Claiming an Airline Checked Baggage Fee

Introduction

Airlines typically charge fees for a passenger's baggage and the rates vary per carrier. Before you start your DTS authorization, you can check the current baggage rates imposed by the airlines that participate in the GSA City Pair program, by visiting https://travel.dod.mil/Programs/Commercial-Air/.

According to the *Joint Travel Regulations (JTR)*, specifically *par. 020207-C*, your Authorizing Official (AO) must authorize reimbursement for the cost of one checked bag when traveling by commercial air for official travel. The AO may also approve reimbursement for other baggage fees, known as *excess baggage* fees, if the contents are mission-essential.

*For this information paper, "you" refers to a traveler; however, the actions described also apply to anyone who creates documents for you, e.g., Non-DTS Entry Agent, travel clerk.

Entering the Baggage Fee in DTS

You begin by creating your authorization and completing the itinerary (e.g., travel dates, TDY location). Based upon your travel needs, select the necessary reservations (e.g., airfare, rental car, and lodging). Now, you are ready to enter your projected trip expenses. See the *DTS Guides 2 - 5* for more on document processing.

To claim a baggage fee in DTS:

1. On the **Progress Bar** select the **Expenses** module. The **Enter Expenses** screen opens. Information displays in a single running list by date with the most recent entry at the top of the page (Figure 1). **Note:** Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen.
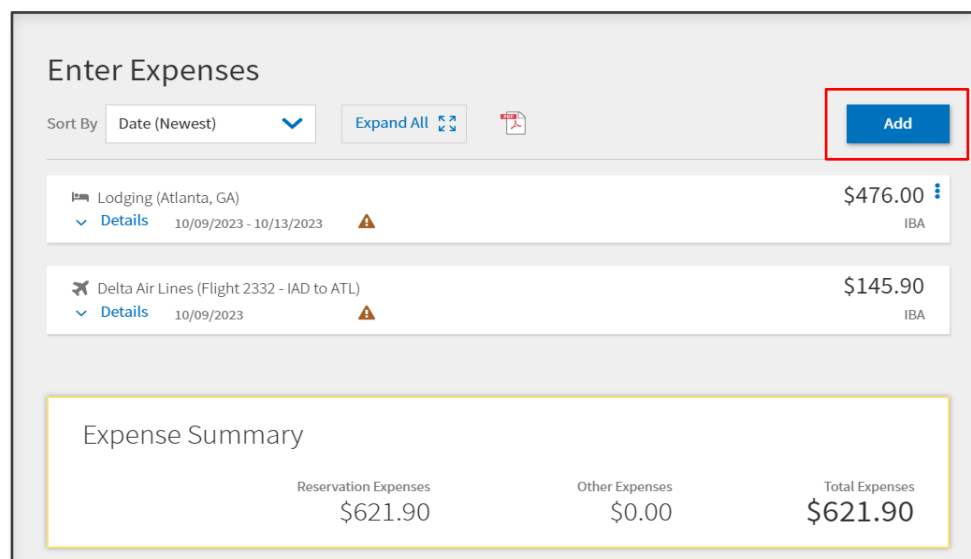

Figure 1: Enter Expenses Screen

Entering the Baggage Fee in DTS *(continued)*

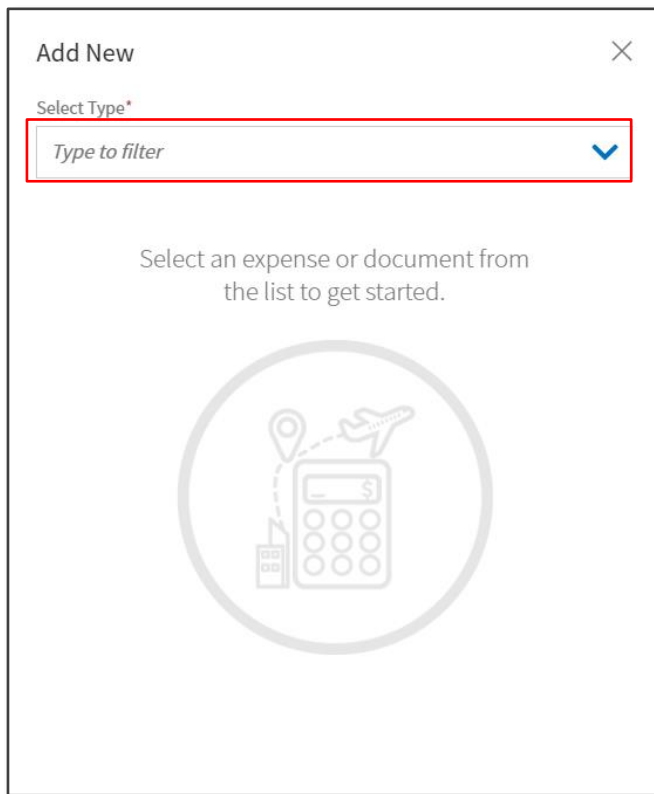2. Select **Add**. The **Add New** screen appears (Figure 2).

Figure 2: Add New Screen – Initial Look

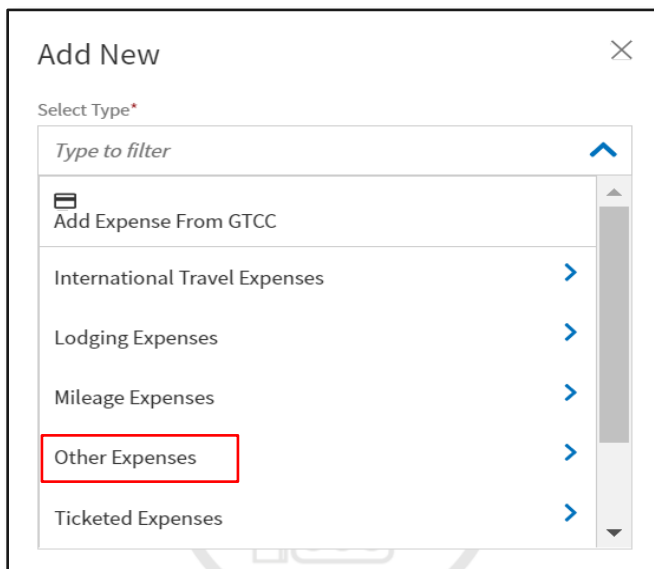3. Click in the **Select Type** field (Figure 3) to activate the list of expense types.

Figure 3: Add New Screen – Expense Types List

Entering the Baggage Fee in DTS
(continued)

4. Select the **Other Expenses** expense type. The expenses list (Figure 4) appears.
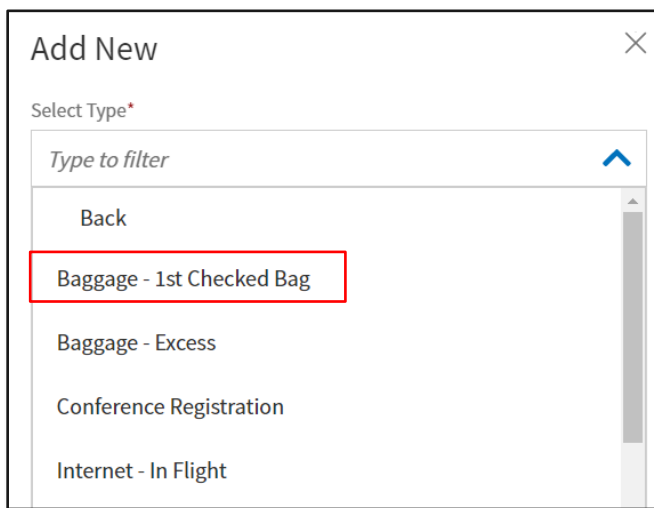

Figure 4: Add New Screen – Expenses List

5. Select the **Baggage – 1ˢᵗ Checked Bag** expense. The **Add New** screen updates to let you enter the expenses details (Figure 5).
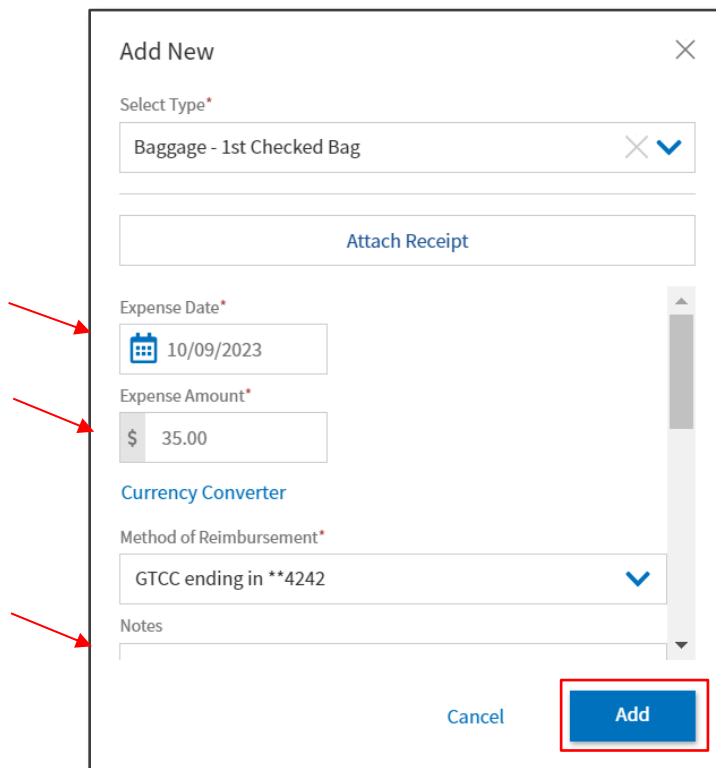

