



Renewal Agreement Travel

June 18, 2025

Introduction

DoD civilian employees and their dependents whose station is outside the contiguous United States (OCONUS) and meet the eligibility requirements for Renewal Agreement Travel (RAT) between OCONUS assignments can use DTS. RAT rules are complex involving transportation allowances to and from a location in the contiguous United States (CONUS) and under certain conditions other allowances. Before starting the process in DTS, review the [Joint Travel Regulations \(JTR\)](#), *Ch. 5, Part H*. This [JTR](#) section provides the specific eligibility requirements for you* and your family member(s) and particular allowances you* and your family member may claim while on RAT. In addition, the [JTR](#), *par. 0550* states, “This Part applies to a civilian employee serving tours of duty OCONUS, including the specific RAT provisions for civilian employee serving tours of duty in Alaska or Hawaii. A Service’s or DoD Component’s written guidance applies regarding the civilian employee’s leave status while on RAT.” Be sure to follow your local guidance on processing RAT.

This information paper explains how to create a DTS document supporting RAT using **Temporary Duty Travel (Routine)** trip type for both the employee and the family. A traveler profile is necessary for each family member to process travel in DTS. **Note:** Verify profile data content (e.g., email, GTCC) prior to creating a DTS document.

Special Note: Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. These processing rules include:

- Authorizations may not be created greater than 6 months in advance of the trip.
- Authorizations will not have the amend link available 75 days after the last day of travel.
- Authorizations and vouchers can’t exceed the maximum trip length of one year from the trip start date.

For more about DTS documents, see the [DTS Guide 2: Authorizations](#) and the [DTS Guide 3: Vouchers](#).

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

Create the Trip Itinerary

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

1. From the **DTS Dashboard**, select **Create New Document** (Figure 1). The window expands. Select **Routine TDY Trip**.

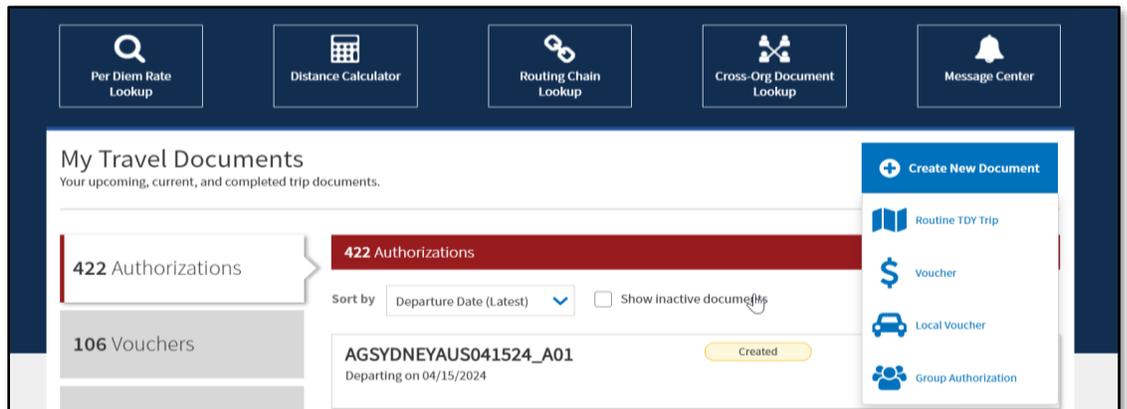


Figure 1: DTS Dashboard Screen

2. The **Create Itinerary** page appears (Figure 2).

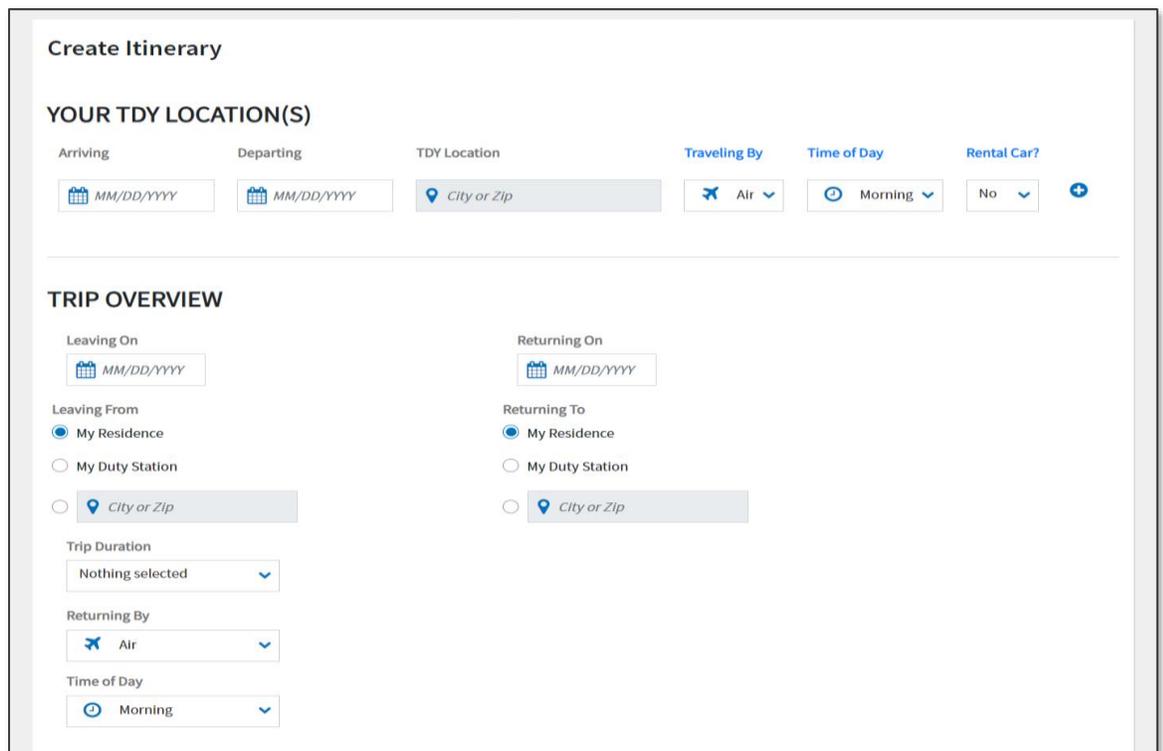


Figure 2: Itinerary Screen (Partial View)

- a. Under the **YOUR TDY LOCATIONS(S)** section:
 - i. Enter your **Arriving** and **Departing** dates.
 - ii. Enter your **TDY Location**.
 - iii. Use the drop down menu to choose the **Traveling By** method.
 - iv. Use the drop down menu to choose **Time of Day**.

- v. Use the drop down menu to choose **No** or **Yes** for **Rental Car**.
- b. Under the **TRIP OVERVIEW** section:
 - i. Enter Leaving On and Returning On dates.
 - ii. Choose the radio button or the **Leaving From** and **Returning To** locations.
 - iii. The **Trip Duration** field populate after entering trip dates.
 - iv. The **Returning By** field populates from the **Traveling By** selection.
 - v. The **Time of Day** field populates.
- c. Under the **YOUR TRIP DETAILS** section:
 - i. In the **Type** field choose **Temporary Duty Travel (Routine)** for RAT (Figure 3). For more information on adding trip types, see the [DTS Guide 2: Authorizations](#).

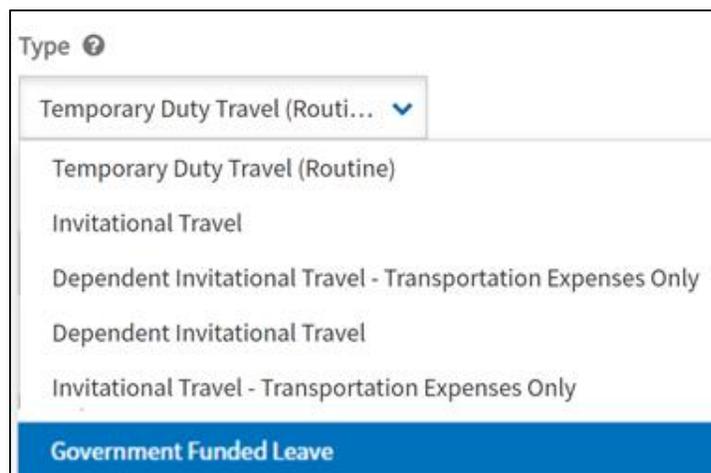


Figure 3: Your Trip Details Screen

Note: **Government Funded Leave** trip type does not permit per diem allowances. The option only appears as selectable, if you have a profile indicating that you are a DoD civilian employee stationed at an OCONUS duty station. You should only use this trip type if your travel meets the conditions as outlined in the [JTR](#).

- ii. In the **Purpose** field choose the reason for traveling. For this trip, select **Mission – Operational** (Figure 4).

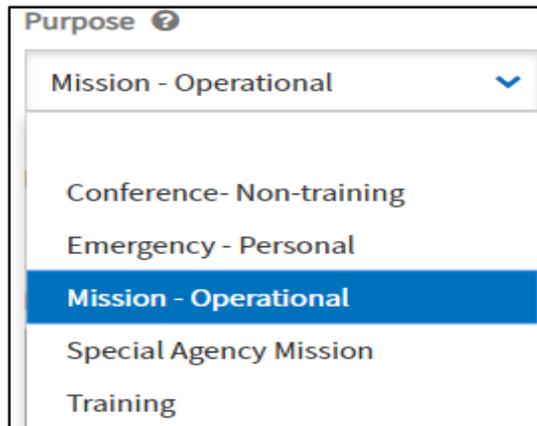


Figure 5: Purpose Screen

- iii. (Optional) Enter comments into the **Description** field, you can enter **Renewal Agreement Travel**.
 - iv. Under the **Conference/Event Name** area, select **Not attending a conference** for this trip.
3. Select **Continue** to save the information.

TSA Information

When you indicate commercial air, commercial rail or rental car as a transportation mode on your itinerary, the **Enter Your TSA** (abbreviation for “Transportation Security Administration”) **Info for This Trip** screen (Figure 6) appears before DTS allows you to proceed with reservation transportation requests.

Figure 6: TSA Information Screen



You must enter your **TSA Secure Flight Information** as part of air, rail, and rental car Passenger Name Request (PNR). It contains the **Secure Flight Personal Data (SFPD)** information that DTS must transmit to the TSA for watch list screening. The fields populate with information from your DTS profile, but you can change them if necessary.

1. Enter or update your profile information, if needed.
2. (Optional) Check the **Save this TSA** information to my profile box to update your DTS personal profile. If unselected, the information effects only the current document.
3. Select **Continue to Booking**.

Reservations

After the **TSA** information page, DTS automatically searches for required reservations based upon information you entered in the literary. When the screen opens, search for the required reservations and save the flights. The flight details display under the **Expenses** page, *Reservation Expenses* area. At any time, you can add a new flight reservation by selecting **Add to Trip > Add flight** on the **Review Reservation Selections** screen. To open that screen, select **Review Reservations** on the **Progress Bar**. DTS brings you to the **Select a Flight** page.

Note: For the family member refer to your Component’s business rules for payment method for flights. Additional information on booking flights is available in the [DTS Guide 2: Authorizations](#).

Complete the Authorization and Voucher - Expenses

Once you book the flights, on the **Progress Bar** select Expenses (Figure 7). **Note:** If you are uncertain of which expenses are permissible, check the *JTR, par. 055002* and *JTR par. 055006* for RAT allowances, so you don’t claim something the AO must deny.

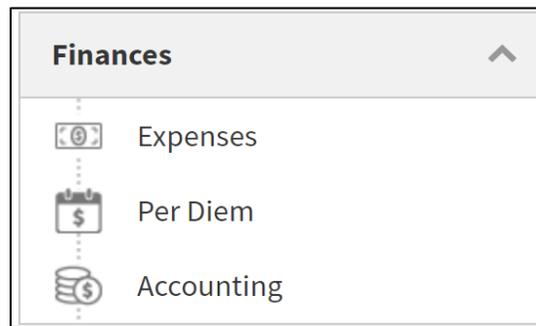


Figure 7: Progress Bar

1. From the **Enter Expenses** page, select **Add**. The **Add New** widow opens (Figure 8).

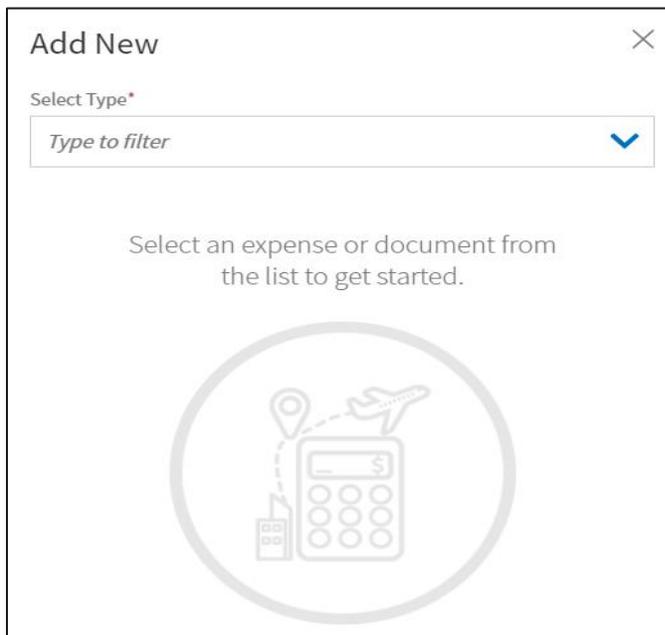


Figure 8: Add New Screen

2. Use the drop-down, to view the **Expense Category** list.
 - Select the **Type** to enter an authorized expense. For example, if you will incur a baggage fee, select **Other Expenses**, then choose **Baggage – 1st Checked Bag**.
 - The **Add New** window refreshes displaying required (e.g., **Type, Expense Date, Amount, and MOR**) and optional fields (e.g., **Notes, Attach Receipt**) for the expense entry (Figure 9). For a complete list of Expenses see the [DTA Manual, Appendix K](#).

Figure 9: Add New Screen (Expense Type Added)

3. Complete the information, and select **Add**. The expense entry appears on the **Enter Expenses** page (Figure 10). Additionally, the information displays on the **Review Trip Authorization** screen under the **Other Expenses** section.

Expense Type	Amount	Date
\$ Baggage - 1st Checked Bag	\$35.00	06/02/2025

Figure 10: Enter Expenses Screen

4. There are a few options for including documents and receipts to a DTS trip; **Attach Receipt** directly to an entered expense, **Import a PDF** document and attach to an expense, or use **Documents** to include records.
 - To enter an expense and attach a receipt, on the **Enter Expense** page, select **Add**. Use the drop-down, to view the **Expense Category** list. Then select the **(Expense) Type**. You can select **Attach Receipt** directly in the **Add New** screen, just follow the prompts, then select **Add** to save the entry.
 - To attach a receipt for an expense already in the trip, on the **Enter Expense** page locate the expense item. Select **Details**. The expense window expands (Figure 11). You can drag and drop a file into an entered authorized expense item, or use the + sign option to browse for and attach the receipt.

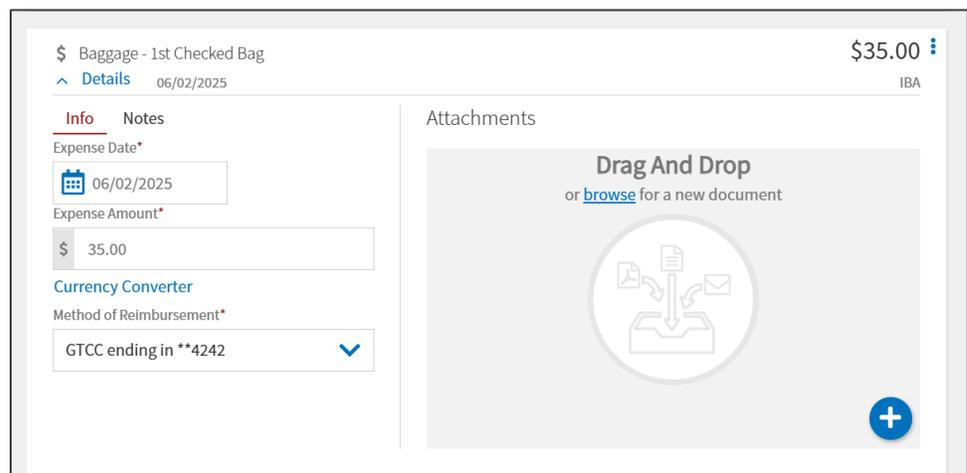


Figure 11: Expense Details Screen

- You can select attach other records by choosing **Documents** from the **Expense Category** list. Then when the page refreshes, choose the correct document type (e.g., Memo) see, Figure 12.

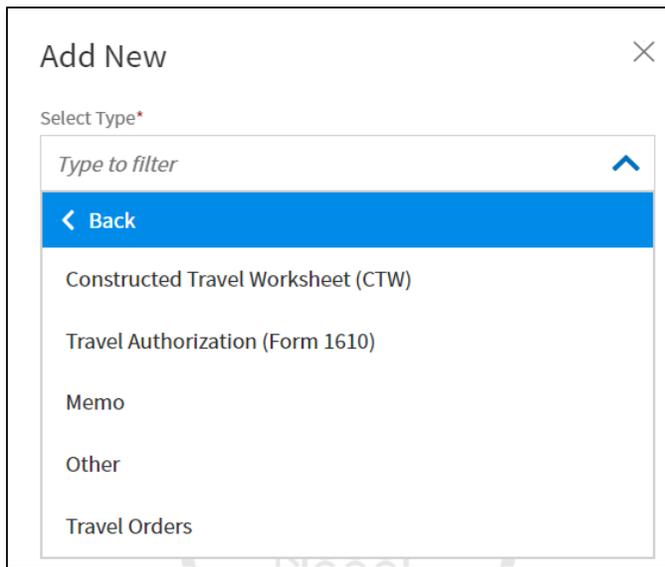


Figure 12: Add New Screen (Document Types)

- Complete the data fields, select **Attach Document** and then choose **Add**. The data appears on the **Enter Expenses** page and on the **Review Trip Authorization** screen under the **Substantiating Documents** section (Figure 13).

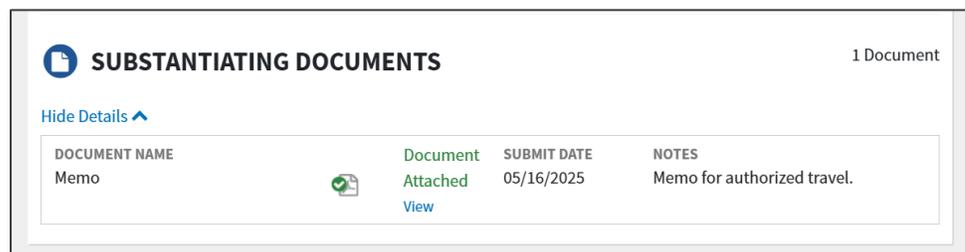


Figure 13: Substantiating Documents

5. Repeat the steps to enter authorized expenses and attach all required receipts and supporting documents for the trip. **Note:** On the voucher, be sure to update any projected expenses and remove any expenses you did not actually incur. For more information on vouchers, see the [DTS Guide 3: Vouchers](#).

Complete the Authorization and Voucher – Per Diem

Based upon the location you selected in the Itinerary; the lodging and M & IE calculate. You should verify the amounts, and here is how to access the **Per Diem** table:

1. On the **Progress Bar**, select **Per Diem**. The **Review per diem amounts** screen opens (Figure 14).

2. Select the **Group Similar days** radio button to ungroup the travel days, so each day displays with the **Lodging** and **M & IE Allowed** (Figure 14, Indicator 1). If you select the radio button again, the travel days regroup.

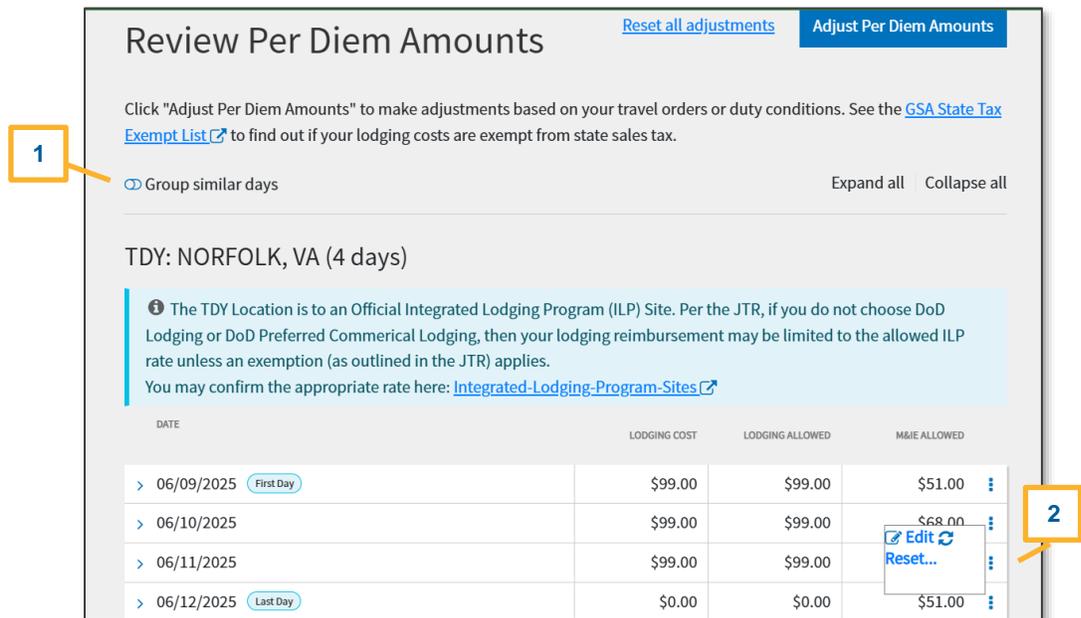


Figure 14: Per Diem Screen

3. Select the options icon then select **Edit** (Figure 14, Indicator 2). The Adjust Per Diem Amounts screen appears. Modify the **Lodging** and **M & IE** amounts according to the *JTR, par. 055002*, RAT requirements. Select **Save Adjustments**.

Complete the Authorization and Voucher - Accounting

Your document must contain a line of accounting (LOA) before the Authorizing Official (AO) stamps your document **APPROVED**. Your organization may opt to have the LOA automatically display on the document for you or assign the LOA later. If you need to add a LOA, use these steps:

1. On the **Progress Bar**, select **Accounting**. The **Accounting** window opens. Select **Add LOA** to enter the necessary Lines of Accounting (LOA).
2. If you have multiple LOAs then be sure to allocate the expenses correctly.
3. Once you finished with the LOA(s), select Continue.

Finalizing the Authorization and Voucher – Review and Sign

It is important to **Review** your trip for completeness before stamping the document **SIGNED**. Documents with invalid Government Travel Charge Card (GTCC) data, missing receipts, or required documentation are at risk for reservation and/or payment delays. ***Note:** Follow your local business rules for any additional RAT requirements.

1. If you selected **Continue** from the **Accounting** screen, DTS directs you to **Review Profile**. If not, on the **Progress Bar**, select **Review Profile**.
 - When the screen opens, select **Open Profile** to view the information and if necessary make changes, and choose **Save** when finished. Select **Continue** to proceed.
 - If no changes are necessary, just select **Continue**. **Note:** Expired GTCC data will impact ticketing and payments, so be sure you check it. For more on updating a GTCC, see the information paper, [Updating GTCC Information in a DTS Profile](#).
2. Select the **Review Trip (Authorization or Voucher)** page verify the information and then proceed.
 - You can **Add Comments** to the **Approving Official** or **Add Reference** number regarding the trip (Figure 15).

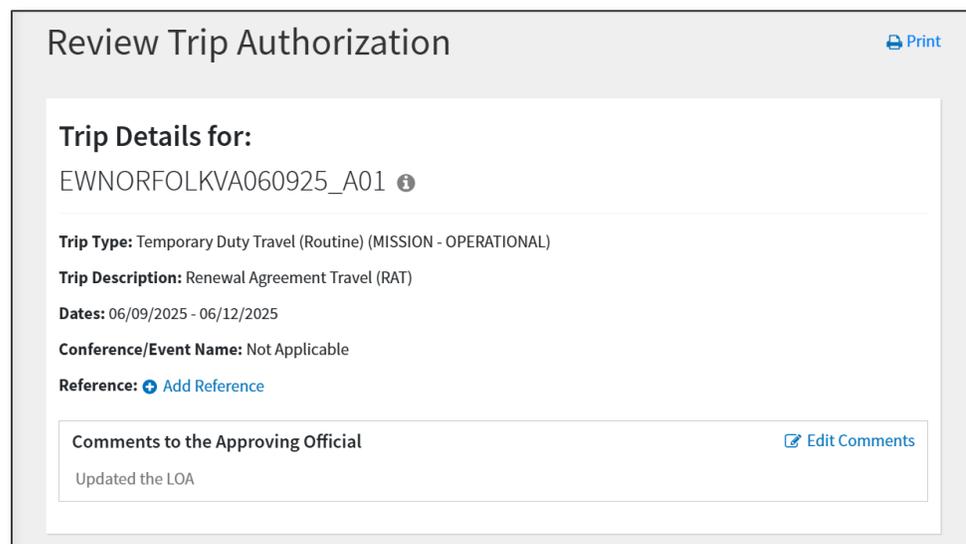


Figure 15: Review Trip (Authorization or Voucher) Screen

- You can select the **Go To <module>** short cut links if you need to revisit other areas of the document such as reservations or expenses.
3. If you have no changes, scroll to the bottom of the screen, and select **Continue**.
 4. Review the **Other Auths and Pre-Audit** page. Under the *Other Authorizations* area, review for any flags in an authorization and later in the voucher. Provide clear justifications or

select **Reason Codes** when applicable. You can select **Add Comments** to enter additional information regarding the travel. **Note:** If you try to skip this section, DTS will return you to the screen to verify and when needed justify any flags. Select **Continue**.

5. The **Digital Signature** screen opens. View the information.
 - a. Under **DOCUMENT STATUS**, check the box next to, **I agree to SIGN this document**.
 - b. (Optional) **Add Comments to the AO**.
 - c. Select **Submit Completed Document** to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message.

Monitor Trip Status

Monitor your document for status changes.

- For an authorization, reservation requests go to the TMC first before the document routes for approval. After your document is **APPROVED** and three business days prior to travel, the TMC tickets the reservations. **Note:** Unapproved documents with reservations are subject to reservation cancellation.
 - View the **Digital Signature** page for the **CTO AMENDMENT** stamp and **CTO TICKETED** for flights.
 - Verify you receive the TMC email with a copy of the invoice.
 - Retain the TMC invoice for voucher purposes.
- For a voucher, the document routes based upon the steps in the routing list. The AO is the last one to act. Once approved, monitor for payment to your GTCC and EFT accounts.

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 learn about travel policy, see the [Joint Travel Regulations \(JTR\)](#)
- For more information on logging into DTS, see [DTS Guide 1: Getting Started](#)
- To learn about Trip Types, see the [DTA Manual, Appendix K](#)
- For information on authorizations, see the [DTS Guide 2: Authorizations](#)
- For information on vouchers, see the [DTS Guide 3: Vouchers](#)
- Trifold, [Update Voucher](#)
- For information on traveling with Dependents, see [Dependent Travel in DTS](#)
- To learn how to modifying a GTCC, see [Updating GTCC information in a DTS Profile](#)