



# Travel Advances for Restricted Airfares

February 05, 2025

## Introduction

When you request a restricted airfare, you generally must pay for it within 24 hours. If you plan your trip well in advance of your trip start date, and if you use your Government Travel Charge Card (GTCC) to pay for the flight, then you may have to repay that charge before you file your voucher. For this reason, DTS accommodates requests for travel advances, even for travelers who are GTCC holders.

This information paper addresses the process for requesting an advance and only a few basics of creating a document. For the complete process on authorizations, see the [DTS Guide 2: Authorizations](#).

*\*In this information paper, unless stated otherwise, "you" are a traveler; however, the actions described also apply to anyone who creates documents for you, such as a Non-DTS Entry Agent or travel clerk.*

## Requesting a Travel Advance for Restricted Fares

Here's how to request a travel advance to pay for a restricted airfare:

Begin by logging into the [Defense Travel System \(DTS\)](#).

1. Create your authorization, verify and if needed, update data on the **Transportation Security Administration (TSA)** screen. Under **Reservations**, search for and request a restricted airfare and book other reservations as needed. You will process the authorization as usual entering **Expenses**, attaching supporting documentation, and submitting the authorization for approval.
2. You should monitor your document for the Travel Management Company (TMC) actions (**CTO BOOKED** in the document) and review the TMC emails.
3. After the Authorizing Official (AO) approves the authorization, create an amendment. On the **Progress Bar** select **Accounting**. The **Accounting** screen opens. It includes the **Advances** section (Figure 1), with a **Request Advance** link in the upper right corner. **Note:** If you do not see that link, contact a Defense Travel Administrator (DTA) to update your travel profile settings.

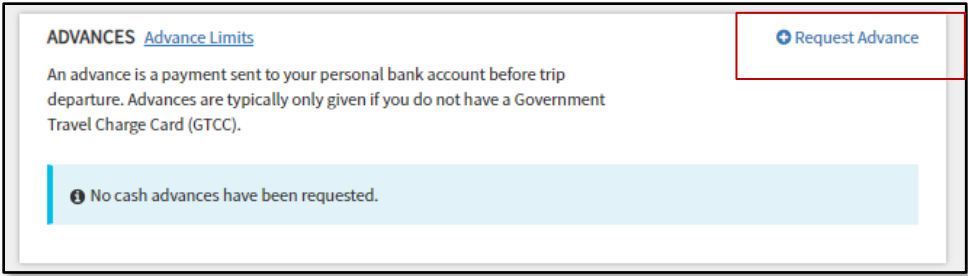


Figure 1: Accounting Screen – Advances Section

4. Select **Request Advance**. The **Advances** window (Figure 2) opens.

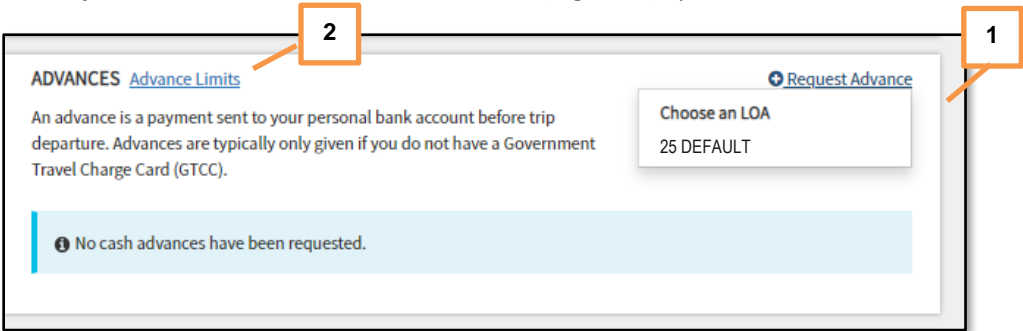


Figure 2: Accounting Screen Advances – Choose an LOA

5. Select the **Choose an LOA** you want to use for the advance payment (Figure 2, Indicator 1). The screen updates with the payment details (Figure 3).
- The screen also has an **Advance Limits** link (Figure 2, Indicator 2). You can use it to request a smaller amount if needed, but in most cases, you won’t need to use it.
  - Select the **options** (3-dots icon; Figure 3, Indicator 1), to **Edit**, **Cancel Request**, and see a **Print Preview**.

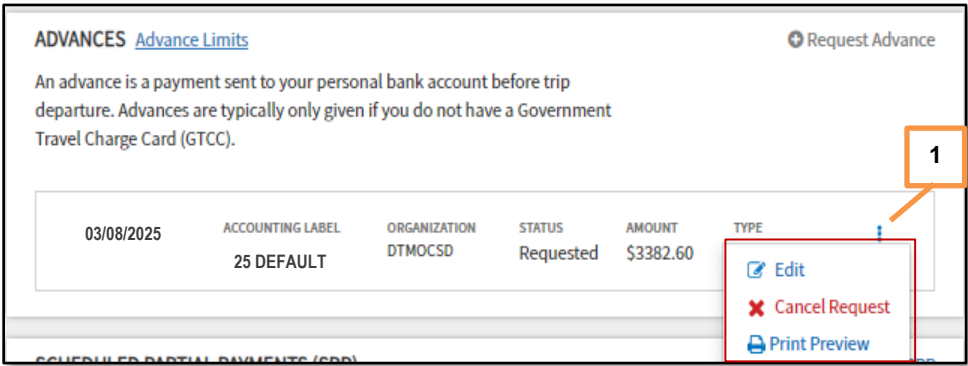


Figure 3: Accounting Screen Advances Scheduled - Options Screen

6. Review the information then scroll down the page. Select **Continue** to proceed to the next screen.
7. After you make the request, DTS displays the request in several places. Unless stated otherwise, they all appear on both the authorization and voucher:
  - On the voucher **Entitlement Summary** screen (Figure 4).
  - After approval, in the **Accounting** screen, *Disbursement* section (Figure 5).
  - In the **Review Trip Authorization** screen, *Advances and Estimated Trip Cost* sections (Figure 6). **Note:** On a voucher, those names change slightly to the **Review Trip Voucher** screen and the *Actual Trip Cost* section.
  - In the **Other Auths and Pre Audit** screen, *Other Authorizations* section (Figure 7) – you must **Add Comments** for the other authorization flag.