Figure 5: Add New – Expense Details Screen

Entering the Baggage Fee in DTS
(continued)

6. Enter the details for the **Baggage – 1ˢᵗ Checked Bag** expense.

    a. Enter the **Expense Date** and **Expense Amount**.

    b. Confirm the correct **Method of Reimbursement** (MOR) displays.

    c. (Optional) Add **Notes** to the AO.

    d. Select **Add** to save the entry.

7. The **Add New** screen closes and the recorded expense displays on the **Enter Expenses** screen with other expenses entries (Figure 6).
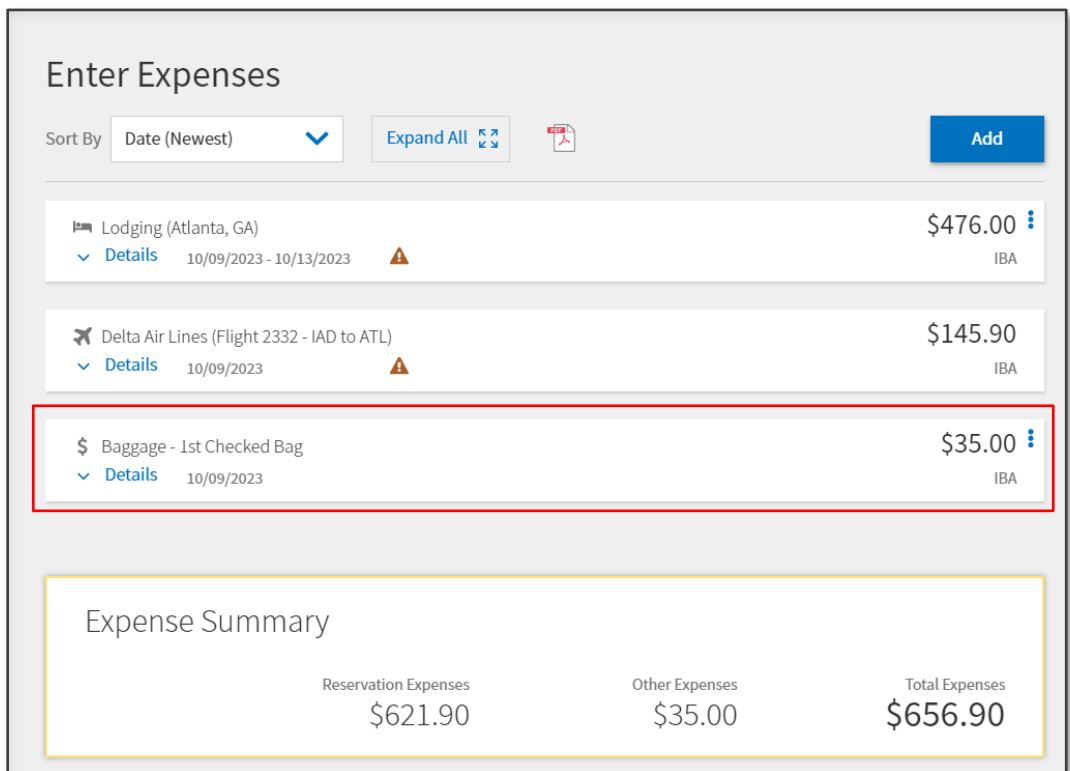

Figure 6: Enter Expenses Screen (Baggage Expense)

8. **Add** any remaining expenses.

9. Select **Continue** to advance.

10. Finalize and sign the document to ensure routing for AO approval.

References

The DTMO website provides several travel resources. To see the full list, go to the main *Training* page and search the *Training Search Tool*. Below are some references:

- Trifold - Update Authorization: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF

- Trifold - Update Voucher: https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF