



Introduction to Imported Authorizations for Partner System Travelers Using DTS

Background

Most DoD travelers use the Defense Travel System (DTS) to process TDY travel orders, book reservations, authorize travel, and generate vouchers for reimbursement of incurred expenses, and earned allowances. However, some DoD organizations (e.g., military Reserve or National Guard units) create official travel orders in other systems. Generally, those systems only create the travel orders – they don't provide the end-to-end travel process for making reservations or filing vouchers. Therefore, some organizations choose to export the *basic* travel data into DTS to leverage the travel functions their order-writing systems lack. The general process includes:

1. An order-writing system, called a *partner system*, exports key information to DTS.
2. DTS uses the imported information to create an incomplete authorization (i.e., an *authorization shell*).
3. You* complete the authorization[†] before you travel, see [DTS Guide 2: Authorizations](#). ⌘ Your partner system determines specific actions that you must, may, and may not take in DTS.
4. After travel, you submit your voucher from an existing authorization in DTS[†], see [DTS Guide 3: Vouchers](#). DTS split disburses your voucher payment. A portion goes to the Government Travel Charge Card (GTCC) vendor to pay your GTCC bill, and the remainder goes to your personal bank account.

**For this information paper, "you" refers to a traveler whose organization uses its own system to create travel orders, and then exports the travel data to DTS, which creates an authorization shell. However, the actions described also apply to anyone who uses DTS to complete your travel documents for you (e.g., Non-DTS Entry Agent, travel clerk).*

This information paper describes the imported authorization process from your viewpoint. However, if a process is more extensive than can be covered in this information paper, or if it varies by partner system, the following marks direct you to where you can receive more information about the process:

- [†] The Additional References section points you to resources that explain the process in more detail. Some key process references are also included in the text.
- ⌘ Your partner system settings determine the specifics of the process. Check with your Partner System Administrator for more details.

Emails and Getting Started

Information your partner system exports to DTS affects your trip. To keep you aware of recent changes, DTS emails you when your partner system sends information that causes DTS to:

- Create a new authorization *shell* for you.

Emails and Getting Started (continued)

- Alter an existing authorization. ⚙️ DTS may make the changes for you, or you may need to make the changes in the document.

When you receive the email, log into DTS[†]. **Note:** If this is your first time using DTS, the system will prompt you to self-register for a DTS profile[†] before you can proceed. For information about how to establish your DTS profile, see [DTS Guide 1: Overview](#).

Once logged into DTS, from **My Travel Documents** screen, locate the *shell* authorization, and select **Edit** (Figure 1).

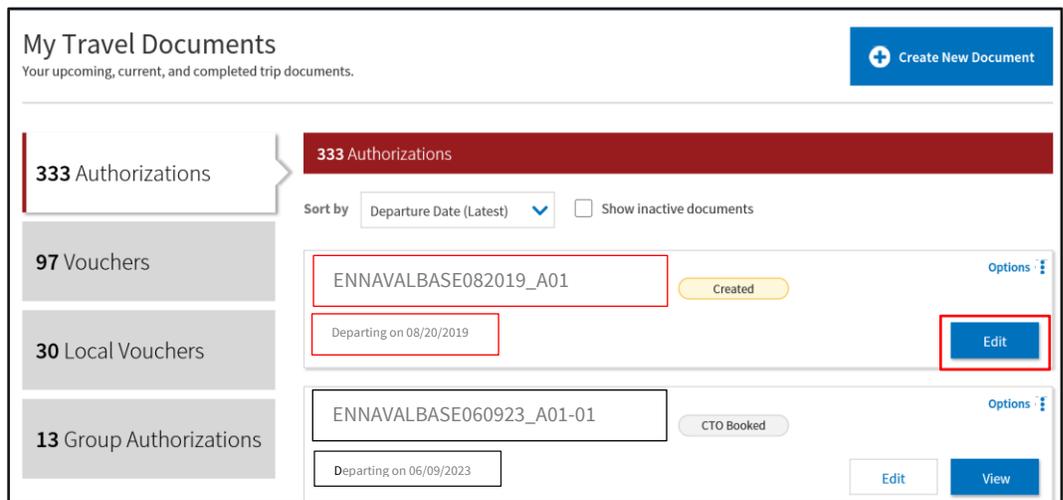


Figure 1: My Travel Documents Screen

Note: For more specifics on editing trips, see the [Making Changes to DTS Documents](#) information paper.

Document Processing

The authorization opens on the **Review Trip Authorization** screen (Figure 2). **Note:** If your partner system included an information message for the imported document, it appears at the top of the page.



Figure 2: Review Trip Authorization Screen

- Select **View Details** (Figure 2, Indicator 1).
- DTS opens the **Import Details** window (Figure 3). Your view options are **Import Details**, **Partner Settings**, and **Comments**. Review each section (Figures 3-5) and then select **Close**.

