GUIDE

DefenseTravel Management Office

# Defense Travel System (DTS) Guide 2: Authorizations

January 20, 2023

V4.5

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## Revision History

| Revision No. | Date | Authorization | Revision/Change Description | Page, Section |
|---|---|---|---|---|
| 3.7 | 02/12/20 | DTMO | Update Rental Car process<br>Update TMC Request Options for Lodging | Section 4.4<br>Section 4.5 |
| 3.8 | 04/30/20 | DTMO | General Update<br>Updated Reservations<br>Updated Expenses and Receipts<br>Updated Per Diem<br>Updated Accounting Module<br>Update Review Module | Throughout<br>Section 4<br>Section 5<br>Section 6<br>Section 7<br>Section 8 |
| 3.9 | 05/13/20 | DTMO | Updated What's New feature | Section 1 |
| 4.0 | 10/15/20 | DTMO | Updated formatting | Title Page |
| 4.1 | 12/11/20 | DTMO | Updated Dashboard screen shots | Page 6<br>Page 16 |
| 4.2 | 12/30/20 | DTMO | Updated wording under Expenses | Section 5.2, Page 51 |
| 4.3 | 03/01/22 | DTMO | Rebranding effort | Throughout |
| 4.4 | 06/10/22 | DTMO | Added Browsers for DTS<br>Updated CT links and wording<br>Updated Resources | Chapter 1<br>Section 5.2, Page 52<br>Chapter 9 |
| 4.5 | 01/20/23 | DTMO | Added Profile Update, What's New, Travel System Redirect<br>Added Create Date and Trip Duration data<br>Multiple PNRs<br>Updated Expense table<br>Updated screen shots | Page 4<br>Page 6<br>Page 21<br>Page 49 & 50<br>Throughout |

# Chapter 1: Authorizations Introduction

A DTS authorization captures specific data regarding an upcoming Temporary Duty (TDY) travel (dates, locations, reservations, should-cost estimates etc.). Essentially, the authorization is a means of informing everyone who needs to know when you* will be gone, where you will be working, and how much you expect your trip to cost.

*In this guide, "you" are the traveler, unless stated otherwise.

To build an authorization in DTS, the system accesses database information from your DTS personal profile, your organization (i.e., routing list, LOAs, and budget), and DoD travel regulations to help streamline the process. When you have official TDY travel, remember:

- Gather your essential travel information before starting the authorization.
- Review your DTS personal profile and update (if needed) before creating the authorization.
- If you require reservations, ensure your Government Travel Charge Card (GTCC) IBA is active or if using the Organization's Centrally Billed Account (CBA) contact the Agency Program Coordinator (APC).
- You can't create the document more than six months in advance of travel.
- You can't exceed the maximum trip duration of one year from the start date.
- Enter your valid travel expenses (e.g., Rental Car – Fuel) as allowed by the JTR.
- Follow your local business rules regarding your trip.

**Note 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 and DTA Manual, Chapter 7.
- **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.
- **Travel System Redirect -** DTS is specifically programmed to identify those organizations designated as *enabled* to use the new **MyTravel** system. When creating an authorization, if a user falls into the MyTravel category, then they are diverted to a new tab to complete a questionnaire. A **TravelBot** guides them to the respective travel system to manage their travel. See the DTS Guide 1 for more on the **Travel System Redirect.** See the DTMO website for more about the *DoD Travel Systems*.

**Note 2**: 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.

# Chapter 2: Create the Authorization

To create a **Routine TDY Trip** log onto DTS. On the **DTS Dashboard** (Figure 2-1), under **My Travel Documents**, select **Create New Document**.

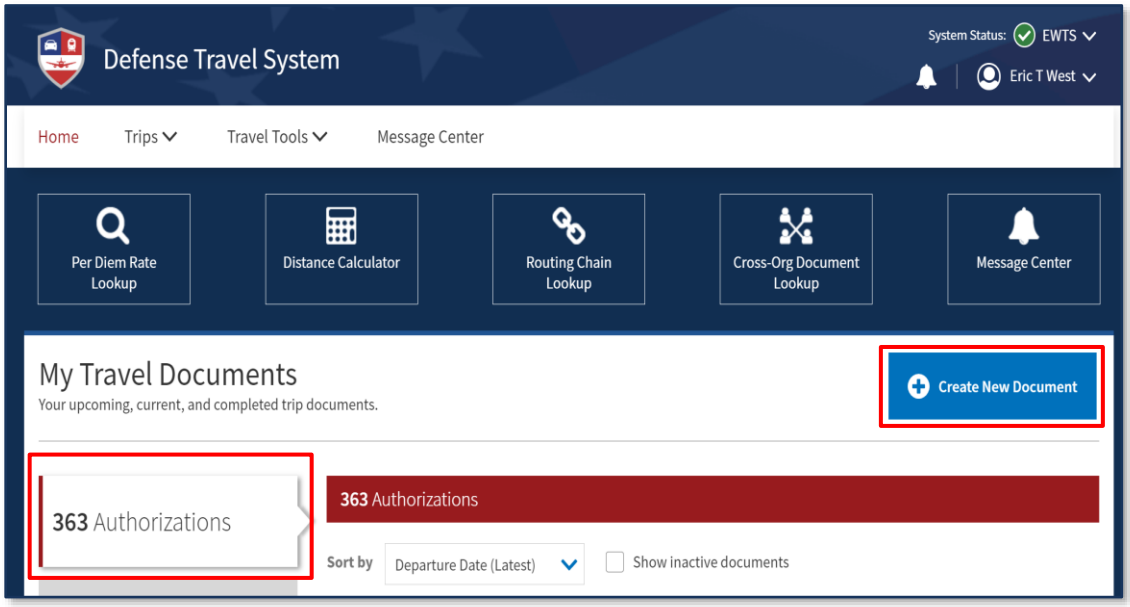



*Figure 2-1: DTS Dashboard – My Travel Documents Area*

## 2.1 Standard Itinerary - Creation Process

When you select **Create New Document > Routine TDY Trip**, the **Itinerary** screen (Figure 2-2) opens. **Note**: If your organization is *not active* in MyTravel, you will complete the **Create Itinerary** fields as outlined further below. If your organization is MyTravel *enabled,* you will be redirected to a TravelBot to determine the proper travel system to manage your travel needs.

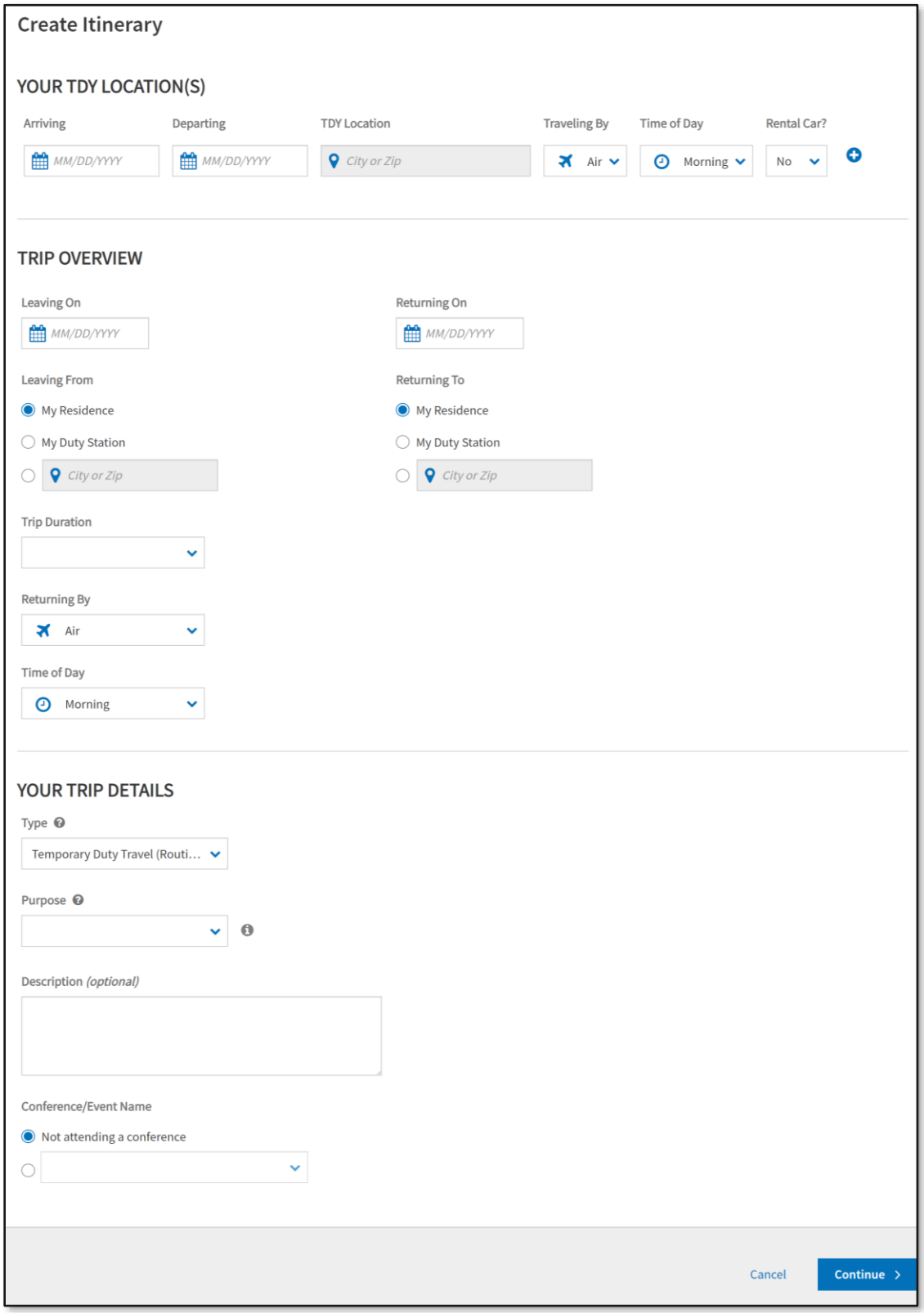



*Figure 2-2: Itinerary Screen*

The **Itinerary** screen contains three sections:

- YOUR 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, the time of day you want to travel, and whether you will need a rental car. The most commonly selected options show as a default, but you may change them.

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.

- 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.
- YOUR TRIP DETAILS
  - Select the **Type** based upon your travel needs (Figure 2-3 **YOUR TRIP DETAILS**). Table 2-1 outlines the selection of **DTS Trip Types** with descriptions. 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)**. All five **Trip Purposes** are available for section with the **Trip Types**.

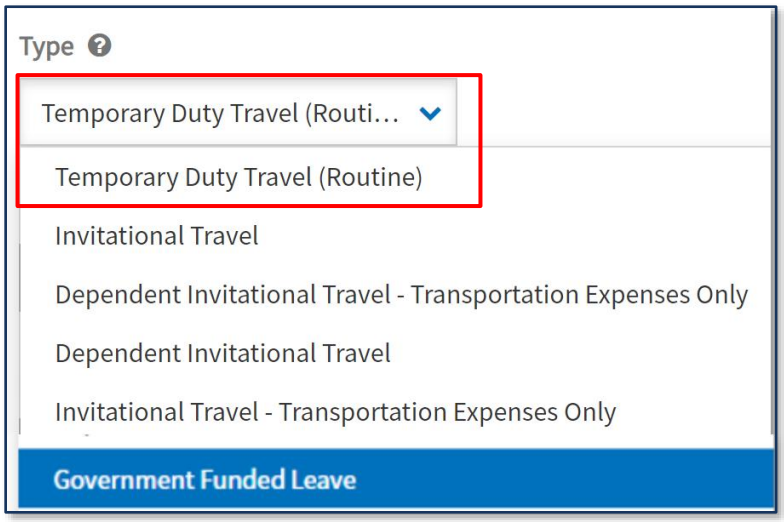



*Figure 2-3: YOUR TRIP DETAILS Screen*

*Table 2-1*

| DTS Trip Type | Description | Reference |
|---|---|---|
| Temporary Duty Travel (Routine) | This trip type supports a DoD employee (MIL/CIV) traveling to one or more places away from a PDS to perform duties for a | Travel reimbursement based upon JTR, Chapter 3. TDY Travel. |

| DTS Trip Type | Description | Reference |
|---|---|---|
| | period of time and upon completion of assignment, returns or proceeds to a PDS.<br>This trip type supports some dependent/family member travel when certain conditions apply. | See Section 0301 for policy, mission and AO approval required for travel and transportation allowances.<br>See eligibility JTR, Chapter 5, Section 0550 for RAT. |
| Invitational Travel | An Invitational Travel Authorization (ITA) uses government funds to pay for a Non-DoD employee's travel.<br>Certain conditions and additional supporting documentation may apply. | Travel reimbursement based upon JTR, Chapter 3.<br>See 030501 and 030502 for specific policy and AO approval required for travel and transportation allowances. |
| Invitational Travel - Transportation Expenses Only | For the ITA, certain conditions apply to fund travel for a Non-DoD employee.<br>A DTA or Document Preparer must assist with document processing in DTS for both the authorization and voucher, as the individual typically has no access to DTS. | Limited travel reimbursement based upon JTR, Chapter 3.<br>See 030501 and 030502 for specific policy and AO approval required for travel and transportation allowances. |
| Dependent Invitational Travel | For the Dependent ITA, certain conditions apply.<br>Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for the dependent's transportation and approved travel expenses. | Travel reimbursement based upon JTR, Chapter 3.<br>See 030501 traveler may be authorized the standard travel and transportation allowances. |
| Dependent Invitational Travel – Transportation Expenses Only | For the Dependent ITA, certain conditions apply.<br>Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for only the dependent's transportation expenses. | Limited travel reimbursement based upon JTR, Chapter 3<br>See 030501 for specific policy and AO approval of transportation allowances. |
| Government Funded Leave | Specific conditions apply in order for a DoD Employee to qualify to receive reimbursement for travel expenses.<br>Some leave categories apply to both Service Member and civilian employees and their dependents. Some apply to just Military or Civilian and may apply to dependents.<br>Additional documentation may be required, and verified prior to AO approval. | See JTR Chapter 4 Government Funded Leave - Emergency Leave, EVT, FEML and R&R.<br>See Travel transportation reimbursement JTR Chapter 2, Section 020101, JTR Chapter 4, 040101A and 040101B. |

- Select a **Purpose** for your TDY.

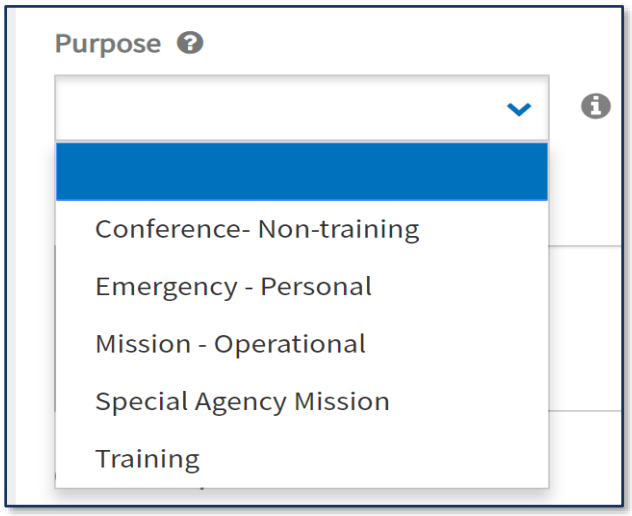



*Figure 2-4: Purpose Screen*

- The **Description** text box is optional. You enter information pertaining to the travel or choose to leave the field blank based upon your local business rules.
- If you will be attending a conference, enter the requested conference information. If the drop-down menu does not contain the conference information, select Other.

After you complete the entries on this screen, select **Continue** to proceed to the **Reservations** module (Section 3), where you can make your trip reservations. If do not require reservations for your trip, select **Expenses** from the **Progress Bar**.

## 2.2 Non-Routine Travel

Processing trips other than **Temporary Duty Travel (Routine)** is determined by travel policy and meeting certain criteria. These trip types include *Invitational Travel*, *Invitational Travel – Transportation Expenses Only*, *Dependent Invitational Travel*, *Dependent Invitational Travel – Transportation Expenses Only*, and *Government Funded Leave*. When you select one of these types, additional information may be required for the itinerary, travel reimbursement may be limited, the AO may request supporting documentation, and **Other Authorizations** and/or **Pre-Audit flags** will activate requiring comments to justify the travel.

### 2.2.1 Invitational Travel Authorization

The **Invitational Travel Authorization** (ITA) process begins when the organization identifies a need for an ITA-eligible individual to travel at DoD's expense. Processing of invitational travel is with mutual consent, meaning the organization must invite the person to travel, and the person must accept the invitation.

To be eligible for invitational travel, a prospective traveler must meet **all** the requirements stated in *JTR, Chapter 3, 0305, par. 030501-A* and *par. 030501-C*, as well as, not fall into any of restrictions highlighted in *JTR, par. 030501-D*.

Travelers requiring an ITA typically do not have access to DTS. If this is the case, then the DTA, Document Preparer/Travel Clerk or sponsor in the situation of a dependent traveling, follow the normal steps to create an

authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the *JTR*.

1. Select the **Type**. Then select the appropriate **Invitational Travel** label based upon travel need (Figure 2-5). The **Trip Type** selection drives your allowances and reimbursements.

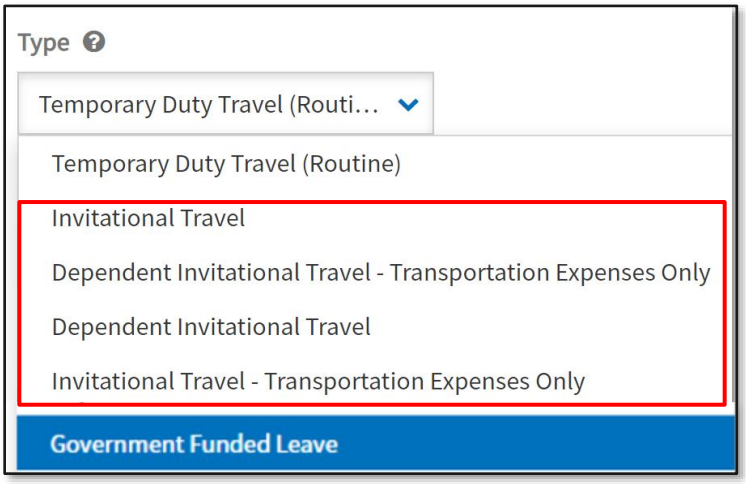



*Figure 2-5: YOUR TRIP DETAILS Screen*

2. Select **Purpose** to see the options (Figure 2-6). Select the correct label to identify the reason for travel. If uncertain of which label to select, then contact the DTA for guidance.

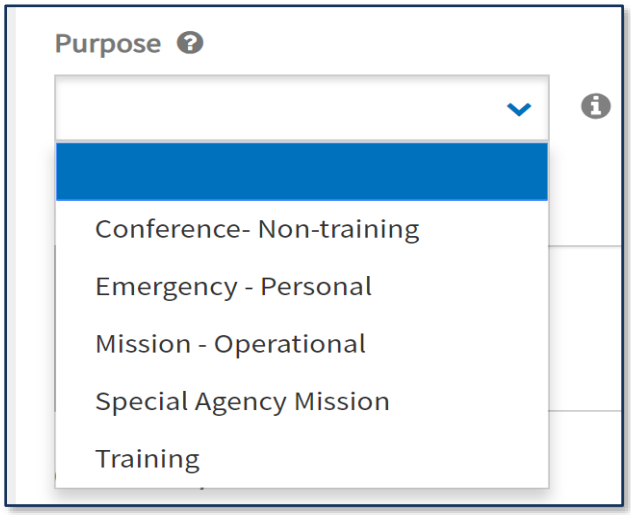



*Figure 2-6: Purpose Screen*

3. Determine if you need to create **Dependent** travel. To include a dependent, select **Add Dependents** to create the required entries. If you don't need to add dependent data, just skip to the **Description** field.

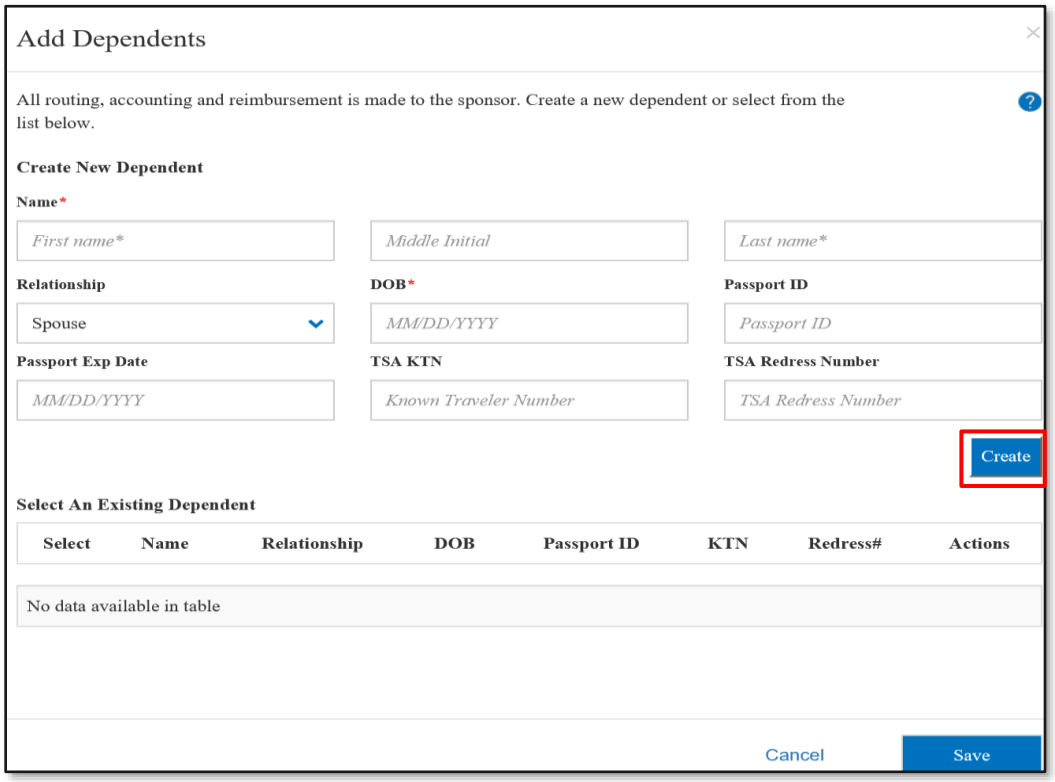



*Figure 2-7: Add Dependents Screen*

- *Create New Dependent* by completing the required fields for **First, Middle Initial** and **Last Name**, **Relationship**, and Date of Birth (**DOB**). **TSA** information is available to add as well as Passport data. To save the entry, select **Create** (Figure 2-7).
- If the individual's information already has a record, then **Select An Existing Dependent** to add the person to the trip (Figure 2-8).
- The available actions for the dependent's record are **edit** and **delete**.

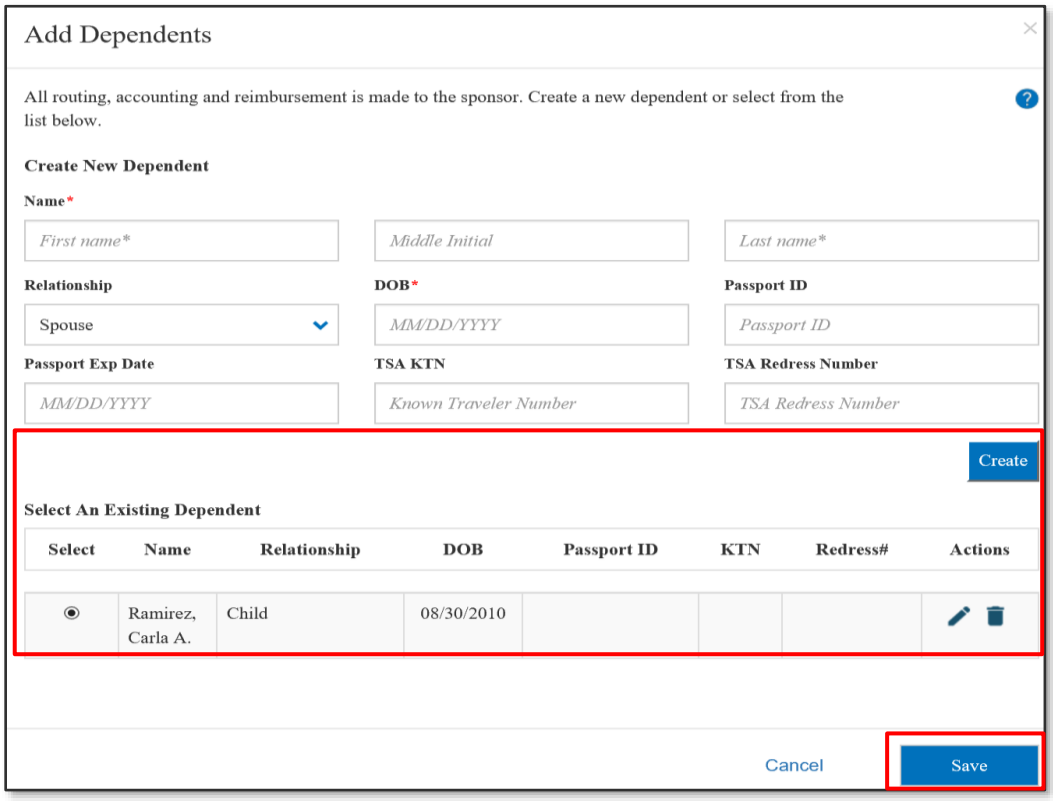



*Figure 2-8: Select an Existing Dependent Screen*

- To record the entry, select **Save.** The information displays under **Dependents** (Figure 2-9)**.**

  **Note 1**: The dependent's information saves to the sponsor's permanent traveler profile.

  **Note 2**: The routing, accounting and reimbursement are all associated to the sponsor's traveler profile. If you add the wrong person, before leaving the itinerary screen, select another trip type such as **Temporary Duty Travel (Routine)** to remove the information. Then to add a dependent to the travel document, reselect the correct trip type and add the person.

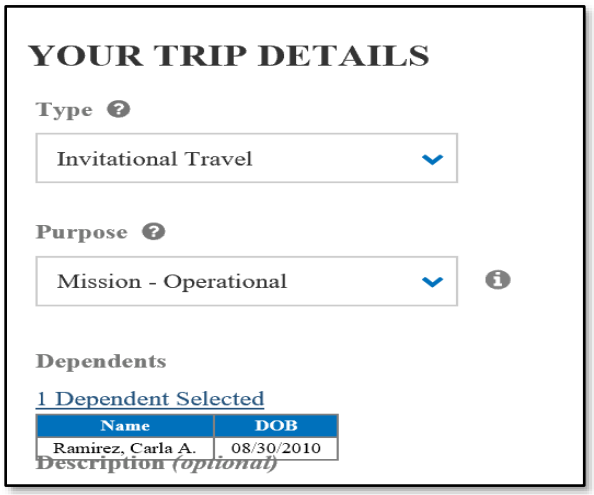



*Figure 2-9: Dependent Added*

4. Enter comments under **Description**, if required by your local business rules.
5. Complete **Conference/Event Name** question (**Yes** or **No**). If the answer is yes, select the name from the drop-down menu. If the name does not appear in the listing, select **Other**.
6. To proceed with creating the document, select **Continue**.

### 2.2.2 Government Funded Leave

The **Government Funded Leave** process begins when travel is required for a DoD military member and their dependents or civilian employee and their family members under certain conditions and when they meet the qualifications. There are limitations, additional documentation may be required, and not all forms of **Government Funded Leave** apply to both military and civilian employees. This travel includes *Funded Environmental and Morale Leave (FEML)*, *Emergency Leave*, *Emergency Visitation Travel (EVT)*, and *Rest & Recuperation (R & R)*.

1. To be eligible for **Government Funded Leave**, a prospective traveler must meet all the requirements stated in *JTR, Chapter 4, 0401* and sub-sections specific to the travel need.
2. The traveler, DTA, or Document Preparer/Travel Clerk uses the standard process to create an authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the JTR.
3. Select the **Trip Type**. Then select **Government Funded Leave** (Figure 2-5, above). The trip type selection drives your allowances and reimbursements.
4. Select the **Purpose.** See Figure 2-6 for the list of trip purposes.
5. Determine if you need to create dependent travel. Select **Add Dependents** to create or add a family member following the steps outlined in 2.2.1. If you don't need to add dependent data, then skip to the **Description** field.
6. (Optional) Enter comments under **Description** to identify the specific type leave travel (e.g., EVT, FEML) based upon your local business rules.
7. Complete **Conference/Event Name** question (**Yes** or **No**). If the answer is yes, select the name from the drop-down menu. If the name does not appear in the listing, select **Other.**
8. To proceed with creating the document, select **Continue.**

# Chapter 3: Authorization Layout & Navigation

Completing the itinerary automatically creates your authorization and page opens in the **Reservations** module. The DTS authorization screens all follow the same general layout, so it makes sense to introduce it before we move on to discuss specific screen contents. Figure 2-10 describes the basic screen layout.

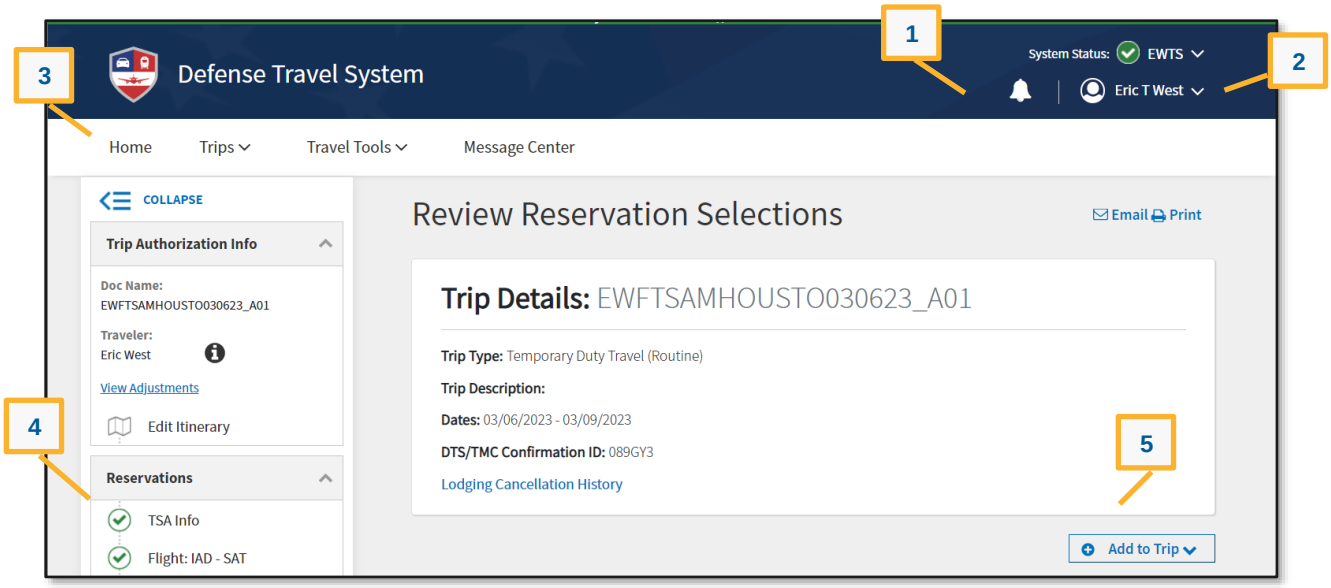



*Figure 2-10: DTS Screen Layout*

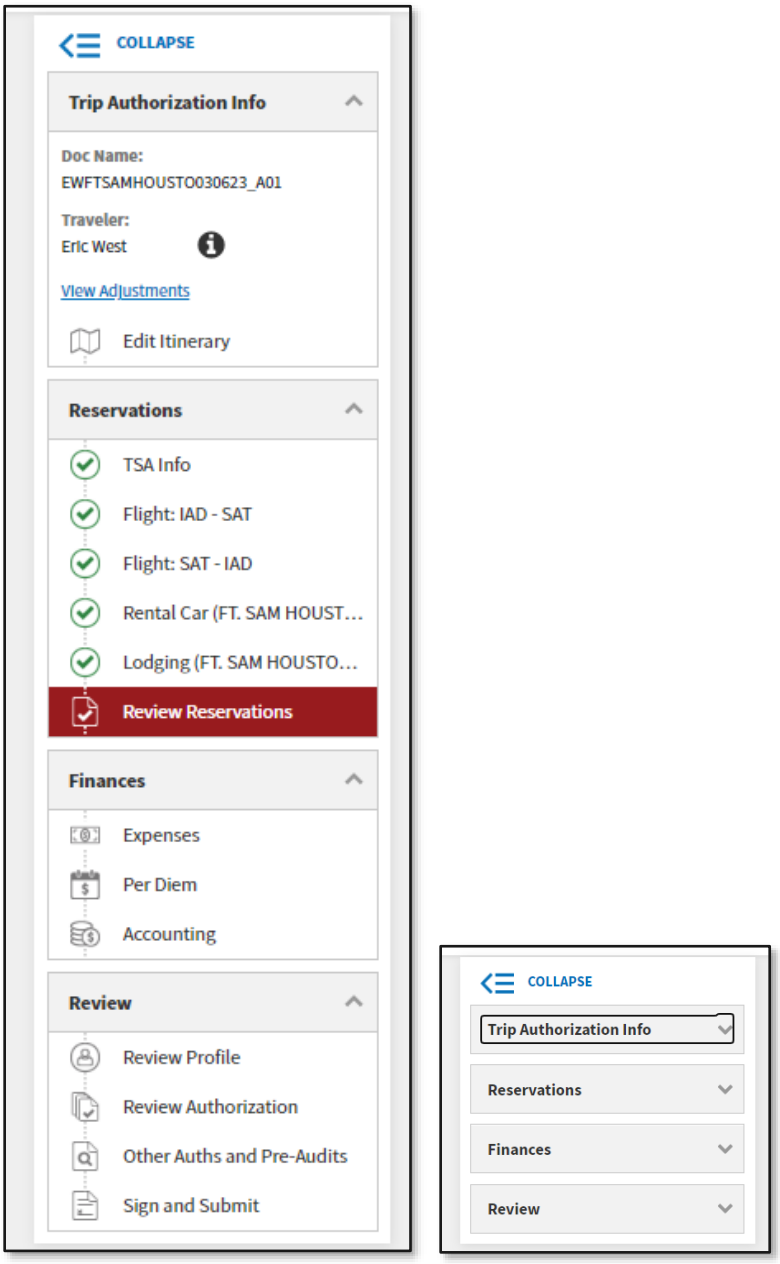
At the top of the document is the header (Figure 2-10, Indicator 1), which contains your login information (Figure 2-10, Indicator 2) on the far right. Beneath the header are the administrative function menus (Figure 2-10, Indicator 3). Beneath the administrative functions are two columns:

- On the left, the **Progress Bar** (Figure 2-10, Indicator 4) displays everything you need to complete before you sign the authorization and serves as a navigation bar. See Section 3.1.
- On the right, the working area (Figure 2-10, Indicator 5) contains the tools to complete your authorization.

## 3.1 The Progress Bar

The **Progress Bar** (Figures 2-11 and 2-12) 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. Figures 2-11 and 2-12 demonstrates the **Progress Bar** fully expanded and fully collapsed.




*Figures 2-11 and 2-12: Progress Bar Fully Expanded and Fully Collapsed*

Use the **Progress Bar** to navigate to the following module screens:

1. **Trip Authorization Info**:
    - **Edit Itinerary**: See Sections 2.1-2.2.
2. **Reservations**:
    - **TSA Info** appears if you require at least one flight. See Section 4.1.
    - Various reservation types (e.g., **Flight**, **Lodging**, and **Rental Car**) appear based on your travel itinerary or later additions. See Sections 4.2 - 4.5.
    - Review Reservations: See Section 4.6.

3. **Finances**:
    - **Expenses**: See Section 5.
    - **Per Diem**: See Section 6.
    - **Accounting**: See Section 7.
4. **Review**:
    - **Review Profile**: See Section 8.1.
    - **Review Authorization**: See Section 8.2.
    - **Other Auths and Pre-Audits**: See Section 8.3.
    - **Sign and Submit**: See Section 8.4.

# Chapter 4: Reservations Module

The **Reservations** module (Figure 2-13) lets you make commercial air, rail, rental car, and lodging reservations. After you save your itinerary, the **Reservations** module automatically opens. You can also re-visit the **Reservations** module at any time by selecting one of the **Reservations** options from the **Progress Bar**.

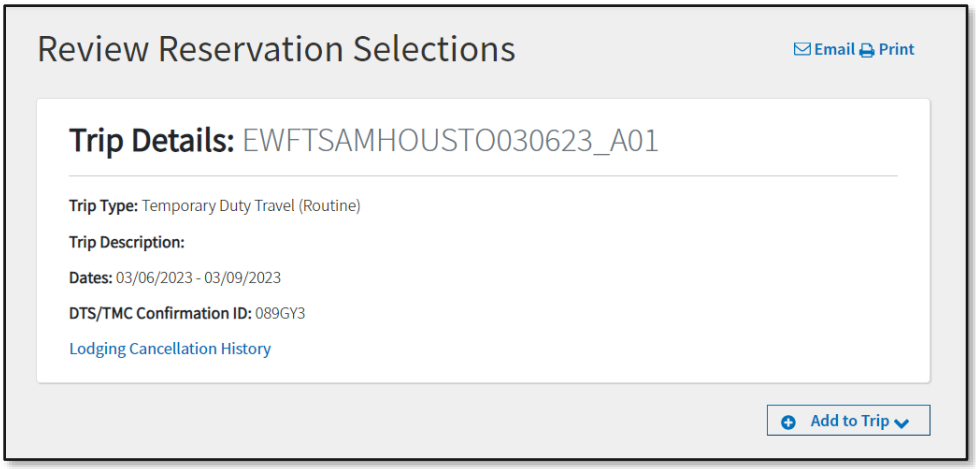



*Figure 2-13: Review Reservation Selections Screen*

## 4.1 Enter TSA Information

If you need air reservations, the **Enter Your TSA** (abbreviation for "Transportation Security Administration") **Info for This Trip** screen (Figure 2-14) displays first. If you do not need air reservations, the screen does not appear.

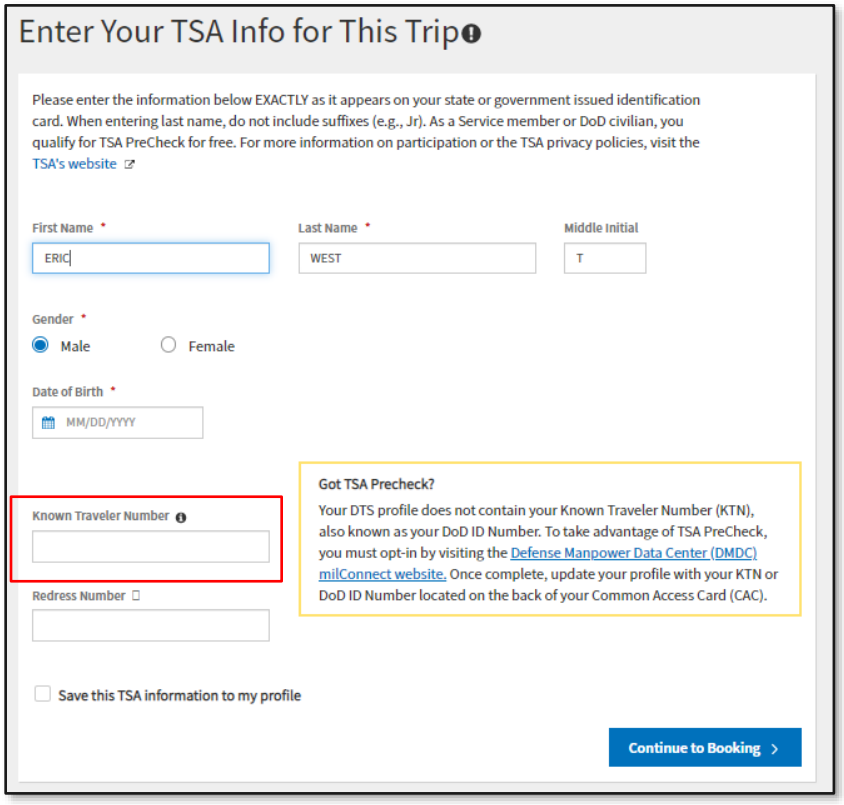



*Figure 2-14: TSA Information Screen*

You must enter your **TSA Secure Flight Information** whenever you request air reservations. It contains the **Secure Flight Personal Data (SFPD)** information that DTS must transmit to the TSA for watch list screening. The fields populate with information from your DTS profile, but you can change them if necessary.

When creating an authorization for a dependent, you must enter the information for the dependent traveler.

**Note:** The TSA PreCheck program offers expedited security screening at participating airports. To use dedicated TSA PreCheck security lanes, enter your **DoD ID number** in the **Known Traveler Number** text box (Figure 2-14) when making air reservations for official travel.

You can open the TSA screen at any time by selecting **TSA Info** from the **Progress Bar**. Table 2-2 explains **TSA Secure Flight** fields.

*Table 2-2*

| TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS | |
|---|---|
| **Field** | **Definition** |
| **First Name, Last Name, Middle Initial** | Enter your name as it appears on the State- or Government-issued identification you will use at airport security. Do not include suffixes (e.g., Jr.). |
| **Gender** | 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. |

1. Enter or update your profile information, if needed.
2. (Optional) Check the **Save this TSA information to my profile** box to update your DTS personal profile. If unselected, the information effects only the current document.
3. Select **Continue to Booking**.

## 4.2 Make Flight Reservations

If you indicated commercial air as a transportation mode when you built your itinerary, DTS automatically searches for appropriate flights and displays the results. At any time, you can add a new air reservation by selecting **Add to Trip** > **Add new flight** on the **Review Reservation Selections** screen (see Section 2.13). To open that screen, select the **Review Reservations** from the **Progress Bar**.

If you need to view an existing air reservation, select the flight option from the **Progress Bar**.

Booking a flight is a three-step process.

1. **Step 1** (Figure 2-15)**:** DTS initially lists available flights with policy-compliant fares at the top, other fares at the bottom, and from least expensive to most expensive. Use a **Select Flight** button (Figure 2-15, Indicator 1) to choose a flight. **Note:** If none of the displayed flights meet your mission, you can change the criteria such as time of day and **Search** again for new flights (Figure 2-15, Indicator 3).

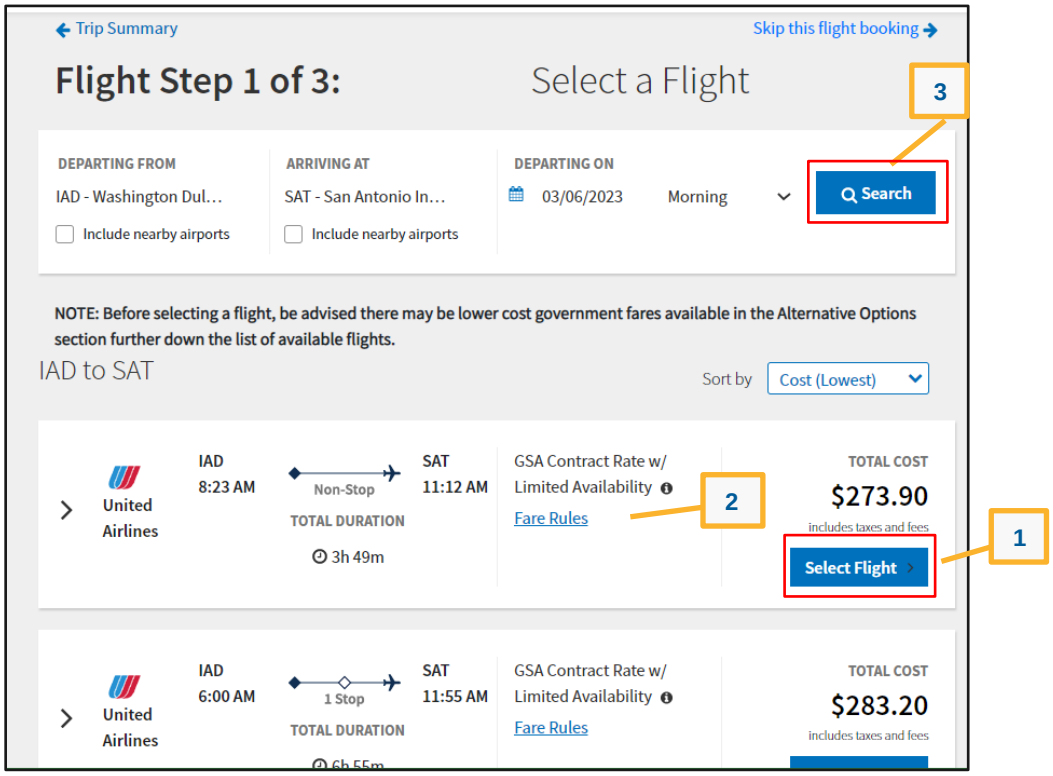



*Figure 2-15: Step 1: Select a Flight*

**Note:** When DTS displays (or when you select) a restricted airfare, DTS provides warnings about the use of restricted airfares in general and details about the selected flight in particular. Some of the information DTS provides includes:

- Showing the fare category as *Restrictions Apply* and highlighting it in yellow.
- Providing information about the restrictions under the **Fare Rules** link (Figure 2-15, Indicator 2).
- Displaying a pop-up to warn you about the possibility of incurring additional fees if your travel plans change.
- Providing similar warnings and information throughout the air reservation process.

For important information about how to handle restricted fares in DTS, see the information papers *Restricted Airfares in DTS* and *Travel Advances when Using Restricted Airfares*.

2. **Step 2** (Figure 2-16)**:** If the airline made a seating chart available, select an available seat (Figure 2-16, Indicator 1) marked in green or a seat type (Figure 2-16, Indicator 2) before selecting **Confirm** to advance to the next screen. **Note:** If you chose a flight with more than one leg, you must do this for all legs.

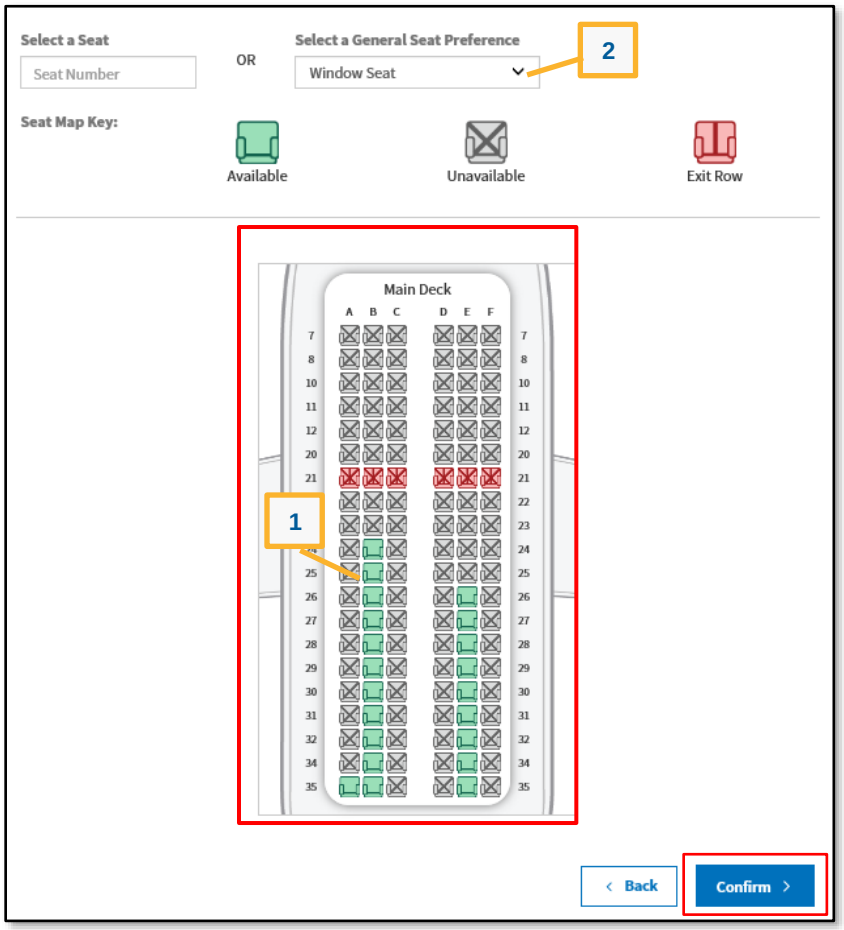



*Figure 2-16: Step 2: Select a Seat*

3. **Step 3** (Figure 2-17)**:** You can make special accommodation requests (Figure 2-17, Indicator 1), enter rewards program information (Figure 2-17, Indicator 2), and change the payment type – say, to show you're paying with a CBA – (Figure 2-17, Indicator 3), before you book your choice (Indicator 4).

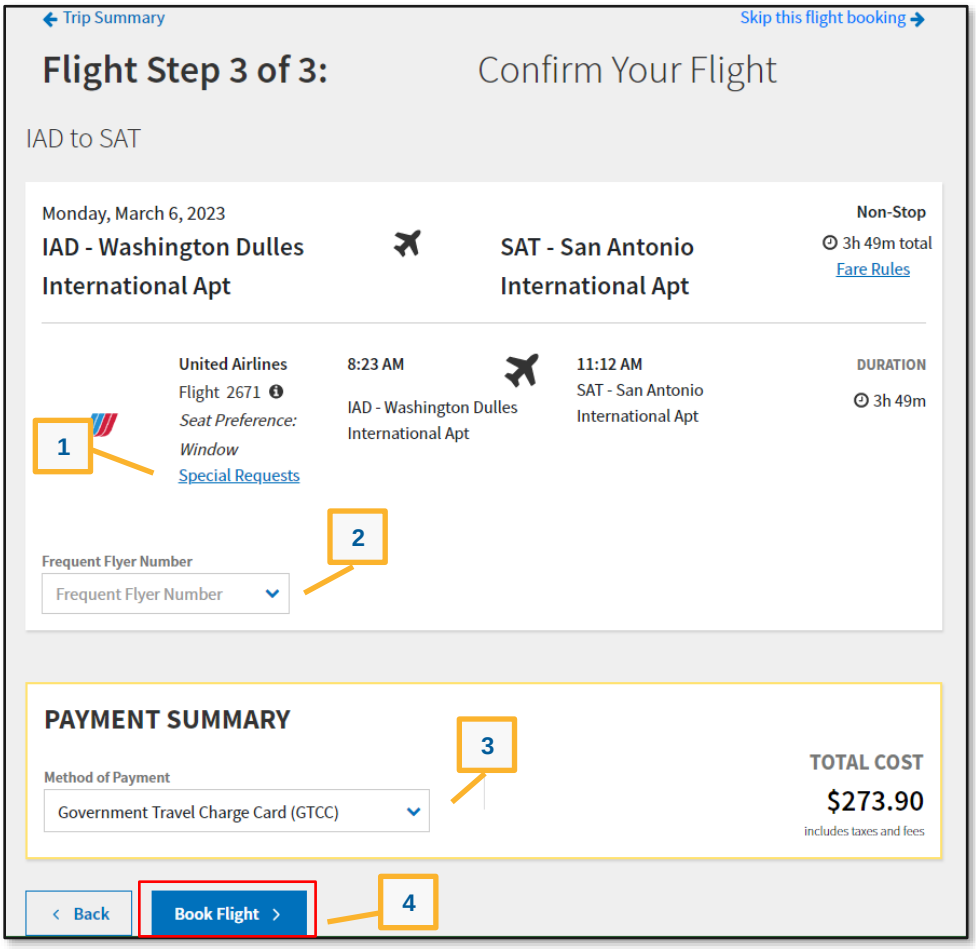



*Figure 2-17: Step 3: Confirm Your Flight*

If you cannot find a flight that meets your mission requirements, you have two options. On the **Select a Flight** screen (Figure 2-15):

- Use the area at the top of the screen (Figure 2-15, Indicator 2) to search for different flights.
- Select the **Request TMC Assistance** link at the bottom of the screen to have the TMC help you find a flight. You may add information to the system-generated comments, but do not alter them.

**Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

DTS provides a **Booking** message when successful, which contains the PNR (passenger name record, sometimes referred to as reservation code). Continue making air reservations until you have booked all flights. **Note**: Be aware that some carriers maintain a separate PNR for their information and don't allow their PNR to be combined with another carrier. For example, if you select *Southwest* for an outbound flight, but select *American* for the return leg, you will have two airfare PNRs. Make sure you have the invoices for both carriers in case you require flight changes and for vouchering purposes. After you select your last flight, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

## 4.3 Make Rail Reservations

If you indicated that you would use commercial rail as a transportation mode when you built your itinerary, DTS automatically searches for trains and displays the search results. At any time, you can add a new rail reservation by selecting **Add to Trip** > **Add new rail** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** from the **Progress Bar**. To view an existing rail reservation, just select the rail option from the **Progress Bar**.

Requesting a train reservation is a two-step process. However, because rail vendors do not post live train availability to DTS, the system can only display a static list of scheduled departures. Therefore, DTS cannot book rail travel directly – you must go through the TMC.

1. **Step 1** (Figure 2-18)**:** DTS lists scheduled trains, initially in departure time order. Use a **Select Train** button (Figure 2-18, Indicator 1) to choose a train.

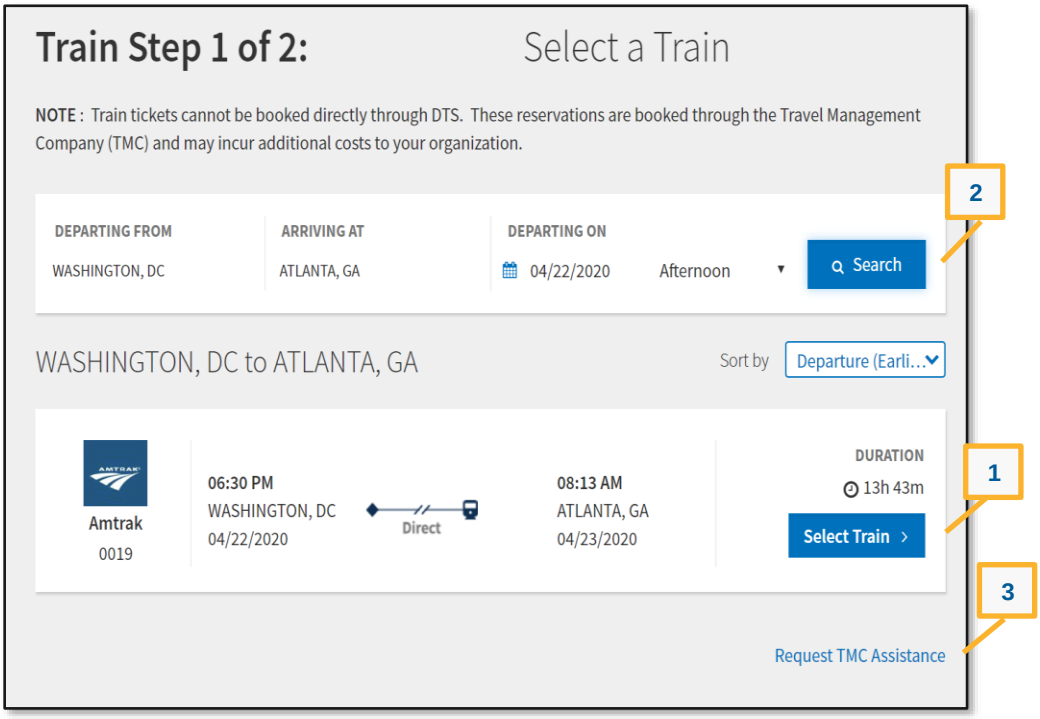



*Figure 2-18: Step 1: Select a Train*

2. **Step 2** (Figure 2-19): You can request a seat preference (Figure 2-19, Indicator 1) and add comments to the TMC (Figure 2-19, Indicator 2; see **Note** below) before you send the request (Figure 2-19, Indicator 3).

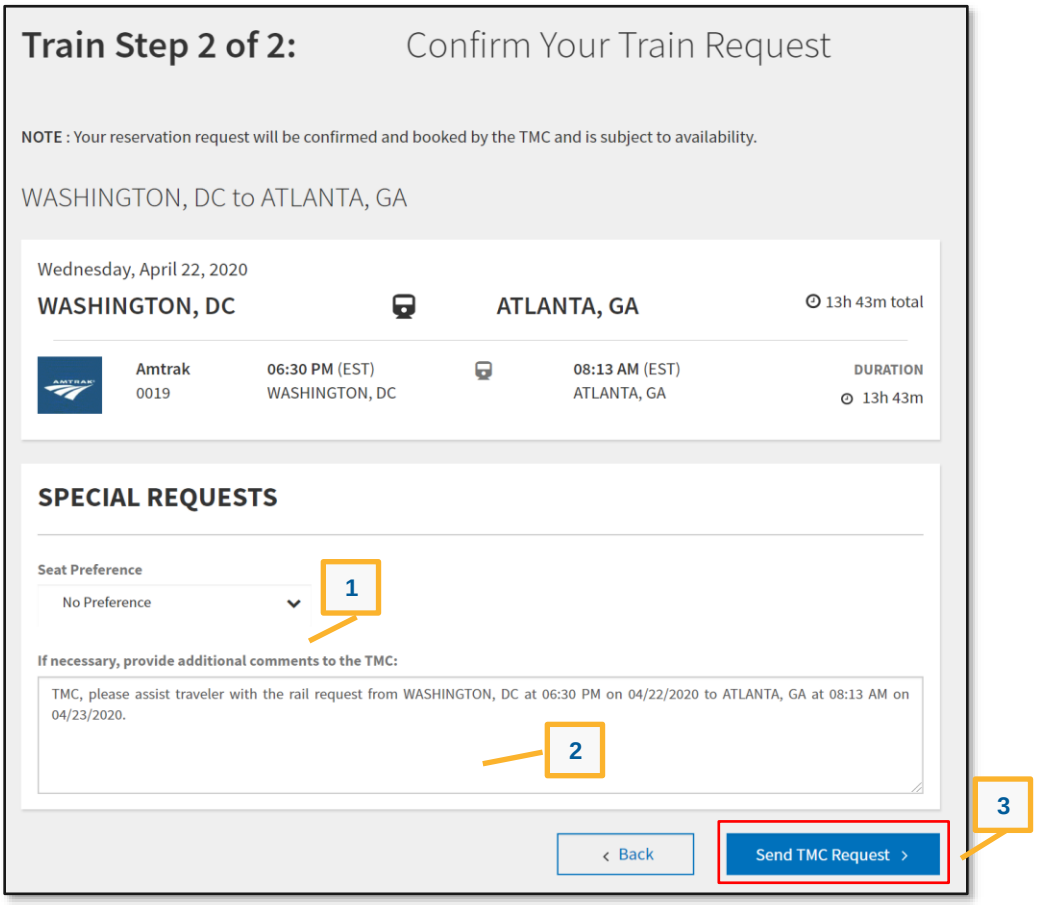



*Figure 2-19: Step 2: Confirm Your Train Request*

**Note:** Because DTS can't make rail travel arrangements directly, when you select a train and seat type, the system emails a reservation request to the TMC. When the TMC makes your rail reservations, DTS will update to display all pertinent information.

If you cannot find a train that meets your mission requirements, you have three options:

1. Use the area at the top of the **Select a Train** screen (Figure 2-18, Indicator 2) to search for different trains.
2. Before you select **Send TMC Request** on the **Confirm Your Train Request** screen (Figure 2-19), include comments to the TMC to help them find a train that better suits your mission needs. You may add information to the system-generated comments, but do not alter them.
3. Select the **Request TMC Assistance** link at the bottom of the **Select a Train** screen (Figure 2-18, Indicator 3) to have the TMC help you find a train. You may add information to the system-generated comments, but do not alter them. **Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue until you have requested reservations for all trains. After you send your last train request, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

## 4.4 Make Rental Car Reservations

If you indicated a rental car as a transportation mode (either en route or in-and-around) when you built your itinerary, DTS automatically searches for vendors participating in the **U.S Government Rental Car Program** and only displays those search results. At any time, you can add a new rental car reservation by selecting **Add to Trip** > **Add new rental car** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** from the **Progress Bar**. If you need to view an existing rental car reservation, select the rental car option from the **Progress Bar**.

Booking a rental car is a two-step process.

1. **Step 1** (Figure 2-20): DTS initially lists available rental cars from least expensive to most expensive. If you require a one-way rental or an en route rental, select **Advanced Options** (Figure 2-20, Indicator 1), check the appropriate boxes, and select **Search** (Figure 2-20, Indicator 2) to generate a new list of available vehicles. Use a **Select Car** button (Figure 2-20, Indicator 3) to choose a vehicle.

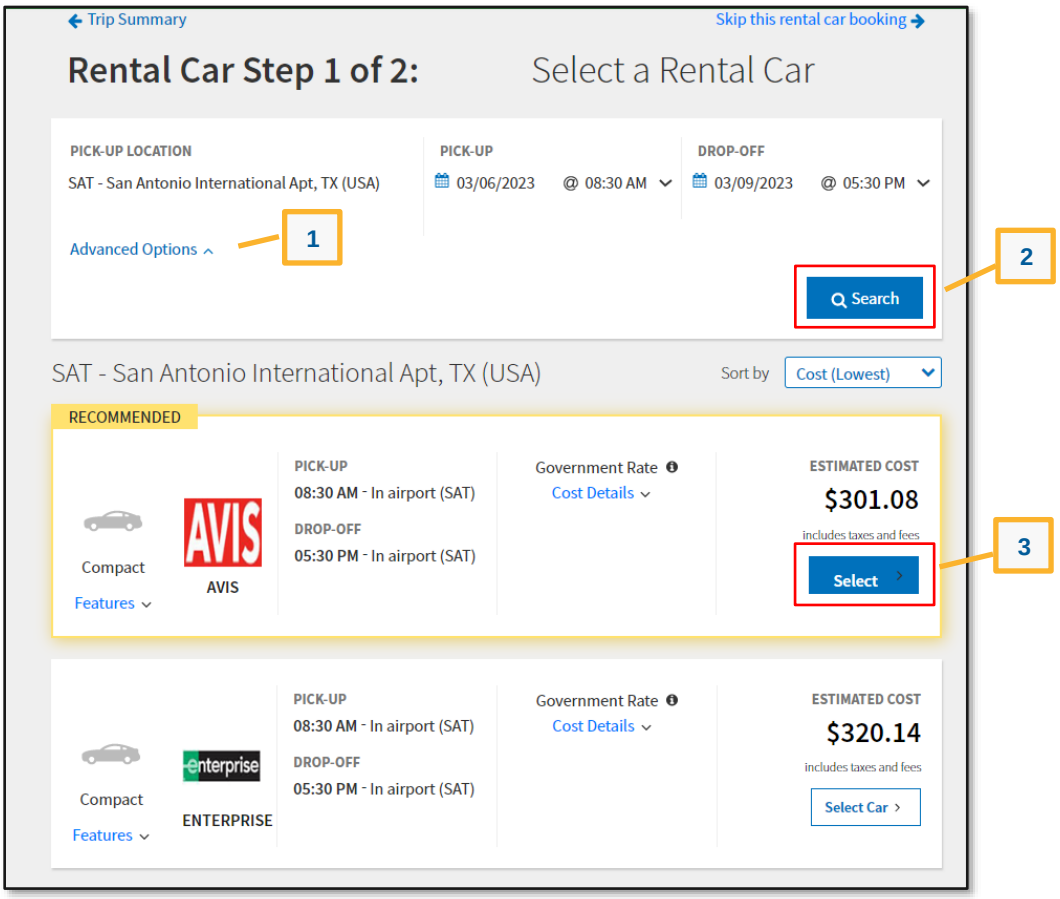



*Figure 2-20: Step 1: Select a Rental Car*

2. **Step 2** (Figure 2-21): You can enter rewards program information (Figure 2-21, Indicator 1), make special accommodation requests (Figure 2-21, Indicator 2), and change the payment type (Figure 2-21, Indicator 3), before you select **Book Car** (Figure 2-21, Indicator 4).

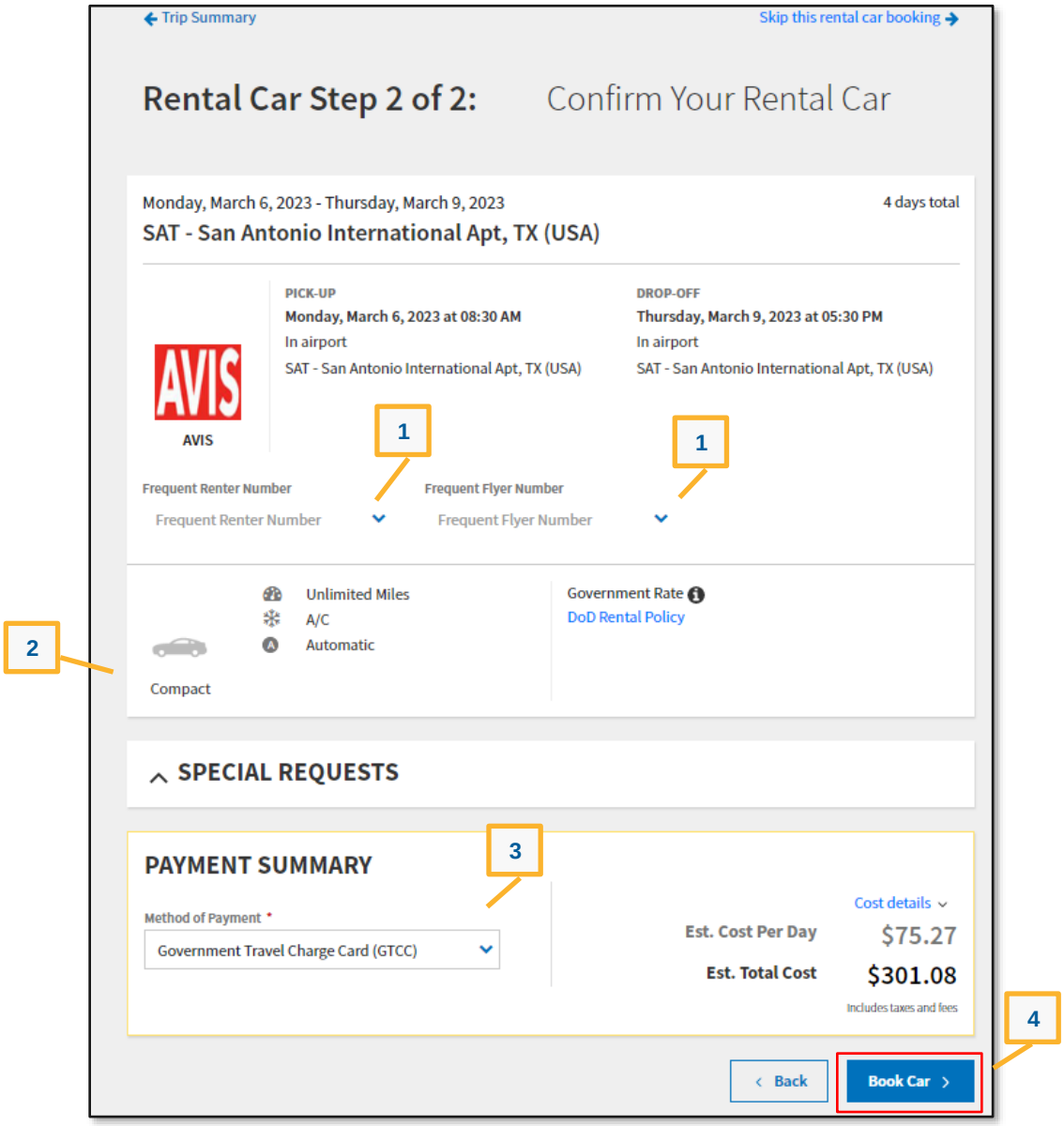



*Figure 2-21: Step 2: Confirm Your Rental Car*

On the **Select a Rental Car** screen (Figure 2-20):

1. When you need a different **Pick Up Location**, switch information on the screen (Figure 2-20, Indicator 2), and select **Search** to find rental cars.
2. Select **Request TMC Assistance** link at the bottom of the 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.

**Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

DTS provides a **Booking** message when successful containing the PNR. Continue making rental car reservations until you have booked all cars. After you select your last vehicle, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

## 4.5 Make Lodging Reservations

If you selected either a **> 12 - 24 Hours – With Lodging** or a **Multi-Day** trip duration of when you built your itinerary, DTS automatically searches for policy-compliant lodging options and displays the search results.

At any time, you can add a lodging reservation to your trip by selecting **Add to Trip** > **Add new lodging** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** on the **Progress Bar**.

If you need to view an existing lodging reservation, select the lodging option from the **Progress Bar**.

DTS initially displays only the lodging type that meets JTR directives (which depends on who you are and where you're going). You may **Search** to display others as needed. Options include, in the order displayed:

- DoD Lodging
- Government Privatized Lodging
- DoD Preferred Commercial Lodging
- Available Options (i.e., all other commercial lodging)

If a directed lodging type has no availability, DTS informs you and offers other options.

Here is what you can do in **Lodging** Reservations.

1. On the **Select Lodging** Screen, (Figure 2-22), DTS displays:
    - **Search By**: TDY Location, Location, and Airport (Figure 2-22, Indicator 1).
    - **Check in/Check out** (one field for both dates) (Figure 2-22, Indicator 2).
    - **Search** (Figure 2-22, Indicator 3).
    - **View Map** feature (Figure 2-22, Indicator 4).
    - **Filters** feature (Figure 2-22, Indicator 5).
    - Lodging options (based upon TDY Location), divided by category and listed from least expensive to most expensive (Figure 2-22, Indicator 6).
    - **Sort By** to change the order of the lodging listing (Figure 2-22, Indicator 7).
    - Request T**MC Assistance** (bottom of the screen – Figure 2-22, Indicator 8).

