



GUIDE



Invitational Travel Procedures Guide

July 31, 2023

V8.2



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Revision History

Revision	Date	Authorization	Change Description	Page, Section
7.0	02/16/18	DTMO	Updated screenshots	Chapters 2-3
7.1	08/17/18	DTMO	Updated for access through DTS Dashboard.	Sections 2.1-2.4 & 3.1
7.2	12/14/18	DTMO	Edited to reflect DTS update of voucher screens.	Section 3.1
7.3	04/26/19	DTMO	Edited credit card to charge card. Updated the Trip Type and Trip Purpose screens Add new expense screens	Section 2.2
7.4	05/03/19	DTMO	Screen shot update	Section 2.3
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8.1	02/18/22	DTMO	Updated cancelling an ITA	Chapter 4
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Note: “This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff in accordance with DoDI 5154.31, Volume 5, dated 8 October 2015, as PDTATAC Case D20001.”

Chapter 1: Introduction

In certain circumstances, DoD organizations may authorize official travel for people who are not civilian employees or uniformed Service members. We refer to such travel as invitational travel. You* may use the Defense Travel System (DTS) to create invitational travel authorizations (ITAs) and vouchers for eligible individuals.



This guide addresses how to create ITAs in DTS, but it does not contain comprehensive instructions about DTS document processing. This mark – † – appears when you must follow standard DTS authorization or voucher processes. An explanation of those processes are available the [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#).

The [Joint Travel Regulations \(JTR\)](#), par. 0305, explains how to determine a person's eligibility for invitational travel and allowances eligible individuals may receive.

**In this guide, "you" are a Non-DTS Entry Agent (NDEA) or travel clerk; however, please remember that a travel clerk cannot sign vouchers for other travelers. Only a NDEA can perform voucher signing on behalf of traveler.*

You can find the references highlighted in this guide at:

- [JTR](#): Implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense (DoD) civilian travelers. It also implements station and certain other allowances.
- [Who Can Use DTS?](#): Provides a summary of who can and can't use DTS for official travel.
- [DTS Guide 2: Authorizations](#): Provides the complete steps including illustrations to process a DTS authorization.
- [DTS Guide 3: Vouchers](#): Provides the complete steps including illustrations to process a DTS voucher from an approved authorization.
- *Trifold*: [Create an Authorization](#): Outlines the key actions for creating an authorization.
- *Trifold*: [Create a Voucher](#): Outlines the key actions for creating a voucher.
- [GSA City Pair Program \(CPP\)](#): Provides discounted air passenger transportation services to federal government travelers.
- [Integrated Lodging Program \(ILP\)](#): Ensures DoD travelers on official travel have safe, quality lodging at costs well below the maximum per diem limits.
- [U.S Government Rental Car Agreement \(Number 4\)](#): Governs the rental of vehicles by military members, and employees of the Federal Government while in official travel status when authorized.
- [Travel Explorer \(TraX\)](#): Provides access to online training, knowledge search for common questions, and help ticket submissions through the DTMO Passport portal.

1.1 Trip Processing Rules

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

- Authorizations may not be created greater than 6 months in advance of the trip.
- Authorizations will not have the amend link available 75 days after the last day of travel.
- Authorizations and vouchers can't exceed the maximum trip length of one year from the trip start date.

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

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

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

In circumstances where travel is greater than one year:

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

Chapter 2: Create an ITA

This section explains how to create an ITA, with a focus on how an ITA differs from a standard TDY authorization. It does not cover all the steps you use to create standard TDY authorizations in DTS⁺.

The ITA process begins when your organization identifies a need for an ITA-eligible person to travel at DoD's expense. Processing of invitational travel is with mutual consent, meaning the organization must invite the person to travel, and the traveler must accept the invitation. Per the [JTR](#), the authorities in *Table 3-2.1* are responsible for ensuring that their organization has policies and procedures in place to ensure that all ITA travelers meet the requirements of *5 U.S.C. § 5703* and are "legitimately performing a direct service for the Government".

Use the following JTR paragraphs to determine if a prospective traveler is eligible for invitational travel:

- Non-DoD travelers must meet the requirements in the [JTR, par. 030501-A](#) and none of the restrictions highlighted in the [JTR, par. 030501-D](#).
- Spouses must meet the requirements in [JTR, par. 030501-A12](#). If traveling with the DoD sponsor on a Government aircraft, follow the [JTR, par. 030502. Spousal Travel by Government Aircraft](#).
- DoD-employed consultants and experts must meet the requirements in [JTR, par. 030501-A](#).