Document Processing (continued)

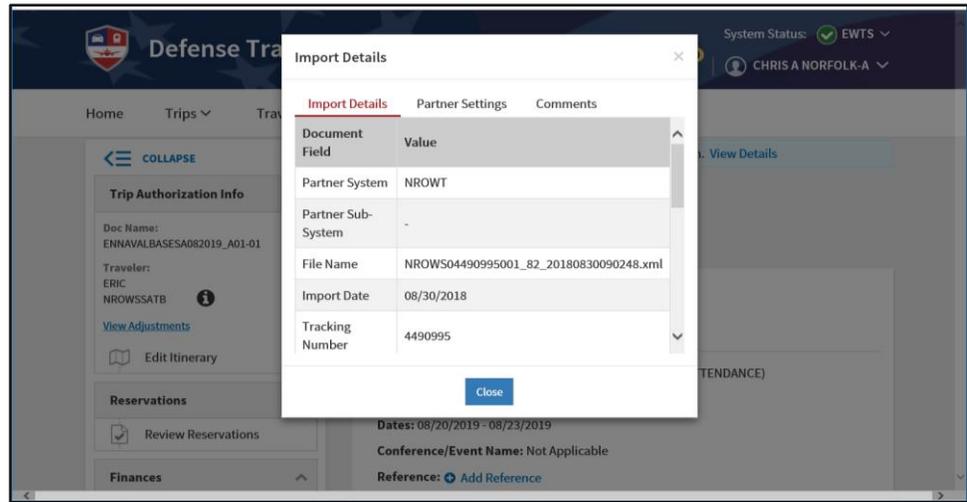


Figure 3: Import Details Message

- Select **Import Details** (Figure 3) to see the information DTS initially used to create the authorization shell. See **Note**, below.
- Select **Partner Settings** (Figure 4) to see the rules your partner system initially used to tailor DTS’s behavior (e.g., to define which options you can use and which are blocked). See **Note**, below.

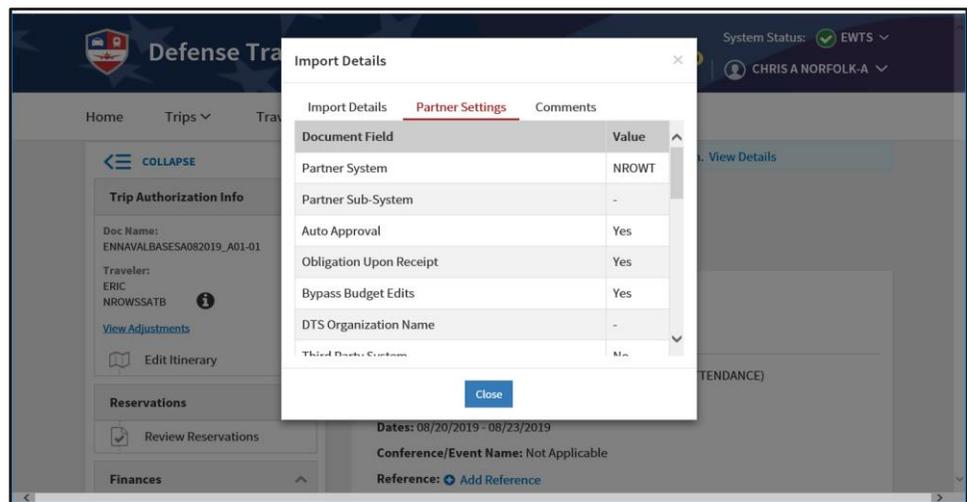


Figure 4: Partner Setting Message

Note: After DTS initially creates the authorization, it does not change the information that displays under **Import Details** and **Partner Settings**, even if your partner system later sends changes to that information.

- Select **COMMENTS** (Figure 5), if the link appears, to read the partner system information.

Document Processing (continued)

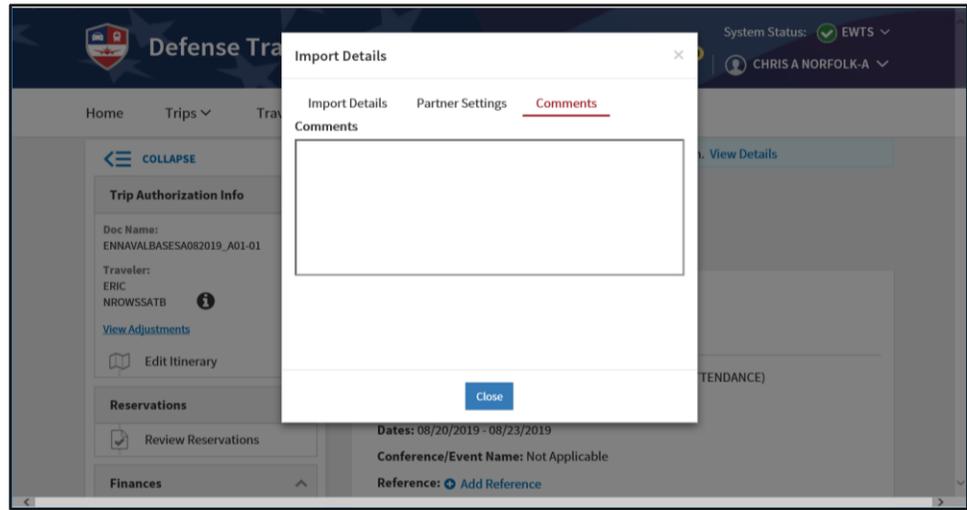


Figure 5: Comments Screen

3. On the **Review Trip Authorization** screen, you can view the basic information and enter **Comments to the Approving Official**. From the **Progress Bar**, you can access all the modules for completing the authorization.

