Reports in the Report Scheduler

March 07, 2025

Introduction

The *Defense Travel System (DTS)* allows you to generate reports that compile data in a variety of categories from the contents of travel documents and personal profiles. The **Report Scheduler** is a vital tool for monitoring and managing your organization's travel program and supporting Travel Compliance audits. While many reports return results quickly, others may take longer due to the:

- Amount of data being compiled.
- Scheduled report run during non-peak hours.

The data download is available for a maximum of 7 days after completion. After the 7 day timeframe, DTS removes the report from the **Requested Report** list. If you still need the information, simply re-run the report.

Entry to **Report Scheduler** requires organization access and permission level 0. **Note**: Some reports require additional permission levels or role appointments. There are 69 different reports, but depending upon your DTS role you may not require access to all of them. For more on granting permission levels and accesses in traveler profiles, see the *DTA Manual, Chapter 3: DTS Site Setup*.

Note: A software update occurred changing the word Gender to Sex for the two category selections (Male and Female) for the Complete Traveler report. You may need to re-run the report to see the most current data.

*For this information paper, "you" refers to a Defense Travel Administrator (DTA) or someone who runs DTS reports. Remember to safeguard CUI//PRVCY data.

Reports

The following table provides a brief description of each available report in **Report Scheduler**.

Table 1: Report Scheduler Report Categories

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
Status Reports	Pending Airline Cancellation	Authorizations with reservations that have been **CTO BOOKED**, but have not been **APPROVED** within a selected number of hours.
	Signed Status	**SIGNED** documents within a specified date range. **Note**: Breaks out commercial plane (CP) and commercial rail (CR) expenses.

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
	Depart Status	Documents with a departure date within a specified date range. **Note**: Breaks out commercial plane (CP) and commercial rail (CR) expenses.
	Return Status	Documents with a return date within a specified date range. **Note**: Breaks out commercial plane (CP) and commercial rail (CR) expenses.
	Approved Status	**APPROVED** documents within a specified date range. **Note:** Breaks out commercial plane (CP) and commercial rail (CR) expenses.
	Traveler Status	Authorizations showing travelers and the dates they will be TDY. There is an option to include cost data. **Note:** Breaks out commercial plane (CP) and commercial rail (CR) expenses.
	Travelers By CONUS	**APPROVED** authorizations for travelers currently in or planning to travel to a selected **CONUS** state up to 31 days from report run date.
	Travelers By OCONUS	**APPROVED** authorizations for travelers currently in or planning to travel to a selected **OCONUS** country up to 31 days from report run date.
	Incomplete Trip Cancelled Authorizations	Authorizations showing trip cancelled initiated, but the AO has not stamped **CANCELLED** or **APPROVED**. There is no date range for this report.
	Cross-Org Document Funding Status	Documents funded by an organization other than the traveler's assigned organization with a departure date within a specified date range for a fiscal year. Requires permission level 6. **Note:** Breaks out commercial plane (CP) and commercial rail (CR) expenses.
Routing Reports	Adjustments	Modified documents which occurred before **APPROVED**.
	Routing Status	Documents in routing showing the stamp each document is waiting and the number of days since they were last stamped.
Individual Reports	Posack Delinquency	Documents waiting for a positive acknowledgement (**POSACK**) from the finance system within a specified number of hours. Requires permission level 5.
	Unsubmitted Voucher	Authorizations for which there are no submitted vouchers for the specified date range.