Before you can create an ITA, a Defense Travel Administrator (DTA) must:

1. Create or receive the traveler's DTS profile into the organization funding the trip.
 - When a foreign national traveler does not have a social security number (SSN) then the individual must use the taxpayer identification number (TIN) for the DTS profile to receive authorized travel payments.
2. Ensure the proper routing list is associated to the profile for ITA approval.
3. Add the traveler into a group and give you access to that group.
4. Ensure the proper LOA with ample funds are available to support the trip.
5. If using a Centrally Billed Account (CBA) for airfare or rail travel, make sure the information is available.
Note: CBA is not for hotel or rental car use.

2.1 Create the Itinerary

Follow the steps listed below to create an ITA:

From the **DTS Dashboard**, select **Trips** from the menu line then choose **Traveler Lookup** (Figure 2-1) to open the **Traveler Lookup** screen (Figure 2-2).

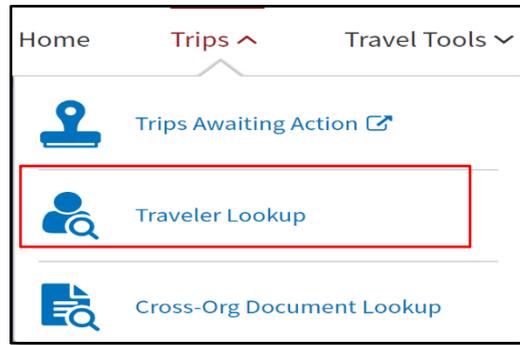


Figure 2-1: DTS Dashboard – Trips Menu

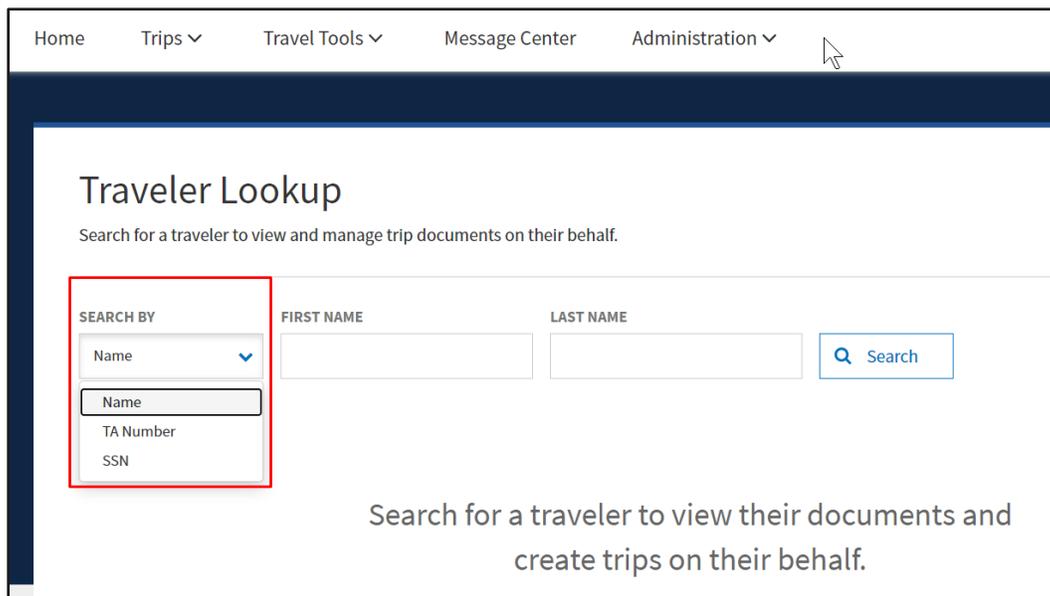


Figure 2-2: Traveler Lookup Screen

1. On the **Traveler Lookup** page, you have different **Search** options such as by **Name**, **TA Number** or **SSN**.
 - By traveler’s **Name**: Last name (full or partial) is mandatory. First name (full or partial is optional).
 - By **SSN**: For foreign nationals, you can enter the traveler’s TIN which is used to receive authorized travel payments.
 - By **TA Number**: Enter the 6-digit code to locate approved documents.

Note: If the traveler’s name does not display, contact your DTA to verify that the traveler has a DTS profile and that you have group access to the traveler’s group.

2. From the **Traveler Lookup Results**, **Select** the person you want to create the authorization for travel. The screen updates displaying **Managing Trips for: Traveler Name** (Figure 2-3) and any documents processed for the traveler.

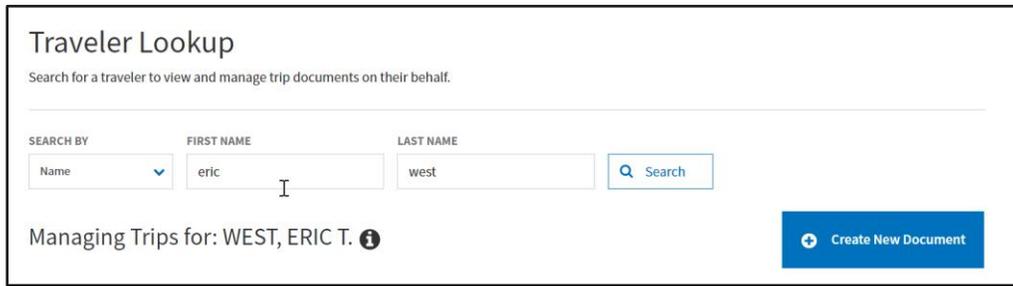


Figure 2-3: Traveler Lookup (Managing Trips) Screen

3. Select **Create New Document** (Figure 2-3). The window displays options.
4. Select **Routine TDY Trip**. The **Create Itinerary** screen (Figure 2-4) opens.
5. Complete the required itinerary fields working your way down the page for:
 - 5.1. YOUR TDY LOCATION(S)
 - **Arriving/Departing** dates
 - **TDY Location**
 - **Mode of travel (Air, Train, Private Auto/Motorcycle)**
 - **Rental Car** (Yes or No)
 - 5.2. TRIP OVERVIEW
 - **Leaving On/Returning On**
 - **Leaving From/Returning To**

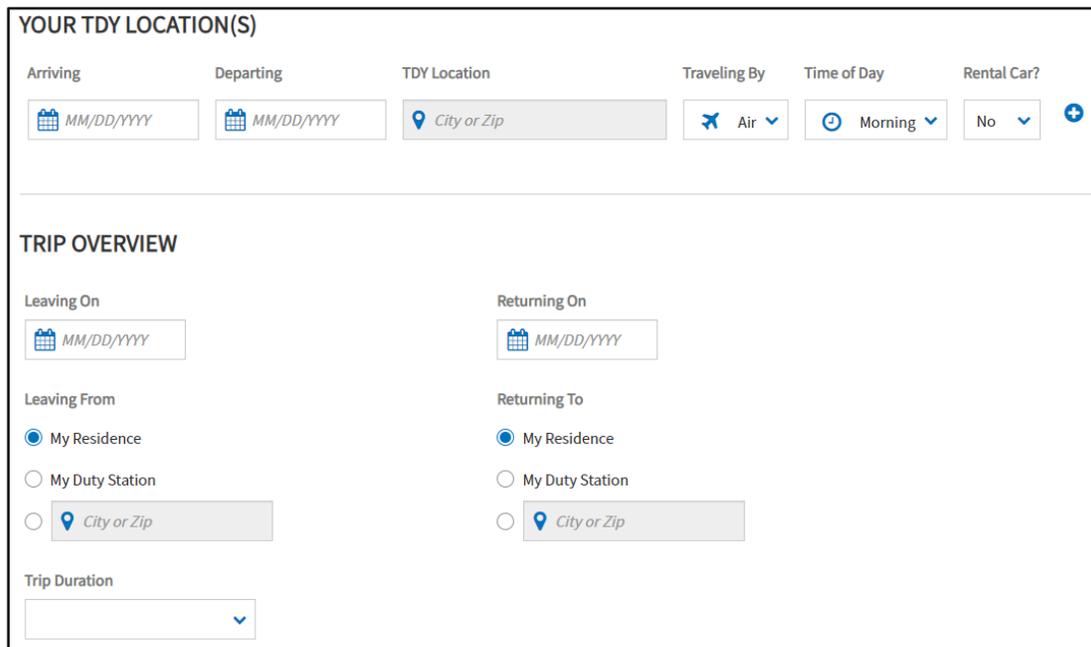


Figure 2-4: Itinerary Screen - Partial View

5.3. YOUR TRIP DETAILS

- Under **Type**, select the appropriate **Invitational Travel** indicator based upon travel need (Figure 2-5). The (Trip) **Type** selection drives your allowances and reimbursements.

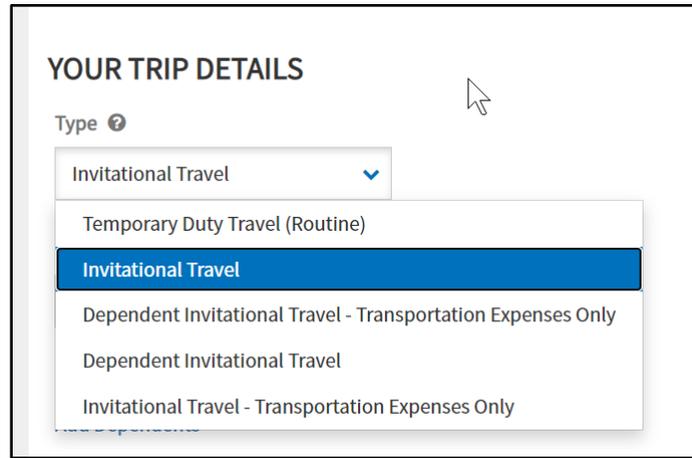


Figure 2-5: (Trip) Type Options

Note: Government Funded Leave (Trip) **Type** will only appear in the list under certain conditions. For additional information for authorizations, see the [DTS Guide 2: Authorizations](#)[†].

- Select **Purpose** to see the list of travel reason options (Figure 2-6, Indicator 1). Select the correct reason for your trip. If uncertain, contact the DTA for guidance.

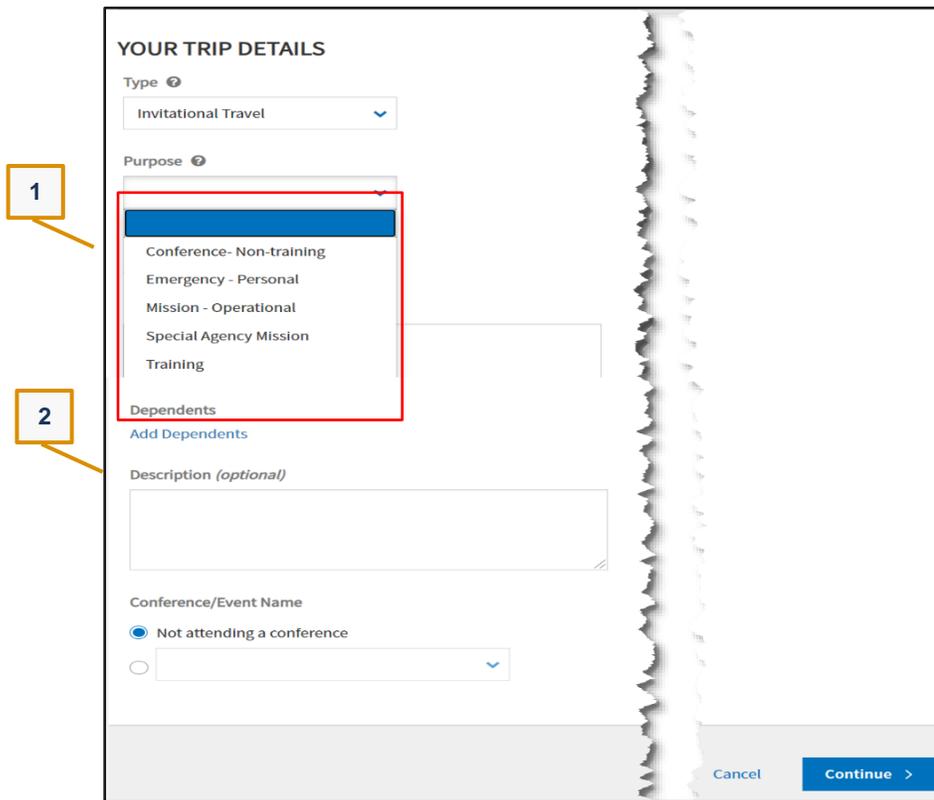


Figure 2-6: Your Trip Details Section of the Itinerary Screen

- Determine if you need to add a dependent to the travel authorization. Select **Add Dependents** to create the required entry (Figure 2-6, Indicator 2). If you don't need to add a dependent, then skip to the **Description** field.

Figure 2-7: Add Dependents Screen

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

Figure 2-8: Select an Existing Dependent Screen

- Select **Save** to record the entry. **Note:** The dependent’s information saves to the traveler’s permanent profile.
- The information displays under **Dependents** (Figure 2-9). **Note:** The routing, accounting, and reimbursement are all associated to the traveler’s profile.

Figure 2-9: Dependent Added

- (Optional) Enter comments under **Description**.
- Complete **Conference/Event Name** question (Yes or No). If yes, use the drop-down menu to select the conference or event name. If the item is not in the listing, select **Other**.

6. Select **Continue** to save the information.

2.2 Select Reservations

In general, you follow the usual steps[†] to make travel and lodging reservations, but only if the traveler is authorized reservations.

