



GUIDE



Defense Travel System (DTS) Guide 1: Getting Started

April 03, 2024

V3.15



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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
3.5	10/15/20	DTMO	Updated Formatting Updated Quick Links screen shots	Title Page Page 19
3.6	12/04/20	DTMO	Updated DTS Dashboard screen shots	Throughout
3.7	12/30/20	DTMO	Updated screen shots	Pages 14 -16 Page 19 Page 24
3.8	02/22/22	DTMO	Rebranding effort	Throughout
3.9	06/10/22	DTMO	Logging in process updated CT Link updates	Chapter 3 Chapter 8
3.10	01/20/23	DTMO	Updated Self Registration information and added new screen shots Added new section for Travel System Redirect Added new section for Trip Creation and Trip Duration Added new section for What's New Added new section for 60-day profile review prompt	Section 3.1 Section 4.5.1 Section 4.5.2 Section 4.5.3 Section 4.5.4
3.11	07/07/23	DTMO	Removed new section for Travel System Redirect	Section 4.5.1
3.12	10/16/23	DTMO	Updated Section 3.1 Self-Registration screen shots and wording	Pages 8 - 16
3.13	12/06/23	DTMO	Added new section for Logout Due to Inactivity Prompt	Pages 29 - 30
3.14	03/26/24	DTMO	General review Updated DTS Homepage Updated Bottom of DTS Homepage	Throughout Page 5 Page 19
3.15	04/01/24	DTMO	Updated the Constructed travel link	Page 34

Chapter 1: System Introduction

The Defense Travel System (DTS) is a fully integrated, electronic, end-to-end travel management system automating temporary duty (TDY) travel for the Department of Defense (DoD). It allows travelers to create authorizations, book reservations, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, via a single web portal. DTS is available 24 hours a day, 7 days a week.

The information paper titled, *Defense Travel System Overview**, provides more information on:

- DTS features and benefits
- Trip planning process
- DTS roles
- Training resources
- Help support

* This paper is available at: https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF

This guide provides “getting started” instructions for using DTS. This guide includes:

- The DTS Home Page
- Login Instructions
- Creating and Activating a DTS Profile
- The DTS Dashboard
- Navigating in DTS Documents
- Using Multiple Profiles
- Logoff Instructions
- Helpful References

Chapter 2: The DTS Home Page

The **DTS Home** page (Figure 1-1) is located at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. From top to bottom, it contains:

1. **DTS Status icon** (Indicator 1) let you know when the systems are working. When a yellow or red icon appears, select it to see specific system statuses.
2. **Travel alerts** (Indicator 2), when posted, appear below the status icons to provide immediate information about current critical travel situations.
3. A **Log In** button (Indicator 3) allows you to launch DTS – the process may include creating and activating your own DTS account, if necessary.
4. A **step-by-step travel process summary** (Indicator 4) is especially useful if you're new to DoD official travel.
5. **DoD Travel News** and **DTS Notices** (Indicator 5) open travel information that – while important – is less urgent than the travel alerts, as well as important information about DTS.
6. **Travel Resources** (Indicator 6) give you fast access to A) DTS Training on TraX, B) Live Chat with a TAC (DoD travel Help Desk) analyst, C) TSA's Pre✓ Program, and D) Travel Policy (Joint Travel Regulations and other policies).
7. **Assistance and Services Links** (Indicator 7) leads to additional support and travel-related services.

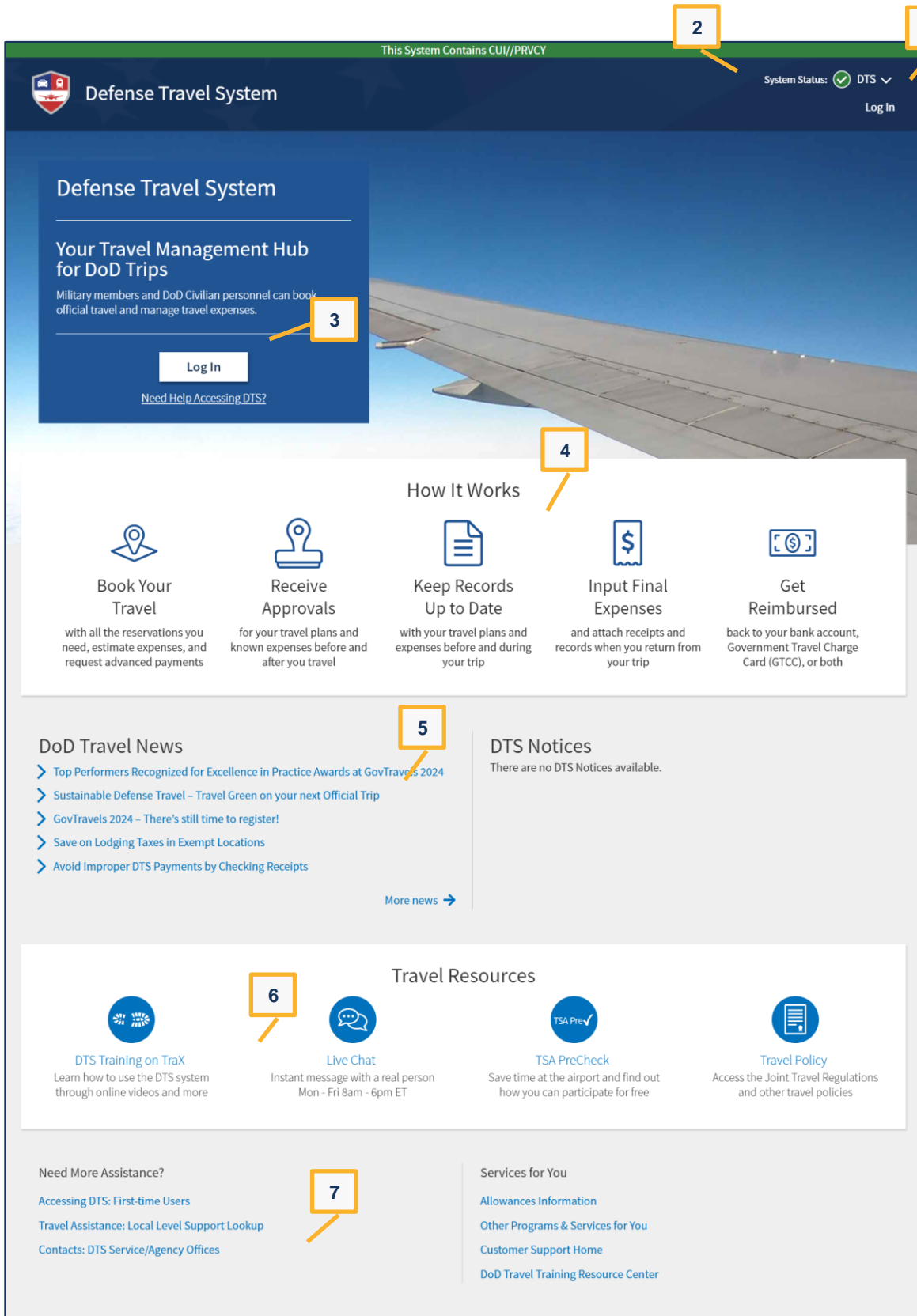


Figure 1-1: DTS Home Page

Chapter 3: Logging into DTS

Before accessing DTS you need to ensure your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. You may need to contact your local IT POC 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 more information on requirements.

The next step to check is that you have an active DTS profile to log into DTS. Although you can create your own profile as part of the login process, your organization may prefer to have a Defense Travel Administrator (DTA) create a profile for you. Contact a DTA at your site for guidance on this process. DTA contact information is available online at: <https://travel.dod.mil/Support/Local-Level-Travel-Assistance/>.

The DTS login process is as follows:

1. With your CAC into the CAC reader, select **Log In** in the large blue box near the top of the DTS Home Page (Figure 1-1).
2. Read and **Accept** the DoD Privacy and Ethics Policy statement.
3. Enter your **PIN**, then select **OK**. DTS compares the CAC certificate listing of the last name and SSN against the DTS database to try to find a match.


The following results are possible:

- DTS finds an active account registered under your last name and SSN.
 - The first time you log in, DTS assigns your account a **User ID**, which allows the system to log you on without checking the last name and SSN again. This status lasts until you reset your profile which deactivates your account. **Note:** For an example of why you might reset your profile, see Multiple Profiles.
 - The DTS **Dashboard** opens; go to Section 4.
- DTS cannot find an account registered under your name and SSN (see example below) or finds your account, but it is inactive (e.g., if you reset your profile as mentioned above).
 - The **Activate Account** screen opens; go to Section 3.1.
- An error prevents DTS from creating an account for you.
 - DTS displays an error message.

Example: You have a hyphenated last name (*Smith-Jones*) and that is how you or the DTA entered it in DTS when creating your account. Unfortunately, your CAC certificate reflects your last name differently, say with a space between the names or without the hyphen (i.e., *Smith Jones* or *SmithJones*). To a computer, *Smith-Jones* is not the same as *Smith Jones* or *SmithJones*, so DTS generates an error. You can try to resolve the problem using the actions listed below.

- Make sure you seat your CAC securely in the CAC reader and remains in place the entire time you are using DTS.
- If you receive an error message, regardless of the type of error message, select OK or Retry Login and begin again.

If the problem persists, contact your DTA, local help desk, or travel office for assistance. Make sure you note the content of the error message DTS displayed, to help them troubleshoot the problem.

 **Note:** If you ever enter your CAC PIN incorrectly three times, DTS locks you out. If this happens, you must contact your Local Registration Authority (LRA) or CAC Office to unlock your CAC.

3.1 Self Register and Activate a DTS Profile

When you try to log onto DTS, but DTS cannot find an account registered under your SSN or finds an inactive account, DTS displays the **Activate Account** screen (Figure 1-2).

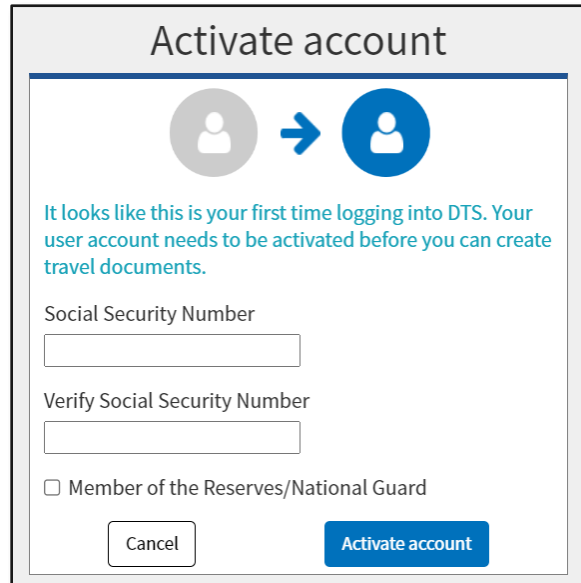


Figure 1-2: Activate Account Screen

On the **Activate Account** screen:

1. Enter your **Social Security Number** (SSN) in both text fields.
2. (Optional) If you are in the Reserves or National Guard and want to use your Reserve Component profile, check the **Member of the Reserves/National Guard** box.
3. Select **Activate Account**.
 - If you have an inactive DTS account, DTS activates it, opens the DTS **Dashboard**, and displays the tool bar. Your account is now active, skip to Section 4, DTS **Dashboard** further below.
 - If you don't have a DTS account, the DTS provides a self-registration option (Figure 1-3, Indicator 1) instead. See Step 4, directly below, to the complete self-registration process.

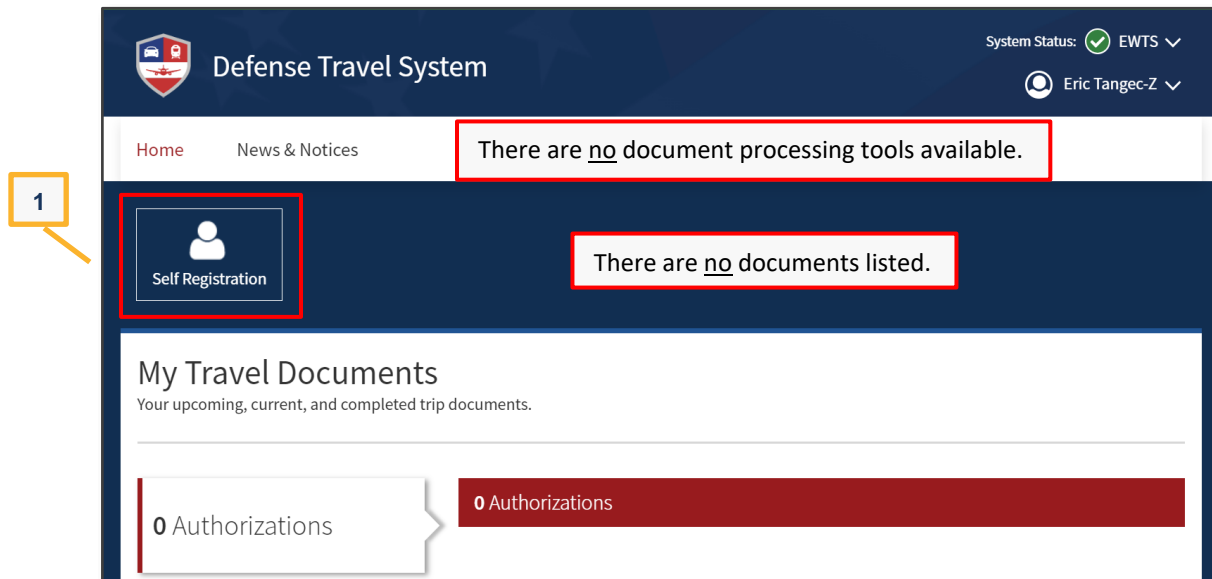


Figure 1-3: Self Registration Option Screen

4. Select **Self Registration** (Figure 1-3, Indicator 1). The **Welcome to the Self Registration Tool** screen opens (Figure 1-4). There are four selectable tabs across the top of the page: **Home**, **Basic Information**, **Additional Information**, and **Submit Self Registration** to support a profile request.
 - **Home** presents an overview of the tool and staging profile removal option (Figure 1-4, Indicator 1).
 - **Basic Information** provides the required data fields, which are necessary to support document processing, reservations, and ticketing (Figure 1-4, Indicator 2).
 - **Additional Information** permits residence data entry, travel preferences, frequent flyer, and rewards information. (Figure 1-4, Indicator 3).
 - **Submit Self Registration** allows submission of the profile for DTA review and acceptance or rejection (Figure 1-4, Indicator 4).

Defense Travel System Logged In As: Eric Tangec-Z

Home Basic Information Additional Information Submit Self Registration

1 2 3 4

Welcome to the Self Registration Tool

Your user/traveler profile has been started but not completed; please finish prior to submitting the user/traveler profile for acceptance.

If you already have an existing user profile, and inadvertently created a self registration record, then click the Delete Self Registration Profile button below to delete your staging profile. You will then be able to re-login and activate your production profile.

[Delete Self Registration Profile](#)

This is where you enter the data that goes into your DTS Personal Profile.

In the *Basic Information* section, the following fields are mandatory (indicated by an asterisk) and must be provided in order to submit your self registration:

- E-mail Address
- Mailing Address (Street, State/Country, and Zip/Postal Code)
- Organization
- Electronic Funds Transfer (EFT) information (bank account and routing information). Payment by EFT is mandatory per the DOD Financial Management Regulations. If you don't have EFT information, please contact the DTA for assistance to have your profile created.

Click on the Basic Information button below (or the link above) to complete your profile.

The following *Additional Information* is also required in order to submit your self registration:

- Residence Address (Street, State/Country, and Zip/Postal Code)
- Residence Phone

You should have this information available prior to leaving the Self Registration home page and continuing with the self registration process.

The following fields (indicated in **bold**) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:

- Gender
- Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code)
- Time Zone (of your permanent duty station)

[Basic Information](#)

Figure 1-4: Welcome Self Registration Tool Screen

5. Select **Basic Information** on the **Navigation Bar** (Figure 1-4, Indicator 2). The **Basic Information** screen opens (Figure 1-5).

Home **Basic Information** Additional Information Submit Self Registration

Basic Information

i Fields marked with an asterisk (*) and a **bolded Field Name** are required to save data and submit on the BASIC INFORMATION page.

Mandatory Information

General Information

First Name:

Last Name:

Middle Initial:

SSN:

*Gender:

*Email Address:

Mailing Address

*Mailing Street 1:

Mailing Street 2:

*City:

*State / Country:

*Zip / Postal Code:

Is this the same as Residence Address? : Yes No (If not, we'll ask you for it on the Additional Information page.)

Figure 1-5a: Basic Information Screen

- **General Information:** Enter your personal data (Figure 1-5a). Fields with a red asterisk indicate mandatory information. The **First Name**, **Last Name**, and **SSN** (pulled from the CAC) automatically appear on the profile screen (view only). The **Gender** field has a drop-down menu. Type in your **Email Address** then DTS display a second email line, and prompts you to re-enter your email to the validate the information.

Other key data includes:

- **Mailing Address:** Enter data. Select **Search** to add State/Country (Figure 1-5b).

- A **State/Country Search** window opens. Make your appropriate (CONUS or OCONUS) choices based upon your location.
- Enter a **Code** or **Name**. Select **OK**.

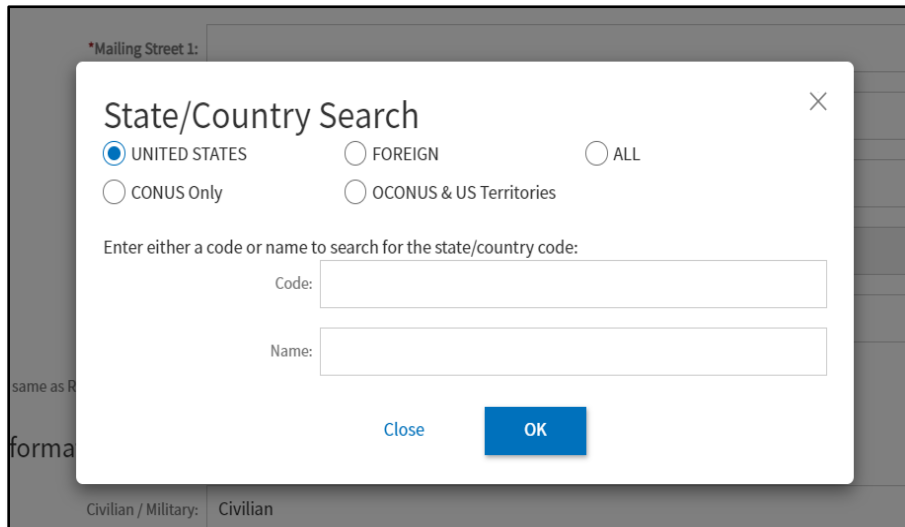


Figure 1-5b: Basic Information - State/Country Search Screen

- The **State/Country Search Results** appear (Figure 1-5c).