Reservations

Use the **Reservations** module to make your transportation and lodging reservations[†]. However, ⚠️DTS may block your access to the rental car reservations screen.

Expenses

Enter your estimated expenses using the **Expenses** module[†]. However, ⚠️DTS may block your access to certain expense types (e.g., registration fees).

Accounting Process

One or more lines of accounting (LOAs) may already display on the **Accounting** screen, but you can change them or their allocation[†]. However, ⚠️DTS may block your ability to change them, their allocations, or both.

Automatic Approval

After a traveler signs an imported authorization, DTS may apply the **AUTO APPROVED** stamp, if your partner system allows the **AUTO APPROVED** action, and if there are no existing conditions preventing **AUTO APPROVED** execution.

When **AUTO APPROVED** does not occur on an imported authorization, then the AO must manually approve. **Note:** Be aware of any automatically amended changes by a partner system before approving the trip.

After approval (either automatic or manual), the authorization receives the TANUM, the TMC issues tickets, and trip funding obligation occurs

Amendments

If you need to change the document after either automatic or manual approval, under **Options**, select **Create Amendment**[†], see [Making Changes to DTS Documents](#).

Vouchers

After your trip, log into DTS. From **My Travel Documents**, select **Create New Document**, and **Voucher**. A box appears with a list of documents to choose to **Create Voucher from Authorization**. Update/add any expenses, attach receipts, justify flags and submit your voucher[†] see [DTS Guide 3: Vouchers](#).

Cancellations

When a planned trip requires cancellation, your partner system informs DTS (Table 1) by sending a cancellation file and then DTS performs actions automatically. When you no longer need to travel, you may have required actions in DTS (Table 1), too.

Table 1: Cancellation Actions in DTS

Process	If ...	Then ...
DTS deletes the authorization	Both are true: <ul style="list-style-type: none"> You never opened the authorization DTS submitted no finance transactions 	<ul style="list-style-type: none"> DTS removes the authorization DTS keeps your DTS profile (or lets you complete self-registration)
DTS cancels the authorization	All of these are true: <ul style="list-style-type: none"> The trip start date is in the future The TMC <u>has not</u> ticketed your reservations <u>No</u> advance was paid or submitted You incurred no expenses 	<ul style="list-style-type: none"> DTS applies the CANCELLED stamp DTS cancels all your reservations DTS submits all required finance transactions DTS emails you about the cancellation You don't have to take any action
You use the DTS cancellation process when travel is not required, but you <u>did</u> incurred expenses. Note: Voucher required	Any of these are true: <ul style="list-style-type: none"> The TMC has ticketed your reservations An advance or SPP paid or submitted You incurred a fee or expense 	<ul style="list-style-type: none"> You cancel the reservations and use Cancel Trip (With Expenses) under Options for the authorization. You follow the steps to finalize an authorization and file a voucher when expenses incurred in DTS[†]. See the Instructions to Cancel a Trip trifold. Review DTS emails. ⚠️ You follow your partner system directions, if any.

Process	If ...	Then ...
<p>You use the DTS cancellation process when travel is not required and you <u>did not</u> incur expenses</p>	<p>All of these are true:</p> <ul style="list-style-type: none"> • ✂ Your partner system allows traveler cancellation • No advance or SPP paid or submitted • You incurred no expenses 	<ul style="list-style-type: none"> • You cancel the reservations and use Cancel Trip (Without Expenses) to submit the authorization to the AO. • The AO stamps the authorization CANCELLED on the Digital Signature screen. This closes out the document. • Review DTS emails. • ✂ You follow your partner system directions, if any.

Additional References

Table 2 (next page) shows where you can find more information about the standard processes mentioned in this information paper.

Table 2: Additional References

Process (Select hyperlink to view resource.)	Reference Link (Copy URL to browser to view resource.)
Access the DTMO Home page	https://www.travel.dod.mil/
The Partner System Traveler Instructions for Completing an Imported Authorization in DTS tri-fold explains the entire imported authorization process at a very high level.	https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF
DTS Guide 1: Overview explains the Self-registration process.	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations explains how to: <ul style="list-style-type: none"> • Create an authorization • Make reservations • Enter expenses • Change LOAs and their allocations 	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers explains how to claim payment after your trip.	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
The Making Changes to DTS Documents information paper explains how to: <ul style="list-style-type: none"> • Edit an unsigned authorization • Amend an authorization 	https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
The Instructions to Cancel a Trip tri-fold explains what to do with your DTS authorization when your trip is cancelled.	https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
The DTA Manual, Appendix F explains how DTAs set up partner systems.	https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF