- **DTS Guide 2: Authorizations:** This guide explains how to create a DTS authorization for TDY travel which covers creating an itinerary, selecting reservations, and entering reimbursable expenses and travel allowances.
- **DTS Guide 3: Vouchers:** This guide explains how to create a DTS voucher after TDY travel, with a focus on making itinerary changes and updating cost estimates from the authorization to reflect actual events and costs on the voucher.
- **DTS Guide 4: Local Vouchers:** This guide explains how to create a DTS local voucher, to claim reimbursement for expenses incurred and payment of travel allowances related to official travel in the local area.
- **DTS Financial Field Procedures Guide:** This guide identifies the major financial roles, responsibilities, regulations and requirements associated with the Defense Travel System (DTS). The guide provides information on accountable officials such as Authorizing Officials (AOs), Certifying Officers (COs), FDTAs, DMMs, and ROs
- **The DTS Approval Process;** This class is designed to instruct Routing Officials how to review and approve documents using DTS. It explains the electronic stamping procedure, how to delegate reviewing and approving authority, and the consequences of applying various stamps to a document. This class is listed as "AO/RO - DTS Approval Process" in TraX.
- **TAOCO (COL) Initial:** This class familiarizes new Certifying Officers (COs) and Departmental Accountable Officials (DAOs) with their duties and responsibilities when approving travel documents in DTS. It also satisfies the Certifying Officer Legislation training requirement for COs and DAOs who use DTS to certify payments. See TraX to take the class.
- **Vital Skills for Authorizing Officials:** This course builds on the foundation laid down in the web-based training class, "The DTS Approval Process," which introduced basic navigation and orientation skills for Authorizing Officials (AOs) who review and approve DTS travel documents. Vital AO Skills takes that one step further, presenting the philosophy, thought processes, and working aids necessary to do a thorough and methodical review of DTS travel documents. This course is most appropriate for AOs. This class is listed as "AO/RO – Vital Skills for Authorizing Officials" in TraX.

DefenseTravel

Management Office

www.travel.dod.mil

TRI-FOLD

Cancel a Trip:
AO Instructions

This trifold is setup to guide the Authorizing Official's (AO's) action for a trip cancellation. For more details, see the Trip Cancellation Procedures in DTS.

Log On to DTS

1. Access the **DTS Home** page at https://www.defensetravel.osd.mil.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. If prompted, enter your CAC **PIN**, and then select **OK**.

1 **Authorizing Official – No Expenses**

Per the *JTR, 010201.B*, The Authorizing Official (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. In DTS, if travel is no longer required, the AO is the only routing official who can stamp a document **CANCELLED**. If the routing list contains other routing officials (e.g., Reviewers), they can only apply their appropriate stamp or **RETURNED**.

Note: The instructions below assume the traveler or document creator completed the trip cancellation process as described in the *Cancel a Trip* trifold.
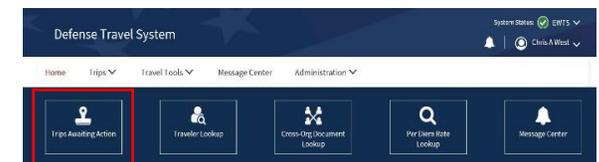
1. On the DTS **Dashboard**, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens.

Eric West
Departing on 11/19/18 | Last Signed Date: 11/06/18
TA Number: 002QQR

AUTHORIZATION EWKENTONKY111818_A01-01 **ESTIMATED COST** $1266.00

Approve

2. Select **Approve** next to an authorization. The **Review Trip Authorization** screen opens.
3. Select **Other Auths and Pre-Audits** from the **Progress Bar**. The **Other Auths and Pre Audits** screen opens.
4. Select **Continue** at the bottom of the screen. The **Digital Signature** screen opens.
5. Ensure **CANCELLED** displays as the **Document Status**.

DOCUMENT STATUS *
CANCELLED

6. Select **Submit Completed Document**.

Submit Completed Document

7. Acknowledge the pop-ups that asks whether you're sure you want to cancel the document.

② Authorizing Official - Expenses Incurred

Per the JTR, if the TDY is cancelled, curtailed, interrupted due to official purposes, or for other reasons beyond the travelers' control then the AO may authorize or approve reimbursement of non-refundable deposits, prepaid rent, late and early departure fees, or cancellation fees limited to the remaining lodging and tax expenses that would been paid.

Note: The traveler or document creator must complete their cancellation steps before you can begin your actions which includes timely requesting refunds for unused tickets and lodging changes prior to reimbursement approval.

- If you **did not** approve the authorization before the traveler selected **Cancel Trip**, an authorization will route to you for review and approval. If you approve it for incurred expenses (e.g., TMC fee, hotel cancellation fee), the traveler will submit a voucher, which you also must review and approve for reimbursement.

- If you **did** approve the authorization before the traveler selected **Cancel Trip**, and there are incurred expenses then only a voucher will route to you for review and approval.

  When you approve the voucher, the traveler will receive the requested reimbursement for incurred expenses and payment for earned allowances.

To begin:

1. On the **DTS Dashboard**, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens.
2. The document requiring action could be either an authorization or voucher. Select **Approve** next to the appropriate document.

   Once the document opens, review to the entire trip to ensure the traveler is only claiming expenses they actually incurred (e.g., TMC fee, hotel fee). **Note**: A hotel cancellation number should display in the document when cancelling <u>prior</u> to short notice (24 to 48 hours of departure). If the cancellation occurs within the vendor's cancellation timeframe, the hotel <u>can</u> impose a cancellation or no-show fee.
3. Confirm the traveler contacted the TMC to request a refund for any unused tickets and have them monitor their GTCC for the credit refund.
4. Make sure to view all attached documentation (e.g., receipts).
5. When you finish checking the document, select **Other Auths and Pre-Audits** from the **Progress Bar**. The **Other Auths and Pre Audits** screen opens. **Note: Other Authorizations** require **Comments**, while **Pre-Audits** require **Justifications** and sometimes **Reason Codes.**
6. Review all items on the screen, then select **Continue** at the bottom of the screen. The **Digital Signature** screen opens.
7. If everything in the document is correct, select **APPROVED** as the **Document Status.**

DOCUMENT STATUS *
APPROVED

-OR-

If any part of the document requires correction, select **RETURNED** instead.

DOCUMENT STATUS *
RETURNED

Note: DTS requires a comment when returning a traveler's document.

8. (Optional) Enter comments in the **Additional Comments** field.
9. Select **Submit Completed Document**. The **Confirm Submission** statement appears.

Confirm and Continue

10. Select **Confirm and Continue**. A **Confirmation** screen opens. It informs you of the status and if successful, then the document routing continues

The trip authorization was successfully stamped: APPROVED

-OR-

if there is an approval denial, DTS provides a reason why the document won't process.

Sorry.
We could not process your document for the following reasons:

③ Additional Information

The *DTMO website* provides travel resources for all DTS users, but some key documents helpful to Authorizing Officials are:

- AO/CO Desktop Guide: This guide provides basic information to AOs and COs on their official roles, explaining the various tasks they must complete (such as approving and certifying documents in DTS) in a step-by-step format.

- Authorizing Official Checklist and Instructions: These trifolds explain the AO's roles and responsibilities, and contains partial checklists of necessary actions to take when processing authorizations and vouchers in DTS. Other Routing Officials may also find them useful.