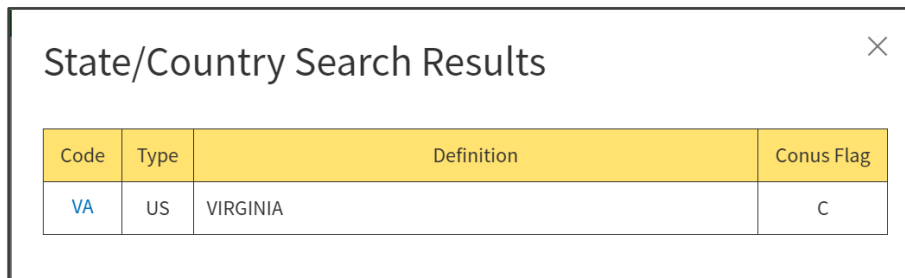


Figure 1-5c: Basic Information - State/Country Search Results Screen

- Select the **Code** or **Name**.
- The **State/Country** code fields update with your selection.
- **Residence Address:** Select **Radio** button to auto populate or manually enter the data later (Figure 1-1a).

- **Required Work (Duty Station) Information:** Enter data (Figure 1-5d).

Required Work Information

Civilian / Military: Civilian

Title / Rank: AD-00

Tech Status: Yes No

*Organization: Search

Service / Agency of Assignment:

Office Street 1:

Office Street 2:

City:

State / Country: Search

Zip / Postal Code:

*Time Zone: GMT

Work Hours: 8

*Emergency Contact Name:

*Emergency Contact Phone Number :

Figure 1-5d: Basic Information Screen - Continued

- For your DTS **Organization**, select **Search** and the **Search for Organizations** screen opens (Figure 1-5e). Complete the four fields and chose **OK**.
 - **Service/Agency**
 - **Type**
 - **State**
 - **Site**

Figure 1-5e: Basic Information - Search for Organizations Screen

- The **Organization Search Results** screen opens (Figure 1-5f). Select the **Organization Code**.

Organization Code	Organization Name	Service / Agency	Site State
TAZAG1HQDA	G1HQDA	ARMY	VIRGINIA

Figure 1-5f: Basic Information - Organization Search Results Screen

- The **Duty Information** updates on the **Basic Information** page.
- **EFT (Checking or Savings) account** (Figure 1-5g): **Note:** EFT data is necessary for reimbursement of incurred expenses and earned allowances.
 - Select **Account Type**
 - Enter the **Account Number**
 - Enter **Account Routing Number**
- **Government Charge Card (GOVCC): Note:** GTCC data is necessary for making reservations and reimbursement of incurred expenses. DTS refers to the Government Charge Card as GOVCC on some screens (Figure 1-5g). The GOVCC is same as Government Travel Charge Card (GTCC).
 - Select the **Advance Authorization** drop-down menu. If you have a GTCC, then select **CARD HOLDER**.
 - Enter the GTCC 16-digit **Account Number**.
 - Enter the **Expiration Date**

The screenshot shows a web form with two main sections:

- Electronic Funds Transfer Data:**
 - Account Type: Three radio buttons for 'Checking', 'Saving', and 'None'. The 'None' option is selected.
 - Account Routing Number: A text input field with a blue 'Help' button to its right.
 - Account Number: A text input field.
- Travel Reservation Information:**
 - Government Charge Card (GOVCC):
 - CSA/TTR: No
 - Advance Authorization: A dropdown menu showing 'CARD HOLDER' with a close (X) and expand (v) icon.
 - Account Number: A text input field.
 - GOVCC Exp. Date: A date picker icon followed by a text input field with the format 'MM/DD/YYYY'.

Figure 1-5g: Basic Information Screen - Continued

Note: If you are unsure about any of the required information, contact your DTA before submitting the **Self Registration** profile.

6. Scroll down the page. Review the information. Determine if you need to complete any remaining fields on the page. Then select **SAVE AND PROCEED**.
7. On the **Additional Information** page, the **Residence Address** appears if you selected the **Radio** button on the **Basic Information** page. If the data is blank, enter all mandatory information. Scroll down the page to view other data sections.
 - (Optional) Air Travel Preferences
 - (Optional) Lodging Preferences
 - (Optional) Rental Car Preferences
8. Once you finish entering information on the page, select **SAVE AND PROCEED**.
9. The **Submit Self Registration** page opens. The screen informs you of the pending action (Figure 1-6). Select **SUBMIT** to proceed.

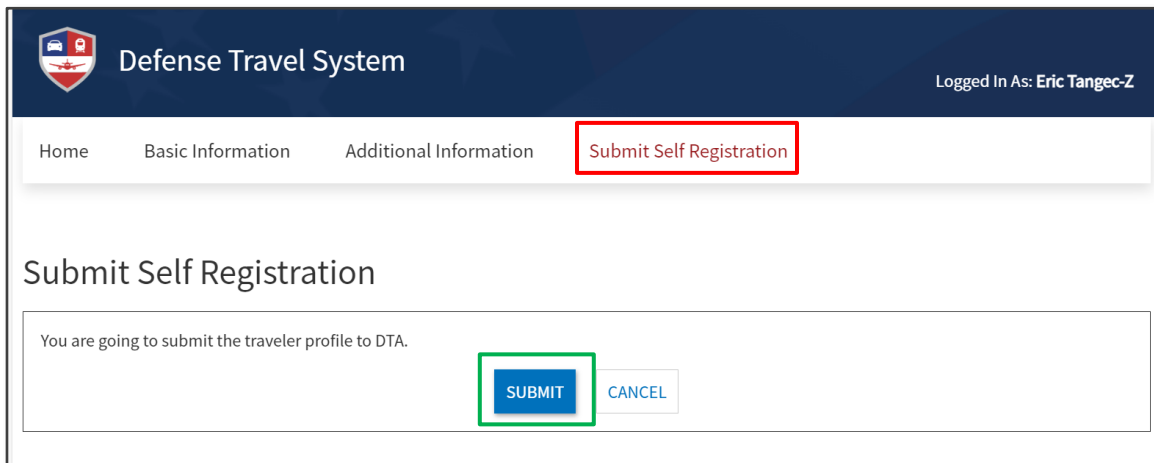


Figure 1-6: Submit Self-Registration Screen

10. DTS displays the **Self Registration Submitted** notification (Figure A-7). The profile is removed from the **Self Registration Tool**.

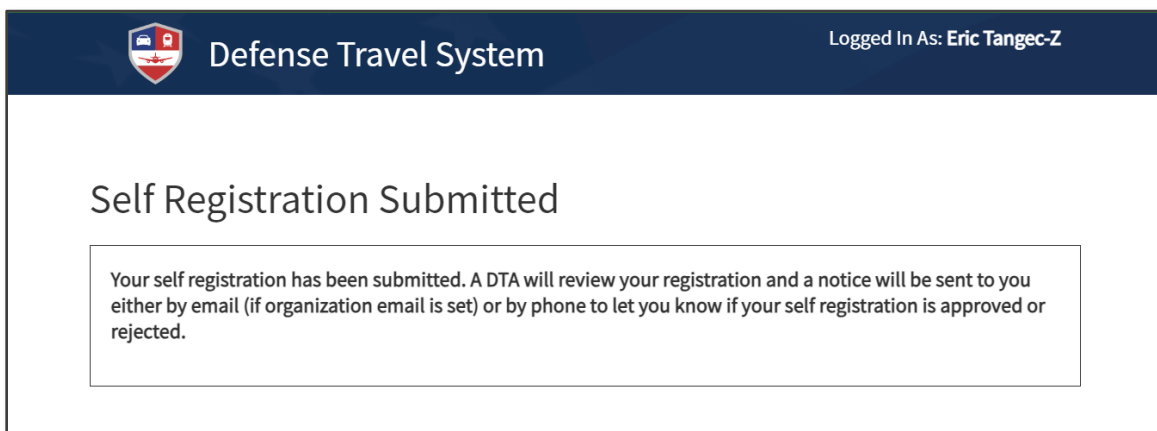


Figure 1-7: Self Registration Submitted Screen

3.2 Self Registration Review

Once you submit your **Self Registration** profile, DTS notifies the DTA using the **Organization Email Address** available in the **DTA Maintenance Tool, Organization** table. **Note:** This email address maybe a centralized account with multiple users or have only one individual with access.

To view the profile, the DTA logs into DTS. From the DTS **Dashboard**, selects **Administration**, then chooses **Self Registration Administration**. The **Self Registration Administration Home** page opens and the DTA selects **Begin**. The **List of Users** appears with submitted profiles. The DTA opens your profile under the **Review** column.

Most of the data appears on the page as view only. The DTA should specifically check for the correct DTS **Organization** of assignment with the associated **Duty Station** information. Based upon your local business rules, training requirements, and your required DTS role, the DTA may grant **Organization Access, Group Access** and **Permissions** or choose to make these changes once the profile is available under the **DTA Maintenance Tool, People** table. At a minimum, DTS will auto-grant **Permission Level 0** to all users. Permission Level 0 will appear

in the **Permissions** area as a checked box and can't be altered. This procedure ensures the user can log into DTS once the profile passes validation.

The DTA has three options: **Accept**, **Reject** or **Cancel** out of the page.

If the DTA accepts the profile, it is removed from the **Self Registration** module to the **DTA Maintenance Tool, People** table. DTS notifies you of completed action. Review the email for **Comments** from the DTA.

- If your profile is accepted, log onto DTS again using steps 1-3 above.
- Notify the DTA if you incur access problems.

3.2.1 Profile Reject



The most common reason a DTA will reject a profile is due to the wrong DTS **Organization** selection. If you enter the wrong organization, your **Self Registration** profile request routes to the incorrect DTA (**Organization Email Address**), who does not know you. The DTA will **Reject** the submission, provide **Comments** explaining you selected the wrong organization, and advise you to contact your DTA or supervisor for assistance.

Once you have the valid DTS **Organization**, make the correction in the **Self Registration** form, then re-submit the profile for review.

3.2.2 Profile Delete



If you unintentionally create a **Self Registration** profile, you can remove the entry. Log into DTS. From the DTS **Dashboard, Self Registration**. On the **Self Registration Home** page (Figure 1-4, Indicator 1), select the **Delete Self Registration Profile** button to remove the partial profile. An information window opens (Figure 1-8a). Select **DELETE**.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Basic Information', 'Additional Information', and 'Submit Self Registration'. Below the navigation bar is a section titled 'Delete User Profile'. A message box contains the text: 'You are about to delete your user profile record. After deletion, you will automatically be logged out of the Self Registration application. Click the 'Delete' button to continue.' Below the message, the user's details are listed: 'Name: Eric Tangece-Z', 'SSN: XXXXX6939', and 'Status: CREATED'. At the bottom of the message box, there are two buttons: a blue 'DELETE' button with a red border and a white 'CANCEL' button.

Figure 1-8a: Delete User Profile Screen

You receive a **Logout** message due to profile deletion (Figure 1-8b). Close out then log back into DTS to activate your profile.

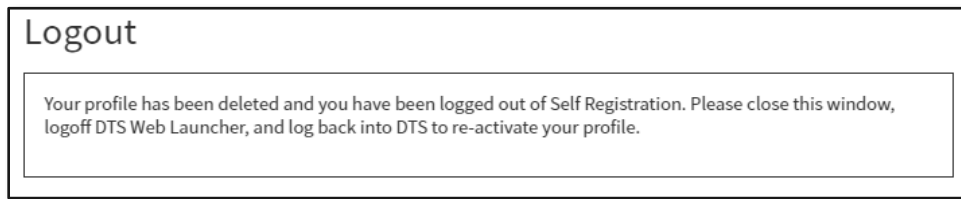


Figure 1-8b: Delete Partial Profile Screen

Chapter 4: The DTS Dashboard

4.1 Overview

From the DTS main page, the **DTS Dashboard** (Figure 1-9) displays. It contains five primary sections:

- **Login Information** (Indicator 1): See Section 4.2.
- **Administrative Functions** (Indicator 2): See Section 4.3.
- **Quick Links** (Indicator 3): See Section 4.4.
- **My Travel Documents** (Indicator 4): See Section 4.5.
- **Additional Information:** These items are exactly as described in Section 1. See Figure 1-1, Indicators 5-7 for specific details.

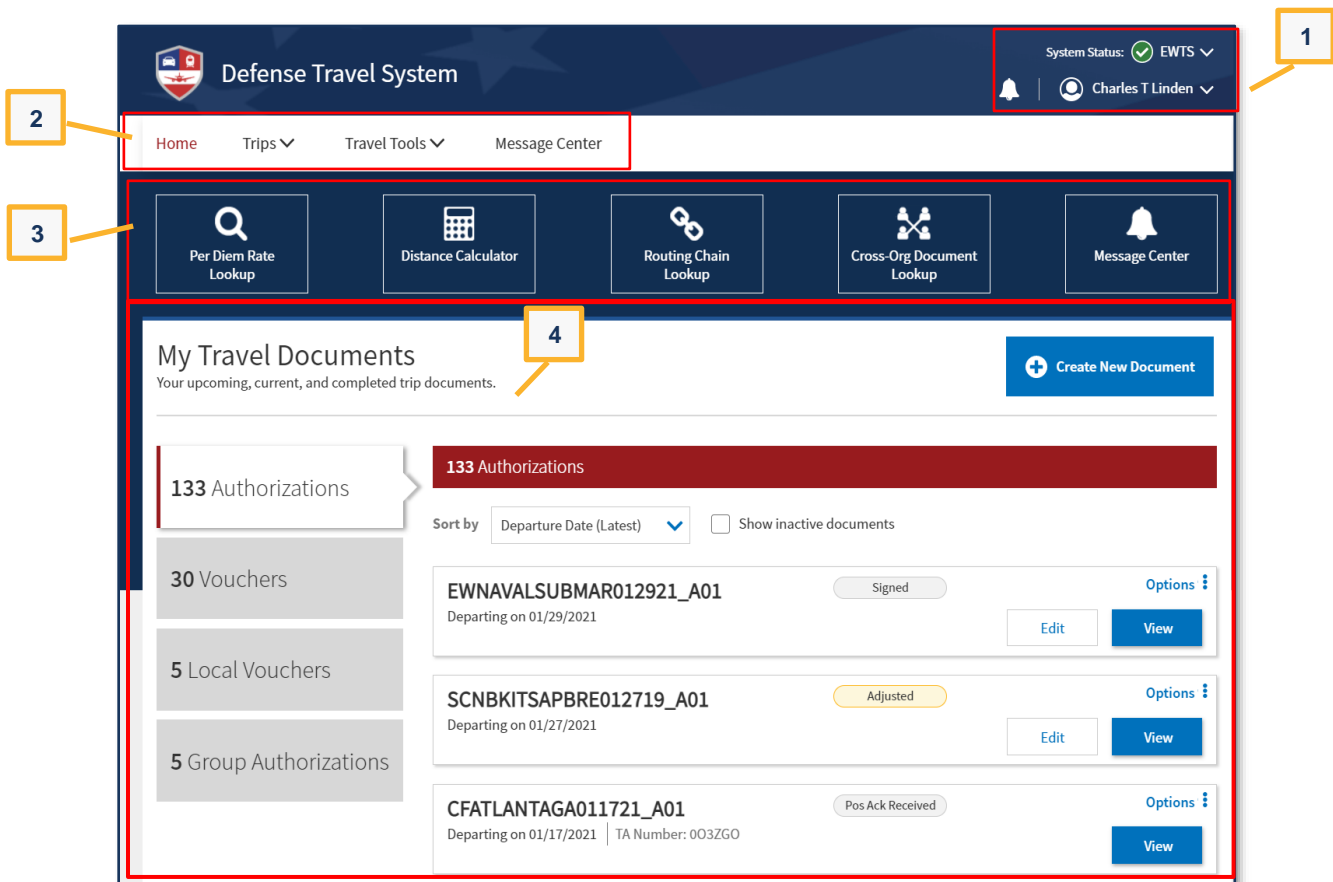


Figure 1-9a: DTS Dashboard (Top)

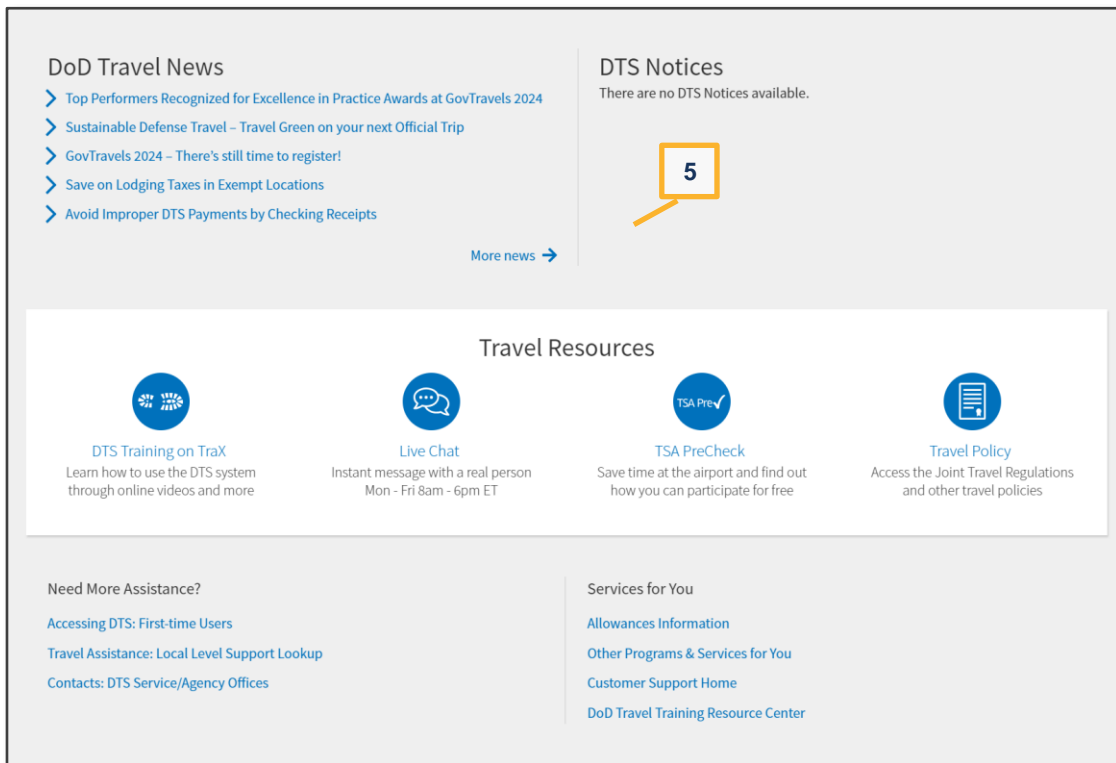


Figure 1-9b: DTS Dashboard (Bottom)

4.2 Login Information

In the top right corner of every screen, DTS displays information about your current session (Figure 1-10a). It shows:

- The current **DTS System Status**. A drop-down provides you the individual system components status.
- A **bell icon** lets you see organization alerts. The number tells you how many alerts are currently available.
- **Your name**. A drop-down lets you see your last sign on date/time, assigned organization, organization and group accesses (if any), and your permission levels (Figure 1-10a). From this menu, you can also update your DTS profile, reset your profile (Figure 1-10b - if dual profiles), and log out of DTS. For an example of when to use **Reset Profile**, see Section 5. For the **Log Out** process, see Section 7.