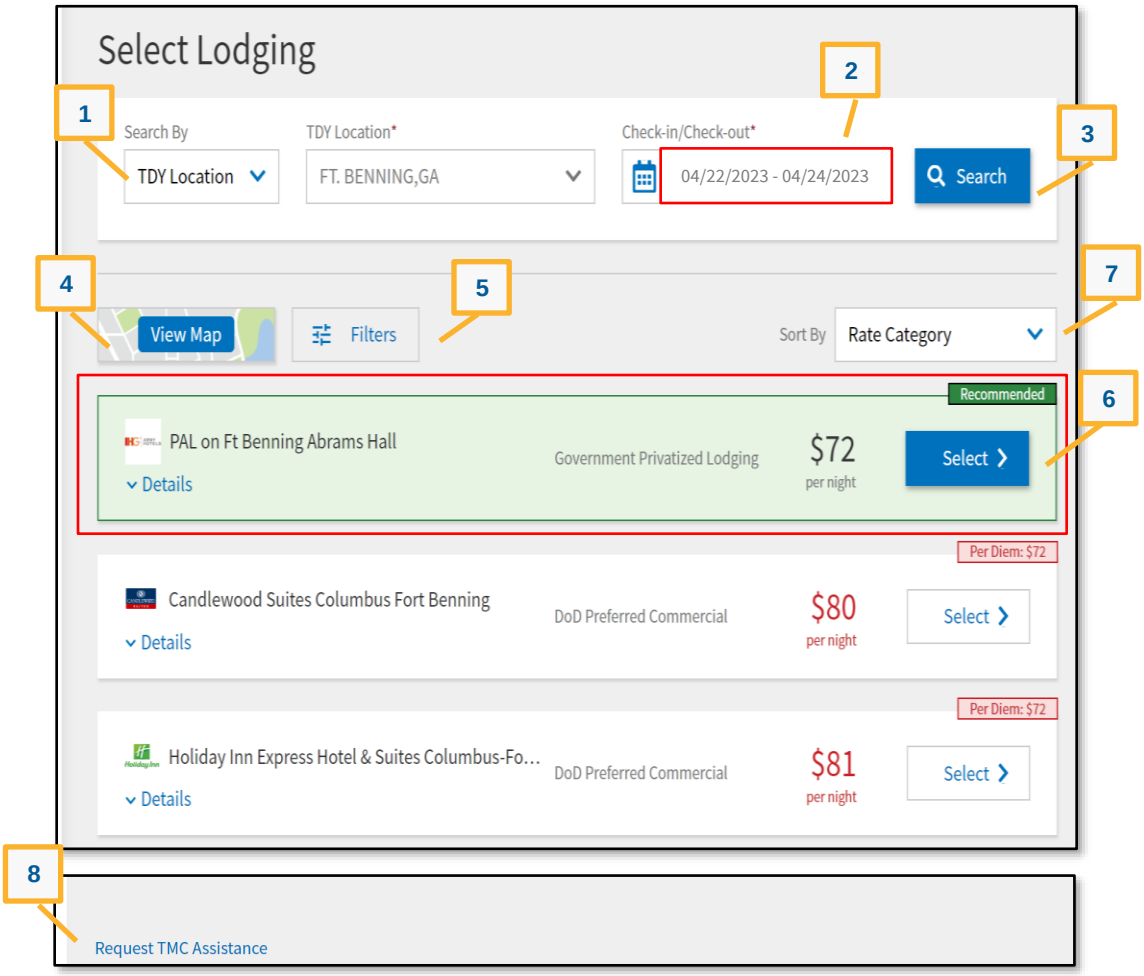



*Figure 2-22: Select Lodging Screen*

2. (Optional) Select **View Map** to determine lodging facilities in relation to the TDY Location, Location, or Airport (Figure 2-22, Indicator 4). View the following details below (Figures 2-23 through 2-25) or you can skip the **View Map** section, going directly to Number 3 for the different lodging options.

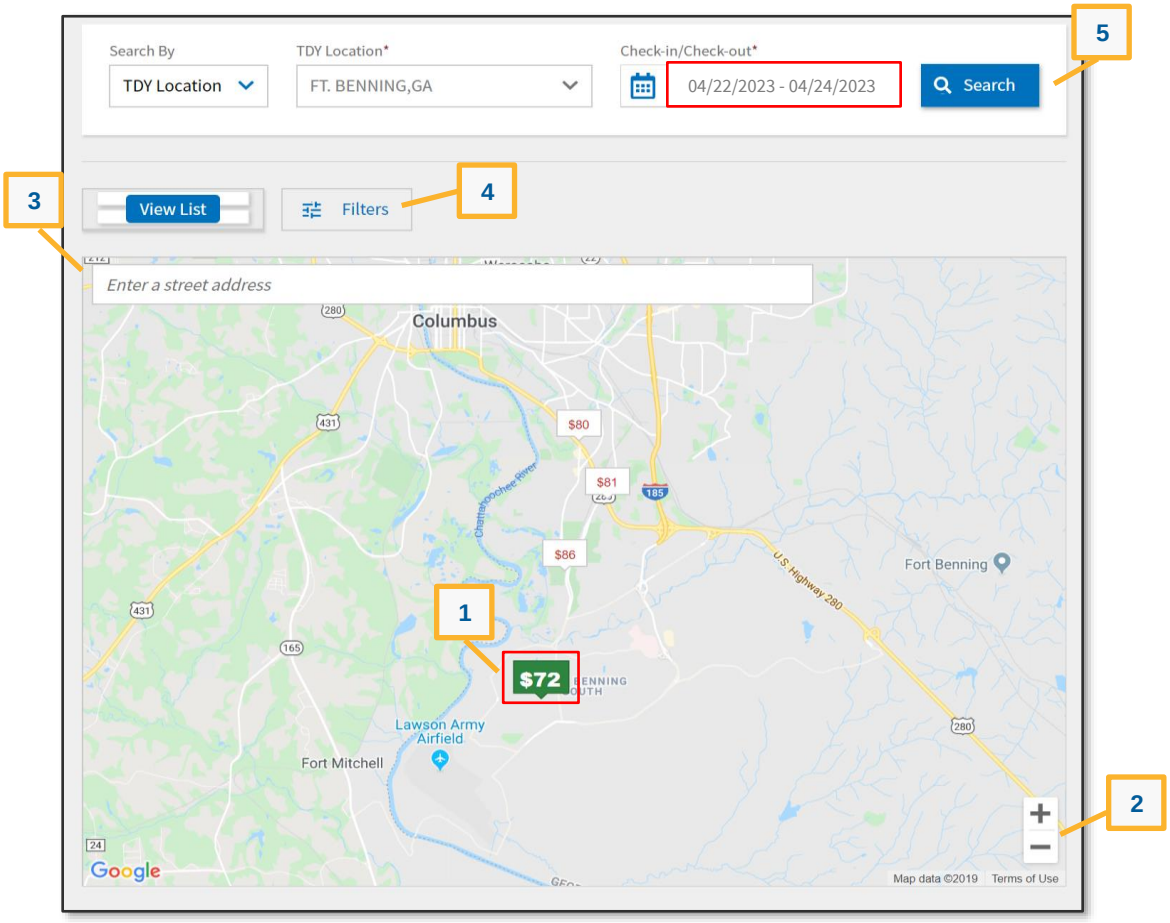



*Figure 2-23: View Map*

- From here, you can select a rate box (Figure 2-23, Indicator 1), zoom in (**+**) or zoom out (**-**) (Figure 2-23, Indicator 2), **Enter a street address** (Figure 2-23, Indicator 3), select **Filters** (Figure 2-23, Indicator 4), or use **Search By** to change options and **Search** (Figure 2-23, Indicator 5) to locate a hotel.
- Select a rate box (Figure 2-23, Indicator 1) to display the hotel details box – name, type of lodging, address, phone number and direct link to the hotel's website (Figure 24, Indicators 1 and 2). If the hotel is a preferred property, it's flagged in green with a **Recommended** notation (Figure 2-24, Indicator 1). If the hotel is over per diem the cost is in red (Figure 2-24, Indicator 2). Select the **X** in the top corner of the pop-up to close the rate. You can select other rate boxes, to view hotel details.

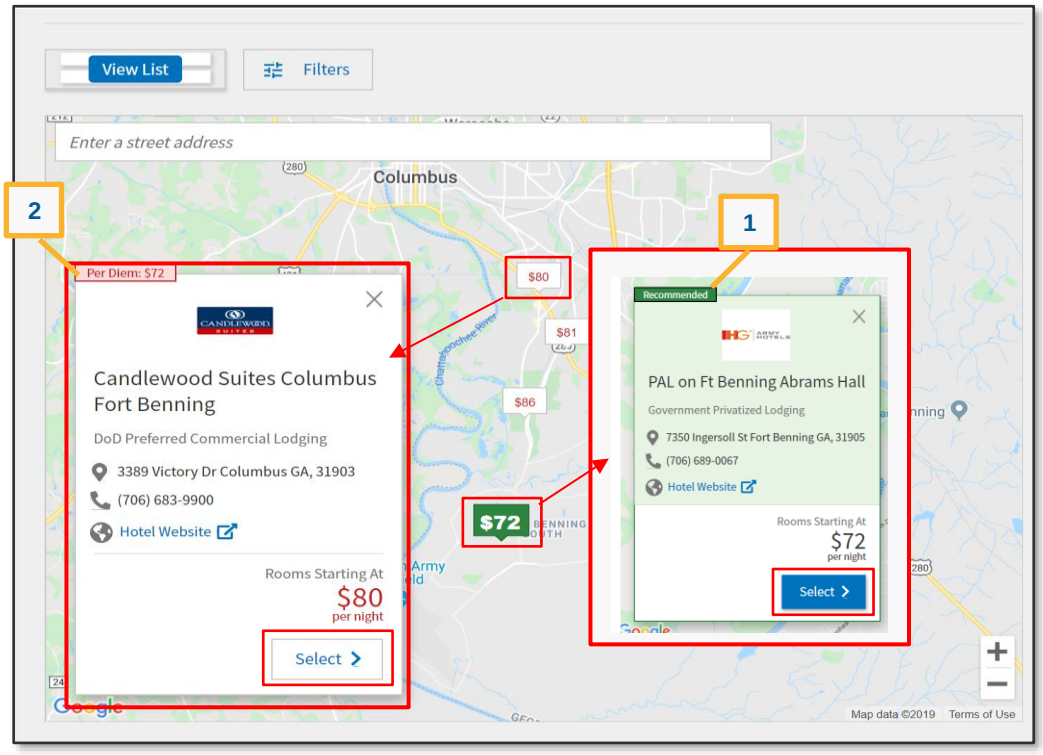



*Figure 2-24: Hotel Details Window*

- If you want to see more, choose **Select** in the rate box. If the per diem is over per diem, DTS provides a **Confirmation Selection** message, requiring action. If it's at or below per diem, the **Select Room** page opens (Figure 2-25). Scroll down the page to view room types and rates. **Room Details** allows you to view even more information. Select the room for a lodging selection or **Return to search results** for another lodging choice.
- **Note:** Another hotel search option is by **Filters** (Figure 2-23)**.** This option allows you to refine further the search for a lodging property. Select **Filters** (Figure 2-23, Indicator 4). A **Filter** pop-up window appears with **Rate Category**, **Location**, **Distance dropdown**, and **Lodging Name**. Enter your information and select **Filter Results**. If the property is located, a detailed map appears on the right side of the screen. If the search returns no results, DTS informs you to clear all filters and search for lodging again.

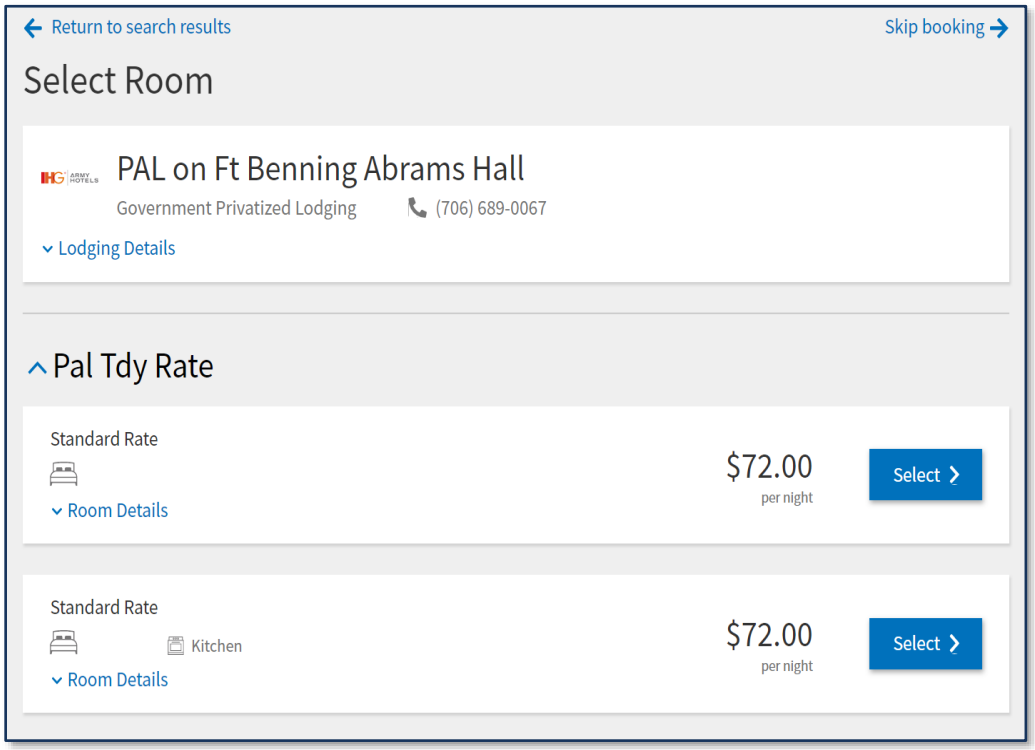



*Figure 2-25: Select Room Screen*

3. Based upon the TDY location, DTS displays lodging options which can include:

- **DoD Lodging** if available displays at the top of the list and DTS flags as **Recommended**. **DoD Lodging** provides **Advanced Options** (Figure 2-26a) allowing you to add more information to search lodging.

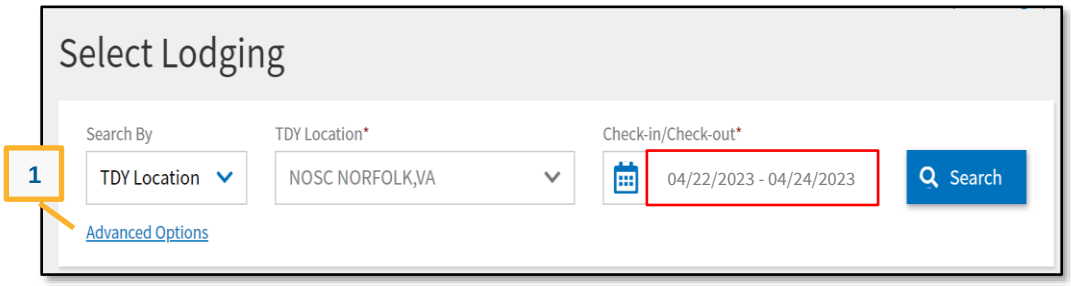



*Figure 2-26a: Advanced Options*

- (Optional) Select the **Advanced Options** link (Figure 2-26a, Indicator 1) and the widow opens (Figure 2-26b) allowing you to add:
  - A **Group ID** number.
  - The **Number of Adults** (up to 4) and **Number of Children** (up to 9) who need to lodge at the same facility.
  - **Apply** the criteria you just entered.

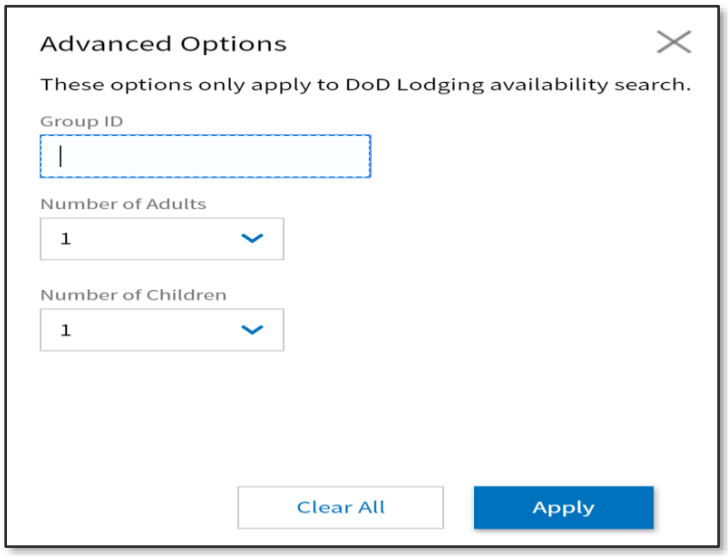



*Figure 2-26b: Advanced Options - Details*

- Review the list and either make a lodging selection or search again.
- If there is no availability for DoD Lodging, you receive a Certificate of non-availability (CNA) (Figure 2-27). Review other lodging choices and then select **Book** to solidify your hotel reservation.

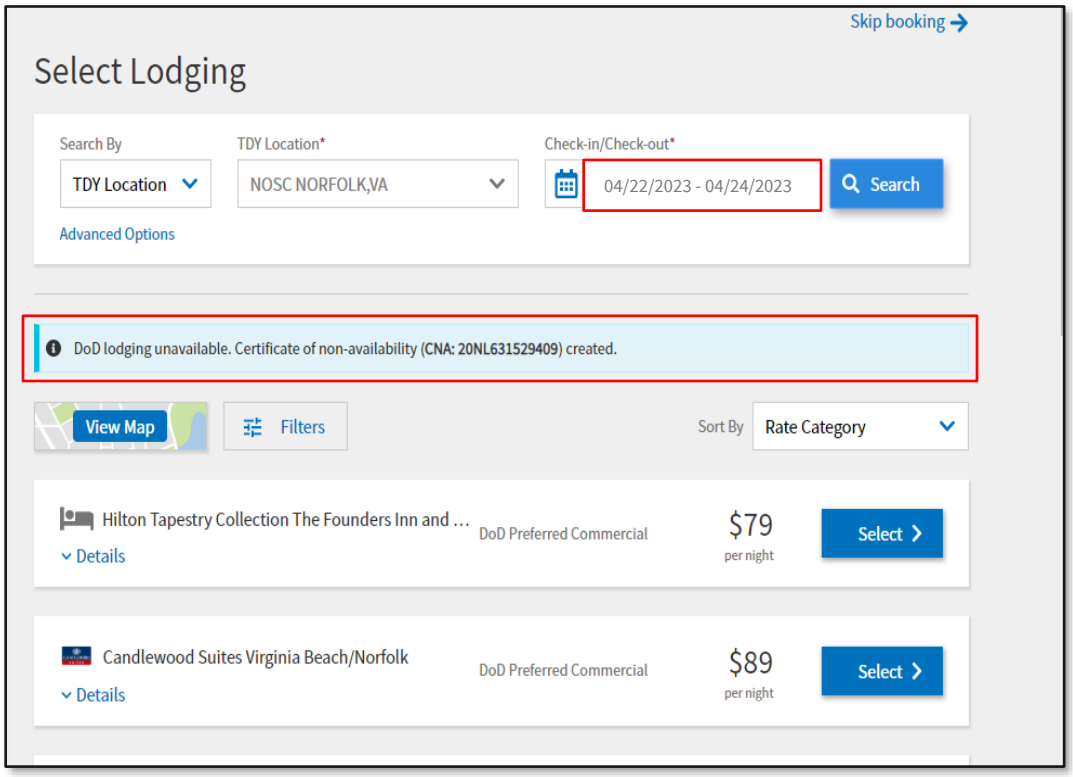



*Figure 2-27: DoD Lodging – CNA Display*

- **Government Privatized Lodging** if available appears at the top of **Select Lodging** and DTS flags as **Recommended** (Figure 2-28).

- For each listed property, there is a **Details** link (Figure 2-28, Indicator 1). With the **Details** displayed, select **Info** to view the hotel's name, location on Google Maps, address, phone and fax numbers, and website link. **Policy** provides the hotel's cancellation rules, methods of payment, property description, etc. (Figure 2-29).

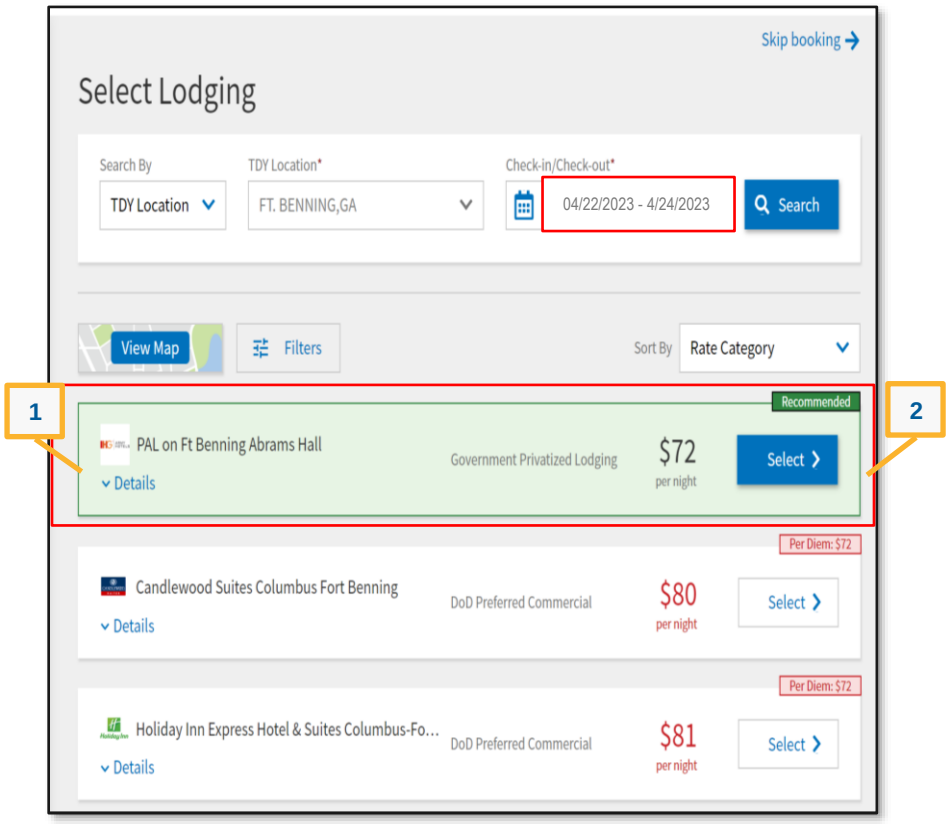



*Figure 2-28: Government Privatized Lodging Property*

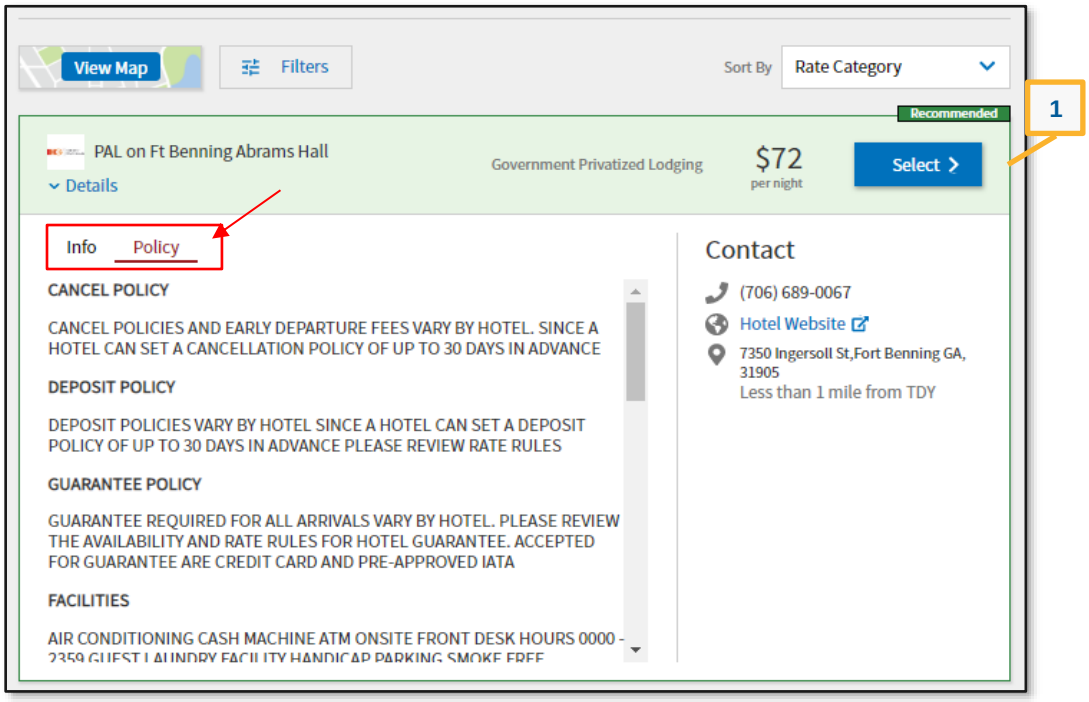



*Figure 2-29: Details - Info and Policy Screen*

- For the directed lodging, choose **Select** on the lodging row (Figure 2-28, Indicator 2 and Figure 2-29, Indicator 1). A window opens and DTS displays the room rate and type (Figure 2-30).

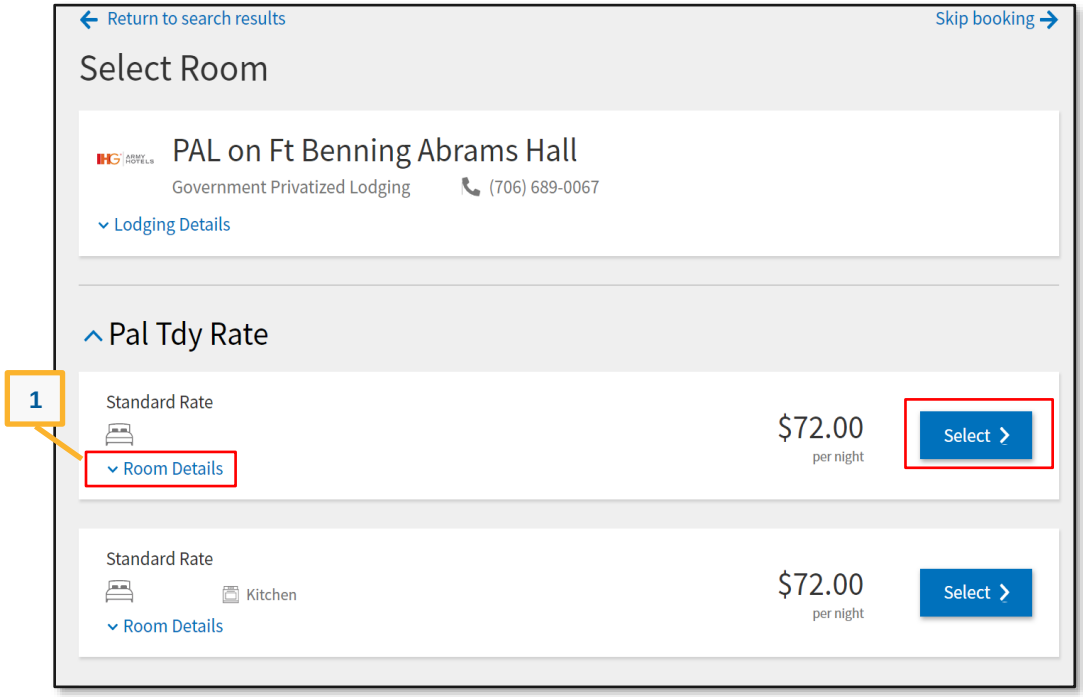



*Figure 2-30: Select Room Screen*

- The **Room Details** provides cancellation and other room specific data (Figure 2-30, Indicator 1).
- Choose **Select** to book the room. DTS displays the **Confirm Lodging** screen (Figure 2-31).

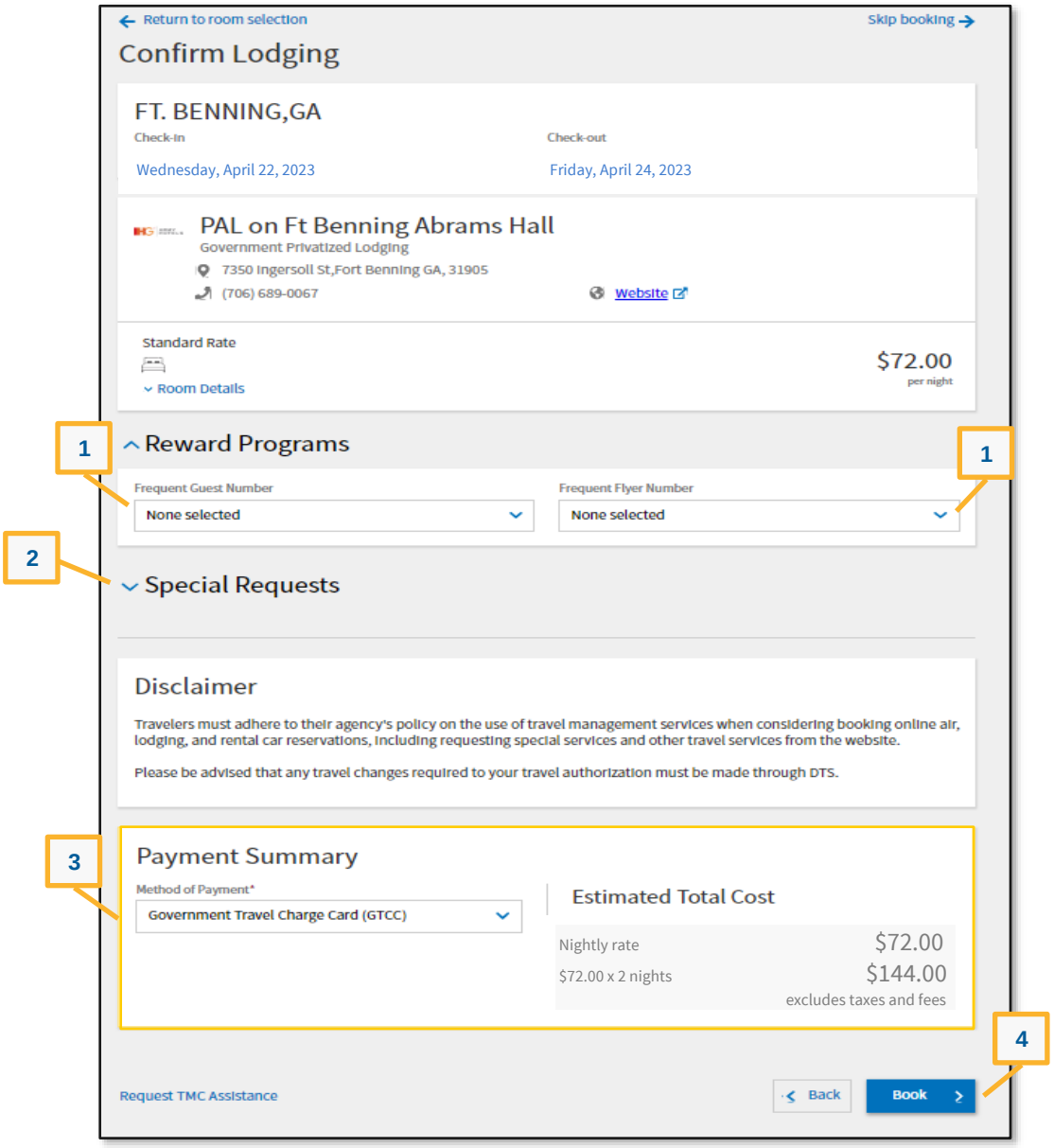



*Figure 2-31: Confirm Lodging Screen*

- On the **Confirm Lodging** screen (Figure 2-31), you access **Rewards Programs** to enter new account information (Figure 2-31, Indicator 1), add **Special Requests** (Figure 2-31, Indicator 2), **View Payment Summary** including **Method of Payment** (Figure 2-31, Indicator 3). Select **Book** to make the lodging reservation (Figure 2-31, Indicator 4).
- If you choose to decline directed lodging, select another lodging type (Commercial) instead, DTS displays a pop-up message (Figure 2-32).

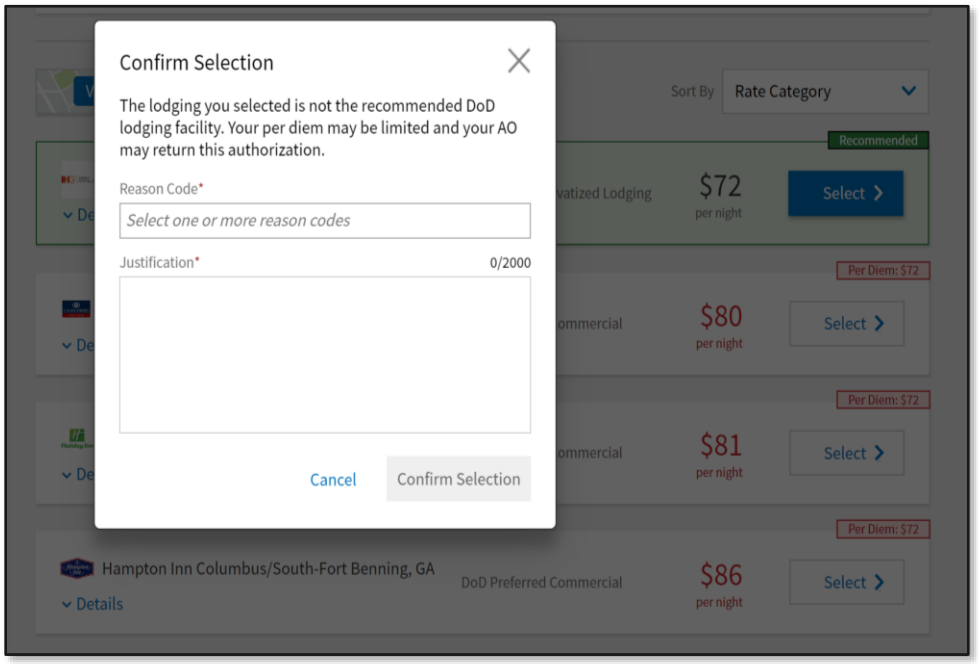



*Figure 2-32: Confirm Selection (Other than DoD lodging) Screen*

- The **Confirm Selection** message informs you that your pick may result in per diem limitation. On this screen, you must select a **Reason Code** and enter a **Justification** for non-use of directed lodging (Figure 2-33). Once you complete your actions, select **Confirm Selection**.

  **Note**: The **Reason Code** selection and manually entered Justifications transfer under **Other Auths and Pre Audit**.

