DefenseTravel

Management Office

Defense Travel System (DTS) Guide 1: Getting Started

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Department of Defense | Defense Human Resources Activity

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Revision History

| Revision	Date	Authorization	Change Description	Page, Section
3.15	04/01/24	DTMO	Updated the Constructed travel link	Page 34
3.16	11/04/24	DTMO	Converted the document to the new 508 template Updated chapters with new screen shots and wording Updated to support DTS changes for printing	Throughout Throughout Page 25
3.17	01/27/25	DTMO	Updated screen shot and wording Updated screen shot and wording Removed Zero-emission vehicles (ZEVs) from Glossary	Page 6 Page 8 Page 44
3.18	03/06/25	DTMO	Updated WBT number Updated TraX log on process and added document link Added new wording Updated DTS Homepage Updated Log on Account page Updated Self-Registration Updated Self-Registration Updated My Profile	Page 5 Page 5 Page 6 Page 8 Page 10 Pages 11-13 Pages 17-20 Pages 25-26
3.19	04/07/25	DTMO	Updated My Profile	Page 25
3.20	05/01/25	DTMO	Added new email for profile changes	Pages 25-26

Chapter 1: 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, attach receipts and supporting records, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, via a single web portal. Travelers have anytime access to their information and DTS retains travelers' completed documents for 10 years.

If you must travel for TDY or travel within the local area then you will DTS, see the *JTR* for guidance. Table 1-1 displays <u>only</u> the basic Pre-Trip (Authorization) and Post-Trip (Voucher) Process for a DTS document. In the example, the primary roles portrayed are the traveler who creates a document with reservations and requests the Authorizing Official to review and approval the trip. However, the Defense Travel Administrators, other Routing Officials, and Non-DTS Entry Agents (supports travelers) could be involved in the process. The chart highlights the primary systems of DTS (with the document stamps), Travel Management Company (TMC) with a reservation system, and Accounting (obligations) and Disbursing (payments) systems.

We <u>don't</u> go in-depth about the all the features of DTS, but you can learn more in the information paper titled, *Defense Travel System Overview.* The paper addresses DTS features and benefits, trip planning and voucher process, DTS roles, training resources, and Help Desk support.

Table 1-1: DTS Trip Process
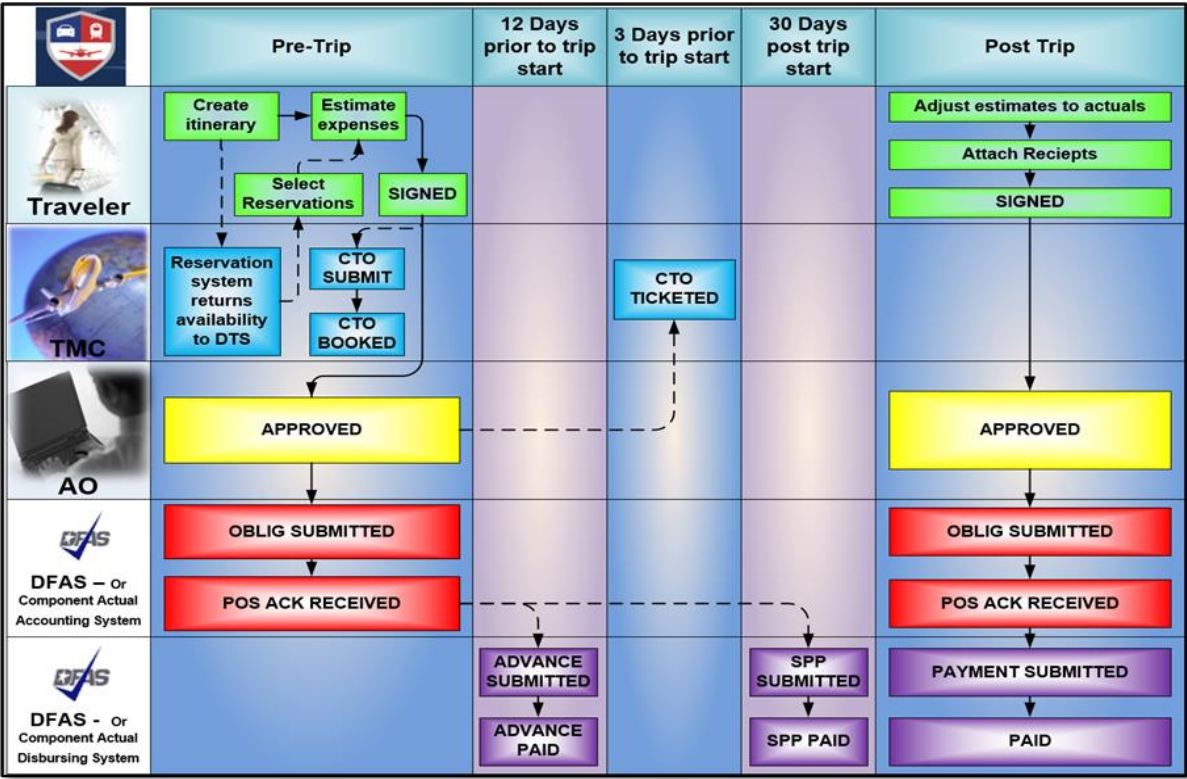
This guide <u>does</u> specifically address the "getting started" portion for using DTS including:

- Training Opportunities and Online References
- Accessing the DTS Home Page

- User Login Instructions

- Creating and Activating a DTS Profile

- Understanding the DTS Dashboard

- Setting Up Form Printing Preferences

- Navigating in DTS Documents

- Using Multiple Profiles

- User Logoff Instructions

In this guide, "you" are a DTS user, unless stated otherwise.

1.1 Defense Travel Management Office (DTMO)

The Defense Travel Management Office (DTMO) serves as the single focal point for commercial travel within the Department of Defense (DoD). DTMO maintains central oversight for travel programs, travel policy and implementation, travel card program management, customer support, training resources, and functional oversight of the Defense Travel System (DTS).
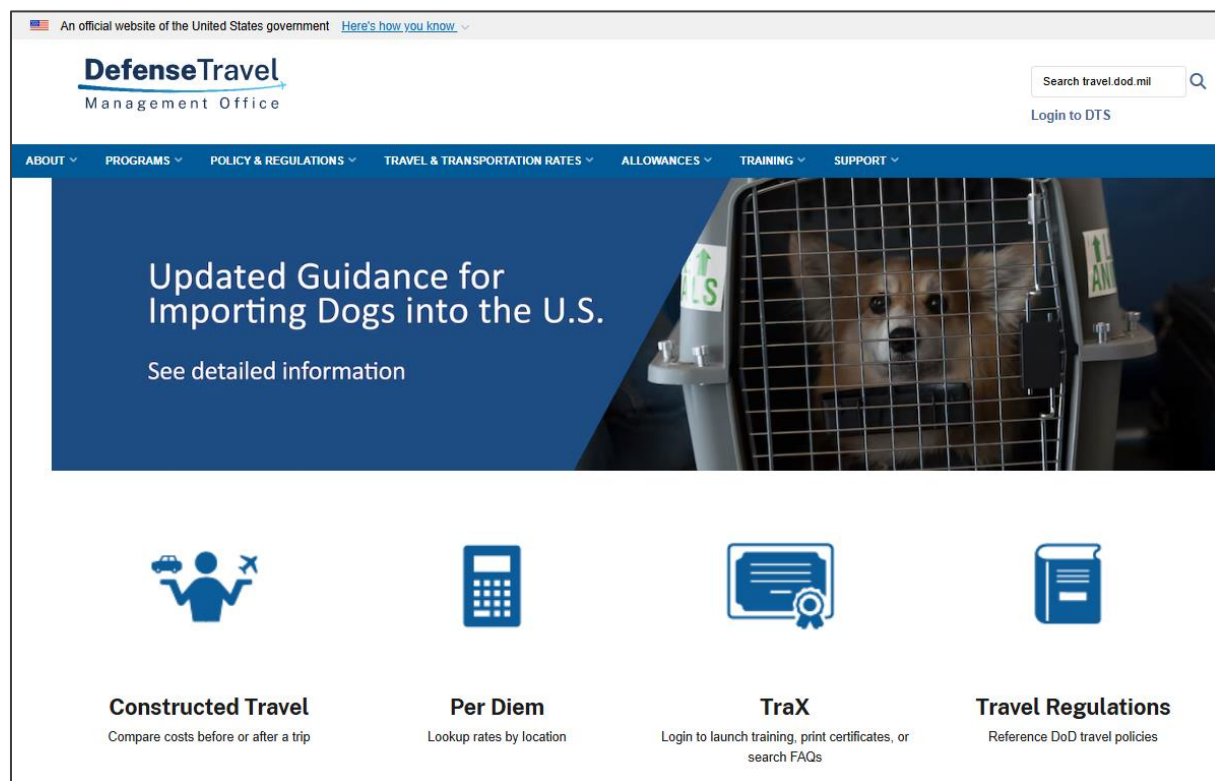

Figure 1-1: DTMO Website

The *DTMO* website (Figure 1-1) provides current information about travel *Programs*, *Policy & Regulations*, *Travel & Transportation Rates*, *Compliance*, *Training*, Support and more. As policies and systems can change recommend visiting website to keep up-to-date.

1.1.1 Travel Explorer (TraX)

If you are new to DoD travel, recommend you take a few DTS classes and review some resources before processing documents in the system. You can use *Travel Explorer (TraX)* or a locally approved method determined by your Component Representative to meet your organization's training objectives.

The *DTMO* website provides an abundance of training (i.e., TraX Web-based trainings [WBTs]) to support DTS users: Defense Travel Administrators (DTAs), Routing Officials (ROs), Authorizing Officials (AOs), Non-DTS Entry Agents (NDEAs), clerks, travelers, and other specialized roles.

The process is easy to register for an account via **CAC** or **User ID** and **password** and then register with your **CAC**. **Note**: There is a DoD requirement to log in monthly to keep the Passport account active. If you don't, then the account will lock and you will need to reactivate it. When an account is locked Passport provides a unlock message to guide you through the steps. For more on this process, see the information paper, *General TraX Training Instructions* available under the DTMO *Training Search Tool*.

Once in Trax, select **Training** (Figure 1-2), and under **Available Training** you will see 36 assorted courses from which to choose. If you don't see your **Recommended** classes simply then pick **View All**. You can also select the **My Roles** settings under **Training** to verify or change the roles options. Another feature available for countless document or travel related questions is the **TraX**, **Knowledge Search** which helps you quickly find answers.
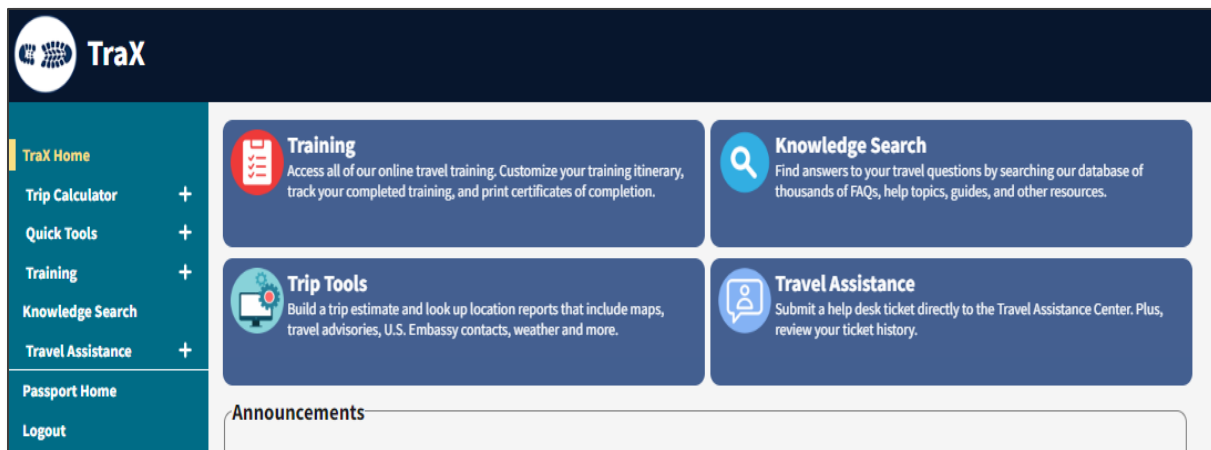

Figure 1-2: TraX Home Page

1.1.2 Training Search Tool

The DTMO *Training Search Tool* provides numerous entries (e.g., guides, manuals, information papers, trifolds) to support DTS users. These materials range from document processing, cancellation procedures, trip approvals, DTA functions, and more. As a traveler some key resources include:

- *DTS Guide 2: Authorizations*
- *DTS Guide 3: Vouchers*
- *DTS Guide 4: Local Vouchers*
- *What is a Valid Receipt?*

In addition to following the *Joint Travel Regulations (JTR)*, travelers should consult their Component or local business rules for processing travel documents.

Chapter 2: The DTS Home Page

Before you access DTS, you should be familiar with the **DTS Home** page (Figure 1-3) which is located at *https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/*. The **DTS Home** page is not only how you enter DTS, but provides information and access to other links and resources. From top to bottom, it contains:

- The **DTS Status icon** (Indicator 1) provides the system performance level – typically green. When a yellow or red icon appears, select it to see specific system status.

- **Travel alerts** (not shown) when posted, appear below the status icons to provide immediate information about current critical travel situations.

- A **Log In** button (Indicator 2) allows you to access DTS to complete your specific role or duties.

- A **step-by-step travel process summary** (Indicator 3) is especially useful if you're new to DoD official travel.

- **DoD Travel News** and **DTS Notices** (Indicator 4) open travel information that – while important – is less urgent than the travel alerts, as well as important information about DTS.

- **Travel Resources** (Indicator 5) 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).

- **Assistance and Services Links** (Indicator 6) leads to additional support and travel-related services.

Figure 1-3: DTS Home Page

Chapter 3: Logging into DTS

Chrome, Edge, and Firefox browsers work well 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 before you log into the system. See the bottom of the **DTS Home** page, **Need More Assistance?** for more information on requirements.

The next step is to see if 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 1-3).

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.

    o 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**.

    o 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).

    o The **Activate Account** screen opens; go to Section 3.1.

- An error prevents DTS from creating an account for you.

    o DTS displays an error message. You can try to correct the error.

    Example: You have a hyphenated last name (Smith-Jones) and you or the DTA entered it into DTS with a hyphen 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 you can't correct the problem, 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 issue.

⚠ **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 1-4).

Figure 1-4: Activate Account Screen

On the **Activate Account** screen:

1. Enter your **Social Security Number (SSN)** in both text fields. **Note**: Do not add dashes or spaces.

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 1-5, Indicator 1) instead. See Step 4, directly below, to the complete the **Self Registration** process.
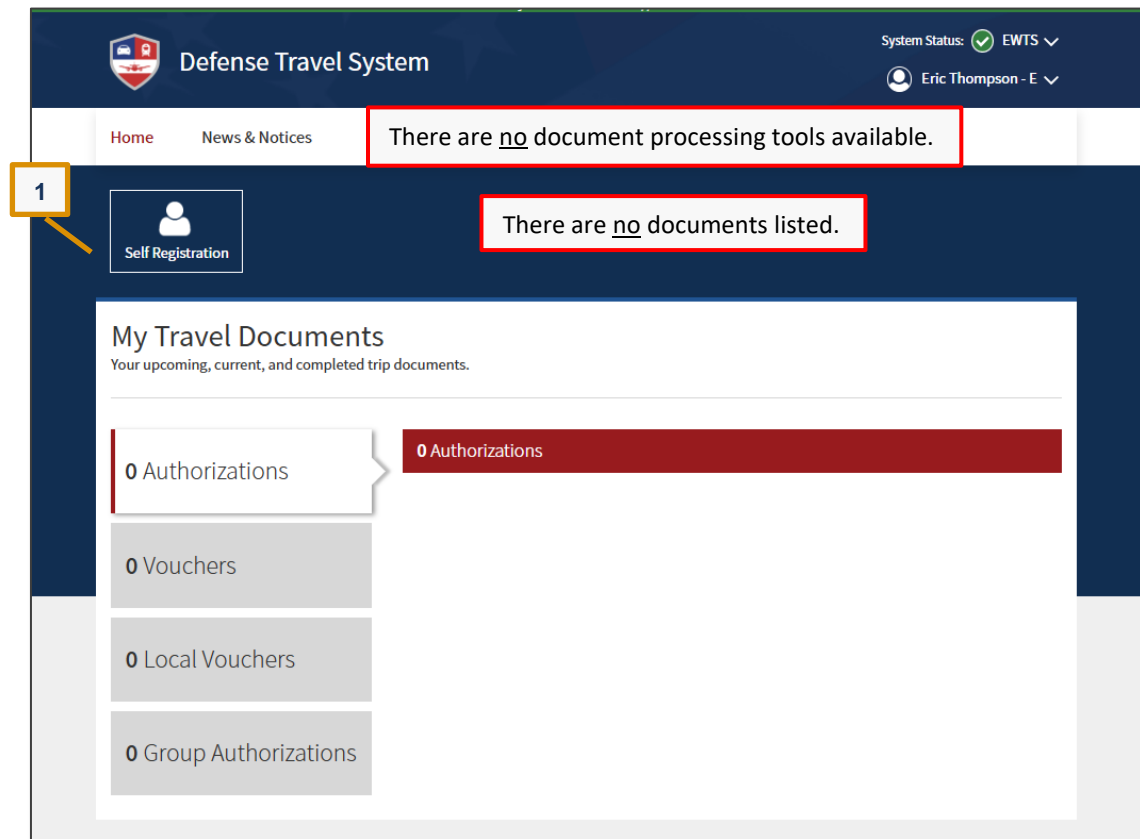
Figure 1-5: Self Registration Option Screen

4. Select **Self Registration** (Figure 1-5, Indicator 1). The **Welcome to the Self Registration** Tool screen opens (Figure 1-6). 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 1-6, Indicator 1).

    - **Basic Information**. Provides the required data fields, which are necessary to support document processing, reservations, and ticketing (Figure 1-6, Indicator 2).

    - **Additional Information**. Permits residence data entry, travel preferences, frequent flyer, and rewards information. (Figure 1-6, Indicator 3).

    - **Submit Self Registration**. Allows submission of the traveler profile for DTA review and acceptance or rejection (Figure 1-6, Indicator 4).

Figure 1-6: Welcome Self Registration Tool Screen

5. Select **Basic Information** on the **Navigation Bar** (Figure 1-6, Indicator 2). The **Basic Information** screen opens (Figure 1-7).

Figure 1-7a: Basic Information Screen

- **General Information**: Enter your personal data (Figure 1-7a). 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 **Sex** field has a drop-down menu. Type in your **Email Address** then DTS displays 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 1-7b).
  - 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 1-7b: Basic Information - State/Country Search Screen

- o The **State/Country Search Results** appear (Figure 1-7c).

Figure 1-7c: Basic Information - State/Country Search Results Screen

- o Select the **Code** or **Name**.
- o The **State/Country** code fields update with your selection.

- **Residence Address**: Select **Radio** button to auto populate or manually enter the data later (Figure 1-7a).

- **Required Work** (Duty Station) **Information**: Enter data (Figure 1-7d).
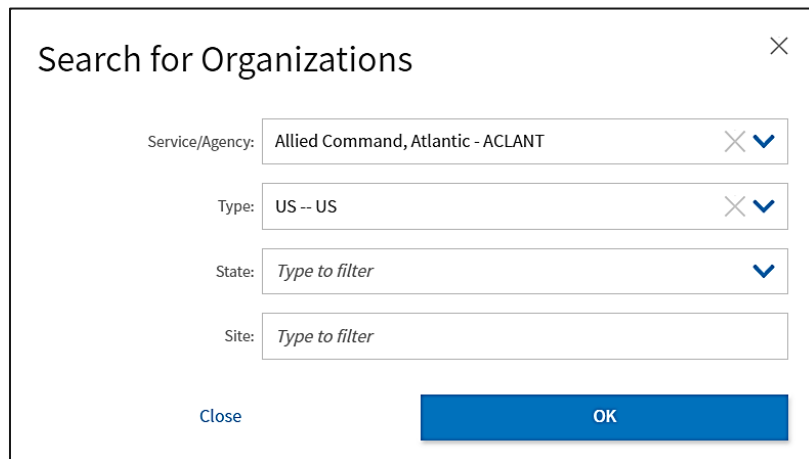
Figure 1-7d: Basic Information Screen - Continued

- For your DTS **Organization**, select **Search** and the **Search for Organizations** screen opens (Figure 1-7e). Complete the four fields and chose **OK**.
  - o **Service/Agency**
  - o **Type**
  - o **State**
  - o **Site**
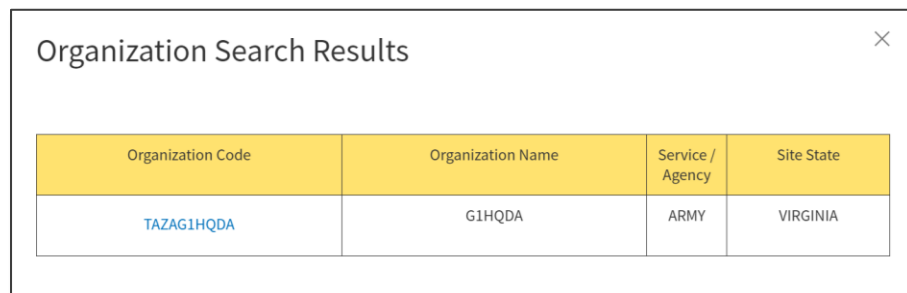
Figure 1-7e: Basic Information - Search for Organizations Screen

- The **Organization Search Results** screen opens (Figure 1-7f). Select the **Organization Code**.

Figure 1-7f: Basic Information - Organization Search Results Screen

  o The **Duty Information** updates on the **Basic Information** page.

- **EFT (Checking or Savings)** account (Figure 1-7g): **Note**: EFT data is necessary for reimbursement of incurred expenses and earned allowances.

  o Select **Account Type**

  o Enter the **Account Number**

  o 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 1-7g). The GOVCC is same as Government Travel Charge Card (GTCC).

  o Select the **Advance Authorization** drop-down menu. If you have a GTCC, then select **CARD HOLDER**.

  o Enter the GTCC 16-digit **Account Number**.

  o Enter the **Expiration Date**

Figure 1-7g: 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. Enter the **Residence Phone** as this a mandatory field.

8. Scroll down the page to view other data sections.

   - (Optional) **Air Travel Preferences**
   - (Optional) **Lodging Preferences**
   - (Optional) **Rental Car Preferences**
   - **Smoking Preferences** defaults to the No radio button.

9. Once you finish entering information on the page, select **SAVE AND PROCEED**.

10. The **Submit Self Registration** page opens. The screen informs you of the pending action (Figure 1-8). Select **SUBMIT** to proceed.

Figure 1-8: Submit Self-Registration Screen

11. DTS displays the **Self Registration Submitted** notification (Figure 1-9). The profile is removed from the **Self Registration Tool**.

Figure 1-9: 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.

Here is how the DTA reviews and accepts or rejects a **Self Registration** profile.

Begin by logging into DTS:

1. From the DTS **Dashboard**, select the **Administration** option, then choose **Self Registration Administration**. The **Self Registration Administration Home** page opens.

2. On the page select **Begin**. The **List of Users** appears with submitted profiles. Locate the submitted profile, and open under the **Review** column.

- Most of the data appears on the page as view only.

- Specifically check for the correct DTS **Organization** of assignment with the associated **Duty Station** information.

- Based upon your local business rules, training requirements, and the employee's required DTS role, determine what <u>if</u> you will grant **Organization Access**, **Group Access** and **Permissions** <u>in this module</u> 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 <u>can't</u> be altered. This procedure ensures the user can log into DTS once the profile passes validation.

3. There are three options for the profile: **Accept**, **Reject** or **Cancel** out of the page. **Note**: for **Reject** or **Delete** see sections further below.

   - If a DTA <u>accepts</u> the profile, it is removed from the **Self Registration** module to the **DTA Maintenance Tool**, **People** table.

4. DTS notifies the employee of DTA's completed action. The employee should review the email for **Comments** from the DTA.

5. Once your profile is <u>accepted</u>, you should log onto DTS again. Activate your profile by entering your full SSN.

   - 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 1-6), select the **Delete Self Registration Profile** button to remove the partial profile. An information window opens (Figure 1-10a). Select **DELETE**.

Figure 1-10a: Delete User Profile Screen

You receive a **Logout** message due to profile deletion (Figure 1-10b). Close out then log back into DTS to activate your profile.

Figure 1-10b: Delete Partial Profile Screen

Chapter 4: The DTS Dashboard

The DTS **Dashboard** is your starting point each time you log into the system. If you are uncertain of where you in the system, just return to DTS **Dashboard** (i.e., select **Home**). You use the **Navigation Bar** or **Quick Links** to find your specific area to complete actions. There are some sections which display for all users to access and other items are restricted only appearing based upon your profile setup. Section 4.4 and Section 4.5 provide the variation in the DTS **Dashboard** details.

4.1 Overview

From the DTS main page, the DTS **Dashboard** (Figure 1-11a and 1-11b) displays the five primary sections:

- **Login Information** (Indicator 1): See Section 4.2.
- **Administrative Functions** (Indicator 2): See Section 4.4.
- **Quick Links** (Indicator 3): See Section 4.5.
- **My Travel Documents** (Indicator 4): See Section 4.6.
- **Additional Information**: These items are exactly as described in Section 1. See Figure 1-1, Indicators 5-7 for specific details.
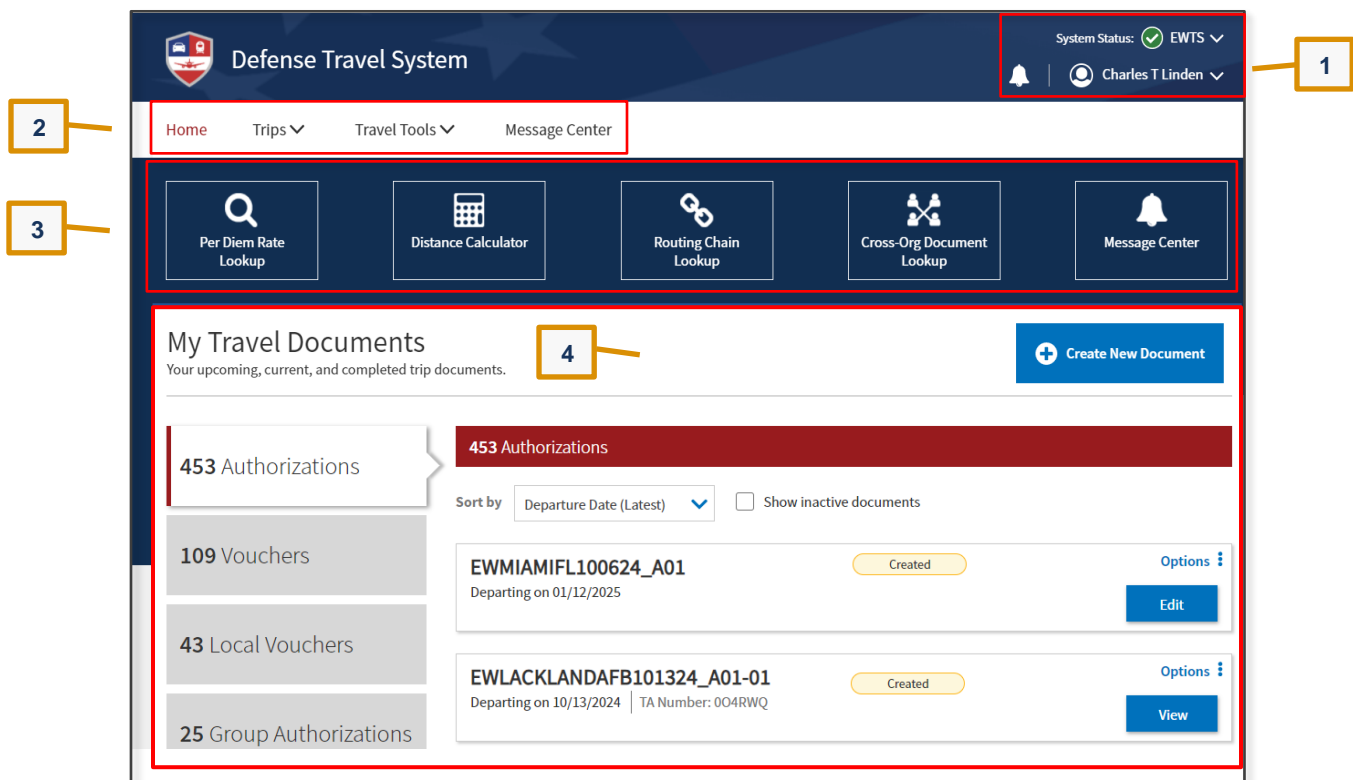
Figure 1-11a: DTS Dashboard (Top) Screen
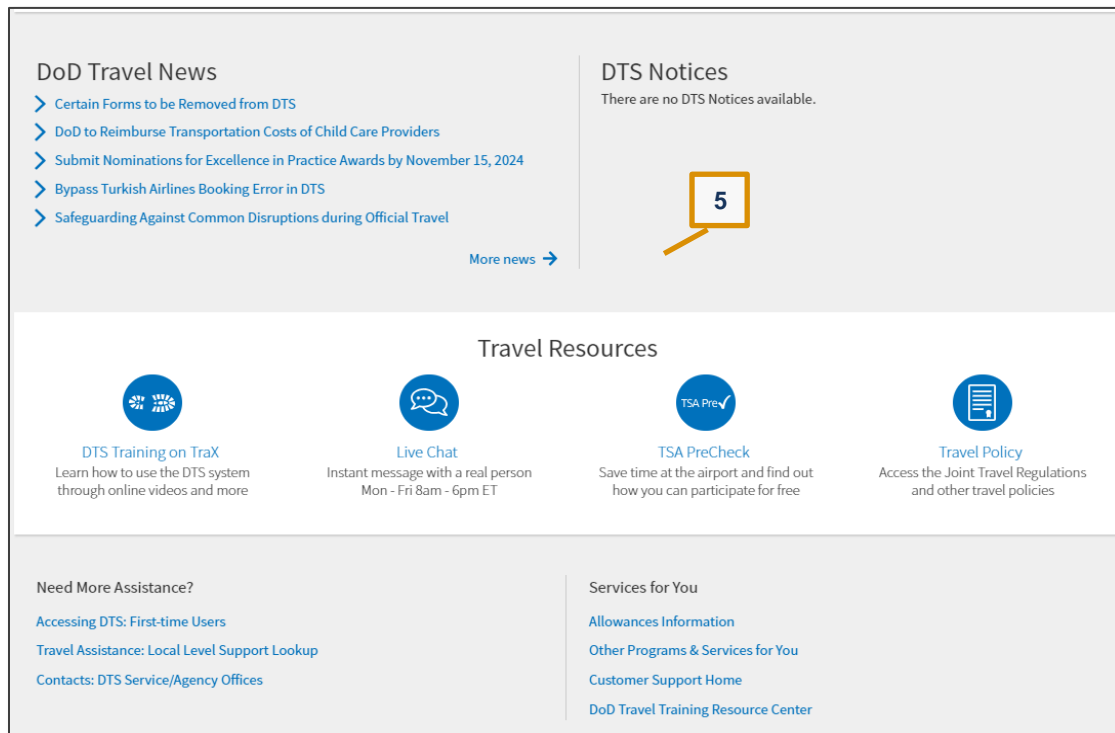
Figure 1-11b: DTS Dashboard (Bottom) Screen

