



GUIDE



Financial Field Procedures Guide

May 2025

Version 13.1



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Revision History

Revision	Date	Authorization	Change Description	Page, Section
12.8	04/01/24	DTMO	General Review Updated CTW reference from two worksheets to one worksheet Updated Authorization and Voucher section	Throughout Throughout Page 10-11
12.9	09/27/24	DTMO	Converted data to the new 508 template Added additional Recommended Training for AOs Updated Appendix B	All Page 9 Page 36
13.0	04/14/25	DTMO	Updated JTR reference Updated DTMO Home page screen Updated Trax Training page Remove Sustainable Training WBT Remove JTR reference Sustainable Transportation	Page 9 Page 10 Page 10 Page 11 Page 12
13.1	05/12/25	DTMO	Updated Trax Training page Remove ZEV Updated wording and screen shots for DMDCRS	Page 10 Page 35 Pages 37-45

Chapter 1: Introduction

The purpose of this guide is to identify the major financial management related roles, responsibilities, regulations, and requirements associated with the Defense Travel System (DTS). It provides information for Accountable Officials, such as Authorizing Officials (AOs), Budget Defense Travel Administrators (BDTAs), Certifying Officers, Finance Defense Travel Administrators (FDTAs), Debt Management Monitors (DMMs), and Routing Officials. You can review user roles in the [DTA Manual, Chapter 3](#) and the responsibility of primary DTS users in the [DTS Regulations, DoDI 5154.31, Vol. 3](#).

This document includes a description of the Certifying Officer's role in the payment process and pecuniary liability for financial losses along with an overview of DTS financial management-related functions and other topics concerning finances and resource management. You can find a variety of training resources on the DTMO website at <https://www.travel.dod.mil/Training/>.

As this document is a guide and is not an official Department of Defense (DoD) regulation, personnel should consult official DoD regulations i.e., the [DoD Financial Management Regulation \(DoD FMR\)](#), [Joint Travel Regulations \(JTR\)](#), and their Component business rules regarding travel compliance.

Chapter 2: Funds Control

This section provides information on the funds control process in DTS and the crucial roles of the FDTA and BDTA. Depending upon your Component, the responsibility for managing the organization's lines of accounting (LOAs), and establishing the travel budgets using the **DTS Budget Tool** may be a single role or a separation of duties. The FDTA generally functions as the primary point of contact of an organization for all financial management-related activities in DTS.

The FDTA or BDTA function may consist of one or more persons (a DoD civilian employee or military member) in the budget, resource management, accounting, or finance office that is responsible for assisting in the management and support of DTS.

A FDTA or BDTA responsibilities, as established by the local organization, may include:

- Maintain LOAs and budgets (see Chapter 8)
- Process rejects from accounting and disbursing systems
- Manage travel documents and reports
- Reconcile Central Billed Accounts (CBAs), if appointed as a CBA Specialist (CBA-S)
- Track traveler debt, if appointed as a Debt Management Monitor (DMM)
- Operate the local help desk
- Use the cross organizational funding features (see Chapter 10)
- Appointment letters, if assigned by local policy

Not all accounting systems record travel budget data at the detail level provided in DTS. However, the official funds control data resides in the appropriate *Defense Accounting and Disbursing System (DADS)*. These systems support/provide accounting and disbursing functions based on the financial transactions submitted from DTS.

2.1 Financial DTA (FDTA)

The FDTA is responsible for assisting in the financial management and support of DTS for an organization or installation. The FDTA ensures all financial information is current and accurate. For this role, the DTS profile generally requires permission levels 0, 1, 3, and 6, as well as organization access to LOAs and budgets. **Note:** Permission level 1 and 5 allows access to the **DTA Maintenance Tool**, but the LOA module specifically requires a permission level 6. The FDTA creates, updates, and deletes the LOAs belonging to their organizations. If part of their specified duties, they assign each LOA a corresponding DTS budget. When a LOA is no longer required, they have the option of removing the LOA from DTS, to prevent improper use of a LOA in new travel documents. **Note:** Check with your resource management office and/or local business before removing LOAs from DTS.

You can review the *DTS Regulations* and the *DoD FMR* on travel roles and appointments. **Note:** If an appointment is necessary for a FDTA, follow the regulations and your local business rules.

The FDTA serves as the primary POC for correcting rejected transactions resulting from financial errors. If the LOA does not pass the audit in the accounting system, an error message generates, the transaction rejects, and a **REJECTED** stamp appears on the **Digital Signature** screen. **Note:** You may need to select the **Show Previous Stamps** link to view all available document stamps. The unsuccessful transaction requires corrective action in the form of an amendment. After correcting the error, signing and then approving the amendment, resends the

transaction back to the accounting system for processing. Any delay in correcting the transaction will hinder authorization approval or voucher reimbursement.

The FDTA must comply with all Department-wide and local financial policies and procedures for establishing and maintaining LOAs and must be familiar with the regulations listed below:

- [DoD FMR](#)
- [JTR](#)
- Component internal control policies and procedures

In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities. The FDTA is an integral part of the local help desk function and may serve as the local contact for assisting with travel allowances and policy questions.

Additional information is available in the documents listed below:

- Creating and maintaining LOAs, see the [DTA Manual, Chapter 8](#).
- Guidance on Fiscal Year Crossover for LOAs, see the [DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year](#).
- Using the DTS Budget Tool to set up budgets for a new Fiscal Year, see the [DTA Manual, Chapter 9](#).
- How to run DTS Reports, see the [DTA Manual, Chapter 10](#).

2.2 Budget DTA (BDTA)

A BDTA oversees the DTS Budget and runs reports to manage funding. For this role, a DTS profile requires permission levels 0 and 3 as well as organization access. **Note:** Permission level 1 allows view only for the DTS **Budget Tool**. The BDTA can create, update, and inactivate budgets in the DTS **Budget Tool**. During the beginning of the Fiscal Year (FY), the BDTA administers the new budget actions. The funds entered in the **Budget Tool** typically mirror the funding data in the official accounting systems. Then any changes in funding targets should coincide with normal fund distribution cycles. The BDTA reconciles the balances in the **Budget Tool** with official accounting records regularly, in accordance with local policies.

You can review the [DTS Regulations](#) and the [DoD FMR](#) on travel roles and appointments. **Note:** If an appointment is necessary for a BDTA, follow the regulations and your local business rules.

The FDTA first creates the LOA and has the option to establish a budget item at the same time or wait and establish the budget later. Regardless of how the budget item is created, all funding actions (i.e., loading money) must occur in the **Budget Tool**, see the [DTA Manual, Chapter 9](#).

The **Budget Tool** allows the BDTA to control the funds tied to each LOA and provides real time fund status in DTS, displaying balance information during the approval process. If an AO attempts to approve a trip using a budget with insufficient funds, DTS implements a hard stop and alerts the AO of the submission failure. The AO must contact the FDTA or BDTA to request additional funds for the budget. Once the BDTA or FDTA adjusts the budget target, then the AO can successfully approve the trip updating the budget funding balance.

The BDTA can use the **Budget Tool Reports** within DTS to manage funds. BDAs or FDTAs may also be required to use the **Management Information System (MIS)** query capabilities for various military pay reports as described in Chapter 12 of this guide. For more about the standard DTS reports and the MIS query, see the [DTA Manual, Chapter 10](#).

2.2.1 Budget Adjustment

Besides the Fiscal Year (FY) start up and end of year close out, there may be times when a DTS budget requires an adjustment to the funding targets.

- A decrease may be necessary, if the balance reflects an improper dollar amount entered in a budget item.
- An increase may be necessary to account for additional funds or when an automatic de-obligation to adjust the budget item can't occur (e.g., a stuck document).
- DTS requires remarks be entered when adjusting the budget amount.

Review the [DTA Manual, Chapter 9](#) on how to adjust the budget targets. If target changes are necessary because of a stuck document, then recommend reading the information paper, [Manual Abandon Stamp](#) for the complete process

Chapter 3: Debt Management Monitor (DMM)

If a FDTA must manage travel-related debt in DTS, designate the individual as a **Debt Management Monitor (DMM)**. A DMM requires DTS permission levels 0, 1, and 6, as well as organization and group access along with a special role indicator in the profile. DMMs use the **Debt Management Tool** to communicate with the appropriate offices and systems, generate reports, and provide emails to travelers and AOs to manage and track debt. You can review the [DTS Regulations](#) and the [DoD FMR](#) on travel roles and appointments. Further details on the roles and responsibilities of the DMM are available in the [Guide to Managing Travel-Incurred Debt](#).

Note: If an appointment is necessary for a DMM, follow the regulations and your local business rules.

Chapter 4: Authorizing Official (AO)

Travel documents in DTS require approval before travel begins and to receive payment for official travel expenses and earned allowances. An Authorizing Official's (AO's) profile requires DTS permission levels 0 and 2 and typically organization access at the lowest level to complete actions. The AO uses the **Trips Awaiting Action** module to view and process travelers' documents. If the AO needs to re-look at a document not in their action queue (e.g., provide audit support, check document status) then the AO requires group access to locate the trip, using the **Traveler Lookup** option.

Note 1: Components and local business rules determine if granting an AO group access (i.e., anytime access to travel documents) is permissible.

Note 2: Components and local business rules determine if granting permission level 1 allowing access to run a **Budget** report is permissible. For more on DTS **Budget Reports**, see Section 4.5.

The AO acts as a **Certifying Officer** (see Chapter 5) for DTS documents, and is the individual who controls the mission, authorizes the trip, and allocates funds for TDY travel. DTS provides access to allowances and institutes compliance features with flags and **Reason Codes** to help the AOs with their travel duties. AOs are not required to be travel experts, but should have some knowledge of allowances and eligibility requirements described in the [Joint Travel Regulations \(JTR\)](#).

AOs are responsible for ensuring all travel follows the DoD travel regulations per the [JTR](#). In the [JTR](#), *par. 010201-B*, states, "An AO determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the valid expenses. Expenses must not be approved if they are inflated, inaccurate, or higher than normal for similar services in the locality. If the [JTR](#) indicates an expense, allowance, or other item must or may be authorized (such as the mode of transportation), it means the AO must give permission before the action takes place. Likewise, if the [JTR](#) indicates "may or must be approved," then the AO may or must give the traveler permission after the action takes place."

AOs:

- Must complete *Certifying Officer Legislation (COL)* training before starting to work as an AO, and annually thereafter.
- Must have an approved *DD Form 577* appointment as an accountable official (see Appendix C).
- Have pecuniary liability for erroneous payments disbursed due to approved payments on vouchers, as well as for advances and SPPs on authorizations.

Additional guidance is in Appendix C of this guide and [DoD FMR, Vol. 5, Ch. 5](#).

4.1 Required Training

Per [DoD FMR, Vol. 5, Ch. 5, par. 3.4.1.2](#), the AO must provide a COL printed course completion certificate to their supervisor. The AO's chain of command determines the specific course that will satisfy the training requirement. The **Travel Explorer (TraX)** offers the *Approver (COL/TAOCO) - Initial TAOCO (COL) Training* and the *Approver (COL/TAOCO) - Annual TAOCO (COL) Refresher Training* web based training (WBT) classes. For access to those WBT classes, navigate to the DTMO Home page, then access the [DTMO Passport](#) portal (Figure 4-1) and log into **TraX** (Figure 4-1).

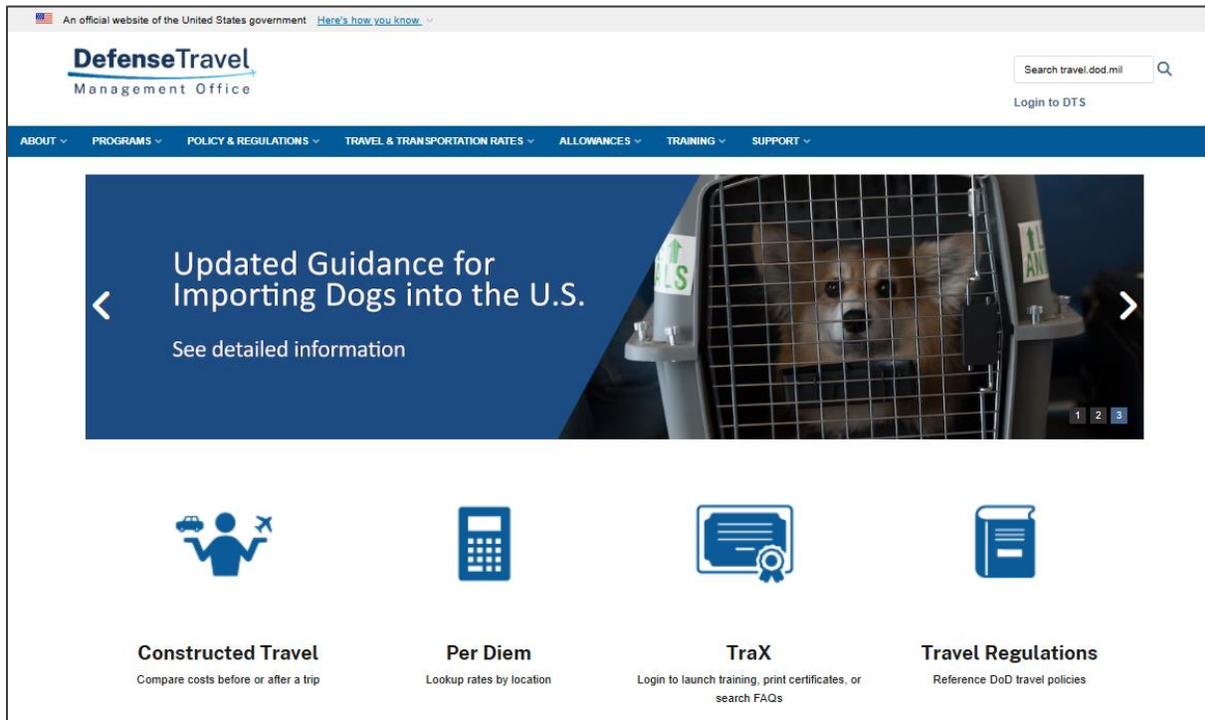


Figure 4-1: DTMO Website

Once logged into TraX, select **Available Training** to see the list of classes. **Note:** Follow your Component or local level business rules for completing COL training and any other training requirements.

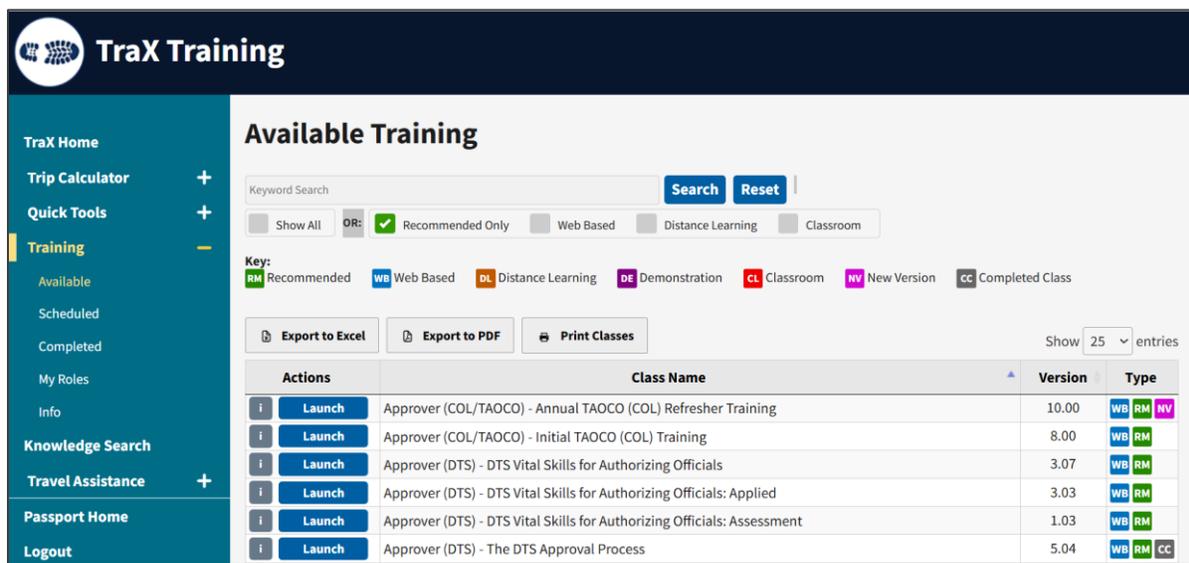


Figure 4-2: TraX Available Training Screen

4.2 Recommended Training

In addition to *the Approver (COL/TAOCO) training* classes mentioned above, we recommend AOs take at least one course from the Travel Policy and DTS categories listed below.

4.2.1 Travel Policy

Travel policy classes provide an overview of travel regulations for TDY travel.

The main WBT classes in TraX are:

- *Programs & Policies - Joint Travel Regulations Overview*
- *Programs & Policies - TDY Travel Policies 101*

Other policy specific WBTs include:

- *Programs & Policies - City Pair Program*
- *Programs & Policies - Compliance Tool Administration*
- *Programs & Policies - Managing Travel Card Misuse*
- *Programs & Policies - U.S. Government Rental Car Program*

4.2.2 Defense Travel System

DTS classes provide an understanding of how to use the system to authorize and approve travel. There are various WBTs specifically for AOs in TraX. Recommend starting with the basics and then move to the *Vital Skills* series in listed order below:

- *Approver (DTS) - The DTS Approval Process*
- *Approver (DTS) - DTS Vital Skills for Authorizing Officials*
- *Approver (DTS) - DTS Vital Skills for Authorizing Officials: Applied*
- *Approver (DTS) - DTS Vital Skills for Authorizing Officials: Assessment*

If available, AOs may also attend classroom training provided by their organization. Other DTS WBTs to consider include:

- *DTS (Basics) - DTS Travel Documents (DTS 101)*
- *DTS (Special Topic) - Cancellation Procedures*
- *DTS (Special Topic) - Constructed Travel*

4.3 Approving Travel Documents in DTS

AOs use the DTS **Trips Awaiting Action** module to access travel documents (i.e., authorizations, vouchers, and local vouchers) ready for review and approval. Using a standardized process or checklist can help avoid mistakes and oversights which may lead to travel audit findings. To assist AOs in their duties, the DTMO website provides various resources. The WBTs are available in TraX and the DTMO [Training Search Tool](#) provides guides, manuals, information papers, and trifolds. A few specifics include:

- WBT classes such as *Approver (DTS) - The DTS Approval Process*
- Information papers such as [What is a Valid Receipt?](#)

- Trifold the [Authorizing Official Checklist](#)
- Guides such as the [Desktop Guide for Authorizing Officials](#)

Note: If Component or local business rules allow AOs to have group access, they can use **Traveler Lookup** to search for a traveler's document. AOs would typically use **Traveler Lookup** when the document is not available in the **Trips Awaiting Action** and they need to verify a document status or support an audit for processed trips.

4.3.1 Authorizations

An authorization establishes the trip specifics (e.g., TDY location, travel dates, expense estimates, supporting documentation). It can also include a request for a travel advance and scheduled partial payments (SPPs). The latter is only available for trips over 45 days long. On the authorization, the AO must ensure the travel is consistent with the mission and compliant with travel policy and their local business rules. They should check:

- TDY trip dates, location, and per diem rates. The dates, TDY locations (where the traveler conducts business), and per diem rates (e.g., leave, meals provided) must be correct.
- Transportation mode. The travel mode must be valid.
 - The AO should review the *JTR, par. 020203 A-2. Transportation Types Most Advantageous to the Government*. "When Government transportation is not directed, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available."
 - Train. Amtrak does not direct connect with DTS. DTS provides a static listing of rail segments. To book a **Rail** reservation, travelers can use the **TMC Request Assistance** option or follow your local business rules for contacting the TMC.
 - POV. If the traveler uses a Privately Owned Vehicle (POV) and the mileage 400 miles or less one-way or 800 miles round trip or less and the trip start date is after January 31st, 2025 then the DTMO **Constructed Travel Worksheet (CTW)** or locally approved form is not required.
POV. If the traveler uses Privately Owned Vehicle (POV) and the mileage is over 400 miles one-way or 800 miles roundtrip and the trip start date is after January 31st, 2025 then a CTW is required.
 - The **DTMO Constructed Travel Home** page contains the [Constructed Travel Worksheet and Instructions](#).
 - Rental Car. When a travel document contains en route transportation that the AO did not direct or authorize, review the information carefully to determine the traveler's accurate transportation reimbursement.
 - The *JTR, par. 020210-F* contains the rules that apply to transportation cost comparisons.
 - The **DTMO Constructed Travel Home** page contains the [Constructed Travel Worksheet and Instructions](#).
 - Review the Rental Car agreement. See if there are authorized additional drivers.

- Reservations. All necessary reservations (e.g., rail, air, rental car, lodging) must be booked per the *JTR*. If required, the traveler must provide a valid **Pre-Audit** justification and **Reason Code** when applicable.
- Per Diem. Lodging costs and M&IE must be correct. If leave is applicable then it must be indicated within the **Per Diem** table to ensure proper calculations.
 - Be aware that OCONUS installations IE rate defaults to the \$3.50 amount. For the trip, if the traveler is supposed to have the locality rate, instruct the traveler to uncheck the box OCONUS Incidental Amount (reduced rate) and **Save** Adjustments.
Note: Be aware DTS will provide a Pre-Audit flag when the OI amount is changed and requires a justification.
- Estimated expenses. All projected expenses must be necessary for travel (e.g., checked baggage for flight, rental car fuel, hotel taxes).
- Supporting documentation. All required supporting documentation (e.g., leave form) must be included. When constructed travel rules apply, the traveler must attach a DTMO **Constructed Travel Worksheet** or a locally approved form.
- Line of Accounting (LOA). The proper LOA must be on the document and must contain ample funds to cover the trip cost.

After reviewing the trip, on the **Digital Signature** page, the AO selects the **APPROVED** stamp and applies their digital signature, for complaint trips. The AO's approval of an authorization establishes an obligation in the official accounting system to support any requested payments (i.e., travel advance or SPPs).

Note 1: If the trip is not compliant or missing vital information, the AO should return the document (with comments) to the traveler for correction.

Note 2: In certain situations, a traveler may be permitted to approve their own authorization (i.e., not containing an advance or SPP), but never their own voucher. In DTS the individual is referred to as a **Self-Authorizing Official** or **Self-AO**, see Section 4.4. **Note:** Components determine if **Self-Authorizing Officials** are permitted in the organization.

4.3.2 Voucher

A voucher must only contain actuals. The AO must ensure the document reflects only verifiable trip facts, and that all payments the traveler requested are accurate, authorized, and allowable (e.g., claimed expenses match required receipts, estimates are updated or removed). The [DoD FMR](#) holds AOs pecuniarily liable (i.e., financially accountable) when they approve travel authorizations and subsequent payments.

For the voucher review, AOs should use a standardized process or checklist to reduce mistakes and oversights. Per the *JTR* and their Component and local business rules, the AO should check:

- TDY trip dates and locations. Travel dates and locations must be accurate.
- Travel mode.
 - The travel mode on the voucher must be the travel mode that the AO approved on the authorization or a proper justification must be included for the change.
 - If the traveler used a different travel mode than approved on the authorization, a CTW may be required.

- Per Diem. Lodging costs and M&IE must be correct. If leave is applicable then it must be indicated within the **Per Diem** table to ensure proper calculations.
- Expenses. All claimed expenses must be valid (no estimates). All incurred expenses must be included.
 - If an additional driver is claiming fuel or oil suggest including a copy of **Rental Car** agreement which lists the additional driver's name for auditing purposes. If \$75.00 or more ensure receipt is provided.
- Supporting Records and Receipts.
 - All lodging and receipts for expenses \$75.00 or more must be attached.
 - The receipt should be attached to the corresponding expense item. The expense item claimed should match the receipt.
 - The receipt should reflect the traveler's name and correspond to the specific trip for auditability.
 - When constructed travel rules apply, the traveler must attach a DTMO **Constructed Travel Worksheet** or a locally approved form.
- Line of Accounting (LOA). The proper LOA must be attached and the travel budget associated to it must have sufficient funds to cover the travel costs. You can read more about LOAs in Section 12.3.
 - DTS will not let the AO approve the voucher, if the actual cost exceeds the funds available in the budgets associated to one or more LOAs in the travel document.
 - If DTS prevents approval for insufficient funds, the AO must contact the FDTA or BDTA for guidance to request additional funding.
- **Pre-Audit** Flags and **Reason codes** for travel compliance. Before approving the voucher, the AO must be confident it is compliant with travel policy and their local business rules. In addition, view any displayed **Advisories**.
 - DTS flags items identified as questionable or requiring further justification. Flags and Reason codes require valid justifications and/or comments for travel audits.
 - The traveler must provide sufficient justification for all flagged items before the AO may approve the document.
 - An AO must exercise discretion, consistent with mission or trip purpose requirements and the JTR, when approving or rejecting flagged items.
- Return. If an expense is not within mission or a request for payment is inappropriate, the AO must return the document for traveler correction. Be sure to add comments when returning the document.
 - DTS helps the AO identify actual or potential inappropriate payments and can be useful for comparing voucher claims against the approved should-cost estimate.

On the **Digital Signature** page, the AO selects the **APPROVED** stamp, and applies their digital signature, which certifies the payment of requested funds. **Note:** An AO has pecuniary liability for erroneous payments made a result of their certification; personal negligence is assumed. **Note:** An AO is prohibited from authorizing their own travel payments per [DoD FMR](#) and DTS restrictions (see Section 4.4).

4.4 Self-AO

DTS does not support blanket travel authorizations. An individual who traveled under a blanket travel order prior to DTS implementation may be assigned as a **Self-Authorizing Official (Self-AO)**. Self-AOs:

- Are added to the routing list and provided the **APPROVED** stamp to self-authorize.
- Can't approve their own authorization if it contains a travel advance or a SPP request.
- Can't approve their own voucher.
- Can verify funds are available in the DTS budget if they have organization access.
- May have separate budgets based on local business rules.

Someone other than the Self-AO must approve vouchers and authorizations that include travel advances or SPPs, so another AO must be on the Self-AO's routing list to approve those types of documents. Those appointing Self-AOs must follow the [DoDI 5154.31](#) and their local appointment process. Self-AOs must complete all necessary training and meet any other requirements their business rules mandate.

4.5 AO Access to the DTS Budget Tool and Reports

Granting AOs permission level 1 allows them to view (but not edit) DTS budgets to confirm funds availability at any time. Without permission level 1, they can only see travel funds availability when they apply (or try to apply) the **APPROVED** stamp to a DTS document. If there are not enough to cover the trip cost, the AO will have to contact the BDTA or FTDA for support.

Giving AOs organization access allows them to run **Budget Tool** reports to view the following:

- Total Obligation Report
- Target Adjustment Report
- Transaction Report
- Balance Report

If the AO is not permitted to run **Budget Tool** reports per local business rule, then work with the FTDA on funding questions for your organization's travel.

Chapter 5: Certifying Officer

There several duties required of a Certifying Officer. For a detailed explanation of the Certifying Officer Duties in DTS, see Section 4.3.

Here is a summary of a Certifying Officer’s main responsibilities in Table 5-1.

Table 5-1: Certifying Officer’s Responsibilities

CERTIFYING OFFICER’S MAIN RESPONSIBILITIES FOR TRAVEL REIMBURSEMENT	
ENSURE THAT PAYMENTS ARE ...	DETAILS
Legal	Requested payments are in accordance with Federal laws and local policy.
For Official Business	Requested payments support official travel; none are for personal or unauthorized activities.
Properly Supported	Required attached documentation is legible, and supports payment claims. This includes required: <ul style="list-style-type: none"> • Receipts • Approvals (e.g., business class travel) • Justifications of Pre-audit flags (e.g., use of non-City-Pair flight, non-compact rental car). • <i>DD 1351-2</i> signed by the traveler for payment when voucher is stamped T-Entered.
Accurately Prepared	Requested payments are assigned to the correct LOA.

Even if the travel document in DTS is prepared by someone else (e.g., travel clerk, Non-DTS Entry Agent [NDEA]), the traveler remains responsible for the accuracy and completeness of travel information. The DTS travel document must contain the necessary receipts and other substantiating records. For a voucher, a *DD 1351-2* completed and signed by the traveler is necessary to meet compliance. If the receipts or other substantiating records are not available, the traveler should provide a written statement of missing documentation. For more about receipts, see Section 12.3.

After the traveler applies the **SIGNED** stamp or NDEA applies the **T-ENTERED** stamp to the voucher, DTS routes it to the AO for approval, though other Routing Officials such as a Reviewer may see it before the AO. For information about NDEAs, see Chapter 7.

Note: The responsibilities and relief from pecuniary liability of a Certifying Officer is prescribed under the *United States Code (USC), Title 31, Money and Finance, Section 3528*.

Chapter 6: Routing Official

A Routing Official is a person who reviews DTS travel documents prior to approval. Each Routing Official listed in the routing list applies a particular status stamp to the document. Routing Officials may include personnel from the finance, transportation, medical, or other offices. See the *DTA Manual, Chapter 5* for additional information.

At a minimum, a Routing Official requires DTS permission levels 0 and 2, though they may require others, depending on the specific nature of their review duties. The organization determines each routing official's duties.

- Routing Officials who only need to review documents that route to them for action (based upon the routing list) don't require group access. They access documents using the **Trips Awaiting Action** module in DTS.
- Routing Officials who do need to view documents that are not in their action queue then they do require group access. They access documents using the **Traveler Lookup** option.

Routing Officials that will be accountable officials require appointment on a *DD Form 577* (see Appendix C). When this appointment expires, the same *DD Form 577* reflects the appointment termination. A DTA must reduce the Routing Official's access to financial functions in DTS to the lowest level required to perform remaining duties.

Although others are possible, the most common Routing Officials are:

- Authorizing Official (AO): Reviews the entire document for travel compliance, approves the document and applies the **APPROVED** stamp or **RETURNED** when applicable. The AO is the only Routing Official who may apply the **CANCELLED** stamp to a DTS document.
- Reviewing Official (RO): Checks a more specific aspect of the document and applies a **REVIEWED** stamp or **RETURNED** when applicable. **Note:** Must occur prior to the **APPROVED** stamp.
- Certifying Official (CO): Checks for funds availability and applies the **CERTIFIED** stamp or **RETURNED** when applicable. **Note:** Not all organizations use the **CERTIFIED** stamp. If used, must occur prior to the **APPROVED** stamp. Don't confuse with a Certifying Officer; the person performs a different role.

Chapter 7: Non-DTS Entry Agent (NDEA)

A Non-DTS Entry Agent (NDEA) may be a military member, DoD employee, or a contractor responsible for entering DTS travel documents for travelers without reasonable access to DTS. Local command authorities must use locally established procedures to appoint a NDEA. Since a NDEA is not an Accountable Official, it is not appropriate to use a *DD Form 577* to make the appointment. Refer to your local business rules for the NDEA designation process.

To do their job, the NDEA's profile requires DTS permission level 0, group access, and the radio button indicator for the selected role.

When a NDEA applies their digital signature on a DTS authorization for a traveler, they use the **SIGNED** stamp. Stamping a voucher or local voucher on behalf of a traveler, the NDEA applies their digital signature and uses the **T-ENTERED** stamp.

The **T-ENTERED** stamp signifies that an authorized person signed the voucher on behalf of the traveler, but otherwise functions exactly same as the **SIGNED** stamp. Before creating a voucher, the NDEA must receive from the traveler a completed and signed *DD 1351-2* (voucher) or *OF 1164* (local voucher) to process a traveler payment. That record can be a paper or pdf document. The NDEA is not responsible for the validity of the information the traveler provided, but is responsible for entering the data into DTS exactly as appears on the traveler's signed form. The NDEA must electronically attach the traveler's signed *DD 1351-2* to the voucher or *OF 1164* to the local voucher and all other documents required by DoD regulations.

Note 1: As the document creator, the NDEA is not part of any routing list.

Note 2: An authorized user – called a travel clerk in this guide, though the title varies from organization to organization – may create and sign authorizations for a traveler. Travel clerks use the **SIGNED** stamp for authorizations. Based upon the trip details, a travel clerk made need to attach supporting records on behalf of the traveler such as a leave form or the DMTO **Constructed Travel Worksheet**. Travel clerks are not Accountable Officials and do not fall under the Accountable Official rules for a *DD Form 577* appointment. If appointed, follow your local business rules. Unless prevented by another source (e.g., union rules) a contractor may serve as a travel clerk.

Note 3: The DTS **Default** in the only printable voucher version. By policy, there is no other required printable version from DTS . If you need a *DD 1351-2* for the traveler to complete and sign, contact your Component Rep or go to the Washington Headquarters Service website at <https://www.dfas.mil/militarymembers/travelpay/forms/> to obtain a form.

Chapter 8: DTS Lines of Accounting (LOAs)

A Line of Accounting (LOA) is the funding to pay for travel. The LOA consists of a **Format Map** and Accounts 1-10 with up to 20 characters outlining the specific data required by Component's accounting and disbursing systems to obligate and disburse funds. All DTS documents must contain at least one LOA but may have multiple LOAs with allocated expenses so the AO can approve the trip.

- The first data element in all DTS (LOA) format maps is a six-digit **Accountable Station Number (ASN)**. This number identifies the accounting system that maintains the records for the funds to be used.
 - DTS uses this number to route transactions to the appropriate financial accounting system, which interprets the remaining fields in the format map.
 - The data is unique for each financial accounting system. See the [DTA Manual, Chapter 8](#) for more information.
- The remaining fields in the LOA contain the organization's fiscal coding structure presenting numerous discrete elements in up to 10 Accounts. For a complete breakdown of LOA Formats, see the [DTA Manual, Appendix R](#).

Depending upon the Component or local business rules, the FDTA creates the LOAs and establishes the budgets, or a BDTA may be appointed to complete the budgetary actions separately. Depending on how the organization is structured, there may be one or more FDTAs and no, one, or more BDTAs to share these duties.

The FDTA's profile requires the appropriate organization access and permissions 1 and 6 to access the organization's LOAs in the **DTA Maintenance Tool**. They use the LOA module to create, update, copy, and roll over LOAs. FDTAs typically set up LOAs at the beginning of the new fiscal year (FY), but can access the LOA module at any time to make changes or additions. **Note:** FDTAs who also support budgets require permission level 3 in their profile as well.

Additional features within the **LOA** module allow FDTAs to:

- **Update Default LOA(s)** labels in a travelers' profile.
- Search for all LOAs using the **View LOA(s) List** to obtain a detailed report. As the report is available to download and save in an Excel format, the information can be easily sorted to verify correctness and identify any discrepancies.
- Run the **Mass Update** feature.
- Run the **Mass Copy** feature.

To learn more about LOAs, see the [DTA Manual, Chapter 8](#).

Chapter 9: Foreign Military Sales (FMS) in DTS

The DoD Foreign Military Sales (FMS) program manages the sale of U. S. Defense articles and services to foreign governments and international organizations. A Letter of Offer and Acceptance is the U. S. Government's contractual sales agreement with the FMS customer and must be under full accounting control.

DTS FMS LOAs references are:

- The [DTA Manual, Chapter 8](#) and the [DTA Manual, Appendix R: LOA Formats](#)
- The information paper, [Adding FMS LOAs to a DTS Document](#)

The DoD Deputy for Security Assistance (DFAS-JAXBA/IN) is responsible for:

- Recording budget authorities in the FMS Trust Fund accounting system
- Maintaining FMS Trust Fund budget execution records
- Approving the DoD Component's requests for FMS obligation authority
- Obtaining payment advances from foreign customers sufficient to liquidate obligations resulting from the FMS budget authorities

9.1 Processing FMS Transactions

DTS provides a single, standardized, automated interface with the Defense Finance and Accounting Service (DFAS) Corporate Database (DCD) and Defense Integrated Financial System (DIFS) that automates the request, notification, and confirmation of FMS-expenditure authority for DTS travel expenditures citing the FMS appropriation.

Before creating expenditures against FMS appropriations, DTS must obtain expenditure authority from DIFS, the central accounting system, and authoritative sources for FMS Trust Fund control and management for DFAS-JAXBA/IN. After obtaining expenditure authority, funds to cover the disbursement are set aside and are not used for any other purpose.

This process involves DTS submitting a travel settlement invoice to DCD that contains at least one LOA with FMS-defined data elements, County Code, Case Number, and Line Item. This data helps track transactions in DIFS and exists in most DoD LOAs.

- **FMS Case Number** indicates a contractual sales agreement between the U.S. Government and an eligible foreign country or international organization document by DD Form 1513 or an official Letter of Offer and Acceptance. The FMS case identifier is assigned for the purpose of identification, accounting, and data processing for each offer.
- **FMS Country Code** identifies a country or international organizational code for transactions pertaining to FMS.
- **FMS Line Item** identifies a detail line item on the letter of Offer and Acceptance.

When DCD identifies a DTS travel settlement invoice containing a LOA with FMS defined data elements requiring expenditure authority:

1. The invoice waits in the DCD for receipt of the FMS expenditure authority from DIFS.
2. The DCD generates the FMS expenditure authority request for the specified County Code, Case Number and Transaction Control Number (TCN) to DIFS for approval.

3. DIFS processes the request and returns a Transaction Reply Code (TRC) to DCD for approved expenditure authority or a TRC with reason for reject expenditure authority.
4. When the DIFS TRC approving the expenditure authority is received, the associated DTS travel settlement invoice will be released to the designated General Accounting and Finance System (GAFS) central site for disbursement processing by the Centralized Disbursing System (CDS). If DIFS returns a TRC rejecting the request, DCD will generate and route a Negative Acknowledgment Code (824) to DTS.
5. After CDS processes the disbursement, the Remittance Code (820) routes back to DCD where the TCN is appended to register the approval of the FMS expenditure authority prior to submission to DTS.
6. For transactions rejected by DIFS, when the TRC reason is cash not available, DCD will automatically resubmit the expenditure authority Request, using the same FMS Case Number, with the next transmission to DIFS.
7. DCD will also notify DTS of the resubmission. DCD resubmits only one request per reject. If a subsequent resubmit results is a reject, DCD will send a Negative Acknowledgment Code (824) to DTS.

Note: FMS transactions requiring expenditure authority must be disbursed in the month the authority is given. If DCD receives the FMS transaction requiring expenditure authority after the month-end cutoff, the authority submission to DIFS occurs in the succeeding month.

See Chapter 13 for more information on 8xx codes.

9.2 Processing Delays Associated with FMR Transactions

This requirement for expenditure authority – and the possible delay in receiving from DIFS – it may cause a delay in payments to the traveler whose voucher contained an FMS LOA.

When DTS provides notifications of the delay:

- The traveler and the AO receive pop-up notifications in DTS reminding them that FMS executes LOAs differently and traveler payments require additional processing time.
- The traveler receives an email notification about the delay upon approval of the FMS document.

Contact your Component for additional guidance.

Chapter 10: Travel Funded by Other Organizations

DTS supports trips funded by an organization other than the traveler's organization. There are three ways to process such transactions. The FDTA of the funding organization must ensure that the correct method is used.

10.1 Shared LOA: Funding and Traveler Organizations in the Same Hierarchy

A FDTA can set up shared LOAs and budgets between an organization and all its sub-organizations. They use the **DTA Maintenance Tool's LOA** module to create, update, copy, or rollover a LOA then check the **Yes** box for **Share LOA**. All the organizations in the hierarchy can use a shared LOA and the budgets attached to it. If there is only a shared budget, a FDTA must re-create the LOA in the traveler's organization to share the funding. For more information on sharing LOAs and budget, see the [DTA Manual, Chapter 8](#) and the [DTA Manual, Chapter 9](#).

10.2 Cross-Organization Funding: Funding and Traveler Organizations in Different Hierarchies

A FDTA can set up cross-organization funding to allow use of an LOA and budget in their own hierarchy by travelers in other hierarchies. (Example: A school that funds travel for travelers from multiple Services.) Cross-organization funding can be limited to a single traveler or open to all an organization's travelers.

In the **DTA Maintenance Tool, LOA** module, a FDTA can search for the LOA and then select the **X-Org Funding** button for the LOA. On the **Search Cross Org** screen, the FDTA enters the organization or the single traveler who can use LOA. Once the AO approves the trip, the transaction will process through the funding organization's financial accounting system. Set up this way, the organization can provide a LOA to another organization in DTS, while the LOA label and the budget remain under control of the funding organization. The funding organization may remove cross-funding permission from a traveler or organization at any time.

The funding FDTA can also:

- Assign a routing list intended to be used to approve authorizations, vouchers, or both.
- Control the length of time the LOA is available for use.
- Monitor the processing of the approvals via the use of the budget reports.

See the [DTA Manual, Chapter 8](#) for instructions on how to use cross-organization funding. Per local policies, the FDTA may be required to maintain other supporting documents such as funding letters and email correspondence providing approval of the funding action.

10.3 Funding Organization is not support by DTS

If the LOA's accounting or disbursing system cannot process cross-organization funding transactions in DTS, the cross-organization funding cannot be accomplished.

Prior to the travel date, the FDTA should work with the funding organization to obtain an agreement or memorandum stating the necessary travel specifics (i.e., reservations, expenses, and funding limit) and funding organization's agreement to reimburse the traveler's organization. **Note:** Be sure to follow your Component and local business rules for all off-line funding requirements.

In this situation, the traveler creates the authorization in DTS using a LOA associated to their assigned organization. The AO verifies the traveler used the correct LOA, then approves and funds the trip from that

budget. Upon travel completion, the AO reviews the submitted voucher for travel compliance (i.e., costs, receipts, etc.) and approves for payment, per the [JTR](#).

In an off-line process, the funding organization provides the money back to the traveler's organization based upon the agreed travel specifications and funding limit. **Note:** The funding organization may require proof of travel, expenses incurred, total trip costs, and other supporting documentation before processing the reimbursement of travel funds.

10.4 Don't Use Groups to Support Travelers in Other Organizations

There is no approved procedure for a DTA in the funding organization to add a traveler in an outside hierarchy to a group owned by the funding organization. Although this would allow access to the traveler's profile and trip records for processing official travel, the exposure of the traveler's personally identifiable information (PII) is a PII violation and is not a sanctioned approach to supporting travel.

Only DTAs in the traveler's organization hierarchy may create groups to support official travel. Groups support mission requirements and help manage the organization's travel process.

See Chapter 15, for more information about Privacy Act Considerations.

Chapter 11: Arrangements Only Trip Type

To align with the *JTR*, DTS does not permit “arrangements only” travel, meaning you can’t use the DTS **Reservations** module to only book reservations and then process the obligations and disbursements outside DTS using legacy travel systems.

Chapter 12: Other Finance Functionality

DTS provides various functions and options to help support proper payments and reduce Individually Billed Accounts (IBAs) and Centrally Billed Accounts (CBAs) GTCC delinquencies. The five sections below detail the ways DTS supports travel compliance and aids the AO in reducing improper payments.

12.1 Scheduled Partial Payments (SPPs) and Advances

Per the *DoDI 5154.31, Vol. 3*, “Travelers shall request SPPs as part of their authorization request when official travel is greater than 45 days.” DTS will calculate the payment for the entered estimated expenses for each rolling 30 days. The first payment includes airfare or rail, rental car, (if selected in authorization), lodging and M&IE (30 days) and any other expenses added based upon dates and payment method (e.g., checked bag). Upon document approval, on the 31st day, the SPPs split-disburse funds to the Individually Billed Account (IBA) Government Travel Charge Card (GTCC) vendor to avoid account delinquency and to the traveler’s personal bank account. DTS continues to calculate additional SPPs based trip duration and Method of Reimbursement (MOR), so payments occur to the traveler’s IBA and personal accounts.

A traveler who does not have a GTCC or who is traveling to a location where use of the GTCC is impractical or impossible may request a travel advance in their authorization. This advance is paid via electronic funds transfer (EFT) into the traveler’s personal bank account. **Note:** Follow DFAS guidance on requesting a travel advance well before traveling (typically 10 days prior). When scheduled to be TDY greater than 45 days, travelers may also request SPPs in the authorization.

- DTS allows and the [DoD FMR](#) permits users to request a travel advance and SPPs on the same authorization. The traveler may receive the full, authorized travel advance amount, and still receive SPPs – at least until the total amount they have received equals the total amount obligated on the authorization. By design, this “hard stop” in payments helps prevent a traveler from unknowingly going into travel-related debt, while allowing them to continue paying their monthly GTCC bill.
- A normal cap for a travel advance at 80% of the amount obligated for reimbursable expenses per LOA for up to 30 days of allowances. When that amount is insufficient, the AO may approve a travel advance of up to 100%, provided a DTA changes the cardholder’s DTS traveler profile to reflect **Full Advance Authorized**. For more information, see the [DoD FMR, Vol. 9, Ch. 5](#).
- Travelers who book a restricted airfare in DTS may need to receive a travel advance well before their trip begins, to meet the airline’s early payment requirements. When that happens, a DTA must update the GOVCC Data section of the DTS traveler’s profile to reflect **ADVANCE AUTH** in the **Advance Authorization** field. For more information on this process, see the information paper [Travel Advances for Restricted Airfares](#).

12.2 Using DTS Reports to Help Process Travel-Related Military Pay Allowances

The DTS Report Scheduler provides five **Management Information System (MIS)** reports to help research a uniformed traveler’s eligibility for travel-related military pay allowances. The reports are:

- **Enlisted BAS Report:** Identifies possible changes in an enlisted member’s Base Allowance for Subsistence.
- **OCONUS Travel Report:** Helps determine eligibility for additional military pay allowances based on travel outside the contiguous United States.

- **FSA Report:** Provides information related to Family Separation Allowance eligibility.
- **Military Leave Report:** Identifies when the member has taken leave in conjunction with official travel.
- **Special Duty Conditions Report:** Helps determine possible allowances changes due to special duty conditions.

Generating these reports enables a military pay technician to identify key duty conditions instead of using DTS authorizations and vouchers. Run these reports as required by DFAS, DoD Component, or local business rules. Local policy may require other actions, such as having copies of the travel documents.

Each organization's chain of command determines the responsibility for generating reports. The responsibility may fall to a:

- FDTA
- Travel Pay technician
- Military Pay technician

For organizations not processing military pay transactions locally, a FDTA must work with the military pay office that processes the transactions to establish procedures for producing the reports and providing them to the military pay technicians.

These reports should be generated on a regular schedule and often enough to allow the military pay technicians sufficient time to enter transactions before the next pay cycle. Large organizations should generate reports weekly and smaller organizations monthly. Using paid travel vouchers to generate the reports will provide the most accurate data.

The report may not provide all the information as listed on the travel voucher. If additional information is needed from the traveler's record, the organization may consider allowing the travel pay clerk **Read Only Access (ROA)** in DTS, or otherwise grant access to the traveler's documents. The organization's Lead DTA (LDTA) decides who requires access to MIS reports and traveler records.

12.3 Substantiating Documents (Receipts and Other Supporting Documents)

Per the [DoD FMR, Vol. 9](#), "Travel Policy, requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more." The information paper, [What is a Valid Receipt?](#) discusses the DoD FMR valid receipt requirements to consider when submitting a voucher for payment of incurred expenses and earned allowances.

In the DTS document, from the **Enter Expenses** screen, the traveler attaches the electronic images of required receipts and other substantiating records (e.g., leave slips, **Constructed Travel Worksheet (CTW)**) using the upload or drag-and-drop method.

Note 1: When a traveler is unable to process their own voucher for payment in DTS, a NDEA (see Chapter 7 for more details) creates the voucher on the traveler's behalf, enters all actual costs, and attaches the required receipts. Additionally, the NDEA must attach a *DD Form 1351-2* completed and signed by the traveler to process a payment.

Note 2: If you need to obtain a copy of a *DD Form 1351-2* contact your Component Rep or go to the Washington Headquarters Service website at <https://www.dfas.mil/militarymembers/travelpay/forms/>

Before approving voucher for payment, the AO must verify the traveler provided all required supporting documents and proper receipts under the **Expenses** module and they match the entered costs in the document. The AO must also ensure when a NDEA submits the voucher on behalf of the traveler, a proper *DD Form 1351-2 (Signed by the Traveler)* is attached as well as the other required documents.

To adhere to travel compliance, the DTS document maintains the electronically attached images, so the traveler and AO are not required to keep a hard copy. All substantiating records are archived with the travel document in accordance with DoD requirements.

12.4 Expense Items from a Government Travel Charge Card Transaction

In the voucher, the **Enter Expenses** screen allows the traveler to pull in travel card charges using the **Add Expense From GTCC** option. This helps the traveler complete the voucher by ensuring accurate claims. It also helps determine the correct split-disbursement amount.

The GTCC vendor downloads all GTCC transactions into DTS nightly. All charge card activity for the past 60 days is visible in the voucher from the **Enter Expenses** screen. This information serves two purposes:

1. The traveler can add an expense matching the charged item.
2. The traveler can determine if they need to send more money to the GTCC vendor to pay items not appearing on the voucher (e.g., meals they charged to the GTCC, ATM withdrawals). See the [DTS Guide 3: Vouchers](#).

The AO can view the charges to the traveler's GTCC in a voucher. From the **Enter Expenses** screen, select the **View GTCC Transactions** icon. An **Import Expense** window opens presenting the recent charges. The AO can verify the entered expenses match the charges to card and that the traveler correctly split-disbursed to the GTCC to pay the balance.

12.5 Centrally Billed Account (CBA)

A Centrally Billed Account (CBA) is an account established between the Government and the Government Travel Charge Card (GTCC) vendor for purchase of official transportation tickets. To use a CBA in DTS, the organization must request a CBA account using the [CBA Load Worksheet](#) available on the DTMO website. Once the DTMO loads the CBA account and associates it to the DTS Organization, the traveler's profile must be setup to allow CBA use. The organization and traveler must adhere to the CBA requirements for booking and ticketing reservations. The organization is responsible for reconciling the CBA invoices timely. For more on setting up DTS Profiles, see the [DTA Manual, Chapter 7](#).

When a traveler can't obtain an IBA, then use of the CBA may be authorized for air and rail (only). The traveler uses DTS to make their travel arrangements then selects the CBA as the Method of Reimbursement (MOR). The Travel Management Company (TMC) processes the request and ticketing occurs per the local business process. After trip completion, the traveler follows the normal voucher process for actual costs, required receipts including the CBA ticket information (e.g., original ticket, ticket exchanges) and submits the claim for reimbursement for incurred expenses and earned allowances. Once the AO approves the voucher, the traveler typically receives payment within 1 to 2 business days, but the CBA is not paid.

The travel voucher identifies the use of CBA for the airfare or rail reservations and ticket cost, but the actual reconciliation and CBA payment is a separate process from the reimbursement of the traveler's payment. The DTS CBA Tool automatically tries to match each transaction in the Charge Card Vendor (CCV) invoice with an

entry in a DTS voucher. The CBA Specialist uses the DTS CBA Tool to confirm matched transactions and manually works those unmatched items. The CBA Specialist electronically reconciles, certifies, and digitally signs monthly CBA invoices for payment.

Note: When a voucher or amended voucher must be processed for only a CBA payment meaning no traveler payment required and a NDEA must stamp the voucher **T-ENTERED** then a *DD 1351-2* is NOT required. When a voucher is processed for a traveler payment for incurred expenses and earned allowances and a NDEA must stamp **T-ENTERED** (on behalf of the traveler) then a completed and signed *DD 1351-2* by the traveler must be attached to the voucher for audit compliance.

For additional information, refer to the [DTS CBA Reconciliation Manual](#).

Chapter 13: Obligations and Disbursements

When the AO approves a DTS authorization, DTS electronically requests an obligation for the authorized expense estimate to the appropriate accounting system. When the AO approves a DTS voucher, DTS sends an updated obligation for the actual amounts, as well as a disbursement request for the approved payments.

DTS uses Electronic Commerce/Electronic Data Interchange (EC/EDI) X.12 format type transactions. The EC/EDI conducts business in all-electronic environments and provides a computer-to-computer exchange of business transactions (X.12 format). This allows processing of all transactions in the same manner. There are many advantages of using EC/EDI, but the most significant are reduced paperwork and a quicker response time for reimbursement for the traveler. EC/EDI is also an e-Government initiative and a National Performance Review (NPR) goal.

The process starts with the traveler using DTS to create the authorization. The system:

1. Performs automatic computations.
2. Validates the AO’s digital signature.
3. Sends the transaction to the appropriate finance system.

An electronic translation system called the Global Exchange (GEX) supports the transaction flow by:

1. Translating the incoming DTS transaction into X.12 format.
2. Determining the destination finance system and performing a second translation from the X.12 format into a format readable by that finance system.
3. Routing the transaction to the destination finance system for processing.
4. Performing the same tasks, in reverse, for transactions sent from the finance system to DTS.

If the data is not readable by the finance system’s accounting or disbursing element, the finance system generates an error message and sends it back to DTS for correction. Further discussion on the process for correcting errors is in the DTA Manual.

The various X.12 transaction sets DTS uses are in Table 13-1.

Table 13-1: Transactions in DTS

X.12 TRANSACTION SETS USED IN DTS		
TRANSACTION SET	PURPOSE	DATA DETAILS
810: Invoice for Payment	Requested payments are in accordance with Federal laws and local policy.	Includes the data elements used by a specific financial disbursing system in processing payments.
820: Remittance	Requested payments support official travel; none are for personal or unauthorized activities.	Provides information to the traveler, AO, CBA Specialist, or DTA indicating that a payment has been made. Includes advice of collection related to debt management.

X.12 TRANSACTION SETS USED IN DTS		
TRANSACTION SET	PURPOSE	DATA DETAILS
821: Obligation	Passes message regarding making and adjusting obligations.	Includes the data elements used by a specific financial accounting system to record obligations. Includes receivable transactions used to record and track debt management.
824: Negative Acknowledgement	Passes messages regarding errors.	Includes a transaction reference number, travel authorization number, and a description of the error.

Chapter 14: Error Codes

DFAS developed a list of error codes related to EC/EDI processing for DTS. The DTA Manual, Appendix G, explains and lists the error codes associated with translation errors rejected by GEX, as well as error codes returned when rejects occur in finance systems.

If a finance system rejects a requested electronic financial transaction (e.g., 821: Obligation or 810: Payment Request), it sends an 824: Negative Acknowledgement to DTS. DTS generates an email to the traveler and the funding organization's reject email address. The message provides a detailed description of the problem.

The DTA routes the error message to the appropriate subject matter expert for correction. After correcting the reject, re-sign and re-submit the travel document for payment processing.

See Chapter 13 for more information on 8xx codes.

Chapter 15: Privacy Act Considerations

The provisions of the Privacy Act of 1974 apply to DTS. DoD must establish administrative, technical, and physical safeguards to ensure the security and confidentiality of all records maintained in DTS. DoD must protect these records against:

- Anticipated security and integrity threats
- Hazards that could result in substantial harm
- Embarrassment
- Inconvenience or unfairness to personnel who use DTS

Each DTS administrator must ensure:

- Information stored in DTS is accessed for official business only
- Information being used is preserved and protected confidentially
- Information is disclosed only as authorized by statutory or regulatory authority

Chapter 16: Conclusion

The use of DTS greatly enhances the AO's ability to expend funds in a manner that best meets mission requirements. Along with this increased authority for AOs comes increased responsibility. FDTAs are responsible for ensuring the financial information maintained in DTS is always correct and current.

This guide is one of many tools that the FDTA can use to educate AOs on DTS financial processes and procedures. You can find additional training resources on the [DTMO website](#).

Appendix A: Acronyms

ACRONYMS	
ABBREVIATION	TERM
ADA	Antideficiency Act
AO	Authorizing Official
BDTA	Budget Defense Travel Administrator
CBA	Centrally Billed Account
CO	Certifying Official
COL	Certifying Officer Legislation
CPP	City Pair Program
CTO	Commercial Travel Office
CONUS	Contiguous United States
DFAS	Defense Finance and Accounting Service
DoD FMR	Department of Defense Financial Management Regulation
DMM	Debt Management Monitor
DTA	Defense Travel Administrator
DTMO	Defense Travel Management Office
DTOD	Defense Table Of Official Distances
DTS	Defense Travel System
FDTA	Finance DTA
FMS	Foreign Military Sales
GEX	Global Exchange
GTCC	Government Travel Charge Card
JTR	Joint Travel Regulations
LOA	Line of Accounting
LDTA	Lead Defense Travel Administrator
NDEA	Non-DTS Entry Agent
RO	Reviewing Official
ROA	Read Only Access
SPP	Scheduled Partial Payment
TDY	Temporary Duty
TMC	Travel Management Company

ACRONYMS	
ABBREVIATION	TERM
TO	Transportation Officer

Appendix B: DTS Reports and Requesting Ad Hoc Reports

B.1 Report Scheduler

DTS **Report Scheduler** provides the ability to run pre-defined reports which compile and retrieve data quickly and in most cases, meets the standard data reporting needs for pre-travel and post-travel. All DTS reports in Report Scheduler requires you to have organization access – and in addition, some require additional permission levels or role appointments. Most of these reports can retrieve data for travel documents created in the last 15 months and for a date range of up to 31 days (with a few exceptions) at a time for each report.

When managing travel for your organization, you might consider running reports weekly or monthly depending how often your employees go on travel. For example:

- **Pending Airline Cancellation Report.** Identifies traveler documents with flights, but not yet approved for departure.
- **Travelers By CONUS.** Verifies who is planning to travel to state location (up to 31 days from report run date) and the authorization is approved.
- **Travelers by OCONUS.** Verifies who is planning to travel to an overseas location (up to 31 days from report run date) and the authorization is approved.
- **Unsubmitted Voucher Report.** Verifies who has not completed a voucher and it has been at least 5 days since the travel end date.
- **Audit of DTS Payment Reports.** Supports audits with 11 different reports (start and end date having a maximum range of 12 Months).
- **Incomplete Trip Cancelled Authorizations.** Verifies all authorizations that have been trip cancelled, but have not been stamped **CANCELLED** or **APPROVED**.

To learn more about DTS reports, see the [DTA Manual, Chapter 10](#).

B.2 Business Intelligence Reporting Tool (BIRT)

The **Business Intelligence Reporting Tool (BIRT)** allows advanced reporting without date restrictions for specific personnel to run set queries or build their own queries and schedule specific times to generate a report. **Note:** If you have access to run the advanced reports, but can't retrieve your required information, consider submitting a **TAC Help Ticket**. The TAC may be able to provide you an alternative **BI and Reporting Tool** report or options to build queries to meet your reporting requirements.

B.3 Defense Manpower Data Center Reporting System (DMDCRS)

The **Defense Manpower Data Center Reporting System (DMDCRS)** is an alternate means to request DTS information that cannot be obtained using **Report Scheduler** or the **Business Intelligence Reporting Tool (BIRT)**. When there is a distinctive need beyond the traditional reporting methods, then Components may request access to (DMDCRS) to retrieve necessary travel data. **DMDCRS** does not replace standard DTS monthly reports. These are normally more complicated requests.

B.3.1 Request Access to DMDCRS:

1. To access the **DMDCRS** website and request information, you must complete a *DD-2875* form (your supervisor, security manager and you sign the form), complete *Information Assurance (IA) Training* (or equivalent), and have an established account.
2. Log onto the **DMDCRS** website at <https://dmdcrs.dmdc.osd.mil/dmdcrs/public/> and look for **Application Access Documents** at the bottom left side of the page, to access a copy of the *DD-2875* form and the *Specific Instructions for Completing a DD-2875.pdf*. **Note:** Download and save to a folder on your pc then open the file.
3. Complete the *DD-2875* following all steps to prevent processing delays. Then e-mail the completed form to the **DMDCRS Help Desk** at dodhra.dodc-mb.dmdc.mbx.dmdcrs-helpdesk@mail.mil. Upon receipt of your request, the POCs will review and process the application. **Note: DMDCRS Help Desk** no longer accepts faxed or scanned forms.
4. You receive notification once your account is established.

B.3.2 Generate a Report:

1. Log onto the **DMDCRS** website at <https://dmdcrs.dmdc.osd.mil/dmdcrs/>.
2. A **DMDCRS Homepage** appears (Figure B-1). Select **Continue**.

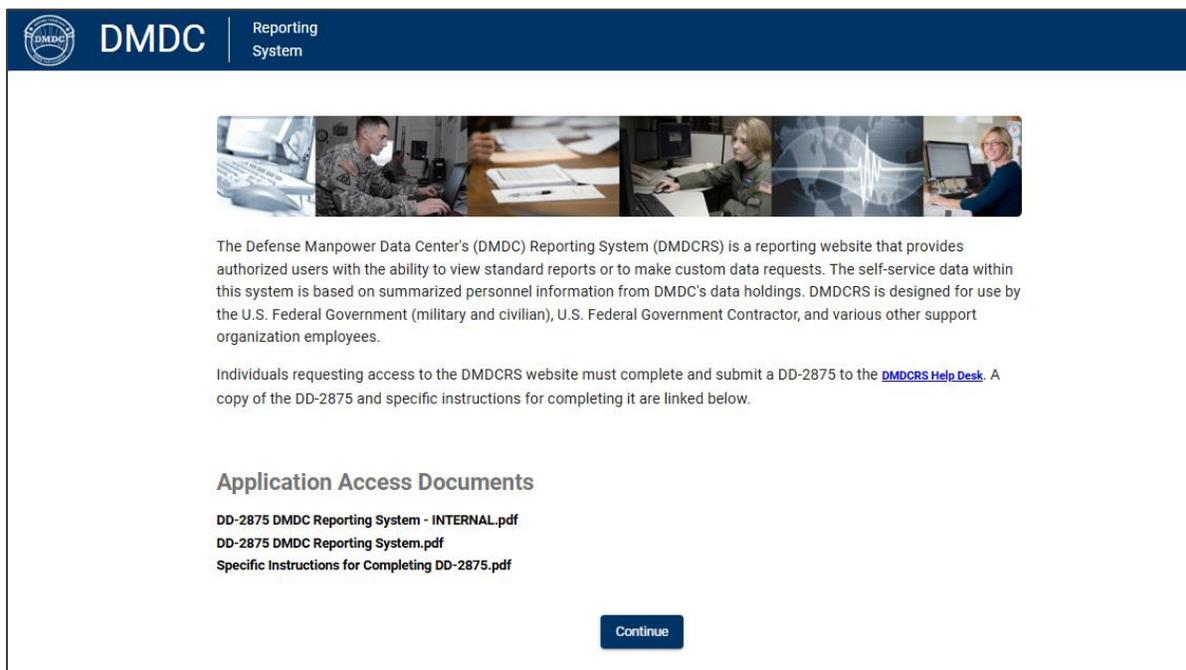


Figure B-1: DMDCRS Home Page

3. A **DMDCRS Standard Mandatory DoD Notice and Privacy Consent** page opens. Review the information and then select **OK** (Figure B-2).

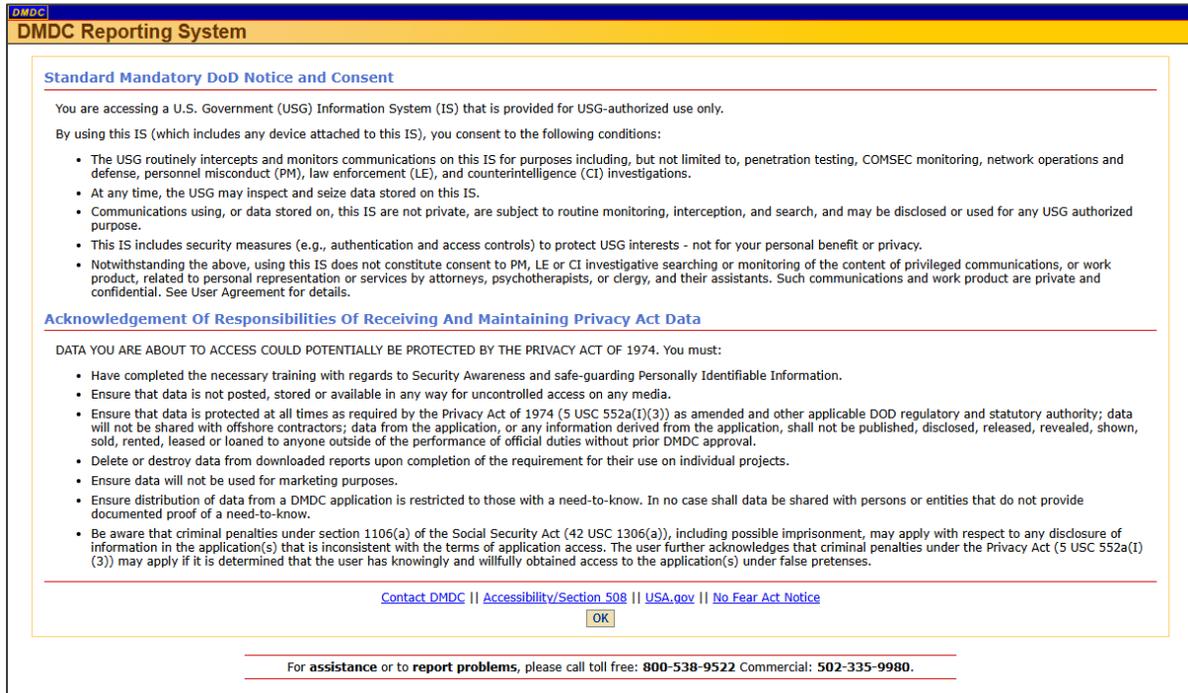


Figure B-2: DMDCRS Standard Mandatory DoD Notice and Privacy Consent Screen

- The **Registered User Logon** screen opens (Figure B-3). In the **Select Logon Method** box, choose your **CAC** or **User Name/Password**. Select **Continue**.

Note: When you submit a request, you receive an email notification regarding the successful submission. Then once your files are ready for viewing, you receive a second notification.

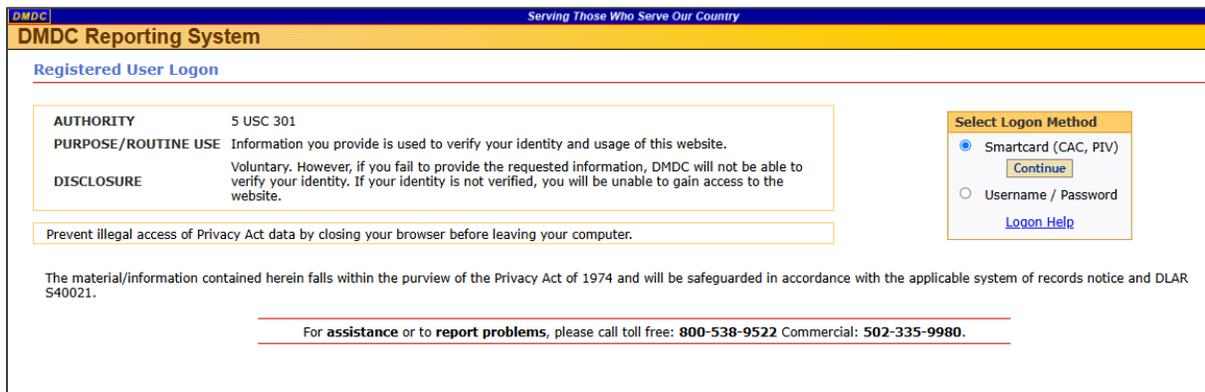
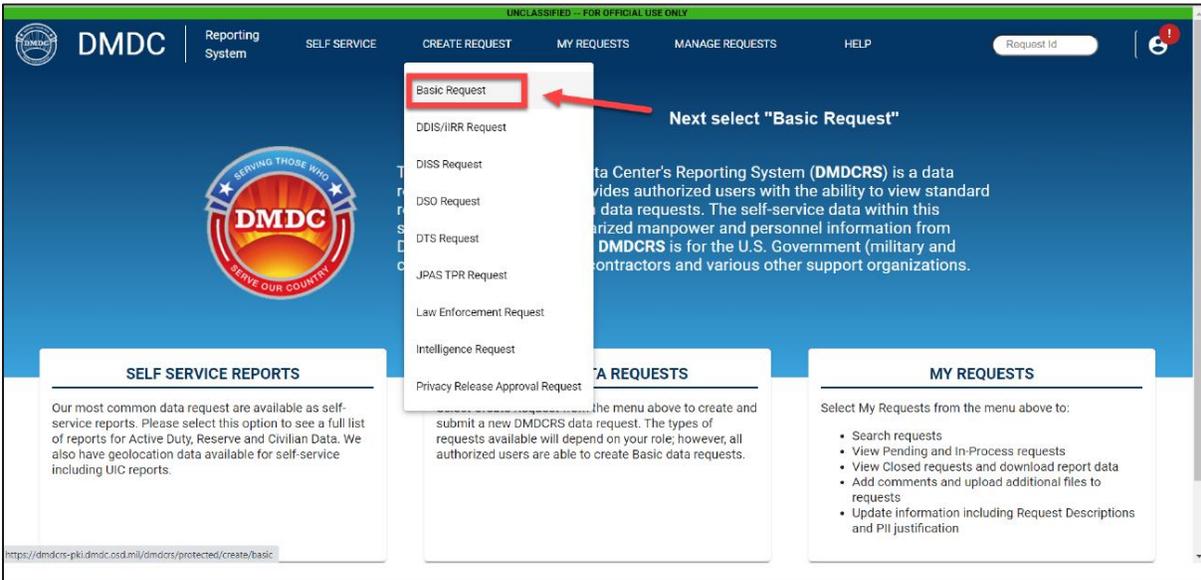


Figure B-3: DMDCRS Registered User Logon Screen

- The **DMDCRS** main page displays. At the top of the screen is a menu line in which you can **Create Request** (standard or create custom reports), view **My Requests**, **Manage Requests**, see a list of the **Self Service Reports**, and request **Help** (Figure B-4).

Note: When you submit a request, you receive an email notification regarding the successful submission. Then once your files are ready for viewing, you receive a second notification.

- From the menu line under the **Create Request**, select **Basic Request** (Figure B-5).

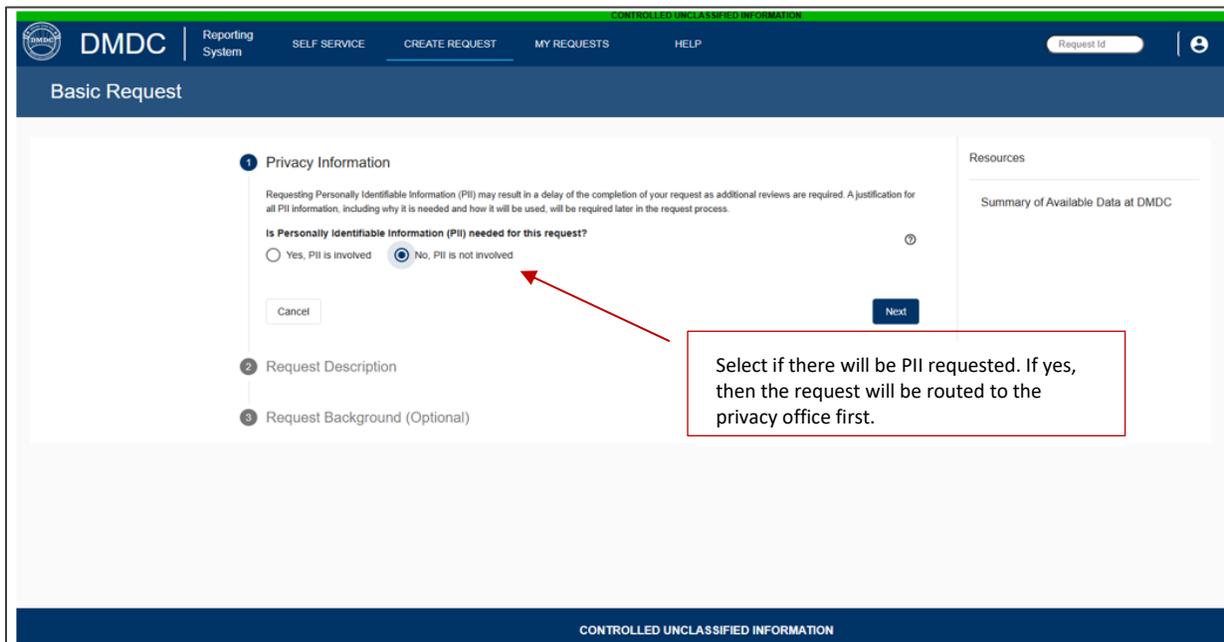


B-5: DMDCRS Main Screen - Dropdown list

On the **Basic Request** main page, view and complete the **Privacy Information, Section 1** (Figure B-6). Once you select the appropriate radio button, select **Next** to proceed. After you complete then section, the number icon changes to the pencil icon in case you need to edit any information.

Note 1: If PII is involved, you will be asked to accept the *PII Agreement* and answer additional questions related to the **Privacy Information** section.

Note 2: If you are requesting the data from *outside* the DoD or in a non-DoD capacity, or if the request needs to be recurring, you will be asked to acknowledge that a *Support Agreement* is required between DMDC and your organization.



B-6: DMDCRS Basic Request Screen

7. View and complete the **Request Description**, *Section 2* (Figure B-7).

7.1. Complete the information using the dropdown selection or manually typing in the data.

B-7: DMDCRS Basic Request Screen - Continued

For the **Request Description**, information details see examples below (Figures B-8a and B-8b).

- DO select, **Request is for DTS** information.
- DON'T add PII in the **Request Description** section.
- DO add Description of **Request Dates** be specific dates (i.e., depart date, return date, and data elements)
- Recurring report with PII = MOR
- DO indicate whether there are special circumstances about the request.
- DO provided a detailed description up to 4,000 characters
- DO select the frequency of the request.

Once you complete the section, select **Next** to proceed.

2 Request Description

Are there any special circumstances related to this request? *

Request is for Defense Travel System (DTS) information

Please provide the requirements for your request including detailed information about the specific data you need, scope, population, data sources, and report format. Click on Summary of Available Data at DMDC on the right of your screen for additional information.

Description of request. (Do NOT include PII in the description) *

0 / 4000

Note: You will be able to attach supporting documents once the request is submitted.

Please indicate frequency of the request. *

One Time

Save as Draft Cancel Previous Next

Enter as much information as you need regarding the data. This would include the exact data elements you want to view. If you are using a date range, include the required date applicable, for example the Depart Date or Paid Date.

B-8a: DMDCRS Basic Request Screen - Continued

2 Request Description

Are there any special circumstances related to this request? *

Request is for Defense Travel System (DTS) information

Please provide the requirements for your request including detailed information about the specific data you need, scope, population, data sources, and report format. Click on Summary of Available Data at DMDC on the right of your screen for additional information.

Description of request. (Do NOT include PII in the description) *

0 / 4000

Note: You will be able to attach supporting documents once the request is submitted.

Please indicate frequency of the request. *

One Time

Save as Draft Cancel Previous Next

Summary of Available Data at DMDC

Enter how often to run the report.

B-8b: DMDCRS Basic Request Screen - Continued

8. The **Request Background**, *Section 3* is optional (Figure B-9). Remember, any additional information may better assist DMDC with fulfilling your request.

- DO answer the questions in the text fields, up to 4,000 characters.
- DON'T include any *PII* in this section.

B-9: DMDCRS Basic Request Screen - Continued

9. When you are satisfied with the entry, select **Submit** to complete your request (Figure B-9). **Note:** You must **Submit** the request first, before you can attach files.

Other options on the page include:

- **Save as Draft:** Save your request as a **Draft Request**, so that you can complete and submit it later.
 - **Cancel:** Cancel your request. Be aware that all the data you entered will be discarded.
 - **Previous:** Go back to the previous screens to change your answers.
10. After selecting **Submit**, at the bottom of the page, displays a **Request#** (Figure B-10). In addition, the **File Upload** window appears. Select **Add Files to Upload** (Figure B-10). On your pc, go to the folder which contains the necessary files. Follow the prompts to open and then attach the supporting record(s) which can assist in fulfilling your request. Once you add the files, you should see the file name display on the page. When you are finished, exit the request form.

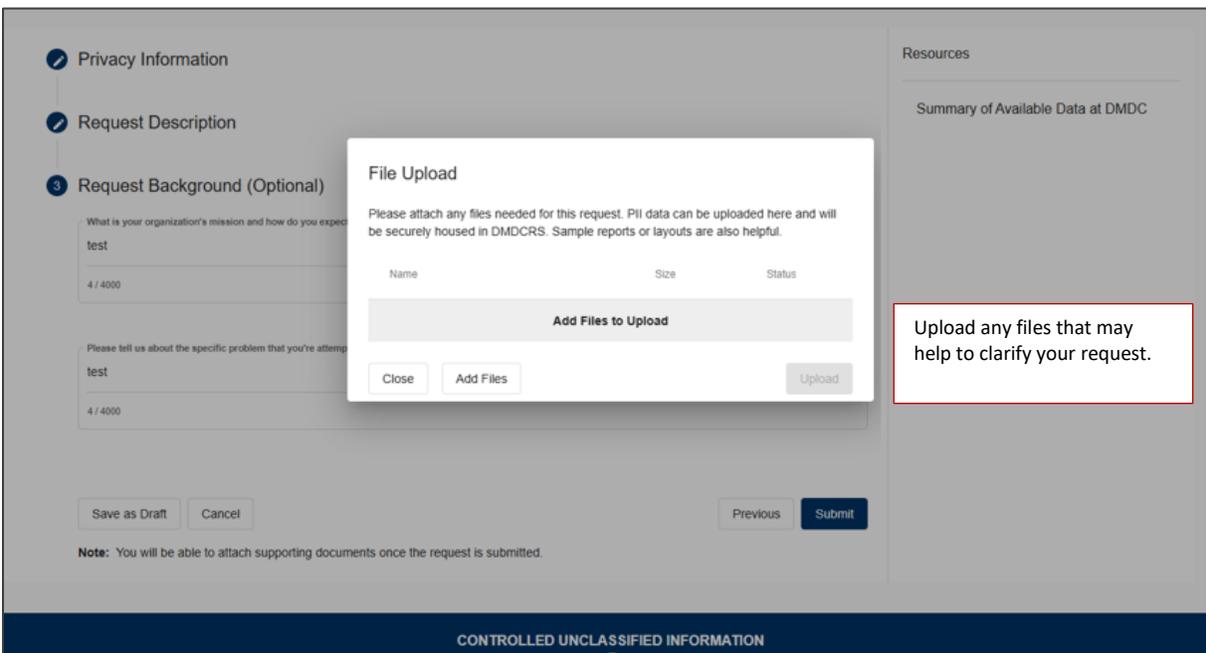


Figure B-10: File Upload Window

B.3.3 View My Requests

The **DMDCRS My Requests** allows you to access a draft form, submitted, closed, and cancelled requests. Here is how to access **My Requests**:

1. From the **DMDCRS Home** page, from the menu line, select **My Requests**. Once the page opens, select the appropriate option:
 - Draft requests
 - Open requests
 - Closed requests
 - Cancelled requests
2. Once you select the specific option, the page opens. For example, view a submitted or **Open Request** (Figure B-11). To view the status and details of a request, select the **Request#** on the left side of the entry.

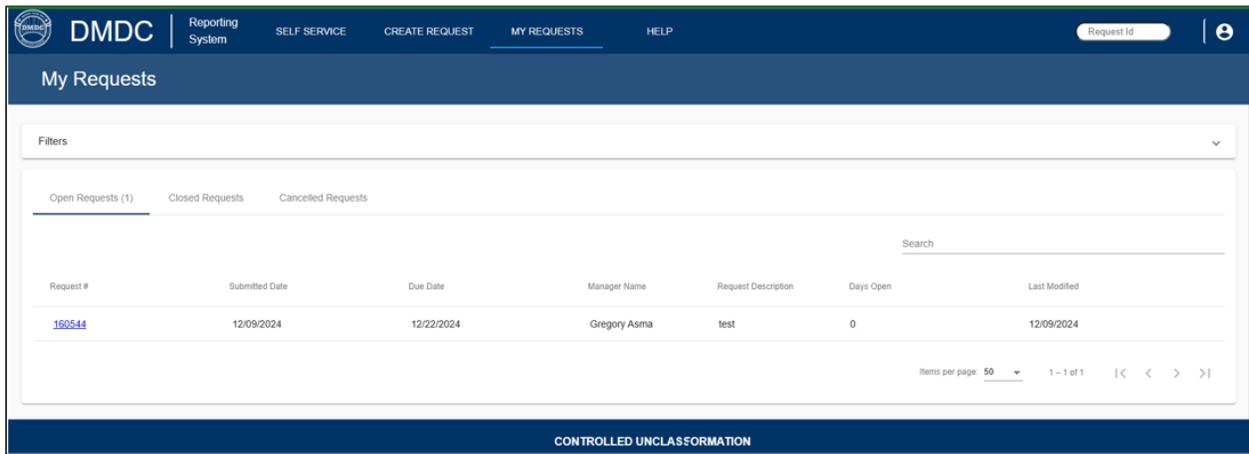


Figure B-11: DMDCRS My Requests Page

3. On the Request details screen, you can see the status of the request and who is associated to the request as **Customers**, **Request Manager**, or **Analysts**. From this screen you can:
 - Number of comments appears Navigation Bar.
 - View entered comments.
 - Add your own comments.
 - Attach files.
4. Once you finish reviewing the request, exit the **My Requests** screen.
5. If you experience any problems with the site, contact the DMDCRS Helpdesk at <mailto:dmdc.dmdcrshelpdesk@mail.mildmdc.dmdcrshelpdesk@mail.mil>

Appendix C: Appointing Accounting Officials Certifying Officers

Accountable Officials and Certifying Officers are appointed and terminated using the *DD Form 577* (Figure C-1).

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i>	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i>	
6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i>		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:		
SECTION II - APPOINTING AUTHORITY		
9. NAME <i>(First, Middle Initial, Last)</i>	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE <i>(YYYYMMDD)</i>	13. SIGNATURE _____	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME <i>(First, Middle Initial, Last)</i>	15. DATE <i>(YYYYMMDD) (Not earlier than date in Item 12 or 13)</i>	
16.a. DIGITAL SIGNATURE _____	16.b. MANUAL SIGNATURE _____	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE <i>(YYYYMMDD)</i>	18. APPOINTEE INITIALS _____
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE _____
DD FORM 577, NOV 2014 PREVIOUS EDITION IS OBSOLETE. <small>Adobe Designer 9.0</small>		

Figure C-1: DD Form 577

Instructions for completing the DD Form 577 are on the back of the form. See the Specific DTS guidance shown below:

Block 2: Enter the DoD Identification Number. This is the 10-digit number located on the back of the appointee's Common Access Card (CAC).

Block 6: Mark X in the appropriate box to indicate the duty the appointee will perform (select only one).

- A Certifying Officer is a person who applies the **APPROVED** stamp to certify (allow) payments. Certifying Officers include, but are not limited to:
 - An AO who may certify a travel advance or SPP requested in a DTS authorization, or any payment in a DTS voucher or local voucher.
 - A CBA Specialist who may certify payment
- An Accountable Official is a person who provides information, data, or services to a CO and whom your local business rules require or allow an appointment. Accountable officials include, but are not limited to:
 - An AO who applies the **APPROVED** stamp only to authorizations that do not include a travel advance or SPP.
 - Any other Routing Official: e.g., CO, RO. See lists above for guidance on AOs.
 - A CBA Specialist who reconciles CBA invoices, but does not certify them for payment.
 - A DMM.
 - Any type of DTA: i.e., LDTA, ODTA, FDTA, or BDTA.

Block 7: Identifies the types of payments affected. Must be as specific as necessary and may include any other applicable information.

- You may insert this statement or another similar statement as determined by your local policy "The <insert specific position, e.g., *Certifying Officer*> must comply with all requirements of the Privacy Act 1974. Any use of DTS information for other than official business may subject the <insert specific position> to possible criminal penalties and/or administrative sanctions."

Block 8: List all publications the appointee must review and follow in order to adequately fulfill the requirements of the appointment (e.g., [DoD FMR](#), Vol. 5, Ch. 5 or [JTR](#)).

Per the [DoD FMR](#), accountable officials must maintain the signed appointment letters in their offices. These letters and the eventual signed revocation of appointment letters must be archived for six years and three months after the accountable official no longer holds the position in accordance with each organization's records management guidance.

The FDTA must maintain a file of approved appointment letters for AOs appointed as Certifying Officers for travel claims at the organization or installation level. The FDTA must provide a letter signed by the installation or activity commander to the appropriate disbursing office stating that all AOs acting as COs for travel claims have been appointed and delegated in writing in accordance with [DoD FMR](#), Vol. 5, Ch. 5. This requirement does not apply if the disbursing office is able to verify electronically that COs for electronic vouchers have been duly appointed in writing.

Appendix D: The Antideficiency Act (ADA)

This appendix provides a brief overview of the ADA and how it can affect an organization. It is adapted from the summary of the ADA found in the Fiscal Law Deskbook, 2021 (current as of this writing, but don't discount the possibility of updates). The 2021 version is available for download at https://tile.loc.gov/storage-services/service/ll/llmlp/fiscal-law-deskbook_2021/fiscal-law-deskbook_2021.pdf.

The ADA is a collection of statutes, primarily Sections 1341, 1342, and 1517 of Title 31, United States Code (USC), that contain provisions commonly referred to as the ADA (the ADA was formerly codified under Sections 3678 and 3679 of the Revised Statutes, from which violations once derived their common usage names: the old terms, "3678" or "3679" violations are still occasionally used).

The ADA requires the head of each executive agency to prescribe by regulation a system of administrative control of funds. It describes the legal requirements for allotment structures and definition of the role of key officials; fixes responsibilities for Antideficiency violations, or regulation relating thereto; and provides the means for reporting such violation to the President and Congress through the Office of Management and Budget (OMB).

The fiscal principle inherent in the ADA is the idea that you "pay as you go". With very limited statutory exceptions, Government officials cannot make payments, or commit the Government to make payments at some future time, unless there are or will be sufficient available funds through normal appropriation procedures to cover the cost.

Prohibitions of the ADA

Congress passed the ADA to curtail funding abuses within the Federal Government, e.g., agencies that spend all their funding early in the fiscal year, then incur additional obligations and ask Congress for more funding or that incur obligations in excess of or in advance of an appropriation. The current form of the law prohibits the following:

- Making or authorizing expenditures from, or creating or authorizing an obligation under, any appropriation or fund in excess of the amount available in the appropriation or fund unless otherwise authorized by law.
- Involving the Government in any contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose, unless the contract or obligation is authorized by law.
- Accepting voluntary services for the United States, or employing personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property.
- Making obligations or expenditures in excess of an apportionment or reappropriation, or in excess of the amount permitted by agency regulations.

What Constitutes an ADA Violation?

With the prohibitions in mind, an ADA violation occurs when any of the following are true:

- A formal subdivision of funds is over obligated, over disbursed, or obligated in advance of the appropriation.

- A revolving, management, or working capital fund has an appropriation level deficit cash balance with the U. S. Treasury.
- A statutory limitation is exceeded by more than the stated reprogramming authority
 - At budget line level for unexpired procurement appropriations
 - At program element level for unexpired research, development, test, and evaluation appropriations
 - At budget activity or project level for unexpired military construction and family housing construction appropriations

Voluntary services are accepted, except as authorized by statute.

- New obligations or any expenditures or adjustments are made or authorized in a closed account except as authorized by special circumstances, such as to correct clerical errors as provided by the *Treasury Financial Management Bulletin No. 94-04*.
- A specific statutory limitation (minor construction limit, investment/expense threshold, etc.) is breached.

A violation of the ADA occurs when there is a breach of the formal subdivision of funds or any other specific statutory limitation. Suspected violation of the ADA must be investigated and actual violations of the ADA must be reported to the Secretary of Defense, OMB, Congress, and the President.

Commitments, obligations, or disbursements in excess of informal subdivisions of funds (such as allowances or targets) are not ADA violations, but if these actions cause the governing formal fund subdivision to be breached, then a violation of the ADA has occurred. The official who exceeds the allowance or target could be held responsible for the resultant violation of the ADA.

Sanctions for Violating the ADA

If a violation has been determined to have been knowingly and willfully committed, there are statutory provisions requiring criminal penalties. Penalties include a fine of not more than \$5,000, imprisonment for not more than two years, or both.

The ADA violations have serious consequences for an organization and its members. Consult with legal counsel early and often whenever it is suspected that an ADA violation may have occurred. Legal counsel is the most important link with the interpretation of regulations and statutes related to ADA.

The Fiscal Law Deskbook cited at the beginning of this appendix is an excellent resource that contains helpful information.

Appendix E: Correcting Rejected Lines of Accounting

When an authorization or voucher rejects for an invalid LOA, both the traveler and the traveler's LDTA receive the reject email. The LDTA must contact the FDTA about resolving the reject. If the LOA was erroneously loaded in DTS, an FDTA must correct it in the **DTA Maintenance Tool's LOA** module, and then provide the correct LOA label to process the travel document.

After correcting the LOA, the FDTA (or a BDTA) should access the DTS **Budget Tool** to review and if required, update available funding in the existing budget or create a new budget with a different label name.

If multiple LOAs require updates, the FDTA (or a BDTA) can use the **Mass Update** function* to update all the affected budgets by inserting a wildcard (*) into the account field of the erroneous data element.

***Note:** Does not apply to shared budgets. See the [DTA Manual, Chapter 8](#).

After correcting the erroneous LOA and all associated budgets, amend any affected documents. Once the document opens:

1. Go to the **Accounting Codes** screen and remove the incorrect LOA.
2. Select the correct LOA label.
3. Stamp the document **SIGNED**.

DTS routes the amended document for action, and when stamped **APPROVED**, sends it to the accounting system with the updated LOA.

Appendix F: Assigning DTS Access and Permission Levels

Background

Access and permission levels allow personnel to perform functions within DTS. Permission levels ensure separation of duties and protect the accuracy and integrity of information by limiting access to DTS functions or traveler data.

Permission levels in DTS are numbered 0 through 9 but typically permissions 0-6 are utilized in the organizations to maintain management oversight. The higher level permissions 7 (e.g., Component Rep), and especially 8 and 9 have restricted assignment afforded to those requiring system or reporting access (e.g., DTMO, DMDC, and Peraton [vendor]).

DTS auto-grants permission level 0 during profile creation in the **DTA Maintenance Tool, People** table and in the **Self-Registration** module. DTS ensures the assignment to all users allowing access to DTS document preparation functions. A DTA who has the assigned permissions, accesses the traveler or user/travel profile, assigns the remaining permissions based upon the individual role or roles in DTS. As permissions work independently, the DTA can assign only what the individual requires and nothing more. Meaning if a DTA needs to assign a permission level 5, they don't have to also assign permissions 1-4 first. A person may have as many permission levels as necessary to accomplish their assigned duties (e.g., 0, 1, and 5).

There are three kinds of access in DTS:

- **Organization access:** Allows a DTA to modify a DTS organization's administrative and financial assets, such as routing lists and budgets.
- **Group access:** Allows a person such as a DTA, AO, travel clerk, or NDEA to access individual's travel documents without being on a routing list.
- **Special access:** Assigns a person a specialized role such as DMM, NDEA, or Self-AO.

For information about permission levels and related system functions, see the [DTA Manual, Chapter 3](#).

Regulatory Guidance

See the key information about permission levels and access types below:

- Each organization must always adhere to their Component directives regarding permission levels and access, enforcing separation of duties, and protection of sensitive information.
- Before assigning a permission level, the appropriate person (based on Component business rules) must verify that the appointee has completed all required certification training and (where applicable) has the appropriate appointment letter on file.
- The DTMO will consider exceptions to permission and access levels on a case-by-case basis. For additional information, contact the TAC by creating a *TraX* Help ticket using [Passport](#).

Appendix G: Providing Allowances for Travelers Who Die on TDY Travel

This provides some sources for you to examine regarding the death of traveler. As regulations can change, refer to the [JTR](#), the [FMR](#) for the most current data. In addition, you may need to reach out to your Human Resource office for guidance on how to handle open documents for deceased members. Your Human Resource office, in coordination with the Casualty Affairs Office for your Service and DFAS, is the appropriate office to provide guidance to close out documents and answer any additional questions that come up throughout the process.

Here are the references.

[JTR, Appendix B, B07 DEATH DURING TDY. B0701-A. Policy.](#) If a Service member dies, then the designated casualty assistance office must be immediately notified. If a DoD traveler dies while on TDY, then the commander, commander's designee, or supervisor must follow component regulations to inform the deceased traveler's next of kin, or legal representative of the allowances available. (JTR, Section 0320).

B0701-B. [Component Responsibilities.](#) The Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the permanent duty station, the finalization of any expenses related to the TDY, and assisting any beneficiary in completing and filing a final travel claim for the travel involved.

B0701-C. [Allowances.](#) Per diem allowances accrue through the date of death. Reimbursement for transportation, mileage, or a monetary allowance in lieu of transportation accrues from the permanent duty station, old station, or last TDY location, as appropriate, to the place of death, limited to the official distance specified in the Defense Table of Official Distances.