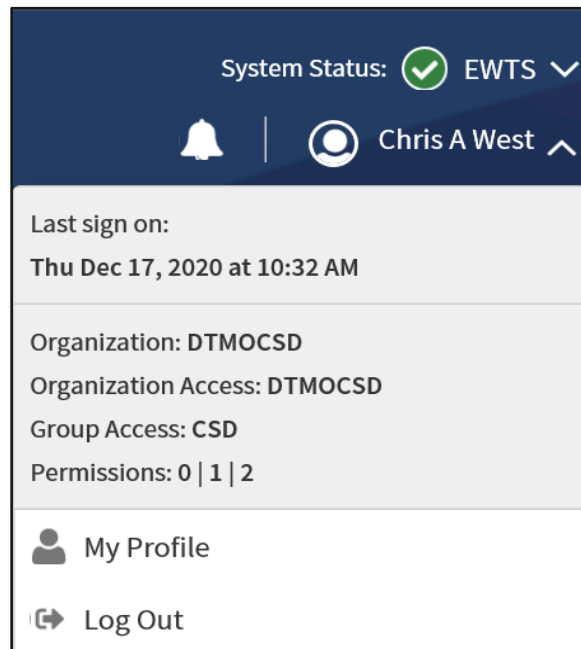


Figure 1-10a: DTS Dashboard – Login Information Expanded Screen

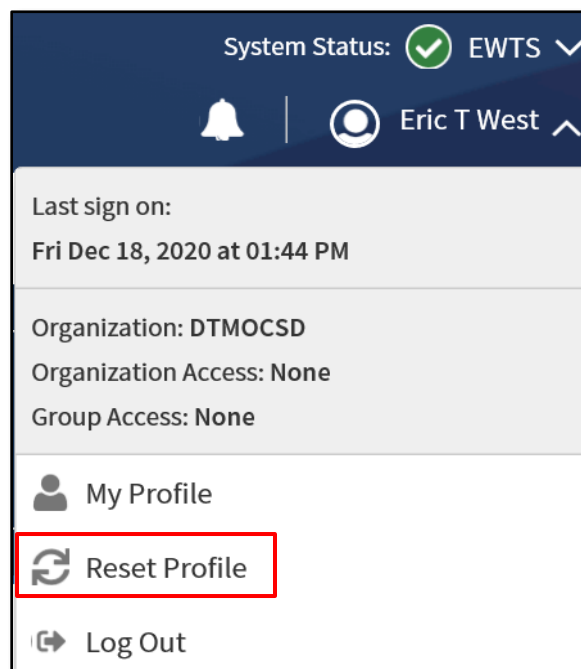


Figure 1-10b: DTS Dashboard – Login with Reset Profile Screen

- **My Profile** (Figure 1-11) lets you update your DTS personal profile. It is comprised of multiple screens allowing you to change most aspects of your DTS personal profile. At any given moment, one screen is open, while access to the other screens is through links in the left column. Use these screens to update your:
 - **User Profile.** Includes your name, addresses, contact information, emergency contact information, assignment information, and your form printing preferences (see Table 1-1).

- **Accounting Information:** Includes key information about your GTCC and personal bank accounts. **Note:** Review the information before creating a document. Update the accounts if changes are needed (e.g., new GTCC or new checking account).
- **Travel Preferences:** Includes your TSA information and preferred travel choices (e.g., favorite airlines and hotels) and rewards program data.
- **Additional Information:** Details about your work: your Service or Agency, unit, work address, and phone number. Some details (e.g., rank) you can't change.

Contact your DTA for help updating any information you cannot modify through these screens.

The screenshot displays the 'User Profile' interface. At the top, it shows the user's name 'Eric T West' and a profile picture icon. Below this is a sidebar menu with the following items: 'User Profile', 'Personal Information' (highlighted in red), 'Addresses', 'Passport Information', 'Emergency Contact', 'Service or Agency Info', 'Duty Station', 'Form Printing Preferences', 'Accounting', 'Accounting Information', and 'EFT and Credit Card Accounts'. The main content area is titled 'Personal Information' and contains the following fields: 'Name' with sub-fields for 'First Name*' (Erid), 'Last Name*' (West), and 'Middle Initial' (T); 'Personal' section with 'Gender*' (Male selected, Female unselected); and 'SSN' (###-##-9743). There is also a 'Contact' section at the bottom.

Figure 1-11: My Profile Option – Personal Information Screen Open

The above option is available at any time. You can also change your profile when:

- You log onto DTS and a profile validation appears, as it does:
 - The first time you log onto DTS.
 - If you have not validated your profile in the past 60 days.
 - If your GTCC has expired or is within 30 days of expiration.
- You are working on a DTS travel document.



Important: Changes to your personal profile do not affect existing travel documents. To apply profile changes to existing travel documents, you must re-sign each document after you make the change.

Table 1-1

FORM PRINTING PREFERENCE OPTIONS	
Section	Options & Descriptions
AUTHORIZATIONS/ORDERS	
Print Full SSN*	No masks the first 5 digits of your SSN (XXX-XX-6789). Yes displays your full SSN (123-45-6789).
Authorizations	Default: Provides more details than the other options. Prints all available travel data without making it look like a DD Form 1610. Govt + Form: Prints a DD Form 1610 showing trip information from DTS onto blank printer paper. Use when you don't have a blank DD Form 1610. Govt: Prints trip information from DTS onto a blank DD Form 1610 (which you've loaded into the printer).
Cash Advance	Default, Govt + Form, and Govt as described above. None: Do not print a cash advance summary.
Group Auth:	Summary: Prints the group authorization and a cash advance summary showing the total amount of advanced all travelers received. Summary & Individual: As above, but it also includes the individual authorizations and cash advance totals for each traveler.
Itinerary Listing	Check the box to print your reservations & itinerary.
VOUCHERS	
Print Full SSN*	As described above.
Voucher	Options as in "Authorizations" above, except for <i>DD Form 1610</i> , substitute <i>DD Form 1351-2</i> .
Receipt Checklist	Check the box to print a list of receipts that must be attached to the voucher.
ATTACHMENTS	
Document History	Check the box to print every step in the document's electronic routing history.
Accounting Detail	Check the box to print the document's expenses listed by accounting code and category.
Privacy Act	Check the box to print the Privacy Act Statement.
PRINT DOCUMENT NAME	
Block 2 of SF1164	Do not check this box. (Note: <i>OF1164</i> replaced <i>SF1164</i> in Dec 2016.)
Block 22 of DD1610	Check the box to print the document name in block 22 of <i>DD Form 1610</i> . Do not check to display the TA Number.
*When a DTA with PL-5 prints a DTS document for a traveler, DTS applies the DTA's Print Full SSN preference settings. If you do not have PL-5, you cannot print the traveler's full SSN. It is always masked.	

4.3 Administrative Functions Tool Bar

These items (Figure 1-12) appear near the top of the DTS screen. **Note:** The **Administration** drop down menu does not appear for a traveler only role. This option is available for Routing Officials and DTAs.

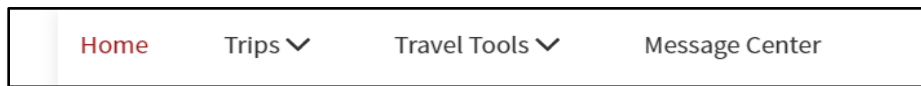


Figure 1-12: Administrative Functions

1. **Home:** Return to the **DTS Dashboard**.
2. The **Trips** drop-down menu includes:
 - **Trips Awaiting Action:** Used to access documents in the routing process. Generally used by Routing Officials (e.g., Authorizing Officials, Reviewers).
 - **Traveler Lookup:** Used to find travel documents belonging to other people. Generally used by Non-DTS Entry Agents and travel clerks.
 - **Cross Org Document Lookup:** Used to find travel documents using cross-organization funding. Generally used by those assigned to monitor use the cross-organization lines of accounting and payments.
3. The **Travel Tools** drop-down menu includes:
 - **Distance Calculator:** Connects to the Defense Table of Official Distances to look up official en route mileage.
 - **Government Meal Rate Table:** Connects to the DTMO website to look up the current Government meal rate.
 - **Mileage Rates Table:** Connects to the DMTO website to look up the current mileage rates.
 - **Per Diem Rate Lookup:** Connects to the DMO website to look up the latest per diem rates.
 - **Per Diem Rate Notes:** Connects to the DTMO website to see how per diem rates are calculated.
 - **Routing Chain Lookup:** Use this to look up your organization's available routing lists and see the personnel assigned to each.
4. **Message Center** provides access to **DTS Travel News** and **DTS Notices**.
5. The **Administration** drop-down menu (Figure 1-13) provides access to the administrative tools that are available to you. Depending on the access you have, this drop-down menu may not be available to you. Although others are possible, the most commonly available options are:
 - Administration contains links to the:
 - Budget Tool
 - DTA Maintenance Tool
 - Self-Registration Administration
 - Delegate Authority
 - Document Unlock Tool
 - **Reports** gives you access to the Report Scheduler and the BI and Reporting Tool (if setup in profile).

- **Read-Only Access (ROA)** (not shown) gives you access to ROA Invoices and ROA Trip.
- **Centrally Billed Accounts (CBA)** (not shown) allows access to the CBA Tool.
- **Debt Management** gives you access to the Debt Management Tool.