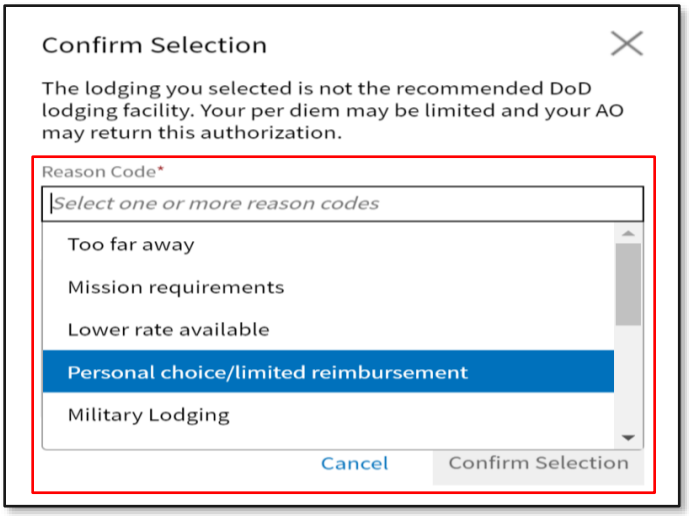



*Figure 2-33: Confirm Selection - Reason Code Screen*

- The **Select Room** page opens. **Per Diem** when over the established limit, displays in *red* along with the room rate (Figure 2-34).

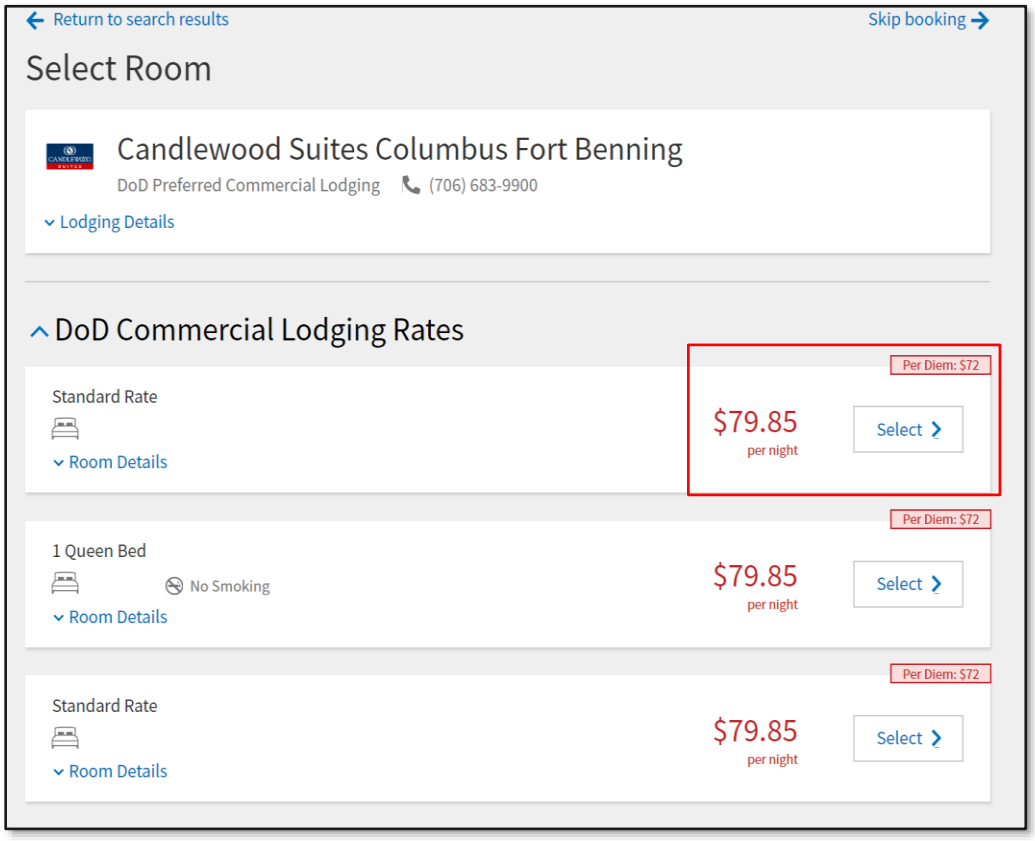



*Figure 2-34: Select Room – (over per diem) Screen*

- A **Confirm Selection** widow opens. Select **Confirm Selection** to advance (Figure 2-35).

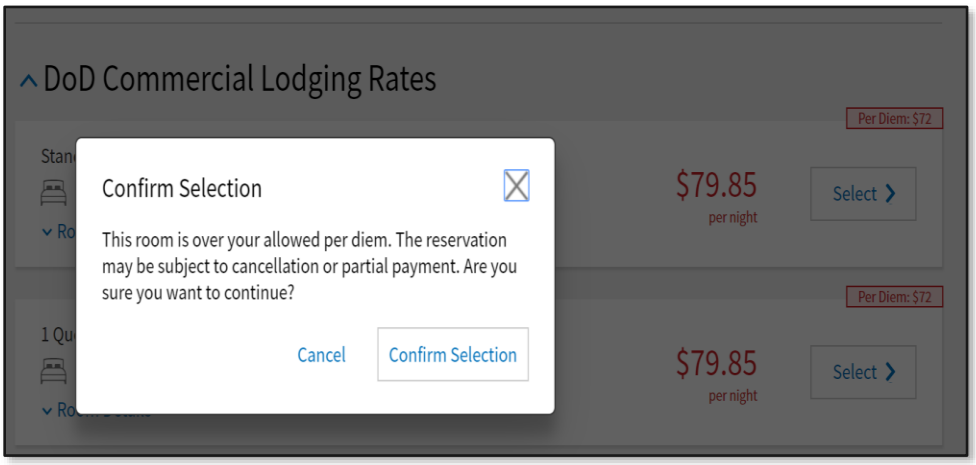



*Figure 2-35: Confirm Selection Screen*

- The **Confirm Lodging** screen displays (Figure 2-36). Review all information and scroll to the bottom of the page to **Book** the hotel.

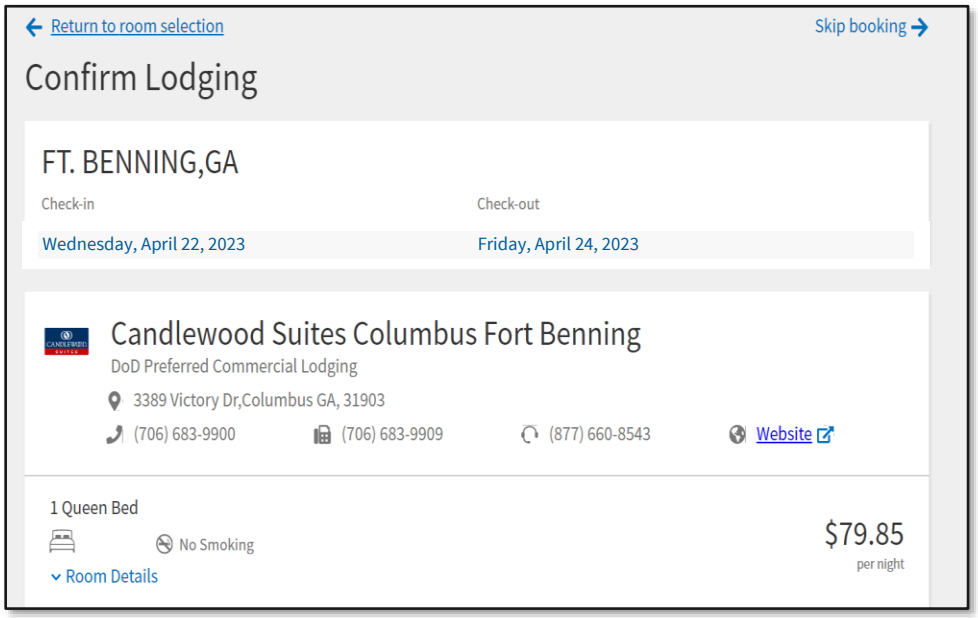



*Figure 2-36: Confirm Lodging Screen*

- **DoD Preferred Commercial Lodging or Commercial Lodging** appears on the **Select Lodging** screen (Figure 2-37). **Note:** This example is a TDY location without DoD Lodging or Government Privatized Lodging.
  - **Details** link is available for each listed property (Figure 2-37, Indicator 1). Select **Info** to view the hotel's name, location on Google Maps, address, phone and fax numbers, and website link. Use the **Policy** link to see the hotel's cancellation rules, methods of payment, property description, etc.
  - Room rates at or below per diem appear at the top of the hotel listing.
  - (Optional) View lodging locations using the **View Map** or **Filters** features (Figure 2-37, Indicator 2):
    - Policy compliant lodging displays in a **green** or **blue** rate box.
    - Non-compliant lodging (over per diem) displays in a white rate box.

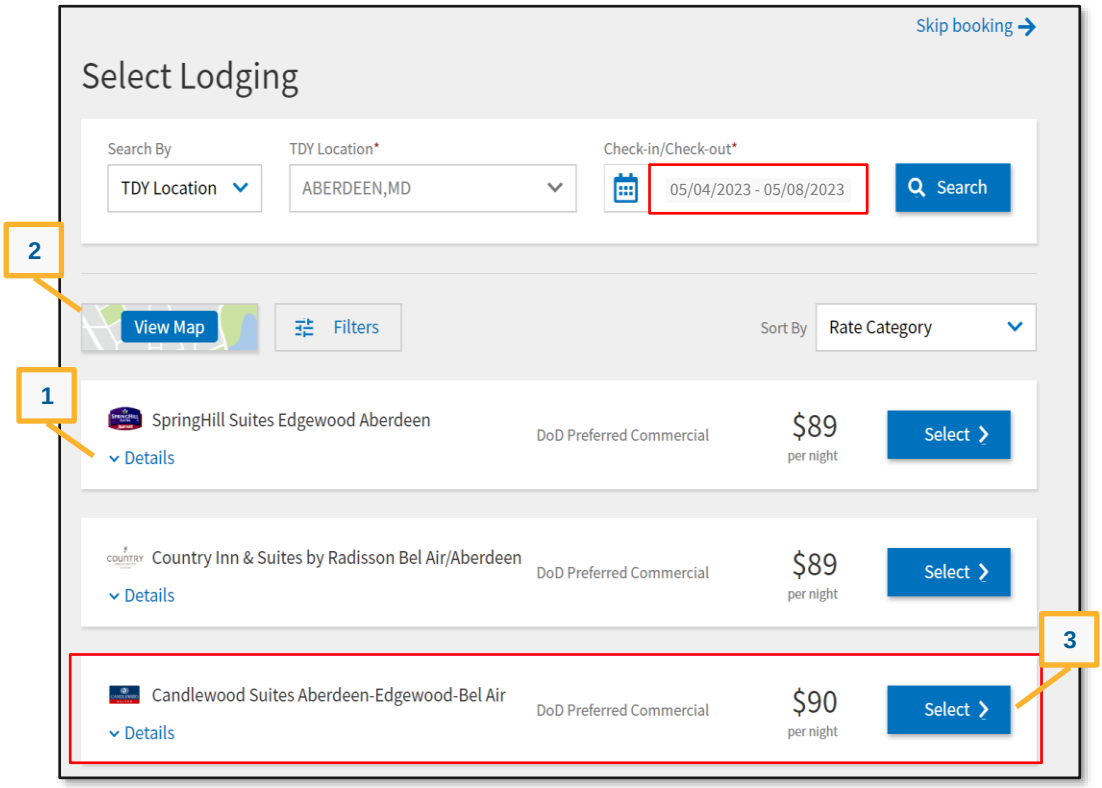



*Figure 2-37: Select Lodging – Commercial Lodging Screen*

- Choose **Select** for the specific hotel (Figure 2-37, Indicator 3). The **Select Room** page appears (Figure 2-38).

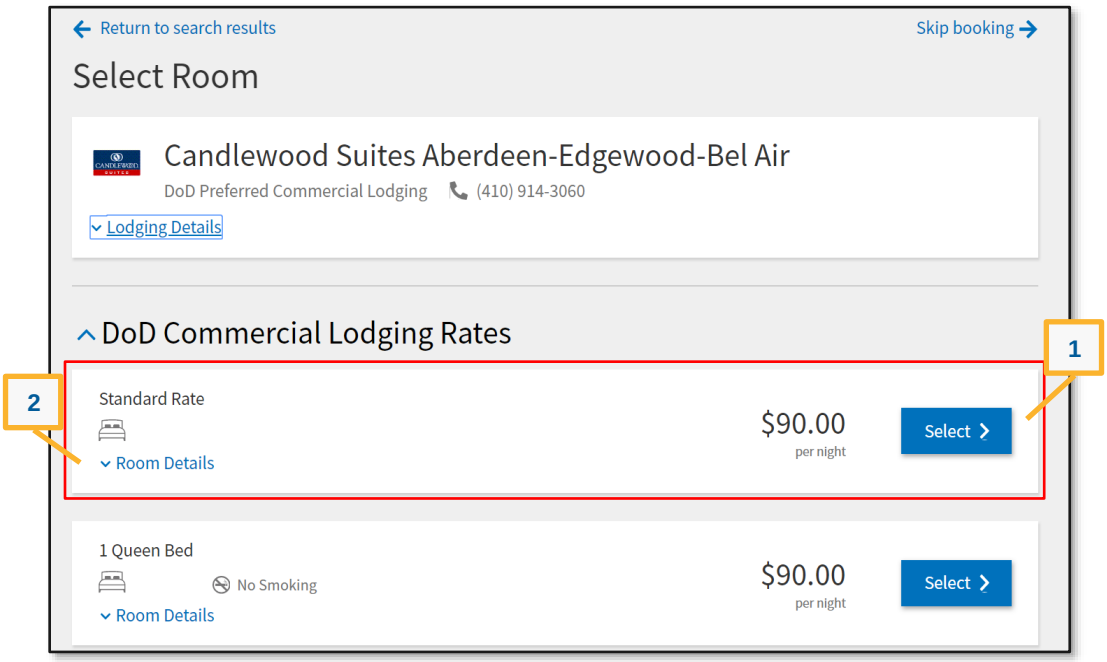



*Figure 2-38: Select Room Screen - Commercial Lodging Screen*

**Note:** If the room rate is over per diem, the cost displays in red**.** A **Confirm Selection** message appears when over per diem requiring action. You must select **Confirm Selection** to advance.

- Select **Room Details** for specific cancellation information (Figure 2-38, Indicator 2).
- Choose **Select** to reserve the room type (Figure 2-38, Indicator 1). The **Confirm Lodging** screen opens (Figure 2-39).
- On the **Confirm Lodging** screen, you can access **Rewards Program, Special Requests**, and change the **Method of Payment** if necessary.

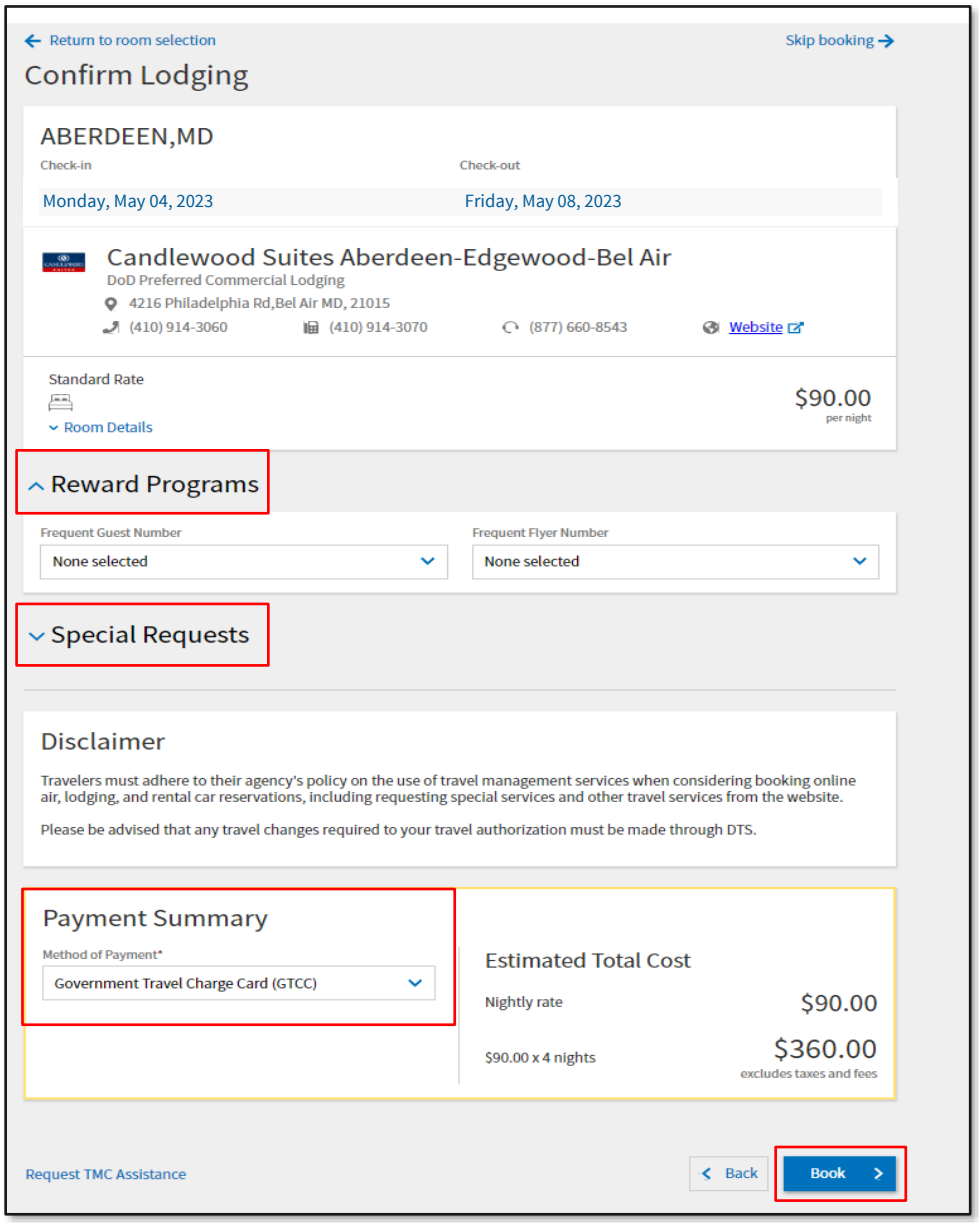



*Figure 2-39: Confirm Lodging Screen*

- Review all information and scroll to the bottom of the page, select **Book** for the hotel.

**Note:** If you cannot locate accommodations that meet your mission requirements, you do have options on the **Select Lodging** screen.

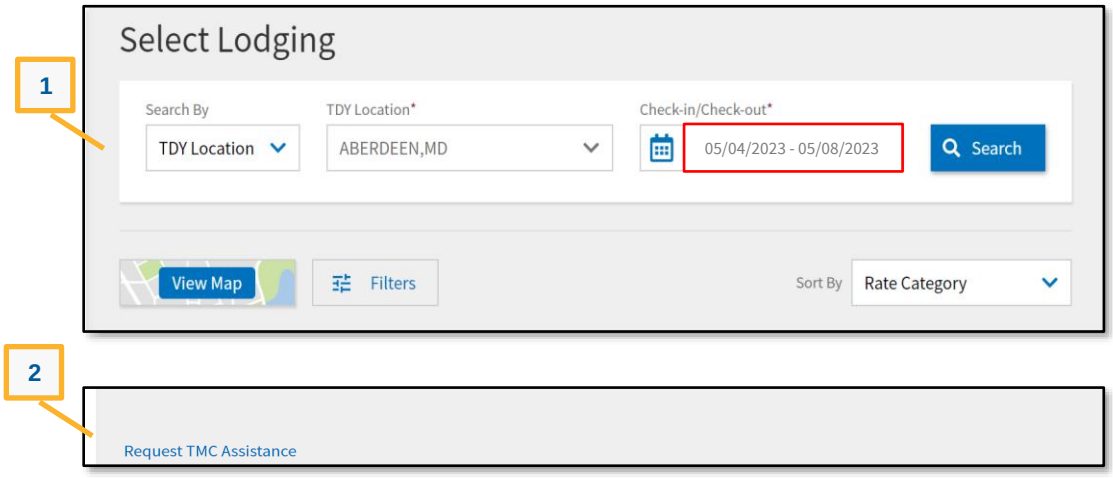



*Figure 2-40: Select Lodging – Search By or Request TMC Assistance*

- At the top of the screen, (Figure 2-40, Indicator 1) select **Search By** option to switch the criteria, and then select **Search** for different lodging choices.
- At the bottom of the screen, select **Request TMC Assistance** (Figure 2-40, Indicator 2) to have the TMC help you find lodging.
    - A **Request TMC Assistance** box opens (Figure 2-41). The default **Rate Category** is **Commercial,** but there other lodging rates in the list. Based upon your servicing TMC, and if your TDY location offers other than **Commercial** arrangements, you may use **Request TMC Assistance** to submit those lodging reservations. However, before switching the **Rate Category** field and selecting another lodging type, you should *verify* with your DTA, your organization's TMC support capabilities.

      **Note**: Under **Additional Comments**, you may add to, but do not overwrite, the system-generated comments.

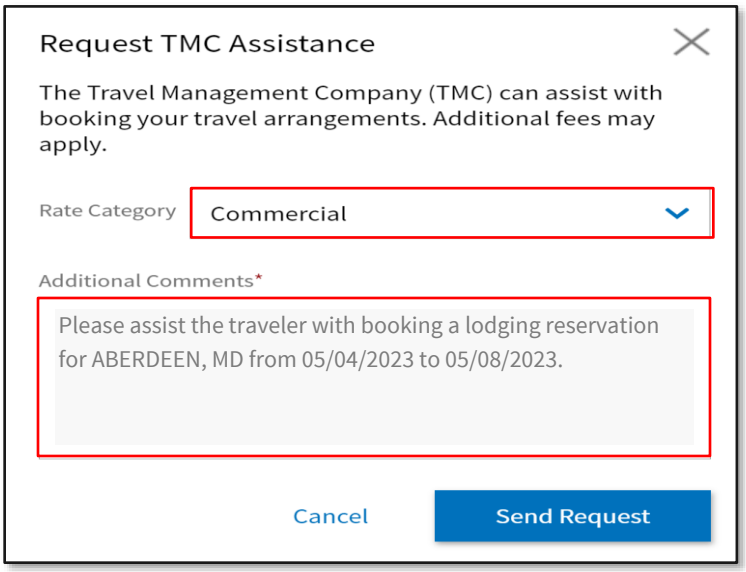



*Figure 2-41: Request TMC Assistance Screen*

- Be sure to select **Send Request** to transmit comments to the TMC.

  **Note:** When you contact the TMC for assistance outside DTS, you may incur an additional processing fee.

DTS provides a booking message when successful along with a confirmation number. Continue lodging reservations until you have booked all rooms. After you select your last room, DTS automatically moves to the **Review Reservation Selections**.

## 4.6 Review Reservation Selections

The **Review Reservation Selections** screen organizes your reservation information in date order, making it easy to review all your reservations, check for missing reservations, make special requests, and more. The **Review Reservation Selections** screen opens:

- When you select **Trip Summary** in the upper left corner of on any screen in the Reservations module.
- Immediately after completing the reservation process.
- Whenever you re-open the **Reservations** module after finishing the reservation process.

The **Review Reservations Selection** screen, from top to bottom, lets you:

- Email or print your itinerary (Figure 2-42a, Indicator 1).
- See key document details and your reservation cancellation history (Figure 2-42a, Indicator 2).
- Add new flight, rental car, lodging, or rail reservations to the itinerary (Figure 2-42a, Indicator 3).
- See key information for each reservation (see Note 1 in Section 5.2), and:
  - Add loyalty information or payment information you forgot to include earlier (Figure 2-42b, Indicator 4).
  - Cancel the reservation (Figure 2-42b, Indicator 5).
- For reservations that have not yet been made, you can:
  - Identify those you asked the TMC to make (Figure 2-42b, Indicator 6).
  - Book them (Figure 2-42b, Indicator 7).
- Identify the daily and total cost of all reservations (Figure 2-42c, Indicator 8).

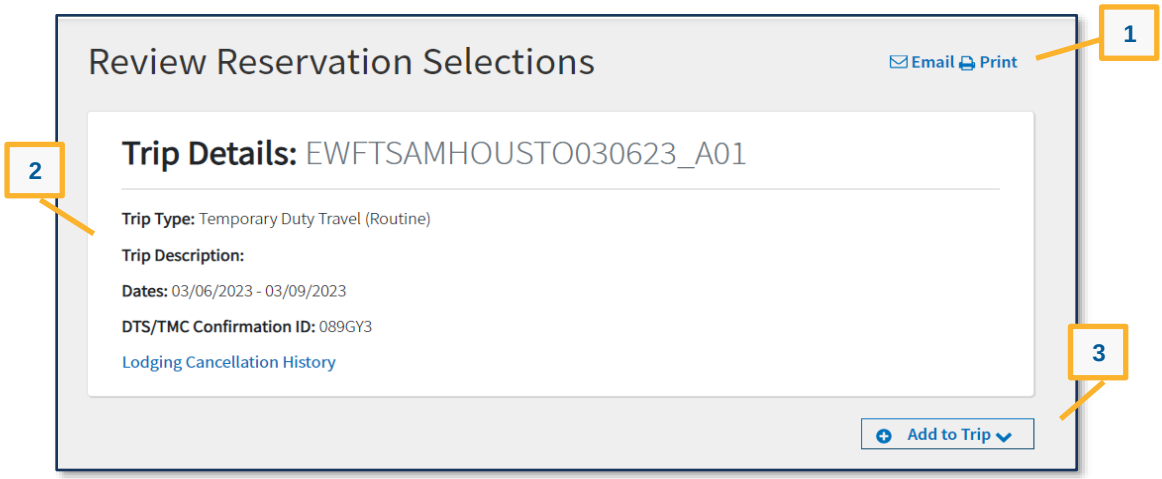



*Figure 2-42a: Review Reservation Selections*

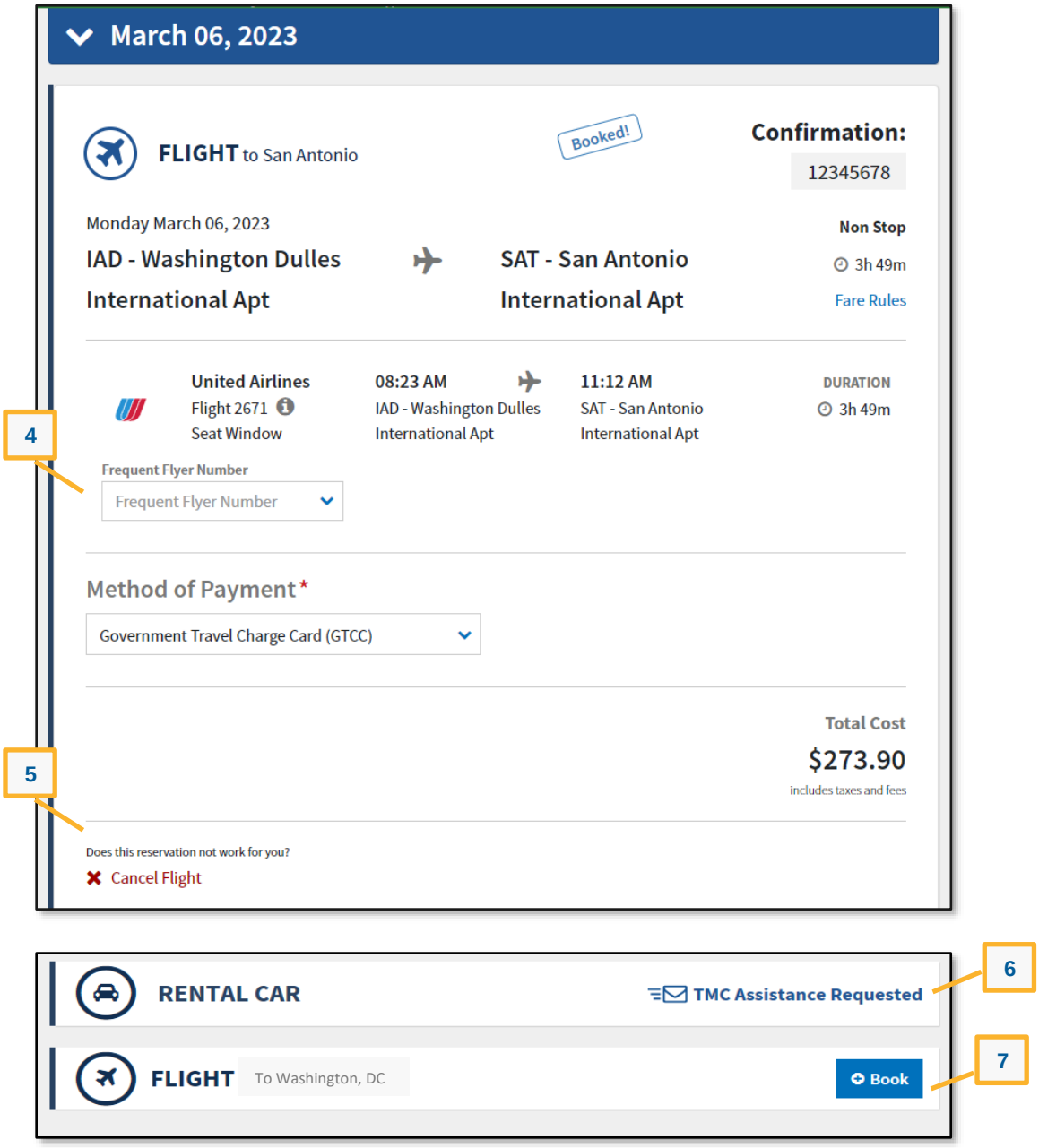



*Figure 2-42b: Review Reservation Selections (continued)*

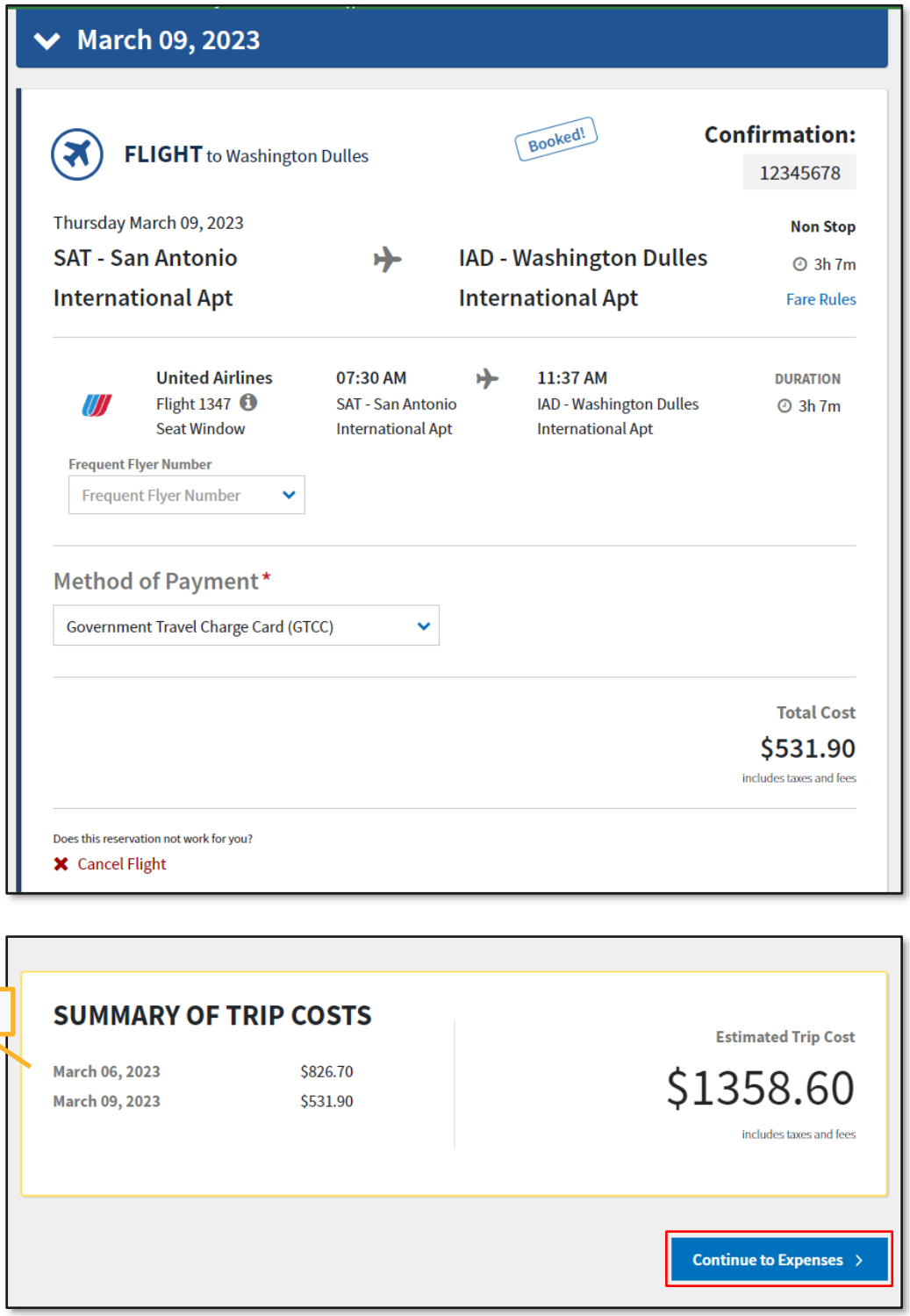



*Figure 2-42c: Review Reservation Selections (continued)*

When you finish using the **Reservations** module, select **Continue to Expenses** (Figure 2-42c) to enter your estimated expense costs and transportation allowances.

**Note:** When you leave the **Reservations** module, DTS warns you that if you do not sign your authorization within 24 hours, your reservations automatically cancel. You must acknowledge this warning to proceed.

**Key Note:** You should cancel hotel reservations timely when travel is no longer required, especially when within 24 to 48 hours of departure to avoid hotel cancellation or no-show fees. Even if the authorization is unsigned with *reserved* reservations, you can still incur fees. Be sure to follow the cancellation process in DTS and obtain cancellation confirmation numbers. Always, follow up with the vendor to ensure reservations fully cancel. For more document cancel information, see the *Trip Cancellation Procedures* paper.

# Chapter 5: Expenses Module

In an authorization, the **Expenses** module allows you to estimate expected travel reimbursable expenses and calculate your anticipated mileage allowances. Accurately predicting your trip expenses and allowances provides an accurate "should-cost" estimate for your trip. Access the **Expenses** module by selecting **Expenses** from the **Progress Bar**.

Information displays as a single running list on the **Enter Expenses** screen by date with the most recent entry at the top of the page. On the **Enter Expenses** screen (Figures 2-43), you can:

- Change the Sort By (Figure 2-43, Indicator 1) to re-order the expenses.
- Toggle between **Expand All** and **Collapse All** (Figure 2-43, Indicator 2) to open and close all of the expense items data cards to see **Details**, **Notes**, and **Attachments**.
- Use the Import PDF feature to easily attach records to expenses (Figure 2-43, Indicator 3).
- Download all attachments (appears after attaching receipts - not shown).
- Select the single entry point to Add expenses (Figure 2-43, Indicator 4).
- View **Details** for booked reservations (Figure 2-43, Indicator 5).
- Select **Lodging** expense (Figure 2-43, Indicator 6) to display the lodging per diem for the TDY location. **Note**: The calendar displays daily per diem allowance. You can use **options** (3-dots icon) for quick access to **Edit Per Diem** for leave or record provided meals.
- See **Receipt Required** icon (Figure 2-43, Indicator 7).
- View the **Expense Summary** (Figure 2-43, Indicator 8).
- **Continue** to the next screen (Figure 2-43, Indicator 9).

**Note:** The **Enter Expenses** screen communicates and executes tasks through the extensive use of icons and links. See Section 4.5 for an explanation of the most commonly used icons.

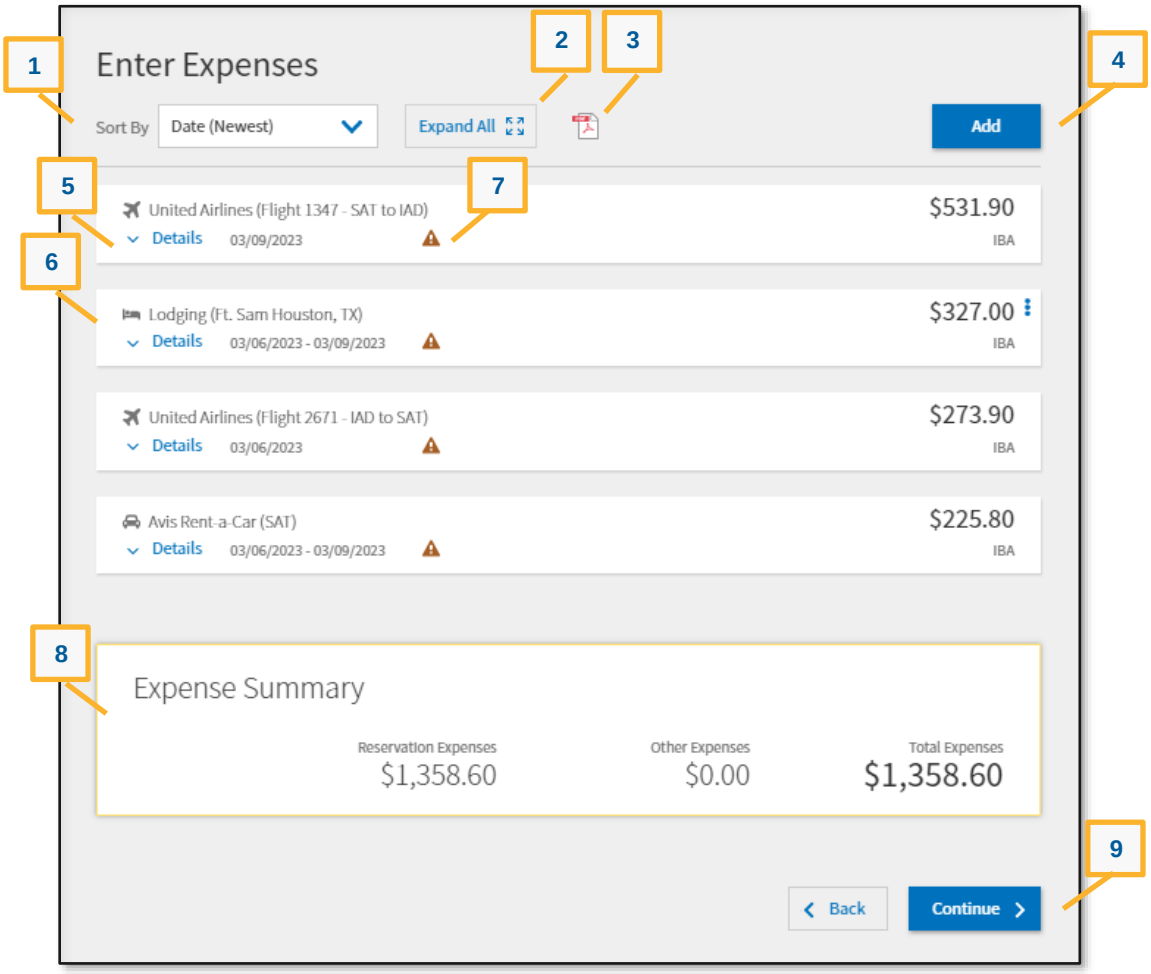



*Figure 2-43: Enter Expenses Screen*

## 5.1 Reservation Expenses

Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen (Figure 2-43). A triangle icon flags all items meeting the receipt requirements. **Note:** You cannot manually add or remove reservations from the **Enter Expenses** screen. Return to the **Reservations** module to add additional reservations or cancel them.

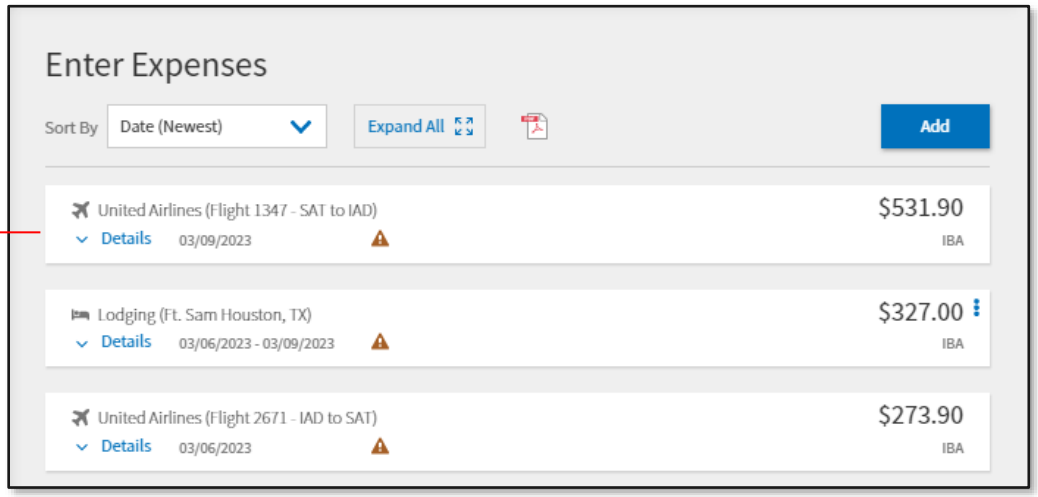



*Figure 2-44a: Enter Expenses Screen*

Each imported reservation expense listed on the **Enter Expenses** screen contains the vendor, expense type, and other key **Details** including the **Date**, **Cost,** and the method of reimbursement (MOR), which will be either **IBA** or **EFT** (Figure 2-44a).

- To view specific flight data, select **Details** (Figure 2-44a). The screen opens to **Info** (Figure 2-44b). You can *only* view the **Ticket Number**, **Ticket Cost**, and **Dates.** Under **Notes,** add comments. Select **Update** to the save the change.

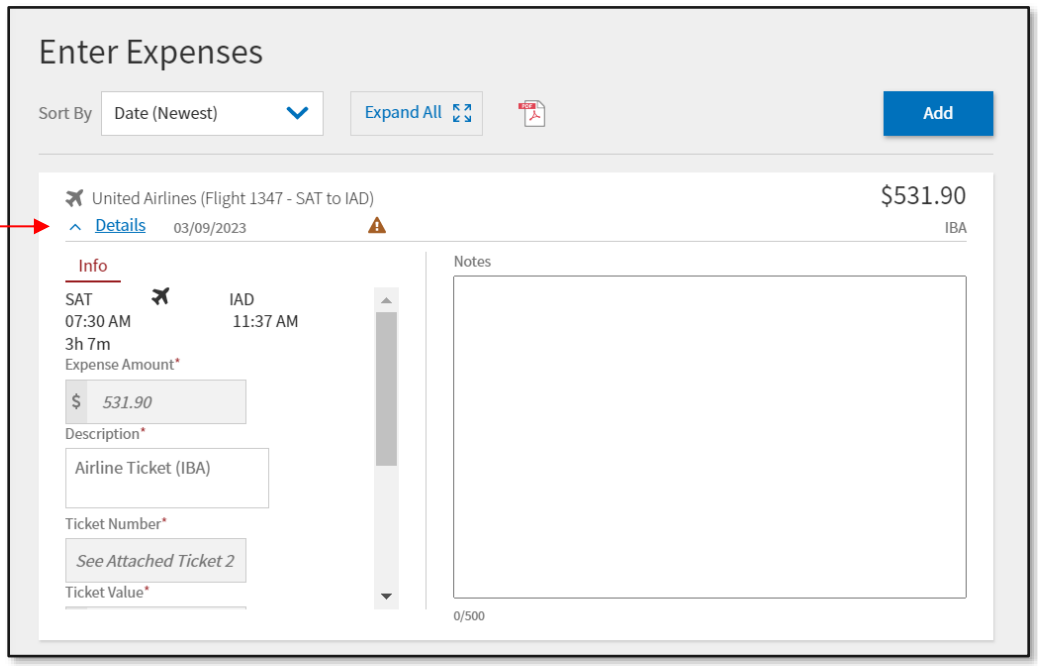



*Figure 2-44b: Details – Departure Flight Reservation*

**Key Note 1:** DTS initially lists all flights as one-way flights until the document comes back from the TMC (Figure 2-44a). Once the TMC books the outbound and return flights, the trip record updates, and the document status reflects **CTO BOOKED**. When that happens, DTS attaches the round-trip fare to the outbound flight and then shows the return flight with a $0.00 cost or DTS only displays outbound flight and does not display the return flight at all. The TMC emails you a confirmation at booked and again at the time of ticketing, providing all the specific reservation details. Review the information thoroughly before starting travel.

**Key Note 2:** Domestic train reservations appear in this section, but displays a $0.00 cost. Update the expense with the actual cost after confirming booking by the TMC.

- To view rental car data, select **Details** (Figure 2-44a). The **Details** screen opens (Figure 2-44c). You have the option to add **Notes**.

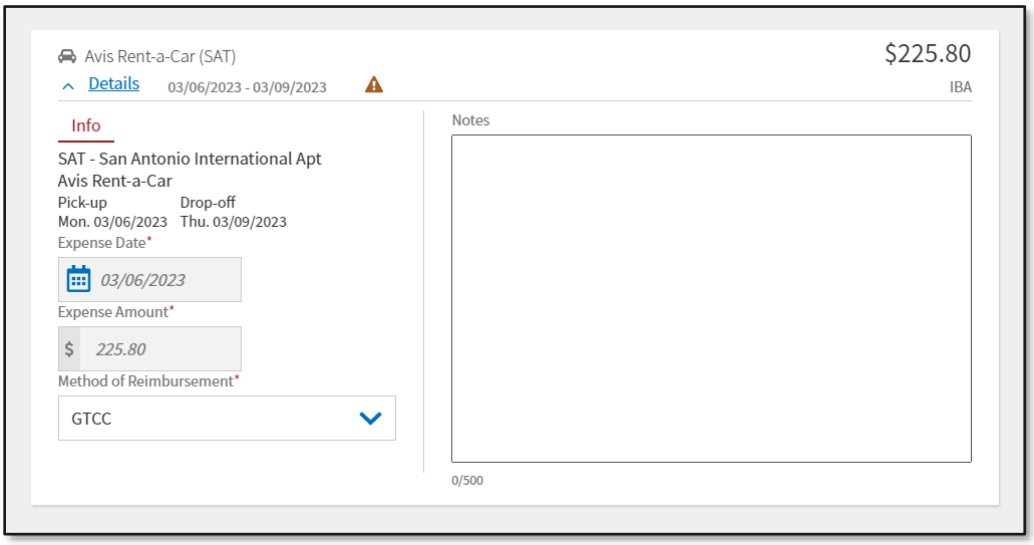



*Figure 2-44c: Details – Rental Car Reservation*

- To view lodging data, select **Details** (Figure 2-44a). The lodging **Details** screen (Figure 2-44d) shows you a calendar feature, which reflects the allowed daily lodging per diem. Select **Notes** to add comments.
- **Key Note 1:** Even if you don't make a lodging reservation, a lodging entry appears on the **Enter Expenses** screen. This entry provides a calendar feature for daily lodging per diem. This entry also allows quick access to the per diem table using **options** (3-dots icon).
- **Key Note 2:** To attach a record, select the **+** sign (Add), **browse** to attach or **Drag And Drop**.

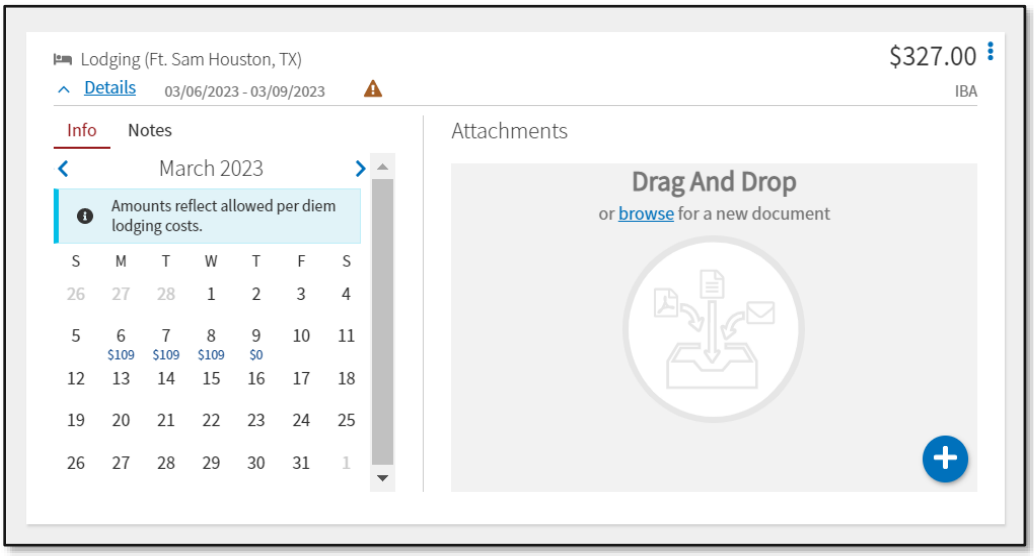



*Figure 2-44d: Details - Lodging*

## 5.2 Other Expenses

The **Expenses** module provides six primary expense categories (groupings), which are available under **Add** on the **Enter Expenses** screen for an authorization and the voucher. Table 2-3 shows the expenses available in each category.

**Key Note:** 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.

**Example:** A traveler is overseas on official travel using the Government Travel Charge Card (GTCC) and incurs a *Cross Border Processing Fee.* In DTS, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost. The traveler could add notes to the expense for the AO to review.

*Table 2-3*

| EXPENSE CATEGORY | EXPENSE TYPE |
|---|---|
| International Travel Expenses | Foreign Currency Conv Fees<br>International Drivers Permit Fees<br>International Entry/Exit Fees<br>International GTCC Transaction Fee<br>International Guide Services/Driver<br>Passport/Visa Fees |
| Lodging Expenses | Dual Lodging<br>Lodging Cancellation Fee<br>Lodging Early Check-In Fee<br>Lodging Late Check-Out Fee<br>Lodging Resort Fees |

| EXPENSE CATEGORY | EXPENSE TYPE |
|---|---|
| | Lodging Retained on Leave<br>Lodging Taxes (CONUS and Non-foreign) |
| Mileage Expenses | Private Auto – At TDY Area<br>Private Auto – To/From TDY<br>Private Auto – To/From Terminal<br>Private Motorcycle – At TDY Area<br>Private Motorcycle – To/From TDY<br>Private Motorcycle – To/From Terminal<br>Private Plane<br>Private Vehicle – GOV Auth & Avail |
| Other Expenses | Baggage – 1st Checked Bag<br>Baggage – Excess<br>Baggage – Unaccompanied (Civilian Only)<br>Conference Registration<br>Immunizations/Inoculations<br>Internet – In Flight<br>Internet at Lodging Facility<br>Military Working Dog – Airfare<br>Military Working Dog – Kennel Handle Fee<br>Military Working Dog – Lodging Fee<br>Other – Create Your Own |
| Ticketed Expenses | Airline Ticket (CBA)<br>Airline Ticket (IBA)<br>Bus Ticket (CBA)<br>Bus Ticket (IBA)<br>TMC Fee (CBA)<br>TMC Fee (IBA)<br>Train Ticket (CBA)<br>Train Ticket (IBA) |

| EXPENSE CATEGORY | EXPENSE TYPE |
|---|---|
| Transportation Expenses | Aero Club – Rental and Fees<br>Airfare – Cancellation Fee<br>Government Vehicle – Fuel/Oil<br>Parking – At the Terminal<br>Parking – TDY Area<br>Private Plane – Fees<br>Public Transit – Shuttle<br>Public Transit – TDY Area<br>Public Transit – Terminal<br>Rental Car – Fuel<br>Rental Car – Terminal<br>Rental Car – To/From TDY<br>Rental Car – at TDY Area<br>TMC Fee – Not in Air Amount<br>Taxi – TDY Area<br>Taxi – To/From Terminal<br>Tolls/Ferry Fees |

On the **Enter Expenses** screen, select **Add** to enter expenses and allowances that aren't associated to per diem or reservations processed by the TMC (Figure 2-45).

The **Add New** window (Figure 2-46) appears.

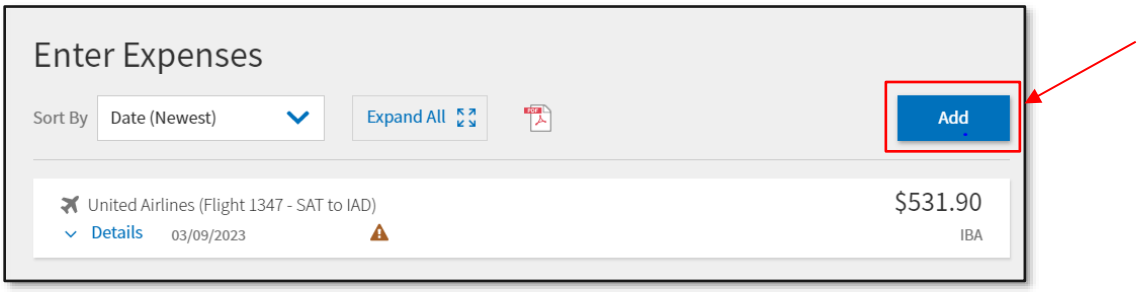



*Figure 2-45: Enter Expense Screen - Add*

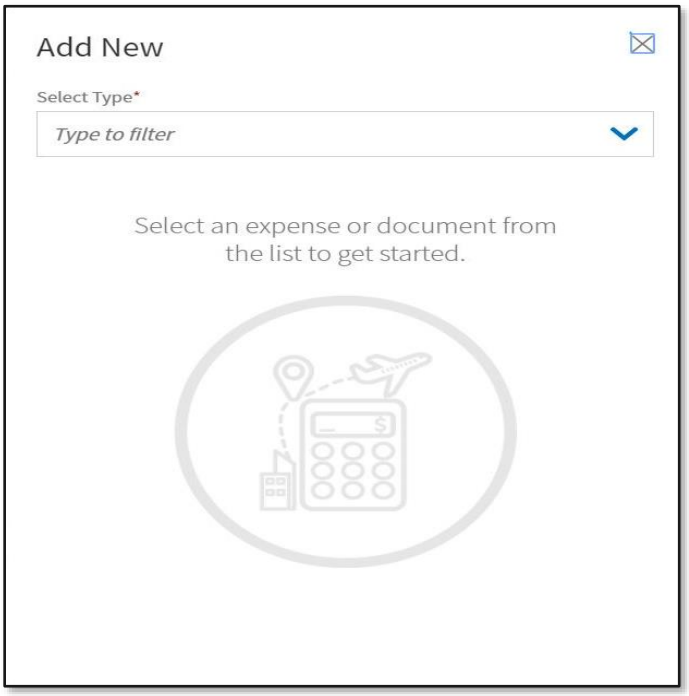



*Figure 2-46: Add New Window*

Under **Select Type**, use the dropdown menu, to choose the expense category and specific expense item (Figures 2-47a and b). When the **Add New** screen opens, enter the required data. **Note:** Any field with an asterisk indicates a mandatory entry. Depending upon the expense, the required information varies, but may include:

- **Expense Type** (Figure 2-47a, Indicator 1).
- **Attach Receipt** (Figure 2-47a, Indicator 2).
- **Expense Date** (Figure 2-47a, Indicator 3).
- **Expense Amount** or $ cost (Figure 2-47a, Indicator 4).
- For a **Mileage Expense**: Select the proper mileage expense type. For **Private Auto – To/From Terminal**, enter mileage based upon odometer (not shown). For **Private Auto –To/From TDY**, enter **Purpose**, **Start** and **End Locations** (must be zip codes to let DTS get your mileage from the Defense Table of Official Distances [DTOD]) (Figure 2-47b, Indicator 5).
- **Reimbursement Method** (usually GTCC or Personal).
- **Notes** (Figure 2-47, Indicator 6a).
- For a **Ticketed Expense** only**: Description, Ticket Number, Date,** and **Value**, plus **Departure Date** (not shown).

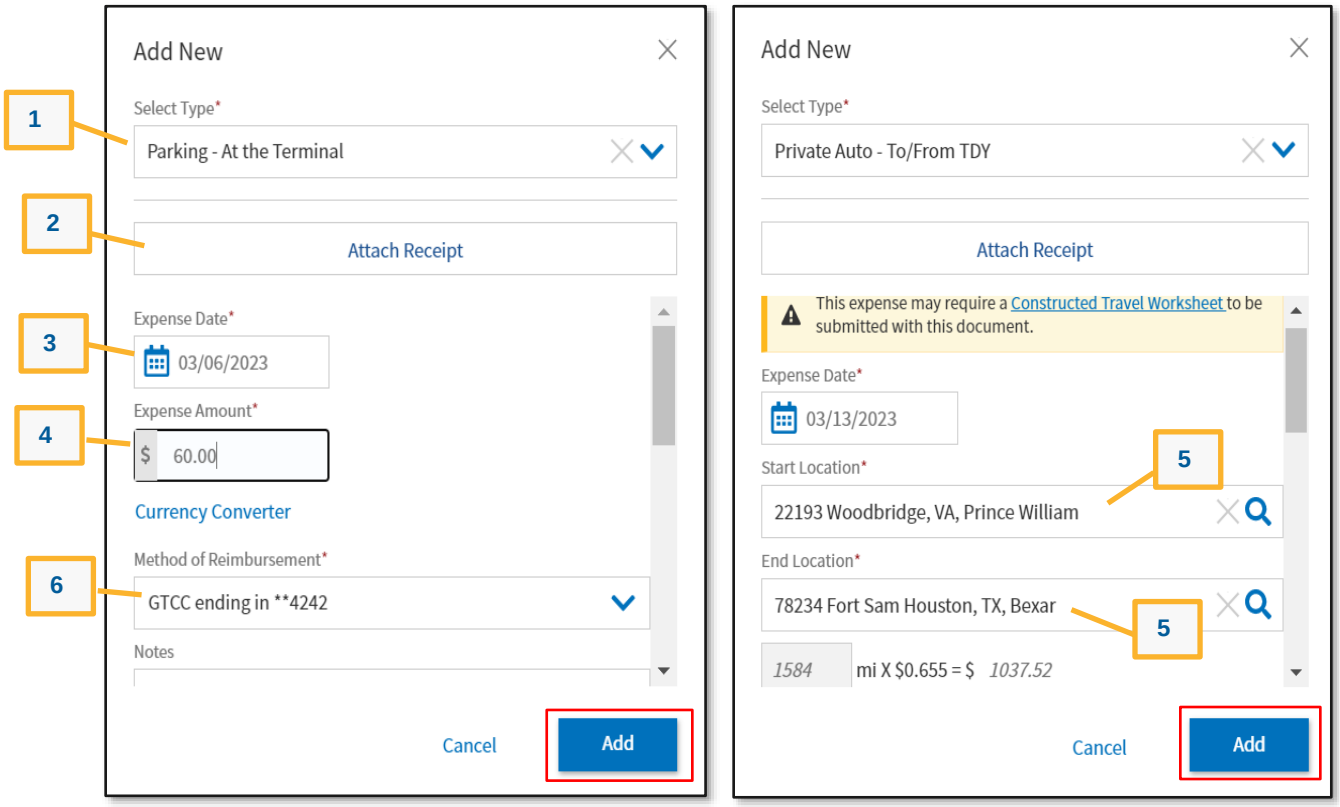



*Figure 2-47a and 2-47b: Add New Screen (Expense Details)*

Once you enter all the information, select **Add** (Figure 2-47a and 2-27b) to save the entry. The **Add New** window closes and the expense you just recorded displays on the **Enter Expenses** screen (Figure 2-48).

On the **Enter Expenses** screen (Figure 2-48) once you add an expense, you have access to view:

- The **Expense Name** and key **Details** (Figure 2-48, Indicator 1).
- The expense **Date** (Figure 2-48, Indicator 2).
- The expense **Cost** (Figure 2-48, Indicator 3).
- The **options** (3-dot icon) for **Duplicate Expense** and **Delete Expense** (Figure 2-48, Indicator 4).
- Flagged expenses requiring a receipt.
- Attached records or receipts.

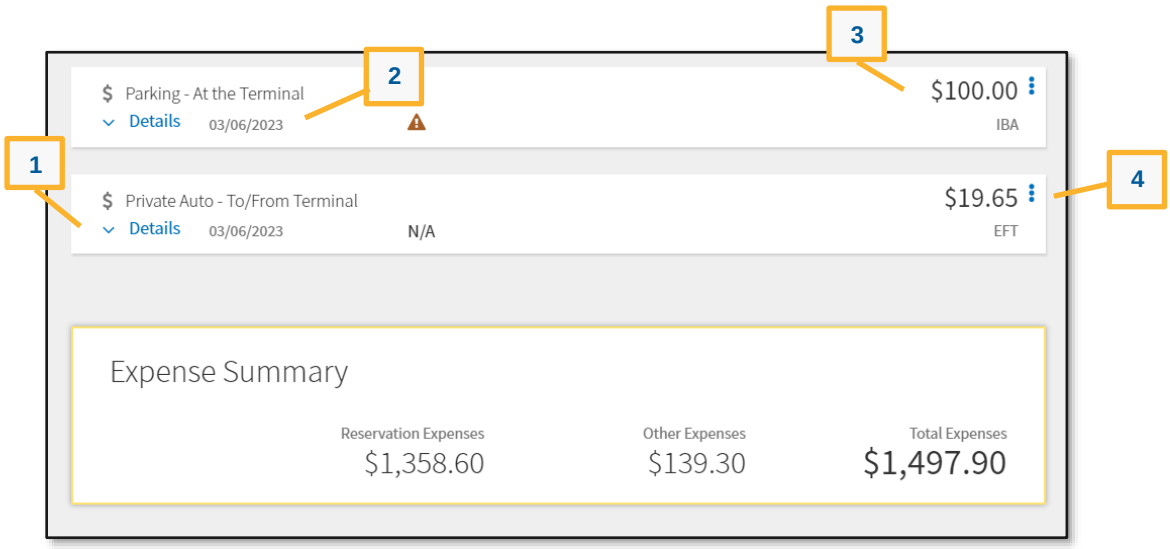



*Figure 2-48: Enter Expenses Screen*

**Key Note 1:** Certain selections such as **Mileage**, **Private Auto – To/From TDY** requires you to complete a **Constructed Travel Worksheet (CTW)**. A message appears if the expense warrants the CTW.

You can access a CTW in a document by navigating to the **Other Auths and Pre Audits** screen and select the **Constructed Travel Worksheet** link when an expense warrants one.

Constructed Travel information is available on the DTMO website at *https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/*. There is a **Pre-Travel Worksheet (PDF)** for an authorization and **Post-Travel Worksheet (PDF)** for a voucher with an accompanying guide for each worksheet.

- Be sure to use Chrome, Edge, or Firefox browser. **Note**: Do not use Internet Explorer (IE) browser.
- Save the file to a folder.
- From the saved folder location open the document.

**Note**: If you try to download the worksheet and open it using Chrome without saving it first, you may receive a "Please wait" message that does not resolve. This situation is specific to the Chrome browser and not a problem with the actual CTW file. **To resolve**: Save and open the file from the saved folder location.

Individuals CT links are:

- Pre-Travel Worksheet: *https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip*
- Post-Travel Worksheet: *https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip*
- Pre-Travel Guide: *https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF*
- Post-Travel Guide: *https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF*

Available on the DTMO website is the information paper, *Introduction to Constructed Travel* which provides some constructed travel examples.

**Key Note 2:** If you select **Mileage**, **Private Auto – To/From TDY** expense you must enter the *zip code* in the **Starting Location** and in the **Ending location** fields to calculate the distance properly.

**Key Note 3:** If you incur expenses in foreign currency, enter the dollar equivalent. Use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent.

To view or edit an expense item, select **Details** (Figure 2-49, Indicator 1).

- When the **Details** window opens. To make a change such as cost, select the **Expense Amount** field (Figure 2-49, Indicator 2). Enter the data and select **Update** to save (Figure 2-49, Indicator 3). **Note:** Until you type in the **Expense Date** or **Expense Amount** fields, the **Update** and **Cancel** buttons do not appear.
    - Under the **Details** is the **Attachments**, you can use the **+** sign to add documents, **browse** to attach or use **Drag And Drop** option (Figure 2-49, Indicator 4). More specifics on the attachment process are available under Section 5.3.

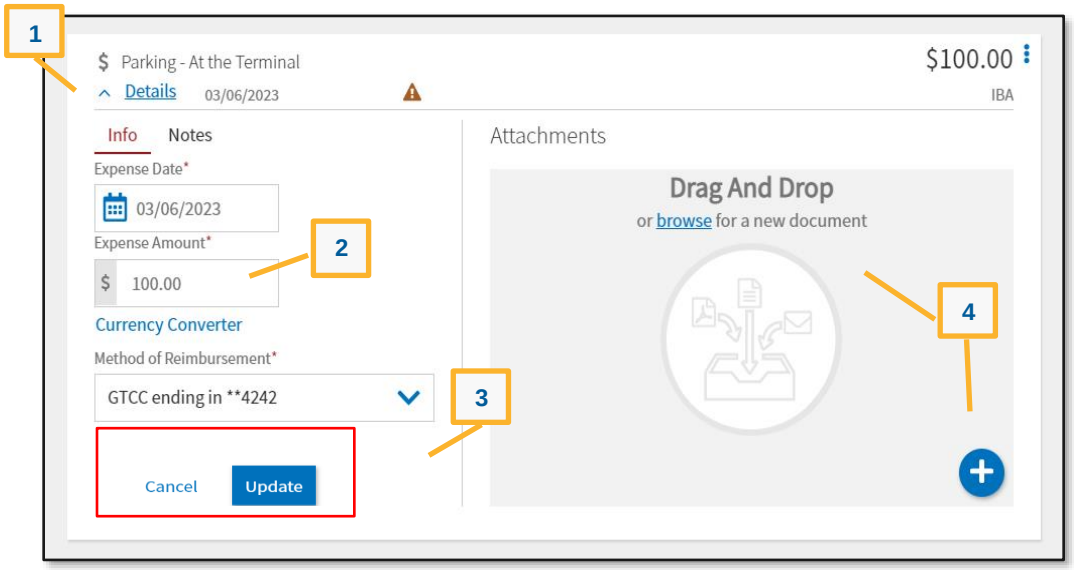



*Figure 2-49: Expenses Screen – Options*

To duplicate an expense, locate the entry and select **options** (3-dots icon).

- The window expands. Select **Duplicate Expense** (Figure 2-50, Indicator 1). The **Add Duplicate** window appears (Figure 2-51).

*Figure 2-50: Duplicate Expense Option*

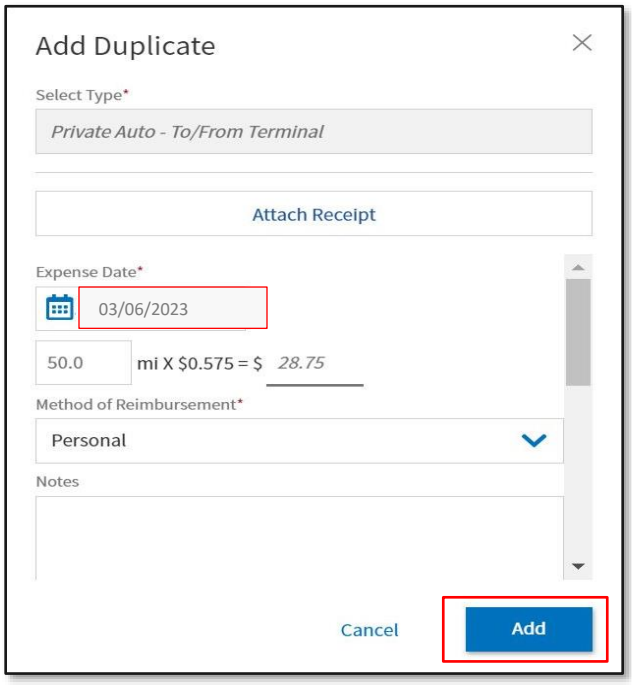



*Figure 2-51: Add Duplicate Window*

- Enter the date to replicate the expense.
- (Optional) Add **Notes**.
- Select **Add** to save the entry (Figure 2-51).
- The recorded expense displays in the running list on the **Enter Expenses** screen.

To remove an expense item, locate the entry and select **options** (3-dots icon).

- The window expands. Select **Delete Expense** (Figure 2-52, Indicator 1). A **Delete Expense** window opens (Figure 2-53).

*Figure 2-52: Delete Expense Option*

- Select **Delete** to remove the expense.

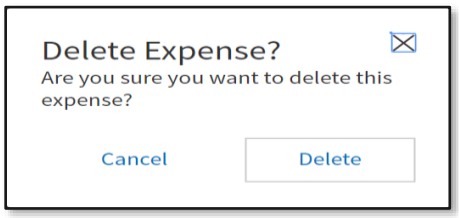



*Figure 2-53: Delete Expense Screen*

- The **Enter Expenses** screen updates. The expense is no longer in DTS.

## 5.3 Attaching Files and Substantiating Documents

Depending upon your travel requirements, you may need to attach a file or record to support the authorization. Typical documents can include:

- Constructed Travel Worksheet (CTW)
- Approval for other than economy/coach class travel
- Leave form
- Memo

When you attach or upload a record, DTS automatically converts it to a .png file, which allows viewing without having to download first. However, for documents that must retain .pdf integrity, such as digitally signed records, you have the option to check the **"Attach as PDF**" box.

From the **Enter Expenses** screen, there are a couple of ways to attach files:

- **Details.** For an entered expense, select the **Details** link (Figure 2-54, Indicator 1).
  - When the window opens, the option to attach is on the right side of the entry (Figure 2-54). You can **browse**, **Drag and Drop** or select the **+** sign to add a file. **Note:** Faxing is not available in DTS.

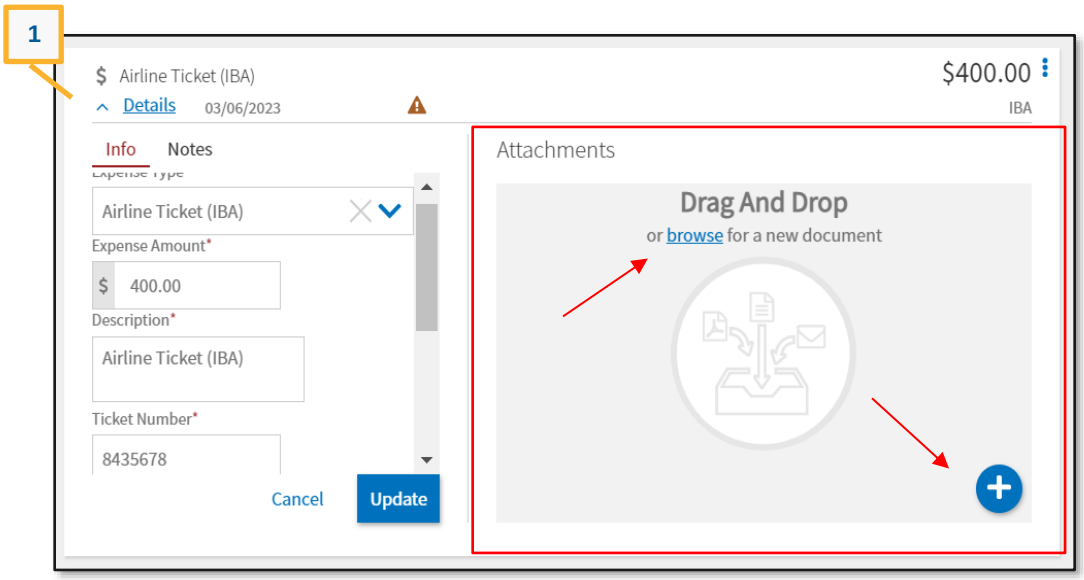



*Figure 2-54: Details Attachments Screen*

  - Regardless of which method you use to include a record, the **Attach Document** window (Figure 2-55) displays. It identifies the document you've selected.

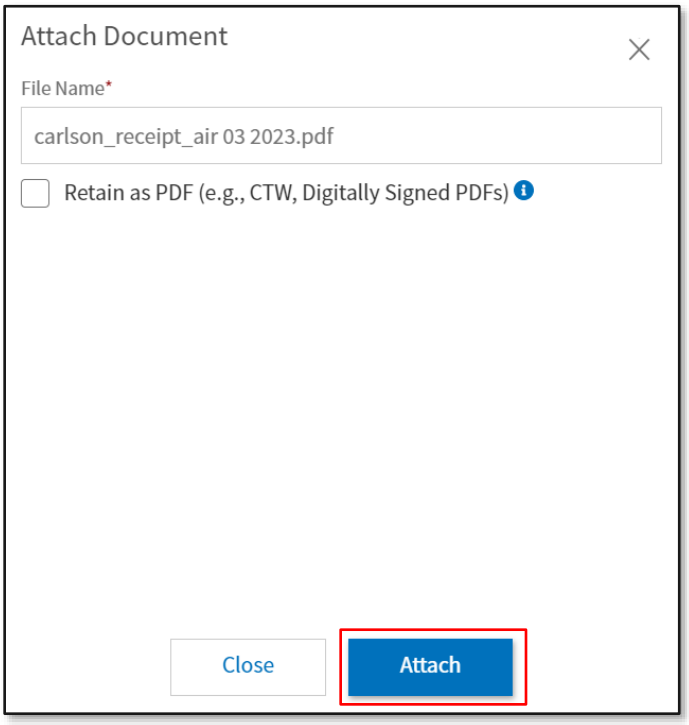



*Figure 2-55: Attach Document Screen*

- Select **Attach** to confirm that this is the correct file. **Note:** the file will automatically convert to the .png image for viewing. You should only check the box **Retain as PDF** method when you need to keep the format for a digitally signed form.
- Once the file attaches (Figure 2-56), you should see the document and view number of attachments. Icons on the screen include:
  - **Trash can** to remove the record (Figure 2-56, Indicator 1).
  - **Rotate Left** (Figure 2-56, Indicator 2).
  - **Rotate Right** (Figure 2-56, Indicator 3).
  - **Zoom In** (Figure 2-56, Indicator 4).
  - **Zoom Out** (Figure 2-56, Indicator 5).
  - **+ sign** (Add) (Figure 2-56, Indicator 6).
  - **Download Attachments** (Figure 2-56, Indicator 7).

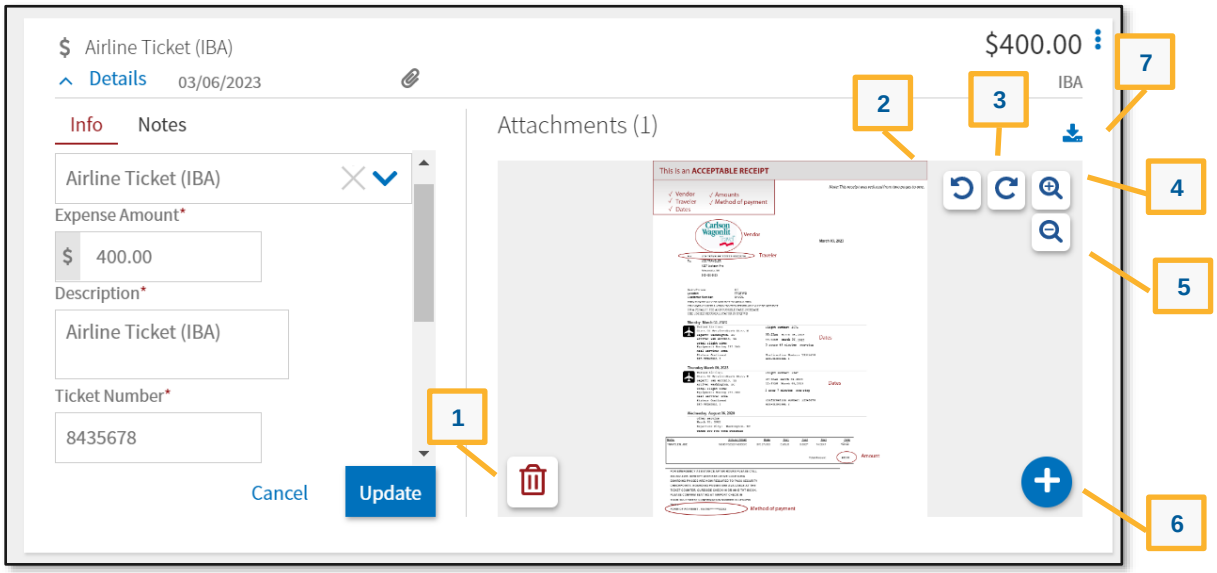



*Figure 2-56: Attachment Screen (Air Receipt)*

- Select **Details** again to close the expense item. The entry updates to show a paper clip icon indicating an attachment is present (Figure 2-57, Indicator 1).

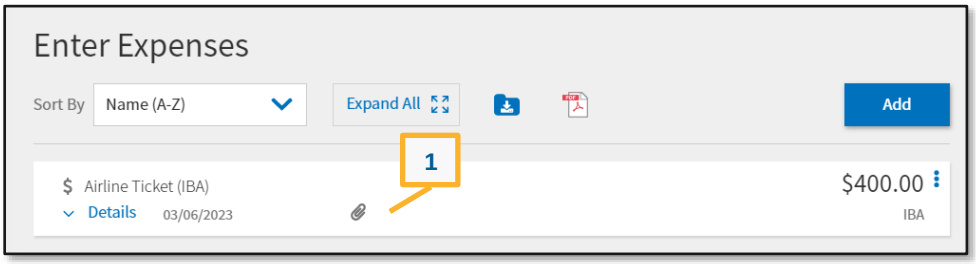



*Figure 2-57: Attached Document Icon*

- **Import a PDF**. When you import files into the trip, (e.g., memos or Leave forms) you must attach each one to a specific expense or **Documents**. **Note:** DTS provides an information message if you uploaded files, but have not yet attached them (Figure 2-58, Indictor 1). Let's start with how to **Import a PDF**.

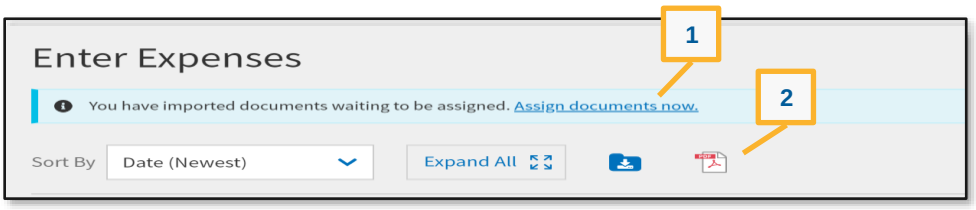



*Figure 2-58: Enter Expenses Screen - Assign Documents Message*

- Select the PDF icon (Figure 2-58, Indicator 2). The **Import PDF** window (Figure 2-59) opens.

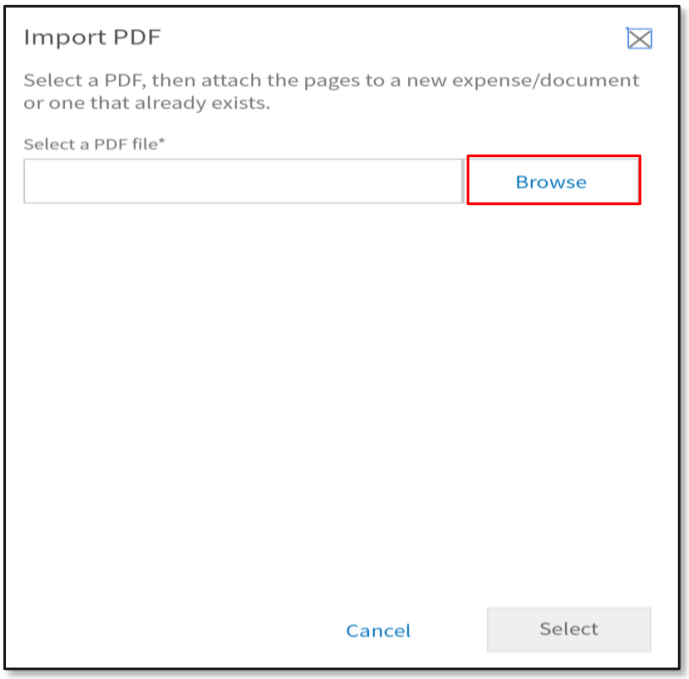



*Figure 2-59: Import PDF Window*

- **Browse** for the file you need attach to the trip.
- Attach the file and choose **Select** (Figure 2-60). The **Import PDF** screen updates to show the selected file.

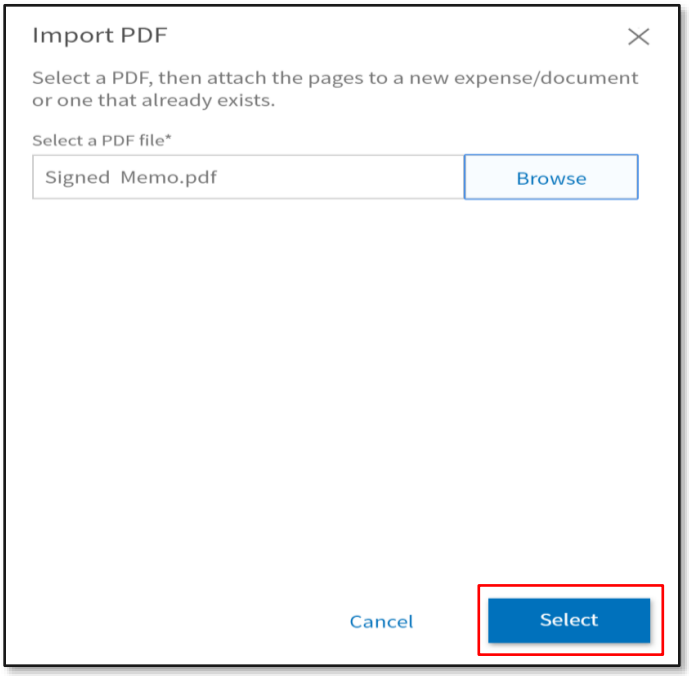



*Figure 2-60: Import PDF Screen*

- On the **Import PDF** screen, you can see either the data in the **List View** (as shown below) or **Grid View**. You need to check the box, and then select **Next** (Figure 2-61) in order to proceed to the following screen.

*Figure 2-61: Import PDF*

- On the **Import PDF** screen, scroll down and locate the expense item or **Documents** in which to associate the file. For this example, select **Documents** (Figure 2-62, Indicator 1). Then the **Assign Documents** screen appears (Figure 2-63).

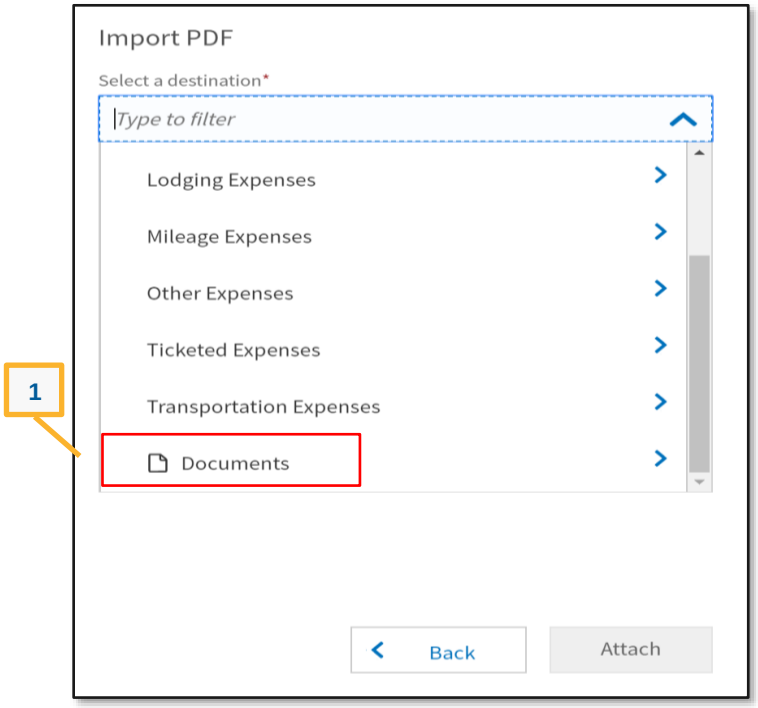



*Figure 2-62: Import PDF – Listing*

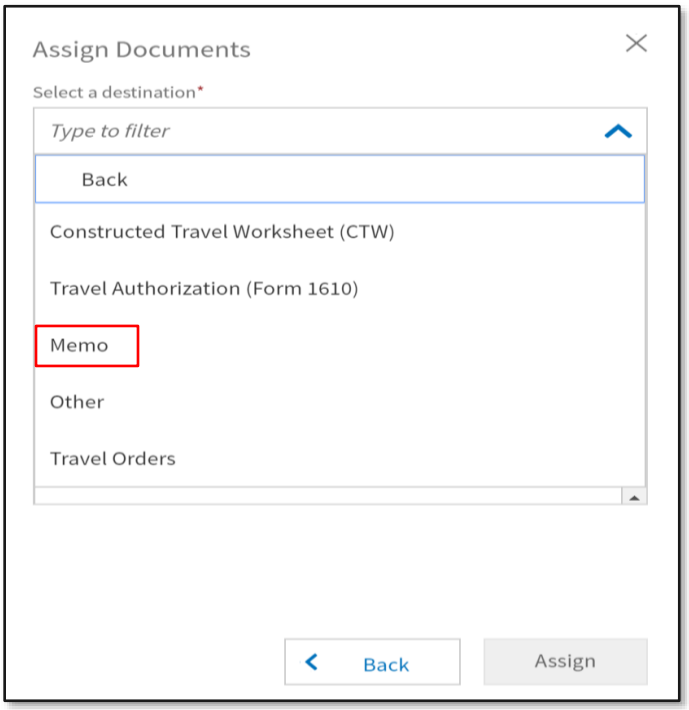



*Figure 2-63: Assign Documents Screen*

- Select the type of document you want to associate the file to (Figure 2-63) and then the **Import PDF** window opens (Figure 2-64) displaying the following**:**

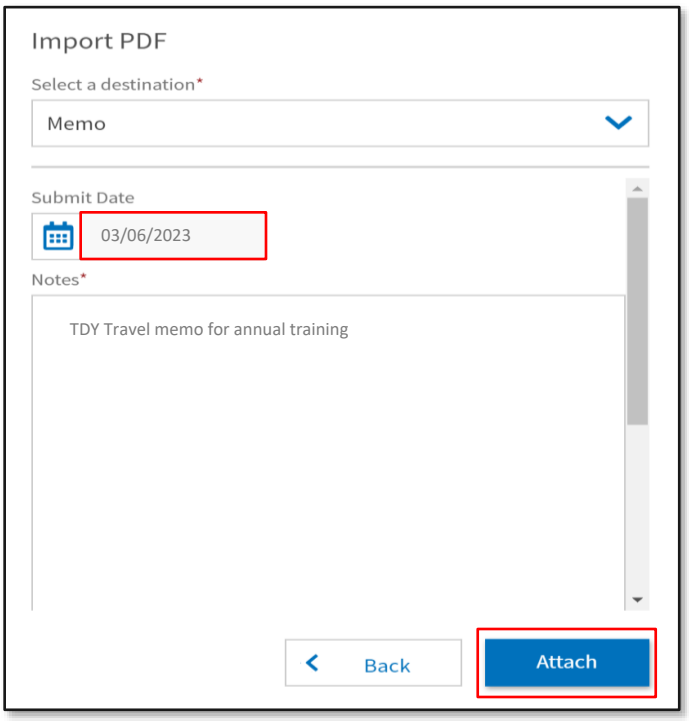



*Figure 2-64: Import PDF Screen*

  - Select a destination
  - Submit Date

- **Notes** - this is not optional. You must enter a note to save the entry.

- Select **Attach** to proceed to the next window. The **Import PDF** screen updates reflecting the **Attached** message (Figure 2-65).

*Figure 2-65: Import PDF Screen - Attached Message*

- Select **Done** (Figure 2-65). The **Enter Expenses** screen updates with the new entry (Figure 2-66, Indicator 1) displaying a paper clip icon (Figure 2-66, Indicator 2) reflecting an attached file.

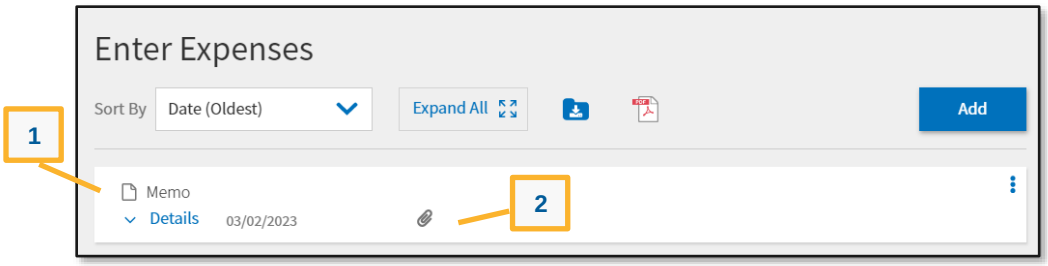



*Figure 2-66: Enter Expenses Screen – Memo Attached*

**Key Note 1:** On the **Enter Expenses** screen, DTS provides an information message (top of the screen in blue) if you import files and do not associate them to an **Expense** entry (see Figure 2-58, Indicator 1). If you receive the message, select the **Assign documents now** link, follow the prompts to assign or remove unwanted imported files.

**Key Note 2**: When your mode of travel is by **Private Auto - To/From TDY** and is over 400 miles one-way, you should attach a **Constructed Travel Worksheet (CTW)** to your trip. You attach the CTW by selecting **Add** from the **Enter Expenses** screen, and following the prompts, or by selecting **Import a PDF** and following the process as described on pages 60-65. Files attached as a memo or CTW appear as a paper clip icon on the **Enter Expenses** screen and reflect on the **Review Trip Authorization** page under the *Substantiating Documents* section as an attachment.

## 5.4 Expenses Screen Icons Explained

Table 2-4 explains the most common icons used on the **Enter Expenses** screen.

*Table 2-4*

| Most Common Icons | |
|---|---|
| **Icons Appearing in Area Headers** | |
| | Select to show more information for an item |
| **Icon Identifying Expense Types** | |
| | Identifies an expense on the **Progress Bar** |
| | Identifies an expense that is not a reservation expense |
| | Identifies a flight expense |
| | Identifies a rental car expense |
| | Identifies a lodging expense |
| | Identifies a rail expense |
| **Icons for Attaching, Editing and Removing Documents** | |
| | Select to import a PDF and attach to an expense item; available on the **Enter Expenses** screen |
| | Use to add a receipt or file under **Details** (expense item) |
| | Select to remove an attached document under **Details** (expense item) |
| | Download attachments – under **Details** (expense item), select to download one record in an entry or download all records in a zip file |
| browse | Select to search for and attach a file under **Details** (expense item) |
| | Select to rotate an image right / left under **Details** (expense item) |
| | Select to zoom an image in / out under **Details** (expense item) |
| **Icons Appearing in the Document Column** | |

| Most Common Icons | |
|---|---|
| | Expenses - warning required receipt is missing |
| N/A | Expenses – receipt not applicable |
| 1 | Expenses – number changes to show how many receipts are attached; select to choose one and view it |
| | Attached file to an expense item |
| Receipt Required | Receipt is required for this expense; displays on **Review Trip** screen |
| **Icons Appearing in the Actions Column** | |
| | Icon appears for every entered expense; select to duplicate or delete an expense item |

# Chapter 6: 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, but you can change it by updating the lodging cost or entering trip details such as duty conditions, provided meals, and leave. Access the **Review Per Diem Amounts** screen (Figure 2-67) by selecting **Per Diem** from the **Progress Bar**.

The **Review Per Diem Amounts** screen has a few key features:

1. A **Group Similar Days** toggle (Figure 2-67, Indicator 1) – initially toggled **ON** – that lets you see:
    - ON: Blocks of dates with identical allowances as a single entry (Figure 2-67)
    - OFF: Allowances for each individual date and location of travel (Figure 2-68, Indicator 2)
2. **Expand All** and **Collapse All** links (Figure-67, Indicator 2) that let you show additional per diem allowance details for all the individual days and block of days in your trip. A **>** icon (Figure-67, Indicator 3) does the same thing, but for only the selected day or block of days. Figure 2-69 shows a single day expanded.
3. An **Adjust Per Diem Amounts** button (Figure 2-67, Indicator 4) that opens the **Adjust Per Diem Amounts** screen (Figure 2-69).
    - Selections you make on the **Adjust Per Diem Amounts** screen display as multi-colored bubbles on the **Review Per Diem Amounts** screen. You can see these bubbles in Figure 2-69.
    - Select the **Reset all adjustments** link (Figure 2-67, Indicator 5) to return all modified allowances to their default settings.
    - Selecting the **options** (3-dots icon) (Figure 2-67, Indicator 6) gives you access to **Edit** and **Reset** links that opens the **Adjust Per Diem Amounts** screen and return adjusted allowances to their defaults.
4. If your TDY location exempts hotel tax when you pay with a GTCC, a message (Figure 2-68, Indicator 1) 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.

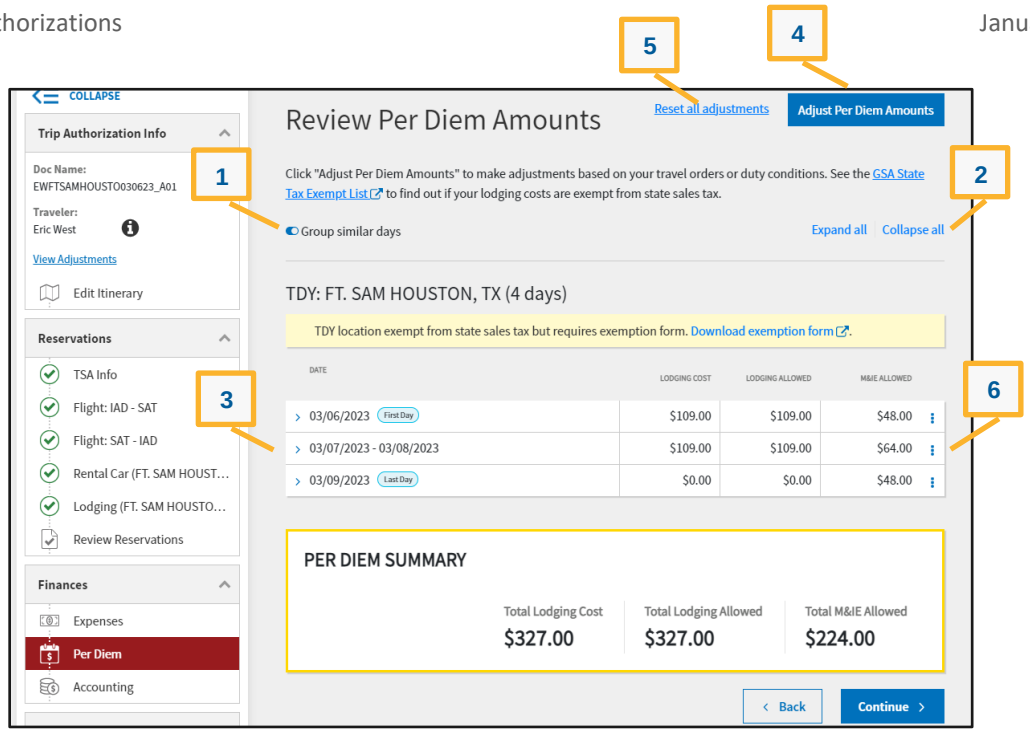



*Figure 2-67: Review Per Diem Amounts Screen – Days Grouped*

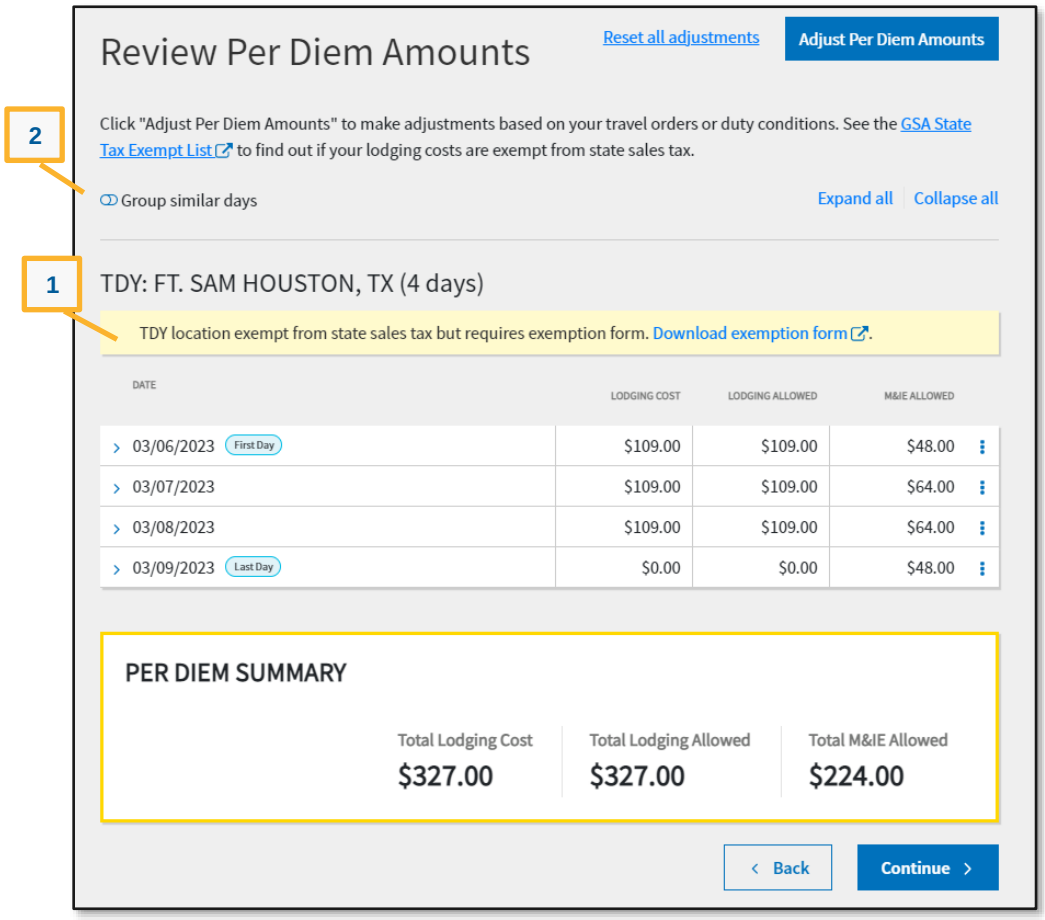



*Figure 2-68: Review Per Diem Amounts Screen – Days Ungrouped*

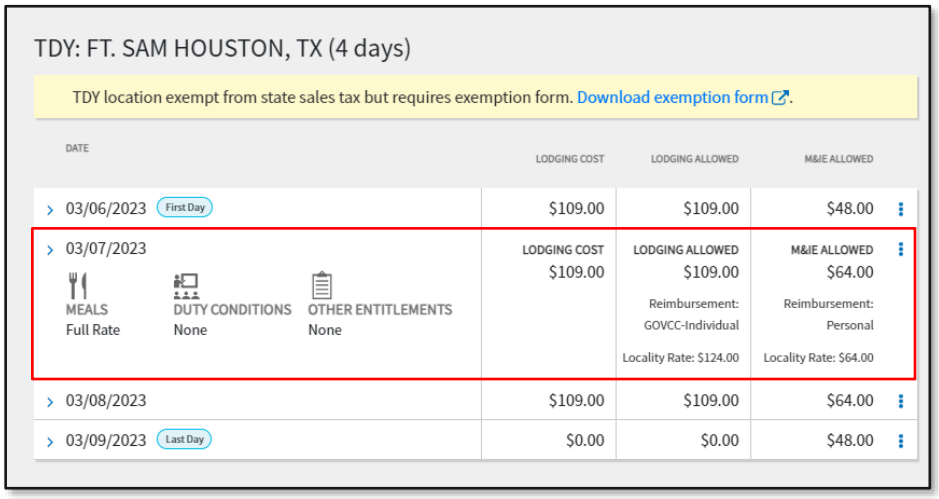



*Figure 2-69: Review Per Diem Amounts Screen – One Day Expanded & Codes Visible*

*Table 2-5*

| REVIEW 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). See Table 2-6 for an explanation of all such items. |
| Additional Information Available in Expanded View | When viewing in expanded option mode (see Figure 2-39), 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. |

## 6.1 Adjust Per Diem Amounts Screen

Use this screen (Figure 2-70) to update your per diem allowances.

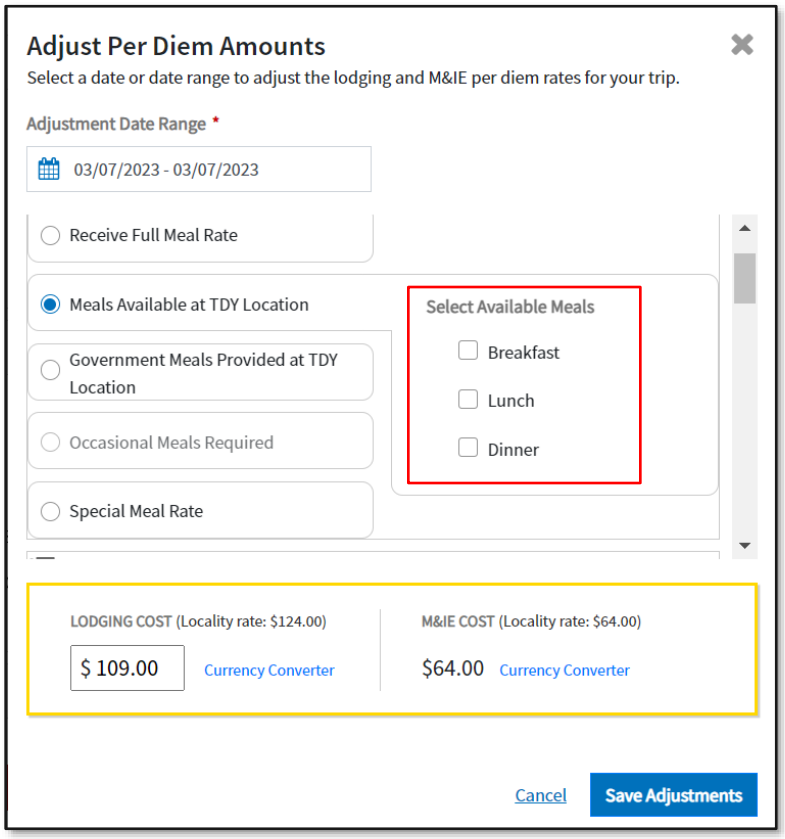



*Figure 2-70: Adjust Per Diem Amounts Screen – Meals Section*

On this screen, items at the top and bottom are always visible, while those in the middle are on a scrollable portion of the screen, so they are not all visible at once. On the following list, items between the dashed lines are in the scrollable area:

1. **Adjustment Date Range** – select or type the date or date range these changes apply.

   ==========

2. **Meals*** – check a box to identify situations affecting your meals rate, such as meals available or provided. See Table 2-6 for available options.

3. **Duty conditions*** that affect your per diem rate, such as field duty, ship duty, hospital stays, Reserve training, and more. See Table 2-7 for available options.

4. **Other Entitlements*** that affect your per diem rate, such as leave or other days on which you are not eligible for a per diem allowance. See Table 2-8 for available options.

   **Note:** On these portions of the screen, DTS grays out selections you are not eligible to choose (e.g., see **Occasional Meals Provided** in Figure 2-70). The JTR determines your eligibility for allowances based on whether you are a civilian or uniformed member, your duty location, your TDY location, and many other details.

   ==========

5. **LODGING COST** – This editable field gives you a place to enter your daily lodging rate. This area also identifies the maximum locality rate.

6. **M&IE COST** – This non-editable field identifies the maximum locality rate and the rate you will receive, based on your selections above.

**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.

*Table 2-6*

| PER DIEM ADJUSTMENTS FOR MEALS | |
|---|---|
| **Radio Button** | **Description** |
| Receive Full Meal Rate | You are authorized the full locality meal rate. |
| Meals Available at TDY Location | If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&IE allowance based on how many meals are available. Select which meals are available (**B**=breakfast, **L**=lunch, **D**=dinner). You can also manually select this option. |
| Government Meals Provided at TDY Location | Select if the Government purchased any meals for you (e.g., as part of a conference registration fee. DTS lowers your M&IE allowance based on how many provided meals to you (same options as above). You can also manually select this option. |
| Occasional Meals Required | Select if the AO will authorize occasional meals for a trips that will last less than 12 hours. Enter the **Cost** of the occasional meals. |
| Special Meal Rate | Select if you have a unique travel situation (e.g., your Service Secretary authorized you to support a Contingency Operation for over 180 days).<br>Enter the **Cost** of the occasional meals.<br>**Note:** If you are eligible for the $3.50 OCONUS incidental rate, check the appropriate box under **Other Entitlements**. Do not use **Special Meal Rate** for this purpose. |

*Table 2-7*

| PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS | | | |
|---|---|---|---|
| **Duty Condition** | **Description** | **Effect** | **Code(s)** |
| Field Conditions | You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent). | No lodging or M&IE allowance | FDLC |
| Adverse Effects (Commercial Qtrs) | When TDY to a military installation but you are authorized to stay in commercial lodging | Full lodging and M&IE allowances | ADEF |
| Inactive Duty Training (Local) | Member must commute daily to annual training. | No lodging or M&IE allowance | INDT |
| Permissive TDY | Travel is authorized, but voluntary in nature. You must pay all travel and transportation expenses. | No lodging or M&IE allowance | PTDY |
| Hospital Stay | Employee is confined to a hospital or medical facility. | No lodging or M&IE allowance | HOSP |
| Quarters Available | Government quarters are available at the military installation. | Full lodging and M&IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR). | QRTS |
| Group Travel | Multiple individuals are traveling together. | No lodging allowance, full M&IE allowances | GRPT |
| Essential Unit Messing | Use of Government lodging and meals is essential for training and readiness. | Full lodging allowance, $3/day M&IE (except on CONUS travel days) | EUM |
| Aboard a U.S. Vessel | You will be serving on a U.S. vessel. | No lodging or M&IE allowance | VSSL |
| Authorized Trip Home | Civilian employee is authorized a trip home every 3 weeks on long TDYs. | No lodging allowance except for the return travel day. No M&IE allowance except for the first & last travel days to & from home. | HOME |
| Annual Training, Active Duty Training, | Reservist is traveling for various purposes and with varying per diem lodging and meals availability. | For most travelers, selecting one of these duty conditions offers full lodging and M&IE allowances. You | TRN<br>ATQP<br>ATCQ |

| PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS | | | |
|---|---|---|---|
| or Inactive Duty Training<br>(Each has various per diem availability options) | Note: See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems. | must adjust those allowances manually.<br>On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&IE allowances accordingly. | ADQM<br>ADTQ<br>ADT<br>IDQM<br>IDTQ<br>IDTN |

*Table 2-8*

| PER DIEM ADJUSTMENTS FOR OTHER ENTITLEMENTS | |
|---|---|
| **Selection** | **Description** |
| Allowed Leave (no per diem) | Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of **Annual** leave. Government employees may select either **Annual** or **Other**, and may enter the number of hours they wish to take. |
| Sick Leave (No Per Diem) | DoD civilian employees select when they are on sick leave and not authorized per diem. |
| Sick Leave | DoD civilian employees select when they are on sick leave, but are authorized full per diem. |
| Duty Days (no per diem) | Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave |
| Non-Duty Days (no per diem) | DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave. |
| Authorized Delay | Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances. |
| Actual Lodging Cost (over per diem) | Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate. |
| OCONUS Incidental Amount (reduced rate) | Select if the AO determines that you should receive the OCONUS IE 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. |
| In Place Travel (receive full per diem) | Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations. |

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

- ***PLOT:*** When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by *DoD Instruction (DoDI) 5154.31, Chapter 3*. Special considerations for PLOT situations are in the DTMO web-based training class, **PLOT**. To access *TraX*, users must register through Passport, DTMO's web portal, at *https://www.defensetravel.dod.mil/neoaccess/login.php*.
- ***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*.

# Chapter 7: Accounting Module

The **Accounting** module provides key finance information about your 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 from the **Progress Bar**.

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

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

Sections 7.1 through 7.4 spell out these areas and define when the optional ones actually appear.

## 7.1 Enter Accounting Codes

The *Accounting Codes* portion of the **Accounting** module (Figure 2-71) 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 authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. You can sign your authorization without a LOA, and in fact, some organizations do not want you to assign LOAs. If that is the case, skip to Section 6.2.

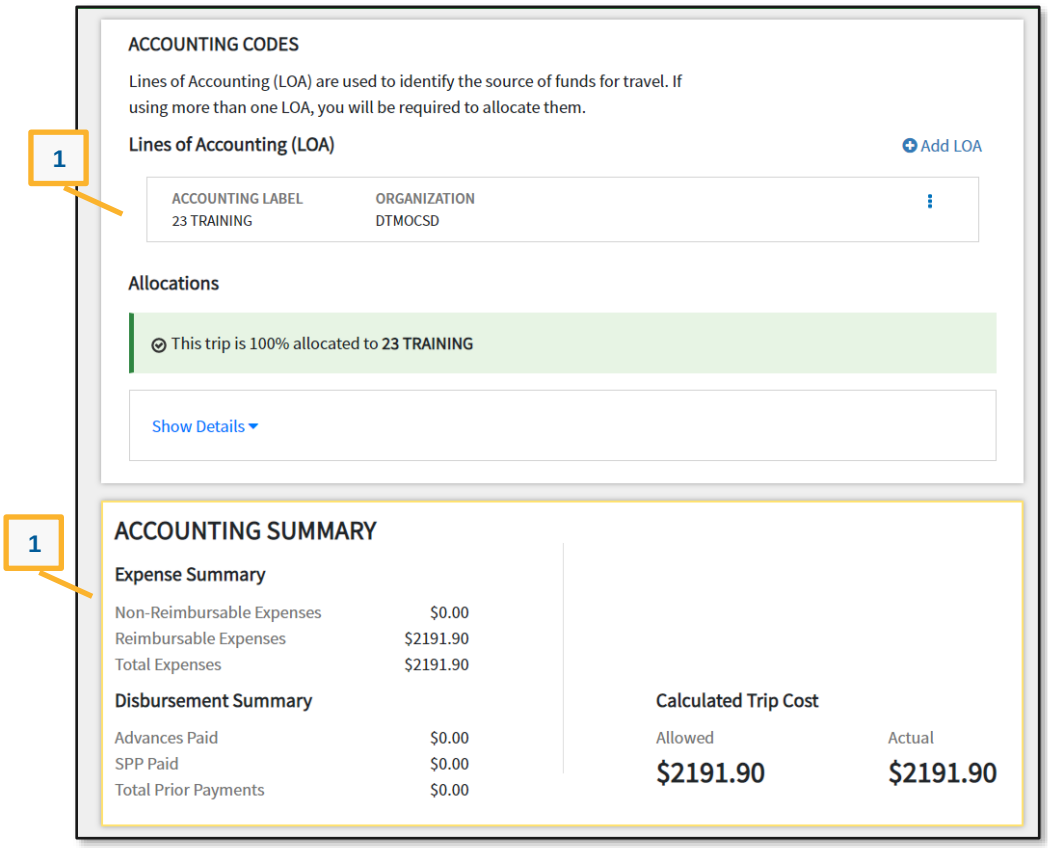



*Figure 2-71: Accounting Screen – Accounting Codes – One LOA Added*

### 7.1.1 Add or Remove a LOA

If your DTS profile lists a default LOA, that LOA appears automatically, on your document indicating the allocations are complete (Figure 2-71, Indicator 1), and displays the payment categories for this trip. If the default LOA is not correct for this trip:

1. Select **options** (3-dots icon) (Figure 2-72, Indicator 1).
2. Select **Remove** to delete the LOA (Figure 2-72, Indicator 2).
3. Select **Add LOA** (Figure 2-72) to see up to three sources of LOAs you can add to your travel document. Each source has a drop-down list of available LOAs you can select. LOA sources include:
   - **From <organization>:** LOAs that belong to your organization.
   - **Shared LOA:** LOAs shared from an organization above yours.
   - **Cross Org LOA:** LOAs shared from organizations outside your hierarchy.

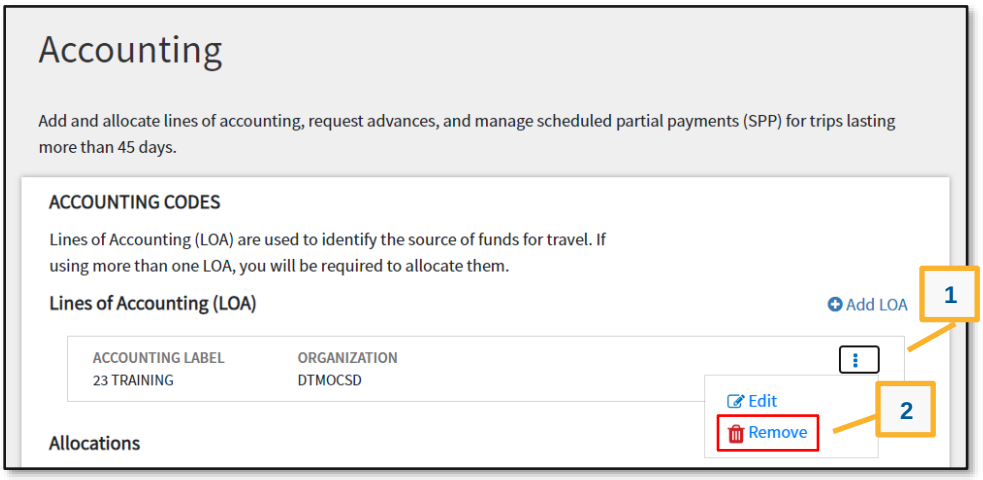



*Figure 2-72: Add LOA Screen*

### 7.1.2 Add Multiple LOAs

If you add multiple LOAs, DTS updates the **Accounting Codes** screen to display the LOAs (Figure 2-73, Indicator 1), and requires you to allocate the costs between them.

After you select **Edit LOA Allocations** (Figure 2-73, Indicator 2) and allocate the costs between LOAs, DTS displays the allocation method you used (Figure 2-73, Indicator 3), the payment categories, and costs (Figure 2-73, Indicator 4).

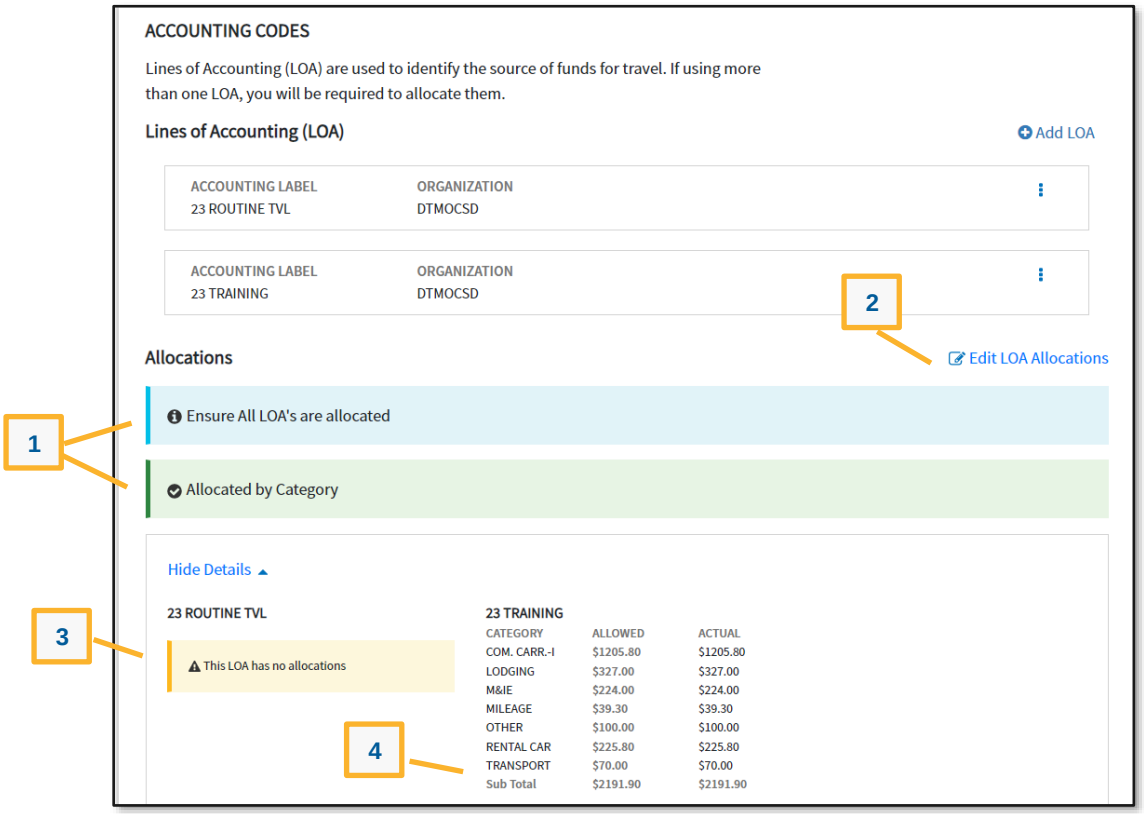



*Figure 2-73: Accounting Codes Screen – Second LOA Added*

When you select **Edit LOA Allocations**, the screen updates. There are five cost distribution options, which include by:

- **Percentage**: Select a percent of the cost to apply to each LOA.
- **Category**: Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date**: Select the date range that each LOA applies. This is useful for trips that cross fiscal years.
- **Specific Expense**: Select an LOA for each expense.
- **Category and Date**: Select LOAs based on a combination of both **Expense Category** and **Date**.

On the **Allocate Lines of Accounting** screen, use the dropdown menu to select the **Allocation Method** and then select **Save**. The **Accounting** screen updates reflecting the cost distributions (Figure 2-74).

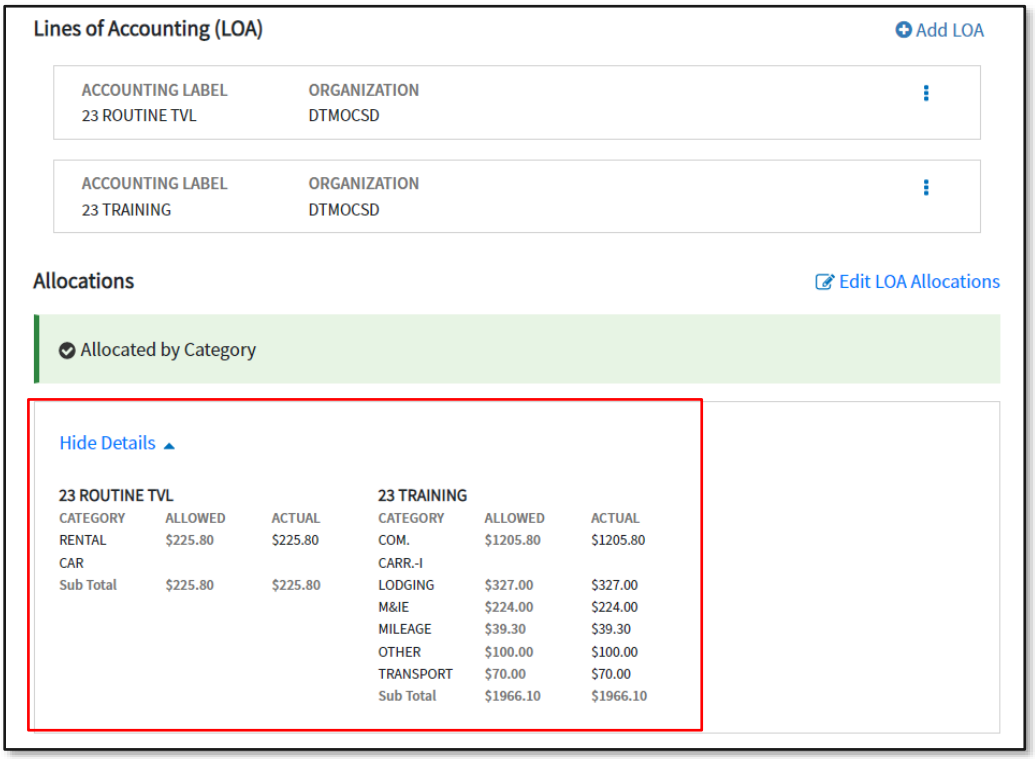



*Figure 2-74: Accounting Codes Screen – Costs Allocated*

## 7.2 Request an Advance

On the **Accounting** page, the *Advances* section only appears if you are eligible to receive a travel advance, which is a payment sent to your personal bank account before the trip to help you pay official travel expenses. You are seldom eligible to receive a travel advance if you have a GTCC.

**Note:** When the AO does authorize an advance, you may receive up to either 80 or 100 percent of your anticipated trip payment.

1. Ensure there is a LOA selected for the trip (Figures 2-75a and 2-75b)

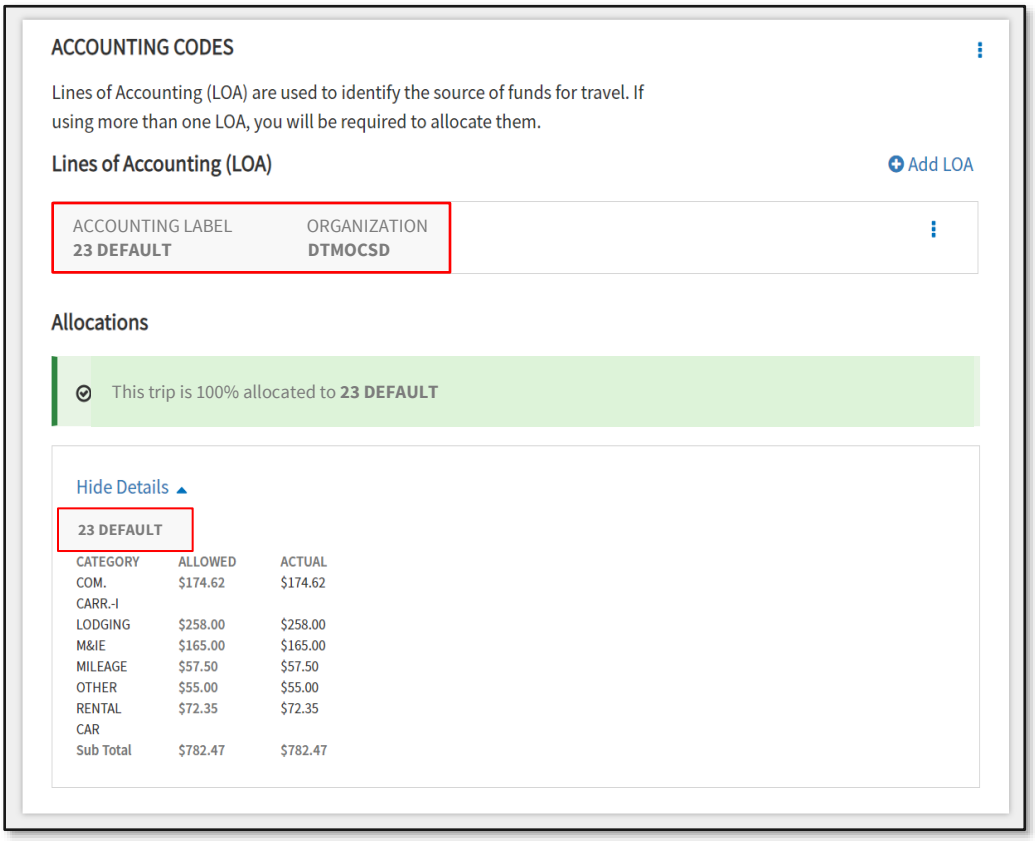



*Figure 2-75a: Accounting Codes Section – No Advances Section*

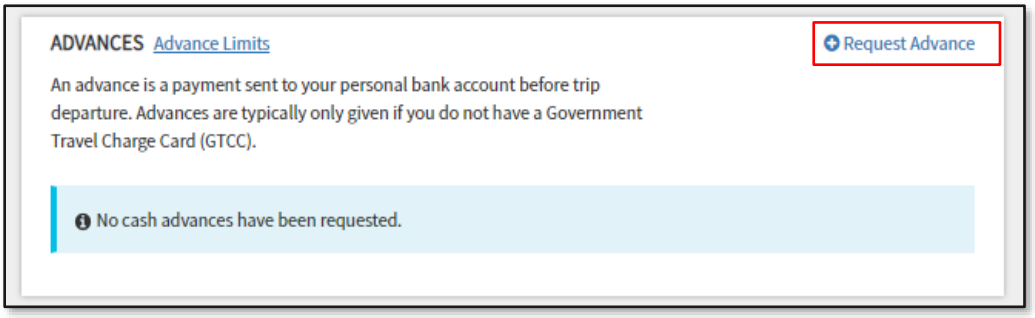



*Figure 2-75b: Accounting Codes Section – Advances Section*

2. Select the **Request Advance** link (Figure 2-75). The *Advances* window opens (Figure 2-76).
3. Only LOAs that appear in the *Accounting Codes* section are available for selection. Once you **Choose an LOA** (Figure 2-76), the screen updates with the payment details.

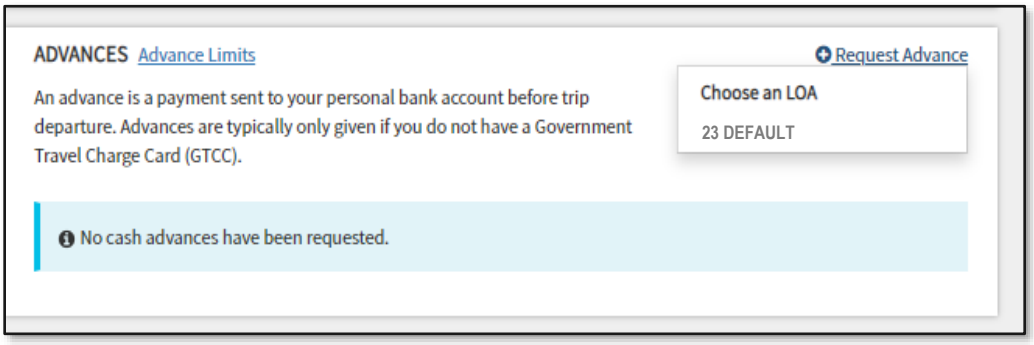



*Figure 2-76: Advances Section – Choose an LOA Screen*

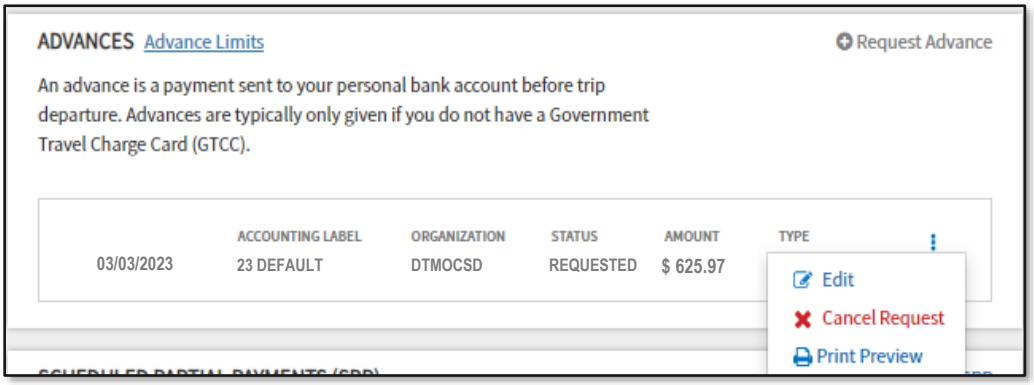



*Figure 2-77: Advances (scheduled) Options Screen*

4. Review the information then scroll down the page. Select **Continue** to advance.

**Note:** If you need to change your advance request (for example if you add or remove expenses or if the trip length changes), follow these steps:

- If the AO has not yet approved the authorization:
  - Adjust the authorization, make the necessary changes, and then navigate to **Accounting**.
  - Under *Advances*, select **options** (3-dots icon), **Cancel Request** to remove the advance request (Figure 2-77). The screen updates to no scheduled advances. Follow the steps listed above to request the advance again.
- If the AO has already approved the authorization, you cannot change the advance request amount in DTS:
  - If your trip expenses will be higher (e.g., you extended your trip), you must request an increased advance outside DTS following your local business rules.
  - If your trip expenses will be lower (e.g., you shortened your trip), you will be placed into debt if the total amount you receive exceeds the amount you may claim when you file your voucher.

**Note:** If you selected a restricted flight, since you must pay off your GTCC bill in full when you receive it, if you anticipate that your voucher won't be processed before the date your GTCC payment is due, you must either pay it out of pocket, or request a travel advance for the air ticket amount. For detailed information on that process, see the information paper *Travel Advances for Restricted Airfares*.

## 7.3 Scheduled Partial Payments

On the **Accounting** page, the S*cheduled Partial Payments (SPP)* section (Figures 2-78 and 2-79) 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.

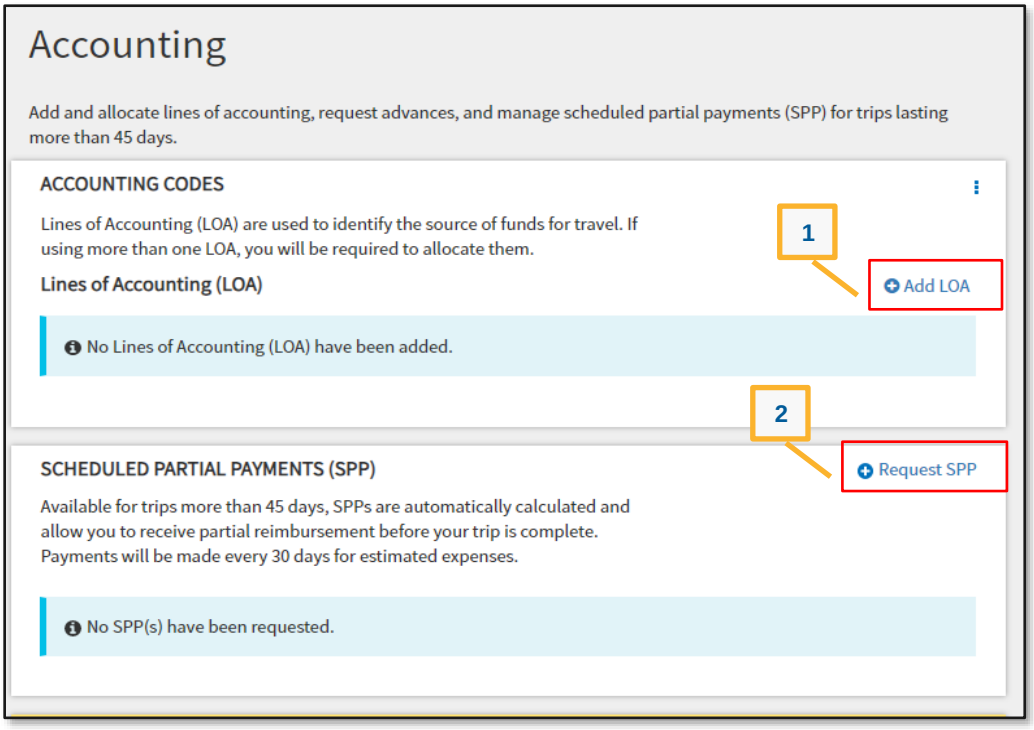



*Figure 2-78: Accounting - Scheduled Partial Payments Screen*

1. Ensure there is a LOA label on the document. Select **Add LOA** to choose an accounting label (Figure 2-78, Indicator 1).
2. Once the **Accounting** screen refreshes, select **Request SPP** (Figure 2-78, Indicator 2)**.** The window opens with a breakdown of number of payments, payment date range and scheduled amount (Figure 2-79, Indicator 1).

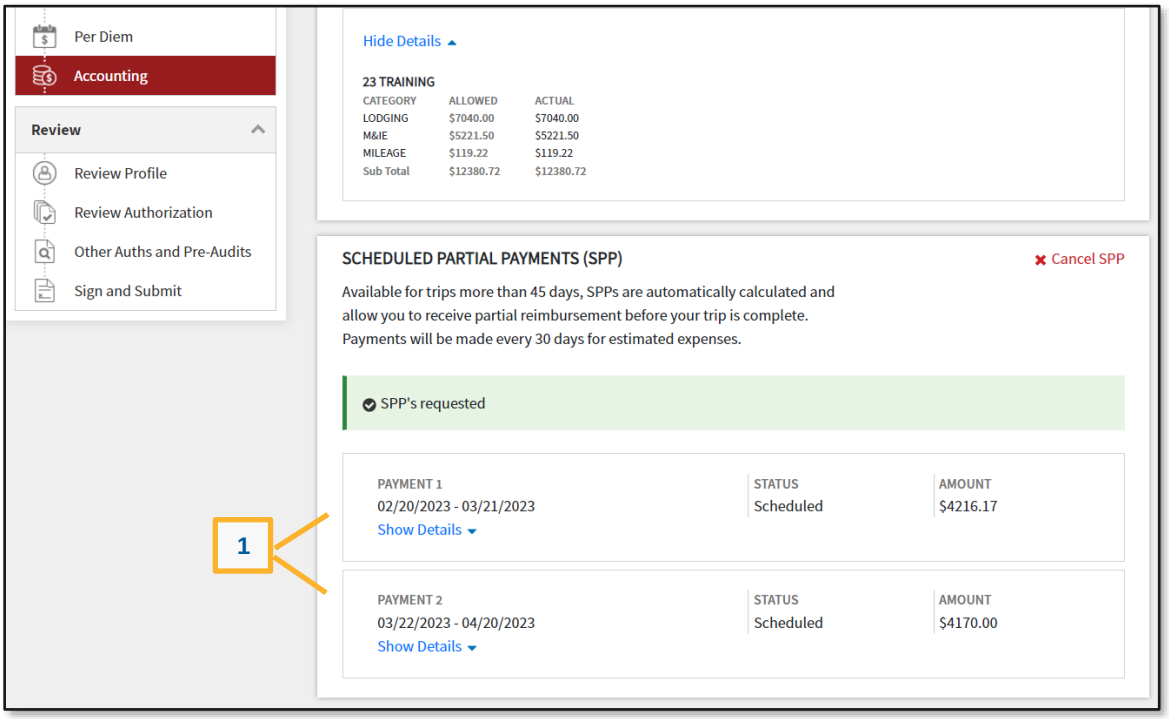



*Figure 2-79: Accounting – SPPs Requested Screen*

**Note:** 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:** 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.
- If you amend the authorization to make your trip shorter, DTS deletes SPPs scheduled after the new trip end date.
- If you amend the authorization to make your trip longer, DTS adds new SPPs as necessary; however, DTS cannot change SPPs in a **SUBMITTED** or **PAID** status.

## 7.4 Review Trip Costs and Payments

The *Accounting Summary* section (Figure 2-80), which appears at the bottom of the **Accounting** page, is informative only. This area displays the **Calculated Trip Cost** along with any prior payment details (e.g., SPP). View the information and then select **Continue** to proceed.

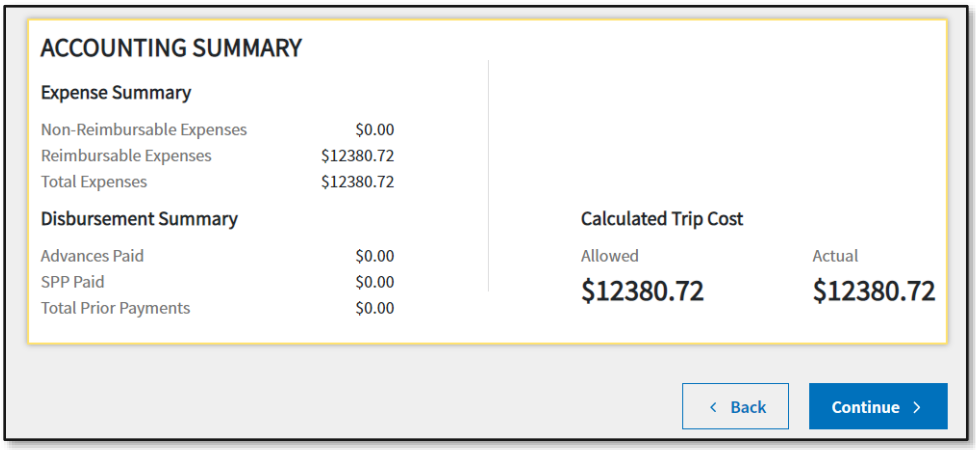



*Figure 2-80: Accounting Summary Section*

# Chapter 8: Review Module

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

- **Review Profile*:** Look over and change your DTS personal profile.
- **Review Authorization*:** Examine and update the document's contents.
- **Other Auths and Pre-Audits*:** Review, add, and modify key statements on the authorization.
- **Sign and Submit*:** Digitally sign the document and start the routing process.

***Note:** You can access all four of these screens at any time by selecting them from the **Progress Bar**; however, before DTS will let you sign the document, you must access these screens in the order listed.

## 8.1 Review Profile Screen

When you select **Review Profile** from the **Progress Bar**, the **Review Profile** screen (Figure 2-81) displays your personal contact information and account data, as listed in your DTS personal profile.

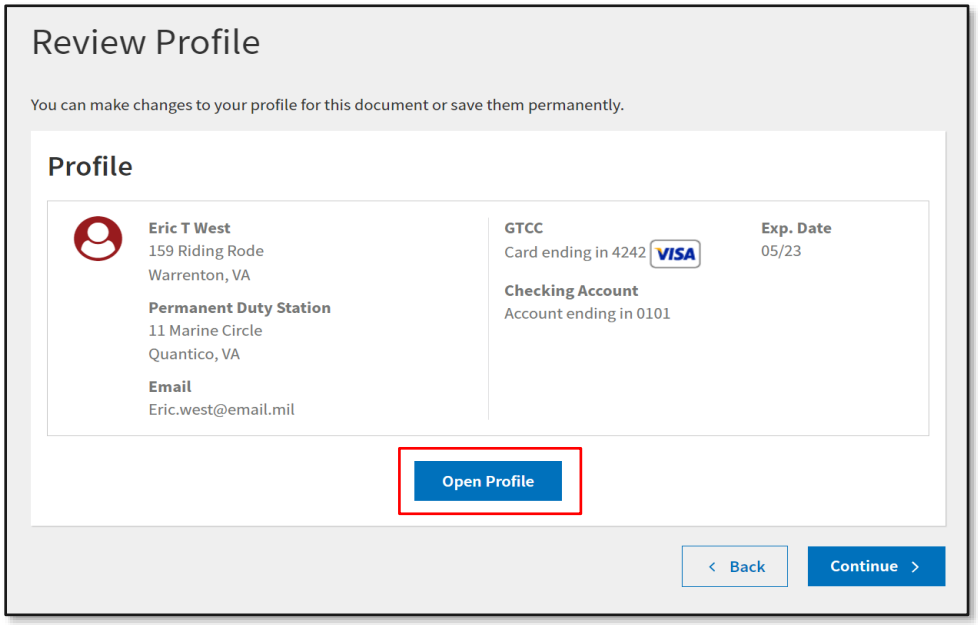



*Figure 2-81: Review Profile Screen*

If you need to change any information in your DTS personal profile, select **Open Profile** (Figure 2-81). The update profile tool (Figure 2-82) opens. To update your profile, select a category from the left column (e.g., EFT and Credit Card Accounts) and complete the fields in the right column before you 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** (Figure 2-82). If you don't check that box, your changes will apply to the current document only.

Contact your DTA to update any information you can't change from these screens.