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
	CBA TO	Documents that contain a centrally billed account (**CBA**) charge and Travel Management Company (TMC) fee. May include all such trips or just the exceptions.
	Debt Management	Vouchers with a **DUE US** status (i.e., the traveler owes money to the Government). Requires permission level 6 and the Debt Management Monitor (**DMM**) indicator set to **YES**.
	Constructed Travel	**APPROVED** documents with constructed travel showing cost savings to the Government by displaying actual and allowable costs.
	Hotel Tax Exempt Locations	**APPROVED** vouchers with a TDY location in a designated tax-exempt area and a Hotel Tax expense.
	What Happened On Authorization Approval (WHOAA) Report	**APPROVED** authorizations after the trip start date to include corresponding vouchers. The report also includes Authorizing Official (AO) details.
CTO/Travel Related Reports	FPLP/FEMA	Documents with lodging showing whether lodging is *Federal Premier Lodging Program (FPLP) hotels or Federal Emergency Management Agency (FEMA) approved.
	Reason Code	Documents with non-GSA City Pair contract flights showing the **Reason Codes** the traveler chose.
	Reason Justification	Documents with non-GSA City Pair contract flights showing the justifications the traveler entered.
	CTO Fee	Documents with CTO transaction fees and reasons for CTO intervention. Requires permission level 6.
	Unused Ticket	Documents reflecting that the traveler did not use tickets purchased for TDY travel.
Management Information System (MIS) Reports **	Enlisted BAS	Documents reflecting changes an enlisted member's Basic Allowance for Subsistence (BAS) pay because of TDY status.
	OCONUS	Documents that may support paying a traveler foreign duty pay because of TDY status.
	FSA	Documents that may support paying a member a Family Separation Allowance (FSA) because of TDY status.
	Special Duty	Documents that may support changing certain allowances for a member because of TDY status.

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
	Military Leave	Documents reflecting leave taken by members while on TDY.
Partner System Reports	Partner System Traveler Status	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System. **Note:** Breaks out commercial plane (CP) and commercial rail (CR) expenses.
	Partner System Routing Status	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System.
	Partner System Posack Delinquency	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System. Requires permission level 5.
	Partner System Unused Ticket	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System.
	Partner System Unsubmitted Voucher	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System.
	Partner System CTO Fee	Documents created in the Partner system and finalized in DTS. These reports contain the same information as the traditional DTS reports, but are specific to each DTS Partner System.
Person Reports	Complete Traveler Information List	Personal profiles showing all profile information (i.e., same information as found in the **View Person List** in the DTA MT). **Note**: Gender changed to Sex. Requires permission level 5.
	Read Only Access	Personal profiles showing individuals who have read only access (**ROA**). Requires permission level 5.
	List of a Traveler's Trips with Document Details	Documents with trip details for a specific traveler only for up to 10 years in the past.

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
	List of a Traveler's Trips with Location Details	Documents with location details for a specific traveler only for up to 10 years in the past.
	List of a Traveler's Trips with Reservation Details	Documents with reservation details for a specific traveler only for up to 10 years in the past.
	List of a Traveler's Trips with EFT/GOVCC Details	Documents with payment method details for a specific traveler only for up to 10 years in the past.
Audit Trail Reports *	Audit Trail GOVCC and EFT Data	Personal profiles showing changes made to a traveler's Government Travel Charge Card (GTCC) or Electronic Fund Transfer (EFT) data.
	Audit Trail User Specific Data	Personal profiles showing who made changes to data in the **Traveler Specific Data** section.
	Audit Trail Traveler Specific Data	Personal profiles showing who made changes to data in the **User Specific Data** section.
Service Requested Reports	Debt Report with Offsets and Collections	Vouchers with **DUE US** status showing debt repayment information. Requires permission level 6.
	Expense Report by Category	**APPROVED** documents showing expense and TDY information, plus financial information for each expense. Requires permission level 1.
	Expense Report by Document Name	**APPROVED** vouchers with a line type of "T" showing transportation, lodging, and meal/incidental expenses. Requires permission level 1 or 3.
	PERSTEMPO	Vouchers with **PERSTEMPO** codes showing information about the TDY, traveler, trip, and expenses. Requires permission level 5.
	Separation of Duty	Personal profiles showing information about Authorizing Officials (AOs) and delegated authorities to highlight separation of duties. Requires permission level 5.
	Daily "What's Out" Totals by System	Financial transactions from finance and accounting systems. Requires permission level 6.

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
Daily What's Out Reports	Daily "What's Out" Transactions Details by Trans Label	
	Daily "What's Out" All Details	
Monthly Debt Summary Reports	Monthly Debt Summary	Documents showing how many travel documents are in debt (**DUE US**) status. Requires permission level 7.
Defense Lodging Reports	Unavailability Report for Government Lodging Programs	Documents for TDYs to military installations, when travelers did not use DoD lodging due to non-availability.
	Non-Use Lodging Reason Justification	Documents showing the traveler did not use required **DoD** or **Preferred commercial lodging**, plus the **Reason Code** the traveler selected to justify the lodging selection.
Lowest Logical Airfare Reports	Restricted Expired Fare	Documents in which restricted fares timed out preventing their use.
	Restricted Fare Savings	Documents that used restricted fares and provides the cost savings for using them.
	Restricted Fare Lost Opportunity	Documents that could have used restricted fares, but did not.
Audit of DTS Payments Reports****	Training TDY Vouchers Over $2,500	TDY vouchers with the trip type Training containing expenses over $2,500.00. Requires permission level 5.
	Local Voucher Over $750	Local vouchers with expenses over $750.00. Requires permission level 5.
	Multiple Local Vouchers Totaling Over $4,000	Local vouchers with total expenses over $4,000.00. Requires permission level 5.
	Travel Advances Over $1,000	Documents containing advances over $1,000.00. Requires permission level 5.
	Shared Bank Accounts or Multiple GTCC's	Documents with shared bank accounts or multiple GTCCs. Requires permission level 5.
	Vouchers Over $4,500	TDY vouchers with expenses over $4,500. Requires permission level 5.
	Traveler With 25 or More Vouchers	Documents in which the traveler has 25 or more vouchers. Requires permission level 5.

CATEGORY	REPORT NAME	THIS REPORT INCLUDED DATA FROM…
	Vouchers With More Than 20 Percent Increase from Last Obligation	Documents with the original vouchers having more than a 20 percent increase from the last obligation. Requires permission level 5.
	Paid Scheduled Partial Payments	Documents containing paid SPPs (Scheduled Partial Payments). Requires permission level 5.
	Paid Lodging Greater Than Max Established Rate	Documents containing paid lodging greater than the max established rate. Requires permission level 5.
	Signed and Approved Within 8 Minutes	Documents that have been **SIGNED** and **APPROVED** within 8 minutes. Requires permission level 5.

- * The FedRooms program has replaced the Federal Premier Lodging Program (FPLP), but the report has not been renamed.
- ** All reports in this category require MIS Access.
- *** The report names are visible in the Report Scheduler, but you cannot select them because they contain Personally Identifiable Information (PII). You may be able to use the Business Intelligence Reporting Tool (BIRT or BI and Reporting Tool) to obtain travel data. If not, submit a help desk ticket regarding your reporting requirements. Depending upon the need, you may be recommended use the Defense Manpower Data Center Reporting System (DMDCRS) to access the ad hoc data.
- **** All reports in this category can be used to identify potential documents that may be subject to audit.

Report Scheduler Process Flow

Begin by logging into the *Defense Travel System (DTS)*.

1. From the DTS **Dashboard's Administration** drop down (Figure 1), select **Report Scheduler**.
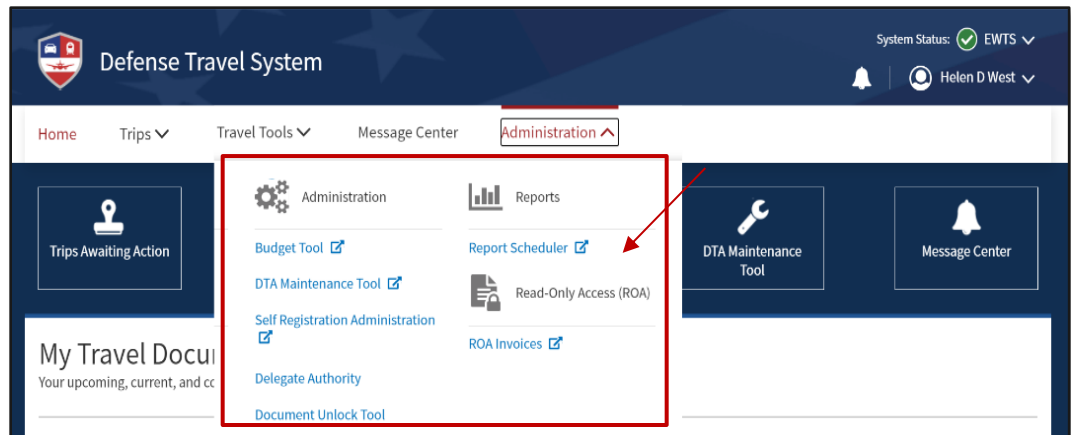
Figure 1: DTS Dashboard

2. On the landing page, select **Request New Report** link. The **Report Scheduler Home** page opens, displaying the categories and reports you can request (Figure 2a and Figure 2b).

- There are 69 different reports to help DTS individuals manage travel requirements.

  o We provide a partial list for this paper (Figure 2a and Figure 2b). Log into DTS to see the full listing.

- The reports you access may be limited due to your role assignment and data needs. If you believe you should have access to a report and don't contact another DTA or your Component Rep to review your profile setup (i.e., permissions, accesses, including special indicators) for correctness.
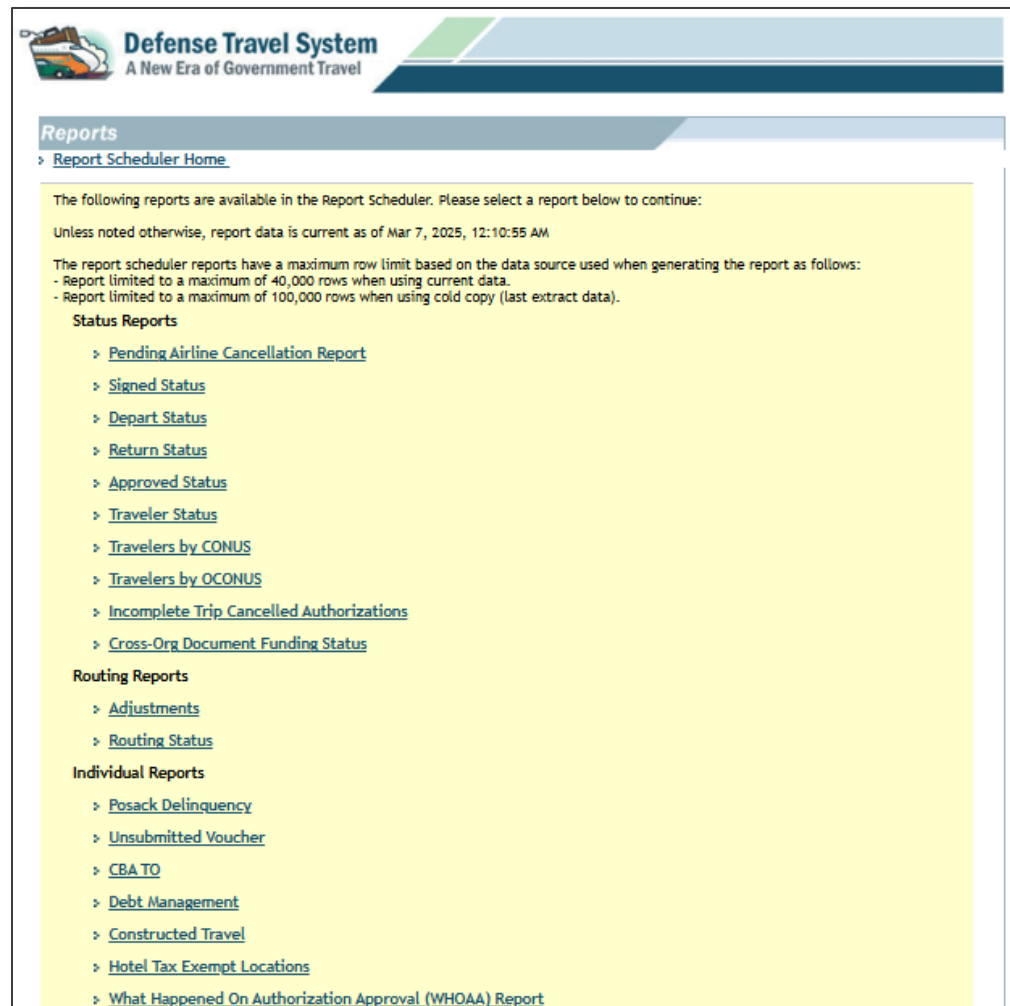
Figure 2a: Report Scheduler Home Screen - Partial View (Top)
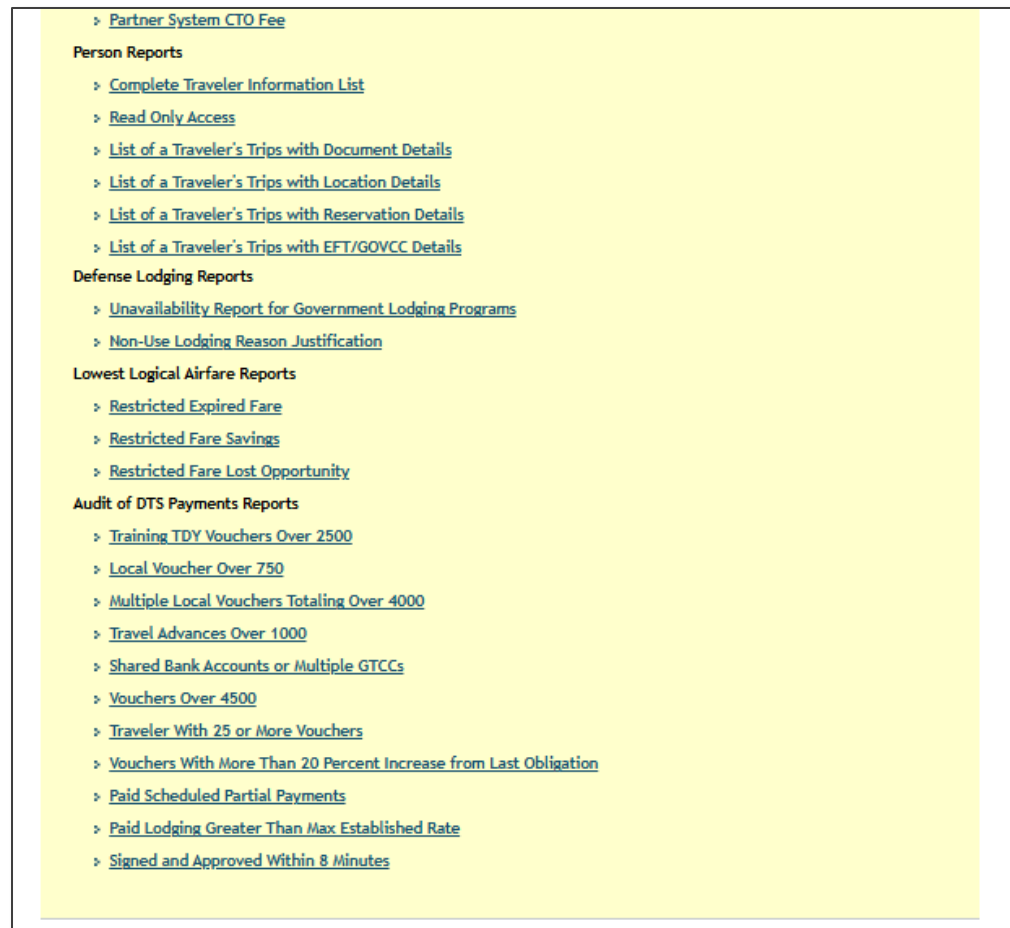
Figure 2b: Report Scheduler Home Screen - Partial View (Bottom)