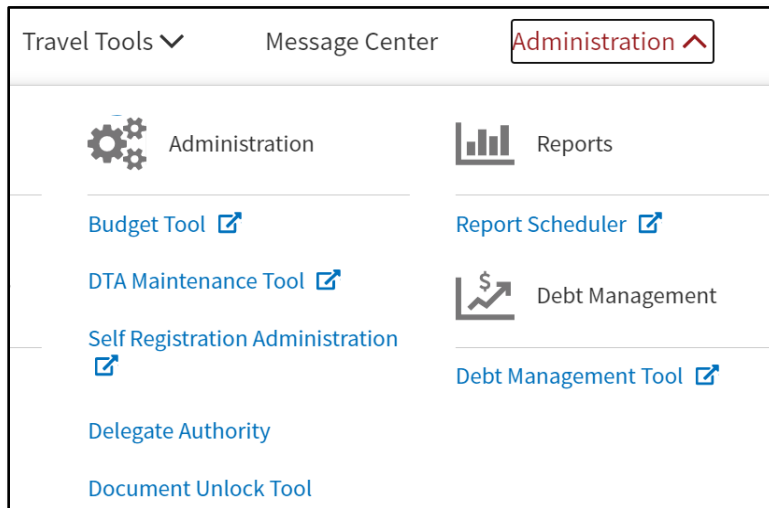


Figure 1-13: Administration Menu (Example)

4.4 Quick Links

These five shortcut tiles (Figure 1-14a and Figure 1-14b) lead to the same place as various other tools available elsewhere on the DTS **Dashboard** – they simply provide faster access to them. Your DTS permission levels and accesses currently determine which shortcuts appear on your screen, but a future expansion may allow you to select specific shortcuts display. These **Quick Links** are only visible on the DTS **Dashboard**.

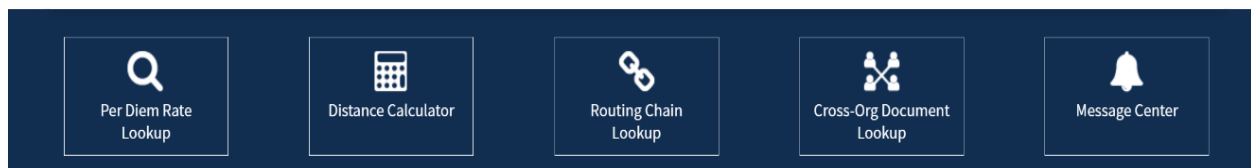


Figure 1-14a: Quick Links (Traveler Example)



Figure 1-14b: Quick Links (DTA Example)

4.5 My Travel Documents

This section contains three primary areas: document types (with totals), document list (with details), and document creation. **Note:** For full details on document processing steps for authorizations, vouchers, local vouchers, and group authorizations, refer to the DTS Guides 2 - 5.

1. *Document Types*: A **Selector Bar** (Figure 1-15) lets you select the type of travel document you want to display. Options include authorizations, vouchers, local vouchers, and group authorizations. It also tells you how many of each type are currently in DTS.

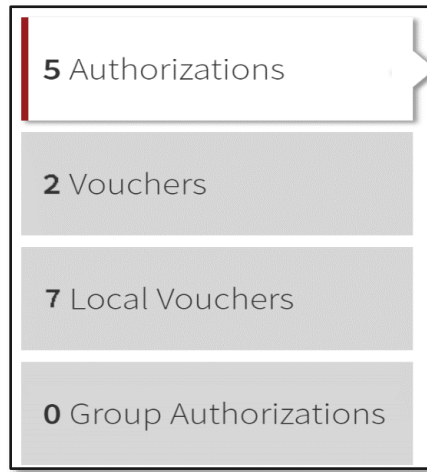


Figure 1-15: View Document Type Selector

2. *Document List*: The selected documents display in a column (Figure 1-16). Each entry displays the document’s name, departure date, TANUM (if available), status, action buttons (e.g., **View**, **Edit**, **Amend**), and an **Options** icon that allows you to **Print** or **Remove*** a document (Figure 1-16, red highlight).

***Note:** **Remove** is only available for documents in a **CREATED** status.

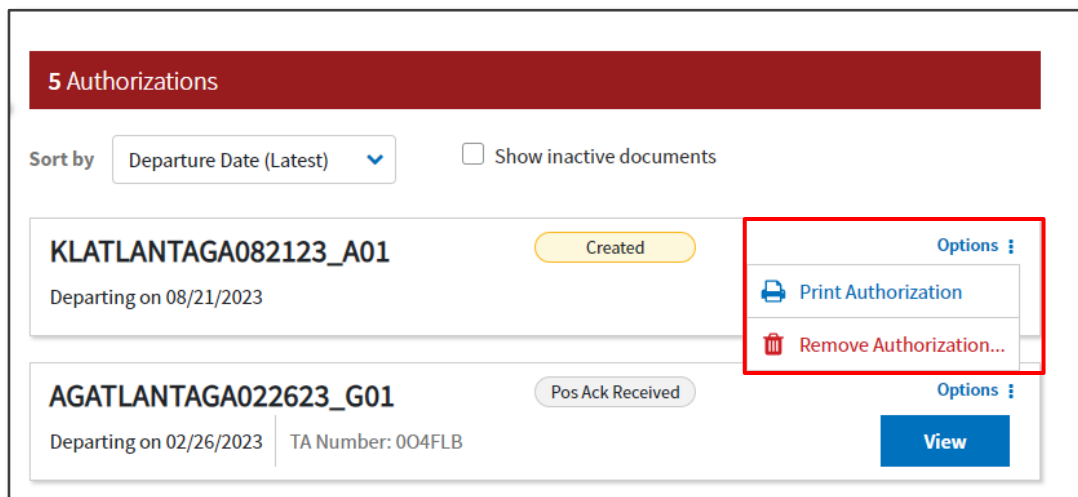


Figure 1-16: Document List

3. *Document Creation*: A **Create New Document** function (Figure 1-17) allows you to build a new **Routine TDY Trip**, **Voucher**, **Local Voucher**, or **Group Authorization**.

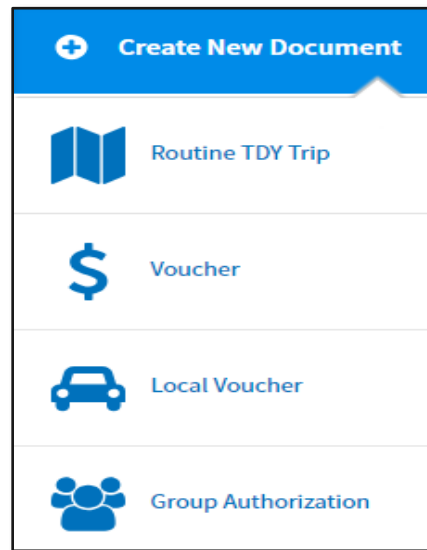


Figure 1-17: Create New Document Options

- You can use the DTS Guides 2-5 to process an authorization, voucher from authorization, local voucher, and group authorization. See the DTMO website, main [Training](#) page to locate the DTS Guides and other training resources.

4.5.1 Trip Processing Rules








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

- Authorizations may not be created greater than 6 months in advance of the trip.
- Imported authorizations may not be created greater than 6 months in advance of the trip.
- Authorizations will not have the amend link available 75 days after the last day of travel.
- Authorizations and vouchers can't exceed the maximum trip length of one year from the trip start date.
- Imported Authorizations along with vouchers can't exceed the maximum trip length of one year from the trip start date.
- DTS must adhere to the Records Management requirements for document retention. DTS will retain documents for 10 years (i.e., after the last processing stamp occurs, any debt document is satisfied or waived) for audit readiness purposes. Once the retention period is achieved, documents will be removed from DTS. **Note:** Contact your Component Representation to further discuss audit readiness requirements and any exceptions.

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



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

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


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

In circumstances where travel is greater than one year:

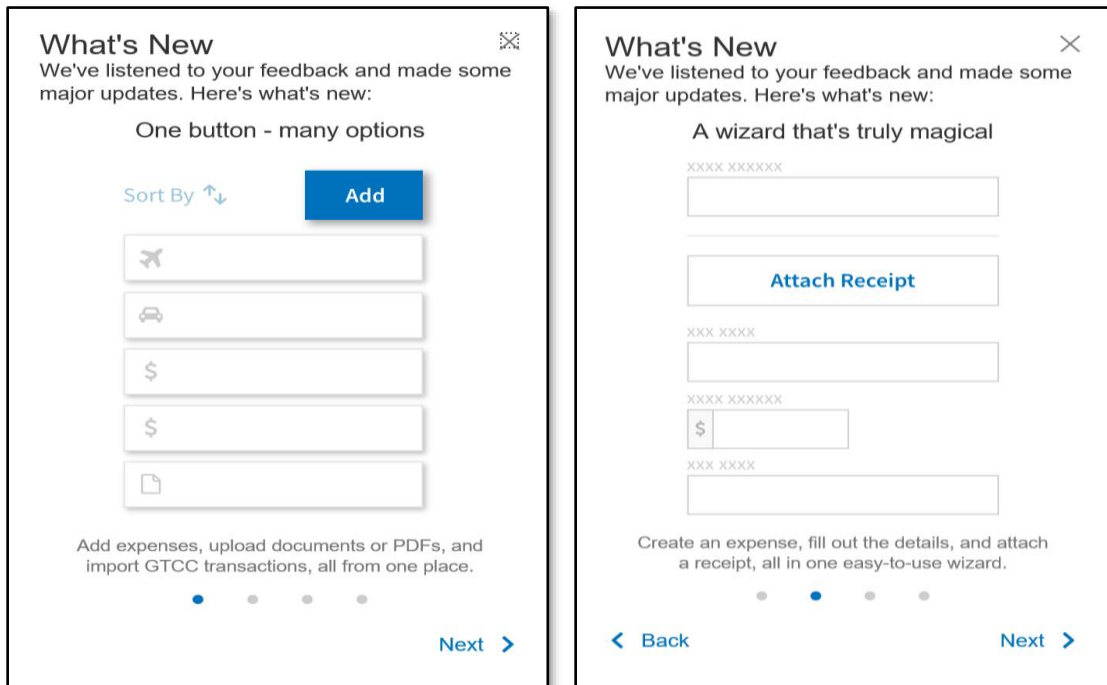
- Follow your local business rules on how to document and process the extended trip.
- For DTS purposes users can’t exceed the trip duration limit. Instead, an additional authorization and voucher is necessary. For auditability, comments can be added to associate the two documents.

4.5.2 What’s New Feature

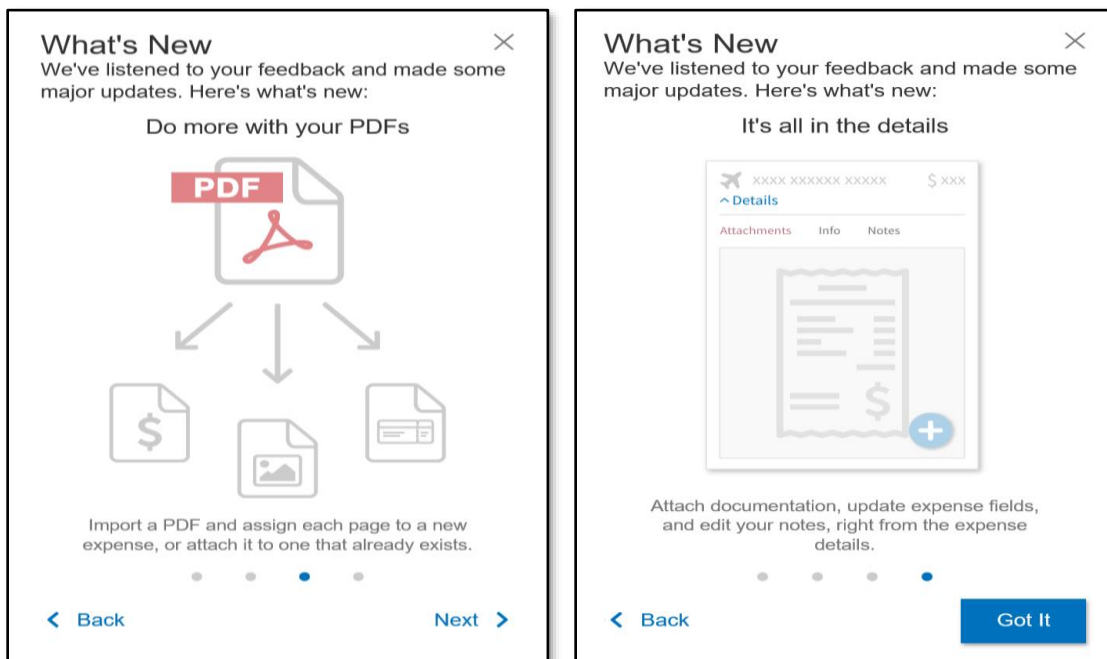
DTS provides a **What’s New** feature alerting you when software changes occur. After a system update, the first time you access an affected module, the **What’s New** feature activates. You readily receive a series of pop-up screens annotating any revisions. Once you proceed through the overview, you 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.

-  **Note:** If you have multiple personal profiles, each one will receive the **What’s New** communication, requiring your acknowledgement. Section 5, **Using Multiple Profiles** explains how to reset and log into DTS, when you have more than one profile.

Here is an example of what you might see on the **What's New** featured screens (e.g., expense and document attachment) (Figure 1-18a-d).



Figures 1-18a-b: What's New Screens – Expenses / Attaching Files Featured



Figures 1-18c-d: What's New Screens – Expenses / Attaching Files Featured

4.5.3 Review and Update Profile

By design DTS will prompt users to check their profiles for accuracy when it has been 60 days since the last profile update. Ensuring the correct email, GTCC, and EFT data helps reduce reservation and payment problems.

The profile trigger engages when the traveler selects **Create New Document** and a document type such as **Routine TDY Trip**. For the authorization, the **Create Itinerary** screen opens, and the **Review and Update Profile** pop-up appears (Figure 1-19).

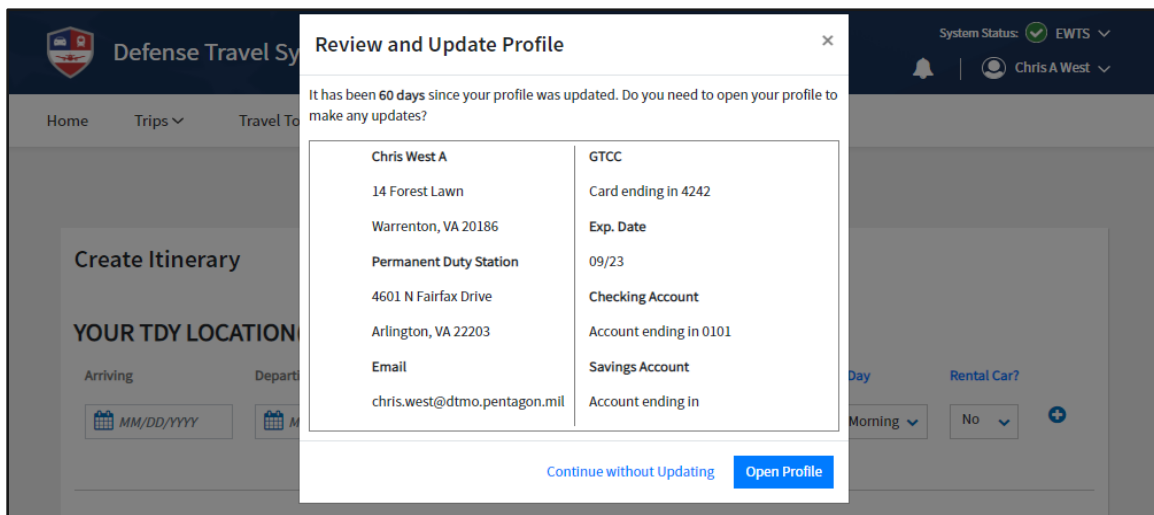


Figure 1-19: Review and Update Profile Screen

You can choose **Open Profile** and make your changes or **Continue without Updating**. Once action occurs, DTS enables the fields on the **Create Itinerary** page, and you can proceed building the authorization.

4.5.4 Logout Message

DTS is programmed to conform with standard time-out rules (Figure 1-20) throughout the system.

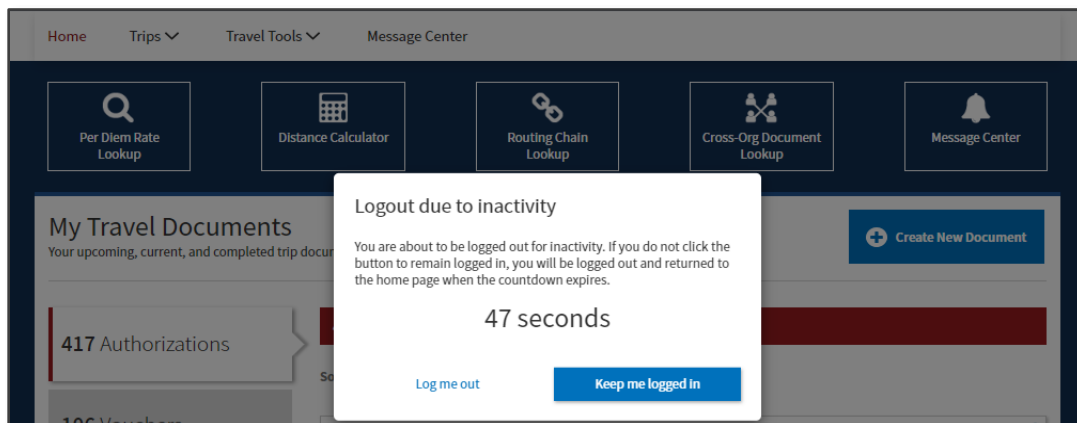


Figure 1-20: DTS Dashboard - Time out Message Prompt

- If you are in DTS, you will be presented with an on-screen timeout warning after 9 minutes, with a 60 second countdown, letting you know they are about to be logged out due to inactivity.
- Your options are to select **Keep me logged in** or **Log me out**.
 - To stay in DTS and continue your actions, select **Keep me logged in**.
 - To exit, select **Log me out**.
- Once you complete all your actions, select the caret by your name (top right of the page) or close the tab to **Log Out** of DTS. You can see the **Log Out** screens, in Chapter 7 of this document.

Chapter 5: Using Multiple Profiles

If you are a DoD civilian employee and you are also a member of the Reserves or National Guard, or if you serve administrative roles for DTS organizations in different hierarchies, you may need multiple DTS profiles. For those who have multiple profiles, the DTS **Dashboard** screen will display a **Reset Profile** button in the **Login Information** menu. As seen in Figure 1-10b, you can reset your profile.