Entitlement Summary <a href="#">Adjust Disbursements</a>			
	Personal	GTCC	Total
Total Expenses	\$189.00	\$794.06	\$983.06
Prior Payments	\$300.00	\$0.00	\$300.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$-111.00	\$794.06	\$683.06
Total Adjustments	\$0.00	\$0.00	
Previous Pmt Adjustments	\$111.00	\$-111.00	\$0.00
Net Distribution	\$0.00	\$683.06	\$683.06

Figure 4: Entitlement Summary Screen - Voucher Only



Disbursement Summary		
Advances Paid	\$300.00	
Scheduled Partial Payments Paid	\$0.00	
Previous Voucher Payments	\$0.00	
Total Prior Payments	\$300.00	
		<a href="#">Show Details ▼</a>

Figure 5: Personal Information Screen

 **ADVANCES**

Total Advances: **\$300.00**

Hide Details ▾

ACCOUNTING LABEL	TYPE	NOTES	DATE	AMOUNT
25 DEFAULT	EFT		03/08/2025	\$300.00

**ESTIMATED TRIP COST**

TOTAL REQUESTED ADVANCE	CATEGORY	ALLOWED	ACTUAL
<b>\$300.00</b>	COM. CARR.-I	<b>\$334.59</b>	\$334.59
	LODGING	<b>\$279.00</b>	\$279.00
	M&IE	<b>\$189.00</b>	\$189.00
	RENTAL CAR	<b>\$180.47</b>	\$180.47
		<b>TOTAL EST. ALLOWED</b>	<b>TOTAL EST. ACTUAL</b>

Figure 6: Review Trip Authorization Screen – Advances and Estimated Trip Cost Sections

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. View memorandum. ⓘ

Other Authorizations

Add Other Authorization

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

Non-ATM Advance Authorized

Comments

Add Comments

Figure 7: Other Auths and Pre Audits Screen – Other Authorizations Section

Audit Flag and Signing the Amended Authorization

On the **Other Auths and Pre Audit** page, verify the **Non-ATM Advance** flag displays, under the *Other Authorizations* section, you can **Add Comments**. View for other flags and provide justifications. Proceed to the **Digital Signature** screen.

On the **Digital Signature** screen all the previous status stamps display. **Note:** If you want, hide the prior stamps. On this page:

- Verify the status Current **CREATED** and Pending **SIGNED**.
- Check the box, **I agree to SIGN this document**.

- Select **Submit Completed Document**.

After you stamp the amended authorization **SIGNED**:

1. If there are new reservations selected, then the document routes to the TMC for booking. You receive a TMC email confirming your reservations. Then routing continues as per your routing list.
2. If you don't have any reservation changes, your document routes to an AO for review and approval

## AO Approving the Amended Authorization

From the DTS **Dashboard**, the AO selects **Trips Awaiting Action** to search for and locate your amended authorization. The AO selects **Approve** to open the document and then:

- Reviews the amended authorization for all the trip details.
- Verifies traveler justifications and comments on the **Other Auths and Pre Audits** page.
- Selects **Sign and Submit** on the **Progress Bar** to advance. The **Digital Signature** screen opens (Figure 8).

On the **Digital Signature** screen because you requested an advance, an “**Allow advances to be paid to traveler immediately**” check box (Figure 8, Indicator 1) appears. On the original authorization when the AO approved the use of the restricted airfare (remember, this is an amendment), the individual cannot remove the check from this box. In other words, the AO must approve immediate payment of the advance.

(Pending)  
**APPROVED**

DOCUMENT STATUS \*  
APPROVED

ROUTING LIST \*  
CSD

Additional Comments [Add Comments](#)

NAME  
Chris A West

TODAY'S DATE  
03/08/2025

☒ Allow advances to be paid to traveler immediately

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

**Submit Completed Document**

Figure 8: AO's Digital Signature Screen

After the AO approves the advance to pay for a non-refundable restricted airfare:

- DTS does not allow document cancellation (a comment to that effect will appear beneath the checkbox).
- You should monitor your document for the **CTO TICKETED** email.
- If you have a Government Travel Charge Card (GTCC) be sure it is active and meets the limits of the official travel.

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## Resources

The DTMO provides a variety of resources in the **Training Search Tool** at <https://www.travel.dod.mil/Training/Training-Search/>. You can find the specific resources addressed in this document and many more on the DTMO website.

- For more about profiles, see the [DTA Manual, Chapter 7: People](#)
- For more about processing documents, see the [DTS Guide 2: Authorizations](#)
- For more about processing documents, see the [DTS Guide 3: Vouchers](#)
- For more on flights, see the [Restricted Airfares Checklist](#)
- For more on modifying documents, see [Making Changes to DTS Document](#)