[JTR, 0320 TRAVEL IN THE EVENT OF DEATH.](#) When a DoD traveler dies while on TDY, the commander, commander's designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler's next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

[DoD FMR, Volume 9, Chapter 8, par 6.6.2. Unsettled Claims for Deceased Travelers.](#) The individual designated by the Service to settle a deceased member's affairs is responsible for the preparation of the travel claim for the travel of the deceased member. The finance official computes and forwards all claims to the supporting Defense Finance and Accounting Service (DFAS)/Service site (see subparagraph 6.6.4 for address) for payment or collection. For deceased civilian employees, the surviving spouse or legal representative, the executor, or administrator must sign any outstanding travel claims. The travel office computes these claims locally. Travel settlements for travel cardholders who paid for expenses using a GTCC, are subject to split disbursement (see 10 U.S.C. § 2784(a) and DoD GTCC Regulation, paragraphs 040701, 041007 and 041106). Following payment to the GTCC issuer, any remaining expense reimbursement will be forwarded to the member's or civilian employee's pay activity for inclusion in the death claim payment. Similarly, all reimbursements for non-card holders will be forwarded to the appropriate pay activity for inclusion in the death claim payment.

Appendix H: Traveling with Reduced or Special Per Diem Rates

When necessary, the AO may direct payment for reduced or no per diem. To consider a reduced per diem, the AO must inform the appropriate POC of the need for a reduced rate. Per the *JTR, par. 020308. Reduced Per Diem. A. Authority to Reduce Per Diem.*

1. For a Service member, the authority to reduce a per diem rate rests with the DoD Component head or the Secretary concerned.
2. For a civilian employee, only a DoD Component head may authorize a reduced per diem rate, except as otherwise specified in the JTR.

A reduced per diem rate must be established and stated on the order before the travel begins (or may only begin after being established and the order amended).

When determined that the established per diem rate exceeds the need for a TDY assignment, the AO should seek to prescribe a fixed reduce per diem rate. Reductions in lodging and/or meal costs may result from:

- Prearrangement
- Special discount
- Other reasons

The AO submits a request to the appropriate POC that includes:

- Established lodging and meal costs
- Traveler's name
- Travel dates
- TDY assignment location

Appendix I: Correcting Payment Returns

After the AO stamps the document **APPROVED**, DTS sends the voucher to the financial system for processing. DFAS tries to split disburse the traveler's payment as directed in the voucher for the authorized expenses and earned allowances. DFAS sends electronic fund transfers (EFTs) in the appropriate amounts to the traveler's financial institution and the GTCC vendor (based upon traveler profile data). When a request for payment is rejected by either party, DTS identifies the return as EFT.

The process for correcting an EFT return varies depending on whether the traveler's financial institution or the GTCC vendor initiates the return. Full explanation is below, from initial payment request by DTS to resolution.

I.1. Payment Return from Traveler's Financial Institution

For this example, the traveler's profile contained the wrong banking (checking or savings) information. They processed a voucher for official travel and didn't verify the profile before stamping **SIGNED**. The AO reviewed the trip for compliance and stamped the voucher **APPROVED**.

Here is what occurs next:

1. DFAS sends a payment or EFT to the traveler's financial institution and the GTCC vendor, and an *Advice of Payment (AOP)* to DTS.
2. DTS applies the **PAID** stamp and tracks additional processing actions on the **Digital Signature** page, under **Document History**.
3. The traveler's financial organization returns the AOP.
4. DFAS sends an *Advice of Collection (AOC)*; aka, an EFT Return notice) to DTS.
 - If DTS rejects the EFT return as being invalid, then DFAS fixes the file and resends.
5. DTS automatically updates the voucher by:
 - Applying the **EFT RETURN** stamp with corresponding name, **PAY MOD GENERATED**, on the **Digital Signature** page.
 - Recalculating the **DTS Payment Summary** screen and updating:
 - **Previous Voucher Payment** filled with the value of the previous payment less the value of the EFT return.
 - The **Voucher Totals** and **Net Distribution** fields to the following values:
 - **Personal**: The value of the EFT return
 - **Individual GOVCC**: \$0.00
 - **Total**: The value of the EFT return
6. The traveler (or a NDEA) creates an amended voucher, makes the banking corrections, and digitally signs it.
7. DTS routes the document for AO approval.

Note: DTS does not update the **Budget** module to reflect a reduction in expenditures, but does send an **EFT Return** email to the DTA, AO, and traveler informing them of a payment problem. The BDTA can determine if a manual budget adjustment is necessary based upon local policies.

8. The traveler monitors the document for payment.

Note 1: If the traveler realizes the banking information is incorrect, wait for **EFT Return** stamp to appear on the voucher in the **Digital Signature** page, before amending the voucher to make the banking corrections.

Note 2: If the traveler already submitted an amended voucher, DTS updates the most current version of the voucher with the **AOC EFT RETURN** stamp.

Note 3: For an example of the EFT return email, see the [DTA Manual, Appendix E](#).

I.2. Payment Return from the GTCC Vendor

For this example, the traveler's profile contained the correct banking (checking or savings), GTCC information, but the incorrect SSN. They processed a voucher for official travel and didn't verify the profile at the time of profile creation nor before stamping the voucher **SIGNED**. The AO reviewed the trip for compliance and stamped the voucher **APPROVED**.

Here is what occurs next:

1. DFAS sends a payment or an EFT to the traveler's financial institution and the GTCC vendor, and an *Advice of Payment (AOP)* to DTS.
2. DTS applies the **PAID** stamp and tracks additional processing actions on the **Digital Signature** page, under **Document History**.
3. The GTCC vendor cannot apply the payment to an account due to the wrong SSN.
4. The GTCC vendor returns a list of returned payments to DFAS.
5. DFAS creates and sends a TAC help ticket, with an attached *Advice of Collection (AOC)* or return notice.
6. The TAC emails the AOC to the traveler and the DTA, with instructions to:
 - 6.1. Amend the voucher.
 - 6.2. Attach the AOC as a substantiating record.
 - 6.3. Under the **Enter Expenses** screen:
 - 6.3.1. Select **Add**.
 - 6.3.2. Choose **Other Expenses**.
 - 6.3.3. Select the **GTCC Return** expense type.
 - 6.3.4. If not populated, in the **Expense Name** field, manually type in **GTCC Return**.
 - 6.3.5. In the **Expense Amount**, enter the GTCC balance.
 - 6.3.6. In the Method of Reimbursement (MOR) choose, **Personal**.
 - 6.3.7. Select **Add** to save the entry.
7. The traveler (or a NDEA) finalizes and digitally stamps the voucher.
8. DTS routes the document for AO approval.
9. The traveler monitors the document for payment.

10. DFAS sends the payment to the traveler's financial institution and not to the GTCC vendor.

11. The traveler must pay the GTCC vendor in full for the trip charges.

Appendix J: Tracking Lost Payments

If a DTS traveler does not receive a voucher payment in a timely manner, they should:

1. Verify that the voucher was fully processed. View the voucher and go to the **Digital Signature** page and verify the stamps **SIGNED** and **APPROVED** appear.
2. Check that the voucher is not in a reject status, and that DTS received an *Advice of Payment (AOP)*.
3. After sufficient time has passed to allow for posting an EFT or receiving a check, report the lost payment to their DTA. The DTA will contact the TAC via a *TraX Help Ticket* or DFAS, Indianapolis Disbursing to check its status.

J.1. Check Trace

When DFAS cannot post an EFT payment, they must send a paper check. If a traveler has not received an expected check in a reasonable timeframe, a DTA can submit an askDFAS ticket at <https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryId=18404> and inquire about the missing check. See the DFAS Check Trace information paper for examples of AskDFAS screens.

Note: Follow the same steps listed below to create a DFAS ticket for Recertified Check and EFT Trace requests.

1. Paste the **askDFAS** address in a browser window. In the active request screen, enter the required data fields and optional information (as needed), attach files (if required) and establish a **Passcode** for the ticket. **Note:** You can locate the DOV number on the **Digital Signature** screen of the DTS voucher, in the Remarks section next to the **PAID** stamp.
2. DFAS reviews the ticket, the DTA or ticket submitter receives an **Ask Travel Pay** (received your ticket) email verifying ticket receipt, ticket number and a reminder to use the previously established Passcode to access the online ticket.
3. DFAS initiates the trace, determines the payment status, (e.g., cashed, cancelled, outstanding) and updates the findings in the ticket.
4. The DTA receives an **Ask Travel Pay** (provided updates to) email with a ticket update to review the findings (use the link in the email and the passcode).

J.2. Recertified Check (DD Form 2660)

If a traveler has not received a check in a reasonable timeframe, a DTA can submit an **askDFAS** ticket at <https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryId=18404> to send a *DD Form 2660* requesting the lost check be re-issued. DFAS will view the request and update the ticket with a status. **Note:** See the online ticket process to submit the lost payment request.

J.3. EFT Trace

If a traveler has not received an EFT payment in a reasonable timeframe, a DTA can submit an **askDFAS** ticket at <https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18404> to request the EFT's status. **Note:** See the online ticket process to submit the lost payment request.

DFAS will determine the EFT's status and update the ticket.

If a traveler has not received an EFT payment in a reasonable timeframe, a DTA can submit an **askDFAS** ticket at <https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18404> to request the EFT's status. **Note:** See the online ticket process to submit the lost payment request.

DFAS will determine the EFT's status and update the ticket.

Appendix K: Paying via Government Transportation Request (GTR)

This appendix explains the process for creating a DTS authorization, when using a GTR to pay for any transportation arrangements.

When creating the authorization, the traveler must:

1. Enter **Comments to the AO** text box on the **Review Trip Authorization** screen.
 - 1.1. Explain the Transportation mode used for the TDY trip.
 - 1.2. If known, enter the actual GTR cost. If the cost is unknown include that information.
2. Book remaining required reservations.
3. Provide any supporting documentation.
4. If a **Pre-Audit** flag triggers for transportation mode, justify the flag.
5. Sign the authorization.

After the traveler signs the authorization:

1. The document routes to the Transportation Officer (TO), who will use the information in the authorization to make the necessary travel arrangements.

Note: A DTA must enter the TO as a conditional routing element on the routing list when an authorization uses GTR as a method of payment.

2. The TO annotates the GTR number and cost if previously unknown in the **Comments to the Approving Official** text box on the **Review Trip Authorization** screen.
3. Provide any supporting documentation.
4. The traveler, AO, and TO must follow any additional Component procedures for preparation and distribution of the GTR.
5. Local business rules must reflect specific procedures including the TMC.

Appendix L: Entering Authorized Trips Home into DTS

DTS allows you to process an authorized trip home during a TDY.

DTS Document Procedures

L.1. Known Trip Home

For this example, the AO is aware and authorizes a trip home before the traveler started the TDY.

Here what happens now:

1. The traveler makes the TDY transportation reservations in DTS.
2. The traveler follows local procedures for offline booking outside of DTS or uses the **Request TMC Assistance** button to request round-trip transportation for the trip home.
 - 2.1. Recommend a standard verbiage for the **TMC Request Assistance** for example: “TMC, please help with transportation arrangements for an **Authorized Trip Home** on a separate PNR for offline ticketing: <Departure airport, date and time and return airport, date and time>. This does not change the TDY travel reservations I already made in DTS.”
3. The TMC arranges round-trip reservations for the trip home, provides the itinerary and cost to the traveler outside of DTS. This action may incur a higher TMC fee.
4. The traveler updates the authorization by entering the transportation information for the trip home.
 - 4.1. Under the **Enter Expenses** screen, **Add** the round-trip transportation costs and any additional TMC fees. The transportation costs and TMC fees are both reflected under **Ticketed Expenses**.
 - 4.1.1. Add **Notes** explaining the transportation cost.

Note: Local business rules may address the additional offline ticketing procedures.

5. The traveler updates the **Per Diem** table.
 - 5.1. Select the **Authorized Trip Home** duty condition on the **Review Per Diem Amounts** screen for all applicable days. In most cases, the traveler receives 75% M&IE and no lodging allowance on the travel days and no per diem at all when home.
6. The traveler attaches any supporting records.
7. The traveler justifies any **Pre-Audit** flags.
8. The traveler signs the authorization.
9. DTS routes the document to AO for approval.
10. The traveler monitors the document for payment.

L.2. Unknown Trip Home

For this example, the traveler didn't request a trip home prior to starting travel, so the AO must authorize it during the TDY.

Here what happens now:

1. The traveler makes the travel arrangements outside of DTS following the local TMC procedures for offline ticketing.
2. The traveler amends the authorization, following L.1 steps 4-8 above.
3. DTS routes the document to AO for approval.
4. The traveler monitors the document for payment.

Note 1: Refer to your local DTS business rules for other required processes or variations to these general procedures.

Note 2: If the travel has SPPs pending then be aware of payment dates before amending the document to include the **Authorized Trip Home** after the start of the TDY.

Appendix M: Additional Resources

This appendix contains three sections: Additional Resources, Guides and Manuals, and Other Resources which you may find useful.

ADDITIONAL RESOURCES	
TITLE	URL
DoDI 5154.31: Commercial Travel Management	https://www.travel.dod.mil/Policy-Regulations/DoD-Instruction-515431/
DTS Regulations volume 3:	https://www.travel.dod.mil/Portals/119/Documents/DTS/DTS%20Regulations%2020210812.pdf?ver=VfpoSUpC5RkeYkAX8zsH9A%3d%3d
GTCC Regulations Volume 4:	https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf?ver=gbMwVEbHaPblwlaXw4V1jg%3d%3d
DoD FMR Volume 5: <ul style="list-style-type: none"> Chapter 1: 0103 Accountability and Responsibility Chapter 5: 050304. Certifying Officers Chapter 6: Physical Losses of Funds, Erroneous Payments, and Overages 	https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf
Joint Travel Regulations (JTR):	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/

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

GUIDES and MANUALS	
TITLE	URL
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
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
Making Changes to DTS, Documents Information Paper	https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/
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

OTHER RESOURCES	
TITLE	URL
Self-Approving Official, Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
TraX Web-based Training	https://www.defensetravel.dod.mil/neoaccess/login.php