GMR+ IE
Y	P	Uses partner system setting from Import file, if valid military location.	<ul style="list-style-type: none"> <li>Quarters – available</li> <li>Available meals – B, L</li> </ul>	Military Lodging Rate	PMR + IE
Y	F	Uses partner system setting from Import file, if valid military location.	<ul style="list-style-type: none"> <li>Quarters – available</li> <li>Available meals – none</li> </ul>	Military Lodging Rate	Up to 100% based on location and dates
Y	Null	Uses partner system setting for quarters, if valid military location. Uses DTS per diem for all meals available.	<ul style="list-style-type: none"> <li>Quarters – available</li> <li>Available meals – B, L, D</li> </ul>	Military Lodging Rate	GMR+ IE
		Uses partner system setting for quarters, if valid military location. Uses DTS per diem for some (not all) meals available.	<ul style="list-style-type: none"> <li>Quarters – available</li> <li>Available meals – some but not all of B, L, D</li> </ul>	Military Lodging Rate	PMR + IE
		Uses partner system setting for quarters, if valid military location. Uses DTS per diem for no meals available.	<ul style="list-style-type: none"> <li>Quarters – available</li> <li>Available meals – none</li> </ul>	Military Lodging Rate	Up to 100% based on location and dates

Null	Any	Based on location. Uses DTS per diem for quarters and meals availability.	<ul style="list-style-type: none"> <li>Based on values returned from DTS per diem for quarters and meals availability</li> </ul>	Either the Military Lodging Rate or Up to 100% based on location and dates	One of the following: <ul style="list-style-type: none"> <li>GMR+ IE</li> <li>PMR + IE</li> <li>Up to 100% based on location and dates</li> </ul>
------	-----	---	--	--	---

### 5.2.2 Gov’t Quarters Not Available vs. Provided Meals Availability

Table F-7 summarizes the per diem allowances DTS assigns when the import document identifies Government lodging as not available based on the availability of provided meals.

Table F-7

GOV’T QUARTERS NOT AVAILABLE vs. PROVIDED MEALS AVAILABILITY					
XML for QTRS Flag	XML FOR Meals Flag	Availability for Lodging and Meals	Items Preselected on DTS Per Diem Entitlement Details Screen	Lodging Rate Allowed	M&IE Rate Allowed
N	A	Uses partner system setting.	<ul style="list-style-type: none"> <li>Adverse Effects/ Commercial Quarters – selected</li> <li>Provided meals – B, L, D</li> </ul>	Up to 100% based on location and dates.	IE only
N	P	Uses partner system setting.	<ul style="list-style-type: none"> <li>Adverse Effects/ Commercial Quarters – Selected</li> <li>Provided meals – B, L</li> </ul>	Up to 100% based on location and dates.	PMR+ IE
N	F	Uses partner system setting.	<ul style="list-style-type: none"> <li>Adverse Effects/ Commercial Quarters – Selected</li> <li>Provided meals – none</li> </ul>	Up to 100% based on location and dates.	Up to 100% based on location and dates.
N	Null	Use partner system setting for lodging. Use FMR for meals.	<ul style="list-style-type: none"> <li>Adverse Effects/ Commercial Quarters – Selected</li> <li>Provided meals – none</li> </ul>	Up to 100% based on location and dates.	Up to 100% based on location and dates.

### 5.3 Using Leave and Non-Duty Days during Official Travel

Partner systems can add a duty condition that will allow a traveler to take leave or non-duty days during travel.

**Note:** The DTS **Import/Export Tool** only permits multiple duty conditions on the same dates when those duty conditions are **Government Quarters Available** and **Government Messing Available**. If an imported *XML* file contains any other duty conditions that overlap dates, DTS uses the last duty condition in the file as the duty condition for the overlapped dates.

Table F-9 outlines the traveler's per diem allowances when the traveler takes **Annual Leave (ALVE)** and **Non-Duty days (NLVE)** during travel.

Table F-9

USING LEAVE AND NON-DUTY DAYS DURING OFFICIAL TRAVEL				
XML in Import File	Duty Condition Represented by XML Code	Items Preselected on DTS Per Diem Entitlement Details Screen	Lodging Allowed on Leave Dates	M&IE Allowed on Leave Dates
ALVE	Annual leave	For each leave date (except trip start and end dates), selects the <b>Annual Leave</b> radio button, defaults the <b>Number of Hours</b> to 8, and sets the per diem entitlement code to <b>ALVE</b> .	\$0	\$0
NLVE	Other Leave	As above, but sets the per diem allowance code to <b>NLVE</b> .	\$0	\$0

Key Notes regarding lodging and per diem.

**Note 1:** Per the [Joint Travel Regulations \(JTR\)](#), imported duty conditions involving leave have no effect on the traveler's per diem allowances for the first and last day of the trip.

- Traveler Changes Imported Leave Values
  - When an imported travel document contains a duty condition of **ALVE** or **NLVE**, the traveler may change the values for leave on the DTS **Per Diem Entitlements** screen.
  - When a traveler changes leave dates, DTS triggers the following pre-audit flag. The traveler must enter a justification on the DTS **Pre-Audit Trip** screen.
    - **Reason Flagged: DUTY CONDITION (LEAVE) CHANGED**
    - **Item Description:** DTS has detected a change in the per diem entitlements for the following day(s) authorized as leave by the imported travel authorization (order-issuing authority): <Imported Date(s)>.

**Note 2:** The order-issuing authority may not allow the traveler to change a day authorized as leave to a day that generates a per diem allowance.

**Note 3:** The *JTR, par. 020303-B*, states, "When ordered to an ILP site where adequate Government quarters are not available, a DoD Service member must use other lodging available under the ILP." Review the *JTR* supplement *Integrated Lodging Program (ILP)* for lodging rules.

**Note 4:** Current [per diem rates](#) are available on the DTMO website.

## Chapter 6: AUTO APPROVED Stamp

DTS may be able to apply the **AUTO APPROVED** stamp to an imported authorization without the need for an Authorizing Official to look at the document.

To use the **AUTO APPROVED** stamp, the following must all be true:

- The **Auto-Approval** setting is **Yes** for the partner system or sub-system.
- The traveler or NDEA has **SIGNED** the authorization.
- All of the following are true:
  - DTS generated the document from an *XML* import file.
  - No flagged items require justification on the **Pre-Audit Trip** screen.
  - The **Per Diem Entitlement** screen reflects no periods of **Inactive Duty Training**.
  - If the document is an amendment:
    - DTS applied the **AUTO APPROVED** status to at least one earlier version of the authorization.
    - DTS created the amendment systemically immediately after DTS applied the **APPROVED** stamp (i.e., via the **Obligation Upon Receipt** functionality [see Table F-2]).

If DTS cannot apply the **AUTO APPROVED** stamp, DTS sends the document through the assigned routing list for review. After review, the AO can stamp it **APPROVED** in the usual way.

The same actions occur when DTS applies the **AUTO APPROVED** stamp as when an AO applies the **APPROVED** stamp. They are:

- Application of the Travel Authorization Number (TANUM)
- Notification to the supporting accounting system to obligate funds
- Authorization of the TMC to purchase commercial airline tickets
- Decrement from the DTS Travel budget

**Note:** If the **Bypass Budget Edits** setting is **Yes**, DTS ignores the budget check.

## Chapter 7: Cancelling Imported Authorizations

When a trip imported into DTS is cancelled, the partner system sends a cancellation file to DTS. DTS determines if the authorization meets the criteria for an automatic or manual cancellation and notifies the partner system of that determination in an export file.

Sections 7.1 and 7.2 outline the criteria and procedures for automatic and manual cancellations. Use the Information paper: [Cancellation Procedures](#) or Trifold: [Instructions to Cancel a Trip](#) to assist you with cancelling the documents.

### 7.1 Partner System Cancels Authorization

When the partner system sends a cancellation notice, DTS automatically cancels the imported authorization when all of the following conditions apply:

- DTS received the cancellation before the trip start date.
- The traveler has not requested or received a travel advance.
- The TMC has not ticketed any commercial transportation reservations.

When DTS automatically cancels an imported authorization, DTS:

- Applies the **CANCELLED** stamp to the document.
- Cancels all reservations.
- Transmits any required financial transactions.
- Emails the traveler (or NDEA), AO, and DTA to let them know the authorization is cancelled and they don't need to take any further action.

Traveler:

- Should verify all reservations cancelled timely to avoid incurring additional cancellation fees.

**Note 1:** If DTS cancels an authorization after the traveler or Government has incurred an expense that requires reimbursement, the traveler must claim that reimbursement via a local voucher.

**Note 2:** If the traveler (or NDEA) has never accessed the authorization and DTS has sent no financial transactions (i.e., **Obligation Upon Receipt**), DTS deletes the authorization. If DTS created a DTS profile for the traveler while processing the initial import data file, DTS retains the profile and allows the traveler to complete the self-registration process.

### 7.2 Partner System Initiates Cancellation of Authorization

The traveler (or NDEA) and AO must use manual cancellation procedures if the partner system sent DTS a cancellation notice after any one of the following has occurred:

- The trip start date has passed.
- The traveler requested or received a travel advance.
- The TMC has ticketed any commercial transportation reservations.

When manual cancellation must occur:

- DTS emails the traveler (or NDEA), AO, and DTA to let them know that the trip is cancelled, and the actions they must now take.
- DTS presents **Options**, and the traveler can choose **Cancel Trip** on the row of the document requiring attention.
- The traveler (or NDEA) must follow DTS cancellation procedures (see the [Trip Cancellation Procedures in DTS](#) information paper).

### 7.3 Traveler Cancels Authorization

A traveler can cancel their own imported authorization without a trigger from the partner system, if the partner system setting for **User Can Cancel Authorizations** is set to **Yes**. If it is, the traveler will need log into DTS and from the DTS **Dashboard**, go to **Authorizations**. For the document requiring attention on the right side of the row, select **options** (3-dots) icon.

When the list appears, select **Cancel Trip**. DTS will present a **Cancel Trip** screen with two options; **No trip expenses were incurred** and **Trip expenses were incurred or the traveler received an advance or scheduled partial payment**. The traveler will need to choose the appropriate selection. Then depending upon the situation, selected DTS provides the next steps.

- *No expenses incurred and not approved.* After selecting **Cancel Trip**, DTS presents the **Digital Signature** screen. At the top of the screens, a **Trip Authorization Status** displays. A warning states, "This trip has been cancelled." Navigate to **Other Auths and Pre-Audits** screen using the **Progress Bar**. If any **Pre-Audit** flags appear, provide justifications. Select **Continue**. The **Digital Signature** screen opens. Verify that the Document Status option displays **SIGNED**. (Optional) Add **Additional Comments**. Select **Submit Completed Document**. The document route according to the routing list for AO action. **Note:** Only the AO can stamp a DTS document **CANCELLED**.
- *Expenses incurred.* If a traveler incurs expenses, then the **Cancel Trip** process works a little differently. Depending upon the status of the document and departure date, the traveler may need to finalize an authorization, and **SIGN** it to route to the AO or create an amendment and then **SIGN** the document to begin the cancel process. From there, DTS will present the appropriate options to the traveler. The AO will need to approve the authorization or amended auth, if expenses incurred and the traveler will need to voucher for only the incurred expenses.

For more on the **Cancel Trip** process see the [Trip Cancellation Procedures in DTS](#) information paper, [Instructions to Cancel a Trip](#), trifold, and the [Trip Cancel Procedures – AO](#), trifold.

**Note:** If the **User Can Cancel Authorization** setting is **No**, the partner system's only option to cancel a document is to transmit the cancellation to DTS via an import file.

When a traveler (travel clerk or NDEA) cancels an authorization in DTS, it includes a data element in the export file format that identifies the record as a cancellation.

## Chapter 8: DTS Emails to Partner System Personnel

DTS provides status emails (see below) and you can find those DTS-generated emails in the [DTA Manual, Appendix E](#).

- The traveler and AO when the partner system has sent new or modified existing authorization.
- The DTA when they need to review and update a new traveler's information.

## Chapter 9: The DTA Manual: Contents & Links

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

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

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