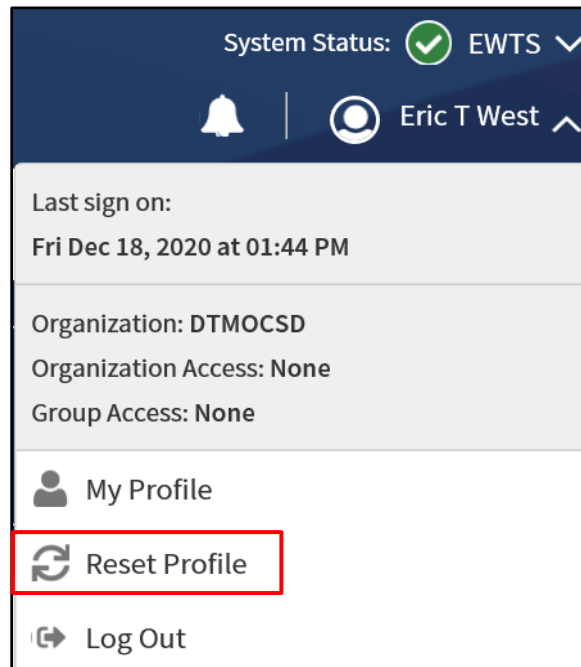
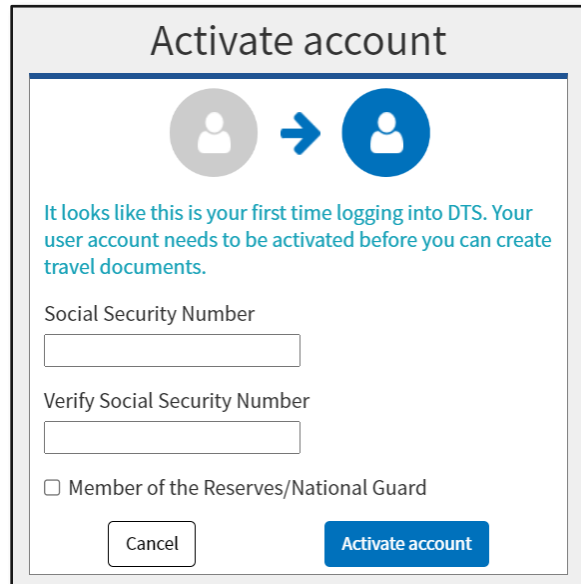


Figure 1-10b: DTS Dashboard – Login with Reset Profile Option

If you are using Profile #1 and want to continue using Profile #1, log out of DTS without hitting **Reset Profile**. When you log back into DTS, the DTS **Dashboard** for Profile #1 automatically displays.

If you need to access a different profile:

- When you are ready to log out of DTS, select **Reset Profile** to deactivate your current profile (Profile #1 in this example) and log you out of DTS.
- When you log back into DTS, the system will see that you have no active profile and launch the **Activate Account** screen (Figure 1-2).



Activate account

It looks like this is your first time logging into DTS. Your user account needs to be activated before you can create travel documents.

Social Security Number

Verify Social Security Number

Member of the Reserves/National Guard

Cancel Activate account

Figure 1-2: Active Account Screen

To activate an alternate profile or Profile #2, enter the SSN associated with that profile twice, then place a check in the **Reserve/National Guard** box if you need to access a profile under a **Reserve/National Guard** organization; otherwise, don't check the box. When you select **Activate Account**, DTS activates the profile associated with Profile #2 SSN and opens the DTS **Dashboard** for that profile.

Chapter 6: Document Lock

When you perform any action altering a document, DTS locks the document to prevent others from creating modifications to it simultaneously. The document lock applies to all document types (i.e., authorizations and vouchers).



Important: Select **Home** at the top of the DTS screen to exit a trip and return to the DTS **Dashboard**. Using the browser's "X" button causes DTS to lock the document for 30 minutes or until a DTA manually unlocks it.

DTS locks travel documents when they are open in an editable mode, including:

- Manual processing, such as:
 - Initial creation
 - Adjustments and amendments
 - Reviews and approvals
- Electronic processing, such as document:
 - Reservation processing by the Travel Management Company (TMC)
 - Document being removed
 - Document being cancelled
 - Reservations in document being auto-cancelled

Note: Viewing, printing, opening via **Read Only Access (ROA)**, performing certain **Import/Export (I/E)** options, or when interacting with the **DTS Payment** module will not lock the document.

A document can unlock when the following occurs:

- The person who locked the document:
 - Leaves the document inactive for 30 minutes
 - Closes the document properly
 - Allows their DTS session to time out
 - Logs off DTS
- A DTA uses the Document Lock Tool to unlock the document

DTS provides information regarding documents in a locked status:

1. If you try to open a locked trip, DTS informs you that you can't and displays who locked the trip.
2. When a DTA unlocks your document, DTS alerts you of the action.
3. When a DTA unlocks a document, the person who had it locked gets an email on who unlocked it, and warns that unsaved changes have been lost.

Chapter 7: Logoff Instructions

Remember to logoff DTS when you complete all travel related actions.

1. The best way to close an open DTS document is to select **Home** at the top of the screen to return to the **DTS Dashboard**.
2. To exit DTS, select your name at the top of the DTS **Dashboard** and then select **Log Out** on the drop-down menu. DTS provides a **Confirm Log Out** screen (Figure 1-21).
3. Select **Log Out**. A confirmation displays (Figure 1-21).

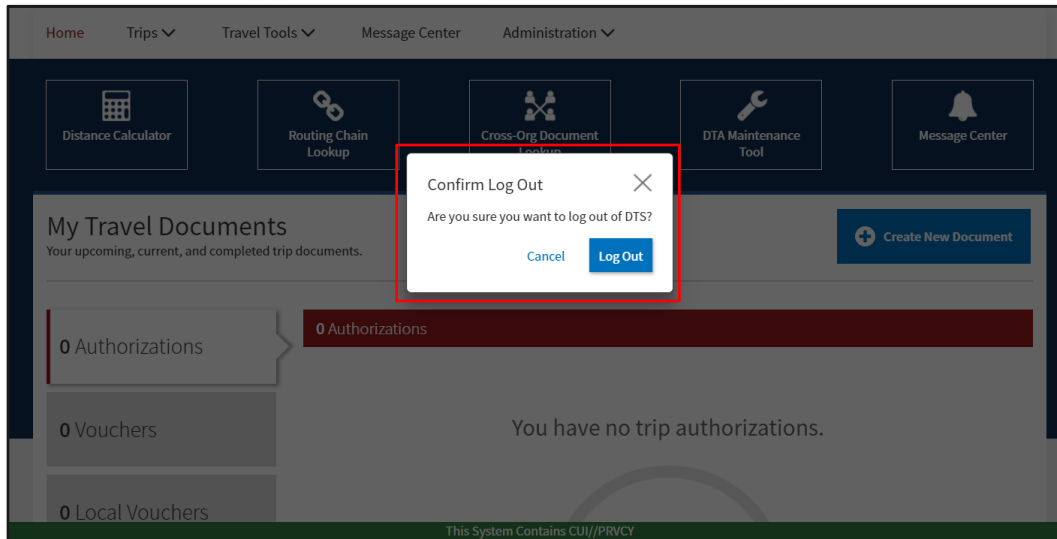


Figure 1-21: Confirm Log Out Screen

4. Select **Close Window** to exit the browser (Figure 1-22).

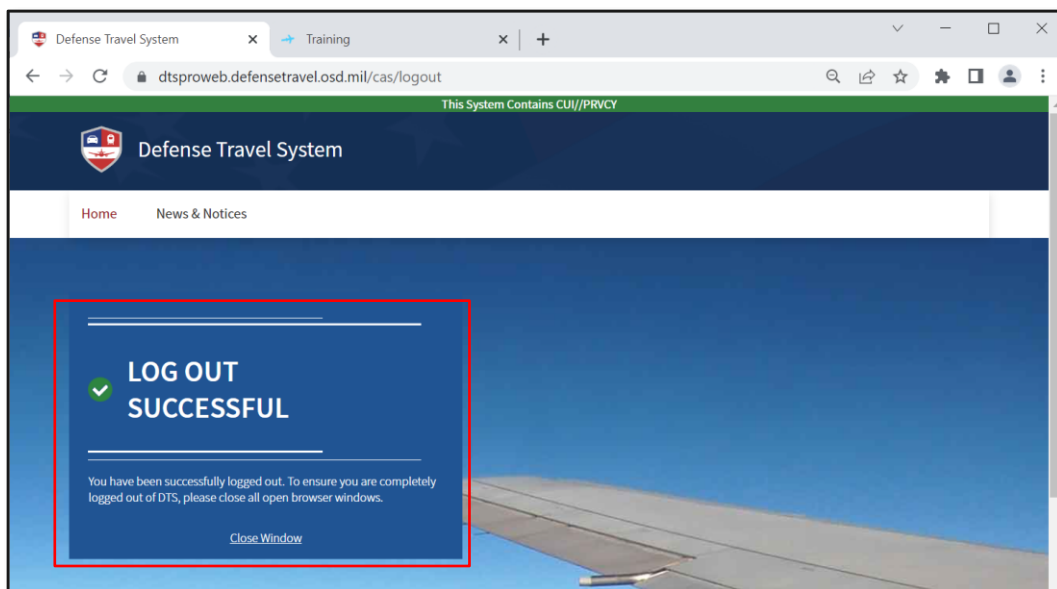


Figure 1-22: Log Out Successful Screen

Chapter 8: Additional Resources

8.1 Component Representatives

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

8.2 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 trifold 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 Search Tool](#).

GUIDES and MANUALS	
Title	URL
DTS Guide 1: Getting Started	https://https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://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
DoD Integrated Lodging Program (ILP) Guide	https://media.defense.gov/2021/Nov/09/2002890145/-1/-1/0/ILP_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
Title	URL
Joint Travel Regulations (JTR)	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
DTMO Training Search Tool	https://www.travel.dod.mil/Training/Training-Search/

OTHER RESOURCES	
Title	URL
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export Trifold	Trifold: https://https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF
Information Paper	Information Paper: https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds	Update Authorization Trifold: https://https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF
Information Paper	Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://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 Home page	https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/ Pre-Travel and Post-Travel worksheet and instructions
*Cancellation Procedures Trifold	Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
Information Paper	Information Paper: https://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)	