3. Select the report link you need and the window opens. Enter the required search criteria, add any optional criteria you want to add, and select **Submit**. Based upon the type of report, the search criteria may differ (Figure 3).

Figure 3: Report Search Criteria Screen

4. After you submit the request, the screen refreshes providing an explanation of the remaining **Report Scheduler** process (Figure 4).

Note: Some reports may take a few minutes to hours to generate depending on how much data is being compiled. A few reports may run during off hours or overnight. You can wait for the email to inform you or access **Report Scheduler** anytime to view the status. If your report reflects **(No Data Found)** in the **Download** column, you can either re-run the same report or change the search criteria then try again.

Figure 4: Report Scheduler Process Definition Screen

5. DTS creates the report by the date and time and emails (Figure 5) you when the report is ready.
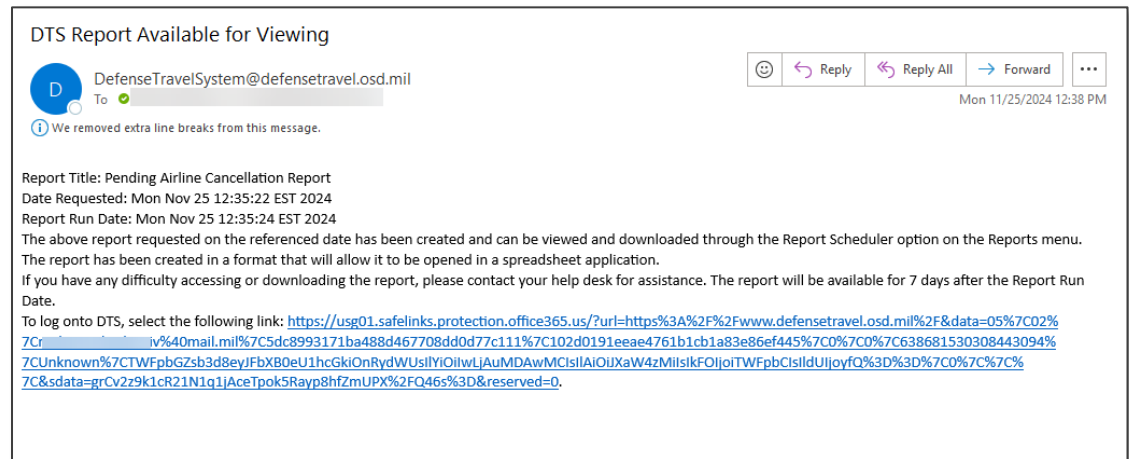

Figure 5: DTS Report Available Email

Reviewing the Report

Once you receive the completion email or when you are ready, log into DTS.

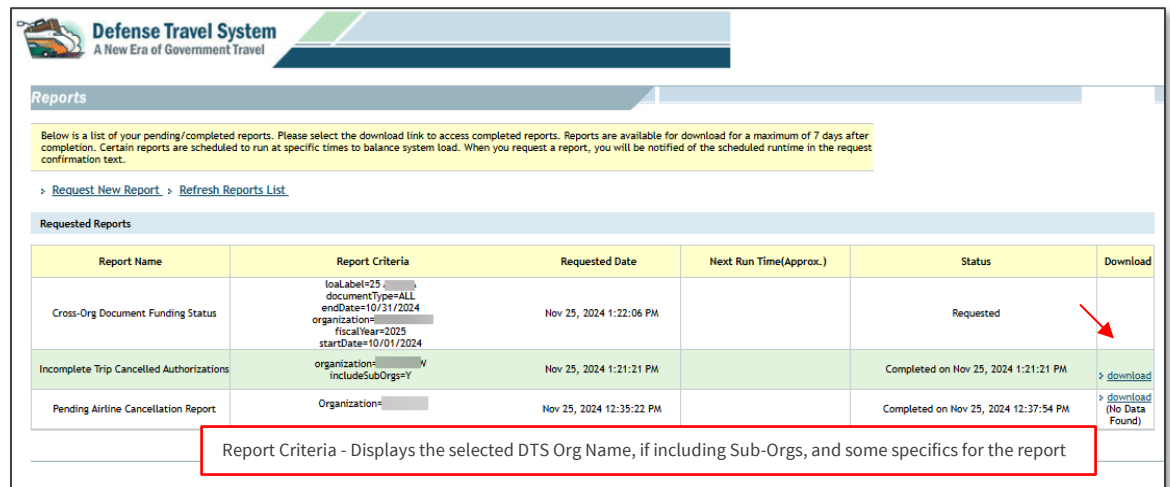1. From the DTS **Dashboard**, access the **Report Scheduler** (Figure 6).

Figure 6: Report Scheduler Home - Report Ready to Download

2. The **Report Scheduler Home** page identifies each available report, gives you some key information, and displays a download link with data or displays no data found.

- Select the **download** link to save the file to your preferred location.
- Go to the saved folder location to open and view the report in an excel sheet.

- The first few rows contain general information (e.g., report name, CUI//PRVCY indicator). You can remove them if you want to sort the report, but keep the header row with column titles (e.g., Organization, Traveler Name).

- Always safe guard PII and other vital data.

3. The report information is a starting point to manage travel data.

- Once you identify a problem (e.g., authorization not approved and the flights at risk for cancellation by the airlines) reach out to the traveler and AO to act.

- If some cases, to understand the full picture, view the travel document for details and the status (e.g., cancel trip process started by the traveler, but not completed by the AO). If corrective actions are necessary then have the traveler and/or AO do so timely.

- Be sure to follow up and re-run reports to verify open documents are closed or view the document directly in DTS. This is vital for authorizations and vouchers pending approval, as well as open cancellations and in-process debt documents.

Note: A document's status can change from day to day. Run reports a few times a week at a minimum or per your local business rules. You can re-run reports as often as needed.

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.

- To take a WBT class, see *TraX (DTS Admin) - Reports*
- For information about DTS Reports, see the *DTA Manual, Chapter 10*