4.2 Login Information

In the top right corner of every screen, DTS displays information about your current session (Figure 1-12a). It shows the following information:

4.2.1 DTS System Status

The DTS System displays a color and status indicator. Default is operational with a checkmark inside a green circle. A drop-down menu provides the current overall and the individual system components status as well. **Note**: If you see yellow or red, then review the messages for details before logging into the system.

4.2.2 Bell Icon

 A **bell icon** informs you of organization alerts. The number tells you how many alerts are currently available.

4.2.3 Your DTS Profile Name

The name reflects the profile you are currently using to access DTS. A drop-down lets you see:

- **Last sign on**. Records date/time of recent system access.

- **Organization**. Displays your assigned DTS organization which includes at least one routing list, LOA, and budget for document processing. **Note**: If you don't have an assigned organization, you can't log into DTS.

- **Organization Access**. Lists the data if a Defense Travel Administrator (DTA) granted you organization access. **Note**: Travelers do not need organization access to see their documents, so the field would reflect **None**. If you are a DTA, then the appropriate organization access should appear.

- **Group Access**. Lists the data if the DTA granted you group access. **Note**: Travelers do not need group access to see their documents, so the field should reflect **None**. If you are a DTA, NDEA, or travel clerk then the appropriate group access should appear.

- **Permission(s)**. (Figure 1-12a and Figure 1-12b). For a traveler only **Permission(s)** does not appear, but **Permission Level** 0 set in the profile. For individuals with permissions greater than zero, then **Permission(s)** individually do appear on the screen (Figure 1-12b).

- **My Profile.** Allows an individual to update personal information (Figure 1-12a), see Section 4.3 for more details.

- **Reset Profile**. (Figure 1-12b). Permits users with multiple profiles (e.g., Reservists) to change between DTS accounts, see Section 5 for more details.

- **Log Out**. Method to close and exit from DTS, see Section 7 for more details.
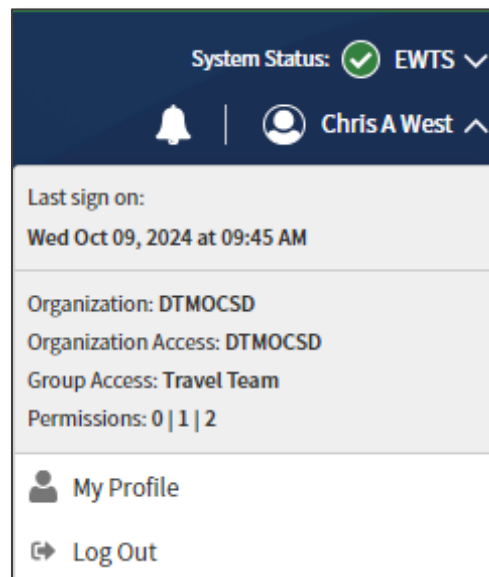
Figure 1-12a: DTS Dashboard – Login Information Expanded Screen
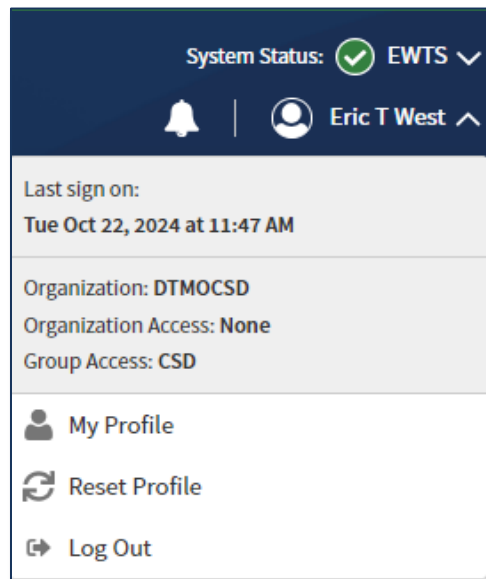
Figure 1-12b: DTS Dashboard – Login Information Expanded Screen

4.3 My Profile

Although you or a DTA creates a profile for you for initial access to DTS, you may not travel immediately. Therefore, at some point the information will change. **My Profile** (Figure 1-13) comprises of multiple screens allowing you to alter most aspects of your DTS personal data without being in a document. Upon selection, one screen is open on the right side, while access to the other screens is displayed in the left column. Use these screens to update your:

- **User Profile**. Comprises of the individual's name, addresses, contact information, emergency contact information, assignment information, and your **Form Printing Preferences** (see Table 1-2).

- **Accounting Information**. Includes key information about a person's GTCC and personal bank accounts. **Note**: It is *vital* to review the information before creating a document. Update the accounts if changes are needed (e.g., new GTCC, new checking, or savings account). **Note**: If a user forgets to make updates, they can still change the profile within the document.

- **Travel Preferences**. Entails the individual's TSA information (necessary for air, rail, and rental car) and preferred travel choices (e.g., favorite airlines and hotels) and rewards program data.

- **Additional Information**. Provides details about the individual's work: Service or Agency, unit, work address, and phone number. Some details (e.g., rank) you can't modify.

Figure 1-13: My Profile Option – Personal Information Screen Open

1. Once you make the change, be sure to **Save** the profile.

   - When you make a change to your *permanent profile*, DTS <u>will</u> provide a **PII Data Change** e-mail alerting you of the modification. The email is formatted as **SUBJECT: <Profile Item> Changed in Your Defense Travel System Profile.** These profile items trigger the email:

     o EFT information

     o GTCC information

     o Name

     o Mailing Address

     o Email address

   - When a DTA makes a change to your *permanent profile* through the **DTA Maintenance Tool**, **People** table, DTS will provide a **PII Data Change** e-mail alerting you of the modification. The email is formatted as **SUBJECT: <Profile Item> Changed in Your Defense Travel System Profile**. If you receive an email where one of the below items changed, log into DTS, and verify the content in your permanent profile for accuracy.

     o EFT information

- - o   GTCC information

    - o   Name

    - o   Mailing Address

    - o   Email address

- Changes to the *document profile* only <u>do not</u> warrant a **PII Data Change** e-mail.

There are few items in your profile which you can't modify (e.g., organization of assignment, Title/Rank). Contact your DTA for assistance for any field you cannot modify in your profile.

4.3.1 Prompts to check your Profile

You have anytime access to **My Profile** from the DTS **Dashboard** to make changes. However, you may also receive reminders from DTS or other occurrence to complete for profile check.

1.   You log onto DTS and a profile validation appears:

- 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.

2.   You are working on a DTS travel document. Your DTA or APC informed you to update your GTCC data.

⚠️ **Important**: Changes to your **My Profile** do not affect existing travel documents. To apply profile changes to existing travel documents, you must access the document, update the profile, **Save** the changes and re-sign the document. This is especially important for authorizations with reservations if you updated the GTCC, you must re-sign to ensure Passenger Name Record (PNR) information flows to the TMC for processing. If you updated the GTCC and/or EFT for vouchers, it is vital to have the proper information to ensure payments process correctly.

4.3.2 Form Printing Preferences

As a traveler you have access to your documents in DTS any time you need them for up to 10 years after completion. However, if you need to print or save a copy then DTS provides you the capability. You can view form printing preferences one time before creating documents and you don't have worry about it again, unless you want to change the settings. The printable version known as the DTS **Default** is an easy to read format, broken down by sections based document entry (e.g., contain some profile data, itinerary, reservation costs, **Per Diem**, expenses, LOA, **Document History** and **Reservations Summary** page). By policy, there is no other required printable version from DTS.

Here is how to check the **Form Printing Preferences**:

1.   From the DTS Dashboard, select **My Profile**, the page displays the **User Profile**. From that page, look on the left side **Navigation Bar** and choose **Form Printing Preferences.**

2.   The **Form Printing Preferences** page opens (Figure 1-14). The default settings apply, providing ample data should you need to print or save a document copy. Table 1-2 provides more details about the options and descriptions for the form preferences.

Figure 1-14: Form Printing Preferences Default Screen

3.   If you do need to make a change, be sure to select **Save** to retain the changes.

Table 1-2: Form Printing Preferences

FORM PRINTING PREFERENCES		
DOCUMENT TYPE	**SECTION AND ITEM**	**DESCRIPTION AND DEFAULT**
AUTHORIZATIONS	• Display full SSN? • No **OR** Yes	• No masks the first 5 digits of your SSN (XXX-XX-6789) • Yes displays your full SSN (123-45-6789) • The Default is No. Leave No, unless you have a specific requirement to show the full SSN.

FORM PRINTING PREFERENCES		
DOCUMENT TYPE	**SECTION AND ITEM**	**DESCRIPTION AND DEFAULT**
AUTHORIZATIONS	• Print itinerary information for reservations? • No **OR** Yes	• Yes, prints the reservation summary information and will be the last page of the DTS Default printout. • No, does not print out the reservation information from DTS. • The Default is Yes. Leave Yes, unless you have a specific requirement stating otherwise.
AUTHORIZATIONS	• Cash Advance Preferences. • Dropdown menu provides two options: Default and None	• Default prints the cash advance summary. • None will not print the cash advance summary. • Default appears automatically in the window.
AUTHORIZATIONS	• Group Authorization Preferences • Dropdown menu provides two options: Summary and Summary & Individual	• Summary prints the group authorization and a cash advance summary showing the total amount of advances all travelers received. • Summary & Individual prints the group authorization and individual authorizations and cash advance totals for each traveler. • Summary appears automatically in the window
VOUCHERS	• Display full SSN? • No **OR** Yes	• No masks the first 5 digits of your SSN (XXX-XX-6789) • Yes displays your full SSN (123-45-6789) The Default is No. Leave No, unless you have a specific requirement to show the full SSN.
VOUCHERS	• Print a list of receipts that are attached to the voucher? • No **OR** Yes	• Yes, prints a list of receipts that must be attached to the voucher. • No, does not print out the receipts. • The Default is Yes. Leave Yes, unless you have a specific requirement stating otherwise.

FORM PRINTING PREFERENCES		
DOCUMENT TYPE	**SECTION AND ITEM**	**DESCRIPTION AND DEFAULT**
ATTACHMENTS	• Document History	• Prints every step in the document's electronic routing history. • The box is checked. Leave checked, unless you have a specific requirement stating otherwise.
ATTACHMENTS	• Accounting Detail	• Prints the document's expenses listed by accounting code and category. • The box is checked. Leave checked, unless you have a specific requirement stating otherwise
ATTACHMENTS	• Privacy Act	• Prints the Privacy Act Statement. • The box is checked. Leave checked, unless you have a specific requirement stating otherwise

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

4.4 Administrative Functions Tool Bar

These items (Figure 1-15) 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.
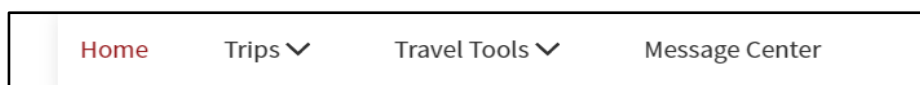
Figure 1-15: Administrative Functions

4.4.1 Home

Home returns the user to the DTS **Dashboard**.

4.4.2 Trips

The **Trips** drop-down menu includes:

- **Trips Awaiting Action**. Routing Officials (e.g., Authorizing Officials, Reviewers) use the module to access documents in the routing process so they can act.

- **Traveler Lookup**. DTAs, Non-DTS Entry Agents, and travel clerks use this to search for documents belonging to their travelers.

- **Cross Org Document Lookup**. LDTAs or Financial DTA use the tool to find approved travel documents with cross-organization funding to monitor the LOA use and payments.

4.4.3 Travel Tools

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 DTMO 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**. Individuals use this to look up their organization's available routing lists and see the personnel assigned to each.

4.4.4 Message Center

The **Message Center** provides access to **DTS Travel News** and **DTS Notices**. Recommend checking the **Message Center** periodically for current information or when if you see the **bell icon** highlighted.

4.4.5 Administration Tools

The **Administration** drop-down menu (Figure 1-16) provides access to the administrative tools that are available to a DTA. The drop-down menu provides DTAs access to different modules. Which modules appear is based upon the individual's setup. The most commonly available options for Lead and Organization DTAs are:

- **Administration** contains links to the:
    - Budget Tool
    - DTA Maintenance Tool
    - Self-Registration Administration
    - Delegate Authority
    - Document Unlock Tool

- **Reports**. Allows access to the **Report Scheduler** and the **BI and Reporting Tool** (if setup in profile) to manage travel data, before, during, and after travel.

- **Read-Only Access (ROA)**. Permits access to ROA Invoices and ROA Trip. Used by individual who do not have edit rights to documents.

- **Centrally Billed Accounts (CBA)**. Allows CBA-S access to the CBA Reconciliation Tool.

- **Debt Management.** Permits access to the Debt Management Tool to process debt.
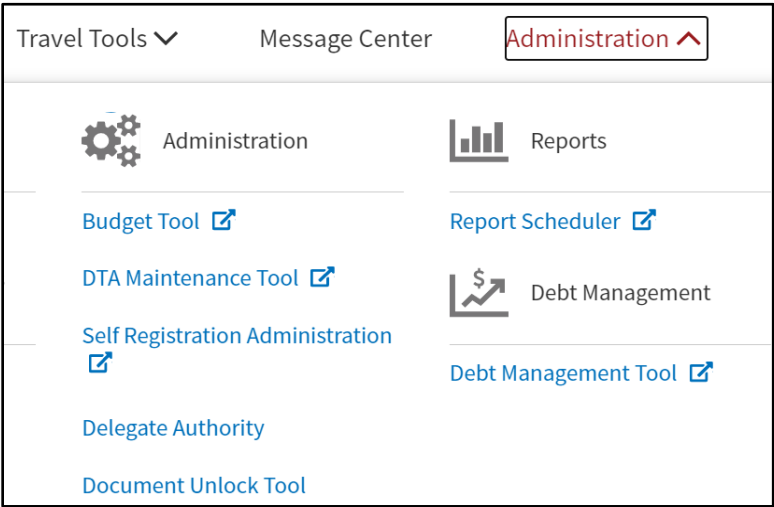
Figure 1-16: Administration Menu (Example)

4.5 Quick Links

These five shortcut tiles (Figure 1-17a and Figure 1-17b) 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**.
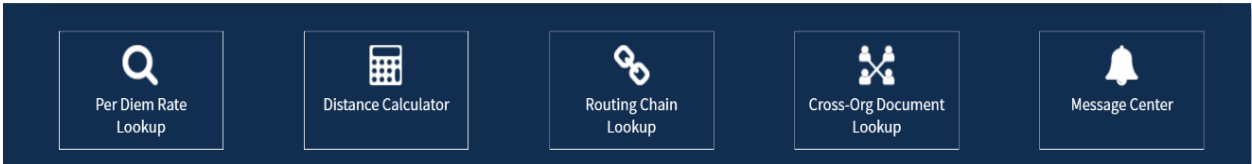
Figure 1-17a: Quick Links - Traveler Example

Figure 1-17b: Quick Links - DTA Example

4.6 My Travel Documents

This section contains three primary areas: **Document types** (with totals), **Document list** (with details), and **Document creation**. In addition, it covers some basic processing rules and system features when software changes occur.

Note: For full details on document processing steps for authorizations, vouchers, local vouchers, and group authorizations, refer to the DTS Guides 2 - 5. You can find these guides under the *Training Search Tool*.

4.6.1 Document Types

A **Selector Bar** (Figure 1-18) allows 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.
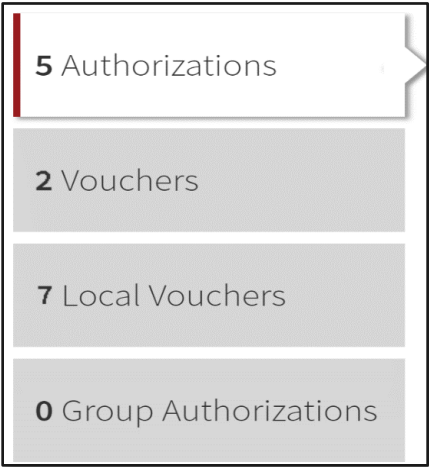
Figure 1-18: View Document Type Selector

4.6.2 Document List

The selected documents display in a column (Figure 1-19). Each entry displays the document's name, departure date, **TANUM** (if available), status, action buttons (e.g., **View**, **Edit**, **Amend**), and an **options** (3-dot) icon allowing you to **Print** or **Remove*** a document (Figure 1-19, red highlight).

***Note**: **Remove** is only available for documents in a **CREATED** status.
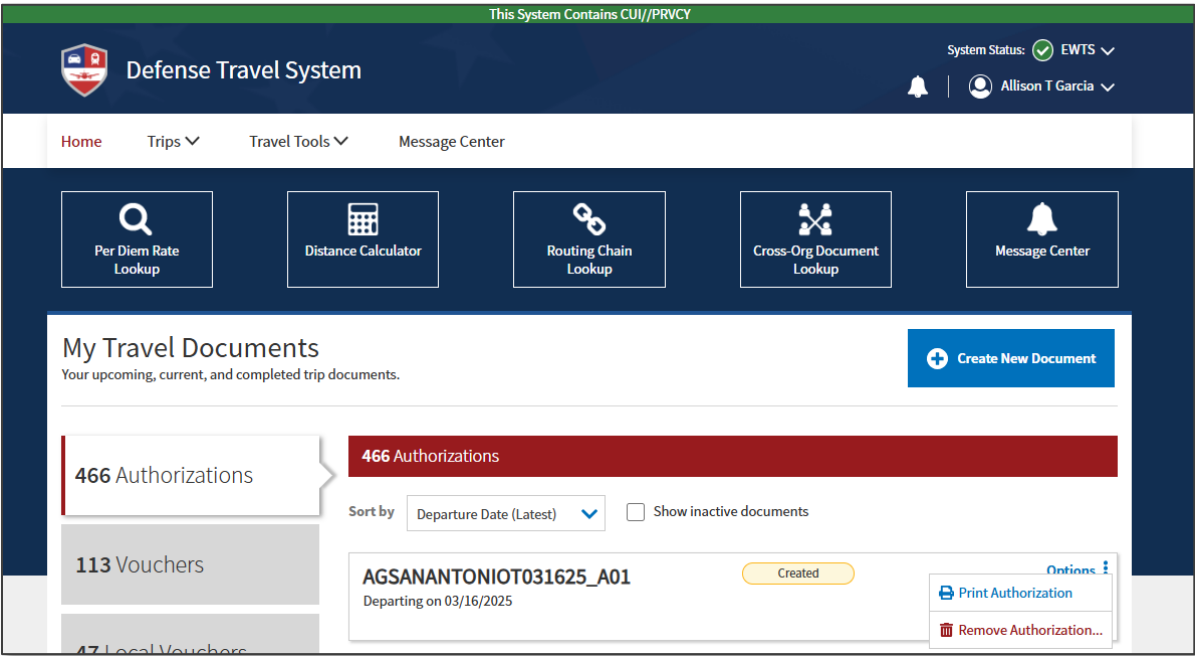
Figure 1-19: Document List

4.6.3 Document Creation

A **Create New Document** function (Figure 1-20) permits you to build a new **Routine TDY Trip**, **Voucher**, **Local Voucher**, or **Group Authorization**.
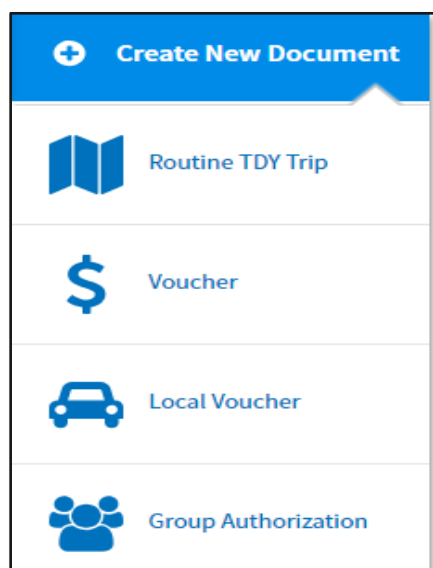
Figure 1-20: Create New Document Options

The *DTS Guides 2 - 5* address how 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.

4.6.4 Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. Authorization specifications apply to reduce the possible invalid reservation selections (e.g., selections made in the next FY before airlines post flights) and incorrect per diem calculations (e.g., documents crossing multiple FYs and per diem changes). Voucher specifications apply to reduce incorrect per diem calculations resulting in debt. Local vouchers specifications apply to reduce incorrect expense selections (e.g., only claim an expense that you incur in and around the PDS).

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.
- Local vouchers must be processed for only actual expenses incurred.
- Local vouchers must have a current or a past date create date. No future create date permitted.
- Local vouchers do not have access to the DTS **Reservation** module or **Per Diem** table.

- Local vouchers may combine expenses from different dates.

- Local vouchers may contain more than one LOA, but each LOA must use the same Format Map (e.g., Air Force, Army etc.).

- Local vouchers cannot be stamped Signed with a future expense 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 Representative to further discuss audit readiness requirements and any exceptions.

When an authorization 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:

  o "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:

  o "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:

  o "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 Locations(s)* section:

  o "Total trip duration cannot exceed one year."

- ⚠️ If editing an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under the *Edit Itinerary* section:

  o "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 during is greater than one year, the following error message displays under *Your TDY Location(s)* section:

  o "Total trip duration cannot exceed one year."

- ⚠️ If editing an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under the *Trip Overview* section, the Returning On field:

  o "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.

When a local voucher 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 local voucher with a future create date, the following error message displays on the **Local Voucher** screen:
  - "Local voucher date cannot be greater than today's date." "There are errors with this local voucher. Please correct the errors and try submitting again."

- ⚠️ If *signing* a local voucher with a future expense date, the following error message displays on the **Digital Signature** page.
  - "**TRIP NOT COMPLETED** Document contains expenses with future dates. Local Vouchers cannot be signed until all the expenses claimed have occurred."

4.6.5 What's New Feature

DTS provides a **What's New feature** alerting you when software changes occur.

1. After a system update, the first time you access an affected module, the **What's New** feature activates.

2. 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.

3. 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. In the **Using Multiple Profiles** section, it 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 1-21a-d).
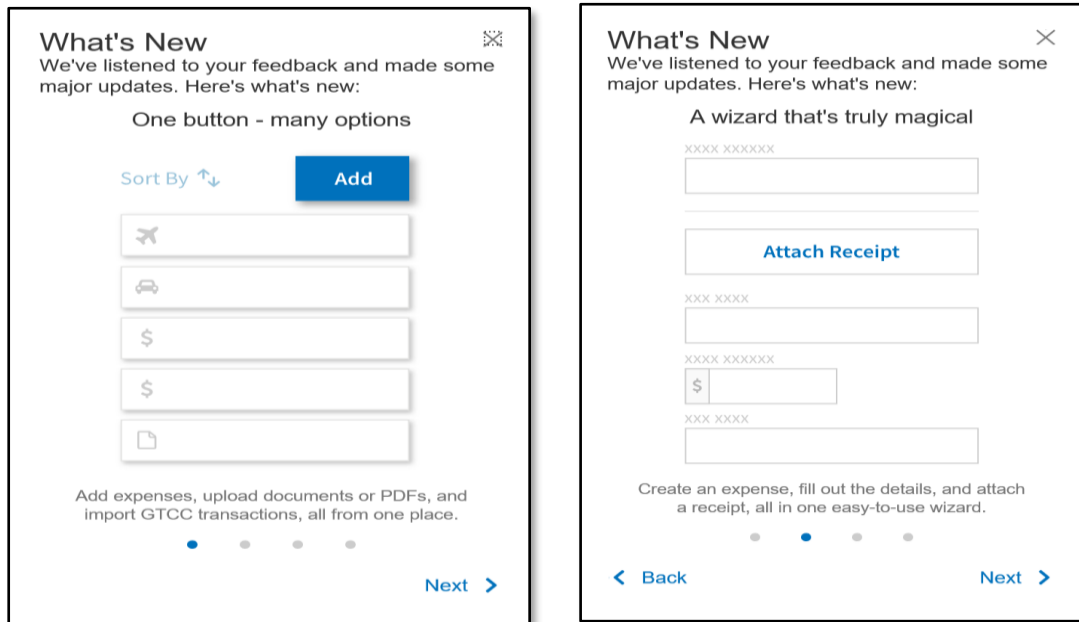
Figures 1-21a and 1-21b: What's New Screens – Expenses / Attaching Files Featured
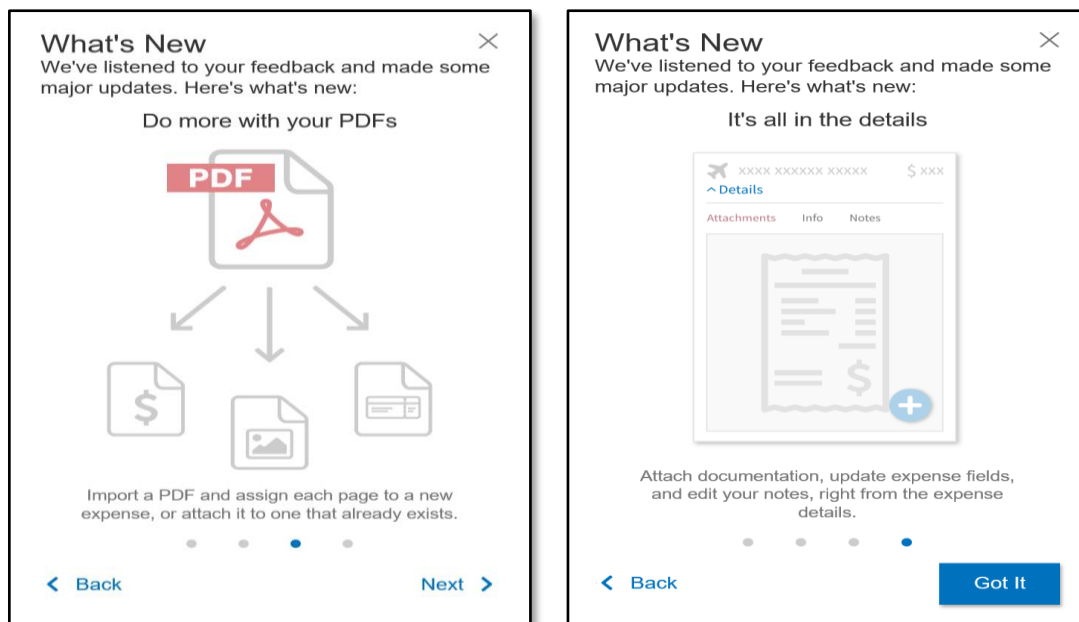
Figures 1-21c and Figures 1-21d : What's New Screens – Expenses / Attaching Files Featured

4.6.6 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.

1. The profile trigger engages when the traveler selects **Create New Document** and a document type such as **Routine TDY Trip**.

2. For the authorization, the **Create Itinerary** screen opens, and the **Review and Update Profile** pop-up appears (Figure 1-22).
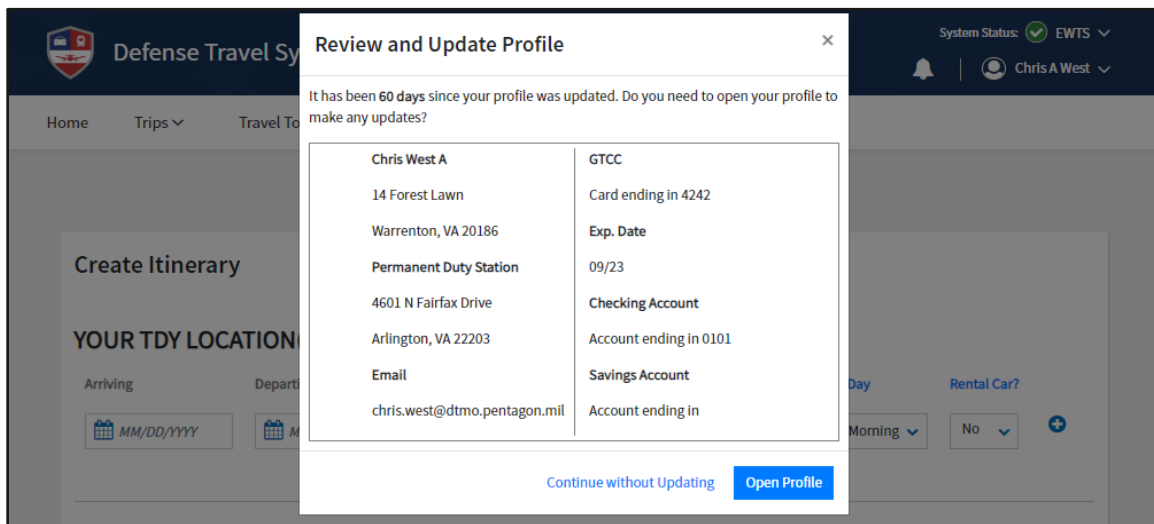
Figure 1-22: Review and Update Profile Screen

3. You can choose **Open Profile** and make your changes or **Continue without Updating**.

4. Once action occurs, DTS enables the fields on the **Create Itinerary** page, and you can proceed building the authorization.

4.6.7 Logout Message

DTS is programmed to conform with standard time-out rules (Figure 1-23) throughout the system.
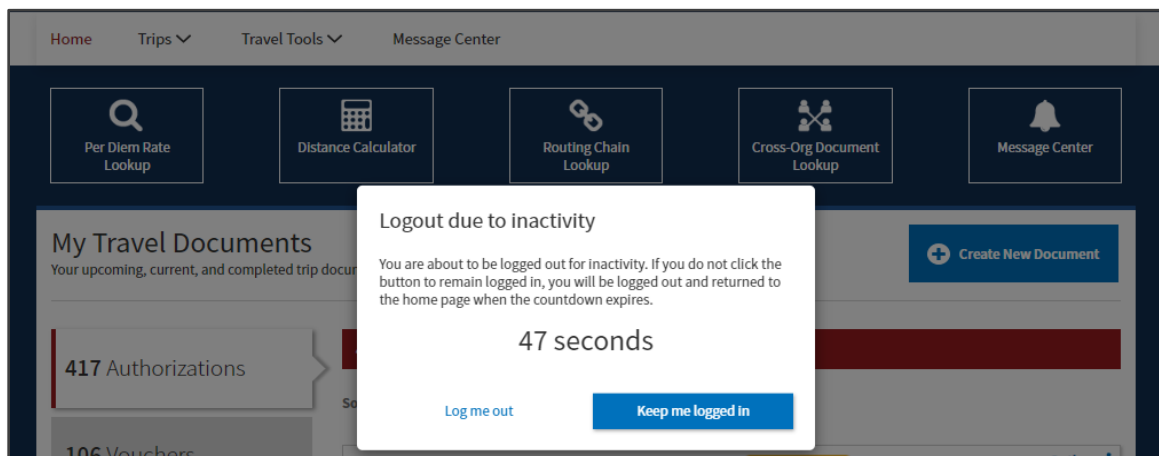
Figure 1-23: DTS Dashboard - Time out Message Prompt

1. If you are in DTS, you will be presented with an on-screen timeout warning after 9 minutes, with a 60 second countdown, informing you about the **Logout due to inactivity** rule.

   • 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**.

2. 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 (Figure 1-23), you can reset your profile.
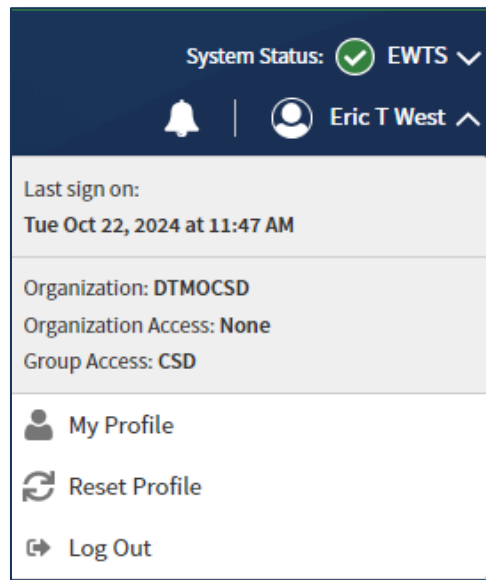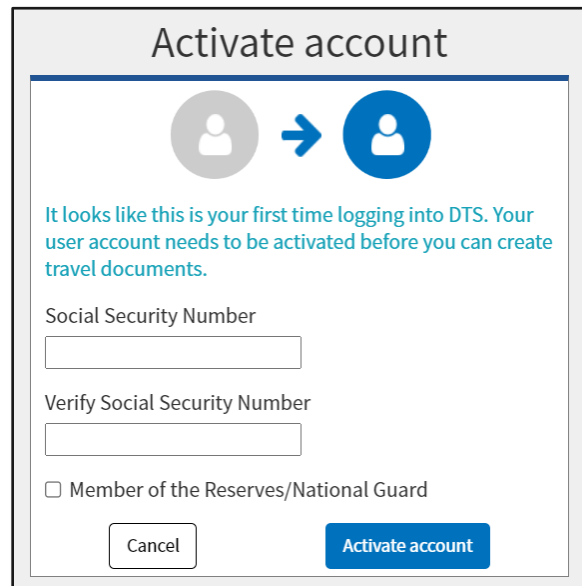
Figure 1-23: DTS Dashboard – Login with Reset Profile Option

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:

1. When you are ready to log out of DTS, select **Reset Profile** to deactivate your current profile (Profile #1 in this example) and it logs you out of DTS.

2. When you log back into DTS, the system will see that you have no active profile and launch the **Activate Account** screen (Figure 1-24).

Figure 1-24 Active Account Screen

To activate an alternate profile or Profile #2:

1. Enter the SSN associated with that profile twice.

2. Place a check in the **Member of the Reserves/National Guard** box if you need to access a profile under a Reserves/National Guard organization; otherwise, don't check the box.

3. 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 Process

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** (Figure 1-25). Using the browser's "X" button causes DTS to lock the document for 30 minutes or until a DTA manually unlocks it.
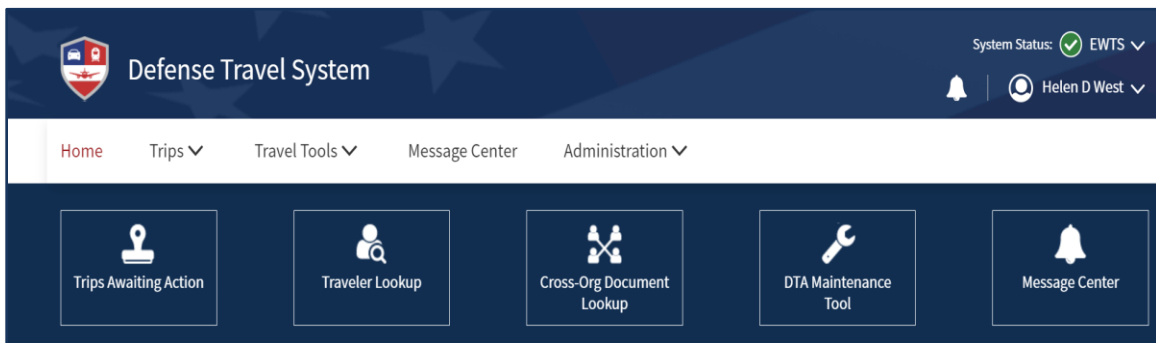
Figure 1-25: DTS Dashboard

DTS <u>locks</u> travel documents when they are open in an editable mode.

1. Manual processing, such as:

   • Initial creation

   • Adjustments and amendments

   • Reviews and approvals

2. Electronic processing, such as:

   • 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 <u>unlock</u> when the following occurs:

1. 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

2. A DTA uses the **Document Lock Tool** to unlock the document

DTS provides information regarding documents in a <u>locked</u> 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.

3. Select **Log Out**. A confirmation displays (Figure 1-26).

Figure 1-26: Confirm Log Out Screen

4. Select **Close Window** to exit the browser (Figure 1-27).
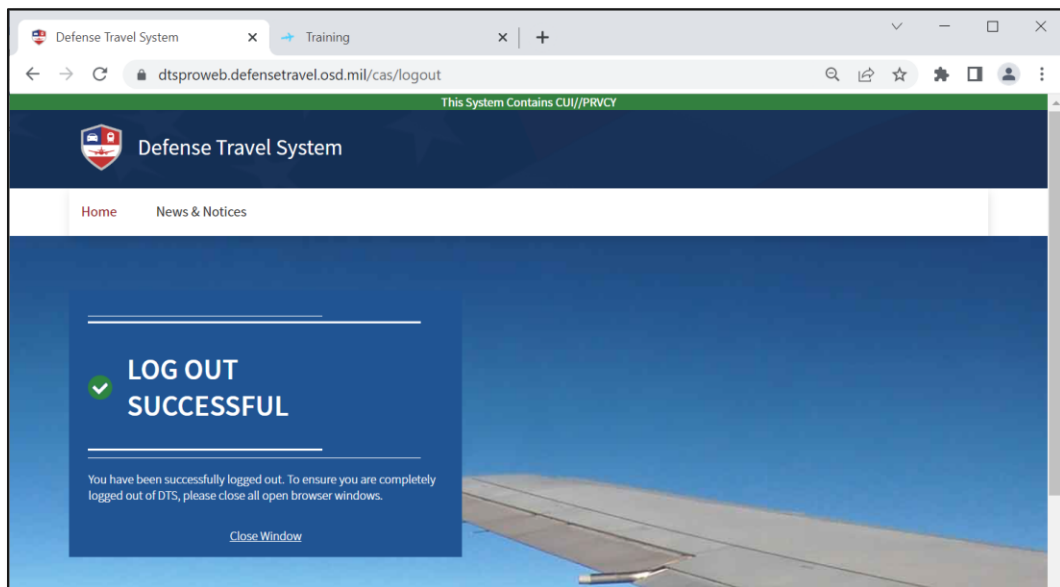
Figure 1-27: Log Out Successful Screen

Chapter 8: Glossary

Here are some commons terms to become familiar with when using DTS and those with DTS roles.

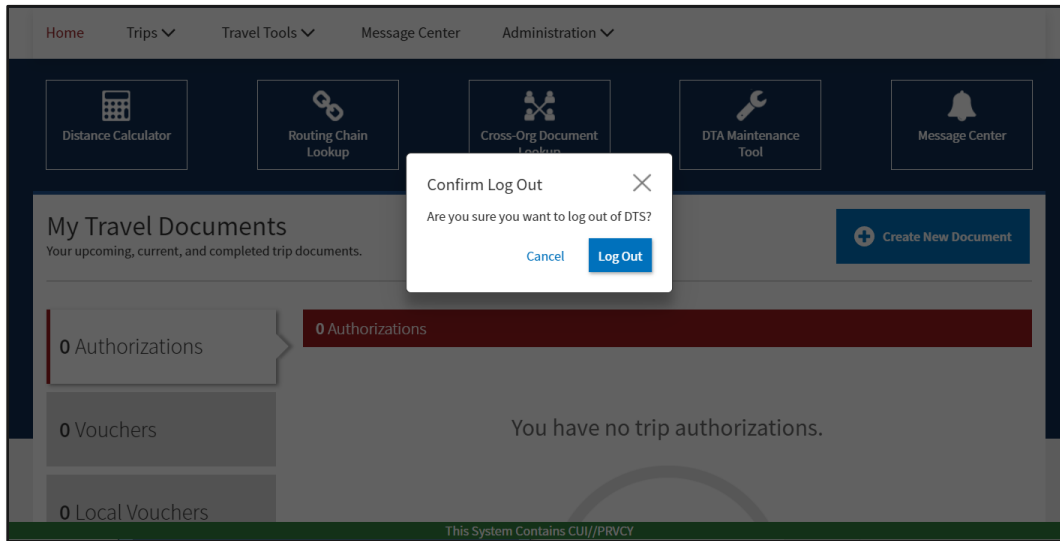| GLOSSARY	
TERM	**DEFINITION**
Accountable Official	An appointed person who provides a Certifying Officer with information, data, or services to support the payment certification process.
Authorizing Official (AO)	A DTS official appointed in writing to obligate funds to support mission-related TDY travel. The AO serves as a Certifying Officer when approving DTS documents that request payment. AOs may be held financially liable for erroneous payments resulting from the performance of their duties.
Budget Defense Travel Administrator (DTA)	A person responsible for managing the funding for one or more organizations. They typically work with the FDTA. **Note**: Some organizations may only have a FDTA who manages both the LOAs and Budgets.
Business Travel	Business travel includes all official travel to support mission requirements other than schoolhouse training, deployment, or unit travel by DoD military personnel and civilian employees. It also includes certain local travel, but not leave or evacuation travel.
Centrally Billed Account (CBA)	An account established between the Government and a GSA SmartPay contractor for the purchase of official transportation tickets.
Certification	The act of attesting to the legality, propriety, and correctness of a voucher for payment as stated in 31 U.S.C. 3528.
Certificate of Non-Availability Number (CNA)	Certificate of Non-Availability Number Verifies that required DoD lodging is not available. When a traveler requests DoD lodging reservations, but no rooms are available, the lodging facility issues a nonavailability confirmation number. DTS adds elements to that number to create a Non-Availability Number.
Certifying Officer	An official designated in writing to certify official payments.
City Pair Program (CPP)	The GSACity Pair Program (CPP) is a contract between the Government and certain airlines for routes frequently traveled for Government business. Airfares are priced on one way routes permitting multiple destination travel, require no minimum or maximum length of stay, and the tickets are fully refundable with no cancellation fees. Many City Pair routes have two contract fares: a YCA and a -CA.
Commercial Travel Office (CTO)	A travel agent that provides official travel and ticketing services to official Government travelers. (Replaced in the JTR with "Travel Management Company (TMC)", although DTS sometimes still refers to the CTO).

GLOSSARY	
TERM	**DEFINITION**
Contiguous United States (CONUS)	The contiguous 48 states of the United States and the District of Columbia; does not include Alaska and Hawaii.
Defense Table Of Official Distances (DTOD)	Defense Table Of Official Distances is the official source for worldwide distance information used by the DoD
Defense Travel Administrator (DTA)	A DTS official who manages the administrative aspects of the travel process. A DTA may be Lead DTA or Organization DTA depending on the level of support. For more information, see Finance and Budget DTA.
Defense Travel System (DTS)	The DoD travel system supporting authorizations, vouchers, local vouchers processing, coordinating document approval, verifying payments, reporting for data management, and issuing record retention for 10 years.
Digital Signature	The analogue of a written signature on electronic documents. An electronic signature used to prove to a recipient that the message or data attested to by the signature was truly signed by the originator (i.e., nonrepudiation), and that no changes were made to the message or data in transit (i.e., data integrity).
Disbursing	The act of paying public funds to entities to which the Government is indebted; the safeguarding of public funds; and the documenting and reporting of these transactions.
Disbursing Office	An activity whose principal function consists of the disbursement and collection of official funds for the Government.
Document	A business record in hard copy or electronic form. In DTS, it refers to an authorization, group authorization, voucher, or local voucher.
Erroneous payment	A fiscal irregularity resulting from processed payments that do not comply with laws and regulations. Can be an overpayment or an underpayment.
Finance DTA (FDTA)	A person responsible for managing the Lines of accounting (LOA) for one or more organizations. The role may also include managing the budgets.
Government Travel Charge Card (GTCC)	A charge card the traveler used to pay for official travel and transportation related expenses for which the card contractor bills the Government centrally billed (CBA) or individually billed (IBA).
Joint Travel Regulations (JTR)	The regulation that prescribes travel and transportation allowances authorized for DoD employees while on official travel.
Legal, proper, and correct	A payment that is not prohibited by law; is for provided goods or services; and is represented accurately (e.g., amount, date, payee).
Line of Accounting (LOA)	A DTS construct that identifies a DoD account used to fund official travel (e.g., transportation, per diem).

GLOSSARY	
TERM	**DEFINITION**
Pecuniary Liability	Personal financial liability for fiscal irregularities of COs (in DTS, AOs) as protection for the Government against errors and theft.
Per Diem	Per diem is a set allowance for lodging, meal and incidental costs incurred while on official government travel. Calculation of travel per diem rates within the Federal government is a shared responsibility of the General Services Administration (GSA), the Department of State (DoS), and the Defense Travel Management Office (DTMO).
Passenger Name Record (PNR)	The Passenger Name Record contains vital reservation (e.g., air, rail, rental, and hotel) data for your official travel.
Pre-Audit Flag	Notification that some aspect of the travel document may not comply with regulations.
Split Disbursement	Mandatory distribution of a traveler's voucher payment to both the GTCC vendor and the traveler.
TANUM	The travel authorization number is system generated by DTS when the AO approves a document.
Temporary Duty (TDY)	Official travel to one or more places away from the traveler's Permanent Duty Station (PDS).
Travel Management Company (TMC)	A travel agent that provides official travel and ticketing services to official Government travelers. DTS still refers to the TMC as the CTO (see "CTO" above).
Voucher	A document that is certified by a CO and provides the basis for the disbursing office to make a payment.

Chapter 9: Additional Assistance

9.1 Component Representatives

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

9.2 Training Opportunities

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

9.3 Available Resources

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

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

ADDITIONAL RESOURCES	
TITLE	**URL**
DTS Regulations Volume 3:	https://www.travel.dod.mil/Portals/119/Documents/DTS/DTS%20Regulations%2020210812.pdf?ver=VfpoSUpC5RkeYkAX8zsH9A%3d%3d
GTCC Regulations Volume 4:	https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf?ver=gbMwVEbHaPbIwlaXw4V1jg%3d%3d
DoD FMR:	https://comptroller.defense.gov/FMR/
Joint Travel Regulations (JTR):	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
Defense Travel System (DTS)	https://www.travel.dod.mil/Programs/Defense-Travel-System/
Government Travel Charge Card Program	https://www.travel.dod.mil/Programs/Government-Travel-Charge-Card/
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

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

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

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

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