



GUIDE



Defense Travel System (DTS) Guide 5: Group Authorizations

May 2025

Version 2.16



Table of Contents

- Chapter 1: Group Authorizations and Travel Introduction 4**
 - 1.1 Travel Planning 4
 - 1.2 Document Basics 5
 - 1.3 System Alerts 6
 - 1.4 Trip Processing Rules 7
 - 1.5 DTMO Website 8
- Chapter 2: Group Authorization Process Overview 10**
- Chapter 3: Create a Group Authorization 12**
 - 3.1 Create the Travel Itinerary 12
 - 3.2 Add the Group Travelers 15
 - 3.2.1 Progress Bar 22
 - 3.3 Reservation Module > Air Reservations 23
 - 3.4 Reservation Module > All Other Reservation Types 24
 - 3.5 Review Reservations 31
- Chapter 4: Expenses Module 36**
 - 4.1 Reservation Preferences 36
 - 4.2 Reimbursable Expenses 37
 - 4.3 Attach Supporting Records 38
- Chapter 5: Per Diem Module 40**
 - 5.1 Group Per Diem Page Overview 40
 - 5.2 Edit Per Diem Table 42
- Chapter 6: Accounting Module 44**
 - 6.1 Enter Accounting Codes 44
 - 6.2 Scheduled Partial Payments 45
 - 6.3 Advances 46
 - 6.4 Cost Distribution 46
- Chapter 7: Review Module 50**
 - 7.1 Review Profile 50
 - 7.1.1 Open Profile 50
 - 7.1.1.1 Form Printing Preferences 51
 - 7.2 Review Trip Group Authorization 51
 - 7.3 Other Auths and Pre-Audits 56
 - 7.3.1 Open Items 56
 - 7.4 Sign and Submit 57
 - 7.5 Travel Ready 59
- Chapter 8: Group Authorization Tools 61**

- 8.1 Print a Traveler Manifest 62
- 8.2 Remove and Release a Traveler from a Group Authorization..... 64
 - 8.2.1 Remove a Traveler 64
 - 8.2.2 Release a Traveler 65
- 8.3 Lock a Group Authorization 67
 - 8.3.1 Unlocked Group Authorization 67
 - 8.3.2 Locked Group Authorization..... 67
 - 8.3.2.1 Manual Lock..... 67
 - 8.3.2.2 Automatic Lock..... 69
- 8.4 Amend a Group Authorization 69
- 8.5 Amend an Individual Authorization 69
- 8.6. Cancel a Group Authorization..... 69
- 8.7 Document Access and Retention..... 70
- Chapter 9: Additional Assistance 71**
 - 9.1 Component Representatives 71
 - 9.2 Training Opportunities 71
 - 9.3 Available Resources..... 71

Revision History

Revision	Date	Authorization	Change Description	Page, Section
2.13	04/03/24	DTMO	General Review Updated Chapter 1 Updated Review and Signed section Added Travel Readiness Added Document Access and Retention	Throughout Pages 3 & 4 Page 40 Page 41 Page 51
2.14	04/01/24	DTMO	Updated Constructed Travel link	Page 51
2.15	04/08/25	DTMO	Converted the document to the new 508 template Updated chapters with new screen shots and wording Added new DTMO website screen shot Added new Foreign Travel message Added TSA information Updated Per Diem screens to show blue banner for ILP Site Updated to support DTS changes for printing Updated for Profile and email change Updated use of the GTCC for official travel expenses	Throughout Throughout Page 8 Page 14 Page 33 Pages 39-41 Page 50 Page 50 Page 59
2.16	05/08/25	DTMO	Updated System Alerts Added CONUS and OCONUS lodging taxes process reminder Added Rental Car – Fuel when additional driver Updated OCONUS IE Rate	Page 7-8 Page 36 Page 36 Page 42

Chapter 1: Group Authorizations and Travel Introduction

When you have multiple people traveling together to the same TDY location, *you can create a single document known as a DTS Group Authorization to capture common travel details. The group authorization later splits into individual authorizations allowing each traveler to enter unique trip data. After travel, each traveler creates and submits a voucher to claim reimbursement for the expenses the person incurred and payment for the allowances the individual earned.

Note: A Travel Management Company (TMC) may require a certain number of travelers (e.g., 10 travelers) be associated to the group reservation request. Suggest checking with your servicing TMC before starting the group authorization.

To create a group authorization, you must have group access to all travelers in the group. The person who creates a group authorization in DTS is the **Primary Traveler** if the person will travel with the group, although a travel clerk, Non-DTS Entry Agent (NDEA), or Defense Travel Administrator (DTA) can also create a group authorization.

**In this guide, “you” are assumed to be the Primary Traveler, travel clerk, or NDEA. DTS Guide 5 skips some of the basic auth steps, but you can view all document steps in the [DTS Guide 2: Authorizations](#).*

1.1 Travel Planning

When you must travel for an official purpose, there are some things you can do to help the process go smoother. Here are a few considerations:

1. Gather the essential travel information (e.g., travel dates, TDY location, travel mode, site POC, meeting location, number of travelers, mission equipment, site access requirements) before starting the group authorization.
2. Identify a **Primary Traveler**. The **Primary Traveler’s** organization routing list and Lines of Accounting (LOAs) drives the document processing. The group authorization name is based upon the initials of the **Primary Traveler**, TDY location, and date. Ensure all the travelers are in the same group.
3. View the DTS personal profile and update if needed (e.g., GTCC, EFT, work email) before creating the group authorization.
4. Review the [JTR](#) if you have any questions on transportation, rental car, lodging, per diem, and allowable travel expenses.
5. Consult with your Authorizing Official (AO) about any special the transportation requirements or special travel needs.
 -  Be aware of the *JTR* Constructed Travel Worksheet (CTW) requirement when transportation type is by POV. If you plan on using your POV review the *JTR*, par. 020210. *Privately Owned Vehicles (POV)* for mileage rules and allowances. In addition view the *JTR*, Table 2-11. *Cost Comparison Rules for Using a POV*.
6. Ensure the GTCC Individually Billed Account (IBA) is active for each traveler or if using the Organization’s Centrally Billed Account (CBA) contact the Agency Program Coordinator (APC) for assistance.

7. Adhere to the traveler limit for **Group Authorizations** (i.e., 40 travelers per document). If you have 10 or more travelers, then you may want to do a group authorization. When you have over 40 people traveling, then an additional group authorization is necessary.
 - Contact the Transportation Officer (TO) and verify if the TO must make transportation arrangements for groups of 10 or more travelers. If this is the case, you can skip the complete transportation process in the group authorization and contact your TO for transportation arrangements request and to provide you the costs for manual entry in the DTS document.
 - Check with your DTA or TO in case you need to use a special routing list for group authorizations.
8. If required, you can change the primary traveler identified in the group authorization by accessing the **Manage Traveler** screen under **Traveler Summary**. Use the drop-down menu to switch the **Primary Traveler** followed by changing the **Routing List**. **Note:** Replacing the primary traveler will associate the group authorization under the new primary traveler's profile, but it won't change the document name
9. Enter the projected travel expenses as allowed by the *JTR* and distribute the cost among the travelers as needed.
10. Verify the group authorization is stamped **SIGNED, APPROVED**, and reservations are **CTO TICKETED** before beginning the TDY.
11. Reach out to your DTA and Authorizing Official (AO) for assistance
12. Follow your local business rules regarding travel.

1.2 Document Basics

The detailed steps on how to create a group authorization appear later in this guide. Here are some general guidelines when you need to process a trip:

1. Allow ample time for the group authorization to process through reservation request, approval, and ticketing.
 - For CONUS travel, recommend starting at least 2 to 3 weeks out, but refer to your local business rules on advance trip planning.
 - For OCONUS travel, recommend starting at least 45 to 60 days out to allow time to complete security briefings, schedule medical appointments, or complete other local requirements.
2. Provide a complete group authorization and all supporting documentation to prevent routing delays and document returns.
3. Make reservation requests in DTS using the TMC Request option when possible or if required work with the TO and TMC directly based upon your local business rules and per the [JTR](#).
4. Enter known estimates (e.g., baggage fees) as allowed by the [JTR](#) to better track funding obligations.
5. Record valid justifications for **Pre-Audit** flags and **Reason Codes** to support travel compliance.
6. Sign the group authorization, so the document routes to the TMC (i.e., document has reservation requests) and Routing Officials (ROs) for action.

7. Monitor the status of the document for approval or return for corrective action. Ensure entire group is travel ready and reservations are ticketed. If you have questions, contact your DTA or supervisor.
8. Verify receipt of TMC notification/invoice before departing. Retain TMC invoice for voucher.

For more information see the trifold, [Create an Authorization: Traveler Instructions](#).

1.3 System Alerts

There are a few alerts DTS provides users to keep them informed and to stay within policies. These include:

1. If you're logging into DTS for the first time or after an extended period, DTS may provide you a pop-up message which can include:
 -  **Review and Update Profile.** This option triggers when it is at least 60 days since your last log on to DTS. Either choose Open Profile and make your changes or Continue without Updating. For more about profiles, see the [DTS Guide 1: Getting Started](#) and the [DTA Manual, Chapter 7: People](#).
2. If there are module change which could impact the way the user interacts with the system.
 -  **What's New.** This feature alerts you when software changes occur. The first time you access an affected module, the What's New feature activates. A series of pop-up screens annotate any revisions. Once you proceed through the overview, you must select **Got It** to close the messaging. Your personal profile tracks your acknowledgement and then the **What's New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What's New** alert again. For more on the **What's New feature**, review the [DTS Guide 1](#).
3. DTS is programmed to conform with standard time-out rules throughout the system.
 -  If you are in DTS, you will be presented with a **Logout due to Inactivity** warning after 9 minutes, with a 60 second countdown, letting you know you are about to be logged out due to inactivity.
 - You are presented with two options: **Keep me logged in** or **Log me out**.
 - To stay in DTS and continue your actions, select **Keep me logged in**.
 - To exit, select **Log me out**. You can view the screen shot in [DTS Guide 1](#).
4. DTS is programmed to send travelers an email when certain items change in the permanent profile either under **My Profile** or by a DTA under **DTA Maintenance Tool, People** table. The email is formatted as **SUBJECT: <Profile Item> Changed in Your Defense Travel System Profile**.

 If you receive an email where one of the below items changed, log into DTS, and verify the content in your permanent profile for accuracy.

- EFT information
- GTCC information
- Name
- Mailing Address
- Email address

5. Once you complete your travel, you will need to voucher. DTS is programmed to send travelers an **ACTION REQUIRED - SUBMITTING TRAVEL VOUCHER WITHIN 5 WORKING DAYS** email. To learn about submitting your claim, see [DTS Guide 3](#).

-  When there is an approved authorization, but the voucher is not **SIGNED** DTS will notify the traveler to submit the voucher within 5 business days of return from TDY.
- DTS will start sending the email to the traveler and NDEA (when applicable) on the last day of the trip to be compliant with travel policy.
- DTS will send reminder voucher emails for 5 business days. On business day 4 and 5 if no action is taken, the Organization of Assignment's DTA ID (email) will be copied on the email reminder as well.

6. If you don't voucher within 5 business days of return from TDY, DTS is programmed to send travelers an **ACTION REQUIRED - Unsubmitted Voucher Notification** email. To learn about submitting your claim, see [DTS Guide 3](#).

-  When there is an approved authorization, but the voucher is not SIGNED and 5 business days have passed then DTS will notify the traveler of non-compliance for an unsubmitted voucher.
- DTS will start sending the email to the traveler and NDEA (when applicable) on day 6 after the trip end date to be compliant with travel policy.
- DTS will send reminder non-compliance emails daily to alert the traveler to file the voucher.

Note: If you experience a problem accessing the DTS [Home](#) page, contact your local IT to verify your allowable browsers and enable pop-ups, install JavaScript and DBsign on your pc. See the bottom of the DTS [Home](#) page, Need More Assistance? for the requirements.

1.4 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 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:

- Authorizations may not be created greater than 6 months in advance of the trip.
- 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.
- Authorizations and vouchers can't exceed the maximum trip length of one year from the trip start date.
- Imported Authorizations along with vouchers can't exceed the maximum trip length of one year from the trip start date.

When a document does not meet the policy requirements for trip creation date and/or trip duration on the Itinerary page, DTS will alert the user.

-  If creating a document further out than six months from current date, the following error message displays under the *Create Itinerary* section:

- “There are errors with this itinerary. Please correct the errors and try submitting again.”
-  If creating a document further out than six months from current date, the following error message displays under the *Trip Overview* section, Leaving On field:
 - “Your overall Leaving date must be less than 180 days in the future.”
-  If creating a document with a trip duration of greater than one year, the following error message displays under the *Create Itinerary* section:
 - “There are errors with this itinerary. Please correct the errors and try submitting again.”
-  If creating a document with a trip duration of greater than one year, the following error message displays under *Your TDY Location(s)* section:
 - “Total trip duration cannot exceed one year.”
-  If editing an existing trip to extend the total trip length and the duration is greater than one year, the following error message displays under the *Edit Itinerary* section:
 - “There are errors with this itinerary. Please correct the errors and try submitting again.”
-  If editing an existing trip to extend the total trip length and the duration is greater than one year, the following error message displays under *Your TDY Location(s)* section:
 - “Total trip duration cannot exceed one year.”
-  If editing an existing trip to extend the total trip length and the duration is greater than one year, the following error message displays under the **Trip Overview** section, the Returning On field:
 - “Total trip duration cannot exceed one year.”
-  If amending an authorization with SPPs, DTS will automatically cancel scheduled SPPs to prevent improper payments. After adding or editing expenses, reschedule the SPPs on the amendment.

Once an error for trip duration occurs, the traveler, clerk, or NDEA must correct the dates before proceeding past the **Itinerary** page.

In circumstances where travel is greater than one year:

- Follow your local business rules on how to document and process the extended trip.
- For DTS purposes users can’t exceed the trip duration limit. Instead, an additional authorization and voucher is necessary. For auditability, comments can be added to associate the two documents.

1.5 DTMO Website

The [DTMO](#) website (Figure 5-0) provides information about [Programs](#), [Policy & Regulations](#), [Compliance](#), [Training](#) and more to assist with travel. The DTMO [Training Search Tool](#) provides numerous entries (e.g., guides, manuals, information papers, trifold) to support DTS users. Besides *DTS Guide 2: Authorizations*, the main document processing guides to assist travelers are [DTS Guide 1: Overview](#), [DTS Guide 3: Vouchers](#), [DTS Guide 4: Local Vouchers](#), and [DTS Guide 5: Group Authorizations](#).

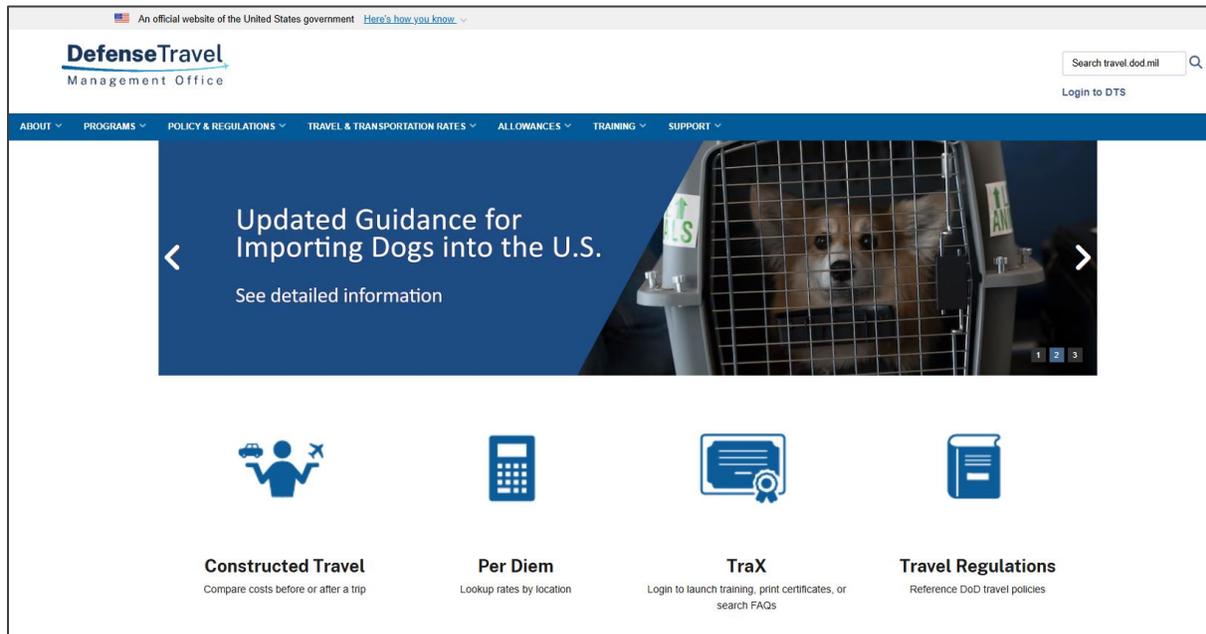


Figure 5-0: DTMO Website

Chapter 2: Group Authorization Process Overview

Your local business rules determine some of the specifics, but the general group authorization process is:

- The **Primary Traveler** or designated individual creates the document by entering the itinerary, reservation preferences requests, expenses and allowances, etc. in much the same way you would create any authorization. However, with a group authorization, you must also:
 - Identify all group travelers.
 - Email the reservation preferences (requests) to the Travel Management Company (TMC, which DTS sometimes refers to as the Commercial Travel Office [CTO]) or work with your TO for reservations.
 - Enter the transportation costs into the **Expenses** section in DTS, once you receive the information from the TMC or Transportation Officer (TO).
 - Distribute all shared expense costs between the group's travelers.
- After completing the group authorization, someone must stamp the document **SIGNED** to begin the routing process.
- Your organization may have additional steps in the routing for group travel. The last stamp to apply on the document is **APPROVED**. DTS routes it to the Authorizing Official (AO) for review and approval. After the AO approves it, DTS creates a copy of the group authorization (known as an individual authorization) for each traveler. Individual authorizations are view-only for the travelers at this point.
- You can amend the group authorization, if necessary. Once the AO approves the amendment, DTS reflects the changes in the individual authorizations (which are still view only at this point).
- When the group authorization is locked (either by you or DTS), DTS makes the individual authorizations editable, so travelers can update their own authorizations and create vouchers. After locking, the group authorization is permanently non-editable.

Figure 5-1 outlines the group authorization process. We will go into much more detail for document processing in the following sections.

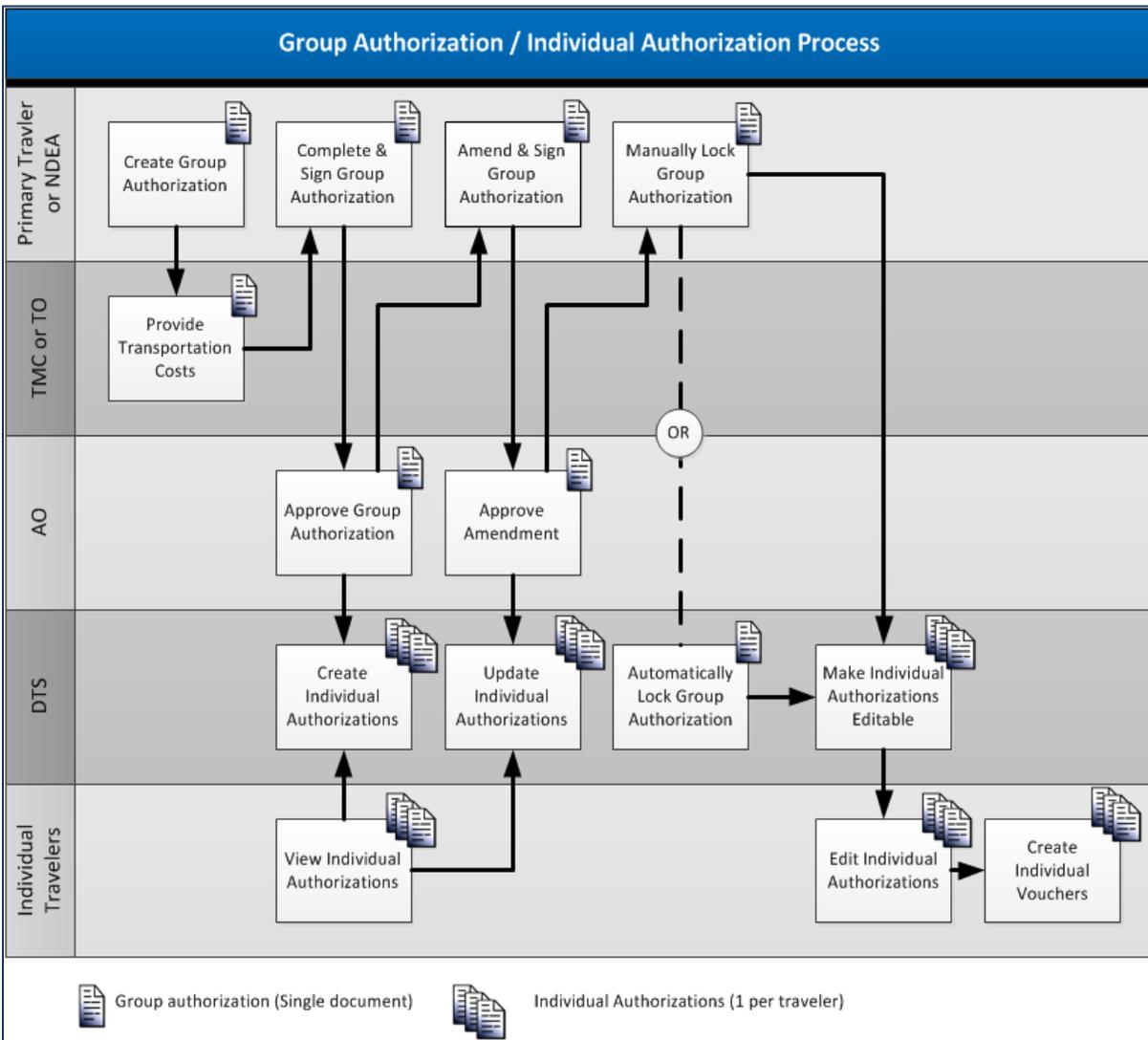


Figure 5-1: Group Authorization Process Flow

Chapter 3: Create a Group Authorization

The steps to create a group authorization are like creating a typical authorization. This guide covers the unique processing for group travel. For more information on creating authorizations in DTS, especially those parts not covered in detail in this guide, see [DTS Guide 2: Authorizations](#)

3.1 Create the Travel Itinerary

As the primary traveler, begin by logging onto the [Defense Travel System \(DTS\)](#). On the DTS **Dashboard** (Figure 5-2), under **My Travel Documents** section, select **Group Authorization**. The **Create Group Itinerary** screen (Figure 5-3) opens.

Note: If you are creating the group trip for the primary traveler and others, after logging into DTS, select **Traveler Lookup**. Search for the primary traveler and select the person from the list. From the **Traveler Lookup** screen (**Managing Trips for:** traveler's name), select **Create New Document**, and then select **Group Authorization**. You can proceed with creating the trip.

Figure 5-2: DTS Dashboard

Create Group Itinerary

GROUP TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

GROUP TRIP OVERVIEW

Leaving On *	Returning On *	Trip Duration *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Leaving From *		
<input type="text" value="My Residence"/>	Warrenton, VA	
Returning To *		
<input type="text" value="My Residence"/>	Warrenton, VA	
Returning By *		
<input type="text" value="Air"/>		
Return Time *		
<input type="text" value="Morning"/>		

GROUP TRIP DETAILS

Type *

Purpose *

Description (optional)

Are You Attending a Conference or Event? *

Cancel

Figure 5-3: Create Group Itinerary Screen

The **Create Group Itinerary** screen contains three sections:

1. **GROUP TDY LOCATION(S)**

- Enter the **Arriving** and **Departing** date for each TDY location. **Note:** The create date can't be further than six months from current date. The trip duration can't exceed one year from start date.
- Identify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation).
- Identify how you will travel (i.e., **Train, Air, Rental Car, or Other**), the time of day you want to travel, and whether you will need a rental car. The most common options show as a default, but you may change them. Remember to follow the [JTR](#) regarding use of most advantageous travel mode.
- If you are traveling to multiple locations, select the + sign icon to the right of **Rental Car** to add a row for your next TDY location.

2. GROUP TRIP OVERVIEW

- The **Leaving On** and **Returning On** dates auto-populate to match the dates in the **YOUR TDY LOCATION(S)** fields. If any date is not correct, enter the correct dates.
- Enter the place you will be **Leaving from** and **Returning To**. The **Trip Duration** auto-populates.

3. GROUP TRIP DETAILS

- Select the **Type** based upon your travel needs (Figure 5-4) and your profile setup.

Figure 5-4: Trip Type Screen

Note: Once you select the type of travel and save the itinerary information, DTS locks the **Trip Type** allowances and the field is not editable. The most common type is **Temporary Duty Travel (Routine)**.

- Select a **Purpose** for the TDY (five options).
- (Optional) **Description:** Follow your local policy for this field.
- **Are You Attending a Conference or Event?:** Select **Yes** or **No**. If **Yes**, choose **Conference, Event** or select **Other**, otherwise select **No**.

After you complete the entries on this screen, select **Continue** to proceed. DTS displays a Processing your request message (Figure 5-5a).

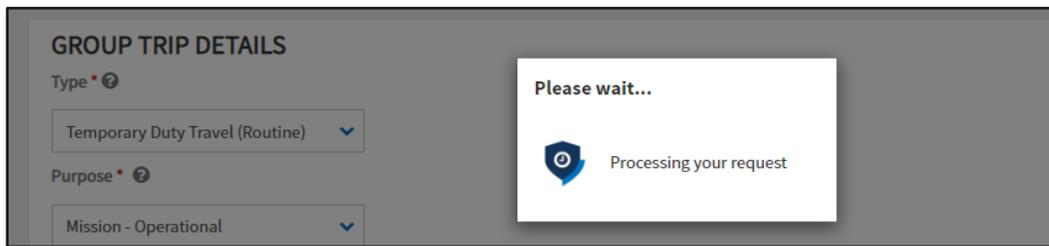


Figure 5-5a: Processing your request Message

- For a CONUS location:
 - DTS directs you to the **Reservations** module to make your trip reservations.
 - If do not require reservations for your trip, select **Expenses** on the **Progress Bar**.
- For an OCONUS location:
 - DTS provides an information message (Figure 5-5b). Read the information and then select **OK** to proceed.

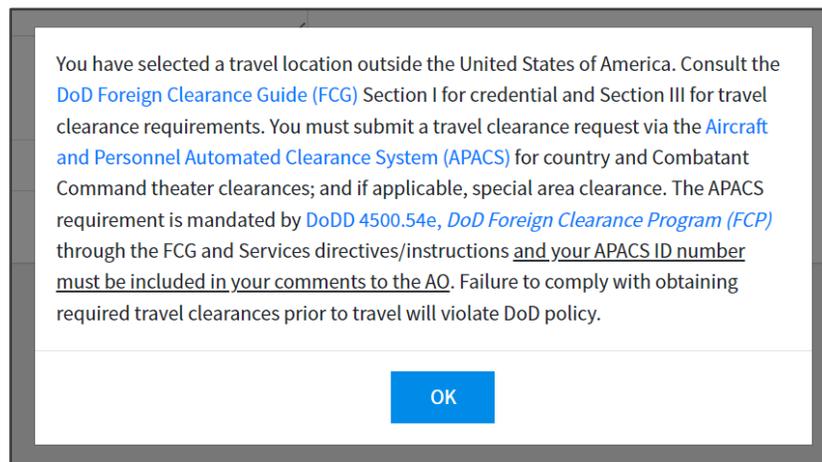


Figure 5-5b: Foreign Travel Message Screen

- DTS directs you to the **Reservations** module to make your trip reservations.
- Pay close attention to dates and times when you book your reservations.
 - Double check rental car pick-up and drop-off times against your air arrival and departure reservations. When traveling overseas, verify the vendor's hours of operation for late pick up availability.
 - Double check lodging check-in and check-out times against your air arrival and departure reservations. If late hour arrival is expected then verify hotel shuttle pick up or taxi accessibility.
 - If you do not require reservations for your trip, select **Expenses** on the **Progress Bar**.

3.2 Add the Group Travelers

Once the itinerary saves, the **Add Group Travelers** screen (Figure 5-6) opens. On this screen you can select the group travelers, provided they are members of a group to which a DTA has granted you group access. **Note:**

Remember you can only add up to 40 travelers for a group authorization. For more information on how to create a group and how group access works, see the [DTA Manual, Chapter 6](#).

The page displays **Total Travelers**, the **Primary Traveler**, **GTCC** status (valid checkmark or non-valid **X**), **EFT Account** (Checking or Savings), and **Routing List**.

Note: The **Progress Bar** is now active on the left side of the page (Figure 5-6, Indicator 1).

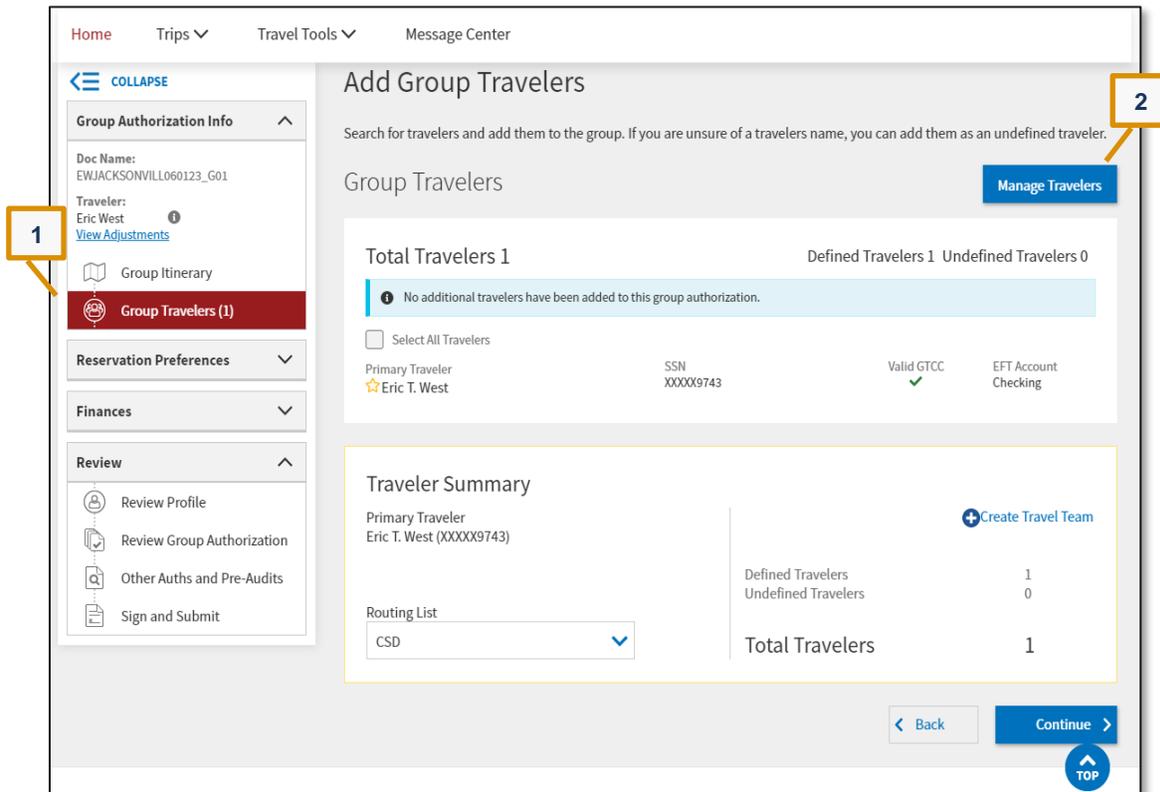


Figure 5-6: Add Group Travelers Screen

Specific to group travel is the **Manage Travelers** feature. There are three options to add the travelers to the trip (Figure 5-7, Indicator 2).

1. Select **Manage Travelers** and the **Manage Travelers** window opens (Figure 5-6).

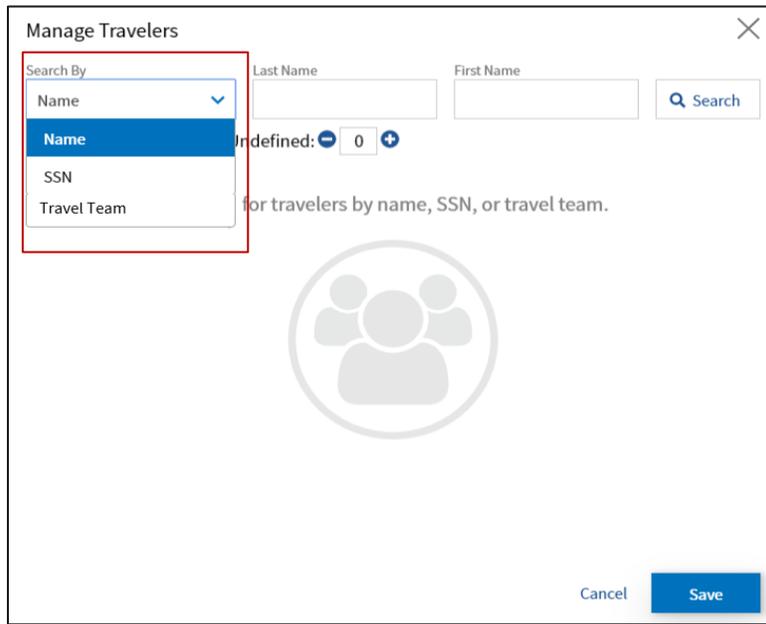


Figure 5-7: Manage Travelers Screen

2. **Select Search By:**

- Name: (Last and First) with the option to include all or part of the name.
 - Select the search method (**Name**), then select Search (Figure 5-7, Indicator 2), the traveler’s information displays.
 - Select the + (plus sign) on the right side of the traveler entry to add the individual (Figure 5-8, Indicator 1). **Note:** If you need to remove someone from the group document, select the **X**.
 - Add all the travelers, then select **Save** (Figure 5-8, Indicator 2).

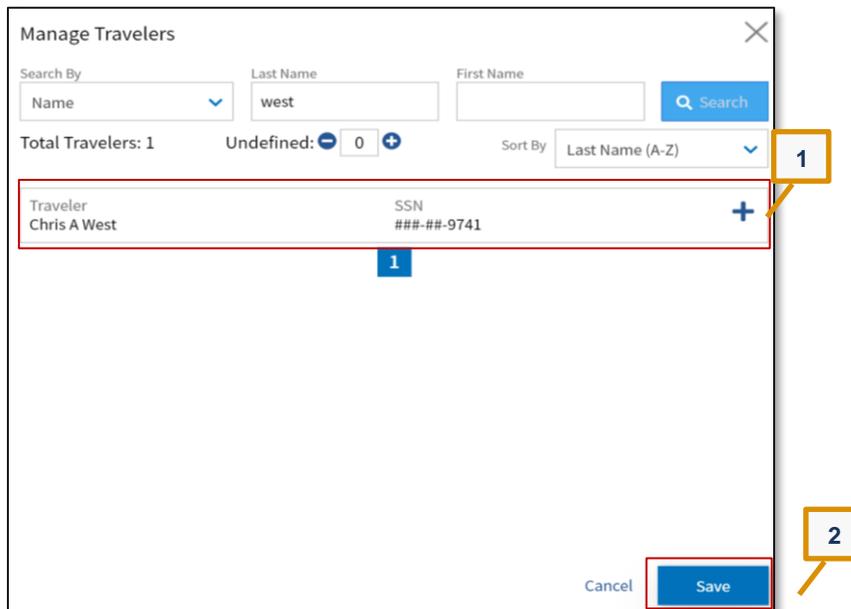


Figure 5-8: Manage Travelers Screen - Add by Name

- **SSN (Social Security Number):** This option may be helpful searching when travelers have the same first and last names.
- **Travel Team:** These people frequently travel together and you can select them for the trip. You can use a Travel Team already established or create a new **Travel Team**.
- Previously established **Travel Team:**
 - Select **Travel Team** under **Search By**. The list of teams appears in a drop-down menu, select your Travel Team from the list (Figure 5-9). The group listing of travelers appears (Figure 5-10).

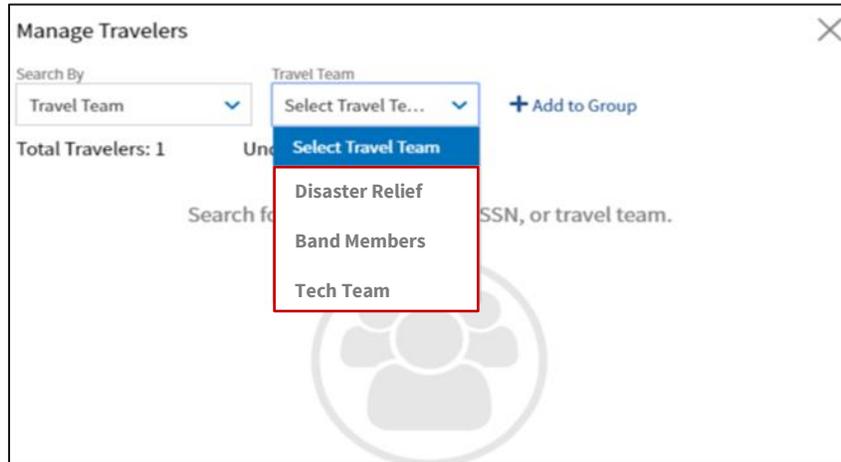


Figure 5-9: Manage Travelers Screen - Add by Travel Team

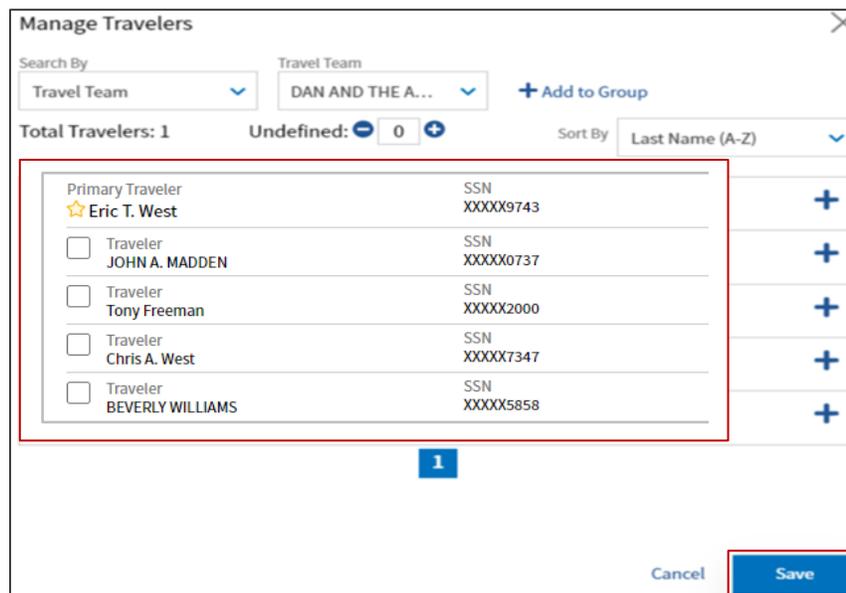


Figure 5-10: Travel Team Screen - Traveler List

- Select the + (plus sign) to add/confirm the travelers to the group.
- Select **+Add to Group** to add someone to the **Travel Team** (Figure 5-10).
- Once you select a traveler, the icon will change to a red "X".

- After adding all the travelers to the group, select **Save**.
3. DTS displays a Processing you request message (Figure 5-11).

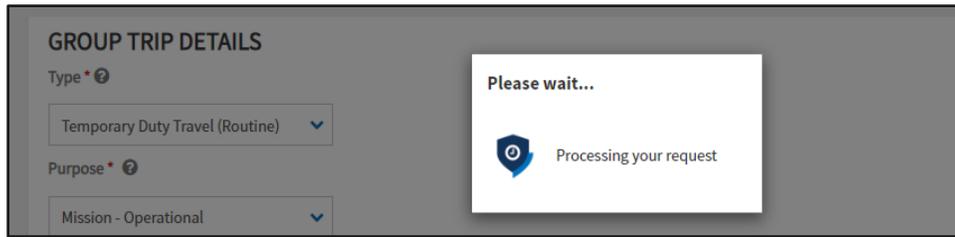


Figure 5-11: Processing your request Message

4. The **Add Group Travelers** screen updates, lists the travelers, and changes the **Total Travelers** (Figure 5-12, Indicator 1). **Note:** DTS marks the **Primary Traveler** with a star (Figure 5-12, Indicator 2).

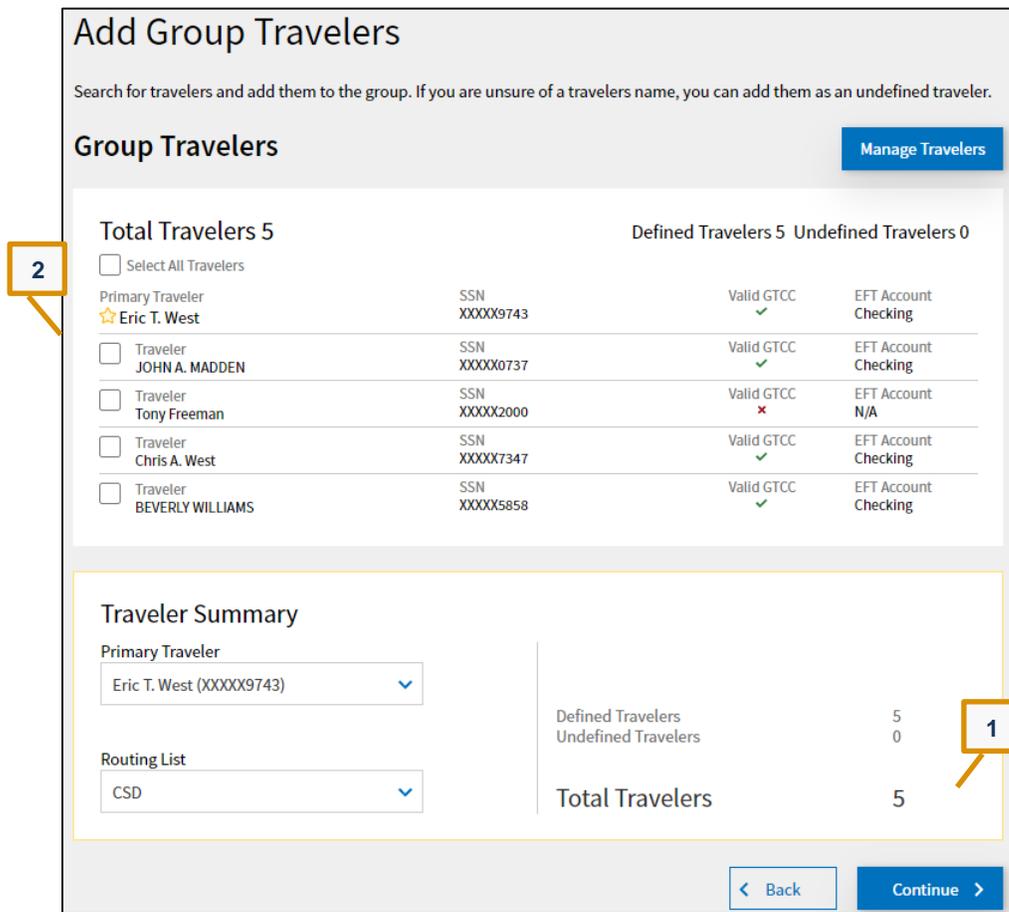


Figure 5-12: Group Travelers Screen - Travelers Added

Note: When creating the group authorization, it is important that all the travelers have like methods of reimbursement. Travelers with a valid GTCC used for making reservation preferences should be together and those travelers without a valid GTCC, you should process their group authorization separately.

5. If you need to remove someone from the group authorization, the process is easy.

- Select the box by the traveler’s name (Figure 5-13).
- A banner appears at the bottom of the page. Select **Remove** (Figure 5-13).

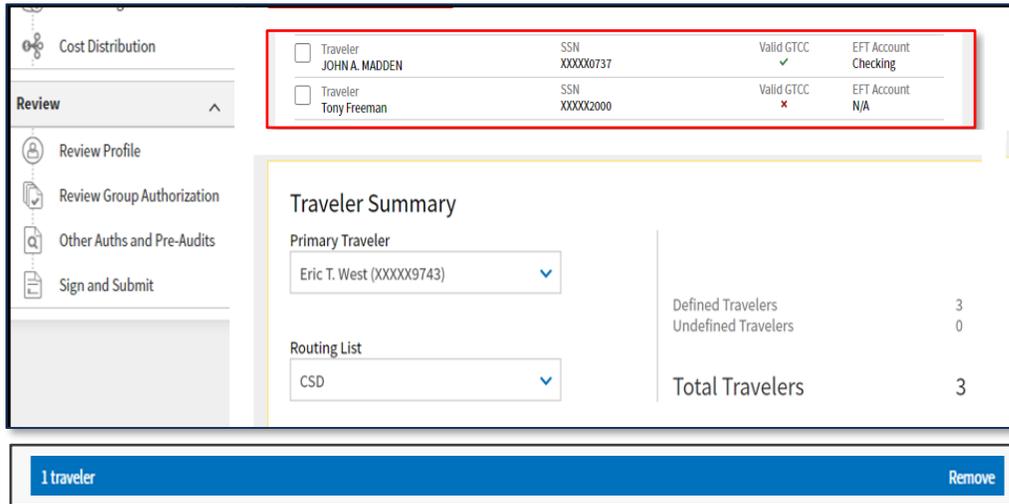


Figure 5-13: Remove Travelers Banner Screen

- A **Remove Travelers** confirmation message displays (Figure 5-14).
- Select **Confirm**. The travelers are no longer on the group authorization.

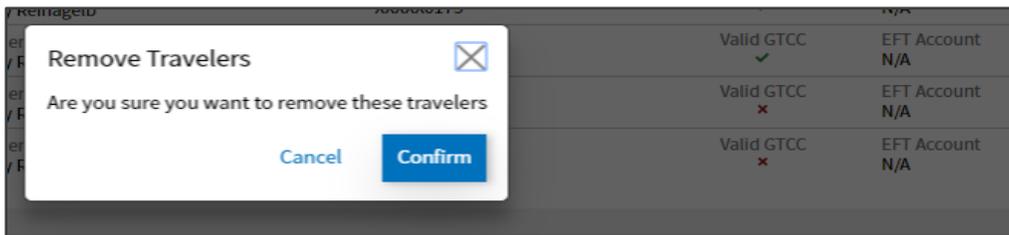


Figure 5-14: Remove Travelers Screen - Confirmation

6. You can create a **Travel Team** (listing) for this trip or for future group travel (Figure 5-15). You can easily add and remove travelers to the team list following the steps below, or you can skip this section, going directly to # 8 to complete (adding) **Group Travelers**.
 - Scroll down the page and locate the *Traveler Summary* section.
 - Select a different **Primary Traveler**.
 - Select the **Routing List**.
 - Add travelers to a new **Travel Team**.

Traveler Summary

Primary Traveler
Eric T. West (XXXXX9743) ▼

Routing List
CSD ▼

[+ Create Travel Team](#)

Defined Travelers	5
Undefined Travelers	0
Total Travelers	5

< Back Continue >

Figure 5-15: Create Travel Team Screen

- Select **Create Travel Team**. A window opens (Figure 5-16).
- Select the travelers currently on the document.
- Name the team.
- Select **Create Travel Team** to save.

Create Travel Team

Travel teams do not include undefined travelers or travelers added at a later time.

Travel Team Name
Inspection Team

- Eric T. West
- Allison T. Garcia
- Kylee T. Linden
- Chris A. West

5 Team Members

Cancel Create Travel Team

Figure 5-16: Create Travel Team Screen

7. The **Travel Team** success notification will appear under the **Traveler Summary** section (Figure 5-17, Indicator 1). **Note:** You must have group access to view the **Create Travel Team** link.

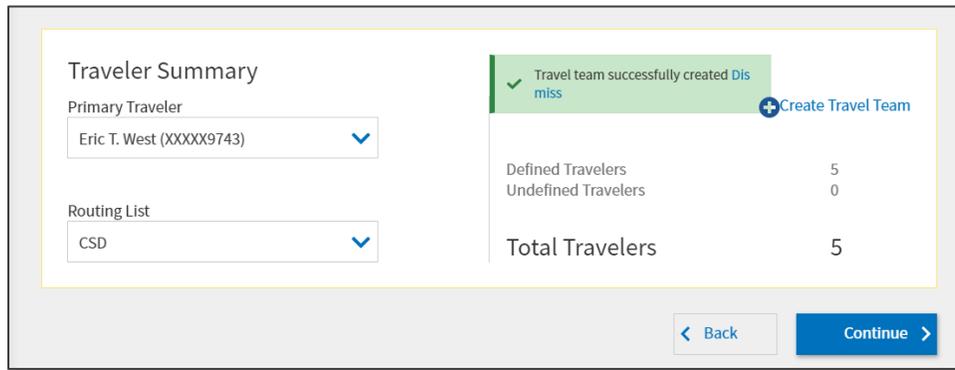


Figure 5-17: Travel Team Screen - Team List Notification

8. Select **Continue** at the bottom of the page (Figure 5-17, Indicator 2). DTS displays a **Processing your request** message.

Note: If you don't know all the participants, you can enter a number for a traveler as a *temporary* placeholder on the **Manage Travelers** screen see Figure 5-7. Enter the number, select the + (plus sign) and select **Save**. The **Traveler Summary** will reflect any unknown entry as **Undefined Traveler**. You do not have to identify all travelers by name before you proceed with creating the group authorization. However, you must identify all travelers in the group, enter and distribute all costs before the AO may approve the group authorization.

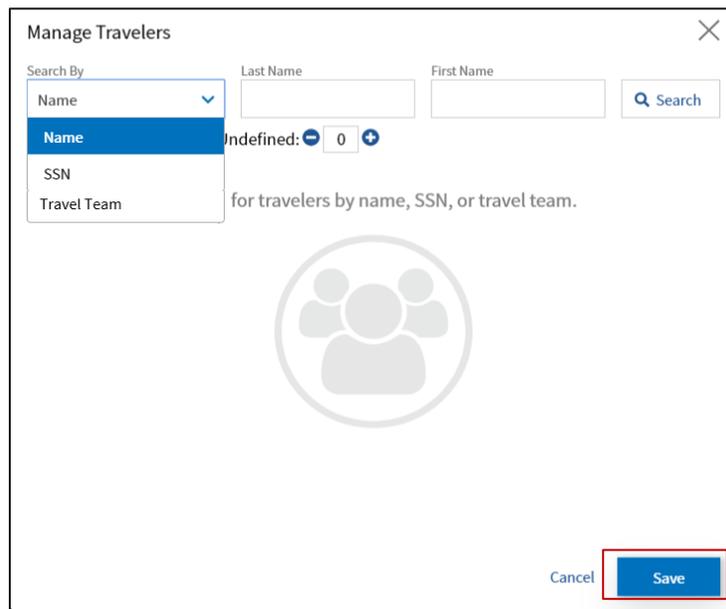


Figure 5-7: Manage Travelers Screen

3.2.1 Progress Bar

The **Progress Bar** presents the section you are currently working on (red highlight) and your selected reservations (green checkmark). Select any item on the **Progress Bar** to navigate to that screen. You can collapse or expand each module individually by selecting the chevrons next to the module name. For examples, see Figure 5-19 and Figure 5-20).

3.3 Reservation Module > Air Reservations

Requesting air reservations follows generally the same process as in a typical authorization, with the following exceptions:

- Your local business rules may require a Transportation Officer (TO) to make transportation arrangements if your group contains 10 or more travelers. If so, skip the entire transportation reservations process. The Transportation Officer (TO) will make the transportation arrangements and give you the costs to enter in DTS under the Expenses module. Your organization may have a routing list that includes a TO review. If so, select that routing list before you sign the group authorization. For more about routing lists, see [DTA Manual, Chapter 5](#).
- When you select flight reservations, you're only identifying flight preferences for the TMC to assist you. You are not actually booking flights or reserving seats at this point. The TMC will work the reservation request, but be aware the request information could change. The TMC may have to select a different flight to get enough seats for all the group travelers.

Here is how to request group travel flights in DTS:

1. Based upon information you entered on the itinerary, DTS automatically searches for appropriate flights and displays the lowest (policy based) results on the **Select a Flight** page (Figure 5-18).

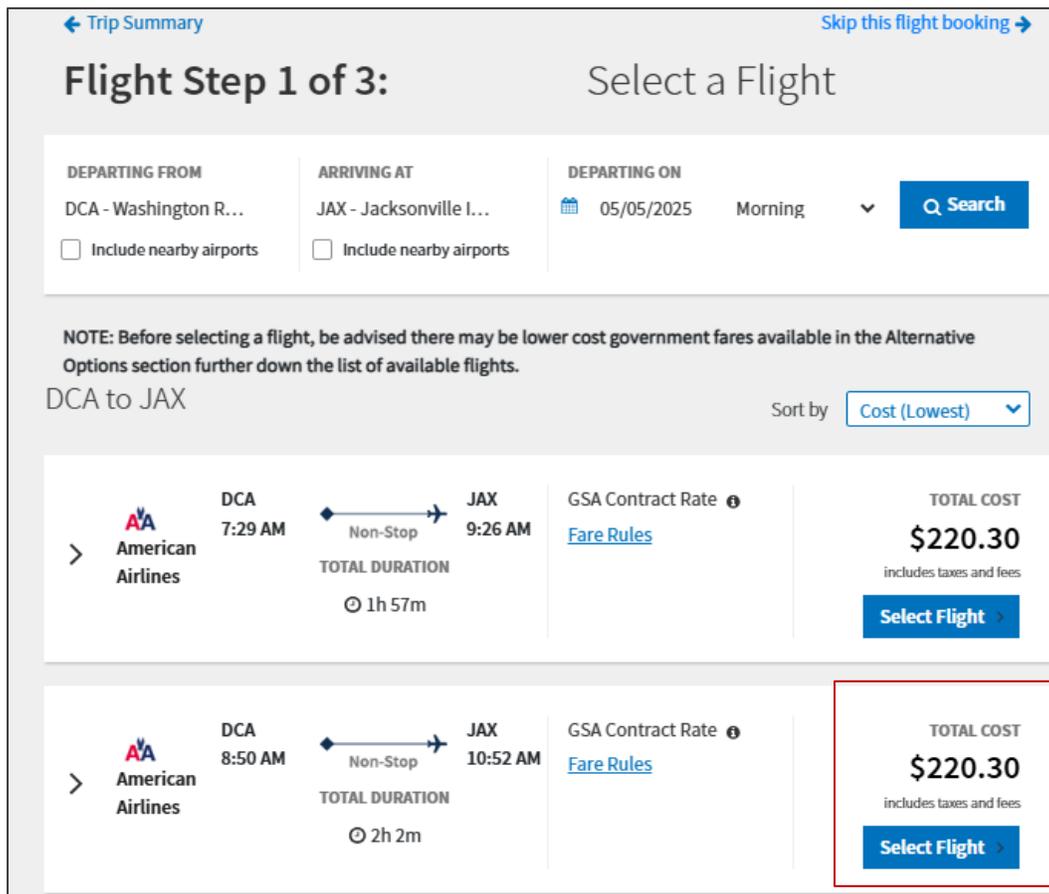


Figure 5-18: Search a Flight Screen

2. Use **Select Flight** (Figure 5-18, Indicator 1) to choose a departure flight preference.
3. On the **Flight Step 2 of 3, Select a Seat screen**, DTS provides an information banner “Advance seat selections are not guaranteed and are subject to change by the airline(s).” Choose a seat number or just general preference and then select **Confirm** to advance. **Note:** Some airlines may not display the airline seat map.
4. DTS searches and brings back a list of return flights. Use **Select Flight** to choose a return flight preference.
5. Once you select all your flights, DTS displays a **Processing your request** message.

Note 1: The displayed flight cost (or cost you enter under **Enter Expenses**) is the total estimated cost for all travelers, not the cost per single traveler.

Example: The group contains five travelers. After submitting the travel preferences to the TMC, the TMC returns a flight cost of \$1,500. The tickets therefore cost \$500 per traveler. You enter the total cost. Later, you will distribute the cost among the travelers. To view flight cost, see **Review Reservations**.

Note 2: DTS does not prompt you to enter **Secure Flight Passenger Data** traveler information for a group authorization. However, the airlines require certain traveler data to book and ticket flights. When providing the **Secure Flight Passenger Data** and **GTCC** information to your servicing TMC or TO, be sure to follow your local business rules and TMC processes for data transmission.

Note 3: Review the DTMO website for commercial air use at <https://www.travel.dod.mil/Programs/Commercial-Air/> and the *JTR* for fare class and rules.

Note 4: Review the **City Pair Program** and **Search Tool** on the GSA website at <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pair-program>

3.4 Reservation Module > All Other Reservation Types

If you indicated the group needs a rental car, then DTS automatically searches for vendors participating in the **U.S Government Rental Car Program**. The lowest cost (**Recommended**) car displays at the top of the **Select a Rental Car** page (Figure 5-19).

Note 1: You may need to use the **Advanced Options** drop-down menu to change the **Vehicle Type** to accommodate the number of group travelers (Figure 5-19, Indicator 1) and then select **Search** (Figure 5-19, Indicator 2).

Note 2: Review the U.S. Rental Car Agreement for terms and conditions on rental car use for official travel at <https://www.travel.dod.mil/Programs/Rental-Car/>.

Note 3: You can use the Frequently Asked Questions (FAQs) link to find answers at <https://www.travel.dod.mil/Support/ALL-FAQs/Article/2906478/rental-car/>

1. Review and then **Select Car** (Figure 5-19, Indicator 3). **Note:** Later, you will distribute the rental car cost to the appropriate traveler.

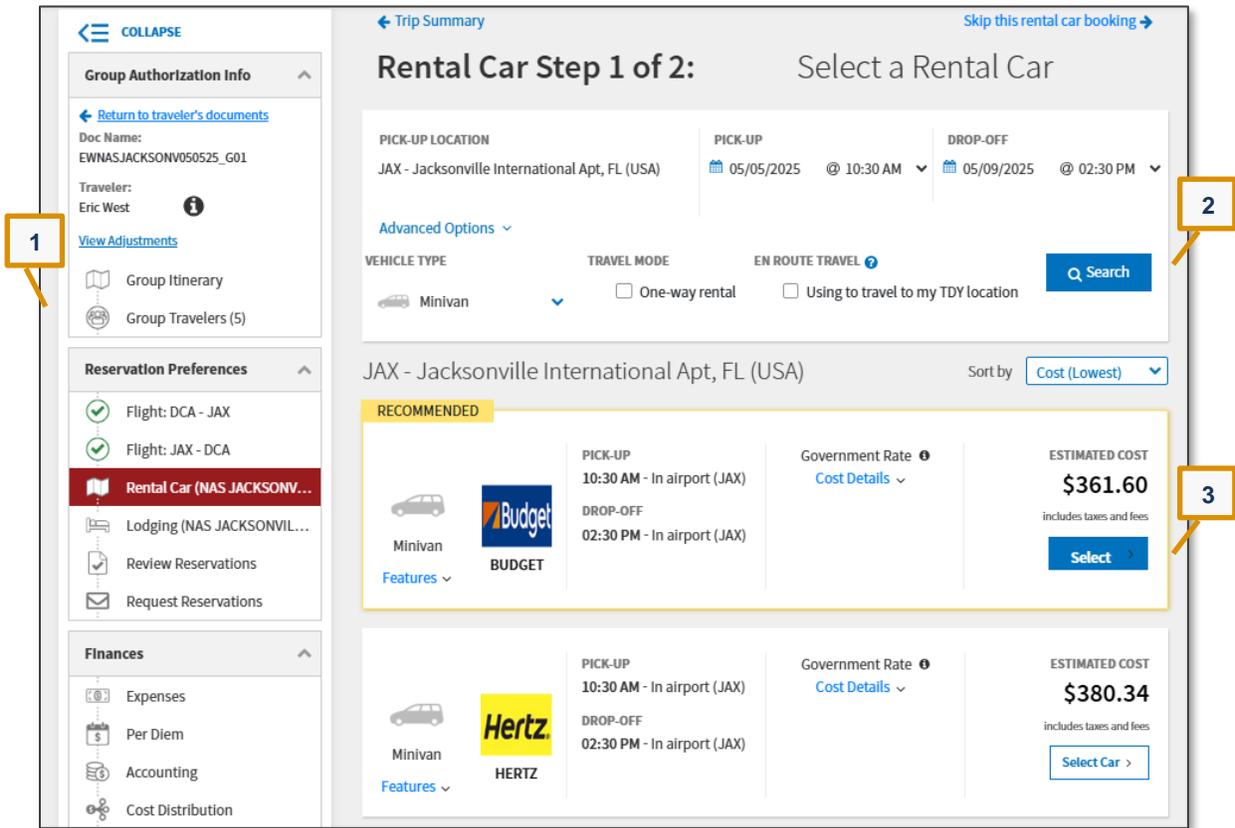


Figure 5-19: Select a Rental Car Screen

Note: Select **Request TMC Assistance** at the bottom of **Select a Rental Car** screen, when there are *no government rate rentals* listed. A message box appears. You may add information to the system-generated comments, but do not alter them. After selecting the rental car, DTS proceeds to the lodging reservations section.

The **Select Lodging** page opens (Figure 5-20) displaying policy-compliant lodging search results. **Note:** The lodging page functions as in a typical authorization with the exception that it is not actually booking a room. Selecting a hotel will add this hotel to your preferences and modify the **Per Diem Entitlements** on the document accordingly.

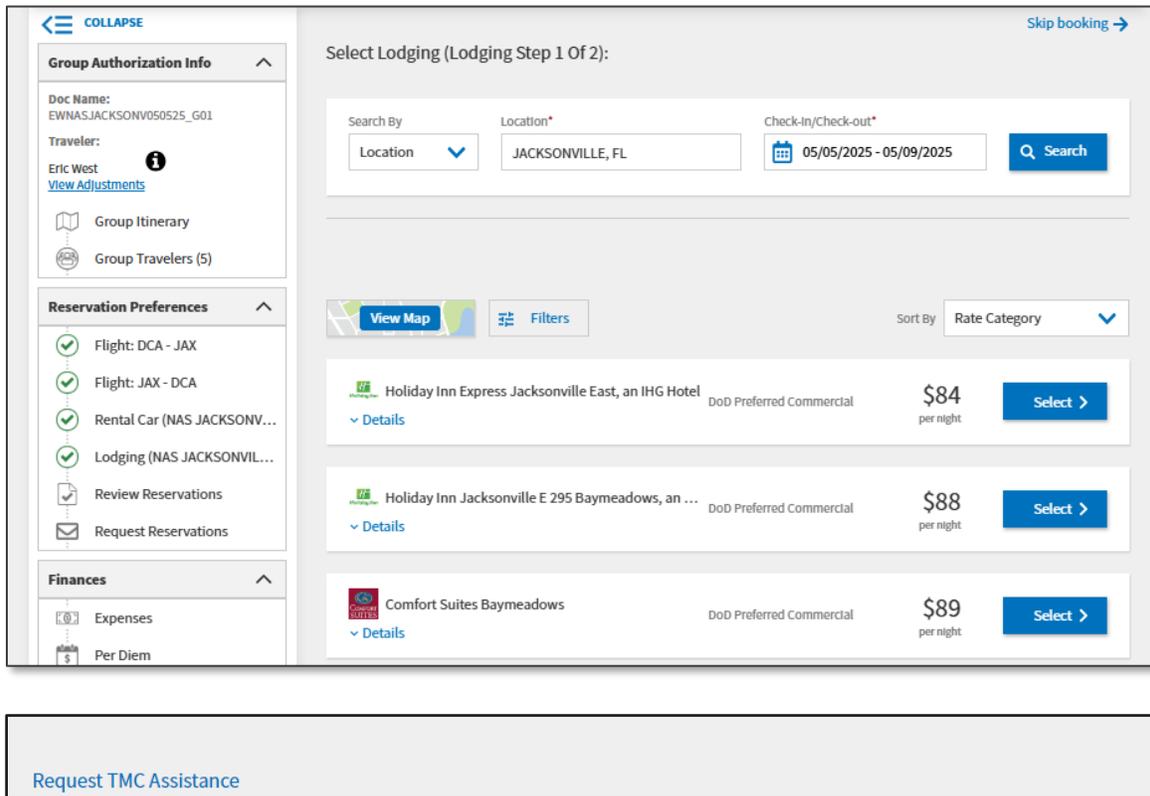


Figure 5-20: Select Lodging Screen

On this screen (Figure 5-20), you can access:

- **Search By:** TDY Location, Location and Airport
- **Check in/Check out** (one field for both dates)
- **Search**
- **View Map Feature**
- **Filters** feature
- Lodging options (based upon TDY Location), divided by category and listed from least expensive to most expensive
- **Sort By** to change the order of the lodging listing
- **Request TMC Assistance** (bottom of the screen)

View the lodging options:

1. Scroll down the page to review the lodging list. **Note:** At or below per diem hotels appear at the top of the list with a Recommended indicator in **green** (Figure 5-21a). Hotels over **Per Diem** appear lower on the lodging list and the cost displays in **red** (Figure 5-21b, Indicator 1).

The screenshot shows the 'Select Lodging' interface. At the top right, there is a 'Skip booking' link with a right-pointing arrow. Below this, the search criteria are displayed: 'Search By' is set to 'TDY Locati...', 'TDY Location*' is 'NORFOLK NAVAL STATION,VA', and 'Check-in/Check-out*' is '06/05/2023 - 06/09/2023'. A 'Search' button is to the right. Below the search bar is a link for 'Advanced Options'. Further down, there are 'View Map' and 'Filters' buttons. On the right, 'Sort By' is set to 'Rate Category'. The main content area features a green background with a 'Recommended' badge. The recommended option is 'NSA HAMPTON ROADS' with a 'DoD Lodging' category, priced at '\$92 per night'. A 'Select >' button is provided for this option.

Figure 5-21a: Select Lodging Screen - Recommended Lodging

The screenshot shows the 'Select Lodging (Lodging Step 1 Of 2)' interface. At the top right, there is a 'Skip booking' link with a right-pointing arrow. Below this, the search criteria are displayed: 'Search By' is set to 'TDY Locati...', 'TDY Location*' is 'ATLANTA,GA', and 'Check-in/Check-out*' is '06/09/2025 - 06/12/2025'. A 'Search' button is to the right. Below the search bar is a link for 'Advanced Options'. Further down, there are 'View Map' and 'Filters' buttons. On the right, 'Sort By' is set to 'Rate Category'. The main content area displays a list of five lodging options, each with a 'Details' link and a 'Select >' button. The prices are \$96, \$116, \$182, \$199, and \$202 per night. A red warning box labeled 'Per Diem: \$182' is positioned above the last two options. At the bottom left, there is a link for 'Request TMC Assistance'.

Property Name	Category	Price per night	Per Diem
Clarion Inn & Suites	Commercial (FedRooms)	\$96	
Holiday Inn Express & Suites Atlanta Downtown, ...	Commercial (FedRooms)	\$116	
W Atlanta aEUR" Downtown	Commercial	\$182	
Twelve Downtown, Autograph Collection	Commercial	\$199	Per Diem: \$182
Glenn Hotel, Autograph Collection	Commercial	\$202	Per Diem: \$182

Figure 5-21b: Select Lodging Screen - Over Per Diem

- To see the hotels in relation to the **TDY Location** or other search criteria (Location or Airport) use the **View Map** or **Filters** feature (Figure 5-21a). From here, you can select a rate box (Figure 5-22, Indicator 1), **zoom in (+)** or **zoom out (-)** (Figure 5-22, Indicator 2). You can enter a street address and select **Filters**, or use **Search By** to change options and **Search** to locate a hotel.

You can select a hotel rate box and from there select the hotel or return to the **Select Lodging** page to choose a hotel from the list.

- Policy compliant lodging displays in a **green** or **blue** rate box.
- Non-compliant lodging displays in a white rate box.

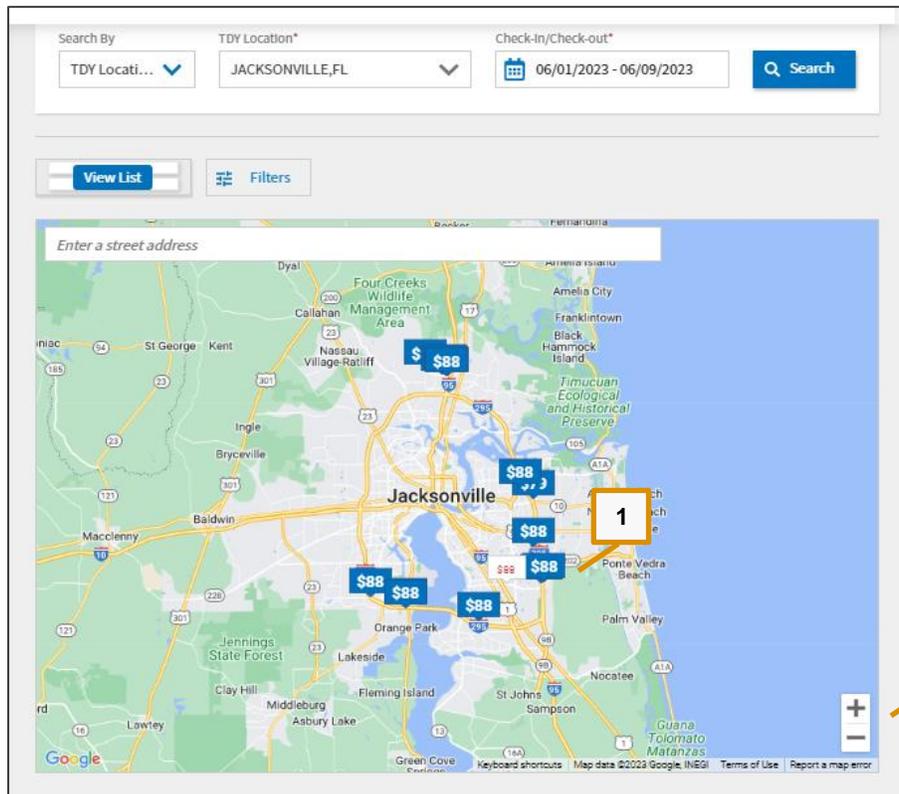


Figure 5-22: View List Map Screen

- On the **Select Lodging** page (figure 5-21), to view information on the specific hotel, select **Details** and the screen expands (Figure 5-23). There is an **Info** link to view the **Contact** data – hotel name, location using Google Maps, address, phone and fax numbers, and website link. Under **Policy** link provides the hotel's cancellation rules, methods of payment, property description, etc.

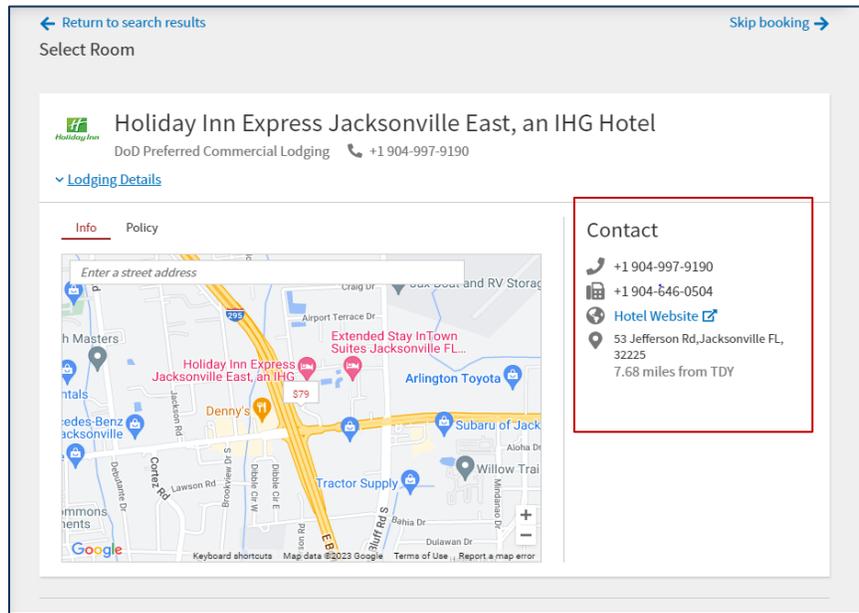


Figure 5-23: Hotel Details Screen

4. Choose **Select** to advance to booking. The **Select Room** page opens (Figure 5-24).

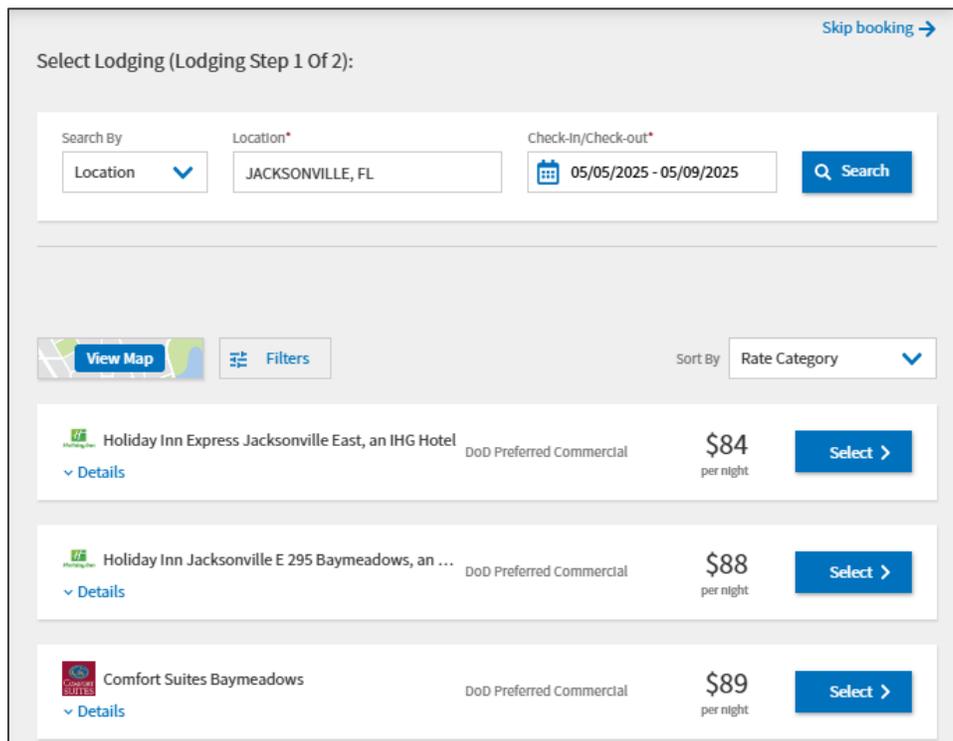


Figure 5-24: Select Room Screen

5. View the room types. Select **Room Detail** if you want to see more room information.

- If you can't find accommodations, consider the **Request TMC Assistance** option located at the bottom of both the **Select Lodging** (Figure 5-20) and **Select Room** screens to have the TMC help you find lodging. Select the option.

- A **Request TMC Assistance** box opens (Figure 5-25). The default **Rate Category** is **Commercial**.
- Use the drop-down menu to view other options. Based upon your servicing TMC, and if your TDY location offers other than **Commercial** arrangements, you may use **Request TMC Assistance** to request those other lodging reservations.

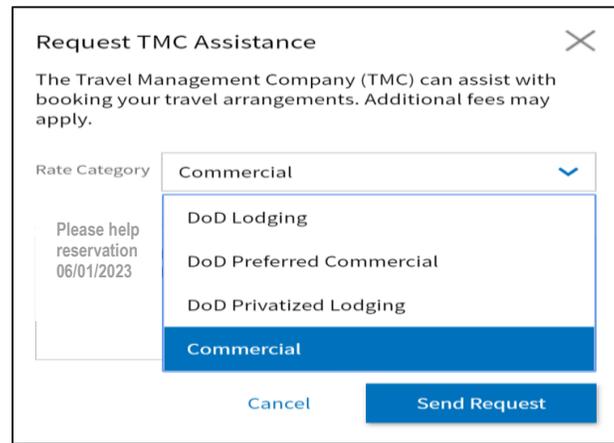


Figure 5-25: Request TMC Assistance Box

- Before switching the **Rate Category** field and selecting another lodging type, you should contact your DTA, and verify your organization's TMC support capabilities.
 - Under **Additional Comments**, provide comments to the TMC, but don't overwrite the system-generated comments.
6. After choosing **Select** (hotel room) or **Send Request (Request TMC Assistance)**, DTS provides a booking message when successful along with a confirmation number.
- Note:** If the TO or you make offline lodging reservations, you will need to update the lodging cost under **Per Diem**.
7. The **Group Reservation Preferences** page opens (Figure 5-26).

FLIGHT to Washington Ronald Reagan National Booked!

Friday May 09, 2025 **1 Stop**

JAX - Jacksonville International Apt ✈ **DCA - Washington Ronald Reagan National Apt** 🕒 7h 40m

[Fare Rules](#)

	American Airlines Flight 3968 ⓘ Seat Window	DEPARTURE May 9, 2025 15:32 PM JAX - Jacksonville International Apt	✈ ARRIVAL May 9, 2025 16:45 PM MIA - Miami International Apt	DURATION 🕒 1h 13m
----- 🕒 3h 54m -----				
	American Airlines Flight 2897 ⓘ Seat Window	DEPARTURE May 9, 2025 20:39 PM MIA - Miami International Apt	✈ ARRIVAL May 9, 2025 23:12 PM DCA - Washington Ronald Reagan National Apt	DURATION 🕒 2h 33m

Method of Payment *

Government Travel Charge Card (GTCC) ▼

Total Group Cost
\$1150.00
Includes taxes and fees

Does this reservation not work for you?
✖ [Remove Flight](#)

Figure 5-26: Group Air Reservation Preferences Screen - Return Segment

Note: The **Daily Cost** and **Estimated Total Group Cost** displays for all travelers, not per individual traveler. If you enter costs manually under **Per Diem**, make sure the totals are for all travelers. For example, the group contains five travelers who need lodging for 8 nights each. DTS displays a total lodging cost of \$3,160.00. The hotel will cost \$79.00 per traveler nightly.

8. Scroll to the bottom of the page and select **Continue**.

3.5 Review Reservations

The **Progress Bar** tracks your reservation selection advancement and then DTS brings you to **Review Reservations** listing the selected flights, rental car, lodging preferences, and total group cost for each.

1. Starting at the top of the page, review the reservation information. The bottom of the screen, DTS provides the **Summary of Trip Costs** (Figure 5-27).

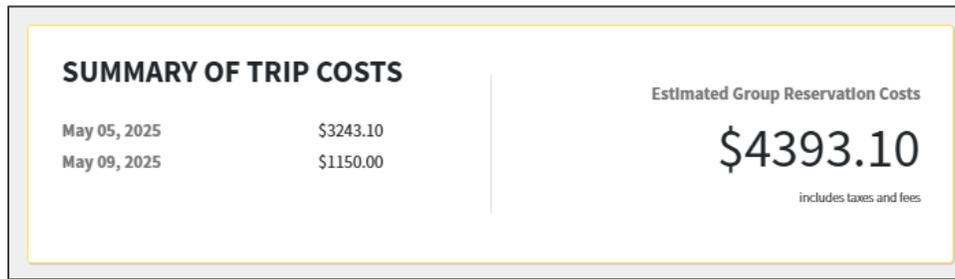


Figure 5-27: Summary of Trip Costs Screen

2. Once you complete the review, select **Continue**.

DTS opens the **Request Reservations** window displaying the *Traveler Summary*, *Reservation Preferences*, *Trip Details*, and *Points of Contact* sections (Figure 5-28a, Figure 5-28b, and Figure 5-2c).

1. Scroll down the page to view the information.

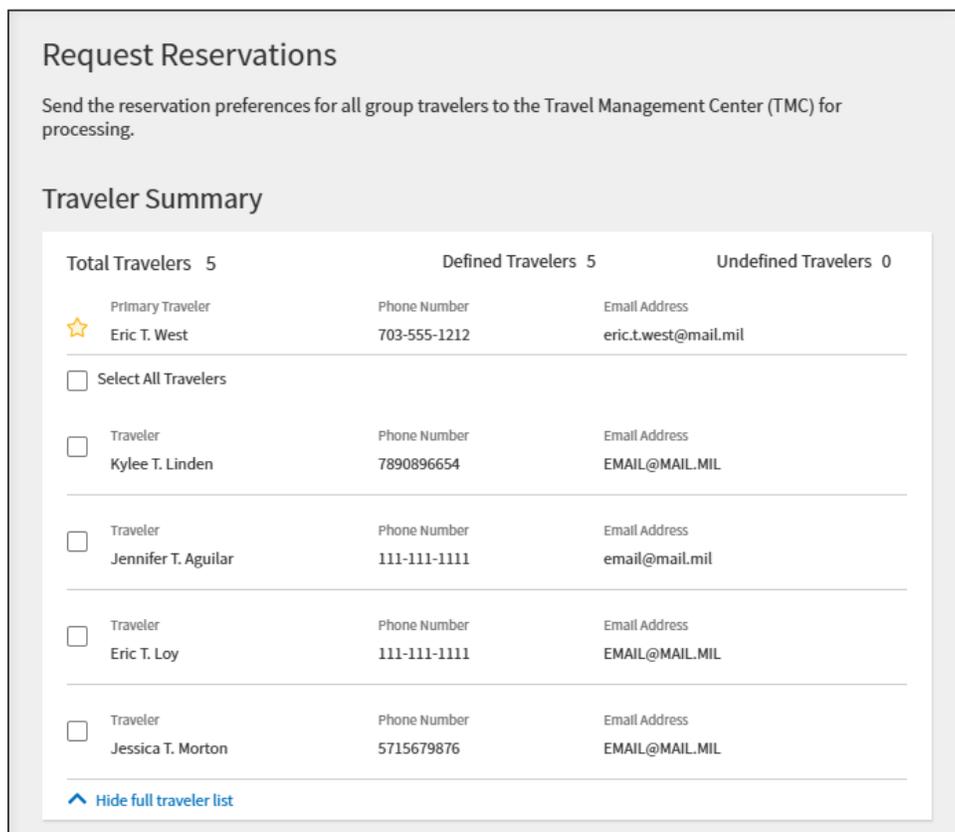


Figure 5-28a: Request Reservations Details Screen - Top

2. Review the *Point of Contact Information* section (POC **Name**, **Phone number**, **Email Address**, **TMC Group ID**, and **Additional Comments**) (Figure 5-28b and Figure 5-28c) and update if necessary.

- DTS enables email delivery to the TMC before signing the group authorization. Select **Send Request** and **Continue** (Figure 5-28b).
 - A **DTS Request for Group Travel Reservations** email (with group travel preferences) generates to the TMC. The POC receives a copy of the DTS email.

Trip Details

05/05/2025 - 05/09/2025	Start Location Quantico,VA	End Location Quantico,VA
-------------------------	-------------------------------	-----------------------------

Point of Contact Information

Email sent to the TMC on 04/02/2025 at 02:57 PM
An email was sent to the TMC with information to request your travel reservations. Once this group authorization is approved, DTS will give the TMC permission to ticket the reservations.

Name* Eric T. West Phone Number* 703-555-1212 Email Address* eric.t.west@mail.mil

TMC Group ID
80589

Additional Comments to the TMC

Resend Request >

< Back Continue >

Figure 5-28b: Request Reservations Details Screen – Email Sent

- If you skip **Send Request** and **Continue** and instead choose **Continue with Sending** (Figure 5-28c), before signing the document, you will need to transmit the reservation request to the TMC.

Trip Details

06/09/2025 - 06/12/2025	Start Location RES: Woodbridge,VA	End Location RES: Woodbridge,VA
-------------------------	--------------------------------------	------------------------------------

Point of Contact Information

Name* Eric T. West Phone Number* 703-555-1212 Email Address* eric.t.west@mail.mil

TMC Group ID
80590

Additional Comments to the TMC

Send Request and Continue

< Back Continue without Sending >

Figure 5-28c: Request Reservations Details Screen – Continue without Sending Email

Note 1: The email doesn't transmit TSA or form of payment information. Additional, coordination with the TMC or TO is necessary to solidify the group reservations.

Note 2: For an individual authorization, the **TSA Secure Flight Information** is required for air, rail, and rental car information. It is in the traveler profile and included in the Passenger Name Record (PNR) passed to the TMC, see Table 5-1 for explanation of the TSA fields. There is no live connection with the TMC for a Group Authorization, so the PNR is not created with the TSA and Form of Payment (FOP) and sent directly to the TMC. This is why additional coordination for reservations is necessary.

Table 5-1 explains **TSA Secure Flight** fields.

Table 5-1: TSA Secure Flight Fields

TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS	
NAME	DESCRIPTION
First Name, Last Name, Middle Initial	Enter your name as it appears on the State- or Government-issued identification you will use at airport and rail security screening. Also, required for rental car booking. Do not include suffixes (e.g., Jr.).
Sex	Select whether you are Male or Female.
Date of Birth	Choose the date you were born.
Known Traveler Number	(optional) Enter the 10-digit DoD ID number on the back of your Common Access Card (CAC) if enrolled in the TSA PreCheck program.
Redress Number	(optional) Enter the number the Department of Homeland Security assigned you to prevent watch list name misidentification if you have experienced previous travel screening difficulties.

Note 2: You should follow your local business rules when it comes to booking reservations for a group authorization and directly contacting the TMC.

3. Verify email action. After DTS sends the email, the group authorization updates the **Digital Signature** page with a **CTO Email Sent** stamp (Figure 5-29). Note: The document is not yet **SIGNED**.

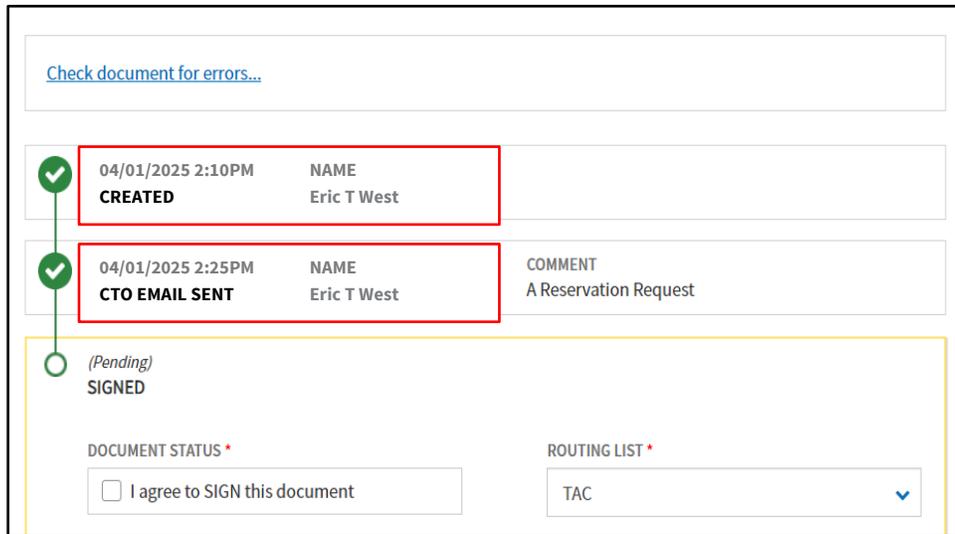


Figure 5-29: Digital Signature Page

- The status change to reflect **CTO Email Sent** is also viewable under **My Travel Documents** or **Manage Trips for: Travelers documents**.
4. The **Primary Traveler** should receive a TMC confirmation email for reservation information. Once obtained, proceed to **Expenses** and enter estimated should cost. **Note:** Reach out to the TMC if you don't receive an email confirmation.

For more the DTS Request for **Group Travel Reservations** email, see the [DTA Manual, Appendix E](#). For about DTS reservations, see the [DTS Guide 2: Authorizations](#).

Chapter 4: Expenses Module

The **Expenses** module allows you to estimate expected travel reimbursable expenses, for the total cost for all travelers, except for mileage. Accurately predicting the trip expenses and allowances provides an accurate “should-cost” estimate for group trip.

Access the **Expenses** module on the **Progress Bar**. Then the **Group Authorization Enter Expenses** screen opens. It functions just like the standard authorization with a running list of reservation requests, other expenses, mileage allowances, receipt attachment and import features (Figure 5-30).

Note: The **Group Authorization Enter Expenses** screen communicates and executes tasks through the extensive use of icons and links. See [DTS Guide 2](#) for an explanation of the most used icons.

Once the TMC books the required reservations, the projected amounts for reservation preferences typically require updating. On the **Enter Expenses** page, when you view a reservation preference, for example air and rental car, and use **options** (3-dots icon), you will not be able to edit the expense. The only option is **Duplicate Expense** (Figure 5-30, Indicator 2).

Note: You may want to take a screen shot of your reservation preferences as supporting documentation before removal. Consult with your Lead DTA for guidance.

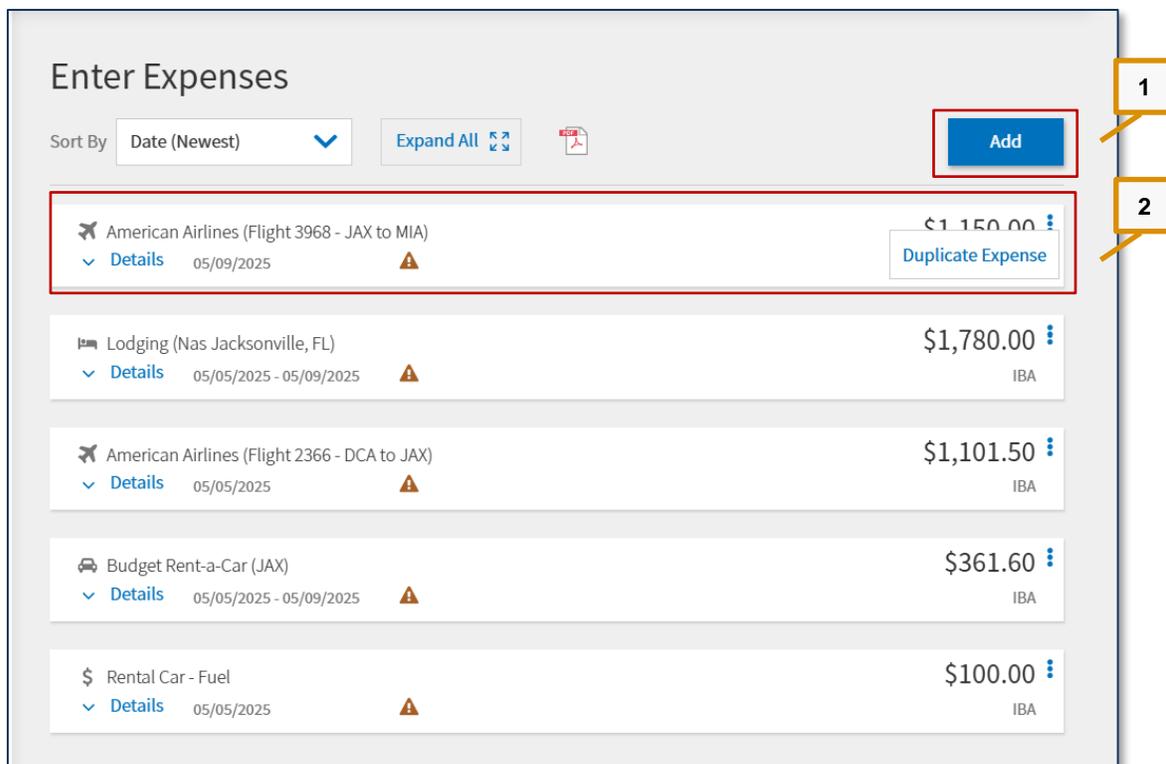


Figure 5-30: Enter Travel Expenses Screen

4.1 Reservation Preferences

To update air or rail and rental car costs follow the steps below:

On the **Progress Bar**, select **Review Reservations**. The screen displays. Select “**Remove**” for all the reservation preferences (i.e. air, rail or rental car) made in the document.

1. The screen refreshes and the reservation preferences no longer appear.
2. Navigate back to the **Expenses** screen to enter air or rail, and rental car costs manually on the **Enter Expenses** page using **Add** to enter each item.
3. Select the appropriate **Expense Category**.
4. Enter all the required information.
5. Be sure to save each entry.

To update the **Lodging** cost, follow these steps:

1. On the **Enter Expenses** page, on the lodging row select **options** (3-dots icon) and DTS brings to you the **Review Group Per Diem Amounts** page.
2. Enter the correct daily lodging amount or remove the lodging following the remove steps listed above. If you remove the hotel reservation preferences, the per diem entitlements will default to the maximum amount. Be sure to update the per diem entitlements to the proper amounts. See *Section 2.7*.

4.2 Reimbursable Expenses

You should enter the known reimbursable expenses for the group travelers just as you were completely a standard authorization with a slight difference. You add the expense for all the travelers which have the same expense and later you will distribute the cost. For example, if the group authorization contains five travelers and each traveler will incur a baggage fee of \$25 for the outbound and return flight then that would be \$50.00 per traveler. You will enter \$250.00 for the baggage fee which is a single entry for all 5 travelers ($\$50.00 \times 5 = \250.00).

There are a few other key things to keep in mind when working with group travel. Let's take a quick look.

Key Note 1: Lodging Taxes (OCONUS) are combined with daily lodging under the **Per Diem** table and not broken out under the **Expenses** module. **Lodging Taxes (CONUS and Non-foreign)** are listed separately from daily lodging and added under **Expenses**.

Key Note 2: Per the *JTR, par 020209-C. Reimbursement for Use of a Rental Vehicle*. "If additional drivers are identified and listed on the rental company's rental documentation or rental agreement, then each driver may be reimbursed for fuel and oil expenses." Be sure to document which travelers are the additional drivers if they are expected to claim fuel or oil expenses on the voucher.

Key Note 3: Mileage to the terminal should be entered on the individual authorizations. Typically, if travelers are driving their POV to and from the airport the mileage distance would be different based upon each travelers starting point (i.e., residence or duty station). **Note:** After the group authorization is approved and locked then the individual authorizations are created and may be edited as needed.

Key Note 4: Certain **Expense** selections (e.g., **Lodging Taxes (CONUS and Non-foreign)**) provide a message or banners within the screen. Be sure to review the information when presented.

Key Note 5: Use **Notes** within the **Expense** item to clarify information to the Authorization Official (AO) and for auditing purposes.

Here is how to add an expense.

1. On the **Enter Expenses** page, select **Add**.
2. The **Add New** window appears.
3. Select the **type*** (Expense) from the drop down menu.
4. From the **Expense Category** list, select the specific expense, and complete all the necessary fields.
 - Remember to add an expense item for all the travelers which have the same expense.
 - Later, you will distribute the cost between the travelers.
5. Be sure to **Save** your expense entries.

4.3 Attach Supporting Records

You may have supporting documents such as the TMC itinerary or TO information which you need to include in the group authorization.

Here is how to attach records:

1. If the expense is already listed in the group authorization:
 - Locate the expense item. Select **details** (Figure 5-31a). The window opens.
 - Browse for the file or drag and drop to attach the supporting record.
 - Choose **Update** to save the change.
 - Select **details** again to close the window.

The screenshot shows a mobile application interface for managing expenses. At the top, it displays the expense type 'Airline Ticket (IBA)' and the total amount '\$492.50'. Below this, there's a 'Details' section with a date '05/09/2025' highlighted in a red box. The 'Info' tab is selected, showing fields for 'Expense Type*' (Airline Ticket (IBA)), 'Expense Amount*' (\$ 492.50), 'Description*' (Airline Ticket (IBA)), and 'Ticket Number*' (R56A8790). At the bottom of the form are 'Cancel' and 'Update' buttons. On the right side, there's an 'Attachments' section with a large 'Drag And Drop' area and a plus sign icon for adding new documents.

Figure 5-31a: Expenses Screen – Attach Options

2. If you just need to a supporting document:
 - On the **Enter Expenses** page, select **Add**. The **Add New** window appears (Figure 5-31b).
 - Select the **type*** (Expense) from the drop down menu.
 - Select **Documents**.

- Choose the best option for the document category.
- Complete the information on the **Add New** window.
- Select **Add** to save the entry.

Figure 5-31b: Expenses Screen – Attach Options

- Select **Details** again to close the window.
 - The **Enter Expenses** screen updates reflecting the change.

Once you complete the **Enter Expenses** actions, select Continue. DTS advances to the **Review Group Per Diem Amounts** page.

Note 1: The **Expense** categories (with the **Expense** types) contain typical expenses, which travelers might incur (based upon the mission). If the Expense table does not include an allowable incurred expense, the traveler should contact their DTA or AO (see your local business rules) for guidance on entering the expense in DTS.

Note 2: Certain cost information (e.g., driving distance to the trip starting point) is different for each traveler. For those, you will need to estimate the totals to get a good “should cost” for the overall trip. The travelers can update the “should costs” on their individual authorizations.

Note 3: Refer to the *JTR, par. 020210 Privately Owned Vehicles (POV)* when mode of transportation to and from the TDY location is by POV. Additionally, review the *JTR, Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles* and the *JTR, Table 2-11 Table 2-11. Cost Comparison Rules for Using a POV* to determine for when a Constructed Travel Worksheet (CTW) is required for cost comparison of the authorized or directed mode to the traveler’s preferred transportation choice.

For more details on entering expenses, see [DTS Guide 2: Authorizations](#).

Chapter 5: Per Diem Module

The Per Diem module identifies your per diem allowances – meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances. It initially populates that information from the trip itinerary and reservations in the **Reservations** module (when booked in DTS) for a traditional *Authorization*. With a *Group Authorization*, there is only a *reservation request* (relayed to the TMC) and *no live* booking option. You will need to enter the correct estimate for the lodging after receiving the TMC reservation information.

5.1 Group Per Diem Page Overview

The **Review Group Per Diem Amounts** screen has 3 primary areas: top-green highlight (all adjustments and grouping), middle-orange highlight (daily breakout data and edit/reset option), and bottom-yellow highlight (**Group Per Diem Summary**). The key features on the **Review Group Per Diem Amounts** page include:

1. A **Group Similar Days** toggle (Figure 5-32a, Indicator 1) – initially toggled **ON** – that lets you see:
 - ON: Blocks of dates with identical allowances as a single entry (Figure 5-32a, Indicator 1).
 - OFF: Allowances for each individual date and location of travel (Figure 5-32b, Indicator 1).

Review Group Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days [Expand all](#) [Collapse all](#)

TDY: NAS JACKSONVILLE, FL (5 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

Warning: The TDY Location is to an Official Integrated Lodging Program (ILP) Site. Per the JTR, if you do not choose DoD Lodging or DoD Preferred Commercial Lodging, then your lodging reimbursement may be limited to the allowed ILP rate unless an exemption (as outlined in the JTR) applies. You may confirm the appropriate rate here: [Integrated Lodging Program Sites](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 05/05/2025 First Day	\$445.00	\$445.00	\$255.00
> 05/06/2025 - 05/08/2025	\$445.00	\$445.00	\$340.00
> 05/09/2025 Last Day	\$0.00	\$0.00	\$255.00

GROUP PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$1780.00	\$1780.00	\$1530.00

[Back](#) [Continue](#)

Figure 5-32a: Review Per Diem Amounts Screen - Days Grouped

2. A **Download exemption form** link. If your TDY location is exempt from state sales tax when you pay with a GTCC, a message (Figure 5-32a, Indicator 2), informs you of that fact. If the state requires you to file a form to claim the tax exemption, select the link to open the form.
3. When TDY at an **Integrated Lodging Program (ILP)** location, DTS provides a banner informing the individual, and provides a link to view the [ILP Sites](#) (Figure 5-32a, Indicator 3).

Note: Per the *JTR*, if you do not choose DoD Lodging or DoD Preferred Commercial Lodging, then your lodging reimbursement may be limited to the allowed ILP rate unless an exemption (as outlined in the *JTR*) applies. For more on this topic, see the [JTR, Table 2-15](#).

- GROUP PER DIEM SUMMARY.** This area displays the **Total Lodging Cost**, **Total Lodging Allowed**, and the **Total M&IE Allowed** for the trip (Figure 5-32a, Indicator 4).

Review Group Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

[Group similar days](#) [Expand all](#) [Collapse all](#)

TDY: NAS JACKSONVILLE, FL (5 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

i The TDY Location is to an Official Integrated Lodging Program (ILP) Site. Per the *JTR*, if you do not choose DoD Lodging or DoD Preferred Commercial Lodging, then your lodging reimbursement may be limited to the allowed ILP rate unless an exemption (as outlined in the *JTR*) applies. You may confirm the appropriate rate here: [Integrated-Lodging-Program-Sites](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 05/05/2025 First Day	\$445.00	\$445.00	\$255.00
> 05/06/2025	\$445.00	\$445.00	\$340.00
> 05/07/2025	\$445.00	\$445.00	\$340.00
> 05/08/2025	\$445.00	\$445.00	\$340.00
> 05/09/2025 Last Day	\$0.00	\$0.00	\$255.00

Figure 5-32b: Review Per Diem Amounts Screen - Days Ungrouped

TDY: NAS JACKSONVILLE, FL (5 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

The TDY Location is to an Official Integrated Lodging Program (ILP) Site. Per the JTR, if you do not choose DoD Lodging or DoD Preferred Commercial Lodging, then your lodging reimbursement may be limited to the allowed ILP rate unless an exemption (as outlined in the JTR) applies. You may confirm the appropriate rate here: [Integrated-Lodging-Program-Sites](#)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 05/05/2025 First Day	\$445.00	\$445.00	\$255.00
> 05/06/2025	LODGING COST \$445.00 MEALS Full Rate DUTY CONDITIONS None OTHER ENTITLEMENTS None	LODGING ALLOWED \$445.00 Reimbursement: GOVCC-Individual Locality Rate: \$550.00	M&IE ALLOWED \$340.00 Reimbursement: Personal Locality Rate: \$340.00
> 05/07/2025	\$445.00	\$445.00	\$340.00
> 05/08/2025	\$445.00	\$445.00	\$340.00
> 05/09/2025 Last Day	\$0.00	\$0.00	\$255.00

Figure 5-32c: Review Per Diem Amounts Screen - One Day Expanded & Codes Visible

5.2 Edit Per Diem Table

You will need to enter the correct estimate for the lodging after receiving the TMC reservation information.

1. On the **Progress Bar**, select **Per Diem**. The **Review Group Per Diem Amounts** screen displays daily lodging and M&IE details. The group/ungroup action allows you to expand or collapse data and flags the first last and last day travel allowances.
2. Select either **options** (3-dots icon) or the **Adjust Per Diem Amounts** button (Figure 5-32b). The **Adjust Per Diem Amounts** screen displays the **Lodging Cost** and **M&IE Cost**. Based upon the reservation information provided by the TMC or TO, update lodging cost per traveler. DTS will automatically multiply the entered amount and provide the total for all travelers on the **Per Diem Entitlements** screen.
3. When you finish reviewing the information, select **Continue**.

For more details on entering expenses, see [DTS Guide 2: Authorizations](#).

For more information on the items, review *Table 5-2* for information about the **Per Diem** table fields.

Table 5-2: Review Per Diem Amounts

REVIEWED GROUP PER DIEM AMOUNTS SCREEN COLUMN HEADERS	
HEADER	EXPLANATION
Date	Self-explanatory
Lodging Cost	Nightly room rate for your reserved lodging. If you didn't make a lodging reservation in DTS, it defaults to \$0.00. If you incurred lodging costs, you must update it to claim reimbursement for lodging.
Lodging Allowed	The lodging per diem rate the AO will approve. It may not match the Lodging Cost in certain cases (e.g., you are voluntarily staying in lodging with a nightly rate over maximum allowable rate).
M&IE Allowed	Amount you will receive for M&IE for each day.
Colored Bubbles	Identify special circumstances that affect your per diem (e.g., on field duty, leave taken, meals available).
Additional Information Available in Expanded View	When viewing in expanded option mode (Figure 5-32c) you can see all the circumstances, both ordinary and special, that affect your per diem amount, as well as the associated reimbursement mode and maximum locality rates.

Caution: When you have different per diem changes on different days, always make changes that affect multiple days before you make changes that apply to individual days. Saving this screen overwrites any previous entered changes.

A final note to point out two special per diem situations:

- **IDL:** Travel across the International Date Line (IDL – an imaginary line in the Pacific Ocean), can cause you to “skip” a day or experience a day twice. For more information about how this can affect your per diem allowances, see the DTMO web-based training class, OCONUS Travel available in [TraX](#).
- **OCONUS Incidental Amount** (reduced rate): Travelers receive the OCONUS Incidental Amount per diem entitlement when traveling to an OCONUS US installation with government quarters available by the default amount (\$3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation. Verify with the AO first, then to receive the locality IE rate, uncheck the OCONUS Incidental Amount (reduced rate) box.

Chapter 6: Accounting Module

The **Accounting** module provides key finance information about your group authorization, such as where the money is coming from to pay for it, whether you need any funds before your final voucher, and how much the whole trip should cost. Access the **Accounting** module on the **Progress Bar**.

The **Accounting** screen contains from two to four main areas:

- Accounting Codes Always appears
- Advances Will not appear
- Scheduled Partial Payments (SPPs) May not appear
- Accounting Summary Always appears

6.1 Enter Accounting Codes

The *Accounting Codes* portion of the **Accounting** module always appears. It shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your group authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. You can sign your group authorization without a LOA, and in fact, some organizations do not want you to assign LOAs.

The primary traveler or document creator may select the LOA for the group authorization or based upon your local business rules the LOA may be added later. The LOA must be on the group authorization before the AO approves the trip. The Review Accounting page provides the options for adding a LOA to the group authorization.

1. On the **Accounting** page, you can select **From [organization]**, **Shared LOA**, or **Cross Org LOA** options to add the LOA or your organization may elect to have a LOA appear automatically on your document (Figure 5-33).
2. Make sure all expenses allocate to the LOA label. **Note:** If you select more than one LOA, be sure to allocate the expenses to the appropriate LOAs.

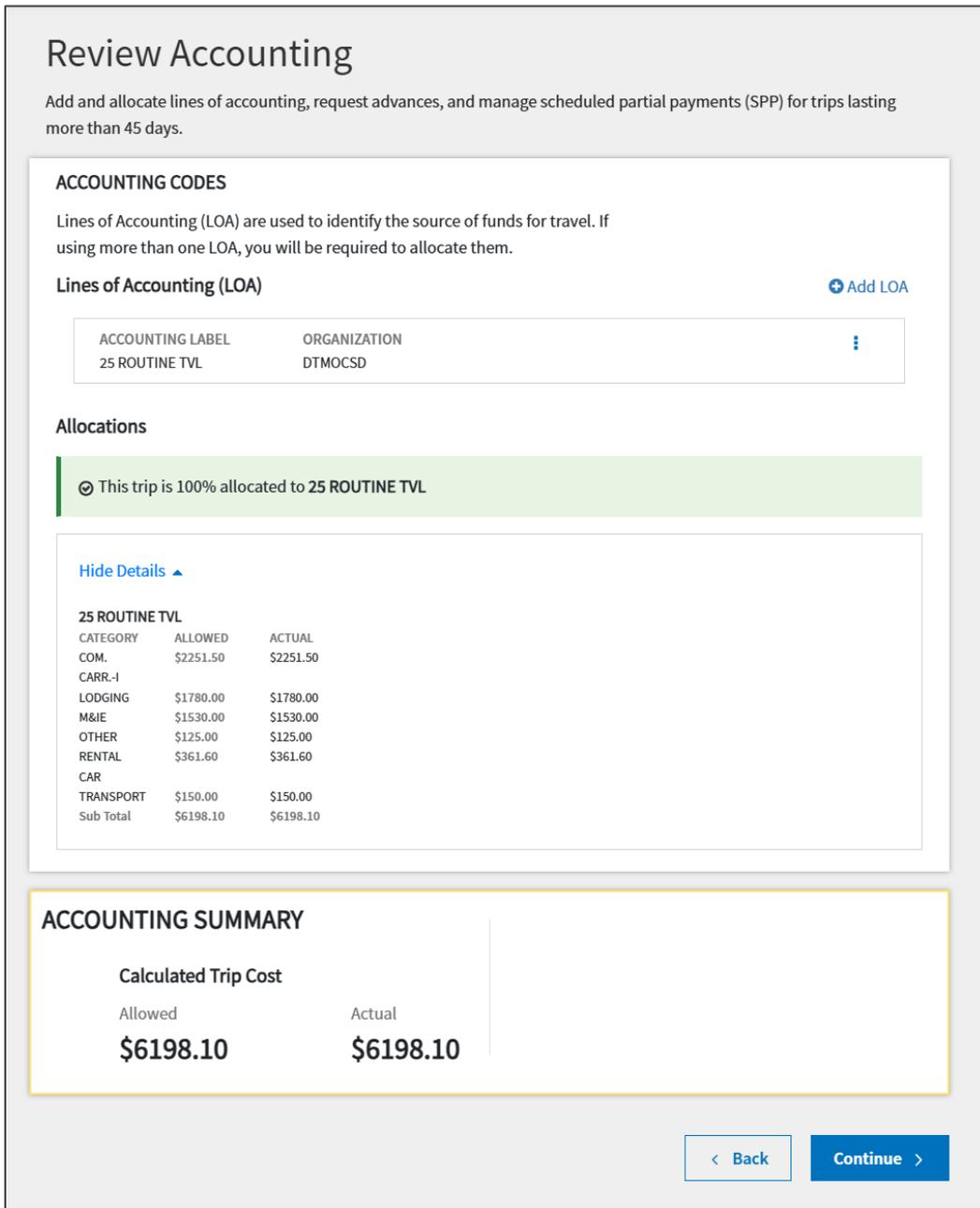


Figure 5-33: Review Accounting Screen – One LOA Added

3. When you complete the LOA section, select **Continue**.

For more information on adding Lines of Accounting and allocating expenses, see [DTS Guide 2: Authorizations](#).

6.2 Scheduled Partial Payments

On the **Accounting** page, the *Scheduled Partial Payments (SPPs)* section only appears if your trip exceeds 45 days. When the section is available, use these steps to schedule payments to the GTCC vendor every 30 days until your trip is complete. Making regular payments to the GTCC vendor helps keep your GTCC account from going into delinquency while you are on official travel.

1. Ensure there is a LOA label on the document. If not, select **Add LOA** to choose an accounting label.
2. Once the **Accounting** screen refreshes, select **Request SPP**. The window opens with a breakdown of number of payments, payment date range, and scheduled amount.
 - DTS calculates the payment amounts, based on your estimated trip expenses and trip itinerary dates.
 - Payment dates occur every 30 days after the trip start date.
3. Review the information then scroll down the page. Select **Continue** to advance.

Note 1: The SPPs also reflect in the individual authorizations permitting each DTS user to track their respective payment(s).

Note 2: If you need to add expenses, be sure to de-schedule the SPPs. Then go to **Expenses** and **Add** the expense items. Return to the **Review Accounting page**, select the **Request SPP** link and DTS calculates the payments.

Note 3: You cannot manually change SPP amounts or payment dates, but they can change – here's how:

- If you make any updates that affect your reimbursable expenses or trip allowances, DTS recalculates the amounts and dates of future SPPs.

6.3 Advances

Group authorizations do not permit requests for advances.

6.4 Cost Distribution

The **Distribute Costs** window lists all costs. There are two sections: *Undistributed Expenses* and *Distributed Expenses*. The **Distribution Costs** page lets you **Distribute** or divide those costs amongst all group travelers as appropriate (Figure 5-34).

Distribute Costs

Distribute trip costs for reservations, expenses, and per diem among the travelers. All costs must be distributed before the group authorization can be approved.

^ Undistributed Expenses

^ Other Expenses

Expense	Date	Undistributed	Distributed	Distribute
Baggage - 1st Checked Bag	05/05/2025	\$125.00	\$0.00	Distribute
Rental Car - Fuel	05/05/2025	\$150.00	\$0.00	Distribute

^ Reservation Expenses

Expense	Date	Undistributed	Distributed	Distribute
American Airlines (Flight 2366 - DC...	05/05/2025	\$1,101.50	\$0.00	Distribute
American Airlines (Flight 3968 - JA...	05/09/2025	\$1,150.00	\$0.00	Distribute
Budget Rent-a-Car (JAX)	05/05/2025	\$361.60	\$0.00	Distribute

^ Distributed Expenses

^ Per Diem

Expense	Date	Total Undistributed	Total Distributed
Lodging / M&IE	05/05/2025 - 05/09/2025	\$0.00 / \$0.00	\$1,780.00 / \$1,530.00

[View Details](#)

< Back
Continue >

Figure 5-34: Distribute Costs Screen

1. Select **Distribute** (Figure 5-34, Indicator 1) by the expense item.
2. A **Distribute Costs** screen opens (Figure 5-35).
3. Select the **Distribution Method: Evenly, By Amount, or By Percent** (Figure 5-35, Indicator 1). **Note:** Make sure to dispense all costs.

Distribute Costs

Distribution Method: Evenly

Expense	Undistributed	Per Person
Baggage - 1st Checked Bag	\$125.00	0%

<input type="checkbox"/> Traveler	Amount
<input type="checkbox"/> ☆ Eric T. West	\$0.00
<input type="checkbox"/> Kylee T. Linden	\$0.00
<input type="checkbox"/> Jennifer T. Aguilar	\$0.00
<input type="checkbox"/> Eric T. Loy	\$0.00
<input type="checkbox"/> Jessica T. Morton	\$0.00

Cancel Distribute

Figure 5-35: Distribute Cost Screen

4. Checkmark the box by the individual traveler or checkmark the box next to **Traveler** to select all travelers (Figure 5-35, Indicator 2).
5. Select **Distribute** (Figure 5-35, Indicator 3).
6. The expense item moves from the **Undistributed Expenses** section to the **Distributed Expenses** section of the page. **Note:** Per Diem (Lodging/M&IE) is automatically distributed evenly among each traveler and cannot be distributed differently.
7. Continue distributing costs for each expense item by your preferred method.
8. Once you go through all the costs, DTS displays an information icon notifying you of the expense distribution status (Figure 5-36, Indicator 1). The reset and edit distribution links appear next to each expense item (Figure 5-36, Indicator 2).

Distribute Costs

Distribute trip costs for reservations, expenses, and per diem among the travelers. All costs must be distributed before the group authorization can be approved.

1 [^](#) Distributed Expenses

i All expenses have been distributed to the group.

[^](#) Other Expenses

Expense	Date	Total Distributed	Reset	Edit
Baggage - 1st Checked Bag	05/05/2025	\$125.00	Reset	Edit
Rental Car - Fuel	05/05/2025	\$150.00	Reset	Edit

[^](#) Reservation Expenses

Expense	Date	Total Distributed	Reset	Edit
American Airlines (Flight 2366 - DC...)	05/05/2025	\$1,101.50	Reset	Edit
American Airlines (Flight 3968 - JAX...)	05/09/2025	\$1,150.00	Reset	Edit
Budget Rent-a-Car (JAX)	05/05/2025	\$361.60	Reset	Edit

[^](#) Per Diem

Expense	Date	Total Undistributed	Total Distributed
Lodging / M&IE	05/05/2025 - 05/09/2025	\$0.00 / \$0.00	\$1,780.00 / \$1,530.00

[View Details](#)

[< Back](#) [Continue >](#)

2

Figure 5-36: Distributed Expenses Screen – Confirmation

- 9. Select **Continue** to advance.

Chapter 7: Review Module

There are four screens in the **Review** module:

- **Review Profile***. Provides the opportunity to view and change your DTS personal profile.
- **Review Group Authorization***. Displays all the information for the document so you can examine and update the document's contents.
- **Other Auths and Pre-Audits***. Provides the document flags, advisories for you to review, add, and modify key statements on the authorization.
- **Sign and Submit***. Displays the screen for you to digitally sign the document and start the routing process.



***Note:** You can access all four of these screens at any time by selecting them on the **Progress Bar**.

Note: If you don't need to modify the traveler profile, skip **Review Profile**, and go directly to **Review Group Authorization** instead.

7.1 Review Profile

When you select **Review Profile** on the **Progress Bar**, the **Review Profile** screen (Figure 5-37) displays your personal contact information and account data, as listed in your DTS personal profile.

Figure 5-37: Review Profile Screen

7.1.1 Open Profile

1. If you need to make a change to your DTS personal profile (i.e., profile within a document) select **Open Profile** (Figure 5-37). The update profile tool displays. The left side **Navigation Bar** provides the following categories:

- **User Profile.** Comprises of the individual’s name, addresses, contact information, emergency contact information, assignment information, and **Form Printing Preferences**.
 - **Accounting Information.** Includes key information about a person’s GTCC and personal bank accounts.
 - **Travel Preferences.** Entails the individual’s TSA information and preferred travel choices (e.g., favorite airlines and hotels) and rewards program data.
 - **Additional Information.** Provides details about the individual’s work: Service or Agency, unit, work address, and phone number. Some details (e.g., rank) you can’t modify.
2. You select an item from the left and it displays on the right allowing changes.
 3. Once you make the change, be sure to **Save** the profile.
 - You can save the changes to the document profile only or save to the permanent profile as well.
 - When you or someone makes a change to your *permanent profile*, DTS will provide a **PII Data Change** e-mail alerting you of the modification. Data field updates which trigger the email include **EFT** data, **GTCC** info, **Name**, **Mailing Address**, and **Email Address**.
 - Changes to the *document profile* only do not warrant a **PII Data Change** e-mail.

7.1.1.1 Form Printing Preferences

1. Under **User Profile**, select **Form Printing Preferences** from the left column. It displays information on the right side of the page for editing.
2. The printable version is the DTS **Default** which is an easy to read format automatically setup to provide itinerary, reservations, expenses, and document history details. By policy, there is no other required printable version from DTS. Recommend leaving the default settings in place unless you need to make a change.
3. If you make a change, choose **Save**. If the change should apply to all future documents you create, check the box next to **Update Permanent Profile** before you select **Save**. If you don’t check that box, your changes will apply to the current document only.

Note: If you require a copy of a *DD 1610*, *DD 1351-2*, or *OF 1164*, please contact your LDTA or Component rep for guidance on attaining electronic fillable or manual copies.

7.2 Review Trip Group Authorization



You can access the screens in this module by selecting the options on the **Progress Bar**; however, before you can sign the document, DTS requires you to access the following screens in the order listed:

1. **Review Trip Group Authorization**
2. **Other Auths and Pre Audits**
3. **Digital Signature**

You can open the **Review Trip Group Authorization** screen (Figures 5-38a through Figure 5-38g) by selecting **Review Group Authorization** on the **Progress Bar**. Use it to review important information in your authorization, and update it as necessary.

From top to bottom, the **Review Trip Group Authorization** screen displays:

- **Trip Details.** Provides the document name, trip type, trip purpose, trip description, trip dates, and conference name (Indicator 1).
- **Add Comments to the AO.** Provides a place to add a reference number As needed, enter travel specifics (Indicator 1).
- Short cut link **Go to <Document Sections>** to make changes.
- **Traveler Summary.** Provides the total number of travelers (Defined and Undefined), Primary traveler with key contact data and link to show full traveler list (Indicator 2).
- **Itinerary.** Provides key travel dates and locations, along with reservation Indicators, and the option to show their details (Indicator 3).
- **Reservation Request.** Lists the POC's data, and reflects if the email has been sent to the TMC for reservation support (Indicator 3).
- **Expenses.** A list of all your reservation expenses, reimbursable expenses, and mileage allowances and attached supporting documents (Indicator 4).
- **Per Diem.** Offers a breakdown of total lodging cost, the amount authorized for lodging reimbursement, and M&IE (Indicator 5).
- **Accounting Codes.** Shows a summary of trip expenses by LOA (Indicator 6).
- **Group Cost Distributions.** Reflects details of the Travelers and the **Undistributed** and **Distributed Costs** (Indicator 6).
- **Estimated Trip Cost.** Displays trip expenses by category, as well as requested SPPs, if applicable. Shows payments requested or received, total allowed trip cost, and total estimated trip cost (Indicator 7).

The screenshot shows the 'Review Trip Group Authorization' screen. At the top right is a 'Print' icon. The main content area is titled 'Trip Details for:' followed by the document ID 'EWNASJACKSONV050525_G01' with an information icon. Below this, several fields are listed: 'Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)', 'Trip Description: Traveling with 4 other employees.', 'Dates: 05/05/2025 - 05/09/2025', and 'Conference/Event Name: Not Applicable'. There is a 'Reference:' field with a plus icon and the text 'Add Reference'. At the bottom, there is a text input field for 'Comments to the Approving Official' and an 'Add Comments' button with a plus icon. A callout box with the number '1' points to the 'Trip Details for:' section.

Figure 5-38a: Review Trip Group Authorization Screen - Trip Details

2

Traveler Summary [Manage Travelers →](#)

Total Travelers	5
Defined Travelers	5
Undefined Travelers	0

Primary Traveler
★ Eric T. West
Phone Number
703-441-6767
Email Address
eric.t.west@mail.mil

[Show full traveler list ▼](#)

Figure 5-38b: Review Trip Group Authorization Screen - Traveler Summary

3

Itinerary [Expand All](#) | [Collapse All](#) [Go to Itinerary →](#)

TRIP START Quantico,VA (Duty Station) Ⓞ Leaving on May 05, 2025

TDY LOCATION 1 NAS JACKSONVILLE,FL Ⓞ 05/05/2025 - 05/09/2025

[Show Details ▼](#) [✔ Flight Booked](#) [✔ Rental Car Booked](#) [✔ Lodging Booked](#)

TRIP END Quantico,VA (Duty Station) Ⓞ Returning on May 09, 2025

[Show Details ▼](#) [✔ Flight Booked](#)

Reservation Request [Go to Reservation Request →](#)

Reservation email has not been sent to the TMC.

Point of Contact

Name	Phone Number	Email Address
Eric T. West	703-555-1212	eric.t.west@mail.mil

TMC Group ID
80589

Additional Comments to the TMC

3

Figure 5-38c: Review Trip Group Authorization Screen - Itinerary

Expenses [Expand All](#) | [Collapse All](#) [Go to Expenses](#) →

RESERVATION EXPENSES 4 items

[Hide Details](#) ^

	FLIGHT	RECEIPT	DATE	METHOD OF REIM.	COST
	American Airlines (Flight 2366 - DCA to JAX)	Receipt Required	05/05/2025	GTCC	\$1,101.50
	Budget Rent-a-Car (JAX)	Receipt Required	05/05/2025	GTCC	\$361.60
	SpringHill Suites Jackso (NAS JACKSONVILLE,FL)	Receipt Required	05/05/2025	GTCC	\$1,780.00
	American Airlines (Flight 3968 - JAX to MIA)	Receipt Required	05/09/2025	GTCC	\$1,150.00

4

Figure 5-38c: Review Trip Group Authorization Screen - Reservation Expenses

OTHER EXPENSES Total: \$275.00

[Hide Details](#) ^

	RECEIPT	METHOD OF REIM.	DATE	COST
Baggage - 1st Checked Bag	Receipt Required	GTCC	05/05/2025	\$125.00
Rental Car - Fuel	Receipt Required	GTCC	05/05/2025	\$150.00

SUBSTANTIATING DOCUMENTS No Substantiating Documents

4

4

Figure 5-38d: Review Trip Group Authorization Screen - Other Expenses

Per Diem [Go to Per Diem](#) →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$1780.00	\$1780.00	\$1530.00

5

Figure 5-38e: Review Trip Group Authorization Screen - Per Diem

6

Accounting Expand All | Collapse All

Go to Accounting →

🏛️

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
25 ROUTINE TVL	DTMOCS D	\$6198.10	\$6198.10

[Show Details ▼](#)

6

Group Cost Distributions Go to Cost Distribution →

\$
Undistributed Costs
Manage Travelers
\$
Distributed Costs
Hide Details ^

Figure 5-38f: Review Trip Group Authorization Screen - Accounting Codes & Group Cost Distributions

7

ESTIMATED TRIP COST

CATEGORY	ALLOWED	ACTUAL
COM. CARR.-I	\$2251.50	\$2251.50
LODGING	\$1780.00	\$1780.00
M&IE	\$1530.00	\$1530.00
OTHER	\$125.00	\$125.00
RENTAL CAR	\$361.60	\$361.60
TRANSPORT	\$150.00	\$150.00

TOTAL EST. ALLOWED

\$6198.10

TOTAL EST. ACTUAL

\$6198.10

< Back
Continue >

Figure 5-38g: Review Trip Group Authorization Screen - Estimated Trip Cost

Most sections include **Go to <DTS module>** links (on the right side of the screen) you can use to make corrections when necessary. Once you enter all trip expenses into the authorization, select **Continue** (Figure 5-38g) to open the **Other Authorizations and Pre Audits** screen.

7.3 Other Auths and Pre-Audits

You can open the **Other Auths and Pre Audits** screen by selecting **Other Auths and Pre-Audits** at any time on the **Progress Bar**. The page contains three areas: **Other Authorizations**, **Pre-Audit** and **Advisories**.

- If the document is within travel policy compliance, the screen may reflect **No Other Authorizations** have been added, **0 Pre Audits**, and **0 Advisories**. If that is the case then you have no action, instead, scroll to the bottom of the page, select **Continue** to advance to the **Digital Signature** page.
- If **Other Auths and Pre Audits** flags appear then review the information. Enter comments and/or justifications for your document selections. In some cases you may have to return to your document entries and take corrective action before returning the **Other Auths and Pre Audits** screen and prior to document signing.
 - Example for Other Authorizations flag: **NON COMPACT CAR AUTHORIZED**
 - Traveler requested a larger Vehicle for the 5 travelers.
- **Advisories** are typically information only requiring no justification or comments.

Note: The [DTA Manual, Appendix K](#) provides a full explanation of the different DTS tables and systems checks which includes **Other Authorizations**, **Pre-Audit flags**, and **Advisory** notices for travel documents.

7.3.1 Open Items

There are typically a few open items for group authorization which prevent signing and must resolved. Below are the examples.

Pending TMC request email delivery. If you have not yet emailed your reservation requests to the TMC, a pop-up message displays prompting you to send the email (Figure 5-39).

Confirm Submit ✕

Your reservation requests have not been sent to the TMC. Do you want to send them now?

Point of Contact Information

Name *

Phone Number *

Email Address *

TMC Group ID

Additional Comments to the TMC

Figure 5-39: Confirm Submit Screen - TMC Email

1. Select **Send and Submit** to transmit the TMC email for reservation support providing:
 - Contact information (Name, Phone Number and Email Address) for the group POC
 - **TMC Group ID**
 - **Additional Comments to the TMC** (add information)
2. DTS updates the **Reservation Request** portion of the document recording **Email sent to the TMC** with date and time action.
3. Follow your local business rules for providing the travelers' TSA and GTCC data to the TMC for reservations and ticketing.

Unidentified Travelers. DTS can't send the TMC email if your document contains unidentified travelers (Figure 5-40). You need to add the additional travelers.

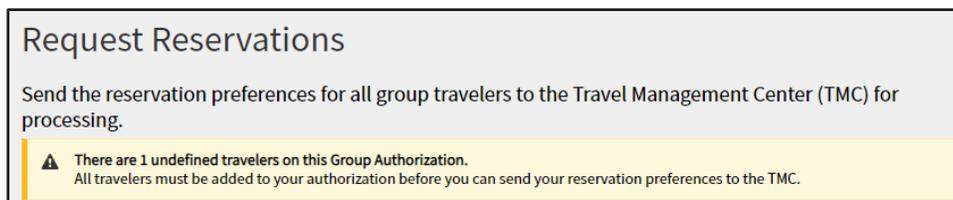


Figure 5-40: Undefined Traveler Warning Message

1. Return to the **Add Group Travelers** page, select **Manage Travelers**.
2. Identify all travelers for the document.
3. Go through the **Review Group Authorizations** steps.
4. **Send and Submit** the TMC email for reservation support.

Pending TMC reservations confirmation email.

1. The **Primary Traveler** must monitor for the TMC reservation's email. Once obtained, review the email, and verify the TMC booked the required group reservations.
2. Attach the TMC's response and any other supporting documentation to the group authorization on the **Enter Expenses** screen, under the **Add** feature.
3. Update the group authorization's reservation costs and ensure all expenses are properly distributed.

After entering all required **Comments**, **Justifications**, and **Reason Codes**, select **Continue** to proceed to the **Digital Signature** screen.

7.4 Sign and Submit

You can open the **Digital Signature** screen at any time by selecting **Sign and Submit** on the **Progress Bar**. However, if you skip **Other Auths and Pre-Audits** page, DTS will return you to that screen before allowing you to sign the trip.

On the **Digital Signature** page (Figure 5-41) you can change the routing list (if needed), provide additional comments to the AO (optional), and attach the **SIGNED** stamp to the authorization to start it routing toward AO approval.

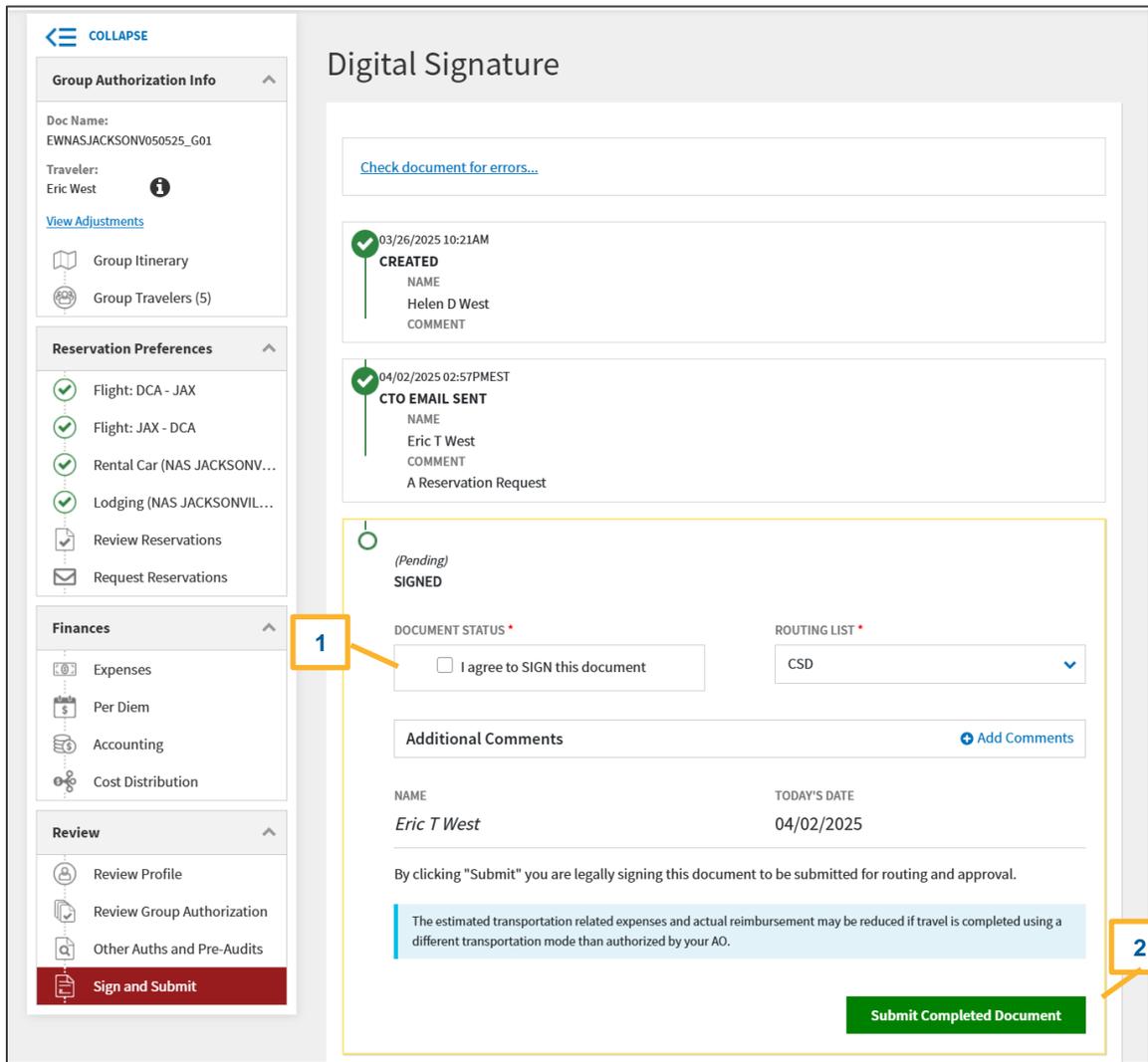


Figure 5-41: Digital Signature Screen

To sign the group authorization:

1. View the status of the document (Figure 5-41).
2. Under **DOCUMENT STATUS**, check the box next to, **I agree to SIGN this document** (Figure 5-41, Indicator 1).
3. (Optional) Choose a different routing list, if needed. Follow your local guidance to determine the correct routing list to use.
4. (Optional) **Add Comments** to the AO.

Note: If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the authorization if your profile contains no EFT data.

At the bottom of the **Digital Signature** page, alerts or warning may occur, depending on the selections you made in the document, DTS may:

- Warn you that if the AO doesn't approve the document within 72 hours before departure (or less, for if you're already in the 72-hour window), your airline reservations will be cancelled.
 - Warn you your profile contains no valid GTCC information and gives you a chance to enter it.
 - Verify your identity by requiring you to enter your CAC PIN.
5. Select **Submit Completed Document** (Figure 5-41, Indicator 2) to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message (Figure 2-90).

Once you stamp **SIGNED**, the routing process begins and DTS updates the **Document History** section of the **Digital Signature** page.

7.5 Travel Ready

Travel Ready means you have everything you need to support your mission, and information on hand in case your mission needs change. Before you depart, consider the following:

- Ensure your AO stamps the group authorization **APPROVED**.
 - Log into DTS and navigate to the **Digital Signature** screen. Verify current document status.
 - If you don't see the **APPROVED** stamp contact your DTA and supervisor for assistance.
- Verify the total number of travelers in the group.
- Confirm ticketing by the TMC for your transportation mode. There are several options to confirm your ticketing status ensuring you are ready to travel:
 - Log into DTS and navigate to the **Digital Signature** screen. If the **CTO TICKETED** stamp appears in your document history, the TMC has ticketed your trip.
 - Check your email. Most TMCs send you an email when they ticket your flights or rail reservation, which happens about three business days before your trip starts.
 - Go online to your TMC's website. After you enter some identifying information about your trip, you'll see your ticketing status.
 - Call the TMC. They can confirm your reservations are booked and ticketed.
- Consider your starting location, weather, traffic routes which can impact when you should begin travel and plan accordingly.
- Sign up for TSA PreCheck to reduce security line delays. See the DTMO website at <https://www.travel.dod.mil/Programs/Commercial-Air/TSA-PreCheck/> for more on TSA PreCheck.
- Sign up for **Reward Programs** (e.g., air, hotel, rental car). See the vendor's website (e.g., United, Hertz, Marriott) on how to sign up. Add **Reward** numbers in your DTS profile.
- Sign up for DoD Dine Smart. See the DTMO website at <https://www.travel.dod.mil/Programs/DoD-Dine-Smart/>.
- Bring your TMC information with you in case of travel changes (e.g., contact number, after hours support, PNR Locator).
- Bring key contacts' information with you in case of travel delays (i.e., supervisor, DTA, Help desk).

- Know the status of your Government Travel Charge Card (GTCC). Verify with the Agency Program Coordinator (APC) the card is active and the limits meet your mission. Use it for official travel expenses as outlined in the [JTR](#) and the [DoDI 5154.31, Volume 4, Government Travel Charge Regulations](#).
- Bring the proper form of ID that matches the name issued for your transportation mode to pass the TSA security check.
- If using the CBA for air or rail travel, ensure you have a POC to contact in case of ticketing changes.
- Pack your personal items (e.g., medication, charging cords) necessary while you are away.
- Bring all your mission requirements (e.g., laptop, equipment).
- Consider online early check-in (e.g., airline or rail) to avoid lengthy counter delays.
- Retain TMC invoice, all lodging receipts, and receipts for expenses of \$75.00 or more for voucher purposes.

Chapter 8: Group Authorization Tools

Group Authorizations have the same options of printing, adjusting, and amending (depending on the document status) as a regular authorization (Figure 5-42a). There are two additional tools, which are **View Group Manifest** and the **Lock Group Auth** (Figure 5-42b). These features only appear in the **Options** listing for approved documents.

Once the Authorizing Official (AO) approves the group authorization, DTS separates the single group document into individual travel authorizations. At this point, the individual trips are view only and the status will not change, until the group authorization locks.

A helpful tracking reference is within the individual authorizations. DTS provides the primary traveler’s name, document name, and TA Number under **Comments to the Approving Official**.

Note: If you do not have group access to all the travelers named in the group authorization, the view, edit, amend, and print links will not be available.

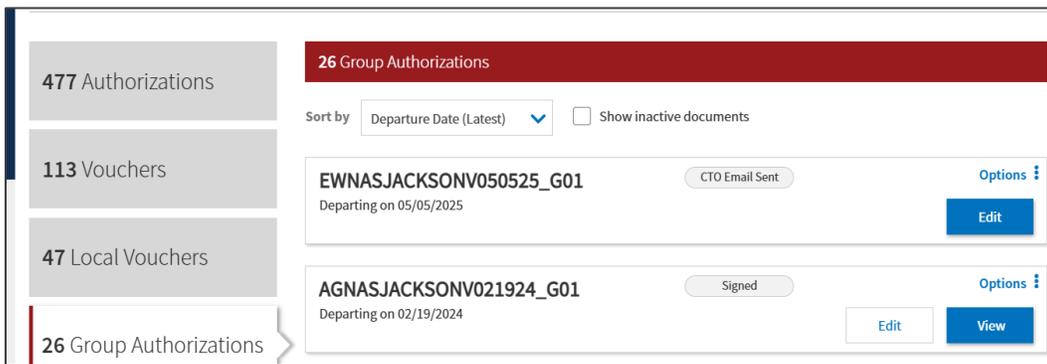


Figure 5-42a: Group Authorizations Screen

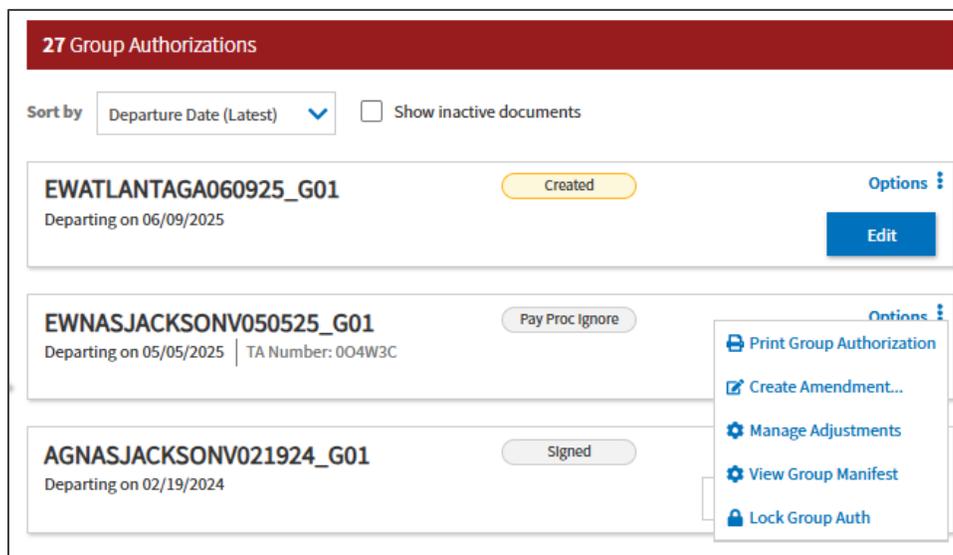


Figure 5-42b: Group Authorizations Screen

8.1 Print a Traveler Manifest

A manifest is a list of group travelers with approved orders. You can easily print a traveler manifest for the travelers collectively or you can print the authorizations individually, if desired.

1. Begin the process from the **DTS Dashboard** locating the **Group Authorization**. On the document name row, select **Options** (Figure 5-42b). A drop-down list appears. Select **View Group Manifest**.
2. The **Group Manifest** window opens (Figure 5-43). The primary document or group authorization appears at the top of the page displaying departure date, TA Number, and number of travelers in the group document. On the right side of the document row, the **Lock** and **View** actions appear. Additionally, the Options icon allows **Print Group Authorization**, **Print Group Manifest**, **Manage Adjustments**, and **Amend Group Authorization**.
3. The **Traveler Authorizations** (view only) section displays the list of group travelers and their documents. The **Primary Traveler** is marked with a star. The authorizations contain unique TA Numbers (Travel Authorization Numbers) although the first few digits maybe similar. **Options** permits **View** or **Print Authorization**. Likewise, the **Print Manifest** link is available.

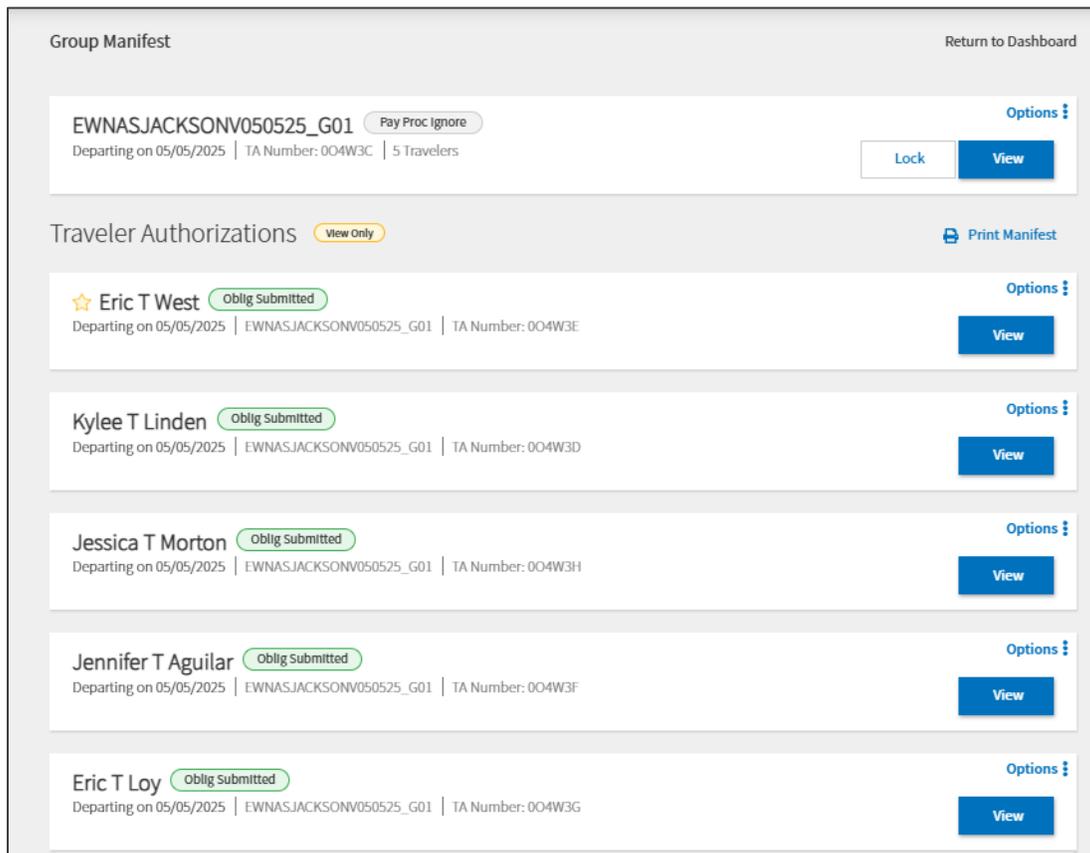


Figure 5-43: Group Manifest Screen

4. Select **Print Manifest** (Figure 5-43). A **Print Manifest** screen (Figure 5-44) opens containing the travelers with check marks by their names. You can uncheck to exclude a traveler from the manifest or leave all the checkmarks in place to ensure all travelers are included. Select **Print Manifest**.

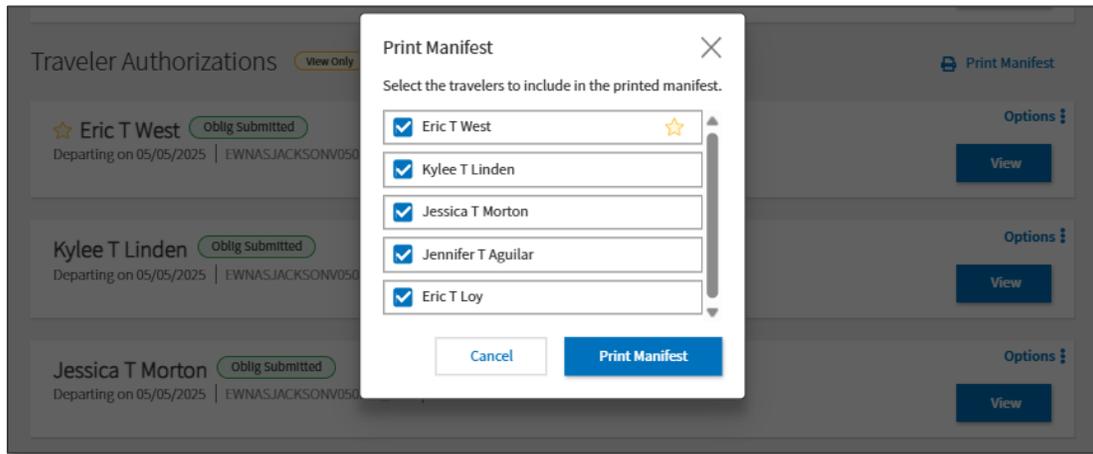


Figure 5-44: Print Manifest Screen

- 5. A loading message appears and then the manifest displays (Figure 5-45).


Defense Travel System
Group Authorization
Doc Name: EWNASJACKSONV050525_G01 TANUM: 004W3C
Report run on: Mon Apr 07 2025

Contact Information

Name: Eric T. West
Title / Rank: ME-06
Organization: DTMOCS
Military Branch of Service: U.S. Army
Service / Agency: MARINE CORPS
Duty Station: 11 Marine Circle Quantico US State
Duty Station Phone Number: 703-555-1212

Itinerary

Start Location: Quantico,VA
Start Date: 05/05/2025
TDY End Location: Quantico,VA
TDY End Date: 05/09/2025
Trip Type: Temporary Duty Travel (Routine)
Trip Purpose: Mission - Operational
Trip Duration: 5

Travelers

Kylee T. Linden

SSN: ###-##-9918
Sex: M
Organization: DTMOCS
Title / Rank: GS-13
Military Branch of Service:
Service / Agency: ARMY
Duty Station: Marching Band Road Ft. Myers US State
Duty Station Phone Number: 7890896654

Figure 5-45: Traveler Manifest Report – Partial List

8.2 Remove and Release a Traveler from a Group Authorization

Removing or releasing a traveler from the group authorization is similar, but occurs in different areas of the system and when you can perform the action, depends upon the document status.

8.2.1 Remove a Traveler

Removing means that the traveler will not travel with the group. Before AO approval, you can easily remove a traveler from the group authorization by editing the document using these steps:

1. Log into DTS and locate the **Primary Traveler**. Search for the group authorization.
2. Select Edit. DTS opens on the **Review Trip Group Authorization** page.
3. Select the **Go To (link) Manage Travelers**.
4. The **Add Group Travelers** screen appears.
5. Check the box next to the traveler you need to remove (Figure 5-46).
6. A banner appears at the bottom of the page. Select **Remove** (Figure 5-46, Indicator 1).

