


## 10 Per Diem

Select **Per Diem** from the **Progress Bar** to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:

1. Select **Adjust Per Diem Amounts**.
2. Enter the **Date Range** you want to adjust.
3. Make all changes, and select **Save Adjustments**.
4. Repeat steps 1-3 until all allowances are correct.

 Changing allowances updates all displayed allowances (e.g., field duty, leave) for the selected dates, which may override previous entries. If duty conditions differ from day to day, make changes one or a few days at a time.

## 11 Accounting

**Note:** Your organization may not allow you to select LOAs. Follow your local business rules.

From the **Progress Bar**, select **Accounting**, then to view all expenses, Due US balance, prior payments or split disbursement totals, select **Financial Summary**:

1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you choose multiple LOAs, select **Edit LOA Allocations**, and select the **Allocation Method**.
3. Select **Request Advance** if needed. **Note:** Only available if you don't have a Government Travel Charge Card (GTCC) or are exempt from its using it.
4. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor. **Note:** Mandatory if available, but only available for trips over 45 days. Track expenses and if needed, amend the authorization to add additional charges to go to the GTCC.

## 12 Review Authorization

Select **Review Authorization** from the **Progress Bar**, then:

1. (Optional) Enter **Comments to the Approving Official**.
2. Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.
3. When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** from the **Progress Bar**.

## 13 Other Auths and Pre-Audits


The **Other Authorizations and Pre Audits** screen opens.

1. In the *Other Authorizations* section, add new comments as necessary.
2. In the *Pre-Audit* section, enter justifications for all items DTS flagged and add **Reason Codes** where required.
3. In the *Advisory* section, review any advisory notices.
4. Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar**.

## 14 Sign and Submit

The **Digital Signature** window opens.

1. Ensure you select the correct **Document Status (SIGNED)** and **Routing List**.
2. Check the **I agree to SIGN this document** box.
3. **Add Comments** (optional).
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN** and select **OK**.

 *You must sign the authorization within 24 hours of booking to prevent cancellation of all reservations.*

## 15 Additional Notes

- When the partner system sends updates to your authorization, you receive an email. Review the notice and adjust or amend your authorization if needed.
  - Refer to the trifold **Adjusting/Amending an Itinerary and Reservations in an Authorization** for help if needed.
- For a cancelled trip, the partner system sends a cancellation to DTS. Follow all necessary cancellation procedures.
  - See the information paper, **Introduction to Imported Authorizations for Partner System Travelers Using DTS** for help if needed.

**Note:** This trifold is designed for travelers, but the steps also work for Non-DTS Entry Agents and travel clerks.



## Partner System Imported Authorization in DTS: Traveler Instructions

*Completing an imported authorization in DTS differs from creating a standard authorization. A “partner system” exports travel data to DTS, which creates the authorization and emails the traveler to inform them they need to complete it in DTS. The partner system may block access to some DTS functions.*

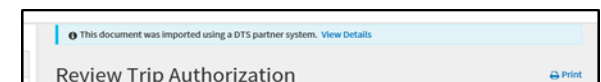
### Log On to DTS

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. Enter your CAC **PIN**, and then select **OK**.
  - If the **User Activation** screen opens, enter your SSN in both fields then select **Submit**.
5. If your DTS account is active, the **DTS Dashboard** opens with document access. Go to Section 1.
  - If the **DTS Dashboard** screen opens with the **Self Registration** option, complete all steps required to self-register your account in DTS.

### 1 Edit an Imported Authorization

On the **DTS Dashboard**, under **My Travel Documents**, select **Edit** next to the document requiring action.

**Note:** If prompted by DTS, view/edit your personal profile before proceeding with document actions.



If the Partner System included information for you, select **View Details** to open the message box. If there were no comments, go directly to Section 2.

**Import Details** window provides three options. Review the:

1. **Import Details.** Information from the original file that was used to create the imported authorization.
2. **Partner Settings.** Settings the partner system used to create the authorization. Those settings determine the DTS options available to you in the authorization.
3. **Comments.** Comments and instructions from the partner system to you. This link only displays if there are unread comments from the partner system.

## 2 Edit Itinerary

Your itinerary displays. If you need to make changes, select **Edit Itinerary** from the **Progress Bar**.

- **YOUR TDY LOCATIONS(s):** Arriving and Departing (dates), and TDY Location
- **TRIP OVERVIEW:** Leaving On, Returning On, and Trip Duration
- **YOUR TRIP DETAILS:** Type, Purpose, Description, and Conference/Event.

## 3 Enter TSA Information

If you need air reservations, before you start booking them, the **TSA Information** screen opens.

1. Verify or correct your **TSA Secure Flight** Information.
2. Select **Continue to Booking**.

## 4 Book Air Travel

If your itinerary reflects air travel, the **Flight** screen displays. If not, select **Add to Trip>Add new flight** on the **Review Reservation Selections** screen (see Section 3, **Enter TSA Information**). Available flights display.

1. Review the list and **Select Flight**.
2. Select a seat or seat type and **Confirm**.
3. Select **Book flight**. Repeat steps 1-2 for connecting flights.
4. Repeat steps 1-3 for all remaining flights.

## 5 Book Rental Car

**Note:** Partner system may block rental car selection. If so, DTS displays a message to that effect; skip this section.

If you need a car, the **Rental Car** screen displays. If not, select **Add to Trip > Add new Rental car** on the **Review Reservation Selections** screen. Vendors participating in the Government Rental Car program display.


1. Review the list. If needed, use **Advanced Options** to change search criteria.
2. Choose **Select Car**.
3. Select **Book Car** to confirm your selection.


**Note:** Select **Request TMC Assistance** if no government rentals display.


## 6 Book Lodging

The **Lodging** screen displays last. If needed, select **Add to Trip > Add new lodging** on **Review Reservation Selections** screen. DTS displays the most appropriate lodging type, but you can search for different hotels.

1. To see lodging locations, use **View Map** or **Filters**.
2. Choose **Select** for an available hotel.
3. Choose **Select** for an available room.
4. Select **Book** to confirm your selection.

 Selecting a non-recommended lodging type may require justification or reduce your lodging reimbursement.

 Choosing **Select** (for a room) multiple times may result in multiple bookings that may not all reflect on your itinerary. Check the itineraries emailed by DTS and the TMC.

 If you cancel a lodging reservation, verify the lodging provider returned a cancellation confirmation number.

## 7 Review Your Reservations

After you make all reservations, the **Review Reservation Selections** screen displays. You can also get here by selecting **Review Reservations** from the **Progress Bar**.

1. Review and update all reservation information, then select **Continue to Expenses**.
2. A pop-up message warns you that DTS will cancel your reservations in 24 hours unless you sign the document.


## 8 Enter Expenses

Select **Expenses** from the **Progress Bar** to display all your projected expenses and mileage allowances.

- The **Lodging** entry displays. It shows the lodging per diem for your TDY dates.
- The reservation expenses appear in a single list of booked reservations in DTS. **Note:** You can only view reservations in the **Expenses** module.
- The rest of your expenses and mileage allowances appear in the same list as the booked reservations on the **Enter Expenses** screen.

To enter an expense or mileage allowance:

1. At the top of the page, select **Add**.
2. In the **Add New** window, use the drop-down menu to select the **Expense** category and type
3. On the **Add New** screen, enter required fields, and select **Add**.
4. Repeat until you enter all expenses and mileage allowances.

 If you select **Pvt Auto-To/From TDY** or **Pvt Motorcycle-To/From TDY**, use the tools on the **Add New** screen to calculate your official mileage. Use your vehicle's odometer for **Private Auto-At TDY Area**.

To duplicate an expense:

1. When you have a recurring expense, select the options (3-dots) icon. The **Duplicate Expense** window opens.
2. Enter the date range for the replication.
3. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

## 9 Receipts and Documents

Attach required receipts to expenses and use the **Documents** option in the **Add New** screen for other required documents (see the JTR for receipt rules).

- On an expense item's **Details** screen, enter **Notes** and attach receipts using **Browse** and upload, dragging-and-dropping, or selecting **+**.
- Select **Import a PDF** to find files. Select **Attach to Existing** or **Create New** to attach them.