If you save the itinerary, the **Reservations** module automatically opens. DTS brings you to the **Enter Your TSA Info For This Trip** window.

1. You must complete any mandatory fields before searching for reservations.
2. Optional fields include **Known Traveler Number** and **Redress Number**, if issued by TSA.
3. Select **Continue to Booking**.

After selecting air reservations, the required the **Payment Summary** (Figure 2-10) area asks you to select the method of payment. In most cases, you'll use *Centrally Billed Account (CBA)* for air or train reservations and *Personal* for rental car and lodging reservations.

The screenshot shows a 'PAYMENT SUMMARY' window. On the left, there is a 'Method of Payment' dropdown menu with 'Select' as the current option. On the right, the 'TOTAL COST' is displayed as '\$179.30' with a note 'includes taxes and fees' below it. At the bottom, there are two buttons: '< Back' and 'Book Flight >'.

Figure 2-10: Review Reservation Selections Screen – Method of Payment Entry

In addition, when making lodging reservations, when the traveler’s DTS profile does not contain charge card information, DTS provides fields in the *Payment Summary* area (Figure 2-11) to enter the traveler’s personal credit card information. If you don’t have that information, the traveler must book the hotel outside DTS.

Note: If the traveler requires and policy allows lodging, but the traveler books it outside of DTS, be sure to inform them of the [JTR](#) receipt requirements.

The screenshot shows a 'PAYMENT SUMMARY' window for credit card entry. At the top, there are logos for VISA, Mastercard, American Express, DISCOVER, Diners Club, and JCB. Below these are three required fields: 'Name on Card *', 'Card Number *', and 'Expiration Date *' (with a 'MM/YY' input box). A note states '(NOTE: This card will not be saved to your permanent profile.)'. On the right side, the 'Daily Cost' is '\$83.00' and the 'EST. TOTAL COST' is '\$498.00' with a note 'excludes taxes and fees' below it.

Figure 2-11: Credit Card Information Entry Fields

Continue making authorized reservations for the traveler following the usual process.

2.3 Complete the ITA

After you get beyond the **Reservations** module, you mostly follow the usual steps[†] to complete the ITA. Follow the standard processes in the **Expenses** (if authorized), **Per Diem** (if authorized), **Accounting**, and **Review** modules.



The most important thing to remember is only include in the authorization items that [JTR, par. 030501](#) and [par. 030502](#) specifically allows.



Attach supporting documentation and reservation information if booked outside DTS.

In the **Review** module, most screens behave in the usual way[†], though you'll notice that the **Other Auths and Pre Audits** screen automatically displays an **E-INVITATIONAL** entry (Figure 2-12). You can provide additional comments, if your local business rules require.

Figure 2-12: Other Auths and Pre Audit Screen: E-INVITATIONAL Other Authorization

Once you justify any flags, scroll to the bottom of the page to select **Continue** or choose **Sign and Submit** from the **Progress Bar** to proceed to the **Digital Signature** page. On this screen, you should:

1. View the current document status.
2. See the stamp DTS will apply when you submit the document. Check the box, **I agree to SIGN this document**.
3. (Optional) Change the routing list, if needed. Follow your local guidance to determine the correct routing list.
4. (Optional) **Add Comments** about the trip.
5. Select the **Submit Completed Document** with the displayed stamp. Unless DTS detects a problem with the document, it provides a successful signing message.

Upon successful signing, the document routes to the TMC for reservations (if applicable) and then onto the AO for approval.

Note: The TMC typically tickets reservations three business days prior to departure (unless short notice travel, LLA or restricted fares) for approved documents. The NDEA or document preparer should access the DTS document, **Digital Signature** page to verify current document status (i.e., **CTO TICKETED**). Follow up with the traveler prior to departure to ensure receipt of tickets and reservations information.

Chapter 3: Vouchers from ITAs

This section explains how to create a voucher from an ITA. Like the previous section, it focuses on the process to create a voucher from an ITA and highlights differences when creating a voucher from a standard authorization. It does not cover the complete steps to create a voucher from a standard TDY authorization†. For more on creating vouchers, see the [DTS Guide 3: Vouchers](#).

To request reimbursement for expenses incurred or allowances earned on invitational travel, the traveler must complete and sign a paper or electronic *DD Form 1351-2*. You, as the NDEA must receive the signed *DD Form 1351-2* by the traveler, all required receipts, and any other supporting documentation then transfer the actual information onto a DTS voucher, attaching all supportive records under **Expenses**.

Note: DTS can only make payments in U.S. dollars and to U.S. financial institutions. If the traveler does not have an account at a U.S. financial institution, the Defense Finance and Accounting Service (DFAS) sends a paper check, in U.S. dollars, to the mailing address in the traveler's profile.

3.1 Create a Voucher from an ITA

After you receive the required paperwork (see Section 3.0) from the traveler, create the traveler's voucher using a process like the one you used to create the authorization.

From the **DTS Dashboard** (see Figure 2-1), select **Trips**, and then **Traveler Lookup**. When the **Traveler Lookup** screen opens, use steps 1-3 as listed in Section 2.1 to find the traveler.

1. On the **Manage Trips for: Traveler** page, select **Create New Document**, then **Voucher**.
2. Follow the standard process to create and complete the voucher†. **Note:** You must ensure that everything you enter matches the content of the traveler's signed *DD Form 1351-2* provided to you. On the **Progress Bar**, select **Per Diem**. The **Review Per Diem Amounts** screen opens. Use **options** (3-dots icon) to edit per diem or select **Adjust Per Diem Amounts** button.
 - Update daily lodging to match valid receipt
 - Update Meals section, if needed
3. On the **Progress Bar**, select **Expenses**. The **Enter Expenses** page opens. From here you can **Add** new expenses, use **Details** to **Update** existing entries, and attach records regarding the trip.
 - Update estimated expenses to actuals
 - Remove any expenses which did not occur
 - Add CONUS lodging taxes, if incurred
 - Attach lodging receipt
 - Attach receipts for expenses of \$75.00 or more
 - Attach supporting records
 - Attach the signed *DD Form 1351-2*
4. Review the information displayed on **Enter Expenses** page and on the **Review Trip Voucher** screen under **Substantiating Documents** (Figure 3-1) for accuracy.

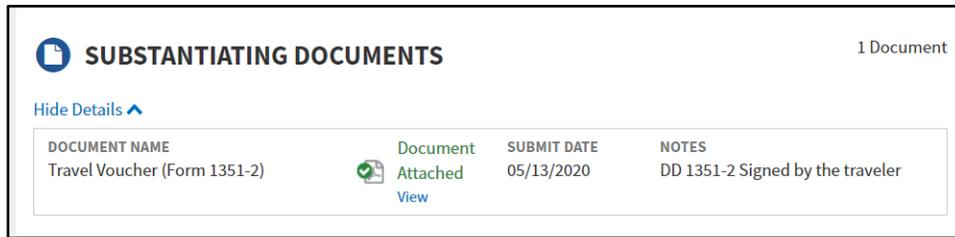


Figure 3-1: Substantiating Documents

To sign the voucher:

1. View the status of the document (Figure 3-2).
2. Under **DOCUMENT STATUS**, as the NDEA make sure **T-ENTERED** displays and then check the box next to, **I agree to SIGN this document**. Then follow the usual steps[†].
3. (Optional) Choose a different routing list, if needed. Follow your local guidance to determine the correct routing list to use.
4. (Optional) **Add Comments** to the AO.
5. Select **Submit Completed Document** (Figure 2-89, Indicator 5) to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message (Figure 2-90).

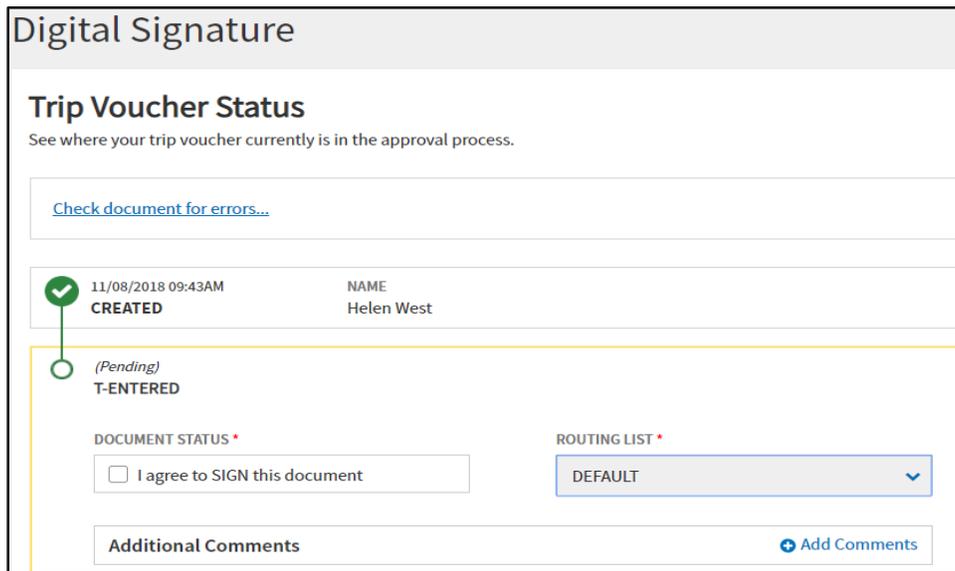


Figure 3-2: Digital Signature Screen (Top)

Note: After the AO approves the voucher, payment should occur within 3 to 5 business days or less depending upon which accounting and disbursing system your organization uses. Once DFAS processes the payment, the voucher should update with a **PAID** status available on the **Digital Signature** page, under **Document History**. The traveler should contact the NDEA upon receipt of payment. If traveler does not confirm payment, suggest either the NDEA or the DTA contact the traveler for reimbursement status.

Chapter 4: Additional Cautions

4.1 NDEA

When a NDEA assists the traveler with a voucher, the traveler must give the NDEA a completed, signed paper or electronic *DD Form 1351-2*, along with all required receipts. The NDEA should carefully review the submission, as the traveler may not be familiar with the [JTR](#)'s directives on **Invitational Travel**. If needed, reach out to the DTA to confirm the claim is valid per policy.



The NDEA must accurately transfer the information the traveler provided from the *DD Form 1351-2* into the DTS voucher, attach required receipts and the signed *DD Form 1351-2*, justify all pre-audit flags, add comments to the AO as needed, before signing (**T-ENTERED**) on behalf of the traveler. The NDEA should notify the AO when the voucher is ready for review and approval of the official travel expenses and earned allowances.

4.1.1 Cancelling an ITA

In most cases, the identified traveler will complete the trip and the NDEA will work with the individual to process the voucher for reimbursement, following the [JTR](#). However, if an ITA requires cancellation, it is important to cancel the reservations timely. Depending upon the departure date there may already be expenses incurred. The NDEA must verify if there are any incurred expenses such as a TMC fee for issued tickets or one-night hotel no-show fee.

If there are no costs incurred, then the NDEA can amend the document, if approved, add comments and cancel the trip in DTS. Be sure to notify the AO of the cancellation coming their way for action. For more on how to cancel DTS documents, see the trifold for [Canceling a Trip](#) or the information paper, [Cancellation Procedures](#).

If there are costs incurred, then you will need to follow the cancellation process for reservations, but process a voucher for incurred expenses (e.g., TMC fee or hotel charge). If the TMC issued tickets, then it is important to work with the agent to request a ticket refund. **Note:** Only the tickets (if refundable fare) are refunded. The TMC fee is not refundable. Requesting a timely refund is especially important when using the CBA for air or rail, which is the typical method of reimbursement for transportation on an ITA.

You will need to create the voucher, with only the incurred fees claimed, attach ticket receipt and refund documentation, and a copy of the hotel receipt, if the vendor applied a no-show fee. Furthermore, the traveler must give the NDEA a completed, signed paper or electronic *DD Form 1351-2* acknowledging the travel expenses. Once the voucher is ready, stamp the voucher **T-ENTERED** and send it for AO review and approval.

4.2 For the Authorizing Official

AOs are responsible for ensuring all travel is compliant with the DoD travel regulations per the [JTR](#). The AO acts as a Certifying Officer for DTS documents and is the individual who controls the mission, authorizes the trip, and allocates funds for TDY travel. When **Invitational Travel** is in play, the Authorizing Official (AO) must only approve payments the [JTR](#) allows.



Carefully review the voucher to ensure:

- The document meets travel compliance requirements.
- The document only contains actual costs allowable by the [JTR](#).
- The traveler or NDEA attached all required receipts to the entered expenses.

- The traveler or NDEA attached any additional supporting documents to the voucher.
- The document contains the completed, signed paper or electronic *DD Form 1351-2* by the traveler and appears under **Expenses**.
- Proper justification for all **Pre-Audit** flags and **Reason Codes** to support the mission.

If an invalid payment request appears on the DTS voucher, the AO can make the necessary change, but the best practice is to return the voucher to the NDEA with comments explaining the required correction. The NDEA must request an updated *DD Form 1351-2* from the traveler before changing the DTS voucher. After making the needed correction, attaching the required documentation, then the NDEA stamps the voucher **T-ENTERED** to route the document for AO approval.

4.2.1 Cancelling an ITA

If an ITA requires cancellation and there are no associated costs, the NDEA or DTA will use the **Trip Cancel** function, to cancel reservations and close out the document, so it will route for action. The routing officials may apply their designated stamp (e.g., **REVIEWED**) then the document will route to the AO to apply the **CANCELLED** stamp. **Note:** Only the Authorizing Official may apply the **CANCELLED** stamp to a DTS document. The NDEA or DTA will need to follow up with the TMC to ensure timely cancellation of the reservations (i.e., flights, hotel, and rental car).

If there are costs incurred, the NDEA or DTA will follow the **Trip Cancellation** process for DTS and work with the TMC for a ticket refund. Submit a voucher containing only the incurred costs, comments, receipts (e.g., TMC fee or one-night hotel fee) and any other supporting documents - the completed, signed paper or electronic *DD Form 1351-2* by the traveler, attached under **Expenses**. As the AO, you will need to ensure the voucher is compliant per the [JTR](#) and approve reimbursement for only incurred expenses.

4.3 For the Defense Travel Administrator

Your organization may assign a NDEA or document preparer as the lead for creating and submitting ITAs for identified travelers. Even if you are not the lead, your assistance might be necessary. You may need to coordinate with Component Program Manager (CPM) to gain approval to use the CBA for transportation, ensure the traveler profile is under the proper DTS organization, and possibly setup a specialized routing list. If there are document delays, you may need to submit a [TraX](#) Help ticket for Tier III assistance.

If an ITA requires cancellation, it is important to follow up with the NDEA or document preparer to properly closeout the trip using the DTS cancellation process. Information is available in the trifold, [Cancelling a Trip](#) or the information paper, [Cancellation Procedures](#). **Note:** Be sure someone follows up with the TMC to verify all reservations successfully cancel and request a ticket refund for unused tickets.

After travel:

1. Run the **DTS Unsubmitted Voucher** report at least monthly to ensure there are no documents pending voucher action.
2. Traveler or NDEA should file the voucher timely with all the supporting records and if compliant, the AO should approve the voucher for reimbursement.
3. The traveler should contact either the NDEA or DTA for confirmation of received payment.
4. Contact the CPM regarding CBA reimbursement.

5. Recommend detaching the traveler's profile from the organization, but only after confirming payments for personal and CBA, if applicable. **Note:** Detaching the profile ensures the next time the traveler performs TDY for DoD, the organization can receive the profile into the funding organization.

Chapter 5: Additional Resources

5.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. You can search for DTS POCs from the DTMO [Local Level Travel Assistance](#) search tool. Also available by selecting the [Contacts: DTS Service/Agency Offices](#) link at the bottom, left side of the [DTS Home](#) page.

5.2 Helpful References

[Travel Explorer \(TraX\)](#) provides a variety of on-demand **web-based trainings (WBTs)** and some **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and trifold that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the [Training Search Tool](#).

GUIDES and MANUALS	
Title	URL
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
DoD Integrated Lodging Program (ILP) Guide	https://media.defense.gov/2021/Nov/09/2002890145/-1/-1/0/ILP_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
Title	URL
Joint Travel Regulations (JTR)	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

OTHER RESOURCES	
Title	URL
DTMO Training Search Tool	https://www.travel.dod.mil/Training/Training-Search/
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Update GTCC in DTS Profile Information Paper	https://media.defense.gov/2022/May/13/2002996885/-1/-1/0/GTCC_PROFILE_UPDATE.PDF
Update GTCC in a DTS Authorization Information Paper	https://media.defense.gov/2022/May/13/2002996886/-1/-1/0/UPDATING_DTS_AUTH_WITH_GTCC_INFO.PDF
Restricted Airfares in DTS	https://media.defense.gov/2022/May/13/2002996901/-1/-1/0/LOOK_AHEAD_IP_2.PDF
Travel Advances When Using Restricted Airfare	https://media.defense.gov/2022/May/13/2002996896/-1/-1/0/ADVANCE_FOR_TICKETED_RESTRICTED_FARE.PDF
Import/Export Trifold Information Paper	Trifold: https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
Renewal Agreement Travel Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Self-Approving Official Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_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

OTHER RESOURCES	
Title	URL
<p>*Constructed Travel Worksheet (CTW) Home page</p> <p>Pre-Travel and Post-Travel Worksheets:</p> <p>Pre-Travel and Post-Travel Worksheet Guides</p> <p>Information Paper</p>	<p>CTW Home page: https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/</p> <p>Pre-Travel and Post-Travel Worksheets: https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip</p> <p>Pre-Travel and Post-Travel Worksheet Guides: https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF</p> <p>Information Paper: https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF</p>
<p>*Cancellation Procedures Trifold</p> <p>Information Paper</p>	<p>Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF</p> <p>Information paper: https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF</p>
<p>* Web-based training module is also available in Travel Explorer (TraX)</p>	