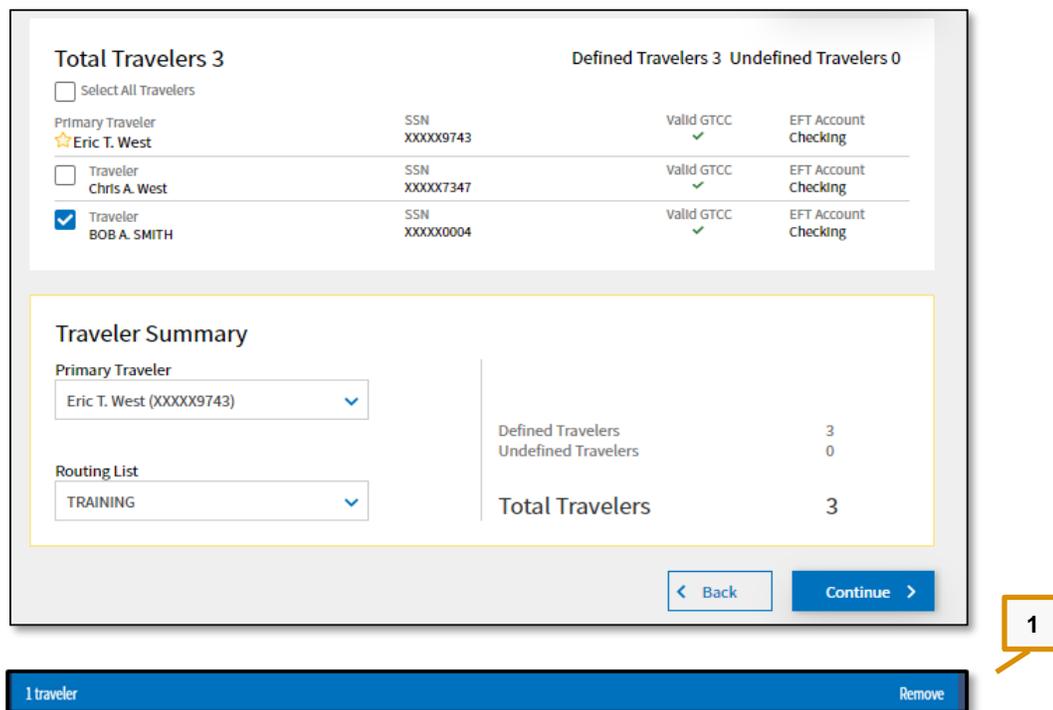


Figure 5-46: Remove Banner Screen

7. A **Remove Traveler Message** displays (Figure 5-47).

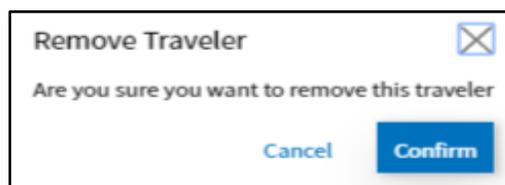


Figure 5-47: Remove Banner Screen

8. Select **Confirm**. DTS removes the traveler from the group authorization updating the details on the **Add Group Travelers** page.

Note: DTS does not create an individual authorization for removed travelers.

8.2.2 Release a Traveler

Releasing a traveler from a group authorization means the person isn't traveling with the group and action is required. After AO approval, but prior to locking the group authorization, you can release the traveler from the group authorization using these steps:

1. Log into DTS, locate the **Primary Traveler**. Search for the group authorization.
2. Select **Options** and then select **View Group Manifest** (Figure 5-48).

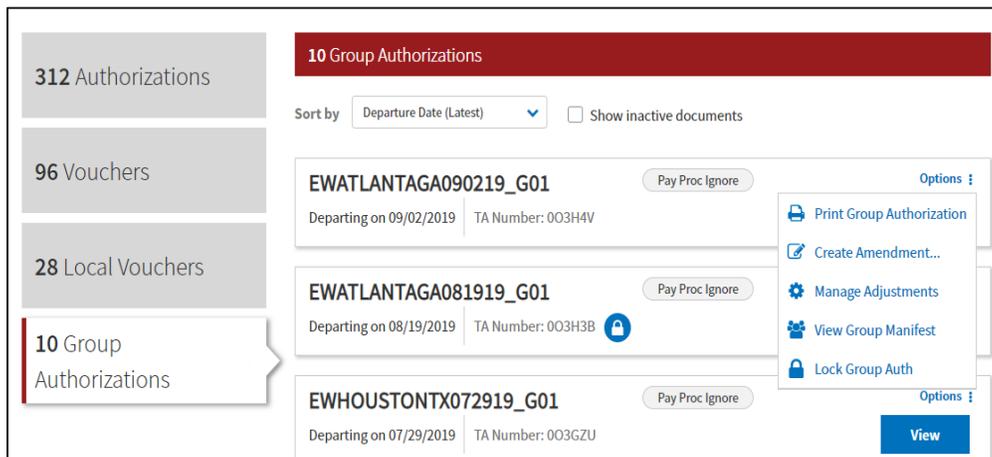


Figure 5-48: Group Authorization Options Screen

3. The **Group Manifest** screen displays (Figure 5-49).

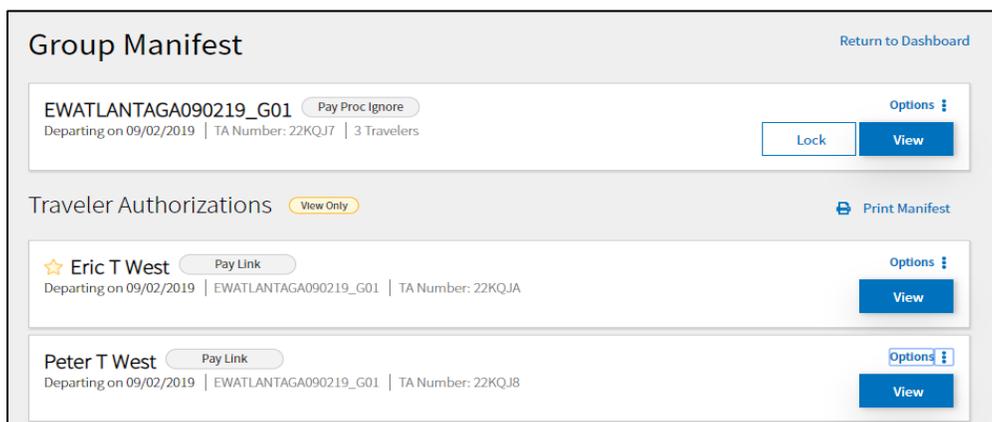


Figure 5-49: Group manifest Screen

4. Scroll down and locate the traveler that is no longer traveling. Select **Options** (Figure 5-50).

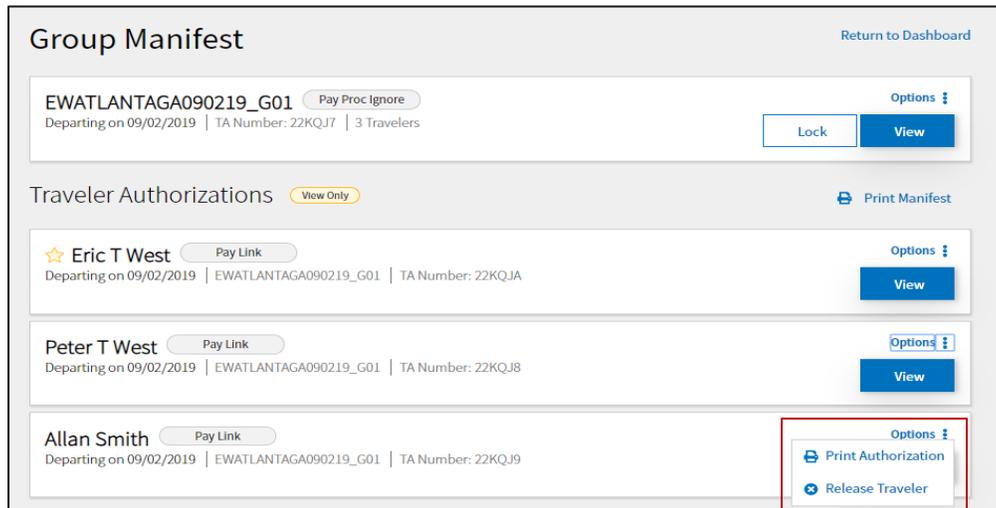


Figure 5-50: Traveler Authorization Options Screen

- 5. Select **Release Traveler**.
- 6. A **Release Traveler** window opens (Figure 5-51). Select **Release Traveler**.

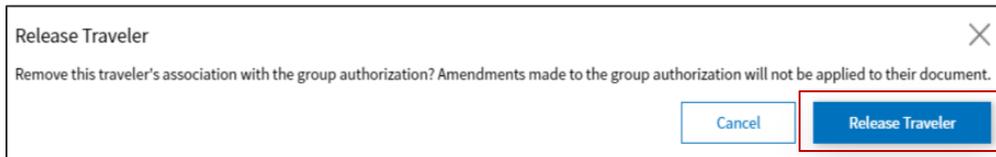


Figure 5-51: Release Traveler Screen

- 7. The **Group Manifest** updates and DTS no longer displays the traveler in the listing (Figure 5-52).

Note: The group authorization will reflect the released traveler information at this point. However, no changes made to the group authorization will transfer over to the released traveler's individual authorization, as it is disengaged.

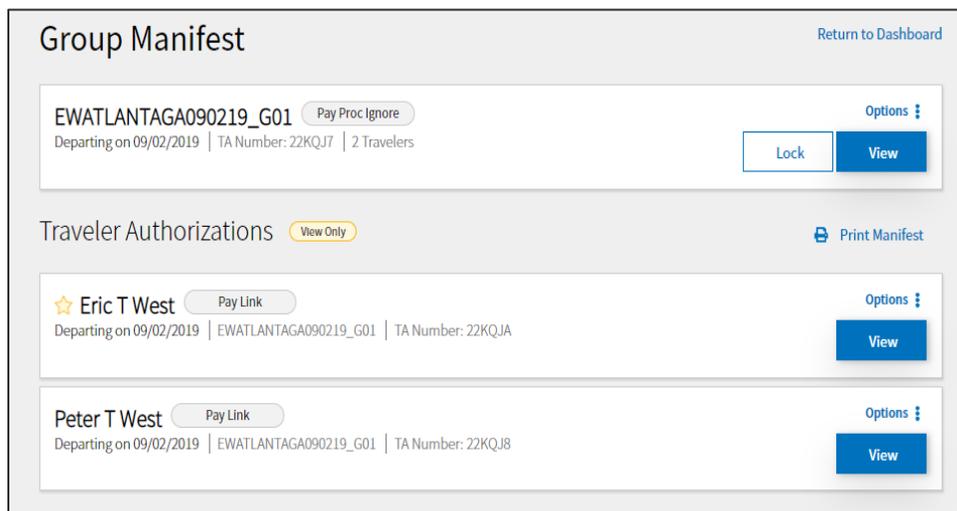


Figure 5-52: Group Manifest Screen - Updated

Once released, the traveler can select **Cancel Trip** or **Create Amendment** for the individual authorization (Figure 5-53). The traveler should work with the TMC to cancel all reservations. The traveler should cancel any offline reservations. If expenses incurred, such as a TMC fee, then the traveler should process a voucher for reimbursement of the incurred expense.

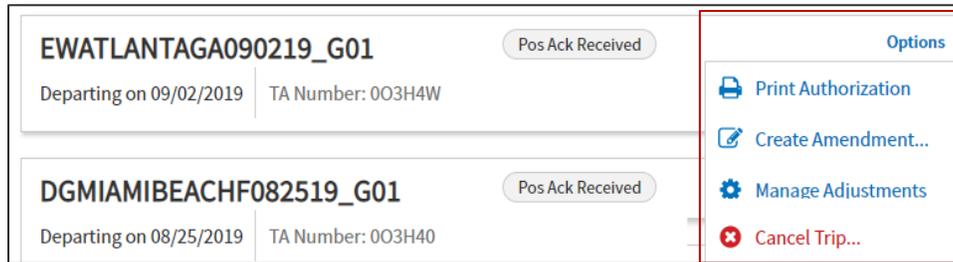


Figure 5-53: Traveler Authorization Options Screen

8.3 Lock a Group Authorization

“Locking” is an important function for a group authorization and does not occur in any other DTS document type. You should be aware that document locking is a one-time action, occurs manually or automatically, and once the group authorization locks it stays locked. It is vital to understand how the lock function effects document processing, as this drives your decision on “when to lock” the group authorization.

8.3.1 Unlocked Group Authorization

When the group authorization is unlocked:

1. The **Primary Traveler** or someone with group access can edit the document.
2. Changes to the group authorization, including cancellations affect all travelers’ individual authorizations.
3. Group travelers may view, but not edit their individual authorization.
4. Group travelers may request SPPs.
5. Group travelers may not create vouchers from their individual authorization.

8.3.2 Locked Group Authorization

When the group authorization is locked:

1. The document becomes permanently view-only. You can never edit it again.
2. Changes made to an individual authorization do not show up on any other individual authorizations. If there is a change affecting all group travelers, then modify each individual document.
3. Group travelers may edit their individual authorization.
4. Group travelers may request SPPs, unless the trip has ended.
5. Group travelers may create vouchers from their individual authorization.

There are two ways to lock the group authorization. Here is how the locking occurs:

8.3.2.1 Manual Lock

You can manually lock the group authorization any time after the AO *approves* using the steps below:

1. From the **Group Authorizations** document-listing screen, select **Options, Lock Group Auth** (Figure 5-54).

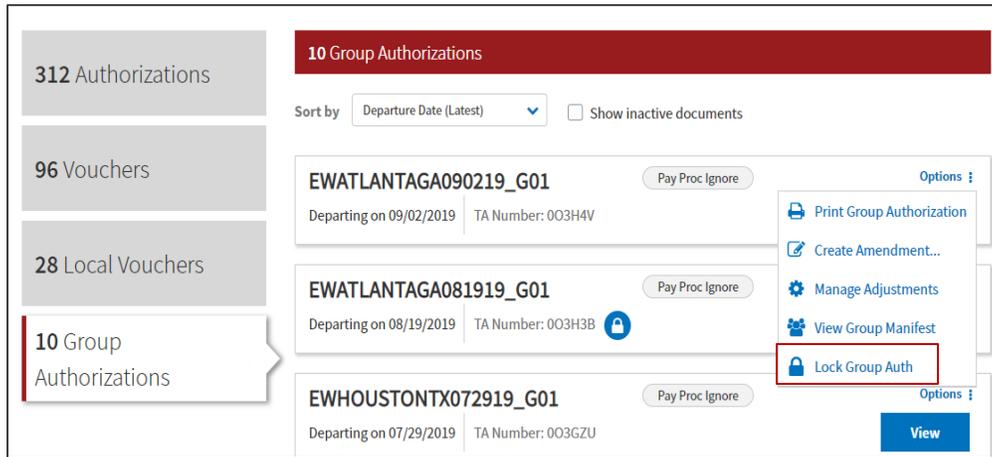


Figure 5-54: Lock Group Authorization Screen

2. A warning message displays (Figure 5-55). **Note:** Although the message wording refers to unlocking the individual authorizations, the system action is **Lock Group Auth**.

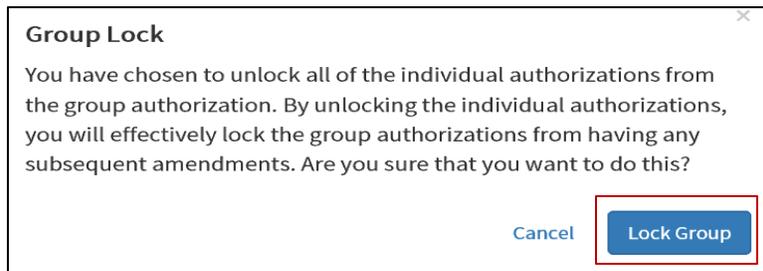


Figure 5-55: Group Lock Screen – Warning

3. Select **Lock Group**.
4. DTS updates the group authorization with a **lock** icon displaying right beside the TA Number (Figure 5-56).

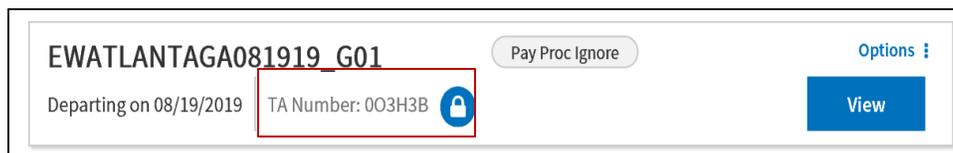


Figure 5-56: Group Authorization Lock Icon

5. DTS sends an email to the **Primary Traveler** of the locking action.
6. The group authorization changes to a view only document.

8.3.2.2 Automatic Lock

DTS automatically locks the approved group authorization three days *after* the trip end date, if no one manually locked the document.

8.4 Amend a Group Authorization

You can amend a group authorization *prior* to document locking, but *not after* it locks. The process for amending a group authorization is the same as a regular authorization, except you can't:

- Change the routing list.
- Add travelers to an amended group authorization.
- Use the **Reservation** module after you create the amendment. Instead, contact the TO or TMC to make any necessary reservation changes. Update reservation cost manually in DTS.

You can:

- Add or remove expenses within the *Other Expenses* section.
- Attach **Substantiating Documents** as needed.
- After finalizing expenses, be sure to distribute fully all costs.
- Justify system flags and sign the amended group authorization for AO approval.

Note: If you make itinerary or reservation changes, you should always communicate the new information to all group travelers.

8.5 Amend an Individual Authorization

The process for amending an individual authorization is identical to the process for amending a standard authorization, with a couple exceptions.

- You can't amend the trip until the approved group authorization *locks* allowing the amend link availability.
- You can't amend the trip until the traveler is *released* from the group authorization when travel is no longer required.

When amending the individual authorization:

- You should provide comments explaining the purpose for the amendment.
- Work with the TMC offline for any new reservations.
- Update reservations costs and attach supporting documentation as needed.
- Ensure proper expense LOA allocation.
- Communicate reservations changes with the primary traveler and AO for re-approval.

8.6. Cancel a Group Authorization

Cancellation functions the same way as with a standard authorization, with one exception. An Authorizing Official (AO) is the only Routing Official who can apply the **CANCELLED** stamp to DTS document. If the AO cancels the group authorization before it locks, all individual authorizations cancel automatically. Once the group

authorization locks, each group member must cancel his or her individual authorization. The individual travelers should follow up with the TMC to verify all reservations successfully cancel.

On the DTMO website is the information paper, [Trip Cancellation Procedures for DTS](#) and the Trifold, [Cancel a Trip](#).

8.7 Document Access and Retention

You can access your recent trips before, during, and after travel under **My Travel Documents**. If you don't see the specific document on the list, select the box for **Show Inactive Documents** and the list refreshes for you to view older trips. However, documents do not stay in the system indefinitely. DTS must adhere to the Records Management requirements for document retention. DTS will retain documents for 10 years (i.e., after the last processing stamp occurs, any debt document is satisfied or waived) for audit readiness purposes. Once the retention period is achieved, documents will be removed from DTS.

Note: Contact your Component Representative to further discuss audit readiness requirements and any exceptions for document retention.

Chapter 9: Additional Assistance

9.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics on your local business rules. You can find **Local Level Travel Assistance** on the [DTMO](#) website at <https://www.travel.dod.mil/Support/Local-Level-Travel-Assistance/> and at the bottom of the [DTS Home](#) page.

9.2 Training Opportunities

The DTMO Passport portal provides access to [Travel Explorer \(TraX\)](#) which offers a variety of on-demand Web-based Trainings (WBTs). These courses support training on the Government Travel Charge Card (GTCC), Certifying Officer Legislation (COL) training for Authorizing Officials, DTS Basics for travelers, DTS Admin for DTAs and much more. Users can print or download a copy of their Completed Training certificates. Check with your Component Representative for how you will meet your training objects either using TraX or a locally approved process.

9.3 Available Resources

The DTMO publishes numerous travel related resources. Below offers a sampling of materials. These sources are regularly updated based upon system and policy changes. For a complete listing of available resources, check the DTMO [Training Search Tool](#).

The three sections include: Additional Resources (e.g., policies, programs, tools), Guides and Manuals, and Other Resources (e.g., information papers, trifold) which you may find useful as a DTS user.

ADDITIONAL RESOURCES	
TITLE	URL
DTS Regulations Volume 3:	https://www.travel.dod.mil/Portals/119/Documents/DTS/DTS%20Regulations%2020210812.pdf?ver=VfpoSUpC5RkeYkAX8zsH9A%3d%3d
GTCC Regulations Volume 4:	https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf?ver=gbMwVEbHaPblwlaXw4V1jg%3d%3d
DoD FMR:	https://comptroller.defense.gov/FMR/
Joint Travel Regulations (JTR):	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
Defense Travel System (DTS)	https://www.travel.dod.mil/Programs/Defense-Travel-System/
Government Travel Charge Card Program	https://www.travel.dod.mil/Programs/Government-Travel-Charge-Card/
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

ADDITIONAL RESOURCES	
TITLE	URL
Commercial Air Program	https://www.travel.dod.mil/Programs/Commercial-Air/
Lodging Program	https://www.travel.dod.mil/Programs/Lodging/
Rail Information	https://www.travel.dod.mil/Programs/Rail/
Rental Car Program	https://www.travel.dod.mil/Programs/Rental-Car/
DTMO Training Search Tool	https://www.travel.dod.mil/Training/Training-Search/

GUIDES and MANUALS	
TITLE	URL
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
TITLE	URL
Cancellation Procedures, Information Paper	https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF

OTHER RESOURCES	
TITLE	URL
Cancellation Procedures, Trifold	https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
Constructed Travel Home Page	https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/
Dependent Travel, Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
DTS Overview, Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export, Trifold	https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF
Import/Export, Information Paper	https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Foreign Military Sales, Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
How to Make Rail Reservation Using DTS, Information Paper	https://media.defense.gov/2024/Mar/04/2003404230/-1/-1/0/HOW_TO_MAKE_RAIL_RESERVATIONS_USING_DTS.PDF
How to Print a DTS Document. Information Paper	https://media.defense.gov/2024/Oct/08/2003561592/-1/-1/0/PRINT_A_DTS_DOCUMENT.PDF
Making Changes to DTS, Documents Information Paper	https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Renewal Agreement Travel, Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
Restricted Airfare in DTS, Information Paper	https://media.defense.gov/2022/May/13/2002996901/-1/-1/0/LOOK_AHEAD_IP_2.PDF
Updating an Authorization, Trifold	https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF
Updating a Voucher, Trifold	https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF
Self-Approving Official, Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
What is a Valid Receipt?	https://media.defense.gov/2022/Oct/20/2003099851/-1/-1/0/WHAT-IS-A-VALID-RECEIPT.PDF
TraX Web-based Training	https://www.defensetravel.dod.mil/neoaccess/login.php