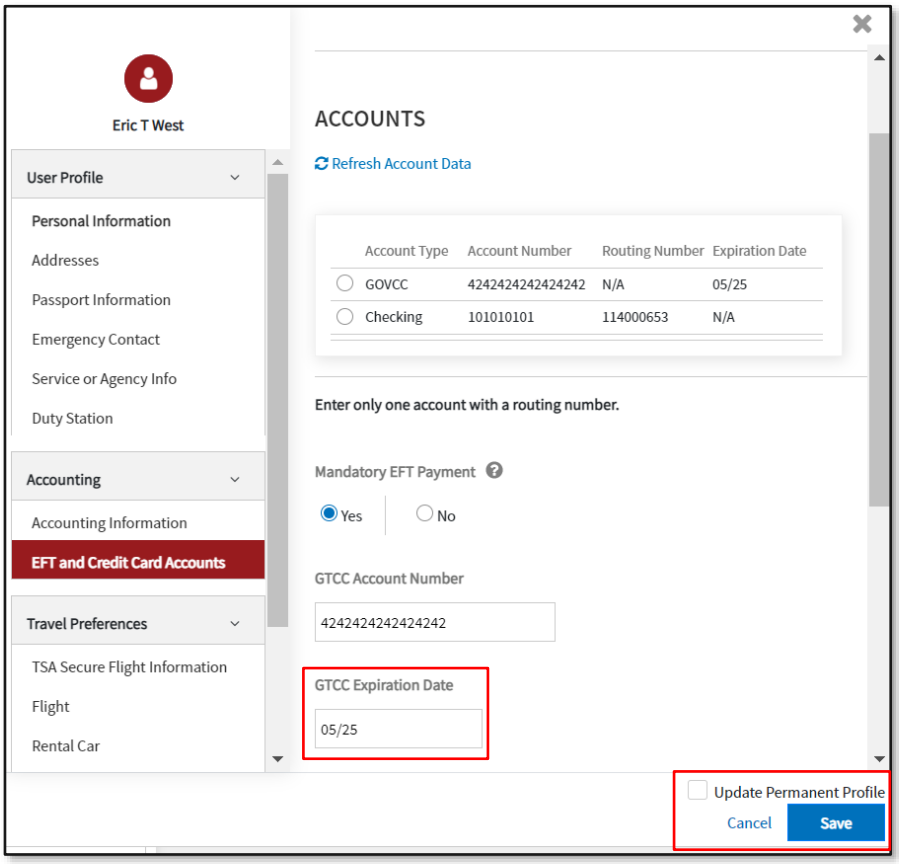



*Figure 2-82: Update Profile Tool (Editable)*

When everything is correct, select **Continue** to open the **Review Trip Authorization** screen (Figure 2-81).

**Note:** To check whether a DTS document contains current profile information, open the document in a view-only mode. In view-only modes, a **Compare Profiles** button replaces the **Save** button. Select it to see a side-by-side comparison of the profile information in the document and the profile information in your DTS profile. Figure 2-83 displays the **Document Profile** and **Permanent Profile EFT and Credit Card Accounts** (GTCC) information, reflecting a change to the checking account routing number.

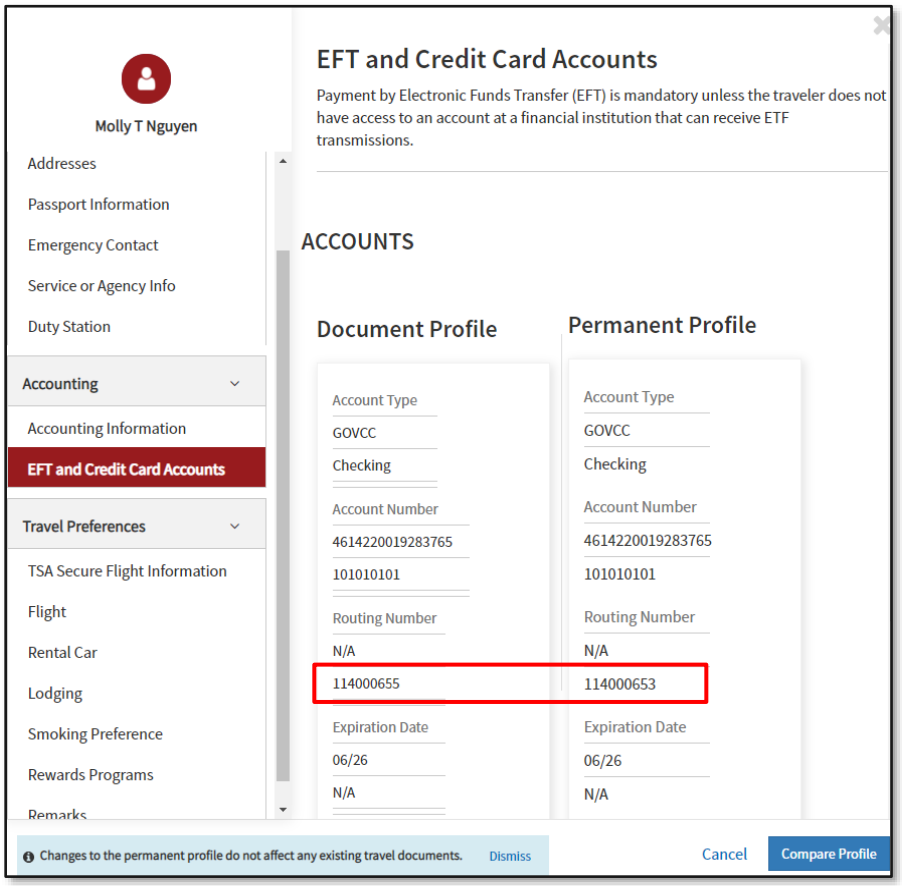



*Figure 2-83: Update Profile Tool (Non-Editable)*

## 8.2 Review Trip Authorization Screen

**Note:** You can access the screens in this module by selecting the options from 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 Authorization (Section 8.2)
2. Other Auths and Pre Audits (Section 8.3)
3. Digital Signature (Section 8.4)

You can open the **Review Trip Authorization** screen (Figures 2-84a-g) by selecting **Review Authorization** from the **Progress Bar**. Use it to review important information in your authorization, and update it as necessary.

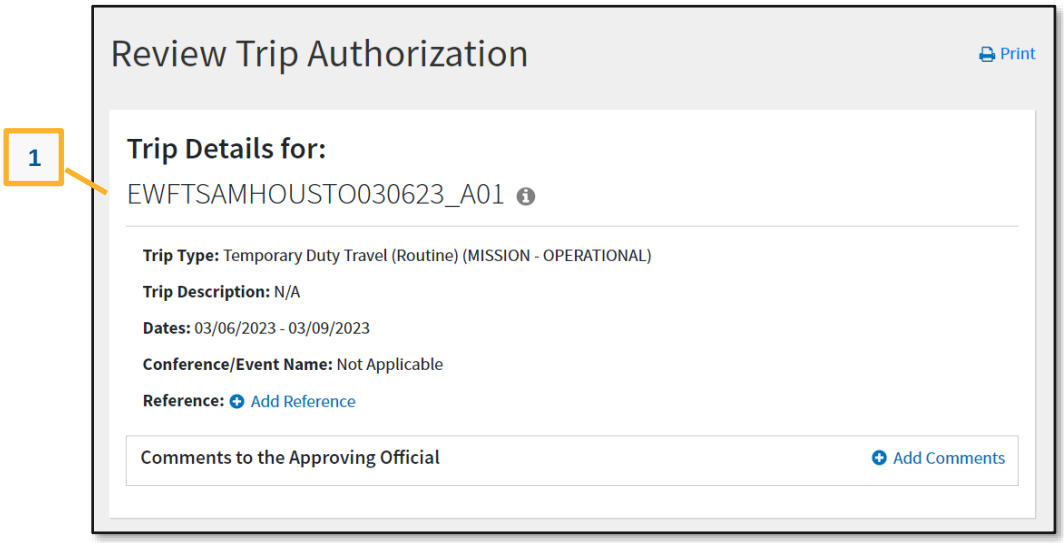



*Figure 2-84a: Review Trip Authorization – Trip Details*

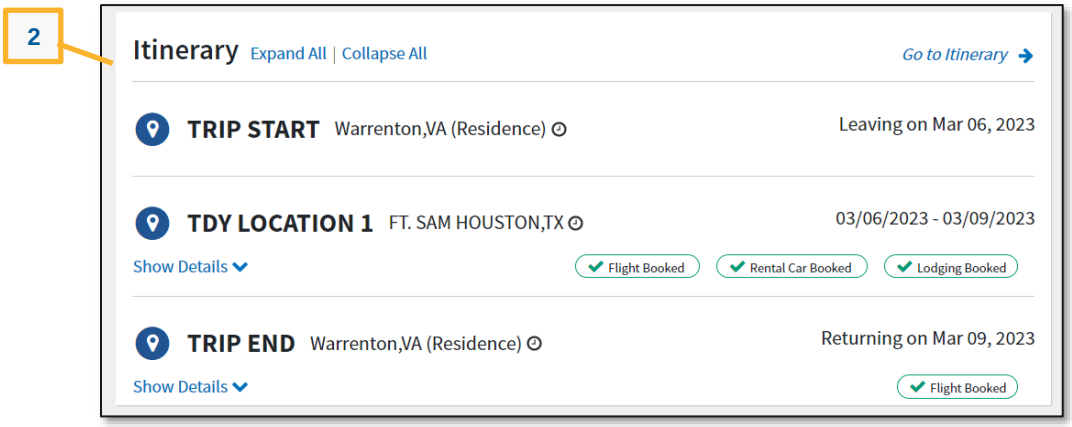



*Figure 2-84b: Review Trip Authorization (continued) - Itinerary*

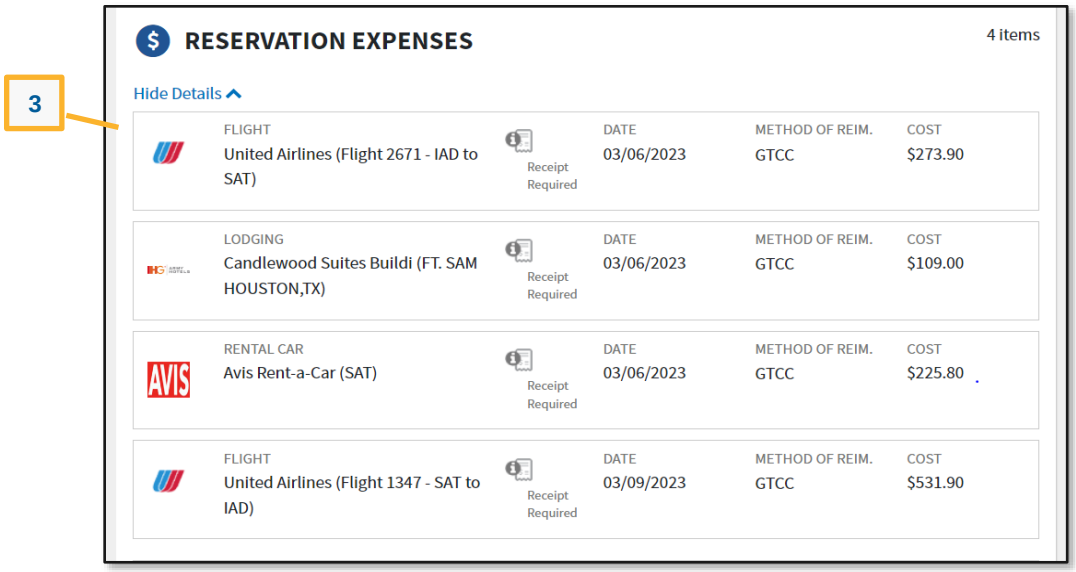



*Figure 2-84c: Review Trip Authorization (continued) – Reservation Expenses*

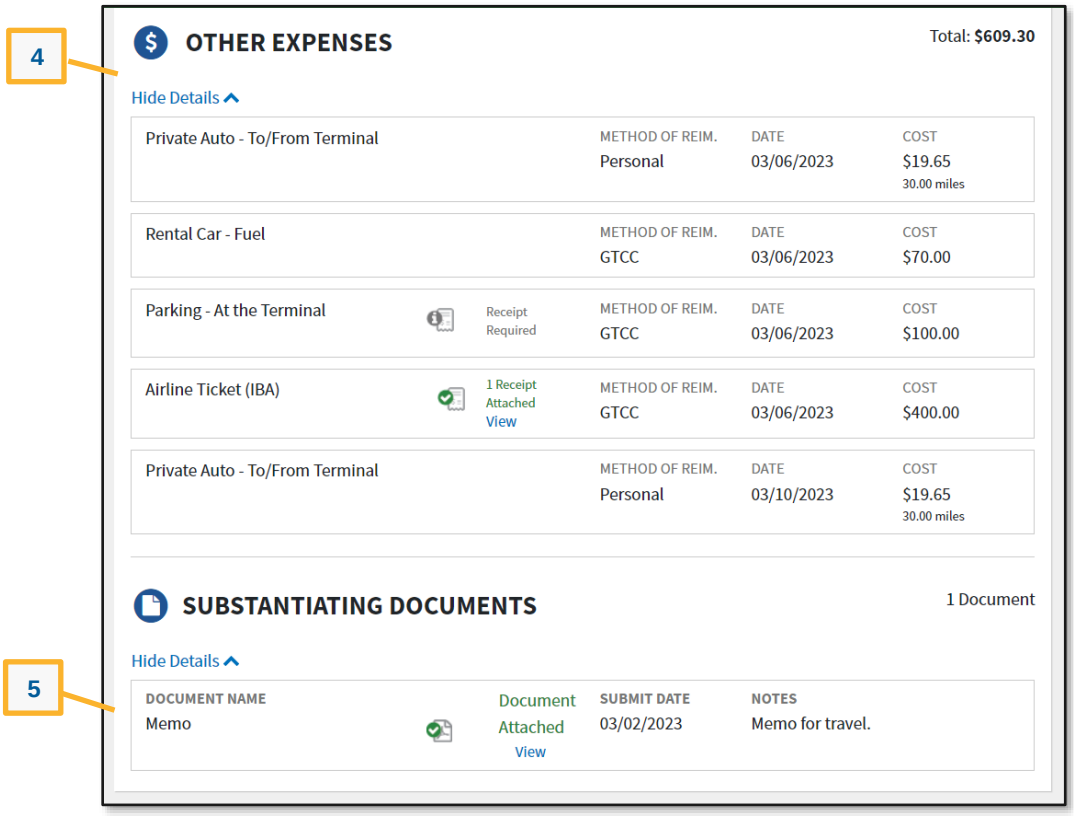



*Figure 2-84d: Review Trip Authorization (continued) – Other Expenses*

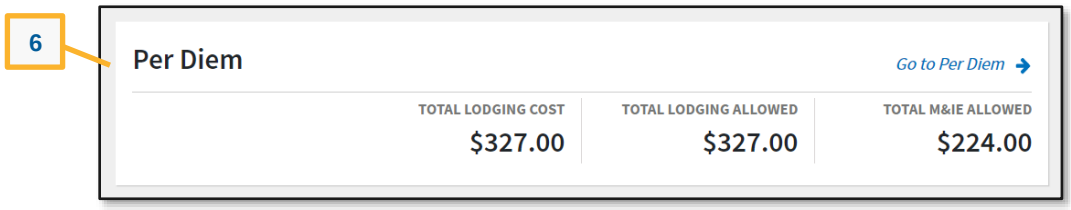



*Figure 2-84e: Review Trip Authorization (continued) – Per Diem*

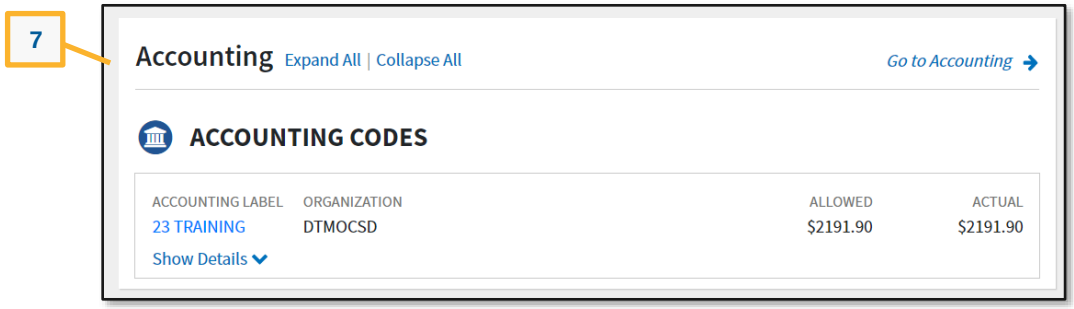



*Figure 2-84f: Review Trip Authorization (continued) – Accounting Codes*

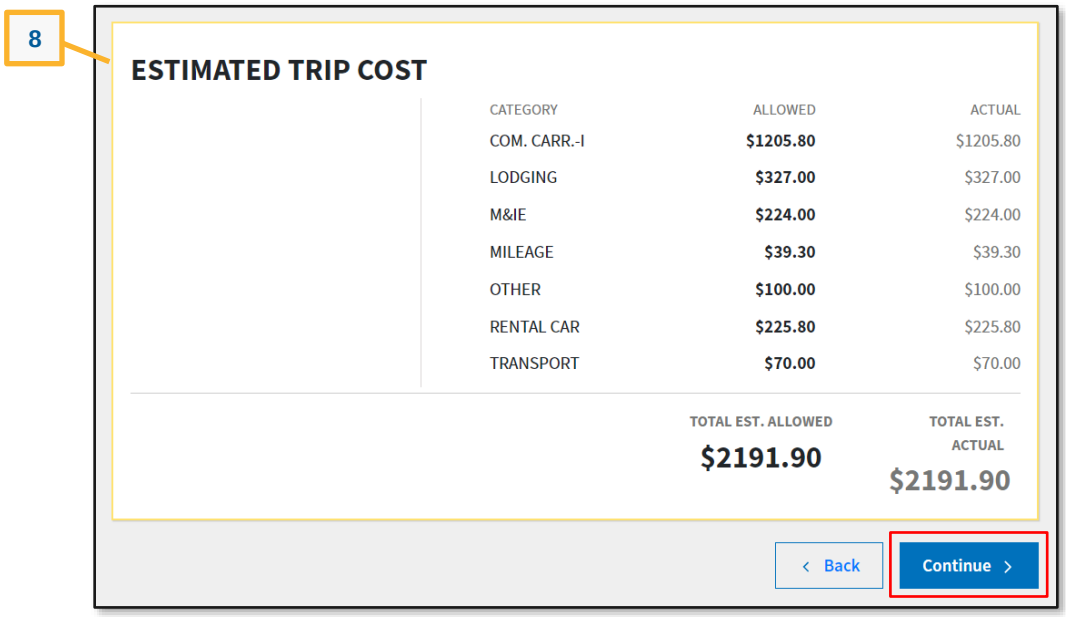



*Figure 2-84g: Review Trip Authorization (continued) – Estimated Trip Cost*

From top to bottom (Figures 2-84a-g), the **Review Trip Authorization** screen displays:

- **Trip Details** (Figure 2-84a, Indicator 1): The document name, trip type, trip purpose, trip description, trip dates, and conference name, if applicable. Provides a place to add a reference number and comments to the AO, if needed.
- **Itinerary** (Figure 2-84b, Indicator 2): Provides key travel dates and locations, along with reservation Indicators, and the option to show their details.
- **Expenses** (Figure 2-84c, Indicator 3): A list of all your reservation expenses, (Figure 2-84d, Indicator 4) reimbursable expenses, and mileage allowances and attached supporting documents (Figure 2-84d, Indicator 5). Again though, after CTO BOOKED, DTS may not display the return flight (see Note 1 in Section 5.2).
- **Per Diem** (Figure 2-84e, Indicator 6): A breakdown of total lodging cost, the amount authorized for lodging reimbursement, and M&IE.
- **Accounting Codes** (Figure 2-84f, Indicator 7): A summary of trip expenses by LOA.
- **Estimated Trip Cost** (Figure 2-84g, Indicator 8): Trip expenses by category, as well as requested advances and SPPs, if applicable Shows payments requested or received, total allowed trip cost, and total estimated trip cost.

Most sections include **Go to <DTS module>** links you can use to make corrections when necessary. Once you enter all trip expenses into the authorization, select **Continue** (Figure 2-84g) to open the **Other Authorizations and Pre Audits** screen (Figure 2-85).

## 8.3 Other Auths and Pre-Audits Screen

You can open the **Other Auths and Pre Audits** screen by selecting **Other Auths and Pre-Audits** from the **Progress Bar**. On this screen you review, add, and edit key statements for the authorization. **Note:** When the document is within travel policy compliance, then it may show **0 Pre Audits** and **0 Advisories** requiring no action.

Here are some examples of flags for **Other Auths and Pre Audits**, which you may receive, based upon selections made within the document.

1. **Other Authorizations** (Figure 2-85) are statements that must appear on your printed travel order. DTS adds some, and provides comments for them, based upon choices in the authorization. You cannot remove these, except by changing the selection that caused the **Other Authorization** notice to appear (Figure 2-85, Indicator 1) for example, taking **Annual Leave**.

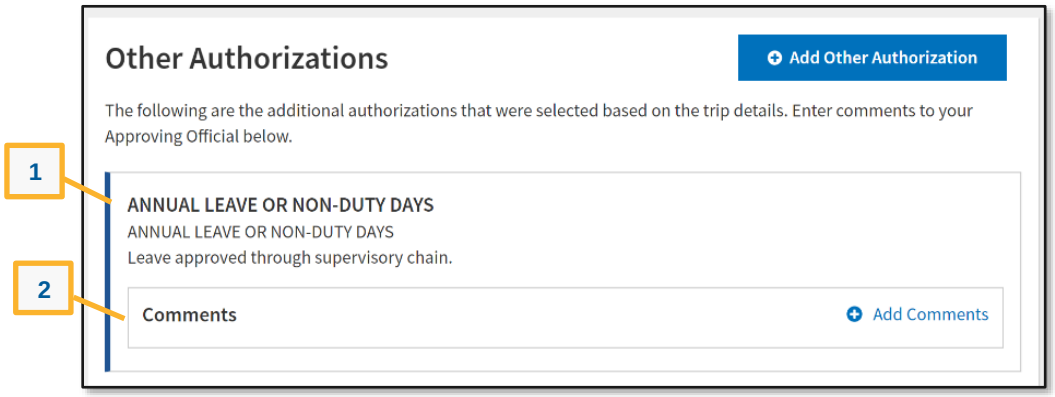



*Figure 2-85: Other Authorizations – Annual Leave*

Every **Other Authorization** flag requires a **Comment**. If DTS did not provide one for you, you must add it (Figure 2-85, Indicator 2).

2. **Pre-Audits** (Figure 2-86, Indicator 1) identify items flagged for exceeding cost thresholds or that break travel policy without specific AO approval. You must provide a **Justification** for each flagged item explaining why the AO should approve it. If your justification is insufficient, the AO will return the document to you for correction or further explanation.

   Some flagged items (e.g., failure to use a contract airfare or required lodging type) also require you to provide a **Reason Code** explaining further the deviation from policy.

   **Note:** When making lodging reservations, any previously entered **Reason Code** and manually entered **Justification** for **Lodging Not Used**, automatically displays under **Pre-Audits**.

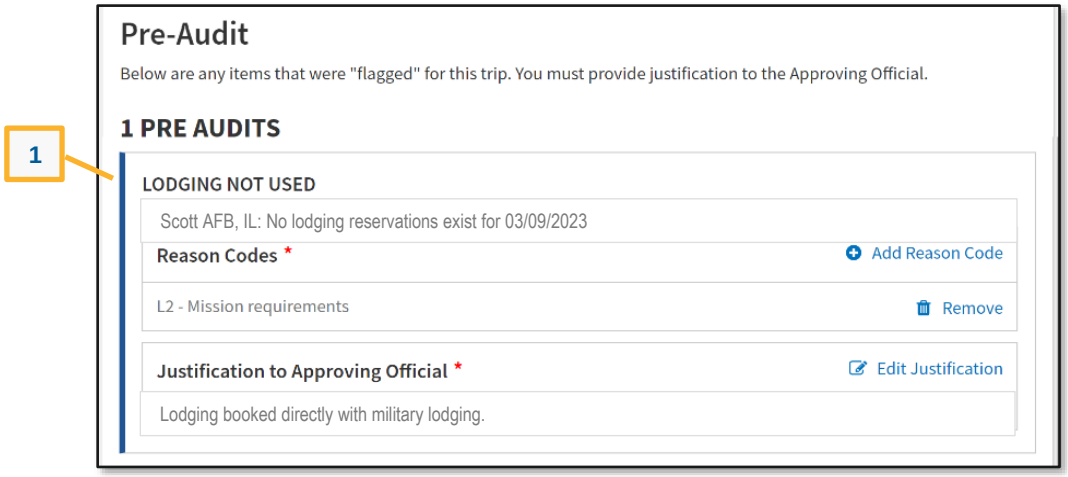



*Figure 2-86: Pre-Audit Flag – Lodging Not Used*

3. **Advisories** (Figure 2-87, Indicator 1) alert you to items of potential concern or serve as a reminder (e.g., leave requested). They do not require a justification.

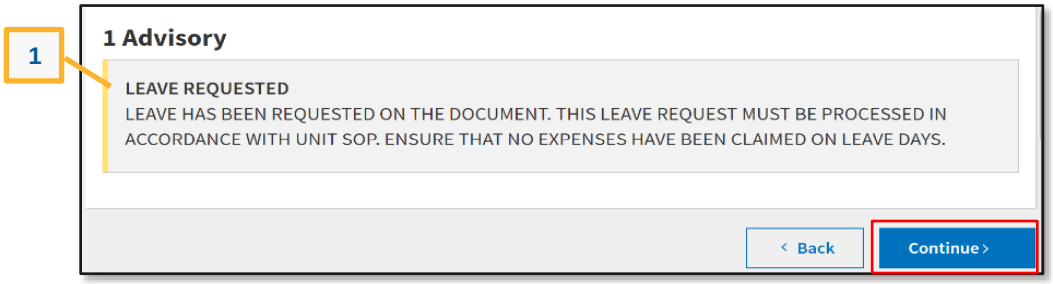



*Figure 2-87: Advisory – Leave Requested*

After entering all required comments, justifications, and reason codes, select **Continue** (Figure 2-87) to process to the **Digital Signature** screen.

## 8.4 Digital Signature Screen

You can open the **Digital Signature** screen at any time by selecting **Sign and Submit** from the **Progress Bar** (Figure 2-88). However, if you skip Other Auths and Pre-Audits page, DTS will return you to that screen before allowing you to sign the trip.

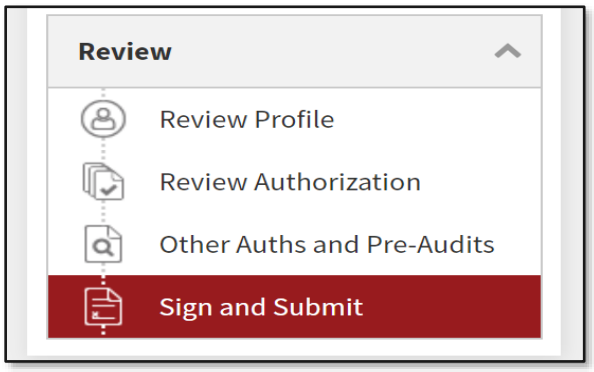



*Figure 2-88: Sign and Submit*

On the **Digital Signature** page (Figure 2-89) 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.

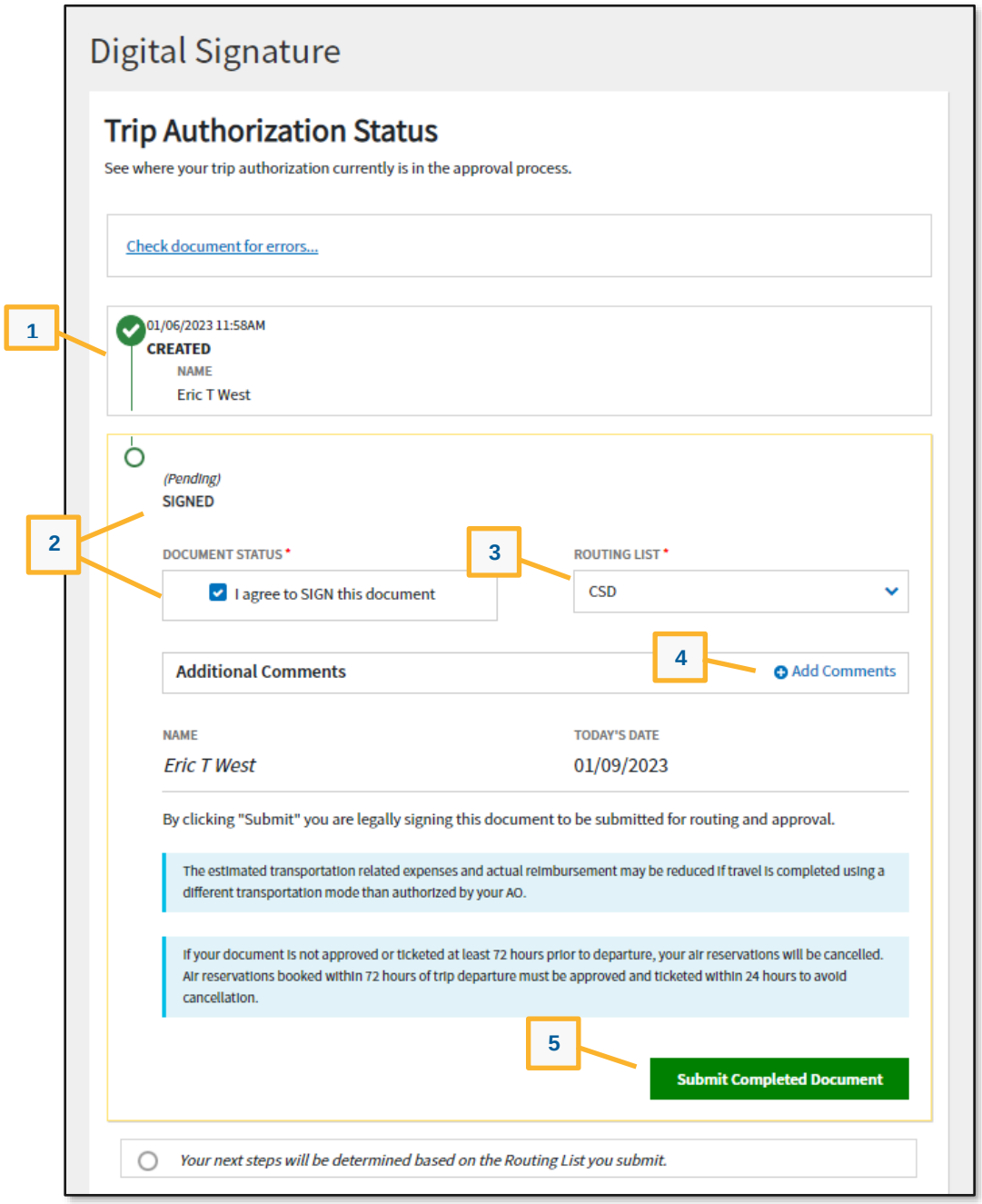



*Figure 2-89: Digital Signature Screen*

The **Digital Signature** screen lets you:

1. View the current status of the document (Figure 2-89, Indicator 1).
2. Verify DTS will apply the **SIGNED** stamp when you submit the document and check the box, **I agree to SIGN this document** on the authorization (Figure 2-89, Indicator 2).
3. Change the routing list (Figure 2-89, Indicator 3), if needed. Follow your local guidance to determine the correct routing list to use.
4. **Add Comments** to the AO (Figure 2-89, Indicator 4). These are generally optional.

5. **Submit Completed Document** (Figure 2-89, Indicator 5) to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message (Figure 2-90).

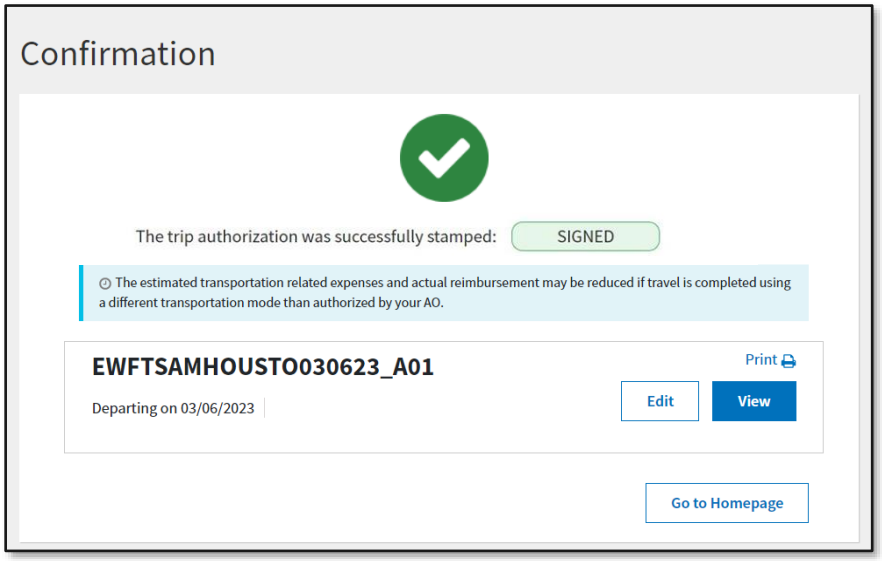



*Figure 2-90: Submit Successful*

**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.

After you submit (digitally sign) the authorization, the following steps may occur, depending on the selections you made in the document, DTS:

1. Warns 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.
2. Warns you your profile contains no valid GTCC information and gives you a chance to enter it.
3. Verifies your identity by requiring you to enter your CAC PIN.

Signing the authorization begins the routing process. If your routing list contains the Reviewed step then this step occurs after TMC action, but eventually your authorization goes to the AO for approval, then to your supporting financial institution for monetary processing.

However, your pre-trip responsibilities do not end with your signature. You should always confirm ticketing by the TMC for your air travel before you head for the airport. There are a number of 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, 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'll be happy to confirm your ticketing status.

# Chapter 9: Additional Resources

## 9.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS *Component Representatives*. Also available by selecting the *Contacts: DTS Service/Agency Offices* link at the bottom, left side of the *DTS Home* page.

## 9.2 Helpful References

*Travel Explorer (TraX)* provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and tri-folds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the *Training Resource Lookup Tool*.

| GUIDES | |
|---|---|
| **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://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF |

| OTHER RESOURCES | |
|---|---|
| **Title** | **URL** |
| DTS Overview Information Paper | https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF |
| Import/Export Trifold<br><br>Information Paper | Trifold:<br>https://https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF<br>Information Paper:<br>https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF |

| OTHER RESOURCES | |
|---|---|
| **Title** | **URL** |
| Dependent Travel Information Paper | https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_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 |
| *Adjustments & Amendment Trifolds<br><br>Information Paper | Update Authorization Trifold:<br>https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF<br>Update Voucher Trifold:<br>https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF<br>Information Paper:<br>https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF |
| Self-Approving Official Information Paper | https://https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF |
| Foreign Military Sales Information Paper | https://https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF |
| *Constructed Travel Worksheet (CTW) Home page<br><br>Pre-Travel and Post-Travel Worksheets:<br><br>Pre-Travel and Post-Travel Worksheet Guides<br><br>Information Paper | CTW Home page:<br>https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/<br><br>Pre-Travel and Post-Travel Worksheets:<br>https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip<br>https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip<br><br>Pre-Travel and Post-Travel Worksheet Guides:<br>https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF<br>https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF<br><br>Information Paper:<br>https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF |
| *Cancellation Procedures Trifold | Trifold:<br>https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF |

| OTHER RESOURCES | |
|---|---|
| **Title** | **URL** |
| Information Paper | Information paper: https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF |
| * Web-based training module is also available in *Travel Explorer (TraX)* | |