



## MYTRAVEL TIPS

## Reservations Booked w/o MyTravel



### Overview

Occasionally, reservations for lodging, air, rental car, or train are booked directly with a vendor – without using MyTravel or the TMC. This means the traveler, or someone on behalf of the traveler, called a vendor (i.e. Hilton) or used other means to book reservations (i.e. book a room). The traveler needs to account for these expenses on the Request to receive approval and to receive reimbursement on the Expense Report upon return from TDY.

### Policy and Regulations

DoD Joint Travel Regulations 0102010205-C state: *“A traveler must use the DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters when the DTS’s functionality is available.”* In this instance, the policy applies to DoD booking systems, MyTravel included, therefore direct booking with travel vendors should be made only when MyTravel and TMC assistance is not available.

### Examples of Segments Booked Direct with the Travel Vendor

- Group reservations made for a Conference or Event
- Distress reservations (i.e. Traveler is stranded and books new flight at the counter with American Airlines)
- Traveler or Travel Arranger book reservations directly with a vendor (i.e. Hilton, American Airlines, etc.) when MyTravel and the TMC are unavailable

### Noteworthy Information

Expenses under Parent Category **02. Booked w/Vendor or Post Travel Request** are used for Segments booked without using MyTravel/TMC or used to account for segments on a Request post/after travel and will have the following warning message:

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Hotel/Lodging - Booked w/o MyTravel	Denver, Colorado	04/19/2022	\$300.00	\$300.00
						Estimated Total: \$300.00

**Alerts** ✕

This trip segment was not booked in Concur Travel or with the TMC. Please verify that the expense and amount is for this trip. This entry will be reviewed by the AO. [View](#)

## New Request Expenses

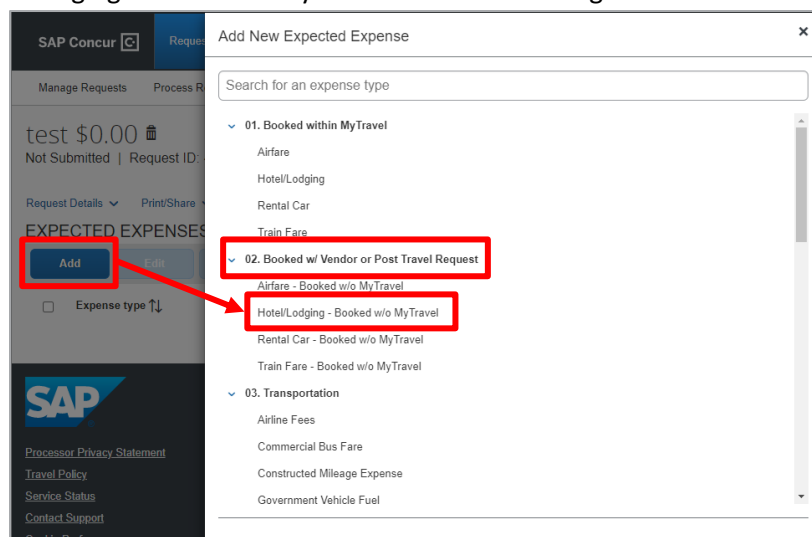
On your Request, click the blue Add button to view the **Add New Expected Expense** library. The first two Parent Categories are new. Use Expenses under Parent Category **02. Booked w/Vendor or Post Travel Request** for segments booked direct with the travel vendor (w/o MyTravel):

- **Airfare – Booked w/o MyTravel:** Airfare booked direct with airline
- **Rental Car – Booked w/o MyTravel:** Rental car booked at the counter or direct with vendor
- **Hotel/Lodging – Booked w/o MyTravel:** Lodging booked direct with hotel
- **Train Fare – Booked w/o MyTravel:** Train fare booked direct with carrier

## How to Account for Segments Booked Direct with the Vendor (w/o MyTravel) on a Request

Utilize the TravelBot at <https://www.defensetravel.dod.mil/travelbot> and if directed to MyTravel:

1. Book all segments that you can in MyTravel (i.e. Airfare), starting under Trip Search on the Home Page.
  - a. If you can't book any segments in MyTravel (for example, if you are completing the Request after you traveled and all segments were booked direct with the vendor or with the TMC for last minute travel), move to step 2, otherwise,
  - b. Confirm all reservations booked in MyTravel to proceed to the Request and jump to step 3.
2. If you booked all segments outside MyTravel/TMC, then click on **+ Start a Request** from the Home Page.
3. Complete the required fields on the **Create New Request** pop up then click Save.
4. Click on the blue **Add** button below Expected Expenses. The **Add New Expected Expense** library opens.
5. For segments booked outside MyTravel/TMC, use the expenses under **02. Booked w/ Vendor or Post Travel Request**. For example:
  - a. Under **02. Booked w/ Vendor or Post Travel Request**, select **Hotel/Lodging – Booked w/o MyTravel** to account for lodging booked directly with a vendor or through other means.



- b. Fill in the required fields using information from your direct-booked reservation confirmation then click **Save**.
  - c. You will need to add the corresponding expenses for each segment booked outside MyTravel/TMC in Parent Category **02. Booked w/Vendor or Post Travel Request**.
  - d. Note: a warning will appear on each expense added for every segment booked outside MyTravel (see above).
6. Add your M&IE as well as all other expenses to ensure your Request reflects all expenses from the trip.
  7. Allocate your expenses.
  8. Submit your Request for approval.

Congratulations! You just added direct-booked expenses to your Request!